Scoil an Linbh Íosa, Ballycane, Naas

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

Members of the Board of Management:

Chairperson:_____

Board Members:_____

_____

_____

_____

Safety Officer:

Safety Representative:

Prepared by representatives of the Board of Management, in consultation with Parent's Representatives and Teachers in accordance with the Safety, Health and Welfare at Work Act 1989.

MN4942

Scoil an Linbh Íosa, Ballycane, Naas

Health and 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.

RATIONALE:

The Health and Safety Statement is a legal requirement and we are committed in Scoil an Linbh Íosa to ensuring that our school and environs are as safe as possible for all.

AIMS:

To provide a safe and healthy environment in our school by:-

- Identifying hazards and carrying out a risk assessment
- Noting what action needs to be taken to improve safety standards
- Enhancing fire safety and putting a Fire Drill Policy in place.

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. The Board of Management Safety Officers shall carry out a safety audit annually 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.

GUIDELINES:

- 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.
- 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 an Linbh Íosa 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 Scoil an Linbh Íosa undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 Section 8 - 12 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 other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, 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 13/14, Health and Welfare at Work Act 2005)

As an Employee of the Board of Management, please note the following:

The Employer will take all reasonable steps to ensure the Employee's health, safety and welfare while at work. In addition, the Employee undertakes to take reasonable care for his/her own safety and health and that of fellow employees and any other persons who may be affected by the Employee's acts or omissions while at work.

The Employee hereby agrees to co-operate fully with the Employer, fellow employees and any other persons to such extent as will enable the Employer, its' employees, servants, agents and all other relevant persons to comply with any provisions of the Safety, Health and Welfare at Work Act 2005. The Employee is required to adhere to hygiene and/or product safety instructions issued

by the Employer and to wear hygienic or protective clothing, if and when required, as directed by the Employer or the School Principal.

The Employee is required to familiarise himself/herself with the Employer's/School's Health and Safety Policy.

Consultation and Information

It is the policy of the Board of Management of Scoil an Linbh Íosa to consult with staff in preparation and completion of hazard controls 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 comes available, Health, safety and Welfare at Work will be considered in any future staff training and development plans.

- Health and Safety is on the agenda of all Staff Meetings.
- The Board of Management invites all staff to attend the Health & Safety aspect of all Staff Meetings.
- Minutes of Health & Safety are available to all staff.

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.

To this end, no hot tea/coffee, water, soup etc. should be taken outside the staff room between intake of children at 8.50a.m. and 2.30p.m.

Fire

It is the policy of the Board of Management of Scoil an Linbh Íosa 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.
It is further the policy of the Board to maintain in proper working condition (4 Fire Alarm System to provide detection to ALL EXIT Routes, Corridors, G.P. Room and Boiler House. This system is comprised of:

1 nr. Menvier 4 Zone Panel

20 nr. Smoke Detectors

3 hr Heat Detectors

12 nr. Break Glass Units

6 nr Sounders

1 nr Exit Sounder

The Policy of the Board also includes the maintenance of the 4 Fire hoses in the Main School.
Irish Fire Protection Ltd. Services the Fire Alarm system, Five Extinguishers and Hoses. A Yearly Service Contract is taken out by the Board with this company – Alarm Control Centre – monitors fire Alarm System
Emergency Lighting System comprises of the following:-

(a) **General Purpose Room**
2nr Twin Spot 2 x 20 watt emergency Luminaries
4nr Maintained Exit Luminaries

(b) **Corridor Areas**
4nr Non Maintained Emergency Luminaries

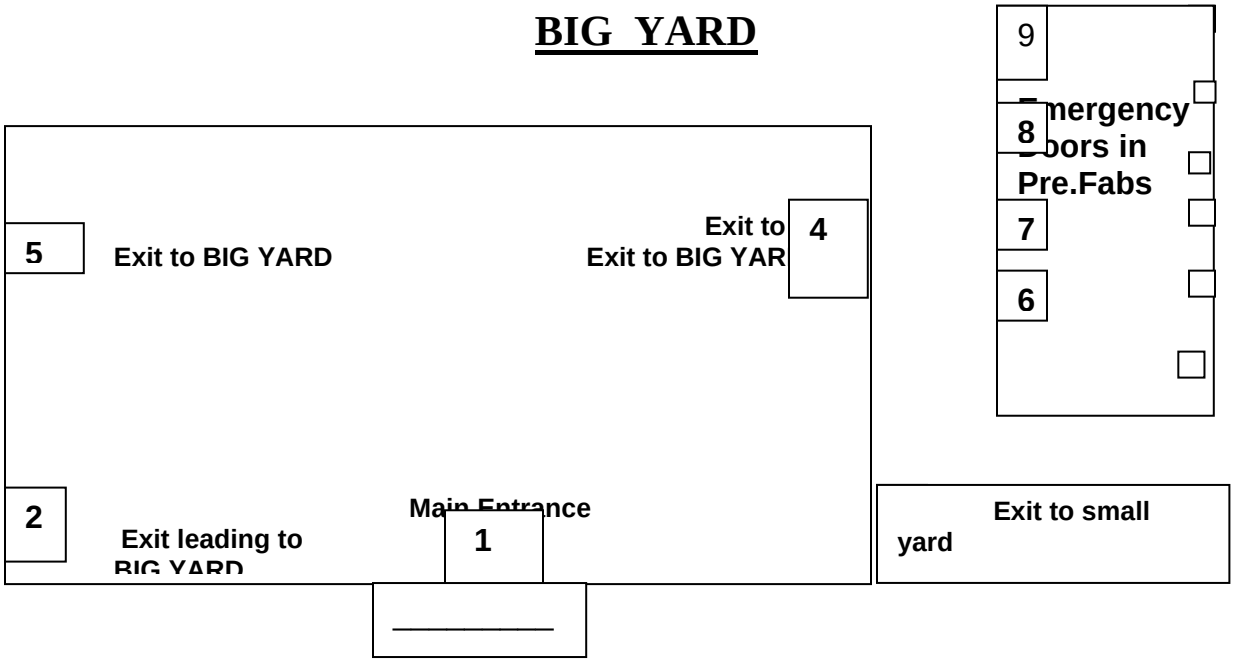
(c) **Exit Doors**
5nr Maintained Exit Luminaries

