



General Statement on Safety

Gaelscoil Chnoc Liamhna

The Board of Management of Gaelscoil Chnoc Liamhna regards managing health and safety as an integral function of the management and operation of the school and recognizes the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of the Board of Management of Gaelscoil Chnoc Liamhna and sets out the means to achieve that policy. It is important to reflect this policy in the individual duties and responsibilities of every level of the management and operation of the school.

It is important to ensure that the avoidance of accidents, the provision and maintenance of safe and healthy workplace for all our employees and pupils and the meeting of our duties to members of the public with whom we come into contact, is a common objective throughout Gaelscoil Chnoc Liamhna from Board of Management to Teachers and other employees.

The Board of Management of Gaelscoil Chnoc Liamhna acknowledges that, the health and safety responsibilities delegated to individuals are no less important than the duties they have in performing any other function. This policy requires the co-operation of all employees. It is our intention to undertake annual reviews of the statement in light of experience, changes in legal requirements and operational changes.

All health and safety concerns arising due to COVID-19 will be handled through following the Gaelscoil Chnoc Liamhna School Response and Implementation Plan (not the Safety Statement).

The Board of Management will undertake to carry out a safety audit annually and report to staff. The inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, whenever possible, to minimise the recurrence of such accidents or ill-health. The responsibility for overall implementation and monitoring of Gaelscoil Chnoc Liamhna's Safety Policy, ensuring that all staff receives adequate and appropriate training, arranging for adequate resources to meet the requirements of the established health and safety policy is the responsibility of The Board of Management of Gaelscoil Chnoc Liamhna

Signature:  _____

Chairperson Board of Management)

Date 9/10/24

Responsibilities

Chairperson Board of Management

- a) Make adequate resources available to facilitate the introduction of the Company safety policy.
- b) Take advisement from the Principal on the Board of Management regarding changes to the School's safety policy, purchasing of equipment, provision of safety training and the installation of safe working systems where necessary.
- c) Understanding the main requirements of the legislation.
- d) Ensuring the organisational structure is in place to manage health and safety.
- e) Review safety reports on all accidents to School personnel, pupils or visitors and proposed changes to work procedures or systems, where necessary.
- f) Set an example, by wearing all necessary personal protective equipment, where it is required by the School's safety policy.
- g) Over-see all disciplinary proceedings if and when necessary.
- h) Have a direct input into the purchasing of equipment for the School, to ensure that all equipment, meets at least the minimum safety requirements.
- i) Ensuring equal importance is applied to health and safety as to other school functions.

Board of Management

The Board of Management of Gaelscoil Chnoc Liamhna has a responsibility to ensure that the school complies with Health and Safety Regulations, legislation and good practice.

Principal

The School Principal as the day to day manager of the school is responsible for the daily operation of the Safety Policy within the school and external school supervised activities.

The main responsibilities are to:

- (a) The School Principal as the day to day manager of the school is responsible for ensuring that daily operation of the school is carried out in compliance with the School's safety policy.
- (b) To prepare adequate plans to be followed in emergencies.
- (c) Ensure that external School activities are carried out as planned and the relevant policies are observed.
- (d) Inform new and existing employees of the Safety Policies and procedures and warn of any known hazards.
- (e) To critically assess hazards and eliminate or control these and where this is not practicable, provide personal protection equipment.
- (f) Ensure that an effective communication system regarding safety matters is in place between the staff, Principal, Board of Management and any other relevant persons.
- (g) Ensure that all contractors and trades people engaged in work on the premises comply with School's Safety Policy and that they have their own Safety Statement, Method Statements and Insurances which should be submitted prior to commencing work on the premises.
- (h) Set a personal example with regards to compliance with the School's health and safety policy.
- (i) Ensure that all school other plans and policy documents take note and are compliant with/not contradictory to the School's health and safety policy.

(j) To make an input to safety policy reviews as the need arises. (k) When an incident or accident occurs within their area of responsibility, report the occurrence in the accident/incident report book and take the necessary action to prevent a reoccurrence.

(l) Ensure that all equipment and plant under their control is inspected on a regular basis and defective equipment taken out of use.

