

Scoil Íde, Jesus and Mary N.S., Salthill.

Health and Safety Policy

2020



INTRODUCTION

Manual Ownership

This is the Health & Safety Policy drawn up by the Staff and Board of Management of Jesus and Mary Primary School.

This document has been prepared in compliance with Section 39 of the Safety, Health and Welfare at Work Act, 2005.

Safety Manual Amendment Procedure

All amendments to the Safety Manual must be authorized by the Principal, The Safety Officer.

All amendments to the Safety Manual are issued by the Safety Representative to all staff members. A copy of the Safety Manual is retained in the Principal's office.

SAFETY

Policy

The Safety Policy of Jesus and Mary Primary School is outlined in this Safety Statement.

Responsibility

The Principal has overall responsibility for the implementation of the school's safety measures.

The Safety Committee is responsible for promoting safety awareness and ensuring that high health and safety standards are maintained.

Fire Certificate

Scoil Íde has been inspected by Corrib Fire Protection Company Ltd. in September 2012. All Fire Extinguishers, Fire Blankets and Fire Signs were checked and a Fire Certificate was issued to the school.

In November 2019,carried out a full service of the Fire Extinguishers in the School and a Fire certificate was issued. Details to follow.

In July 2019, Natasha Corduff from “Dynamic Safety Solutions” was asked to carry out a site, health and safety inspection in our school.

This was followed up with a list of recommendations and potential hazards in our school. This information was communicated to all staff at a staff meeting and any recommendations were acted upon promptly.

The following changes were made.

- Protective covers were put on the basketball stands
- Plug blockers were inserted in all sockets that are accessible to children
- Shelves in classrooms were checked and secured
- Storage in classrooms was reviewed by each class teacher
- Tables and obstacles on the corridors are being removed
- Security fencing is being installed on the premises over the summer
- Signage in relation to First Aid points and Toilet Facilities was increased

GENERAL STATEMENT OF POLICY

In Scoil Íde, also known as Jesus and Mary Primary School, we try to provide a safe and healthy working environment for staff and pupils. We recognize that safety puts a high degree of responsibility on each and every one of us. It is imperative that all individuals in the school support our Health & Safety policies and procedures fully.

It is the policy of Scoil Íde to comply fully with all safety and welfare legislation and to ensure as far as is reasonably practicable the safety, health and welfare of all staff and pupils at our place of work. We commit to provide such information, training, instruction and supervision as may be needed for this purpose. The Safety Statement is a plan to minimize the risk of injury and ill-health in our school.

It is also the policy of Scoil Íde to protect, in so far as is reasonably practicable, persons not employed by the Department of Education who may be affected by our activities. In pursuance of the statement of safety policy, Scoil Íde will provide and maintain a safe place of work, safe equipment and safe systems of work. We shall carry out a detailed hazard identification exercise, risk assessment and implement control measures as required.

All staff members have the responsibility to co-operate with the Safety Committee to achieve a healthy and safe workplace and to take reasonable care of themselves and others. It is our school's policy to consult all staff on matters of health and safety. All members of staff will be notified of the school policy and encouraged to comply with their duties under current legislation to bring any specific identified hazards in the workplace to the attention of the Principal and Safety Committee.

The policy will be kept current. To ensure this, the policy and the way in which it operates will be reviewed regularly but at least on a yearly basis.

Signed: _____

Mrs. Claire Hynes, Principal of Scoil Íde, Jesus and Mary Primary School

Date: _____

SCHOOL POLICY

- This document has been prepared in compliance with The Safety, Health and Welfare at Work Act, 2005
- This school recognizes and respects its statutory responsibilities and its obligations to manage and achieve the safety of all pupils and members of staff
- This school pledges itself to take all reasonable and practical steps to maintain health and safety standards in the workplace (school, classrooms, office, playground) at a level, which meets the standard required by legislation

- The Safety Statement will be reviewed at least on a yearly basis by the staff of Scoil Íde and will be changed as risks change, key personnel change, or changes in legislation occur. In light of the current Global Pandemic we envisage many changes shall be made.

Covid-19, Corona Virus, Return to School Response:

We will follow the Government guidelines and advice given by The Department of Education and Skills so as to plan, organize and manage a safe school environment for pupils, staff and parents of our school.