ZONE B **ZONE C**

Room 23

FIRE PLAN - SCHOOL

BIG YARD



CAR PARK **ZONE A GRASS AREA**

MAIN FIRE EXITS

No. of Exit Doors		**Areas Covered**
Exit No. 1 – Main Entrance	**Covers**	**C.Rooms 13,14,15,15A16,16A Computer Room, Principals Office, Old Staff Room, Secretary's Office**
Exit No. 2-	**Covers**	**C.Rooms 1,2, 3, Reading Room, New Staffroom**
Exit No. 3	**Covers**	**C.Rooms 10, 11, 12, 17,17A, 18,18A**
Exit No. 4	**Covers**	**C.Rooms 7, 8, 9 – PE Hall**
Exit No. 5	**Covers**	**C.Rooms 4, 5, 6, - PE Hall**
Exit No. 6 + Emergency Door	**Covers**	**C.Rooms 19, 20**
Exit No. 7 + Emergency Door	**Covers**	**C.Rooms 21, 22**
Exit No 8	**Covers**	**C. Room 23**

Church Car Park – Secondary Assembly Point in case of major Fire

(i) The Principal/Deputy Principal will ensure that fire drills shall take place at least once a term.

(ii) Fire alarms shall be clearly marked.

(iii) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Safety Officer)

(iv) 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 his/her classroom must ensure it is kept clear.

(v) A plan of the school shows assembly points outside the school.

(vi) Assembly areas are designated outside each building, and the locations 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 classrooms. The secretary/Principal, as appropriate, are responsible for the offices, Staff room is every teachers responsibility. Cleaner to check when cleaning.

(ix) Principal / Deputy Principal shall be responsible for Fire Drills and evacuation procedures. Each teacher and S.N.A. plus secretary, caretaker & ECCE leader will all have a copy of Fire Drill.

(x) All recommendations made by Fire Officer in addition to these provisions shall be implemented.

(xi) H&S Audit carried out once per term.
Record of H&S Audit kept on file.
Measures taken after H&S Audit to eliminate any hazards/ risks identified in the audit.

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.

1. Wet Corridors – Wet Areas in Classrooms, Wet Floor in G.P. Hall All spillages on floors and wet floors as a result of inclement weather conditions must be immediately mopped up and dried off with floor cloth or old towels. -
2. Climbing frames / - Check
3. Trailing leads – Tape/C.D.Player, DVD Television

4. Computers, Scanner, Printers, Camcorder, Editing Suite
5. Guillotine
6. Projectors
7. Fuse Boards
8. Laminator
9. Electric Kettles, Burco Boiler, Cooker
10. Boiler House
11. **Ladders**
    - School employees are prohibited from using ladders, including step ladders. "Klime-ezee" mobile safety steps must be used by school employee.
    - Climbing onto tables and chairs is strictly forbidden by all on the school premises.

    All Contractors should bring their own ladders and confirm that they comply with the General Application Regulations 2007. Ladders should be used for short duration work only and not as a working platform. In compliance with General Application Regulations 2007, risk assessments for work at heights is now required for all work at heights carried out by contractors and not just for work above 2 metres. Fall arrest systems, mobile scaffold towers etc, must be used as required.

    Please note the following advice re. use of ladders – CONTRACTORS ONLY
    - Ladders with a greater height than 10ft should be either secured at the top or footed at the base. They should be inclined at an angle of 4 Horizontal/Vertical.
    - Faulty ladders to be removed from use immediately and either repaired or replaced.
    - Never ascend a ladder which is not firm and solid on the ground.
    - When ascending a ladder get another person to hold the base of the ladder firm and steady.

12. Excess Gravel / glass on school yard
13. Protruding units and fittings – e.g. corners of tables, presses, bars on doors, W. Board, Coat Rails, Towel Rail etc.
14. Flat roof of school
15. External store to be kept locked
16. Lawnmowers, Strimmer
17. Ramps around the school / if not wheelchair bound children are allowed only to walk on the ramps
18. Garden stores
19. Icy surfaces in frosty weather
20. Mats in halls
21. Chairs in G.P. Room – they should be stacked tiered and secured with a rope. Each pile to have no more than 10 chairs. Only chairs that are the same model may be stacked together.
22. Cleaning Materials to be stored in locked storeroom.

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee page 1 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 it's 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) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery – (Caretaker – Children never to be asked to bring glass containers to school.

(g) Board of Management will check that floors are clean, even, non-slip and splinter-proof.

(h) Check that PE equipment is stacked securely and in positioned so as not to cause a hazard – All Teachers, Postholder.

(i) Check that all PE and other mats are in good condition – Caretaker/Postholder.

(j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative and all class Teachers.

