Ráiteas Sábháilteachta
SAFETY STATEMENT
Scoil Naomh Dúigh
Anagaire
074-9548162 / annagryns@gmail.com

DISCLAIMER

The contents of this document form the Safety Statement of Scoil Naomh Dúigh and must only be used for the purpose of implementing Scoil Naomh Dúigh’s Health & Safety Policy in compliance with the requirements of the Safety, Health & Welfare at Work Act, 2005 and other applicable legislation.

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Changes, Additions and Comments to this Safety Statement:

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INTRODUCTION

Since the introduction of the Safety, Health & Welfare at Work Act in 2005, all employments, including schools, are required to have a Safety Statement. A Safety Statement is the documentary evidence of the Health & Safety Policy of any business and the commitment of the employer to meet their legal obligation to ensure the health and safety of their employees and others who can be affected by the acts or omissions of their employees.

This document is the Safety Statement of Scoil Naomh Dúigh, Anagaire.

The contents of this document describe the means by which the management of Scoil Naomh Dúigh will ensure the health and safety of themselves, their employees and all others involved in school activities.

In compliance with the Health & Welfare at Work Act, 2005, the general and specific duties of both employers and employees are clearly set out in this Safety Statement along with the written record of all hazards identified and the measures of controlling risk associated with those hazards. Also included are a series of procedures such as hazard reporting, accident / incident reporting, first aid, codes of safe practice, safety audits, consultation process, emergency evacuation, etc. which serve as the basis for training employees to prepare them for situations which have the potential to be hazardous to health and safety.

Workplaces are constantly subject to change, sometimes unpredictably, particularly where children are involved. Therefore, a Safety Statement must always be ‘live’ to cope with new or previously unforeseen hazards. This Safety Statement has taken account of this requirement along with the commitment of resources and detailed processes of sharing information to ensure communication of the contents of this Safety Statement.

Policy Statement

The Safety, Health and Welfare at Work Act 2005, imposes a statutory duty on employers to ensure, in so far as is reasonably practicable the Health and Safety of their employees whilst at work. This duty extends to others who may be affected by that work.

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To discharge these duties, we will ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels in the school.

1. We will ensure, as far as is reasonably practicable that:
   a. Adequate resources are made available to provide for safety, health and welfare.
   b. Risk assessments are carried out and periodically reviewed.
   c. Systems of work are provided and maintained that are safe
   d. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe.
   e. Employees are provided with appropriate information, instruction, training and supervision as necessary to ensure their safety and the safety of others who may be affected by their actions or omissions.
f. In circumstances where it is not practicable to eliminate hazards, protective clothing and equipment that is appropriate will be provided.


g. The provision and maintenance of all plant, machinery and equipment is safe.


h. The working environment of all employees is safe.


i. The place of work is safe and without risk to health and that there is safe access to and egress from the work place.


j. Monitoring activities are undertaken to maintain standards.


COMMITTMENT OF RESOURCES

Objective

It is the policy of *Scoil Naomh Dúigh* to provide a safe and healthy working environment for all staff, pupils and members of the public who may be affected by its undertakings. This Safety Statement consists of our documentary commitment and the process by which we aim to achieve this objective.

Responsibility

The Board of Management of *Scoil Naomh Dúigh* recognizes it's obligations and duties as an employer to direct and manage and to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, contractors, pupils and members of the public who may be affected by its undertakings, as required under the Safety, Health and Welfare at Work Act 2005 and other applicable legislation.

*Síle Uí Bhiataigh*, Príomhoide, *Scoil Naomh Dúigh*, is responsible for co-coordinating the activities outlined in this Safety Statement with the support of the Board of Management to ensure the health and safety of all associated with the school in compliance with the Safety, Health and Welfare at Work Act 2005 and all other applicable legislation.

This Safety Statement will be regularly reviewed by the Priomhoide and the Board of Management of *Scoil Naomh Dúigh* and will be updated when required. The reviews will take account of experience to date, changes in legislation, work arrangements and practices and the use of new materials, processes and staff.

SIGNED: Priomhoide, Scoil Anagaire

DATE:

SIGNED: Safety Officer
Responsibilities of Employees

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.

2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.

3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.

