

## Health and Safety Policy for Cadamstown N.S.

- 1: The Board of Management of Cadamstown N.S., charged with the direct government of the school, has prepared this “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 & 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 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 Cadamstown School wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- 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.
- The Board of Management will continually revise this statement 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 Cadamstown 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 Cadamstown N.S. 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:

- (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 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 (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 Cadamstown N.S. 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 Cadamstown N.S. 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. (Principal)
- (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. The principal will see that the main hall and the side hall 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)** Principal shall be responsible for fire drills and evacuation procedures.
- (x)** 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:

- 01:** Wet corridors
- 02** Trailing leads
- 03** Coat-hangers
- 04:** Computers
- 05:** Guillotine
- 06:** Projectors
- 07:** Fuse Board
- 08:** Electric kettles
- 09:** Boiler house
- 10:** Ladders
- 11:** Excess Gravel on schoolyard
- 12:** Protruding units and fittings
- 13:** Stones on or directly underneath lawns/football field
- 14:** External stores to be kept locked
- 15:** Lawnmower plus all garden equipment
- 16:** Entrance/Exit of car-park
- 17:** Garden stores
- 18:** Icy surfaces on a cold day
- 19:** Mats in hall plus other P.E. equipment
- 20:** Windows opening out
- 21:** Edge of path in proximity to main door of school.
- 22:** The flat roof

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 Assistant Principal will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. equipment storage area 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 benches etc. are free from splinters and generally sound. (Assistant Principal).
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. (Assistant Principal).
- (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/Principal).
- (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 and Caretaker)
- (t) Check that refuse is removed from building each day and is carefully stored outside. (Caretaker). Bins to be securely stored.

**Constant Hazards:**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Cadamstown N.S. 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.

**Identifying Hazardous Areas for Children:**

- (a) The Caretaker's shed and Boiler House.
- (b) The Cleaner's storeroom at entrance to teachers' toilet.
- (c) The Kitchenette
- (d) The inside car parking area

**Precautions:**

- 1: Areas A and B shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
- 2: The shed and Boiler House shall be kept locked at all times.
- 3: First Aid Equipment must be stored on high shelf in Kitchenette.
- 4: Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., Hoover, computers, radios etc.
- 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 their 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 his notice or are brought to his 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. For this purpose, it is recommended that each teacher keeps a **written record** of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the Caretaker, Cleaner and to the S.N.A.

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

The Boiler House, the Caretaker's shed (which may contain weed control chemicals, machinery and tools etc.), the cleaners' room, the interior of the school during break/lunch times – rooms, corridors, toilets (except with permission), the car parking area and the Strong Room.

#### 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 Cadamstown N.S 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 Cadamstown N. S 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. Staff must co-operate in maintaining a high standard of hygiene in the kitchen 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.

#### Floors:

It is the policy of the Board of Management of Cadamstown N.S. 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 Cadamstown N.S. 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 members 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 Cadamstown 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 Cadamstown N. S. 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.

### COVID-19 Pandemic:

Cadamstown N.S. is committed to providing a safe and healthy workplace for all staff and a safe learning environment for all pupils. To ensure that, Cadamstown N.S. have developed a COVID-19, Policy, Response Plan and Risk Assessment to minimise the risk of being exposed to COVID-19.

### First Aid:

(1): Notices are posted beside the first aid cabinet detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure for calling ambulances etc.....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2): 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 the Safety Officer.

The deputy principal will ensure 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
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Gel for burns
- Frozen ice-packs in freezer or fridge

N.B. Insulin Pencil and other essential prescribed medicines (inhaler etc.) will be kept in the secure first aid press.

Medical Certificate to be provided by the Parents/Guardians of the child(ren) concerned.

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

Location of First Aid Boxes:

Teachers' cloak room

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, a teacher or secretary as soon as they enter 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:

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are not allowed to drive into the school grounds.
- (3) Those parents parking outside the school grounds are advised to accompany their children when going to and from the school premises and especially when crossing the road.
- (4) Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day.
- (5) Children who become ill during the day must be "signed out" by parent/guardian, when being collected and a record kept.

**N.B.:**

- (6): 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 from **inside** the school building.

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 trimmers, 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 stepladders or other ladders without the assistance of a colleague.
- (10) Employees inspect stepladders 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...
- (15) Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.