We will update our Health and Safety Policy accordingly. This is a working document and will include a Return to School Policy in relation to Covid 19 over the coming weeks and months.

A Return to School Safely Response Team has been formed since June 2020.

Team Members:

| | |
|---------------------|---------------------|
| Claire Hynes | Principal |
| Eileen Ostheimer | Deputy Principal |
| Antoinette Moran | Assistant Principal |
| Trócaire Joye | Assistant Principal |
| Anne-Marie Hennigan | Assistant Principal |

BOARD OF MANAGEMENT PHILOSOPHY

The Board of Management recognizes and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of every employee, student and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

SAFETY OBJECTIVES

- Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures

- The Safety Officer shall monitor safety generally and the operation of safety procedures
- The Principal shall ensure that each employee shall obtain a copy of the Health & Safety Policy and shall be familiar with its contents
- All records of accidents and ill-health will be recorded and kept in the Principal's office
- Any defects or hazards at work will be notified to the Principal and Safety Representative

DUTIES OF EMPLOYEES

It is the duty of every employee while at work:

- to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work
- to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work
- to report to the Principal without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware
- no person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

- employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (Safety, Health and Welfare at Work Act 2005).

Health and Safety and Welfare at Work Act 2005

Section 13: Duty of Employees

General Duties of Employee and Persons in Control of Places of Work

13.—(1) An employee shall, while at work—

(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

[No. 10.] *Safety, Health and Welfare at Work* [2005.]
Act 2005.

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

SAFETY OFFICER

The Principal, who is selected by the Board of Management as Safety Officer shall be responsible for overseeing the safety provisions on behalf of the school and Mrs. Anne Marie Hennigan is the Health and Safety Representative. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows:-

- To guide and advise on all health, safety and welfare matters
- To ensure that the School fulfils all statutory requirements in respect of The Safety, Health and Welfare at Work Act 2005
- To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources
- To undertake regular and appropriate revision and auditing of the School safety procedures and methods of operation, to ensure that they are kept up to date
- To ensure that adequate fire protection and prevention measures are provided
- The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed

Particular attention will also be paid by the Health and Safety Officer to the following potential hazards:

- Access - floors, steps, ladders
- Lighting and Ventilation
- Heat and Humidity
- Electrical – Sockets, Plugs, Framed Wiring
- Fire Risk, emergency evacuation procedures, Fire Drills

- Light machinery safety; photocopiers; fax machines; PC's; (Staff should treat said equipment with care and report any faults to the relevant personnel who will arrange for the repair / replacement for the equipment)
- Yard – surfaces, shore coverings etc

The Safety Committee

The Safety Committee will schedule one meeting per term.

The members of the Safety Committee are listed below.

Safety Committee Members:

Mrs. Claire Hynes
 Mrs. Eileen Ostheimer
 Mrs. Antoinette Moran
 Ms. Trócaire Joye
 Mrs. Anne-Marie Hennigan
 Ms. Andrea Lenihan
 Ms. Christine Molloy

Training

First Aid:

Members of our school staff are fully trained in First Aid, CPR and use of AED by Sandra Rock and Niamh Daly from “The Irish Heart Foundation”.

Training was held on the 12th of February 2019 in the school and the recommended renewal date is the 13th of February 2021 for the following staff members:

Anne-Marie Hennigan, Ailbhe Uí Fhátharta, Niamh Cooke, Deirdre Conneely, Andrea Lenihan

Margaret Giblin, SNA, who is currently job sharing in our school also holds a certificate in First Aid, 2019-2020

All members of staff were given training in January 2017 on how best to respond to a child who is experiencing seizures due to Epilepsy. This included a demonstration on how to correctly administer the required medication. This training was given by Niamh Daly, Paramedic and First Aid Trainer with “The Irish Heart Foundation”.

Fire Safety:

- A Fire Safety Training Course with Alan Connolly from “Rubikon Training” was arranged for members of staff who volunteered to form a new Fire Safety Committee in April 2020 (postponed due to Covid-19 related school closure)
- It is envisaged that this training will occur in line with public health advice during the first term back to school in 2020

The following members of staff attended a Fire Safety and Extinguishment Course:

Ms. Christine Molloy
Mrs. Claire Hynes
Mrs. Antoinette Moran

Members of the New **Fire Safety Committee** 2020 are:

Anne-Marie Hennigan
Ailbhe Uí Fhátharta
Antoinette Moran
Catherine Burke
Christine Molloy
Claire Hynes
Eileen Chambers
Eileen Ostheimer
Paul Colleran
Paula O'Connor

REPORTING ACCIDENTS AND HAZARDS

Causes of accidents shall be investigated and corrective action shall be initiated to prevent a recurrence.