(m) Ensure that all staff are familiar with fire and emergency procedures.

Employees

Employees are responsible for ensuring the health and safety of themselves and others, who might be affected by their actions and for co-operating at all times on health and safety matters.

In particular they should:

(a) Take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her actions/omissions whilst at work.

(b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any statutory provisions.

(c) 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 use alone or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

(d) To report to the Board of Management 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.

(e) Suggest ways of eliminating hazards.

(f) Warn new employees of known hazards.

(g) Employees will not intentionally or recklessly alter, adjust, interfere or misuse any appliance, protective clothing, convenience, equipment, place of work and never interfere with anything, which could cause a danger to themselves or others.

(h) Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

- (i) Participate in training sessions organised for staff.
- (j) Only carry out tasks which they feel competent to carry out and refrain from tasks that require unreasonably high risks.
- (k) Ensure that they have access to the School's safety statement. Employees are obliged to be familiar with the safety statement.
- (l) Employees are required to ensure that they are not under the influence of an intoxicant to the extent that they endanger their own or others' health and safety (some employees may at a future date be asked to submit to reasonable and appropriate tests in accordance with guidelines to be issued by the H.S.E.).

Everybody's cooperation is needed to implement this policy. It shall be reviewed yearly in order to fulfil legal obligations. Monitoring and recording of accidents and illnesses will take place of all incidents throughout the school year and a strategy will be put in place if deemed necessary to reduce such incidents.

The Board of Gaelscoil Chnoc Liamhna understands that it has legal duties with respect to the safety of it's staff, students and any visitors to the school.

Accidents/Illnesses Procedures

All accidents must be reported and recorded in the Accident Report Book.

First Aid

- (a) A first aid box will be kept in the staffroom and secretary's office and will be clearly marked.
- (b) An adequate number of staff will be trained in first aid.
- (c) A list of first-aiders will be posted in the staffroom.
- (d) A record of first aid trained staff will be kept by the Principal & Safety Officer and first aid training will be kept up to date as necessary.
- (e) Disposable gloves will be provided for first aid and should be worn at all times when administering same.
- (f) Only cotton wool, water, plasters, steriwipes, saline solutions, bandages and ice may be used.

The Yard

If a child has an accident in the yard:

- (a) The teacher on supervision duty makes the decision to send the child in for first aid.
- (b) The teacher on duty writes the report of the accident in the Accident Report Book. All accidents or incidents should be properly recorded
- (c) The First-aider cleans the wound if necessary.
- (d) Only cotton wool, water, plasters and ice may be used.
- (e) The Principal makes the decision to call parents if attendance at Accident & Emergency Doctor if necessary.

The Classroom:

If a child has an accident in the classroom:

- (a) The class teacher decides to send the pupil to the secretary or Principal or calls for assistance in the classroom, if necessary.
- (b) The class teacher writes a report of the incident in the accident report book.
- (c) If there is a wound this is tended to by the First-aider.
- (d) Only cotton wool, water, plasters and ice may be used.
- (e) The Principal makes the decision to call parents if attendance at the Accident & Emergency Doctor is deemed necessary.

If a pupil feels ill in the class:

- (a) The class teacher informs the secretary/principal or vice principal
- (b) The secretary calls the parents of the pupil.
- (c) The parents come to pick up the pupil.

Games and Training:

- (a) A first Aid bag must be taken to games and training.
- (b) The teacher in charge of training should ideally be first-aid trained or have a working knowledge of first aid.
- (c) The teacher in charge of training should have a mobile phone for emergency use.

Employee Accidents

All accidents must be reported and recorded in the Accident Report Book.

The following procedures should be followed in the event of an accident:

1. Deal with the injured part to ensure that he/she receives the required first aid and is then taken to Hospital if necessary.
2. Obtain all or any witness statements, write them down as they are told to you immediately after the accident. Get them signed by the person giving the statement.
3. Complete the Accident Report Form if the person is likely to be out of work for three days or more and return it to the Principal for forwarding to the H.S.A.
4. Take photographs of the area of the accident
5. Describe precisely what the individual was employed to do, where they were working at the time of the accident.
6. The accident report book is in the secretary's office

The cause of the accident should never be regarded as carelessness as the only remedy for a careless act is to be more careful in the future. If carelessness was involved then it is essential to be specific and define the careless act (e.g. used damaged equipment, did not use eye protection etc.).

