

Health and Safety Statement

Scoil Mhuire

1. The Board of Management of Scoil Mhuire, charged with the direct government of the school, has prepared this “Health and Safety Statement”, in accordance with the requirements of the Health, Safety and Welfare at Work Act 2005.
2. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.
3. “Health and Safety” within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed **annually** or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officer and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Scoil Mhuire wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health
- There shall be safe access to and from places of work
- Plant and Machinery shall be operated safely.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative

The Board of Management of Presentation Convent N.S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management of Presentation Convent N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

Duties of Employees:

It is the duty of every employee while at work:

- a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work
- b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- 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 lone use 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 through the staff safety officer, without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

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

Consultation and information:

It is the policy of the Board of Management of Scoil Mhuire to consult with staff re safety audits, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

Hazards:

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire:

It is the policy of the Board of Management of Scoil Mhuire that:

- i. The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- ii. The principal will ensure that fire drills shall take place at least once a term
- iii. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- iv. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Checked regularly by the appropriate post holder.
- v. All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear. P.E. hall and entrance lobby – principal will see that they are free of obstruction
- vi. Assembly area is designated outside of the building, and the location specified
- vii. Exit signs shall be clearly marked
- viii. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- ix. Assistant Principal, is responsible for fire drills and evacuation procedures
- x. The school will endeavour to implement all additional recommendations made by a Fire Officer.

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

- 01:** Wet corridors
- 02:** Trailing leads
- 03:** Computers
- 04:** Guillotine
- 05:** Projectors
- 06:** Fuse Board

- 07:** Electric kettles
- 08:** Boiler house
- 09:** Ladders
- 10:** Excess Gravel on school yard
- 11:** Protruding units and fittings
- 12:** Flat roof of school
- 13:** External stores to be kept locked
- 14:** Lawnmower plus all garden equipment
- 15:** Entrance/Exit of school
- 16:** Garden stores
- 17:** Icy surfaces on a cold day
- 18:** Mats in hall plus other P.E. equipment
- 19:** Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- d) All machinery and electrical equipment are fitted with adequate safeguards
- e) Precautionary notices, in respect of safety matters are displayed at relevant points
- f) Ladders must be used with another person's assistance
- g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- h) Board of Management will check that floors are clean, even, non-slip and splinter-proof
- i) Principal and Deputy Principal will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and each P.E. teacher will ensure that the Hall is left in a tidy condition
- j) Check that all PE and other mats are in good condition
- k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and caretaker and/or staff safety representative
- l) Check that wooden beams, benches etc, are free from splinters and generally sound. (class teacher)
- m) Check that vaulting horses, beams and benches are stable and do not wobble when in use (class teacher)
- n) Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management)
- o) Check that roof guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker)

- p) Check that manholes are safe (Caretaker)
- q) Check that all play areas are kept clean and free from glass before use (Caretaker and staff)
- r) Check that outside lighting works and is sufficient (Caretaker/Principal)
- s) Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal /Caretaker)
- t) Check that refuse is removed from building each day and is carefully stored outside. (Caretaker)

Constant Hazards:

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of Scoil Mhuire that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks

Electrical Appliances:

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should ensure that:

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are intact and free of cuts or abrasions
- Appliances are unplugged when not in use
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals:

It is the policy of the Board of Management of Scoil Mhuire that all chemicals, photocopier tone, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them (Caretaker/Cleaner/Principal where appropriate)

Drugs and medication:

It is the policy of the Board of Management of Scoil Mhuire that all drugs, medications, etc be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

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

Highly Polished Floors:

It is the policy of the Board of Management of Scoil Mhuire that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

Smoking:

It is the policy of the Board of Management of Presentation Convent N.S. that the school and school grounds shall be non-smoking areas to avoid hazard to staff and pupils of passive smoking.

Broken Glass:

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

Visual Display Units:

It is the policy of the Board of Management of Presentation Convent N.S. that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases:

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

First Aid:

- (1) At the start of the year staff meeting arrangements for giving first aid will be discussed and reviewed
- (2) Notices are posted in office detailing:
 - location of first aid boxes

- procedure for calling ambulances etc.
 - telephone numbers of local Doctor, Gardaí, Hospital
- (3) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by attending members of the teaching staff.