(k) Check that wooden beams, benches etc. free from splinters and generally sound – Caretaker / Post Holder

(l) Check that vaulting horses, beams and benches are stable and do not wobble when in use – Postholder / Caretaker

(m) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.

(n) Will check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. Board of Management Safety Officer / Caretaker

(o) Caretaker check that manholes are safe.

(p) Check that all play areas, are kept clean and free from glass before use.

(q) Check that outside lighting works is sufficient. Board of Management.

(r) Check that all builder's materials, caretakers' maintenance equipment external stores etc. are stored securely, Principal / Board of Management Safety Officer / Caretaker

(s) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

(t) In Frosty Weather – all entrances to be covered with salt – Caretaker

(u) Will ensure that sewage does not build up – Pipes to be hosed once every 2 months.

Constant Hazards

School furniture, electrical Equipment, Play Areas

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

1. That spillages on tiles in C. Rooms, toilet areas to be mopped up without delay
2. That all school bags and their straps be kept under tables or chairs.
3. That broken furniture be removed from C. Room
4. That storage boxes and presses be kept against a wall
5. That splinters edging of tables be immediately reported to Safety Rep.
6. That loose carpet or edging be immediately be reported to Safety Rep.
7. That spaces be left between tables for ease of movement.
8. That any damaged tiles be reported to Safety Rep.
9. That broken towel holders, toilet roll holders be reported to Safety Rep.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person / Caretaker / Postholders for Computers, Audio Visual Equipment and P.E. Equipment. Before using any appliance the user should check that:

1. All safety guards which are a normal part of the appliance are in working order
2. Power supply cables/leads are intact and free of cuts or abrasions.
3. Unplug leads of appliances when not in use.
4. Suitable undamaged fused plug tops are used and fitted with the correct fuse.
5. Follow official guidelines issued by the health and Safety Authority.
6. Children never to be asked to plug in an appliance
7. Children never to bring kettle / burco from one place to another.
8. Unused plug sockets to be covered at all times.
9. Cables to be securely tied and tucked away.
10. Permission required from Principal to use extension leads.

Chemicals

It is the policy of the Board of Management of Scoil an Linbh Íosa that all chemicals, 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 – Toner for photocopiers to be stored in Secretary's Office/GP Room.

Play Areas

To be maintained to the highest possible standards – All hazards in the form of litter, broken glass, stones etc. to be removed early each morning by Caretaker.

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. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal are

available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are 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 An Linbh Íosa 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, they will be mopped up and dried with a towel/floor cloth. Attention is drawn to the possibility of outside paths, ramps 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 B.O.M. of Scoil an Linbh Íosa in compliance with the law that the school shall be a non-smoking area.

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 Scoil an Linbh Íosa 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 made know to all staff and recommendations and directives implemented.

Infectious Diseases - Nit & Lice Infestation

It is the policy of the Board of Management of Scoil an Linbh Íosa that infectious diseases shall be notified and steps shall be taken to minimize the risk of the spreading the disease among staff and pupils. The Board of Management will endeavour to minimize 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. Parents shall be notified of the outbreak of infectious diseases e.g. Chicken Pox, Scabies, Rubella, Impetigo and other Streptococcal infections and any serious Bacterial Infection. Parent's co-operation in minimising the risk of infection will be sought. Memo re Nits & Lice will be issued to Parents.

First Aid

It is the policy of the Board of Management of Scoil an Linbh Íosa that a member of staff shall be trained to provide First aid to staff and pupils.

(1) First Aid Policy issued to all Teachers – Location of First Aid Boxes made known to all Staff. Procedure for calling Ambulance clearly defined, Telephone No. of Hospital, Garda clearly displayed on Telephone Noticeboard in Principal's and Secretary's Office

(2) 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 Post-holder with responsibility for First Aid {pupils} and the Safety Officer {adults}.

Post Holder will see that there will be maintained in the school a properly equipped First Aid Boxes available to staff at all times containing:

- Sticking Plasters
- Anti-histamine for Stings, etc.
- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissors

Disposable gloves must be used at all times in administering First Aid
Policy on Administration of Medication to pupils issued to all teaching staff and is at the back of this Statement

Access to School

Inasmuch 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 – Sign-In Booklet for all Visitors to school available from Nov. 2013 at Reception. Sign-In Book for all Staff – One Sign-In Book in main building and one Sign-In Book at the back between rooms 21 & 22.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 her nominated agent and shall mark such hazard with warning signs or other suitable protection.

The following Rules apply to all Staff and pupils to prevent accidents in the above circumstances. Teachers to convey these Rules to the children at the beginning of each school year.

(A) Children to put their school bags under tables before taking off their coats.

(B) After removing coats children are to sit at their own tables and may engage in free play activities.

(C) Children will not be allowed wander, run or play chasing games in the classroom.

(D) Children must not push, shove or interfere in any way with other children.

(E) Children may not leave their classrooms for any reason.

(F) Running in corridors is prohibited.

(G) A child running errands should always be accompanied by another child or adult.

MOVING TO AND FROM THE YARD

(1) Prior to moving out of the Classroom the teacher / Teacher on Supervision Duty will line up all the pupils in an orderly fashion.
(2) The children will not move out until allowed to do so by the teacher
(3) The teacher will supervise the movement from the Classroom which will be done in an orderly fashion and at walking pace.
(4) When the bell rings to signal the end of the play period the children from each class will line up in an orderly fashion in their allocated areas and await instructions from the teacher in charge before moving back to their individual classes.
(5) The return to the classroom will be the reverse procedure to (3) above.