It should also be noted that continuous careless behaviour by any individual, which endangers his/her own Health and Safety or other employees is a very serious matter and will be dealt with through the disciplinary procedure in accordance with the Code of Practice in the schedule of the Industrial Relations Act 1990 and subsequent revisions to, and in accordance with guidelines issued by the Department of Education.

Drugs and Medicine

It is the policy of the Board of Management of Gaelscoil Chnoc Liamhna to keep any form of medicine locked away and to keep the key in the office. If a child needs to take medication during the school day, they must be accompanied by a note from the parent and taken to the office. Any dispensing of medicine can only occur with board approval.

Epipens: The Epipens will be next to the class teacher's table up on a shelf if possible. They will not be locked in case they are needed.

Health

For everyone 's health, toilets for boys, girls, and as the need arises any genders and teachers are available. We have a staff room where staff can take lunch. It is the responsibility of all teachers to work together to keep the staff room clean and healthy. Plenty of towels and soap are available.

Floors

Floors are washed after school so that the floors are not slippery. When a floor is wet a signal is put up that it is wet.

If the exterior passages are slippery, they are gritted.

Smoking/E-cigarettes

Smoking of any type is not permitted around the school.

Broken glass

Staff are asked to inform the Principal if there is broken glass around the school. It is taken immediately.

First aid

It is the policy of the Board of Management of Gaelscoil Chnoc Liamhna that the special needs assistants are trained to provide first aid.

a) There is a notice in the office giving information about:

- first aid
- the first aid boxes
- telephone numbers - doctor, gardaí, hospital

b) All accidents, no matter how minor, that occur in the school are recorded.

Visitors

Before anyone visits a classroom they must introduce themselves to the secretary, member of staff or principal. Anyone coming to work around the school must contact the Principal before they start work. When work is going on around the school, the noise is kept to a minimum.

Collection of Children

- Nb, R1, R2 are collected from the main door of the school
- Nm are collected from the yellow shelter.
- R3-R6 are collected from the yellowshelter.
- Students with Bikes exit by hall door
- Only student from 4th class upwards may walk home alone. A list of those students who have permission to walk home is gathered by the principal and relayed to the teachers.

Duties of the Principal (LP if the PO is absent):

- Maintain Regular contact with traffic warden about any changes to student arrival and departure times.

Dangers and Steps Taken

1. **Access to field.** Each member of staff has a key to the field. There is no need to access the field by the path anymore.

2. **People walking through carpark in the morning.** The main gate opens at 8:40 for children. The side gate is open for the Naíonra. A stream of messages will be sent to parents throughout the year to remind them of the protocols for dropping and collecting children from school.

3. **Cars entering carpark.**

Only staff cars, deliveries, official school visitors and after school instructors may use the car park. This has been signposted at the entrance. There is also a sign which states that all people parking do so at their own risk.

4. **Arrival and collection at new school while there is no yard:**

- Parents/Guardians have been notified of the following:
 - On wet mornings once the gate is open children walk to the second door and are supervised in the hall.
 - On dry mornings the children are accompanied to the black gate. From there they walk to the soft play area where they are supervised and wait in their line. There will be two teachers on Duty, 2 SNAs and the Principal will also be present at the main gate.
 - Late comers must enter through the main school entrance.
 - For collection:
 - NM are collected from the yellow shelter by the black gate. The parents line up to collect the children outside of the black gate.
 - Naoináin B ,R1 and R2 are collected outside the main door.
 - R3-r6 are collected from the black gate at the shelter.
 - Those who cycle collect their bikes or scooters from the back of the school and leave via the main gate.

- The Traffic warden will be kept informed about early school closures and holiday details.

The use of stairs:

- The Children must always use their right hand on a banister when walking up or down a stairs.
- The children on the first floor use the blue stairs (r5-6) and purple stairs (r3-4) when going up and down the stairs as a class. (Blue always if using the hall or yard)
- When children are not walking as a class but in small groups they should use the grey stairs.
- The children should be supervised by a teacher or SNA when using the stairs as a class.

