

Safety Statement

Carrig N.S.



CARRIG N.S. SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Carrig N.S. to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors and contractors from injury and ill health arising from any work activity. protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice.
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively.
- c. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- d. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective.
- e. Consult with staff on matters related to safety, health and welfare at work.
- f. Provide the necessary resources to ensure the safety, health and welfare of all those whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management of Carrig National School is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:


Chairperson, Board of Management

Date: 17/9/24

CARRIG N.S. SAFETY, HEALTH AND WELFARE POLICY

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<u>SECTION</u>	<u>DESCRIPTION</u>	
1.0	Emergency Contact Numbers	

Local Hospital Tel: 067 31491

Ambulance Tel: 999/112

Fire Tel: 999/112

Gardai Tel: 067 50450

ESB Emergency line Tel: 1850 372999

HAS Tel: 061 419900

<u>SECTION</u>	<u>DESCRIPTION</u>	
2.0	Introduction	

2.1 Introduction

The Board of Management of Carrig National School hereby sets out its Safety, Health and Welfare Policy in accordance with the provisions of the Safety, Health and Welfare Act 2005.

This policy was reviewed and redrafted in September 2022 in consultation with staff. Latest review is September 2024 and it was ratified at a meeting of the Board of Management in September 2024.

2.2 Rationale for Managing Safety, Health and Welfare

The school community is cognisant that there are moral, legal and ethical reasons for managing safety, health and welfare at work. Hazards and risks are present in schools, just as in any other workplace. Schools are a unique environment as the workplace is shared with students, to whom a high duty of care is owed because of their vulnerability

In line with the Guidelines on Managing Health, Safety and Welfare in Primary Schools, 2013 the Board of Management accepts that a proactive safety, health and welfare management system promotes a safer working environment and results in the avoidance of accidents and incidents.

2.3 School Profile

Carrig School is a rural school, with 10 classroom teachers and a total staff of 18.

The buildings consist of the main school building (ground floor & upstairs) and additional buildings including a P.E shed and water tower. A modular build completed in October 2023 is situated at the rear of the school. There are three distinct play areas for the students; the infant yard at the front of the school site, the side yard and the basketball court and grass area. There is also a small school garden area. There is no car park, hence staff must park their cars in the church grounds.

2.4 Resources for Safety, Health and Welfare in the School

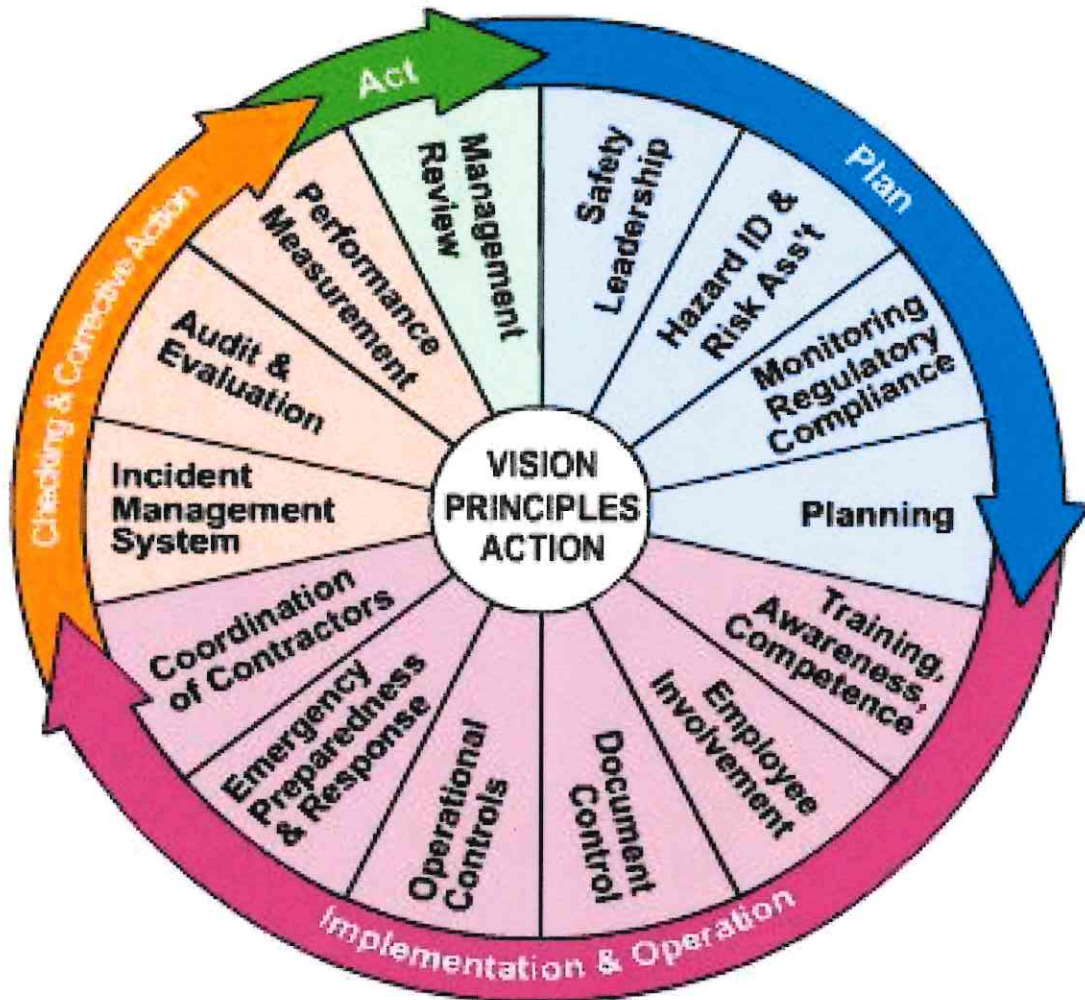
A vast range of resources are provided by school management to equip staff to stay safe at work. Control measures are in place to prevent accidents and injuries. Please see the Risk Assessment attached for more detailed information with regard to controls which are in place in the following areas:

- Classrooms
- Playground
- First Aid
- Administration of Medicines
- Fire Evacuation
- Parking of staff cars
- General access to the school
- Extra-curricular Classes
- Drop Offs and Pick ups
- Computers
- Staffroom
- Bullying
- Stress
- Aggressive Behaviour towards staff
- Pregnant Employees
- Lone worker
- Noise
- Manual Handling
- Platforms
- Radon, Mould, Asbestos
- Football Goal Posts
- Multi-Purpose Room
- School Tours
- Outdoor adventure activity

Approved by BOM – September 2024

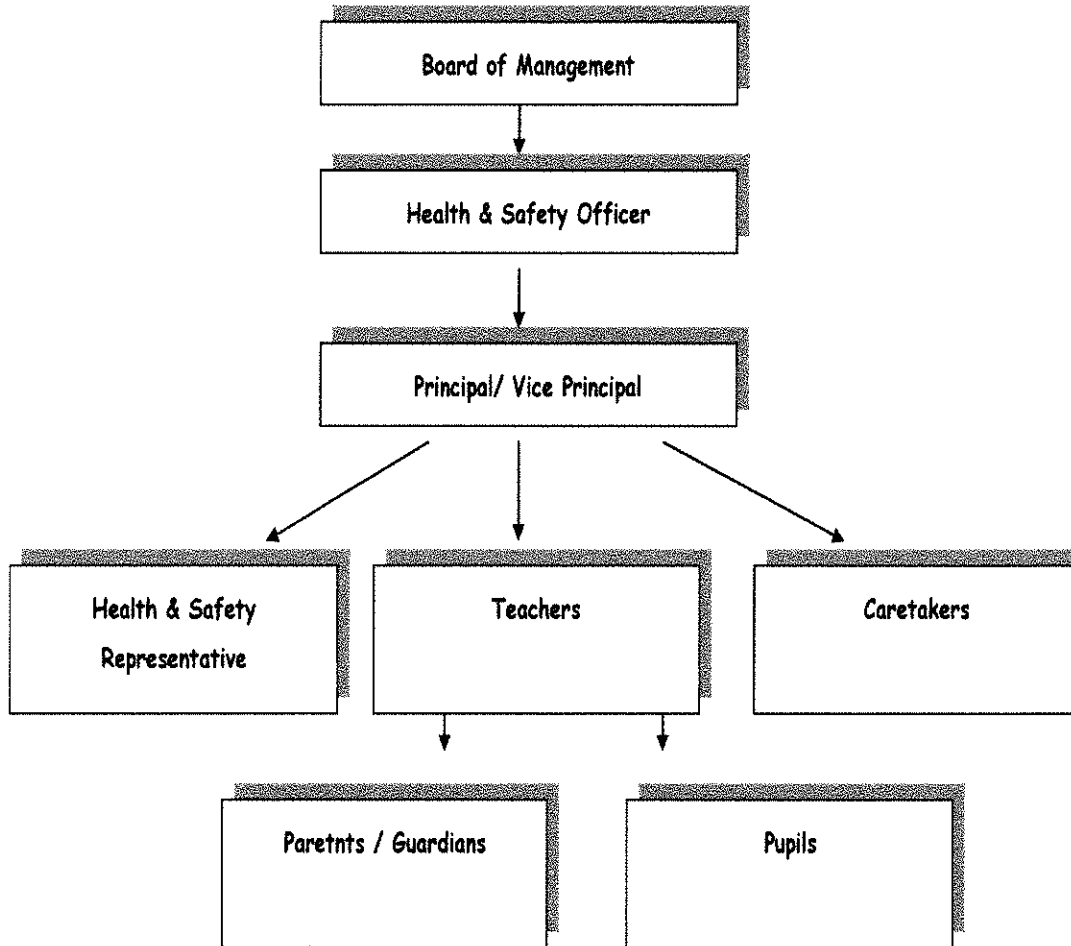
- Cleaning
- Work at height (ladders)
- Toilets
- Maintenance (caretaker)

SECTION	DESCRIPTION	
3.0	Safety System Design	



The safety system is an ongoing process of assessment, planning, implementing, auditing and fixing. It is part of the culture of the school from the Board of Management and the Principal to all Teachers and Staff.

<u>SECTION</u>	<u>DESCRIPTION</u>	
4.0	Duties and Responsibilities	



4.1 Board of Management

The Board of Management of Carrig N.S, charged with the direct governance of the school, has prepared this Safety Statement, in accordance with the requirement of the Safety, Health and Welfare Act 2005, Section 20, sub-sections 1 - 9. In doing so it is mindful of The Board's responsibility as employers of the Staff of the School and the unique place the school occupies in the community.

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The Board of Management are supported by all staff members within the school, to maintain a safe environment.

In particular, the Board of Management will:

- Ensure that an up-to-date safety statement is in place. It will undertake a regular risk assessment and will ensure that identified hazards are eliminated or minimised as far as is reasonably practical. The Board will devote sufficient resources to ensuring the health and safety of all members of the school community and will ensure that there is adequate insurance in place to cover the activities of the school.
- Appoint at least one person to the role of Safety Officer to assure health and safety compliance. This may be an external expert or a BOM member, but not the Principal or Teachers' Representative on the BOM. The BOM will sanction relevant health and safety training for this person if necessary.

Responsibilities include:

- Be familiar with the Safety, Health and Welfare at Work Act, 2005 and relevant responsibility as an employer.
- Ownership of the school safety policy and how it is implemented
- Arrange to annually appraise the effectiveness of the safety statement and keep up to date.
- Carry out ongoing assessment through arranging an annual audit of the school

4.2 The Principal/Deputy Principal.

- The Principal is the link between the BOM and the staff.
- The Principal will ensure that all staff, including temporary and part-time staff, receive induction, on-going training and regular information on health and safety matters and will consult with them, on behalf of the BOM, at least annually on such matters.
- The Principal will support and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures.
- The Principal will also receive and deal initially with any health and safety concerns that she receives from staff, parents, guardians and others.
- The Deputy Principal will take on the duties of the Principal in her absence.