4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work, or system of work, which might endanger safety, health and welfare of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage pupils to report to them any items or situation which are hazards or potential hazards.
ORGANISATIONAL STRUCTURE

Board of management

Patron

Parents Council

Safety Officer

Príomhoide

Teachers

Maintenance

Pupils

Admin staff

Classroom assistants

Contractors

3rd parties

Board of Management
Síle Uí Bhiataigh – Príomhoide
An t-Athair Nigel Ó Gallchóir – Cathaoirleach
Deirdre Nic Ghrianna – Leas Príomhoide
Mary Ní Mhaolcholainn – Ionadaí na Múinteoirí
Dara Mhic Shéain – Ionadaí an tEaspag
Leanne Uí Shearcaigh – Ionadaí na dTuismitheoirí
Kenny Mac Giolla Easbuig – Ionadaí na dTuismitheoirí
Ita Uí Ghallchóir – Ionadaí Neamhspleach
Máirtín Mac Liam – Ionadaí Neamhspleach / Safety Officer
Appendix A

Foireann Scoil Naomh Dúigh Anagaire

Múinteoirí:
Síle Uí Bhíataigh – Príomhoide & Múinteoir Rang 5/6
Deirdre Nic Ghrianna – Leas Príomhoide/Múinteoir acmhainne
Geraldine Nic Cheallbhaigh – Rang 3/4
Caroline Nic Pháidín – Naíonáin sóisearach/sínsearach
Mary Ní Mhaolcholaínn – Rang 1/2
Máire Uí Chearrbhaill – Múinteoir tacaíochta

Angela Uí hEarcáin – Cúntóir riachtanas speisialta
Ann Mhic Aoidh – Cúntóir riachtanas speisialta
Maeve Mac An Bhaird – Cúntóir riachtanas speisialta

Grace Uí Dhomhnaill – Rúnaí/Cúntóir Teanga
Patricia Mhic Dhaibhéid – Airíoch/Glantóir

- Safety Representative
SPECIFIC DUTIES OF NOMINATED PERSONS

Responsibilities of the Príomhoide (Principal) /Safety Officer

1. To initiate the Safety Policies of the School
2. To administer the relevant procedures and delegate to staff as appropriate

3. To arrange through the Board of Management that adequate funds, facilities and resources for these policies are made available as far as is reasonably practicable

4. To maintain the safe upkeep of the premises
5. To implement and initiate evacuation procedures and conduct fire drills

6. To ensure that First Aid facilities and Controls are implemented
7. To periodically arrange to have this Safety Statement revised
8. To maintain relevant records and documents pertaining to health and safety and all statutory requirement

9. To ensure that responsibilities allocated to nominated persons are clearly communicated to all concerned

10. To provide full executive support for all staff who have been given responsibility under this Safety Statement

11. To ensure that the school’s annual report is received and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect.

12. To encourage the full cooperation of staff

13. To keep abreast of Health & Safety legislation and abide by the requirements

14. To release staff for training where necessary
Responsibilities of Leas Príomhoide (Assistant Principal)

1. To know the statute requirements and ensure that they are observed
2. To insist that sound and safe working practices are observed at all times in accordance with the requirements of this document
3. To ensure that safety precautions are accounted for when employing outside contractors
4. To institute proper reporting, recording, investigation and costing procedures in accordance with the requirements of this document
5. To insist that the appropriate personal protective clothing and equipment is provided, used as intended and taken proper care of
6. To ensure that high standards of hygiene throughout the school are observed
7. To be familiar with fire drills and evacuation procedures
8. To arrange a suitable Rota for staff to carry out routine daily inspections of the internal premises
9. To arrange for supervision of external grounds and arrange random patrols of all grounds within the site perimeter
10. To assume the responsibilities of the principal in the Safety and Health matters in the absence, for any reason, of the principal.

Responsibilities of Teachers

1. To ensure that pupils carry out routines in a safe manner and do not create risks for themselves or for others
2. To cooperate fully with all measures to ensure the health and safety of themselves and others
3. To be familiar with and make their charges familiar with evacuation procedures and location of emergency exits
4. To ensure that all designated exits are accessible and not obstructed or locked
5. To be familiar with the firefighting equipment and its proper uses
Responsibility of School Secretary

A. To be familiar with fire drills and evacuation procedures
B. To maintain a list of emergency telephone numbers and addresses
C. To report any defects in any school equipment once brought to attention as soon as possible
D. To work in a safe manner
E. To avoid enacting hazards in the office, e.g. leaving filing cabinet drawers open, trailing cables, build up of paper, storage of flammable substances such as paper or cleaning materials near potential sources of ignition such as heaters, etc.
F. To be familiar with the location and use of firefighting equipment
G. To keep accurate records of health and safety matters including the Fire Register, accident/incident reports, hazards reports, etc.
H. To maintain an up to date list of all pupils, their addresses, telephone contact numbers and contact details of parents or persons who can act as the responsible person for a pupil with the permission of the parents or guardians.