### Members of staff and Safety

- (1) The first arriving member of staff will open the main door for other staff members and pupils..
- (2) All external doors should be locked as near as possible to 3.10p.m. each evening.
- (3) All windows shall be securely locked each evening.
- (4) Teachers shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, boiler etc are switched off.
- (5) The Caretaker shall check regularly that the Boiler Room is free from all materials foreign to this part of the school, and that it is kept locked.
- (6) The Caretaker shall ensure that the Shed Door is **never** left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.
- (7) The Caretaker or Principal shall check that there is an adequate supply of Heating Oil in the tank at all times.
- (8) During exceptionally frosty weather, the Principal shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
- (9) During holiday times, the Principal shall keep the mains water controls in the "OFF" position.
- (10) The Caretaker shall see that the lawn mower is in good mechanical condition at all times.
- (11) Mr. Moore, Caretaker, shall use the lawn mower for school work only. Permission to use the lawn mower for any other purpose may be granted only by the B.O.M. or by the Principal, representing the B.O.M., subject to insurance conditions.
- (12) 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.

- (13) He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
- (14) The Principal 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.
- (15) Along with the Principal, the Caretaker shall check, at regular intervals, that the Fire Alarm System is in working order.
- (16) The Caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.
- (17) He shall be on the look out at all times for risk situations and shall repair faults or report them to the Principal.
- (18) He shall keep lawns, flowerbeds and pitches in good condition.
- (19) He shall familiarise himself sufficiently with the school's **Safety Statement** and especially with those parts which are relevant to his own position.

### Fire Safety

The Principal is responsible for **Fire Safety**. He organises;

- (a) **Fire Drill** at least once per term.
- (b) Sees that the **Fire Alarm System** and **Fire Extinguishers** are in working order.
- (c) Keeps a **record of boys assigned to door duties** during Fire Drill
- (d) Records the events of Fire Drills.
- (e) He has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

### Fire Drill Organisation

- 1: Assembly Point:      Football pitch next to the main road.
- 2: Fire Drill Warning:      When fire alarm sounds there should be Silence in the classroom.
- 3: Evacuation:              The teacher is **in sole charge** of his/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: Exit Routes:              Classrooms 1 and 2              use Door A (i.e. main door)  
   Classrooms 3                      use Door C  
   Learning Support Room      use Door A
- 5: Assembly:                When pupils arrive at assembly, they should line up, class by class, facing towards the road.

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

S.N.A. to exit with class she is working with at time of drill.

### Further Fire Precautions

- (1) Emergency Lighting and Exit Signs:  
At the beginning of concerts, large meetings or whenever crowds are assembled in the Large Classroom, the Principal or his representative (in his absence) ensures that attention is drawn to the location of the Emergency Lighting and **Exit Signs**. This warning should be repeated at intermissions.
- (2) External Fire Hydrant and Water Mains:  
The Fire Hydrant is Clearly Marked (H).

The water control is:

(a)

The Principal, Martin Lynch, the Caretaker, Mr. Tom Moore and the other teachers are all aware of these locations. Martin Lynch keeps **control tools** for both.

(3) Location of Fire Extinguishers:

- (1) Corridor.
- (2) Store Room.

There is a fire point inside each external door.

4: The Main Traffic Entrance:

The parents are reminded at regular intervals by the Principal, 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):

Mrs Josephine Doran is in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. A deep cleaning is undertaken five days per week when the school is in operation.

When Mrs. Doran becomes aware of any situation which she may deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. she will notify the Caretaker or/and the Principal.

Mrs. Doran is aware of the location of the Fire Extinguishers and Hoses and knows how to use them. She is aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

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 school exit 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. etc. There will be lessons on teeth care, sex instruction in senior classes, the Stay Safe Programme, etc.
- 5:** Fire Drill
- 6:** First Aid

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. Mrs. O' Reilly 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 or one of the other teachers in their absence will summon aid if deemed necessary or bring the injured party to the school doctor, Dr. Maloney.

Parents are not allowed to drive cars in the school yard when delivering or collecting their children. Buses are not allowed into the school yard.

### **The Staff's Safety Representative:**

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a Safety Representative will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present Safety Representative is the Deputy Principal.

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 under tables, neatly stored (especially in Infant classes).
- 04:** Walk ways in classrooms must be kept clear.
- 05:** Hang all coats, jackets, gear bags etc on hooks.
- 06:** During wet days, pupils must sit during 11o'clock break and/or lunch break-no moving around room allowed, except under the direction and supervision of the teacher.
- 07:** No rulers, scissors, mathematical instruments 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.
- 10:** When moving around the school, always walk, never run.
- 11:** Walk on the right hand side of the corridors.
- 12:** Watch where you are going – don't look behind you while walking.
- 13:** At all times, think of your own safety and the safety of others – especially younger, smaller pupils.
- 14:** Only go to the toilet with the teacher's permission.