4.3 Other Employees

- All staff, including temporary and part-time staff, are required to cooperate with the Board and others to ensure health and safety law in general, and this policy in particular, are implemented.
- They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. This applies to any work they do on behalf of the school, both within the school premises and outside.
- Specifically in terms of child welfare, teachers are in loco parentis and are expected to do what a reasonably careful parent would do in any situation involving risk.
- Being mindful of their role as being in loco parentis, if any member of staff suspects that a parent/guardian may be under the influence of a medication and/or intoxicant to the extent that it endangers their own or another person's safety, the Principal must be informed immediately.
- Staff are required to attend any health and safety training that is deemed essential by the BOM and are encouraged to undertake appropriate additional training. All training must be delivered by individuals/organisations competent to do so.
- Records of all health and safety training completed by staff will be maintained by the school (see Appendix C). Staff must use available facilities and equipment and other forms of protection to ensure work practices are performed in the safest manner possible and must never intentionally or recklessly interfere with or misuse any such facilities, equipment or protection.
- Staff may not be under the influence of a medication and/or intoxicant to the extent that it endangers their own or another person's safety and must inform the Principal if they are suffering from any injury, disease or illness or are taking any medication that potentially adds to risks within the school.

- Any dangerous practices or situations that staff become aware of must be reported to the Principal and/or staff Safety Representative without unreasonable delay.

4.4 Health & Safety Representative

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in this Safety Statement. This policy names Gary Prout as Safety Representative.

Responsibilities include:

- Take direct ownership of health and safety controls implementation in the school.
- Participate in an independent safety audit of the school premises on an annual basis
- Organise fire drills on a termly basis and ensure that evacuation response by staff and pupils, is as is should be
- Ensure that adequate First Aid provisions are in place.
- Ensure that adequate Fire Equipment checks and training is implemented
- Ensure that accidents that require first aid or medical attention and all significant “near misses” to persons, are recorded in an accident log book and reviewed for avoidance measures to be taken
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Board of Management are informed of their responsibility to advise the Health and Safety Authority.
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the school Health and Safety Officer, on the Board of Management.
- Receive appropriate training for this role.

4.5 Parents and Guardians

Parents and guardians are requested to cooperate with the Board and others to ensure health and safety law in general and this policy in particular, are implemented.

They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are especially reminded that they must not allow their children to engage in dangerous play in and around the school.

Once a pupil enters the school building, the teachers and specifically assigned Special Needs Assistants are in loco parentis and thus primarily responsible for the children's health, safety and welfare.

Parents and guardians, however, must take specific responsibility for other children not enrolled in the school, especially young children, accompanying them in the school and its environs.

Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board. Additionally, or alternatively, they may raise any concerns with the Chairperson of the Parents' Association Committee. High-risk concerns must be reported promptly to the Principal.

Parents and guardians are also entitled to receive information on, and be consulted on, the school's health and safety policy and procedures.

4.6 Pupils

All students have a responsibility for their own Safety, Health and Welfare, and that of others who may be affected by their acts or omissions.

Pupils will be advised of any relevant health and safety procedures and are required to comply with the staff and Board in implementing these.

4.7 Members of the Public

Members of the public who visit the school will be informed of any relevant health and safety regulations in place and will be required to abide by these.

Reasonable efforts will be made to ensure that any outside contractors used by the school are covered by adequate insurance and comply with safety, health and welfare legislation.

<u>SECTION</u>	<u>DESCRIPTION</u>	
5.0	Training and Employee Consultation	

5.1 Health and Safety Training

Carrig N.S. is committed to providing appropriate health and safety training for all employees applicable to their function within the school. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required, ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained This will be recorded in Safety, Health and Welfare training record (Appendix C).

5.2 Employee Consultation

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Carrig N.S. to consult with employees on all matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer on the BoM, Graham Finch, is responsible for consulting with and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings.

All safety matters that staff raise will be discussed at Board of Management meetings.

Staff members will be required to sign a communications form indicating that they have read and are familiar with the school Safety, Health and Welfare Policy (Appendix D).

<u>SECTION</u>	<u>DESCRIPTION</u>	
6.0	Fire Safety and Emergency Evacuation	

6.1 Introduction to Emergency Evacuation Procedure

An Emergency Evacuation Procedure has been established that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “Evacuation Procedure in case of fire” has been drawn up and updated to include the modular building to ensure a co-ordinated response to any on site fire or other emergencies - See Appendix A.

The aim of our fire safety plan is to provide instruction on how to assume a state of readiness in anticipation of an emergency. It provides for a network of communications to alert those who may become involved as to the level of threat. It also ensures a controlled and effective response is in place in line with the requirements of The Fire Services Act 1981 and Amendments 2003, and The Safety, Health and Welfare at Work Act 2005.

All employees will be instructed in and should make themselves aware of the location of all fire points, exits and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff

If the alarm sounds the teaching staff will proceed with the children to the assembly point. They will call class rolls at the assembly points and await direction from the Emergency Site Controller.

6.2 Fire Prevention

1. Smoking.

Smoking is not permitted anywhere within the School.

2. Electricity.

All electrical installation is to current Electrotechnical Council of Ireland standards. All maintenance/installations/repairs and inspections will be carried out by an R.E.C.I. certified electrician.

Problems that need to be reported to management include:

- Fuses blowing or circuits breaking on a regular basis.
- Insulation broken
- Poor wiring connections
- Overloading of sockets

3. Kitchen.

Cooking equipment must be kept clean, in good repair and free from grease. Burners and pilot lights will be regularly cleaned.

Never store flammables or aerosols near a source of heat.

4. Contractors / maintenance.

Contractors and maintenance workers need to clean as they go.

Any hazardous work including hot work, sawdust, flammable liquids, gases, welding, cutting and power tools, etc. will need to be permitted by Board of Management, who will ensure the area is clear to work in for the duration of the work, that the work will be carried out in a safe manner, and ensure that the area is safe to return to upon completion.

5. Storage Rooms.

Storage rooms need to be kept tidy and secure, not blocking access / exit.

Aerosols and flammable liquids must be stored away from sources of heat.

Any flammable or toxic liquids need to be stored in containers with tight fitting seals to prevent release of vapour.

6. Arson.

Ensure all doors and windows are locked at night.

Keep grounds of school free from waste.

Ensure external sensor lighting is on at night.

7. Furnishings and fittings.

These comply with relevant standards with regard to flammability, ease of ignition and resistance to flame spread.

8. Gas Burner / Boiler.

Should be annually inspected and maintained.

Ensure adequate ventilation.

Follow Manufacturer's Instructions.

6.3 Fire Safety Design

1. Exits/escape routes.

All exit doors will be easily opened at all times.