RULES FOR PLAY IN YARD

(1) Children will play only in that part of the yard which has been allocated to them.
(2) Children are **NOT** allowed to play on the grassed areas adjoining the yard
(3) Children are **NOT** allowed to play at the side of or behind Pre-Fabs/or around side of the Main School.
(4) Rough play is **NOT** allowed e.g. Train Games where children pull out of each other's jackets/jumpers.
(5) No child may leave the playground without the permission of the teacher in charge.
(6) A child may only leave the school premises during school hours accompanied by a parent, guardian, teacher or authorised adult. The person accompanying the child shall sign a written record of the date and time the child left the school and if appropriate, the time the child returned.
(7) In dry weather classes will be allocated to play in the field where safe running is allowed.

CHILDREN IN CLASSROOMS DURING BAD WEATHER

(1) During bad weather when pupils cannot be let out to the yard to play the supervision will be carried out by 4 teachers on duty. **Covid Update – 2 teachers on duty at each of the 3 breaks**
(2) In view of the fact that almost all the pupils in a class will be in the classroom at these times the supervisors must be particularly vigilant.

LEAVING SCHOOL AT THE END OF THE DAY

(1) When the final bell rings the teacher will ensure that all pupils collect their belongings, put on coats and have their school bags in their possession.
(2) All pupils exiting via the small gates and the church gate will be supervised by their class-teachers until they are collected. Children must walk to the appropriate gate and must not leave the school by jumping over walls.

CHILDREN ON DETENTION / Children who are obliged to remain indoors during break periods

- Detention occurs during 10.45a.m. break on any day of the week. Children come to a designated room under the supervision of Deputy/Principal they do either lines or work-card.
- Only children whose parents have requested in writing that they remain indoors for a very valid reason during breaks are allowed to do so and may sit outside Secretary's Office.

There will no longer be a sick bay outside the secretary's office. Children who are not allowed play due to health/medical reasons will sit at the edge of the yard under supervision of the teacher on duty.

(g) LIFTING

Members of Staff are from time to time obliged to lift and carry equipment or materials. To avoid accidents all employees are reminded:-

(1) That if an object is too heavy – obtain assistance
(2) To remove obstructions before lifting and clear a space where the load is to be set down.
(3) To bend the knees to a crouching position with the back straight but not necessarily vertical.
(4) To use a firm grip with the palm of the hand and the roots of the fingers.
(5) To keep the arms close to the body so that the body takes the weight rather than the fingers, wrist or arm.
(6) To use gloves when handling sharp or slippery objects.

This document first issued to Parents in January 1994

Scoil an Linbh Íosa, Ballycane, Naas

To All Parents,

A reminder about safety first introduced in March '90 to minimise risks the children have been facing from persons driving vehicles to and from school both at opening and closing times.

1. **SCHOOL OPENING TIMES**
2. School starting time 8.50a.m. The Board of Management will provide a suitable level of competent supervision of children on the school premises from 8.50a.m. each morning. Parents and bus drivers who see fit to deliver children to the school premises prior to 8.50a.m. will continue to be responsible for their safety and supervision, outside the gates until the B.O.M. takes over.

SUPERVISION OF CHILDREN

- All teachers will be in their classrooms at 8.50a.m.
- Class teachers will be in their classrooms at 8.50a.m. to receive their children as they arrive at school.
- Three teachers from senior/middle management will check that all class teachers are in their classrooms when the bell rings at 8.50a.m. If a class teacher is not in his/her classroom, senior/middle management teachers will arrange cover. **Covid Update: Deputy Principal {or Principal in her absence} will carry out this daily check.**
- S.N.A.'s will be in their designated classrooms at 8.50a.m.
- Junior and Senior Infant Class teachers will supervise their children as they leave the school at 1.30p.m. These teachers will ensure their children are safely seen off the school premises.
- A designated S.N.A. will collect Junior and Senior Infant children who go home by bus and escort them safely to their buses at 1.30p.m.

- First – 6th class children will be supervised by their class teachers as they leave the school at 2.30p.m. **{Covid update - through their designated gate}**
- {The Pre-school Leader and Pre-school Assistant will be in the Pre-school at 9.00a.m. for reception of the children.
- The Pre-school Leader and Pre-school Assistant will supervise their children at 12.00 when the children are going home}this is no longer run by the BOM.
- A teacher leaving his/her classroom for a brief period of time will leave his/her classroom door open and request the teacher next door to check on the class while the teacher is away.

1. Children will be obliged to put their bags under their tables before taking off coats.
2. Having hung up their coats children will be required to sit at their own tables and to partake in free play activities.
3. Children will not be allowed to wander, run, and play chasing games around the classroom.
4. Children cannot push, shove or interfere in any way with other children.
5. Children will not be allowed to use pencils because of the danger of jabbing somebody accidentally or on purpose.
6. Children cannot leave their own classrooms under any circumstances.
7. When coming into school children must walk along corridors – running within the school building at any time is not allowed.
8. All children are obliged to have left the school premises by 2.40pm unless attending after school activities.

3. **PARKING**

The only vehicles permitted to enter the car park of the school will be;-

(a) Staff Cars (b) Buses carrying children to Seomra Fiona.

(b) Cars of casual visitors to the school between 8.50a.m. and 2.30p.m.

PARKING ARRANGEMENTS

In view of the limited car parking spaces available on the road and the fact that the Board of Management has no control of that area the following suggestions are made in the interests of safety.

(a) **Private Cars**

The space between the main car park gates and the street barrier at the bottom (Bus) gate will be reserved for private cars.