Staff has a duty to report directly without delay:

- Any area which may reasonably be considered a serious and immediate danger to health and safety
- Any matter which may reasonably be considered a shortcoming in health and safety arrangements

These matters should be reported to the Safety Officer/Principal.

The Board of Management of Jesus and Mary Primary School wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work for staff and students and visitors.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees and pupils.
- Plans for emergencies shall be complied with and revised as necessary.

INCIDENT/ACCIDENT PROCEDURE

The following steps must be adhered to if you witness an incident/accident occurring or come across an incident/accident:

- Call for help
- Contact a trained staff first-aider (CPR Trained Staff)
- If conscious, talk to the party(s) involved to get any relevant information in relation to the incident/accident and injuries sustained for the first-aider
- Talking to the parties will help to keep them alert and conscious, so continue talking to them until the first-aider arrives
- Follow the directions of the first-aider
- If directed by the first-aider or when needed contact the emergency services and give the following information:
 - Ambulance required
 - Address of School/Post Code
 - Number and brief description of people involved
 - Injuries involved and to whom
 - Fastest approach to where the incident happened (side gate, rear yard, etc.)
 - Any medical history known in relation to the patient/ medical conditions, allergies or prescribed medications

- **Report the incident/accident to the Principal/Safety Officer immediately**
- **Record all details of above in Accident Book**

GENERAL SAFETY

The aim of the Board of Management is to provide a healthy and safe working environment for staff and pupils. This can be achieved with the help and assistance of all employees and pupils by:

- ✓ Observing the general rules of safety, including yard rules – running, stopping on first bell, class lines, etc
- ✓ Using all plant, machinery and equipment in a safe and proper manner.
- ✓ Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- ✓ Keeping work areas clean and tidy at all times.
- ✓ Making sure all corridors and passages, particularly those leading to escape routes, are kept free of obstructions at all times.
- ✓ Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

First Aid Policy

Definition of First Aid

First Aid is the treatment in life threatening situations (heart stoppage or severe bleeding) pending medical help

Or

Treatment for minor injury (cuts, bruises, etc.)

First Aid does not cover the administration of drugs or medications however we do have an Administration of Medicines Policy and set of procedures that are to be followed by all staff and parents.

Occupational First-aider

A first-aider means a person who has successfully completed a training course in first aid, approved by the Health and Safety Authority. This is assessed by an examiner (registered with the ambulance training school). A certificate is valid for two years and then further training must be carried out and assessment is necessary to regain certification.

There are 2 first-aid stations in the school. Mrs. Anne-Marie Hennigan ensures that the First Aid supplies are replenished and checked regularly to ensure that they are fit for purpose.

Anne-Marie Hennigan liaises with the parents of children who may require Emergency Medicines to ensure that the school has a signed Indemnity Form from them and also the appropriate medication stored and labelled with detailed instructions on how to administer the medication clearly given.

First Aid Boxes

Location

Downstairs:

- Windowsill between Junior Infant rooms - First Aid Box

Upstairs:

- Staffroom- First Aid Bag on the windowsill
- Wheelchair bathroom – First Aid Box supplies and School Trip First Aid Bags

HAZARDS

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:-

Main switch/fuse board – No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses. The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards. Suitable electrical warning signs will be placed near main electrical switch gear. **Mrs. Hynes and Andrea Lenihan will be responsible for the main switch/fuseboard.**

Boiler House – Only authorised persons will be allowed into the Boiler House. All persons so authorised will be made aware of the special hazards i.e. high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boiler house will be kept clean and tidy at all times. A safety sign outlining hazards will be kept in the boiler house. **The authorized personnel for above are Mrs. Hynes and Andrea Lenihan.**

Class Rooms – Class rooms should be kept tidy. Computers turned off every evening. Wires kept out of children's way. Teachers ensure children's bags and belongings are kept safely under children's desks. Only teachers are permitted to open and close windows. Pupils are not permitted to touch the classroom blinds. Pupils should never handle the cord for the blind and pupils are never permitted to sit on window sills. **Each teacher is responsible for her own class and the safety and well-being of her pupils.**

Computer Area/Top Landing – All computers are treated with care. Teachers supervise students when using computers. No food or liquids are permitted near the computers.