Escape routes will be kept clear at all times.

All mats at exits properly fixed in place.

2. Alarms.

Staff will be made aware of how to sound the Alarm and it will be regularly tested during Fire Drills.

3. Firefighting equipment.

Staff will also be made aware of the location of firefighting equipment and how to use it.

6.4 Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<u>Test/Inspection/Examination</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	12 Monthly	External – Contractor

6.5 Fire Drills

Carrig National School is committed to carrying out fire drills on a regular basis, (one a term) as these are seen as essential to the safety of all staff, students and visitors.

The Health and Safety Representative (Gary Prout) is responsible to co-ordinate fire drills and ensure that staff and pupils are trained on how to respond promptly and safely.

All fire safety instructions for staff are contained in the Fire and Emergency Plan (Appendix A)

The school has, and will maintain, appropriate fire detection and fire-fighting equipment, which meets statutory obligations.

Fire drills will be held at least three times per school year and a logbook will be maintained of all such drills.

Staff will be trained in the use of fire-fighting equipment on a regular basis to ensure that at any given time that there are sufficient staff with such knowledge employed.

New staff are notified of these procedures by the Staff Safety Representative at the first staff meeting each year. Staff taking up positions during the school year are informed by the Principal.

Pupils are notified of these procedures by the class teachers at the start of the year and they are regularly reminded throughout the year

Reports on fire drills will be discussed at staff meetings to ensure their effectiveness

<u>SECTION</u>	<u>DESCRIPTION</u>	
7.0	Procedure for violent situations	

If a violent situation arises in the school, contact the Principal immediately.

In the case of an attempted robbery the following steps need to be taken:

1. Remain calm.
2. If possible, leave the school and raise the alarm from a safe area. / If feasible push panic button in Principal's or secretary's office.
3. If you cannot leave the school cooperate with the intruders, do not become confrontational – no heroics.

As a deterrent to potential robbers only small amounts of cash are ever kept on the school premises.

<u>SECTION</u>	<u>DESCRIPTION</u>	
8.0	Accident Reporting and Investigation	

It is important and good practice to record all accidents that occur in the school or during any school-related activity. The school must ensure that the information gleaned in the accident report is reviewed and that control measures are put in place to ensure a similar accident is avoided in the future. All records must be kept of incidents and accidents.

The school has an accident reporting system, which is communicated to all staff at the start of the school year. Information in relation to accidents and near-misses are recorded on accident report forms or in the yard book.

Important information regarding accidents includes:

1. Date of incident
2. Time of incident
3. Person injured or involved and relevant contact details recorded
4. Witnesses and relevant contact details recorded
5. Detail of the activity being undertaken at the time of the incident
6. Exact location of the incident and photographic evidence if appropriate
7. Circumstances of the incident – detailed description and cause of the accident
8. Injuries sustained
9. Medical treatment administered e.g. First Aid
10. Emergency Services involved or called to scene of accident
11. Details of equipment and service records for same if equipment was involved
12. Details of notifier of accident, time and date.

Certain accidents must be reported to the school insurers and to the Health & Safety Authority. If reporting a serious accident to the HSA, staff must use the IR1 Form or report directly online at www.hsa.ie

The school has a Critical Incident Policy which is reviewed and updated annually in September. This policy is designed to support school staff in dealing with any incident or sequence of events, which overwhelm the normal coping mechanisms of the school and which disrupts the running of the school.

<u>SECTION</u>	<u>DESCRIPTION</u>	
9.0	First Aid	

An appropriately stocked First Aid box is located in the staff room, downstairs corridor, upstairs corridor and also in the sports shed for use on the yard.

Other First Aid boxes for use on school tours, sporting events etc. are also maintained and stored.

No medicines or pills should be kept in the first aid box.

<u>SECTION</u>	<u>DESCRIPTION</u>	
10.0	Opening and Closing Policy	

All teaching staff have keys to open the main door to access the school building.

8.40a.m. is the guideline opening time for pupil access.

The school will only be opened when there are enough teachers in the school to safely supervise the children. A Rota for supervision is in place from 8.40a.m. Between 8.40a.m. and 8.50a.m. downstairs children assemble in their class lines under the supervision of the teachers on duty downstairs. Upstairs children proceed to classroom and will be supervised by the teacher on duty. (See supervision policy in plean scoile)

The caretaker locks the school at end of day and sets the alarm after ensuring that the school is empty of all staff and pupils. If the caretaker is not available to lock the school, he will arrange with another member of staff to do so.

When workmen need access to the school the Principal or caretaker makes arrangements to open the school as required.

Emergency contact details

Emergency contact details of the parents and guardians of all children in the school as well the next of kin of all staff, will be kept in the school office and online via Aladdin, our online records system.

The responsibility lies with parents/guardians to inform the school of any changes to the emergency contact details.

Emergency closures

In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the BOM to decide whether it is in the interests of all parties to close the school.

If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the BOM.

Exceptional closures will be kept to an absolute minimum.

Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (SMS, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc.).

If school is open when an incident occurs, staff will remain on the premises until all children have been collected.

<u>SECTION</u>	<u>DESCRIPTION</u>	
11.0	Policy for Pregnant Employees	

All female employees who become pregnant should notify us as soon as is reasonably possible.

New employees should also make us aware if they are new mothers or breastfeeding upon taking up employment.

This will enable us to arrange cover for maternity leave, time off for medical visits, ante-natal classes, etc. We would also be happy to discuss your entitlements under Maternity Protection Legislation.

On receiving notification of a pregnancy we will carry out a risk assessment to ensure the employees' job role and work environment poses no risk to the expectant mother or unborn baby. This risk will take into account chemical, physical and biological risks as outlined in the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2000.

If this risk assessment shows an unacceptable risk to the pregnant employee, we will facilitate an alternative role for the employee, or where this cannot be reasonably accommodated Health and Safety leave will be offered.

We will always do our best to be flexible and accommodating, but please notify as soon as is possible.

SECTION	DESCRIPTION	
12.0	Environmental and Waste Policy	

Carrig National School is committed to enhancing the wider environment and minimising waste.

We will always attempt to use environmentally friendly products over others and minimise the amount of detergent we use during our operation.

We recycle and compost as much waste as is possible.

