



# Scoil Bhríde Buachaillí

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Chairperson Board of Management: Declan Murray

Chairperson Parent Association: Ciara Duffy

Principal: Séamus Sullivan, B.Ed., Dip. Man.Ed., M.Ed.

Deputy Principal: Eiven Shanahan, B.Ed., C.Dip. A.&F.

R.C.N. 20118990 - Roll No. 18046A

## 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 Officers 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 Bhríde Buachaillí** 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 may be opened safely in so far as is possible.
- ✓ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ✓ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ✓ 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 **Scoil Bhríde Buachaillí** recognises its statutory obligations under legislation extends to employees, to students, to any person legitimately conducting school business and to the public.

The Board of Management of **Scoil Bhríde Buachaillí** undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to.

### **Duties of Employees**

It is the duty of every employee while at work:

- ✓ to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- ✓ to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- ✓ to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- ✓ to report to the Board of Management 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 other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989).

## Consultation and Information

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** to consult with staff in preparation and completion of hazard control forms, 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 any 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 listed beside 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 Bhríde Buachaillí** that:

- ✓ 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.
- ✓ The principal will ensure that fire drills shall take place at least once a term. *This matter is currently under review in line with school COVID-19 social distancing requirements.*
- ✓ Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- ✓ Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- ✓ 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 who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- ✓ A plan of the school shows assembly points outside the school.
- ✓ Assembly areas are designated outside each building, and the locations specified.
- ✓ Exit signs shall be clearly marked.
- ✓ All electrical equipment shall be left unplugged/switched off at the socket when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The Secretary and Principal are responsible for their own offices. The staff room is every teacher's responsibility. Cleaner to check when cleaning.
- ✓ Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- ✓ Principal shall be responsible for fire drills and evacuation procedures.
- ✓ All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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.

- ✓ Wet corridors
- ✓ Climbing frames
- ✓ Gas tanks
- ✓ Trailing leads
- ✓ Typewriters, Computers
- ✓ Guillotine
- ✓ Projectors
- ✓ Fuse Board
- ✓ Electric kettles
- ✓ Boiler house
- ✓ Ladders
- ✓ Excess Gravel on school yard
- ✓ Protruding units and fittings
- ✓ Flat roof of hall and flat roof of school
- ✓ External stores to be kept locked
- ✓ Lawnmower
- ✓ Slabs/kerbs around perimeter of school
- ✓ Garden stores
- ✓ Icy surfaces on a cold day
- ✓ Mats in hall
- ✓ 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):

- ✓ 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 school's Safety Statement and shall adhere to its provisions.
- ✓ In addition, all such plant and machinery is to be used in strict accordance with the manufacturers' instructions and recommendations.
- ✓ Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- ✓ All machinery and electrical equipment are fitted with adequate safeguards.
- ✓ Precautionary notices, in respect of safety matters, are displayed at relevant points.
- ✓ Ladders must be used with another person's assistance.
- ✓ Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- ✓ The Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- ✓ The Principal will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- ✓ Check that all PE and other mats are in good condition.
- ✓ An annual routine for inspecting furniture, floors, apparatus, equipment and fittings will be carried out by the Board of Management Safety Officer and Staff Safety Representative.
- ✓ Check that wooden beams, benches, etc. are free from splinters and generally sound.
- ✓ Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- ✓ Check that there are no uneven/broken/cracked paving slabs.
- ✓ Caretaker, under the Board of Management, will check that roofs, guttering, drainpipes, etc. as far as can be seen are sound and well maintained and that manholes are safe.
- ✓ Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- ✓ Check that outside lighting works and is sufficient.
- ✓ Check that all builder's materials, caretakers' maintenance equipment, external stores, etc. are stored securely.
- ✓ Check that refuse is removed from building each day and is carefully stored outside.
- ✓ All video display units should have a screen in front of the computer.

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** 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 check 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.
- ✓ Unplug leads of appliances when not in use.
- ✓ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ✓ Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** that all chemicals, photocopier toner, 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. (Secretary/Cleaner/Principal where appropriate).

### **Drugs and Medication**

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and the key kept 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 (*the latter will not be in use under COVID-19 alterations*). A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken (*this will be relocated to the school's PE Hall under COVID-19 alterations*). 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, paper towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

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.

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 Bhríde Buachaillí** 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 and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** that the school shall be a non-smoking area 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/Parents/Guardians 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 **Scoil Bhríde Buachaillí** 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 implement

### **Infectious Diseases**

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** 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, paper towels and a facility for the safe disposal of waste.

### **COVID-19**

If a person is suffering from COVID-19 symptoms and/or has been in contact with somebody who has tested positive for COVID-19, he/she must not come to the school. Any person returning from a country not on the green list must self-isolate for 14 full days before returning to the school.

### **First Aid**

It is the policy of the Board of Management of **Scoil Bhríde Buachaillí** that all members of staff shall be trained to provide First Aid to staff and pupils.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. 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 the Safety Officer.