Responsibility of Caretakers / Safety Representative

1. To work in a safe manner
2. To use proper tools and equipment for each task
3. To report any hazard to health and safety that is encountered
4. To properly use personal protective clothing and equipment where appropriate or specified
5. To be familiar with fire drills and evacuation procedures
6. To be familiar with the location and use of firefighting equipment
7. To prevent the buildup of rubbish and especially of combustible material
8. To maintain heating and ventilation plant in proper working order
9. To repair light fittings as soon as they become faulty
10. To repair broken windows and doors at all times
11. To remove broken furniture from use and to have these repaired
12. To ensure that all exits, entrances, firefighting equipment and fire alarm points are not obstructed
13. To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on-going patrols of all these locations.
Responsibility of Cleaners

1. To work in a manner which is safe to themselves and to others
2. To be familiar with fire drills and evacuation procedures
3. To be able to identify and use the correct fire extinguishers
4. To wear the proper personal protective clothing
5. To report immediately any injury, no matter how minor
6. To attend to spillages immediately
7. To barricade area of spillages until they are completely safe
8. To dispose of rubbish as soon as possible to avoid build up
9. To report any defect in machinery or equipment
10. To avoid leaving trailing cables. If this is unavoidable, use warning notices to that effect
11. To observe high standards of cleanliness and hygiene
12. To ensure that all mats and carpets are properly laid and un-crumpled

Responsibilities towards Pupils and 3rd Parties

While the emphasis of Occupational Health & Safety legislation is geared towards the protection of employees while at work and others potentially affected by the acts and omissions of employees in the execution of their duties, in keeping with the spirit of the Safety, Health and Welfare at Work Act 2005, the management and staff of Scoil Naomh Dúigh will endeavor to protect the health and safety of pupils and others who may have cause to visit Scoil Naomh Dúigh.

All risk control measures will take into consideration additional risks to children. Due to the fact that the behavior of children can be quite different and more accident prone than adults the risk assessment approach taken in this Safety Statement has been inclusive of any reasonably foreseeable hazards or increased risk generated by the actions or omissions of children.
CONSULTATION PROCESS

In compliance with the requirements of Section 3 of the Safety, Health and Welfare at Work Act 2005, the concerns of the employees of Scoil Naomh Dúigh with regard to safety, health and welfare matters are represented by the nominated Safety Officer for the school. While the consultation process operates on the basis of informal communications between the Safety Officer, fellow employees and the Príomhoide, reporting of hazards, accidents / incidents and concerns about health and safety matters will be conducted formally on the official report forms included in this Safety Statement.

The formalization of this process will be further enhanced with the establishment of a series of structured meetings specifically set up to address safety, health and welfare matters only. While the recommended frequency of these meetings should be approximately monthly, it is at the discretion of the employees, represented by the Safety Officer, and management of Scoil Naomh Dúigh to agree jointly the frequency, duration and structure of these meetings.

ACCIDENT / INCIDENT REPORT PROCEDURE

Scoil Naomh Dúigh, Anagaire

This Accident / Incident Report Form on the next page is designed to record the details of any accident or incident which has the potential to cause injury to:

- Any member of staff of Scoil Naomh Dúigh
- Any pupil attending the school
- Any person visiting the school, sub contractors or persons representing Scoil Naomh Dúigh or engaging in school activities, on or off the school property.

The purpose of this form is to ensure that such incidents will not occur again, thereby avoiding injury to others or damage to property.

In the context of this procedure, the term ‘report’ refers to any accident or incident involving injury or potential injury to any of the parties listed above which comes to the attention of any member of staff of Scoil Naomh Dúigh or any adult involved in activities on behalf of Scoil Naomh Dúigh.

The term ‘member of staff’ refers to any person who is employed by Scoil Naomh Dúigh on a full or part time, permanent or temporary basis.

All accidents / incidents, however minor, should be reported and recorded on this form.

This form should be filled out by the Teacher or Nominated Responsible Adult who was involved in the accident / incident or who received the report.

Section A consists of details of the accident / incident. Section B consists of details of the injured person and the nature of the injuries incurred.
Please endeavor to answer all questions on the form. Strike out Yes / No answer where appropriate.

Please sign and date the form.

If more than one person was injured, please fill out a separate form for each person injured.