All car drivers should park with the rear of the car to the kerb as the greatest hazard is when a car is backing out especially in damp muggy weather with fogged windows.

To allow free movement and facilitate the residents, no cars should be parked on the houses side of the road.

(b) Buses should park in the area below the barrier at the Junior Infant gate preferably parallel to the kerb both for setting down and collecting children.

4. CHILDREN

To achieve these objectives the following rules will be enforced within the school:

(a) No children other than those in Seomra Fiona will be allowed to enter or leave the school via the car park. Please do not put children in the way of breaking this rule.

(b) All Junior & Senior Infants and 4th Classes will enter and exit via the upper and middle gates {red and blue gates}.

(c) Bus children will enter and exit via the lower gate {yellow}

(d) 1st – 3rd and 5th - 6th classes will exit via the church gate.

1. CLOSURE OF SCHOOL DUE TO INCLEMENT WEATHER

In the interest of children's safety it may be necessary to close the school on occasions due to severe weather conditions during the winter. If the Board of Management is forced to make such a closure every effort will be made to have it announced on KFm before 8.30a.m. Only the Board of Management has the authority to close the school and the decision cannot be made on its behalf by any other person or group of people. Signs with "School Closed to-day " written on them will be clearly displayed inside the perimeter wall. If buses fail to collect your children in the estates this is a matter between you and the bus drivers and the school authorities cannot be held responsible.

In the event of weather conditions deteriorating rapidly during school hours parents/minders are responsible for collecting children and they should not wait until normal finishing time. We sincerely hope that during inclement weather that the school will be able to operate without any closures.

Parents will now be informed of emergency closures through the school app and the school website.

EMERGENCY CLOSURES

On occasions there may be an emergency closure due to a break down in the heating system or a major power failure or for some other reason. If the B.O.M. is obliged to close the school for emergency reasons the same procedures will be adopted as for closure of school due to inclement weather.

Procedures regarding Suspension of Pupils / Withdrawal of Pupils from the classroom due to dangerous or gross incidents of misbehaviour

1. A record will be kept in the school of all instances of serious misbehaviour by pupils.

2. Parents will be invited to meet the class teacher to discuss such instances.

3. If situation does not improve parents will be invited to meet with Principal to discuss the instances.
   If misbehaviour persists the matter will be brought to the attention of the Board of Management.
   Chairperson and Principal will then meet with parents and invitation for this meeting will be sent in writing to the parents – copy of this letter will be retained in school records.

4. The incidents of misbehaviour will be discussed at the meeting and possible resolutions will be discussed / put forward. A brief written account of the content of any such meeting will

be retained in school records. Depending on the nature of the incidents of misbehaviour and on the possible resolutions put forward, the Chairperson can either decide to accept the child back to school or to have withdrawal period extended until intervention by outside Agency – e.g. Psychologist, Psychiatrist, Child Guidance Clinic.

5. If the Board considers that it may benefit the child to return to school for part of the day e.g. 8.50a.m. to 12.30p.m. as opposed to the full day it will make such a decision, having discussed the matter fully and looked at all other options open to the child. Child behaviour will be monitored closely during this time and depending on how he/she interacts with the other children and how he/she behaves in general will determine the period of time that such an arrangement will be in effect.

6. The Dept. of Education and Skills through the schools inspector will be kept informed of all proceedings.

7. If the Board of Management decides to suspend a child for a period of time for serious or gross misbehaviour a written statement of the terms and date of the termination of the suspension will be given to parents.

8. When the period of suspension ends the pupil will be re-admitted formally to the class

9. In the case of gross misbehaviour the Board of Management will authorise the chairperson or Principal Teacher to sanction an immediate suspension pending a discussion of the matter with Parents.

10. Every effort will be made to have an emotionally disturbed child referred for Psychological Assessment without delay –

11. Expulsion may be considered in an extreme case in accordance with Rule 130 (b)

Location of Fire Alarm Boxes

1. **Inside Main Entrance Door.**
2. **Inside Main door adjacent to Resource Rooms.**
3. **Inside door to Small Yard.**
4. **Inside P.E. Hall door near Room 10.**
5. **Inside P.E. Hall door near Room 3.**
6. **Inside Senior Infant block main door.**
7. **Inside Junior Infant block main door.**
8. **Between Room 11 & Room 12.**
9. **On corridor near learning Support Room.**