All employees are required to comply with this policy by minimising waste and actively co-operating with recycling programmes.

All waste, for recycling and disposal is collected by Ryan's waste.

SECTION	DESCRIPTION	
13.0	Food Safety Policy	

A staff room / kitchen will be equipped and maintained by the Board of Management. Staff members are expected to keep these facilities clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

Alcohol is not permitted to be stored in the staff room / kitchen outside of exceptional cases, with the permission of the Principal.

<u>SECTION</u>	<u>DESCRIPTION</u>	
14.0	Dealing with Infectious Diseases Policy	

It is the policy of Carrig National 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 endeavor to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

In the event of an infectious disease occurring in the school management will refer to and implement the advice in the "infectious diseases in schools manual"

<u>SECTION</u>	<u>DESCRIPTION</u>	
15.0	Health Issues	

Administration of Medicine

No teacher can be required to administer medicine or drugs to a pupil and it is the general policy of the school not to do so.

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short-term illness and if their child is on medication.

In exceptional circumstances the BoM may appoint a staff member to give medication if a request has been received from a family doctor and parent to do so. If a child has for example a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the Principal. Each class teacher has a list of the children in her class who have allergies. For children who have on-going medical needs a care plan is in place and each teacher is informed.

If parents have been advised that immediate action may be needed, they must inform the Board of Management in writing, with advice from the family doctor as to what procedure should take place. If necessary, the BoM will appoint a staff member to administer necessary medication provided that member of staff is willing to do so. (Parents are requested to sign an indemnity form before any member of staff can administer medication)

Necessary medication will be kept in a secure and 'out of child's reach' place in the child's classroom.

(See administration of medicines policy)

Sickness

- Parents/guardians should not send a child to school who is sick or who may have a contagious infection.
- While the Board of Management encourage full attendance, parents/guardians should use their best judgment in deciding if a child is sick and therefore should not be in school.
- Should a teacher, acting in loco parentis, determine that a child is sick and should not be in school, he/she will inform the Principal for a second opinion. The parent/guardian will, if necessary, be contacted to collect the child during the school day.
- A written note is required should your child need to remain indoors at break/lunchtime.
- If pupils have a medical condition which may affect their work at school, parents should tell their teacher. This is particularly important with any physical, hearing or eyesight problems.

Injury/Accidents

- Parents/guardians are reminded that although children will be supervised by designated teachers and other staff who are in loco parentis during breaks and at all other times, accidents can occur.
- The Board of Management and all parents/guardians recognise that members of staff are not medical professionals but rather act in loco parentis.
- Minor accidents are treated at school, such as slight cuts and abrasions etc. The supervising staff or other designated staff members at the school will deal with these using the first aid kit. Parents/guardians are expected to check injuries when the child returns home from school.
- Fully stocked first aid kits are kept in the staffroom, corridors and shed and contain the following:
Various sized plasters and non-adhesive dressings, steri-strips/paper stitches, gauze, surgical tape, moist sterile wipes, instant icepacks, (frozen ice packs and covers are kept in the fridge), disposable gloves, antiseptic lotion and cream and antihistamine spray for stings/bites
- When a child receives a blow to the head, no matter how minor it may be deemed by the supervising teacher, parents/guardians will be notified (by note in journal or phone call depending on the severity)
- When an accident occurs during the school day that the supervising teacher deems more serious than a minor accident, an entry into the Yard Incident book must be made and signed by the supervising teacher and by any other members of staff who witnessed or attended the accident as a true and accurate reflection of what occurred.
- In the event of an accident, every possible effort will be made to contact the child's parents/guardians or the persons delegated to take responsibility for the child.

<u>SECTION</u>	<u>DESCRIPTION</u>	
16.0	Investigation, Recording and Reporting	

All instances of serious and potentially serious accidents are recorded and investigated. To this end, the school maintains a logbook of all such instances, which is kept in the staffroom.

The Principal will report on these at the next meeting of the BOM (and sooner to the Chairperson of the BOM if the instance is deemed sufficiently serious).

Any accident deemed serious involving a child will also be notified on the day itself to the relevant parent/guardian, ordinarily by the class teacher.

Furthermore, the Principal will make a report to the Health and Safety Authority in the case of dangerous occurrences, death or serious accidents (that is, an accident requiring absence from work/school for more than three days, not including the day of the accident itself, or requiring medical treatment by a registered medical practitioner or hospital).

Additionally, if required, the Principal will make a report to the school's insurance company

<u>SECTION</u>	<u>DESCRIPTION</u>	
17.0	Chemical/Cleaning Products Safety Policy	

It is the policy of Carrig National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

<u>SECTION</u>	<u>DESCRIPTION</u>	
18.0	Use of Lift	

Who will use the lift?

- Staff
- Visitors to the school who may have a disability which prevents them from using the stairs or if they need to bring equipment up the stairs
- Children who have a disability or an injury which prevents them from using the stairs. Children must be accompanied on the lift by an adult or if by another child an adult must be awaiting them when the doors open. No children are allowed use the lift without the express permission of the teacher. It is the duty of that teacher to ensure the lift is used safely.

Maintenance

The lift is under a service contract and will be serviced on a twice-yearly basis. It will also be inspected annually by a representative from Allianz insurance as it is covered in a separate policy to the school building policy.

Emergencies

In the event of a fire or during a fire drill the lift cannot be used.

In the event of the lift getting stuck the keys to open it are in the Principal's Office.

<u>SECTION</u>	<u>DESCRIPTION</u>	
19.0	Audit and Review	

The Board of Management has completed the initial audit and review of the school in order to enable the school to maintain and develop its ability to reduce risks and ensure the effectiveness of the system. (Appendix B)

The Board will evaluate the impact of the safety, health and welfare plan on an annual basis taking into account feedback from the school community, significant incidents and / or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments. Information produced from on-going monitoring will be used to review current policies and procedures and so help improve performance.

An annual safety, health and welfare audit will be carried out (Appendix B). This is comprehensive review and report on all aspects of safety, health and welfare management in the school and is available on request.