Yard procedures:

- R1-R6 will have their break in the main school yard
 - There will be 2 teachers and 1 SNA on duty.
 - The 2 teachers on duty and the sna shall lead the children to and from the yard.
 - The principal/R1/R2 teacher will lead and collect R1/R2 from yard.
- NB and NM shall have their Break in the softplay area.
 - The teacher on duty will collect and return the children to/from the yard. There will also be an SNA present.
- If there is somebody missing from duty the principal/vice principal should be informed immediately

- If the children require a toilet they should use the toilet inside the blue stairs door by the hall. For infants they should use their class toilet.

Steep embankment around the Yard: potential fall hazard.

- This area is fenced off and locked. Children may only enter under strict supervision and only to retrieve a ball. The key for this area is in the principals office.

Electrical and pipe boxes:

These should be kept locked at all times. If one is open the principal or vice principal should be informed.

Spare rooms:

These should be locked and if open the principal/ vice-principal should be informed.

Lift:

The children should not use the lift without permission unless needed for accessibility purposes.

Rooftop:

Pupils are not permitted to be on the rooftop unaccompanied. A key has been left with Colm R3 or the principal if access is required by a teacher. Ladder to solar panels is locked at all times when not in use. If somebody sees it open the principal should be notified.

Hall:

The Floor should be assessed by the teacher before play starts.

No child should be in the hall unaccompanied by a teacher or SNA

NO leather footballs or basketball should be kicked in the hall.

Balls should be kept under the height of the trunking if possible

If there is a loose ceiling tile the principal should be notified and sport stopped until safe again.

Care should be taken that running or aggressive play could be dangerous because of the glass doors.

Late arrivals and early collections:

These should be done through the reception area of the school. The parents have been notified of this. Parents must ring the bell at reception for attention. We have put a chime in both the secretary's and principal's offices.

To keep the school's escape routes open in the event of a fire.

- a) Ensure that no obstacles block children's / teachers' escape routes.
- b) Cut back the hedges to widen the escape route
- c) Have a key for the park in Rang NM
- d) Keep the teachers informed that we have to change the way we escape.

Workers coming to school.

- a) Keep them away from the children and teachers.
- B) Keep an eye on the work so that it is safe and there is no danger.

Walk to the Dodder Valley Park.

- a) Have two teachers and one SNA with 2 Classes as they walk to and from the park. The students are in a single line or pairs. One adult at the top of the line and another at the back.
- b) Call the principal or LP if there is any problem.
- c) Ensure that there are no lorries or dangers in the way of the children.

Fire Evacuation/ Drill

I gcás go mbuaileann an t-aláram éigeandála is iad seo a leanas na rudaí a dhéanann an múinteoir.

1. An liosta ranga a fháil
2. Cinntiú nach bhfuil aon duine sna leithris
3. Na páistí a chur ina seasamh agus iad a thabhairt amach an príomhdhoras/ doras éigeandála, gan stopadh chun málaí scoile nó cótaí a fháil.
4. Cinntiú go bhfuil an bealach éigeandála slán.
5. Má tá fadhb tóg na daltaí amach an bealach is giorra.
6. Má bhíonn an rang sa hall, rachaidh siad amach tríd na doirse éigeandála sa halla chuig an gclós mór.
7. Beidh rang a 5 agus 6 ag dul síos an staighre gorm (má bhíonn sé slán) go dtí an clós mór.
8. Beidh rang a 3 agus 4 ag dul síos an staighre corcra (má bhíonn sé slán) go dtí an chlós bog agus ag siúl ó sin go dtí an pháirc. Usáidfídh R4 an lámh chlé ar an staighre agus R3 an lámh dheas
9. Beidh R1-2 ag siúl amach príomhdhoras na scoile chuig an clós mór.
10. Beidh NB ag siúl amach tríd an doras in aice leis an gclós bog agus ó sin isteach sa pháirc.
11. Rachaidh an Naíonra agus NM amach ar chlé, tríd a doras féin go dtí a n-áit sa chlós mór.
12. An rolla a ghlaoch
13. Cinntiú go bhfuil aon pháiste a bhí ag freastal ar thacaíocht foghlama nó ranganna acmhainne ag seasamh leis na múinteoirí úd.
14. Fanfaidh gach rang seasta go béasach go dtí go n-insítear dóibh filleadh ar na ranganna.
15. Má tá páiste in easnamh abair leis an bpríomhoide nó leas-phríomhoide é.
16. Ta eochar na páirce ag gach múinteoir agus tá ceann le fáil ar an gclár stair na scoile.