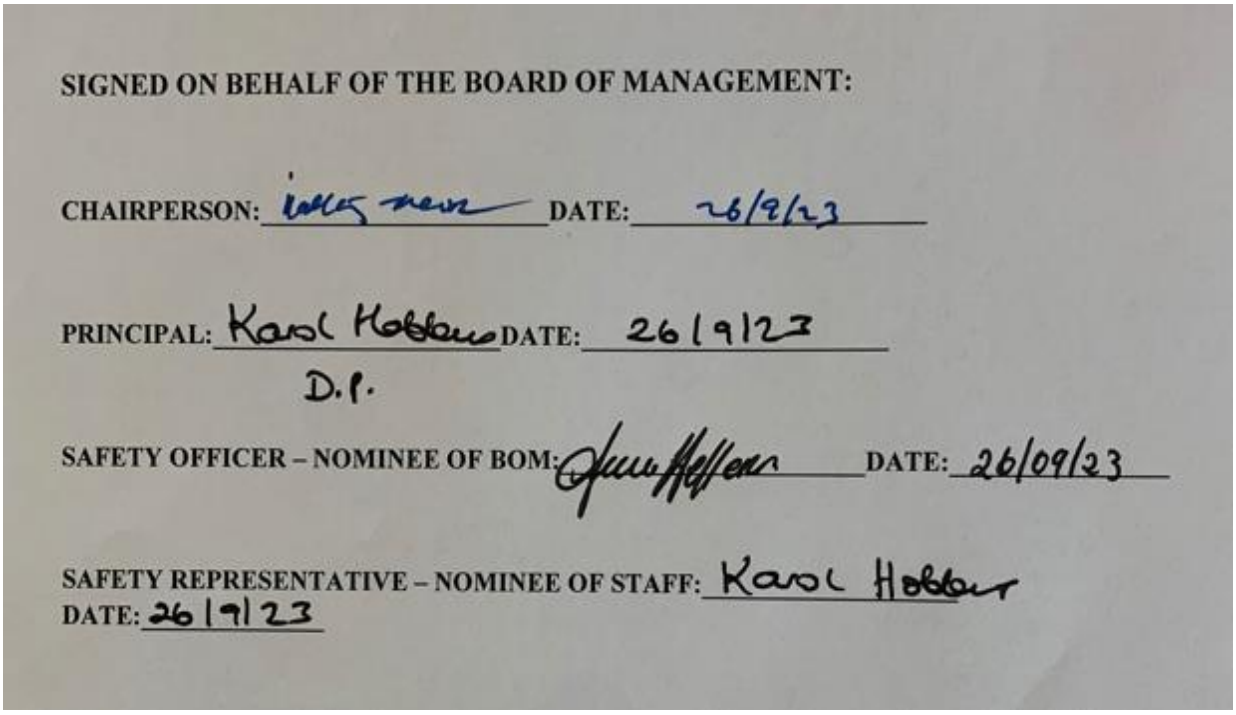
Related Policies

- Organisational Policy re. Administration of Medication to Pupils.
- First Aid Policy
- Bullying & Harrassment Policy
- Procedures to address staff difficulties
- Dignity at work
- Grievance Procedure
- Fire Drill
- R.S.E.
- Child Protection Procedures
- Behaviour Policy

- Gender Equality
- Field Trips
- Garda Vetting Policy
- Information on Custody/Separation
- Stress Policy
- Anti Bullying Policy (For Children)

Revision of this Safety Statement

This statement shall be regularly revised by the ***Board of Management of Scoil an Linbh Íosa*** 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:

CHAIRPERSON: _____ **DATE:** 26/9/23

PRINCIPAL: Karol Hobbs **DATE:** 26/9/23
D.P.

SAFETY OFFICER – NOMINEE OF BOM: _____ **DATE:** 26/09/23

SAFETY REPRESENTATIVE – NOMINEE OF STAFF: Karol Hobbs
DATE: 26/9/23

Organisational Policy re Administration of Medication to Pupils

Teachers generally should not be involved in the administration of medication to pupils. In exceptional circumstances e.g. if a child requires on-going medication during the school day and in life threatening situations teachers may agree to become involved in the administration of medication to pupils.

Before authorisation to administer medication is given to specific teachers the following Action Plan/action Plans must be strictly adhered to. For the purpose of differentiation between medications they are listed here in three categories and will be known as Level I Drugs. Level II Drugs and Level III Drugs.

Level I Drugs : This level includes

(1) Anaphylactic Shock Injection Pen
(2) All other injections for life threatening/severe allergies
(3) Epilepsy Control Drugs plus any other drugs/medication which may need to be administered in life threatening situations.

Level II Drugs : This level includes

(1) Inhalers
(2) Drugs used to treat A.D.H.D.
(3) Long term medication for such conditions as Cystic Fibrosis, Heart Problems, etc.

Level III Drugs : This level includes

Antibiotics, pain killers, Calpol, Cough Mixtures, Eye Drops, Ointments, Antiseptic Creams and all non prescription drugs.

Action Plan for administration of Level I Drugs

Before any Level I Drug may be administered to a pupil the following steps must be taken: -

(a) Parent/Guardian is obliged to write to the B.O.M. outlining nature of child's illness/problem/allergy- He/She must give details of the type of medication to be administered to the child in the event of this procedure becoming a necessity.

(b) Parent(s) / Guardian of the child must also in the letter to the B.O.M. request it to authorise a teacher/teachers to administer the medication.

(c) The request must also contain written instructions of the procedure to be followed in administering the medication.

(d) The Principal, Deputy Principal and 3 Assistant Principals are the persons normally nominated by the Board to administer medication.

(e) Any and all of the above mentioned when administering medication to pupils must exercise the standard of care of a reasonable and prudent parent.

(f) The Board of Management must seek an indemnity from the Parents/Guardians in respect of any liability that may arise regarding the administration of the medication – B.O.M. rep will also sign this form.

(g) B.O.M. will inform the schools insurers accordingly.

(h) The B.O.M. will undertake the provision of safe storage place for Level I Medication.

(i) Any one of the 5 designated team above, may reserve the right to opt out of being required to administer Level I Medication if they so wish –

(j) A list of the designated Team for Level I Drug administration and details of those children requiring treatment (including contact numbers etc.) will be made available to all teaching staff members.

Action Plan for Level 2 Drugs

- Parents once again will be requested to write to the BOM
- Letter must outline (a) nature of the child's disability / illness and (b) the type of medication which must be administered during school hours in the event of the child requiring same.
- Parents / guardians of the child must, in the letter to the BOM request it to authorise a teacher / teachers to administer the medication.
- The request must contain written instructions for the procedure to be followed in administering the medication.
- Class teacher will be obliged to keep medication in a locked drawer / press / box. He/she will only administer medication having been given clear instructions for same by BOM / Parent.