**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:

- ✓ sticking plasters
- ✓ anti-histamine for stings, etc.
- ✓ tape

- ✓ disinfectant, e.g. Savlon
- ✓ eye lotion, e.g. Optrex
- ✓ antiseptic cream
- ✓ cotton bandage
- ✓ cream for First Aid treatment of burns
- ✓ antiseptic wipes
- ✓ scissors
- ✓ First Aid Chart

Disposable gloves must be used at all times in administering First Aid.

### Access to School

Under COVID-19 requirements, all persons other than staff and pupils must only present at the school for a meeting if an appointment has been sought and confirmed. Anyone entering the school yard areas shall be required to identify themselves to the Principal or the Secretary as relevant by phone call 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.

### Collecting Children

All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Cars are advised to drive slowly on entering school grounds when collecting children. Those parking outside the school grounds are advised to accompany children to and from the school premises. Parents/Guardians will not be permitted to enter the school gates to the yard areas without prior appointment.

### Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of **Scoil Bhríde Buachailí** 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: 27<sup>th</sup> August 2020

Principal: Séamus Sullivan Date: 27<sup>th</sup> August 2020

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of BOM

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

### Members of the Board of Management:

Chairman: Declan Murray (Patron Nominee)

Secretary: Séamus Sullivan (Principal)

Treasurer: John O'Connor (Parent Nominee)

Board Members: Linda Geraghty (Teacher Nominee), Alana Loison (Parent Nominee), Bernie O'Mara (Community Nominee), Fr. Aloysius Zuribo (Patron Nominee)

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989.

## APPENDIX 1

### FIRE EVACUATION PROCEDURE

**Sequence:** Alarm, Call the Fire Brigade, Evacuation, Assembly, Roll Call, Tackle the fire

#### **Aim**

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

#### **Alarm**

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will notify the Principal/Secretary/Caretaker who will immediately sound the fire alarm.

#### **Call the Fire Brigade**

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

#### **Evacuation**

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher who will bring the Roll Book and close the classroom door and any other doors used to exit. The Principal will, if safe to do so, 'sweep' the ground floor to ensure no pupils remain in toilet or other areas. He will carry the school register to the assembly area. The Deputy Principal will, if safe to do so, 'sweep' the first floor to ensure no pupils remain in toilet or other areas.

#### **Assembly**

The place of assembly is in the yard areas at either side of the school building and all classes will stand together in lines according to class. If this area becomes unsafe, supervised evacuation from the school grounds will see the children moved into the Church car park and/or onto the footpaths on Castleknock Road.

#### **Roll Call**

Once the classes have mustered at the place of assembly, a roll call or count will be taken, from the roll book. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access should be overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

#### **Attacking Fire**

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

#### **Fire Drills and Testing Alarms**

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

## APPENDIX 2

### ADMINISTRATION OF MEDICATIONS

See the school's separate policy document in relation to administration of medicines.

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed:

- ✓ The parents of the pupils concerned will write to the Board of Management requesting the Board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- ✓ The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised s/he should be properly instructed by the Board of Management.
- ✓ A teacher should not administer medication without the specific authorisation of the Board.
- ✓ In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- ✓ The Board of Management will inform the school's insurers accordingly.
- ✓ The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.
- ✓ Arrangements will be made for the safe storage of medication.





## APPENDIX 4

### SAFETY REPRESENTATIVES' CHECKLIST

#### 1 CIRCULATION AREAS

##### 1.1 Stairways

*Check that:*

- 1.1.1. stairways are fitted with sound banisters or rails;
- 1.1.2 stairways are adequately lit;
- 1.1.3 steps are not worn or broken or slippery.

##### 1.2 Passages

*Check that:*

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc. are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

##### 1.3 Doors and Windows

*Check that:*

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 1.3.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.3.4 there are no doors with:
  - loose or broken hinges;
  - damaged or sticking catches;
  - broken wood panels or glass panels;
  - loose or stiff handles;
- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

#### 2 HEATING AND VENTILATION

*Check that:*

- 2.1 the heating system is regularly serviced and maintained in good order.
  - 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
  - 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
  - 2.4 windows can be easily opened to allow for adequate ventilation.
- Further advice on heating and ventilation is given in the next section.