Yard/Shed/Outdoor Toilet – **Mrs. Hynes and Mrs. Ostheimer** will ensure that these areas are free of hazardous materials and safe at all time for use by the pupils.

Yard Gate – The gate to the yard will be monitored by the supervising teachers at yard time. They will be opened at collection times. Outside these times the yard gate will be closed. **Mrs Ostheimer will take responsibility for this.**

Staffroom – Care must be taken at all times when using water boilers, kettles and other kitchen equipment. No students are permitted to use kettles or the boiler. **Christine Molloy will ensure that the staffroom is clean and safe and all equipment is in good working order.**

Portable equipment – Portable equipment will be inspected on an annual basis. Faulty equipment should be isolated from the power supply and removed for repair. Staff

members should check plugs and flexes before using equipment. Trailing leads should be used in such a manner as they do not cause a hazard to people through tripping and should be inspected by the user for faults. All faults should be reported to the Principal or the Safety Representative. **Mrs. Hennigan will ensure all faulty equipment is sent for repair or replaced.**

Emergency Escape Routes – Escape doors must not be locked during occupation of the building. Staff and pupils will be made aware of the escape route in the school hall by regular fire drills. All escape routes will be kept clear at all times. It is an offence, under law, to wedge open fire doors. **Mrs. Hynes checks the escape doors daily.**

Fire Safety –

A school evacuation procedure has been drawn up. A copy of this procedure will be made available to all employees including temporary and substitute teachers. A copy is also displayed in each class room and in the staff room. Our Fire Safety Statement is on display in the following public areas: Inside the front door, on the left beside the fire alarm; on the wall behind the computers; in the staff room and near the lower back exit door.

- Evacuation drills will take place at least once a term. Employees should familiarize themselves with the procedures so that a fast and effective evacuation of the school can be completed in the event of an emergency. When evacuating the building, the teachers will bring their roll book with them. The children will not bring anything with them.
- Fire extinguishers are provided and will be maintained on a regular basis. Employees have been instructed in the safe use of this equipment.
- Emergency escape routes will be posted on main notice boards and throughout the building and assembly points.
- Re-Entry to the school building is prohibited until the all clear has been given by the Fire Officer attending the fire and in the case of a fire drill, until the Principal has given the all clear.

Running in School – Running is strictly forbidden in corridors and class rooms. Strict discipline will be maintained. Children should walk in lines, bags and equipment should be placed neatly in an area so as not to cause a “tripping” hazard. Pupils must hold hand rails at all times when using the stairs. Each class teacher walks with her class to the stairs in the morning, at break times and at 2.30. Two SNA’s and Andrea Lenihan or Claire Hynes will be positioned at the front and back stairs to ensure all pupils descend safely.

Messages - Children required to do messages from Junior Infants to Fourth Class will go in twos.

P.E. EQUIPMENT; HALL/STAGE– Teachers taking these classes should ensure that children wear suitable clothing and under no circumstances be allowed take part in classes in their stocking feet or unsuitable footwear. Pupils must ensure laces are tied correctly before class begins. Teachers should also ensure that children do not climb on

the P.E. equipment unless instructed to do so. **Mrs. Moran will take responsibility for the storage and upkeep of P.E equipment.**

Wet corridors/ floors – It is the policy of Jesus and Mary Primary School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, after school hours to eliminate, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used.

All wet floors and/or hazardous areas should be immediately brought to the attention of Mrs. Hynes or Andrea Lenihan. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather. Pupils will not be permitted to use outside areas during such weather conditions.

Broken Glass - Staff are asked to report broken glass to the Principal so that it may be immediately removed. Pupils will not be permitted in such an area until all glass and hazards have been removed.

Infectious Diseases- It is the policy of the Board of Management of Jesus and Mary Primary School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. The Principal will ensure that toilets and washrooms shall be provided at all times with an adequate supply of water, soap, hand-dryers and a facility for the safe disposal of waste.