Persons currently responsible for Health & Safety

Principal	Perry Maloney
Deputy Principal	Laura Boland
Health & Safety Officer	Gary Prout
BOM Health & Safety Rep	Graham Finch
Staff Health and Safety Rep	Gary Prout
Fire Warden	Gary Prout
First Aiders	All Staff

<u>SECTION</u>	<u>DESCRIPTION</u>	
20.0	Other School Safety Related Policies	

Please also refer the following individual school policy documents:

- Code of Behaviour,
- Child Protection,
- Anti-Bullying,
- Administration of Medicines,
- Critical Incident,
- Supervision
- Substance Use.

Timetable for Review

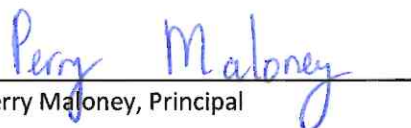
The Health and Safety Policy will be reviewed annually or as the need arises. A risk assessment will be carried out annually during September. This will be carried out by the Board of Management Safety Officer and Staff Safety Representative in consultation with all staff members.

Ratification & Communication

This revised plan was ratified at a Board of Management meeting in term one of the school year 2024/2025.

Date of ratification: 17th September 2024.

Signed: 
Brian Geraghty, Chairperson


Perry Maloney, Principal

SECTION	DESCRIPTION	
21.0	Appendices to Safety Policy – Document 1	

Appendix A – Fire and Emergency Evacuation Plan

Assembly Point A: Basketball Court (see map)

All classes quickly proceed to Assembly Point A, located on the Basketball Court.

Downstairs Evacuation Plan (see map)

- 1st & 2nd classes exit the building, at the exit door facing the church.
- Senior Infants exit the building, at the exit door facing the modular building / basketball court.
- Juniors Infants exit the building, through their classroom emergency exit door.
- Additional classes located in the classrooms of the original school building (to the front of the school) exit the building, through the exit door located beside the staff room.
- Any class using the general purpose hall exit the building at the exit door facing the modular building / basketball court.
- Additional classes located in the external modular building, exit the door facing the basketball court.

Upstairs Evacuation Plan (see map)

- 5th & 6th class exit the building, through the exit door facing Meaghers' lane.
- 3rd & 4th class exit the building, through the emergency exit door at the bottom of the stairs, facing the Church.

Prior to children leaving their classrooms, the teacher will pick up their class list and check toilets. Principal and Secretary will check general purpose hall, servery, toilets, kitchen and open front gate, to allow emergency services gain access to the rear of the school.

Resource teachers will proceed with children in their room at the time of the alarm, to Assembly Point A, via the main stairs and the front exit door, where they will re-unite these children with their class and advise class teacher of same.

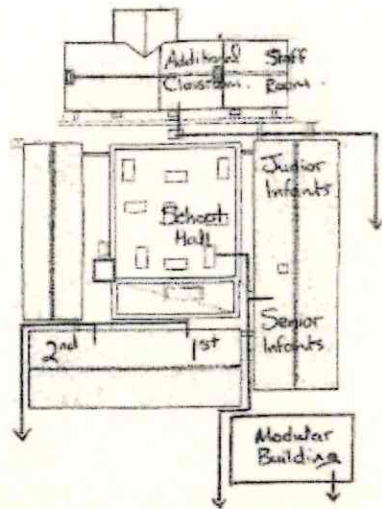
SNAs will exit with the class they are present with; at the time the alarm goes off.

The last teacher to exit the school building, will shut the external door behind them.

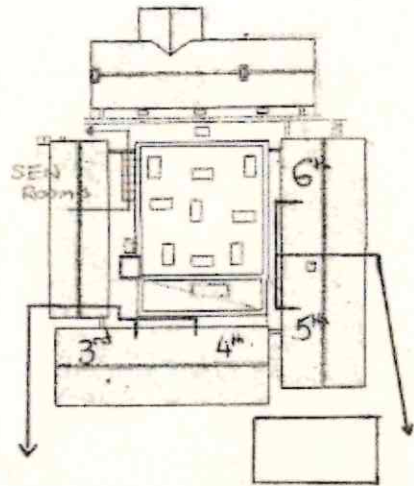
At the Assembly Point, each teacher will check their class list, to ensure all pupils have exited the building.

Points to Note:

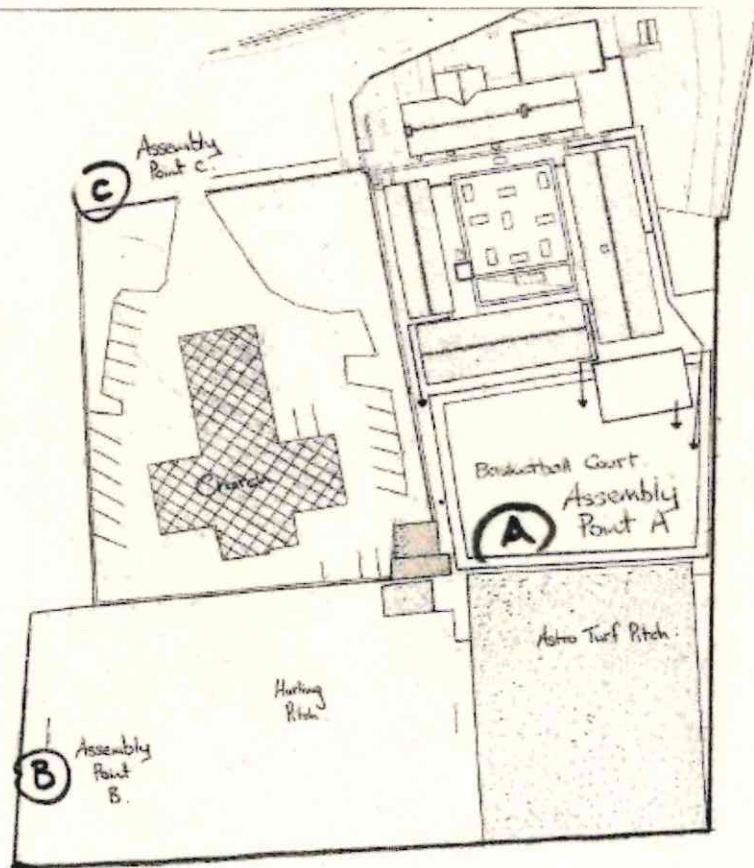
- Each class is assigned their own individual area at Assembly Point A:
 - **J** = Junior Infants, **S** = Senior Infants, **1** = 1st Class, **2** = 2nd Class, **3** = 3rd Class, **4** = 4th Class, **5** = 5th Class, **6** = 6th Class.
 - 5th & 6th class to proceed down the stairs adjacent to their classroom, at the same time, with 6th on the left and 5th on the right. 5th & 6th class will exit the building at the same time, 6th on the left and 5th on the right, through the exit door facing Meaghers' lane. Proceed to Assembly Point A.
 - 3rd & 4th class to proceed down the stairs adjacent to their classroom, at the same time, with 3rd on the left and 4th on the right. 3rd & 4th class will exit the building at the same time, 3rd on the left and 4th on the right, through the emergency exit door at the bottom of the stairs, facing the Church. Proceed to Assembly Point A.
- * In the event staff deem a designated external door to be unsafe to use, the red retractable safety belt will be fixed across this doorway, and classes will proceed to the next designated exit.
- * In the event staff deem it necessary to increase the distance between the Assembly Point A and the school building, children will be redirected to Assembly Point B on the hurling pitch (see map).
- * In the event staff deem the modular building to be a fire hazard, children will be redirected to Assembly Point C, in front of the Church (see map).