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Tweezers
- Sterile dressings with bandages
- Safety pins
- Surgical gloves
- Instant ice-packs
- Kitchen Roll to be put around ice-packs
- Cooling jel for burns
- Frozen ice-packs in freezer of fridge
- Sun cream
- Anthisan

N.B. Insulin Pencil/ Jext pen (if required) will be kept in the fridge in the staffroom. Medical Indemnity form and instructions to be provided by the Parents/Guardians of the child(ren) concerned.

Disposable gloves must be used at all times when administering First Aid.
First Aid bags will be kept in the Principal's Office.

Access to School:

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

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

If staff are working in the school outside school hours on their own they must inform a family member they are doing so and make known their expected time of return home.

Collecting Children:

- (1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds
- (2) As a general rule parents are not allowed park in the school grounds. Exceptions are made for disabled children and parents collecting sick children in school hours.
- (3) Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day.
- (4) Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record to be kept by the class teacher.

N.B.

- (5) Children will **never** be allowed to walk or cycle home on their own, **during school hours**. They must always be collected by parent/guardian or named other and they must make contact with a staff member when doing so.

Safe Work Practice Sheet

- (1) Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis

- (2) Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it
- (3) Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- (4) The Caretakers must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- (5) The Caretakers must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- (6) Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- (7) Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
- (8) All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- (9) Employees do not use step-ladders or other ladders without the assistance of a colleague.
- (10) Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- (11) Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
- (12) Employees report defective equipment to the Principal
- (13) Employees report incidences of uncollected refuse
- (14) Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re: Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...

The Caretaker and Safety

- (1) The school caretaker shall open the school gates and the yard doors in the morning checking the area for any hazardous substances.
- (2) He shall check that all windows are securely locked each evening.
- (3) He shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, burco boiler etc. are switched off.
- (4) He shall check regularly that the Switch Room is free from all materials foreign to this part of the school.
- (5) He shall check and keep the boiler house and oil/water tank house locked **at all times**.
- (6) During exceptionally frosty weather, he shall ensure that the school heating system comes on for a few hours during the night and/or during weekends during the holidays.
- (7) During holiday times, he shall keep the mains water controls in the “OFF” position.
- (8) He shall see that the lawn mower is in good mechanical condition at all times.
- (9) The caretaker shall use the lawnmower for school work only. Permission to use the lawnmower for any other purpose may be granted only by the Board of Management or by either Principal, representing the Board of Management subject to insurance conditions.
- (10) The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
- (11) He shall never allow cut grass, cuttings from hedges or weeds from flower beds to lie on footpaths or on lawn edge overnight or at any other locations where they might be a danger to persons overnight or during weekends.
- (12) He shall ensure that all **Exit Doors** are kept clear during Concerts, Sales of Work, Meetings etc. **Exit doors** must always be open on such occasions.
- (13) Along with the Principal, he shall check at regular intervals that the Fire Alarm System is in working order.
- (14) The caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.
- (15) He shall be on the lookout at all time for risk situations and shall repair faults or report them to the Principal.
- (16) He shall keep lawns, flowerbeds and pitches in good condition.
- (17) He shall familiarise himself sufficiently with the school’s **Safety Statement** and especially with those parts which are relevant to his own position.

FIRE

The Assistant Principal is responsible for Fire Safety. She organises:

- (a) **Fire Drill** at least once per term
- (b) Sees that the **Fire Alarm System** and Fire Extinguishers are in working order and
- (c) Records the events of Fire Drills
- (d) She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff

Fire Drill Organisation

- 1. **Assembly Point:** Green Strip adjacent to car park.
- 2. **Fire Drill Warning:** When fire bell sounds there should be **Silence** in the classroom, or wherever you are.
- 3. **Evacuation:** The teacher is **in sole charge** of her own class. Each class exits **in single file** in **silence**. Teacher leaves last, making sure all windows and doors are closed.
Teacher should bring **Roll Book** along.
- 4. **Assembly:** **When pupils arrive at assembly, they should line up, class by class, facing towards the school.**

The **teacher** will then **call the roll** and **report** the findings **to the Principal**. **If a child is missing** his/her class teacher will leave his/her class in the care of another teacher while she searches for the missing child.