Bus Trips/School Tours/External Activities

- (a) Only buses fitted with seat belts can be used for school outings.
- (b) Seat belts must be used by pupils and staff.
- (c) The teacher/s supervising the outing must ensure that pupils are escorted safely to and from the bus and that pupils adhere to the seat belt rule.

(d) The teacher/s supervisor must ensure that the driver is not unnecessarily distracted.

(e) Adequate supervision by teachers must be maintained at all times on school outings and other external activities such as sports days.

(f) On training/match day pupils on school football/hurling/camogie teams remain the responsibility of the School in the period between the end of the normal school day and the end of the training session/match where local or the return to the school by bus in the case of away matches and should be adequately supervised.

(g) Where parents take on the responsibility of providing transport, they also take on the responsibility of the safety of the pupils until such time as they are returned to the school's care or their own parent/guardian.

Positive Staff Relations

The Board of Management of Gaelscoil Chnoc Liamhna recognises that all employees have the right to a workplace free from any form of harassment or bullying and is fully committed to ensuring that all employees are able to enjoy that right. There is a responsibility on all employees to ensure a workplace free from all forms of harassment and bullying for all other employees and to be aware of this policy. Every effort is made to resolve difficulties at the earliest opportunity and within school structures

However it is important to note the following: Basic Procedures where difficulties arise:

- (a) Identify the difficulties.
- (b) Observe due process
- (c) Keep Records
- (d) Set realistic goals

Bullying & Sexual Harassment in the Workplace Dignity at Work Policy

(a) The Board of Management of Gaelscoil Chnoc Liamhna is committed to working together in developing and maintaining a workplace that encourages, supports and protect the rights of every employee to their dignity at work.

(b) The Board of Management of Gaelscoil Chnoc Liamhna will not accept any form of bullying or harassment within the workforce. All reported incidents of

bullying and or harassment will be investigated thoroughly and the disciplinary procedure policy will be fully enforced where necessary and as appropriate

(c) This policy is being put in place formally for the benefit of all employees, to ensure a proper environment for all members of staff to work together, but to be successful it requires the cooperation and understanding of every employee.

(d) The following forms of harassment and bullying as covered by the, Employment Equality Act 1998 and the Equal Status Act 2000 will not be tolerated:

- a) *Racist comments*
- b) *Verbal abuse*
- c) *Written comments*
- d) *Physical abuse*
- e) *Sexual harassment*
- f) *Intimidation*

Definition of:

a) *Racist Comments*

Any insulting or derogatory comments, which are made in relation to a person's colour, county or country of origin or culture / religion.

b) *Verbal Abuse*

Any insulting, threatening or derogatory comments that are made to a person in the work place, where the person concerned is attempting to carry out their workplace duties. Where a workplace problem exists / arises, complaints should be brought to the attention of the school management.

c) *Written Comments*

Graffiti, Posters or literature displayed or passed around the workplace, which is likely to cause offence to other worker in the workplace. The sending of e-mails containing pictures or comments, that could result in offending another worker.

d) *Physical Abuse*

Where actual or threatened, physical violence to another worker occurs. Where malicious damage to or interference to another worker's property takes place. Where an employee interferes with a machine or a piece of equipment resulting in danger or injury to another worker

e) *Sexual Harassment*

Derogatory comments or unwelcome comments about personal appearance, unwanted physical contact or verbal advances, unwanted and unsolicited attention. Comments and remarks of a sexual or discriminatory nature. Demands of sexual favours. E-mails containing pictures or comments of a sexual nature which may result in offending another worker. Displaying pictures of a sexual nature, this may result in offending another worker.

f) *Intimidation*

Threatening behaviour to another worker, through implied threats of personal violence, damage to property, imparting of personal details to other workers. The intimidation can be in the form of sexual favours, demanding money or personal property, or carrying out other peoples work.