- When administering medication to any child, the teacher must exercise the standard of care of a reasonable and prudent parent.
- The BOM must seek an indemnity from the parents/Guardians in respect of any liability that may arise regarding the administration of the medication. A BOM representative will be obliged to sign this form.
- The BOM will inform the schools insurers accordingly.
- A copy of the names of children, numbers of classrooms and drugs to be administered will be displayed on Notice Board in both Principals and Secretary's office and a copy of same will be given to "First Aider"

Action Plan for level 3 Drugs

Drugs or any type of medication listed in this category will never be administered by a teacher to a pupil.

In the case of **Action Plan 1** and **Action 2,** teachers or designated team cannot administer any medication until fully authorised to do so by the BOM.

In the case of a child with a serious medical ailment which may necessitate medical intervention during school hours, parents / guardians are obliged to write details of the ailment in a letter to the BOM. Enclosing any useful information which may be available from Specialist / GP. They must outline the necessary steps to be taken for the required medical intervention and they must give contact numbers of minder / G.P./Specialist etc. They must also sign an indemnity form in respect of any liability that may arise regarding failure to make contact with the above mentioned personnel.

In the event of a serious accident, or of a child losing consciousness an ambulance will be immediately sent for and the child will be brought to the local hospital.

Scoil an Linbh Íosa, Ballycane, Naas

Administration of Level I Drugs

School Year:_____

Child's Name:_____

Teacher's Name & Classroom No._____

1. **Details of child's Condition:**

2. **Details of Medication and Method of Administration:**

Parent's Name **Address** **Phone Nos.** **Home Contact No.** **Work No.**	**Minder/Carer:** **Address:** **Contact Nos.**	**Name of G.P.** **Address** **Contact No.**

Permission from Parent for Administration of Medication by teacher:_____

Agreement from Teacher to Administer Drug:_____

_____

Scoil an Linbh Íosa, Ballycane and BOM will not accept any liability that may arise regarding the administration of this Medication.

Parents Signature:_____

B.O.M. Signature:_____

Principal's Signature:_____

Date:_____

Scoil an Linbh Íosa, Ballycane, Naas
Administration of Level II Drugs
School Year_____

Child's Name_____

Teacher's Name & Classroom No._____

1. **Details of child's Condition:**

2. **Details of Medication and Method of Administration:**

Parent's Name **Address** **Phone Nos.** **Home Contact No.** **Work No.**	**Minder/Carer:** **Address:** **Contact Nos.**	**Name of G.P.** **Address** **Contact No.**

Permission from Parent for Administration of Medication by teacher:_____
Agreement from Teacher to Administer Drug:_____

_____

Scoil an Linbh Íosa, Ballycane and BOM will not accept any liability that may arise regarding the administration of this Medication.

Parents Signature:_____

B.O.M. Signature:_____

Principal's Signature:_____
Date:_____

Scoil an Linbh Íosa, Ballycane, Naas

School Year_____

Child's Name::_____

Teacher's Name & Classroom No._____

1. **Details of child's Condition:**

2. **Medical intervention required:**

Parent's Name	**Minder/Carer:**	**Name of G.P./Specialist**
Address	**Address:**	**Address**
Phone Nos.	**Phone Nos.**	**Phone No.**
Home Contact No.	**Home**	
Work No.	**Mobile**	

SCOIL AN LINBH ÍOSA BALLYCANE and BOM will not accept any liability that may arise regarding failure to make contact with the above Personnel.

Parents / Guardians Signature:_____

B.O.M. Signature:_____

Principal's Signature:_____

Date:_____

Scoil an Linbh Íosa, Ballycane, Naas

ACCIDENTS / FIRST AID

Children who are injured during the school day should be treated appropriately.
First Aid Boxes are located as follows;

- **In each corridor in the Main School.**
- **One box in hallway between Rooms 19 & 20**
- **One box in hallway between Rooms 21 & 22**
- **One box in Classroom 23**
- **One box in Classroom 24**

An Accident Record Book is kept in the School Office for any injuries to the head to be noted. If the injury is serious an Accident Form must be completed, these are available from the First Aider. If a member of staff needs further assistance to deal with an injury, in the first instance they should contact the First Aider, if there is still concern, the Principal or Deputy in her absence, should be informed.

If the injury sustained requires that you contact the parents at once, Contact Telephone Numbers are kept in a file in the Secretary's office.

When a child has sustained an injury that does not require parents to be contacted immediately, staff should notify the parents, through filling the pre-printed Accident/Injury Form available from the First Aider.

When children are injured at playtime, the member of staff on duty can attend to the injury on the yard if it is a minor injury. Otherwise he/she should send the children to the First Aid Room where they can be attended to by the First Aider. Children should be sent into school with 2 responsible children, or if this is not possible, a child should be sent into school to call another member of staff to the playground.

A child, who due to injury or a medical condition, is unable to go out to play must never be left unsupervised in a classroom. All children must sit in the Foyer.