The Principal, the Deputy Principal, the Assistant Principal and the Caretaker will wear hi-vis jackets during Fire Drill and in the event of a real fire.

Fire Drill / Exits

- Exit 1:** Beside Resource Room – Friary Street – Back door.
- Exit 3:** Beside Room 4
- Exit 4:** Sick Bay
- Exit 5:** Girls Toilets
- Exit 6:** Door to Senior Yard

- Exit 7: Parnell Street Door**
Exit 8: Main Door.

Fire Drill Arrangements

- Exit 1: Rooms 10, 11, 12, 22 and 23.**
Exit 3: Rooms 3, 4 and Principal
Exit 4: Rooms 1, 2 and 21
Exit 5: Rooms 5, and 15
Exit 6: Rooms 13, 14 and 19
Exit 7: Rooms 8, 9, 16, 17 and 18
Exit 8: Rooms 6, 7, 20 and Secretary

Assembly Points

4 16 17 18 9 8 7 6 5 15 14 3 2 1 13 12 11 10

Pupils and teachers line up at assigned numbers. The number corresponds to the classroom door number.

Further fire Precautions

(1) Emergency Lighting and Exit Signs:

At the beginning of concerts, large meetings or whatever crowds are assembled in the Large G.P. room, the Principal or her representative (in her absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and **Exit Signs**. This warning should be repeated at intermissions.

- (2)** The water hydrants are located in the grass area outside the main door and the grass area outside the playschool.

The Principal, the Caretaker and the Deputy Principal are all aware of these locations.

(3) Location of Fire Extinguishers:

Downstairs: Lobby at boys toilet.
Outside Room 4
Outside Room 5
Opposite Room 9
Inside Assembly Hall Door

On Stage
Room behind stage.
Boiler House
Staff Room

Upstairs: Outside toilets at room 10
Outside Room 13
Outside Board Room
Opposite Room 18

(4) The Main Traffic Entrance:

The parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **children** when **entering** and especially when **leaving** the school grounds.

Cleaning the School (Hygiene)

The cleaners are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of “wet” areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Principal.

They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

Hazards

Identifying Hazardous Areas for Children:

- (a) The Caretaker's Shed and Boiler House
- (b) The Cleaner's Room beside the Principal's Office.
- (c) The Car Park
- (d) Caretaker's storeroom

Precautions;

1. Those 4 areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
2. The Cleaners' Room, the shed and Boiler House shall be kept locked at all times
3. First Aid Equipment must be stored in the principal's office – or on high shelf in the resource room downstairs with the exception of plasters/antiseptic wipes used by playground friends under teacher supervision to attend to minor cuts and scrapes.
4. Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, TV, Hoover, computers, radios etc. Children are not permitted to carry these items.
5. Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to the attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
6. The Caretaker has been asked by the Principal to remedy such hazards **immediately** when they come to her notice or are brought to her attention by any staff member, or other school employees.

Identifying the Hazards – Section 12 (3)

Teachers and ancillary staff (Caretaker, Secretary, Cleaners) are requested to conduct a **Periodic Safety Check** of their classrooms and/or workplace and to effect or to request immediate corrective action.

The **restricted areas** in our school are as follows:

The interior of the school during break/lunch times – rooms, corridors, toilets (except with permission) flowerbeds, grassy area, the Caretaker's shed and storeroom, the Boiler House, the wooded area (except during supervised science/nature lessons), the Principal's office, the Secretary's office, the staff carpark. These are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on her behalf.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

1. Activities outside the classroom especially games, the lines during assembly and after breaktimes and school exits on to main road. Teachers will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.
2. Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
3. Restricted areas – mentioned previously.
4. Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. There will be lessons on Teeth Care, Sex Instruction in senior classes, the Stay Safe Programme etc
5. Fire Drill
6. First Aid (The Principal)

Our teachers are **professional people trained** to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff members knowledge. Generally each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. The Principal is in charge of First Aid Equipment.

It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. if the parents/guardians cannot be contacted the school Principal, the Deputy Principal or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to the school doctor.

As a general rule parents are not allowed to drive cars in the school yard. Exceptions are made for children in crutches/wheelchairs or collecting a sick child during the school day. Buses are not allowed into the school yard.