The above list is not exhaustive and bullying and harassment may take other forms such as, aggression, humiliation, undermining, dominance/abuse of power, different/unfavourable treatment and exclusion or isolation. Isolated incidents of aggressive behaviour, whilst to be condemned, may not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be dealt with through the appropriate industrial relations channels.

Only aggressive behaviour which is systematic and ongoing may be regarded as bullying. The result of harassment and bullying can have varying degrees of consequence for the person subjected to the harassment & bullying. The consequences can vary depending on the severity, the time span and on the individual's tolerance to the type of harassment & bullying.

Consequences of Harassment & Bullying:

- (a) Increased sick leave
- (b) Time off / absenteeism
- (c) Poor workmanship
- (d) Poor timekeeping
- (e) Argumentative
- (f) Depression
- (g) Drink related problems
- (h) Suicide

Complaints procedure:

Any employee who feels that he or she has been or is being sexually harassed or bullied should ask the perpetrator to stop. Where this form of action is unsuccessful, the employee may report the matter to any of the following: The Principal, INTO staff representative or teacher/member of The Board of Management of Gaelscoil Chnoc Liamhna. Attempts will be made to resolve the matter informally, if appropriate.

If it is not possible to resolve the matter informally, a formal complaints procedure shall be applied incorporating the following steps:

1. A written report to the Board of Management should be made by the complainant or an authorised person to whom the complaint is being made and signed by the complainant.
2. The complaint will be investigated with minimum delay as confidentially as possible by the two individuals named by the Board of Management, one of whom shall be the same gender as the complainant and the alleged perpetrator.
3. Both parties may be accompanied/represented at all interviews/meetings held, and these shall be recorded.

Employee Disciplinary procedure:

Where a complaint is found to be substantiated, the extent and nature of the bullying or sexual harassment will determine the form of action to be taken. The Board of Management will enforce the disciplinary procedure as necessary and appropriate and in accordance with the Code of Practice in the schedule of the Industrial Relations Act 1990 and subsequent revisions to, and in accordance with guidelines issued by the Department of Education.

Disciplinary action may include a verbal warning, a written warning, suspension from some duties with or without pay, suspension from full duties with or without pay or dismissal. Where an employee is victimised as a result of invoking or participating in any aspect of the complaints procedure, including acting as a witness for another employee, such behaviour will also be subject to disciplinary action.

No record of any complaint will be registered on an employee's file unless the formal procedure outlined above has been invoked. It is the policy of the school

that issues of sexual harassment are best dealt with within the school. However, no aspect of this policy affects any employee's individual legal rights to take their complaint outside of the school.

Policy with regard to Pregnant Employees

Policy The Board of Management of Gaelscoil Chnoc Liamhna will implement when necessary or required the pregnant employees regulations 2000, under these regulations the following will apply:

(a) That the employee or her doctor has informed The Board of Management of the pregnancy.

(b) The Board of Management will undertake a risk assessment of the employee's work procedures.

(c) Where necessary The Board of Management will adjust the working conditions and / or working hours, to minimise any hazards or risks to the employee, the unborn child or breastfeeding mother.

(d) Where necessary The Board of Management will monitor and adjust working condition over the period of the pregnancy, immediately after pregnancy and while the employee is breastfeeding, this will include the following aspects:

1. Morning Sickness
2. Backache
3. Varicose Veins
4. Frequent Visits to the toilet
5. Increase in Size
6. Tiredness
7. Balance
8. Comfort
9. Dexterity
10. Agility
11. Speed of Movement
12. Reach