#### 3 FIRE SAFETY

*Check that:*

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;
- 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;

3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

## 4 ELECTRICAL EQUIPMENT

### 4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

### 4.2 Lighting

*Visually check that:*

4.2.1 all the light fittings are working and are kept in a clean condition;

4.2.2 light switches are not broken and appear to be in a safe condition;

4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

### 4.3 Plugs/Sockets/Leads

*Visually check that:*

4.3.1 plugs are in good condition with no cracks or pieces missing;

4.3.2 sockets are in good condition with no cracks or pieces missing;

4.3.3 socket screws and mountings are secure;

4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;

4.3.5 indicator lights on sockets function correctly;

4.3.6 insulation on leads is not cracked or frayed;

4.3.7 leads are without knots or joins and are reasonably free of 'kinks';

4.3.8 Leads are the correct length for the equipment being used;

4.3.9 there are no trailing leads;

4.3.10 surge protection adaptors are being used and not overloaded;

4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

### 4.4 Equipment

*Check that:*

4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;

4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;

4.4.3 equipment is only being used for purposes for which it was intended;

4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;

4.4.5 mains isolating switches are easily accessible and known to staff;

4.4.6 on/off indicator lights function correctly;

4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;

4.4.8 equipment containing liquid has a leakage detector;

4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

## 5 USE OF GAS

*There are currently no gas installations in the school.*

## 6 FIRST AID

*Check that:*

6.1 notices are posted in prominent positions detailing:

- procedure for calling ambulances etc;
- telephone number of local doctor, gardai, hospital.
- procedure for dealing with individual pupils emergencies due to known conditions/allergies etc

6.2 first aid boxes are readily available and adequately stocked

6.3 the accident book is readily available and kept up-to-date.

## 7 GENERAL PURPOSE CLASSROOMS

7.1 look again at sections 1-4;

*Check that:*

7.2 hazards are not arising from overcrowded classrooms;

7.3 all cupboards, fixed blackboards, display units are stable;

7.4 classroom furniture is not damaged;

7.5 wherever possible, there are no sharp edges or corners on the furniture;

7.6 furniture is positioned safely;

7.7 all shelf mountings are secure.

## 8 ART FACILITIES

*Check that:*

8.1 safety rules are clearly displayed in all art rooms;

8.2 chairs and stools are sound;

8.3 floors are in good condition and are non-slip;

8.4 guillotines are fitted with an approved safety guard which can be locked;

8.5 floors are swept regularly and studios washed down at least every term;

8.6 materials and partly finished work are stored safely.

## 9 HALLA

*Check that:*

10.1 floors are clean, even, non-slip and splinter proof;

10.2 all brackets securing ropes, wall bars etc are sound;

10.3 PE equipment is stacked securely and positioned so as not to cause a hazard;

10.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;

10.6 wooden beams, benches etc are free from splinters and generally sound;

10.7 vaulting horses, beams and benches are stable and do not wobble when in use;

10.8 where there is a stage:

- steps are not damaged;
- steps have an adequate handrail;
- stage lighting is properly wired and earthed, and stored correctly when not in use;
- curtains run freely.

## 10 NON-TEACHING AREAS

### 10.1 Offices

*Check that:*

10.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

### 10.2 Kitchen Areas

10.2.1 the kitchen/dining area is kept clean;

10.2.2 the kitchen floors are sound and non-slip, especially when wet;

10.2.3 first aid boxes are available in the kitchen area;

10.2.4 equipment is adequately guarded.

### 10.3 Boiler Rooms

10.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);

10.3.2 all safety devices in the boiler room are in proper working order;

10.3.3 the boiler is regularly maintained by a competent person;

10.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

10.3.5 in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

### 10.4 Staff Facilities

10.4.1 the staffroom is clean, warm and well lit;

10.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;

10.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;

10.4.4 there is provision for tea and coffee to be made;

10.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

### 10.5 Hygiene

*Check that the following are available:*

- 10.5.1 soap
- 10.5.2 hand drying facilities
- 10.5.3 hot water
- 10.5.4 toilet paper
- 10.5.5 litter bin per classroom
- 10.5.6 provision for disposal of sanitary towels
- 10.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

#### 10.6 Outside Areas

- 10.6.1 there are no uneven/broken/cracked paving slabs;
- 10.6.2 outside steps are secure, with a firmly fixed handrail;
- 10.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
- 10.6.4 all play areas, are kept clean and free from glass;
- 10.6.5 outside play/PE appliances are securely anchored;
- 10.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
- 10.6.7 outside lighting works and is sufficient;
- 10.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- 10.6.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.

## APPENDIX 5

### PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

The teacher will ascertain the seriousness of injury or illness.

Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).

In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.

If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.

If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.

In such circumstances, repeated attempts will be made to contact parents.

Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.

If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.

A written report will be kept of all serious accidents.

## APPENDIX 6

### Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.

Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.

Check that the equipment for securing the product is intact and in good working order.

When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.

Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.

When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.

Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.

Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.

Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.

Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.

Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

## APPENDIX 7

### Dignity at Work: Building & Maintaining a Positive & Effective Work Environment

The Board of Management of Scoil Bhríde Buachaillí, Blanchardstown has ratified a separate Equality & Anti-Harrassment (Dignity at Work) Policy in line with the content of the school's Health & Safety Statement. This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2007)* and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

#### A. Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

#### B. What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

*"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".*

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*"

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

#### C. Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work. Please see the school's policy for further reference.