Scoil an Linbh Íosa, Ballycane, Naas

ACCIDENT & INJURY FORM

*Name of Child:*_____

Classroom No._____

Please put a tick in the appropriate sections

Your child fell in the school yard to-day ☐

Your child fell in the classroom to-day ☐

Your child fell in the P.E. Hall to-day ☐

Your child fell on the way into school to-day. ☐

He/She sustained an injury to head ☐ **hand leg ear mouth**

He/She received a wasp sting ☐

He/She sustained a nose bleed ☐

_____

_____

_____

_____

He/She was treated as follows:-

Cut/Graze was cleaned _____ ☐

An Ice Pack was applied to the bump ☐

A plaster was applied to the graze / cut ☐

A spray was applied to sting ☐

An effort was made to make telephone contact with you but there wasn't any reply ☐

Any other useful information_____

_____

_____

_____

Signed:_____

Date: _____

Sexual Harassment – Adult Bullying Policy

The Board of Management of Scoil on Linbh Íosa recognises that all employees have the right to a workplace free from sexual harassment and is fully committed to ensuring that all employees are able to enjoy that right.
There is a responsibility on all employees to ensure a workplace free from sexual harassment for all other employees, and to be aware of this policy.
Any complaint of sexual harassment shall be fully and properly investigated and, if substantiated, will be regarded as grounds for disciplinary action up to and including dismissal. An attempt will be made to resolve the complaint informally in the first instance but if this is not possible, a formal procedure will be invoked. Confidentiality will be ensured, insofar as is possible, at all times during the investigation for all parties involved.

What is Sexual Harassment?

Sexual harassment means unwanted conduct of a sexual nature or other conduct based on a person's sex, which affects the dignity of men and women at work. This can include unwelcome physical, verbal or non-verbal conduct, which is offensive and causes discomfort or humiliation to the individual concerned.

Examples of sexual harassment include;

1. Unwanted physical or verbal advances.
2. Unwanted touching or physical gestures.
3. Comments and remarks of a sexual or discriminatory nature.
4. Unwelcome comments about personal appearance.
5. Demands of sexual favours.
6. Displays of pinups and pornographic material.
7. Innuendoes of a sexual nature or based on a person's sex.
8. Bullying.

This list is not exhaustive.

Adult Bullying in the Work Place

What is Adult Bullying?

The Health & Safety Authority defines bullying as follows;-

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and on going should be regarded as bullying.

In summary, Adult Bullying can take many different forms, which usually include;-

- Intimidation or harassment
- Aggression
- Verbal abuse
- Humiliation
- Undermining
- Dominance or abuse of power
- Different or unfavourable treatment
- Exclusion or isolation**.**

Key factors of adult bullying are that the behaviour is generally:

- Persistent
- Unwanted
- Subtle and
- Non-physical.

Making a complaint of sexual harassment / Adult Bullying

Any employee who feels he or she has been or is being sexually harassed or bullied should ask the perpetrator to stop. Where this form of action is unsuccessful the employee may report the matter to any of the following – Principal, INTO staff representative or teacher / member of the Board of Management of Scoil an Linbh Íosa.

Attempts will be made to resolve the matter informally, if appropriate. If it is not possible to resolve the matter informally, a formal complaints procedure shall be applied incorporating the following steps.

1. A written report to the Board of Management should be made by the complainant or an authorised person to whom the complaint is being made and signed by the complainant.

2. The complaint will be investigated with minimum delay as confidentially as possible by two individuals named by the Board of Management, one of whom shall be the same sex as the complainant and the alleged perpetrator.

3. Both parties may be accompanied / represented at all interviews / meetings held, and these shall be recorded.

4. Where a complaint is found to be substantiated, the extent and the nature of the sexual harassment will determine the form of action to be taken. These actions may include a verbal warning, a written warning, suspension from some duties with or without pay, suspension from full duties with or without pay or dismissal.

5. Where an employee is victimised as a result of invoking or participating in any aspect of the complaints procedure, including acting as a witness for another employee, such behaviour will also be subject to disciplinary action.

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

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

This Policy will be subject to periodic review

Prepared by representatives of the **Board of Management**, in consultation with teachers and ancillary staff.

Title of Policy: Smoke Free Workplace Policy

Introductory Statement:
Policy was formulated by Patricia Kennelly, School Principal it was ratified by the Board of Management and circulated to all working in Scoil an Linbh Íosa before March 29th 2004.

Rationale
The Policy was formulated after legislative measures were introduced to protect workers from the adverse health effects of Environmental Tobacco Smoke exposure. From March 29th 2004 our school and its environs will be smoke free.
Smoking will not be permitted within the school building nor will it be permitted inside any shed, boiler house or inside any other outside building which is enclosed and has a door in it.
The School Board of Management is not under any obligation to provide an outdoor smoking area nor will it do so.

Aim of the Policy:-
Our aim in developing this Policy is to protect all the employees, the pupils of the school, all service users and visitors from exposure to secondhand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy
It is the policy of Scoil an Linbh Íosa, Ballycane, Naas that all of its work-places are smoke free and that all of its employees have a right to work in a smoke-free environment. All of its pupils also have the right to be taught in a smoke free environment. Smoking is prohibited throughout the work place with no exceptions and the following outdoor areas are also included shed, boiler house, store room and any outside building which is enclosed and has a door in it. Smoking is also prohibited out in the open in the car park and in the yards. The policy applies to all employees, parents, pupils, contractors and visitors to the school.

Implementation
Overall responsibility for the implementation of the policy rests with the Board of Management. All staff have an obligation to adhere to and facilitate the implementation of this policy.

The Principal shall inform all existing employees, service workers and parents of the policy and their role in the implementation and monitoring of the policy. All new employees shall be given a copy of the policy on induction by the Principal/Post Holder in charge of issuing policy documents.

Policy Regarding Infringements

Infringements by Staff will be dealt with by the Board of Management. Employees, Service Workers, Contractors, and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.