General – A maintenance log book will be available outside Andrea’s office. Members of staff should record any daily maintenance requirements and faults in the book.

OFFICE MACHINERY

Office machinery includes photocopying machines, printers, guillotines, shredder and binding machines. Children may not use any machinery unless with the strict permission of the principal or class teacher and then only when supervised. **Andrea Lenihan, school has responsibility for above.**

Installation

Machines will be positioned in a well ventilated area away from doorways.

PAT – Portable Appliance Testing – must be done once each year and recorded by an electrician. The main on/off switch will be accessible at all times.

The manufacturer’s operating manual will be available at the location of each machine.

Repairs

Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by the school secretary, **Andrea Lenihan**, where clear instructions exist and the action presents no hazard.

While machines are fitted with interlocking mechanisms to prevent electrocution, they should still be switched off before accessing the interior. Care must be observed to avoid hot surfaces.

Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.

Major Faults

Major faults, including any electrical faults, frayed wiring, must be reported immediately and the machine must be switched off. A printed notice should be posted on the machine stating 'Out of Order' until a fully qualified technician repairs the machine.

Maintenance

Basic maintenance of machinery will be carried out regularly by competent technical contractors.

Computer Equipment

Basic maintenance of computers and laptops can be carried out in-house. In the event of more serious faults Mrs. Hynes will contact ACS Computers.

ELECTRICAL APPARATUS

The following precautions must be observed by all staff and employees to minimize the risks associated with electricity:

Children may not use any machinery unless with the strict permission of the principal or class teacher and then only when supervised.

Any broken, ineffective or damaged electrical equipment, such as loose connections and frayed cables, must be reported immediately to the Principal or to the Safety representative.

The electrical unit must be switched off immediately.

Care should be observed and assume all electrical circuits are live unless there is absolute certainty that they are not.

Ensure that the equipment is switched off before it is plugged in.

MANUAL HANDLING

Always consider whether help is necessary to lift an awkward or heavy load.

A trolley or some other mechanized system should be used wherever practicable.

Do not allow the load to obstruct your view, particularly when using stairways.

Ensure the area in front of you is clear from obstructions.
If carrying a load, ensure that you do not proceed backwards.

If capable of lifting the load, then:

- Keep the back straight and knee(s) bent.
- Get a firm grip on the load.
- The load should be held close to the body.
- The legs, not the back, should be used to straighten up.
- Do not 'jerk', shove or twist body.

WELFARE

To ensure the continued welfare of staff and employees toilet facilities are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Members of staff and trainee teachers are reminded that:

- a) Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- b) Staff members are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.
Any person found breaking this rule will be referred to the Board of Management.

FIRST AID PROCEDURES

First Aid Boxes

Location

Downstairs:

- Wheelchair bathroom – First Aid Box supplies and School Trip First Aid Bags
- Windowsill between Junior Infant rooms - First Aid Box

Upstairs:

- Staffroom- First Aid Bag on the windowsill

Mrs. Hennigan, the Safety/First Aid Representative, takes responsibility for the first aid supplies and ensures they are suitably stocked at all times. There is a hand Sanitizer in each classroom.

In the case of a graze or minor cut, the wounded part is to be cleaned with antiseptic wipes by a member of staff.

Surgical gloves should always be used in treatment of these cuts/grazes. Surgical gloves are part of the First Aid Box equipment.

In the case of a more serious cut, the wound is to be cleaned by a member of staff and the Principal informed. The parent is called. In the event of the Parent being unavailable the child is taken to a doctor or hospital.

All injuries are to be reported to the Principal and Parents. Covered ice is to be applied to bumps and the child is to be constantly observed until the parent arrives or further medical attention is sought.

Any injury to the head must be reported to the parents and class teacher immediately and recorded in the school accident report book.

Serious cuts and bumps which occur at break times are to be recorded by the teacher on duty in the Accident Book in the Principal's Office.