### Yard and Pitch Rules

- 01:** Play safely – no rough play or "pretend fighting".
- 02:** Stay in designated area of the yard.
- 03:** Stay off the pitch, (unless toggged out) during inclement weather.

- 04:** Don't enter the school without permission.
- 05:** Report any problems/incidents to the teachers on yard duty.
- 06:** No swinging off basketball stands.
- 07:** No swinging from cross-bars of goals.
- 08:** No swinging out of coats/hoods.
- 09:** Only soccer balls allowed for soccer games on yard.
- 10:** If a ball goes into the hedge, the car-park or into the field, the teacher on yard duty must be told. Do not go out after the ball.
- 11:** Do not leave gear bags on pitch.
  
- 12:** Do not tog out at door of school building, or leave shoes etc. lying around.

## Identification and Assessment of Hazards

Date: 2020/2021

Area: Pitch Hazards:

Hazard	Location	Risk	Suggested Remedy
Goal posts	Pitch	Falling down and children swinging from them	Check regularly repair and/or replace. Forbid swinging from bars.
Following balls into field	Edge of Pitch	Get cut	Must be supervised by teacher when retrieving ball
Following balls onto main road	Pitch	Get knocked down and injured	Banned from following balls; tell a teacher
Pitch - too wet - frosty	Pitch	Getting hurt if one falls	Not allowed to play on frosty days or if pitch is too wet
Possibility of stones below grass surface	Football Pitch	Getting cuts	Diving on knees, slide-tackling and tripping others is banned. Get the caretaker to search for any protruding stones.

Date: 2020/2021

Area: Classroom /Indoor Hazards:

<b>Hazard</b>	<b>Location</b>	<b>Risk</b>	<b>Suggested Remedy</b>
Chairs	Classroom	Swinging Falling Off	Push in before leaving table Carry school bags in hand Keep four legs of chair on floor Keep feet on floor
School Bags	On the floor	Tripping over them	Under the tables
Wet Floor	Toilet Wet Area	Slipping	Check often and keep a supply of newspaper Put up "Wet Floor" sign
Movement from classroom	From classroom to classroom, corridor, yard etc	Falling, running etc	<b>Walk</b> in straight lines, without pushing etc.
Running, rushing	Within classrooms	Falling and hitting heads off furniture or one another	Rule is to always walk Constant reminder by teacher to pupils
Floor mats	At classroom and main doors	Tripping	Ensure mats lie flat
COVID-19	Entire school	Illness	School COVID 19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health service  Follow public health guidance from

			<p>HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement</p> <p>Return to Work Forms received and reviewed</p> <p>Induction Training provided</p> <p>Contact log in place</p> <p>Complete checklists as required: School Management How to deal with a specific case Other school specific checklist</p>
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## Identification and Assessment of Hazards

Date: 2020/2021

Area: Yard /Grassy Areas Hazards:

<b>Hazard</b>	<b>Location</b>	<b>Risk</b>	<b>Suggested Remedy</b>
Perimeter Hedge	Yard and pitch	Branches sticking out and nettles	Prune and tidy
Un-barred Windows	Facing Pitch and Basketball Court	May be hit by ball and glass broken	Forbid kicking ball in their direction
Wire fence	Behind prefab and at far ditch	Cutting children	Warn children of the potential danger
Manhole covers when wet	In yard	slipping	Warn children
Bicycle rack	Near the play shed	Injury	Forbid climbing on it
Cement and tarmac areas	Surrounding school building	Injury from falling	No running around corners or while looking behind

## Revision Of This Safety Statement

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

This revised safety statement was adopted at a meeting of the Board of Management on 19 October 2020 and a copy was given to each member of staff and the officers of the Parents' Association on 20 October 2020. Each new member of staff will be given a copy on taking up employment in the school.

### Signed on behalf of the Board of Management:

Chairman: Donal O'Sullivan

Date: 19/10/2020

Principal: Martin Lynch

Date: 19/10/2020

Safety Officer: Martin Lynch  
(Nominee of B.O.M.)

Date: 19/10/2020

Safety Representative: Mary Malone  
(Nominee of Staff)

Date: 19/10/2020