Downstairs Evacuation Plan



Upstairs Evacuation Plan



Appendix B – Risk Assessment

Hazards and Risk Rating

A Hazard means anything that can cause harm (e.g., electricity, boiling water)

Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the level of severity.

Step 1 – Nine Principles of Prevention

- 1) Avoidance of risks
- 2) Evaluation of unavoidable risks
- 3) Combating risks at source
- 4) Adaptation of work to the individual
- 5) Adaptation of work to technical progress
- 6) Replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous ones
- 7) Development of prevention policy
- 8) Collective prevention measures
- 9) Appropriate training and instruction to employees

Risk Rating = Consequence x Likelihood

Risk Rating	1-9	Low
Risk Rating	10-15	Medium
Risk Rating	16-25	High

Consequence Categories

5	Major	Causing death to one or more people. Loss or damage such that it could cause serious business disruption e.g., fire
4	High	Causing permanent disability (loss of limb, sight)
3	Medium	Causing temporary disability or damage.
2	Low	Causing significant injuries (sprains, lacerations)
1	Minor	Causing minor injuries (cuts, scratches). No lost time likely other than for first aid treatment

Likelihood categories

5	Almost Certain	Absence of any management controls. If conditions remain unchanged there is almost a 100% chance of an accident occurring
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident, but it is unlikely without this additional factor (e.g., poorly trained staff)
3	Medium	Insufficient controls in place. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions
2	Low	The situation is generally well managed, however occasional lapses could occur. This also applies to situations where people are required to behave safely to protect themselves, but are well trained
1	Improbable	Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken.

All the following risk assessments were carried out using the above formula.

GENERAL HAZARDS

No. 1 Slips/Trips and Falls

As with any national school, there will always be a risk of slips, trips or falls with young children. However, Carrig N.S. does endeavour, by providing trained supervisors at all times, to minimise this risk, as far as is reasonably practicable. -See also **Yard Procedures Appendix 7**

RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Broken bones fractures/sprains/lacerations/head injuries	Staff Students Visitors	Medium.	<ul style="list-style-type: none"> - Three members of staff available on yard duty during yard breaks - Split breaks so less children on yard at any one time. -Yard and entrance to be gritted during icy weather and break taken in classrooms. -Member of Staff to supervise students outside door until teacher returns to collect class -Any spills to be cleaned up promptly and area cordoned off where necessary -Floors to be cleaned after school hours -Classrooms to be kept orderly with uncluttered passageways -Horseplay which may pose a risk to those involved is not permitted on school grounds 	Low-Medium	Non slip mats inside all doors.

No. 2 Electricity/Electrical Appliances

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Using electrical appliances	Electrocution Electric shock Burns	Staff & Students	Low	<ul style="list-style-type: none"> -Annual electrical inspection to be carried out by certified electrician -Report defective equipment/ wiring/ frayed insulation immediately -Do not overload sockets/no adapters -If there is a problem with fuses blowing/circuits breaking report this to management -Only R.E.C.I. certified electrician to carry out repairs, servicing, removal and installation of electrical equipment -Electrical appliances and equipment will be regularly maintained and faulty equipment replaced -Plug out electrical appliances last thing at night. -Electrical outlets should be out of reach or suitably protected from younger children. - HEPA Filters turned off each evening 		
Charging iPads				<ul style="list-style-type: none"> - iPads to be charged (SNA) at 2:30pm - Caretaker to switch off when leaving 		

No.3 General Access/Egress

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Entering and exiting the building	Blocked access/egress Unsafe means of access/egress Traffic at Entrance Gate	Staff Visitors and Students	Medium	-Traffic Management Plan to be distributed to all parents and monitor implementation -Keep doorways and passageways unobstructed -Keep classrooms tidy and organised with everything safely stacked -Do not allow overcrowding of classrooms- clear passageways -Mats at entrances properly fixed in place	Medium Risk remains at school entrance	Continually monitor parking at school entrance and re-communicate/review Traffic Management Plan as necessary

No.4

Sharps

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Use of scissors, craft knives, etc.	Cuts and lacerations	Staff and Students	Medium	-Students are not permitted to bring glass bottles or glass containers to school -Students are instructed on the correct use of scissors and how to hand scissors to a peer / teacher. -Students always supervised during activities involving use of sharp implements -Broken glass/dishware to be cleaned up promptly -Suitable containers are provided for disposing of broken glass/dishware.	Low	"Hold scissors like a bunch of flowers" "Hold scissors like an ice-cream"
Glass Containers	Blood loss Infections					

No.5 Manual Handling

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Lifting/Moving Classroom Furniture/Materials Assisting Special Need Students Students/Teachers moving heavy schoolbags	Back injury, hand injury, herniated disc, muscle tear. Strains, sprains. Crush injuries.	All employees	Medium	-No employee with a history of back trouble will undertake heavy manual handling. -Movement of heavy articles of furniture should only be executed as a team lift. -Do not carry loads that obstruct your vision. -Work will be arranged so as to avoid over-reaching or twisting. -Heavy goods should ideally be located between knuckle and shoulder height. -Teachers should discourage students from bringing all books to and from school each day and overloading schoolbags	Low-Medium	Formal Manual Handling Training should be considered for all employees – particularly caretaker. Boxes are provided in-school to enable children to leave unwanted books in school, when not in use.