There is an Accident Report Book in the Staff Room where all accidents are recorded according to the guidelines given on the cover.

In the case of a serious accident / incident, where available, a witness statement will be required

Accidents shall be notified to insurance company on appropriate form.
**Accident / Incident Report Form**

*Scoil Naomh Dúigh, Anagaire*

**SECTION A  Details of Reported Accident/Incident**

Name of Person filling out this form: ________________________________________________________________

Date of form being filled: ___________________________ Date report was received: ________________________

Name of person involved in the accident / incident: ________________________________________________

Relationship with School (Staff-Member, Pupil, Visitor): ___________________________________________

Date of the accident / incident: ___________________ Time of accident / incident: _____________________

Location of accident / incident: _________________________________________________________________

Description of accident / incident (What happened, how / why did it happen?):

.................................................................................................................................

.................................................................................................................................

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SECTION B

Details of Injured Person(s) and Nature of Injuries

Name of Injured Person..........................................................  Date of Birth.........................

Address of Injured Person...........................................................................................................

Was any other Person involved?  Yes / No  Name.................................................................

Did anybody witness the Incident?  Yes / No  Name.................................................................

Nature of the Injuries Incurred..................................................................................................
...................................................................................................................................................
...................................................................................................................................................

Attention required:  First Aid  Yes / No  Medical  Yes / No

Signed..............................................................  Date.................................
Hazard Identification / Risk Assessment /
Control Measures

GENERIC HAZARDS

The main Hazard Categories are as follows:

- Fire
- Manual Handling
- Slip, Trip, Fall
- Electrical Equipment
- Sharp / Protruding Objects or Edges
- Poor Housekeeping / Maintenance of Premises

FIRE

While the likelihood of a fire commencing is low, the consequences could be high. Therefore a range of control measures will be implemented under the following headings:

Prevention
Weekly Safety Audits will be carried out by the Safety Representative to ensure that:
1. Combustible materials i.e. paper, are not stored or disposed of close to potential sources of heat or ignition i.e. heaters, etc.
2. Potential sources of ignition i.e. naked flame or spark, are eliminated or, in circumstances where this is not possible, are carefully controlled.
3. All electrical equipment is properly installed and maintained in good condition
4. All evacuation exits are kept clear at all times
5. All Fire Fighting Equipment is present, properly located and maintained in good condition.

Evacuation
1. A Fire Drill and Emergency Evacuation Plan has been prepared, a copy of which will be recorded in the Fire Register and all staff trained in its application.
2. This Emergency Evacuation Plan will be exercised bi-annually in the form of Fire Drills and the results recorded in the Fire Register.
3. All Evacuation Exits must be kept clear at all times. This will be visibly checked weekly by the Safety Officer and the operation of all Evacuation Exits will be physically checked by the Safety Officer on a bi-annual basis for proper operation. The results of these checks will be recorded in the Fire Register.
4. The Fire Alarm will be sounded briefly, for test purposes, each term and examined annually by a competent person. This activity will be recorded in the Fire Register.
HAZARD REPORT FORM

Scoil Naomh Dúigh. Anagaire

Report No........................................

Section 1................................................

TO BE COMPLETED BY PERSON REPORTING HAZARD

Classroom or Location of Hazard .................................................................

Description of Hazard .................................................................................

.....................................................................................................................

.....................................................................................................................

.....................................................................................................................

.....................................................................................................................

Reported By (Please print): ............................................... Date Reported.............

Signature of Person Reporting: .................................................................

Section 2......................................................

TO BE COMPLETED BY Principal / SAFETY OFFICER

Proposed Action

.....................................................................................................................

.....................................................................................................................

Signature of Principal / Safety Officer...........................................................

Date:
Section 3                 TO BE COMPLETED BY BOTH

Action Taken To Eliminate Hazard

......................................................................................................................................................
......................................................................................................................................................

Signature of Principal / Safety Officer.................................................................Date..............