Specific Risks and Measures that Shall be Taken

1. Water spillage on floors
 - Drying floors and putting down cones to indicate a wet area
 - Works well as long as the Principal is informed.
2. Railings in the yard
 - Teachers supervise and remind students that no climbing is permitted. Works well as long as the whole team enforces the rule
3. Long wires
 - Put out of the way of children and staff.
 - Tape affixed to the floor where necessary.
4. Laminator (high danger)
 - It is not used in the classroom when the children are there.
 - It is used in the staff room or office.
 - It works well as long as everyone sticks to it.
5. Guillotine (great danger)
 - It is not used in the classroom when the children are there.
 - It works well as long as everyone sticks to it.
9. The fuse switch box(moderate danger)
 - It is above head height and covered. Locked at all times
10. Danger from fire (great danger)
 - Fire drill every term.
 - Fire alarm regularly serviced.
 - Fire equipment serviced

- All plugs pulled out in the staff room and in each classroom. Each teacher is responsible for his / her own classroom. The Principal / Secretary is responsible for the office. Each staff member is responsible for the staff room.
- Computers and electrical appliances switched off.
- Fire escape doors unhindered, kept free of blockage.
- Fire escape routes regularly checked by principal to ensure no blockage.

11. Electric kettles (great danger)

- Pull-out notices in the staff room and hall at the end of each day.
- Electric Water dispenser: plumbed above sink and children should

13. Ladders

- Two people are always present when a ladder is in use.
- No children are allowed to use a ladder.
- Ladders carefully stored in the store.

14. Yard / Slippery/ snow in winter

- NO access to yard if dangerous.
- Footpath to be gritted from the gate to the main entrance
- Both Naíonra and School should use main entrance and gate.
- Parents walking with their children to class.

15. Broken glass in the yard

- Glass bottles are not allowed in school.
- Broken glass is removed from the yard immediately. The Principal should be notified immediately if there is broken glass in the yard.

16. Danger from sports equipment

- Students are not allowed to carry heavy sports equipment.
- The staff ensures that the sports equipment is stored safely.

17. Defective appliances or furniture

- Regular checks are made to ensure that all appliances and furniture are safe.

18. Moving heavy equipment.

- Children and teachers do not lift /move any heavy equipment.

19. Holes or cracks in the tarmac in the yard.

- They are repaired immediately.
- The yard is checked regularly.

22. Broken or faulty outdoor lights

- The caretaker checks the lights monthly.

23. Danger from mice and rats in the park around us

- Elis pest control conducts regular examinations around the school. The Principal/ secretary informs them if there are any traces of mice or rats around.

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25. The trash

- The cleaners put the rubbish in the bin after school every day. It is collected from school fortnightly or more frequently when required.

27. Requests from parents to admit children who are violent to children or teachers in other schools. (No such application received yet)

- They will not be accepted without safety checks and advice.

28. Early collection of children from school.

- The class teacher must obtain a note signed by the parent in advance. Or the parent must make themselves known to the office.

29. Teachers parking in the yard.

- Teachers should enter and leave the yard only when safe to do so. Then it must be done with the utmost care

30. Hot water / drinks

- Children are not allowed to bring hot food to school and no children are allowed to carry hot water around.

31. Defective audio-visual device

- The appliance is inspected regularly.

32. Accidents in the yard

- Three special needs assistants have been trained in first aid.
- Accidents recorded in yard book
- If head injury parents are informed.

33. Outdoor traffic at the beginning and end of each day.

- Traffic wardens, yellow lines and aids are outside in the morning and at home time.
- Not all families pay attention to the rules. The help of the gardaí is sought when necessary.

34. Visitors unexpectedly entering the yard/school.

- We endeavour to make sure all doors are locked during school time. Any strangers should be reported to the principal straight away

35. Persons entering without permission when school is closed.

- Outdoor lighting.

- Alarm on the school and security company Securitas taking care of the school.
- CCTV

36. Children moving around the school outside the building.

- The children wear a coat on a cold day and a wet day.
- The children always go in pairs.
- Children who are a flight risk do not go around the school without a special needs teacher or assistant.
- Mag locks engaged on doors where flight risk may be/

37. Chemicals

- Toner and cleaning materials are kept locked in storage rooms.

38: Stairs height:

The department have put double height banisters on red and blue stairs. Children are monitored by teachers on the stairs.

Date of review: 18/10/24