No.6 Violence to Staff

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Working with cash	Robbery of cash may place staff at risk of violence	School Secretary Person making bank run	Low	-See Procedure in Fire and Emergency Arrangements -Keep small amounts of cash at school -Vary times of bank runs	Low	Parents are encouraged and have the facility to pay online through Aladdin, minimising the amount of cash in the building.
Dealing with irate or violent parents	Violence to members of staff by disgruntled/irate parents			- Access to employees is by consent only. When an employee feels at risk from, or threatened by, a particular person on school property, this must be drawn to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. Such measures will include meetings by appointment, with/without witnesses, and, in extreme circumstances, any necessary legal steps.		

No.7 Damaged Furniture

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Falling off chairs/stools	Head injuries	Staff and Students	Low	-Furniture will be inspected regularly -Broken/damaged furniture will be taken out of use immediately until repaired - Teachers and Ancillary Staff are requested to conduct periodic safety checks of their classrooms and/or work-place and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keep a written record of the safety checks conducted and the action taken.	Low	
Shaky tables/chairs	Sprains/ Strains					
Furniture collapsing	Cuts					

No.8 Cleaning Agents/Hazardous Substances

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Cleaning Pest Control Treatment of lawns	Irritation of eyes/nose throat Occupational Asthma/dermatitis Ingestion of Hazardous Cleaning Substances	Caretaker All Staff and Students	Medium	-Reduce/substitute for a less harmful substance where possible. -Store all hazardous chemicals in original containers. -PPE provided as necessary. -Limit amount of chemicals held in storage and store safely. -Staff need to report immediately any reaction they may experience when using any cleaning agents -Medical examinations will be provided where necessary. -Use of pesticides for lawns gardens will be carried out outside of school hours on Friday afternoon or during holidays.	Low	Caretaker has been requested to ensure his storage presses are locked.

No.9

Restricted Areas

ACTIVITY	RISK	EXPOSED	LEVEL	CONTROLS	RESIDUAL RISK	ADDITIONAL CONTROLS
Unauthorised access to restricted areas i.e., boiler room, caretaker's stores	Exposure to hazardous chemicals. Injury from dangerous tools, equipment. Fire. Burns/scalds from hot surfaces or liquids	Students and all staff	Medium	<p>These restricted areas are locked at all times and key is kept out of reach of unauthorised users.</p> <p>Access to restricted areas must be authorised by School Principal.</p> <p>Storage area shelved for safe storage of tools, equipment and chemicals.</p> <p>Students will be informed at start of each school year which areas of the school are restricted, and all staff will monitor this throughout the school year.</p> <p>Caution 'Hot Water' sign near boiler in Kitchen.</p>	Low	

Modular Building	Morning Supervision of class in the Modular Building	Students	Medium	On arrival at school in the morning, children will enter the main school building through side door and line up. -At the designated time, class teacher will then lead the children out to the modular classroom. -In the evening, class teacher will lead the children directly to the school gate, from the modular building	Low	
	Lunch-time wet-day Supervision of class in the Modular Building	Students	Medium	Lunch-time supervision rota has been adapted. On wet days one teacher will go into the modular building to supervise, while a second teacher and an SNA will supervise in the main building.	Low	
	Modular building toilets	Students	Medium	Children will not be allowed to use the toilets in the modular building during lunch-time. Children will use toilets in the main building during lunch-time, once they receive permission from teacher on yard supervision.	Low	
Use of ladders	Falling	Staff	Medium	Staff are requested to safely use a ladder, rather than climbing on chairs or tables to	Low	

Use of lift	Power Cut	Students Staff	Medium	create displays, hang up pictures etc. - Children must have adult with them when using lift. Lift to be serviced regularly. -Kone have yearly service contract, reviewed annually.	Medium	
External doors	Door slamming shut due to wind	Students Staff	High	Red safety belts have been installed at the identified external doors. Staff will pull the red belt across the door and set in position, if they feel these doors could be wind affected, depending on the weather. An alternative exterior door will then be used by students and staff.	Low	
Falling objects from upstairs windows	Injury to students or staff on the yard during breaks	Students Staff	Medium	Teachers upstairs in the school building, will refrain from putting objects on their windowsills, where the adjoining windows are low opening windows.	Medium	
Monument on the playing court	Injury to students or staff on the yard during breaks	Students Staff	High	Large cones will be placed beside the monument at all times, to ensure the obstacle is highlighted.	Low	
Fire Drill	Burns/Smoke inhalation	Students Staff	Medium	Three Assembly Points will be		

Hot Food	Burns	Students Staff	Medium	<p>utilitised to ensure safe evacuation in all eventualities. Assembly Point A – Basketball Court. Assembly Point B – Playing field / Pitch. Assembly Point C – Car parking area in front of Church building.</p> <p>A designated area will be created in the back of each classroom for hot food.</p> <p>Cook will use a ladder to open the window in the food preparation area, to allow hot air to safely escape.</p>		
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Appendix C – Safety, Health and Training Record

Safety, health and welfare **training record**

Training course: _____

Date of course: _____

Course provider: _____

Names of attendees	Signatures of attendees

Appendix D – Communications to Staff Form

Scoil Náisiúnta na Carraige

Telephone: 067 24355
e-mail: carrigns1@gmail.com
Website: www.carrigschool.ie



Ní neart go cur le chéile

Communications to Staff Form

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, students and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety, health and welfare is managed in this school. The safety statement will be reviewed and updated annually or more frequently if necessary.

Staff are reminded of the responsibilities of each employee under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety, health and welfare legislation in the 2005 Act and other relevant legislation
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety, health and welfare legislation as appropriate
- taking account of the training and instructions provided by the Board of Management
- correctly using any article or substance and protective clothing and equipment provided for use at work or for his / her protection
- reporting a breach of safety, health and welfare legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his / her attention

Each staff member is requested to sign the form below and return it to Perry Maloney, Principal

I have read and understood the Health and Safety Policy of Carrig National School.

Name: (staff member's name) in **BLOCK CAPITALS**: _____

Signature: _____

Date: _____