The staff Safety Representative:

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff have selected the Deputy Principal as the school Safety Representative. The role of the safety representative is to represent colleagues (including non-teaching staff) in consultation with the employer on matters relating to safety, health and welfare. She may consult with and make representations to the Principal and the Board of Management on safety, health and welfare matters relating to employees in the school. She, having given reasonable notice to the BoM., has the right to inspect all or part of the school. She has the right to inspect immediately where an accident or dangerous occurrence has taken place or where there is an imminent risk.

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Classroom and Internal Rules

- 01: Follow instructions given by teachers and/or principal, at all times
- 02: Sit properly on chairs, all four legs on the floor
- 03: School bags, neatly stored under tables in classrooms
- 04: Walk ways in classrooms must be kept clear.
- 05: Hang all coats, jackets, gear bags etc on hooks in designated areas.
- 06: During wet days, pupils must sit during 11.00a.m. break and/or lunch break – no moving around room allowed
- 07: No rulers, scissors, mathematical instruments tin whistles etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
- 08: Use all classroom and P.E. equipment, according to teacher's instructions.
- 09: Never bang a door closed – be mindful of others
- 11: When moving around the school., **always walk, never run**

- 12: Walk on the right hand side of the corridors.
13. Hold on to handrail when going up and down stairs.
- 14: Watch where you are going – don't look behind you while walking
- 15: At all times, think of your own safety and the safety of others – especially younger, smaller pupils

Wet Day Rules

- 01: Stay seated at all times
- 02: No rulers, pencils, scissors or any other dangerous implements in pupils' hands
- 03: Only go to toilet with teacher's permission, except in case of emergency
- 04: Sit down properly – four legs of chair on floor at all times

Yard Rules

- 01: Play safely – no rough play or “pretend fighting”
- 02: Stay in designated area of the yard
- 03: Pupils may not re-enter the school building without staff members permission
- 04: Report any problems/incidents to the teachers on yard duty

- 05: No swinging off basketball stands
- 06: No swinging out of coats/hoods
- 07: No throwing of clothes, hats, gear bags, shoes pebbles etc
- 08: Pupils may not bring toys onto the yard
- 09: **Yard Out of Bounds area – The Garden and wooded area, around the water harvester.**

Identification and Assessment of Hazards

Date:

Area: Classroom Hazards:

| Hazard | Location | Risk | Suggested Remedy |
|--------|-----------|-------------------------|---|
| Chairs | Classroom | Swinging Falling Off | Push in before leaving table Carry school bags in hand |

| | | | |
|-------------------------|--|--|---|
| School Bags | On the floor On the backs of chairs | Tripping over them | Under the tables |
| Wet Floor | Toilet Wet Area | Slipping | Check often and keep a supply of newspaper |
| Movement from classroom | From classroom to classroom, hall, yard etc. | Falling, running etc. | Walk in straight lines, without pushing etc. |
| Running, rushing | Within classrooms | Falling and hitting heads off furniture or one another | Rule – Always walk Constant reminder by teacher to pupils |

Identification and Assessment of Hazards

Date:

Area: **Interior Hazards:**

| Hazard | Location | Risk | Suggested Remedy |
|--------|----------|------|------------------|
| | | | |
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Identification and Assessment of Hazards

Date:

Area: **Yard Hazards:**

| Hazard | Location | Risk | Suggested Remedy |
|---------------|-----------------|-------------|-------------------------|
|---------------|-----------------|-------------|-------------------------|

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Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Presentation Convent N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____

Date: _____

Principal: _____

Date: _____

Safety Officer: _____
(Nominee of Board of Management)

Date: _____

Safety Representative: _____
(Nominee of Staff)

Date: _____

HEALTH AND SAFETY

STATEMENT

2015

**SCOIL MHUIRE
PARNELL STREET
KILKENNY**

Names of Personnel alluded to in the Health and Safety Policy:

Principal

Ms Maria Kelly

Deputy Principal

Ms Margaret Riordan

(School Safety Representative)

Assistant Principal Ms Kathleen Fitzpatrick

(Fire Safety Officer)

Caretaker: Mr John O'Brien

Cleaners: Ms Margaret Fahy

Ms Lorraine Carroll

The Board of Management Safety Officer is Mr Tom McInerney.