The following staff members are trained in First Aid:

Anne-.Marie Hennigan
Ailbhe Ui Fhatharta
Niamh Cooke
Deirdre Conneely
Andrea Lenihan
Margaret Giblin

CONTENTS OF FIRST AID BOX:

Contents of Larger First Aid Boxes

- Dressings (non- adherent dressing, sterile gauze pads)
- Disposable Gloves
- Cotton Pads
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs (stored in freezer outside Room 2) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- Scissors
- Safety pins
- Slings
- Masks for use in CPR
- "Savlon" antiseptic cream
- Antiseptic wipes

ROLE OF THE APPOINTED FIRST AID PERSON

- Restock the first aid equipment regularly and check that all the contents are fit for purpose.
- Ensure that first aid training is provided for staff members
- Ensure that all staff have access to and are informed about first aid equipment, facilities and personnel
- Ensure that all staff members are familiar with the procedures content and responsibilities that are outlined in our School First Aid Policy and Administration of Medicines Policy .

FIRE DRILLS

A Fire Plan is in place to ensure a coordinated school response to any school fires/emergencies.

- A fire alarm is installed in the front hall of the school
- The fire alarm system is tested twice yearly
- Fire Drills are carried out, without advance notice, every term
- There is a fixed Fire Assembly area located at a distance from the building. All pupils and their teachers assemble in Ard-Na-Mara, to the right of the school
- The Safety Representative (Anne Marie Hennigan) will keep a record of the time it takes to clear the building at each fire drill
- Pupils who do not respond promptly to the drill are cautioned in the interests of their own personal safety and the safety of others

Fire Extinguishers

The school has the following fire extinguishers:

| | |
|-------------------------|----------------|
| 3 Powder Extinguishers | (Blue Label) |
| 7 CO2 Gas Extinguishers | (Black Label) |
| 9 Foam Extinguishers | (Yellow Label) |
| 2 Fire Blankets | (Maths Room) |

| Class | Fuel | Extinguished By | Label Colour |
|--------------------|----------------------------|------------------------|---------------------|
| A | Wood, paper, textiles, | Water | Red |
| B | Petrol, oils, fats, paints | Foam/CO2 | Yellow |
| C | Flammable Gases | Dry Powder | Blue |
| Electricity | Electrical Hazards | Foam/CO2 | Yellow |

Location of Fire Extinguishers:

There are two fire extinguishers in each of the following locations, 1 CO2 Extinguisher and 1 Foam Extinguisher:

- Outside Room 6
- Outside Room 8
- Inside Room 11
- Outside Room 4
- Outside Room 2
- Outside Learning Support Room
- Outside Maths Support Room/Sensory Room

There are 2 Foam Extinguishers inside the PE Hall at the right on the back wall.

Emergency Procedure

- When the Fire Alarm is sounded, evacuate the building by the nearest exit route as outlined in each room's evacuation notice

- Take your roll book with you as you leave
- Close all doors after you
- All personnel assemble at their designated Assembly Area
- Teachers conduct a physical check (roll call)
- No person may re-enter the premises once the emergency procedure is in progress

SAFETY AUDITS

Safety audits will be carried out twice yearly by the Safety Officer.

VISITORS

The school has a legal duty to ensure the Health, Safety and Welfare of all parents/visitors. Therefore any staff member or employee who receives a parent/visitor is responsible for the parent/visitors health and safety until they leave the premises.

ACCESS TO SCHOOL

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the Safety Statement applying to the school and shall agree to its provisions. This Safety Statement is on display in several public areas throughout the school including the front hall beside the fire alarm. Any visiting workers/personnel who are on the school premises during school hours must comply with the school's **Child Protection Policy**.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal and shall mark such a hazard with warning signs or other suitable protection.

The children will be advised of the dangers inherent with any construction work and will be advised by the class teachers and the principal of the need to "STAY AWAY". The

children are forbidden from going near any construction site and from interacting with the workmen/women during the course of their work.

COLLECTING CHILDREN

- (1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Car drivers are advised not to drive up the Cul De Sac outside the school when bringing children to school and when collecting them. Parents/Guardians may park on Rockbarton Road or on the approach road to the Cul de Sac but not outside the school.
- (3) The area in front of the school gates will always be left free.
- (4) No parking on zig zag lines or double yellow lines.
- (5) Parents given a copy of the schools safe driving one-way route when dropping children to school or collecting them.

CONCLUDING COMMENT

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. All amendments and updates will be recorded in the Safety Statement.

We, the Staff of Scoil Íde, Jesus and Mary Primary School, have read and understand the contents of this Safety Statement and ensure to comply fully with the implementation of this policy.

Signed:_____

Date:_____

Revised: June 2020