Signature of Person Reporting..................................................................................Date..............
Fire Fighting Equipment
1. All Fire Fighting Equipment i.e. extinguishers, etc., will be strategically located and appropriate to the fire risk associated with each room e.g. extinguishers suitable for electrical fires placed at the computer room.
2. All Fire Fighting Equipment will be visually examined by the Safety Representative each term and tested annually by a competent person. This activity will be recorded in the Fire Register.
3. A diagrammatic plan of the school buildings will be placed on permanent display at the main entry / exit points, to assist the Fire Fighting Services, which will illustrate the following information:
   • Layout of all rooms
   • Location of all entry / exit points
   • Location of emergency evacuation exits
   • Location of firefighting equipment:
     • Extinguishers
     • hose reels
     • Fire hydrants
     • Location of any special fire / explosion risks:
     • Storage facilities of flammable liquids or gas

Training
1. All staff will receive training in the operation of Fire Fighting Equipment in accordance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (the General Application Regulations)
2. Nominated persons will receive training as Fire Wardens and a Fire Marshall

MANUAL HANDLING
Lifting or moving quantities of books, paperwork, furniture or other items can present a manual handling hazard in the form of excessive, awkward or shifting loads which can cause injury to those lifting or moving the load. The following control measures will be implemented to avoid injuries due to manual handling risks: Where appropriate (as identified by risk assessment), mechanical lifting / moving equipment will be employed to avoid hazardous manual handling practices.

Any heavy, awkward, shifting or bulky loads which cannot be eliminated will be made as safe as reasonably practicable by other means such as 2 person lifting, etc. as identified by risk assessment.

All staff must be trained in the proper techniques of manual handling in accordance with the requirements of Part 2 Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.
SHARP / PROTRUDING OBJECTS OR EDGES
While the consequences may be less serious i.e. lacerations, etc., these hazards are among the most common causes of accident in school environments and the risks should therefore be controlled in order to prevent further accidents. As with all other hazards identified, consideration should also be given to the schoolchildren and the likelihood of injury to them.

CONTROL MEASURES
All sharp or protruding edges which have the potential to cause injury should be reported immediately. All hazardous sharp or protruding edges should be eliminated or protected.

MOVING VEHICLES
While the likelihood of a person being knocked down by a moving vehicle is low, the consequences could be severe requiring some measure of control:

No moving vehicles are allowed inside school gates while children are in the yard.

Parking at school gates

Notes are sent home regularly re parking at school gates reminding parents/guardians re

1. Parking on church side of gate is for staff members
2. Dunfanaghy side of school gate is for parents
3. No parking on yellow lines outside gates and areas marked for buses

SLIPS, TRIPS, FALLS
The risk of slips, trips and falls in a school environment would be moderate to low. Therefore, in order to keep the risk in the low to negligible category it is important that all members of staff remain vigilant in relation to simple house-keeping issues and particularly focus on the following:

TRIP HAZARDS
Careless placing / discarding of objects (such as schoolbags) in passageways and walkways
Uneven underfoot conditions
Rising floor surfaces i.e. floor tiles, lino, etc.
Running / horseplay

SLIPPY UNDERFOOT CONDITIONS
Spillages
Slippy floor / ground surfaces
Weather related conditions i.e. ice, condensate, mossy surfaces

CONTROL MEASURES
All spillages will be cleaned up without delay
All objects or trip hazards will be removed from passageways / walkways
All slippy or uneven underfoot conditions will be rectified without delay
All reasonably practicable efforts will be made to eliminate weather related hazardous conditions
Horseplay, skateboarding, roller-blading among pupils will be strictly prohibited
Posters and signs will be erected where appropriate to reinforce these control measures

TRAINING
The Board of Management of Scoil Naomh Dúigh commits that all staff will receive training to:
• Promptly remove objects in passageways / walkways or arrange for their prompt removal
• Clean up spillages without delay
• Report slippy or uneven underfoot conditions without delay and erect warning signs where this hazard cannot be eliminated immediately
• Report weather related slippy underfoot conditions without delay and erect warning signs at the location
This training should be included as part of the Manual Handling Training to teach people to assess the environment before commencing any task.

ELECTRICAL EQUIPMENT & INSTALLATIONS
The use of mains powered electrical equipment, particularly mobile equipment such as televisions, video players, information projection equipment, laptops and accessories, heaters, etc. can vary thus the level of risk from electrocution can vary from low to moderate depending on the level of attention and proper maintenance. Mobile equipment is far more prone to damage and excessive wear than fixed plant equipment however since the consequences of electrocution can be very serious i.e. Potentially fatal, all electrical equipment and installations must be the subject of strict control measures.

CONTROL MEASURES
• All defects to electrical equipment must be reported immediately
• All electrical installation, repairs or maintenance work must be carried out by a competent, qualified electrician
• Defective equipment must not be used
• Overloading of circuits by means of multi-adaptors must be avoided
All electrical equipment will be the subject of a monthly / weekly visual examination by the Safety Officer for:
Damaged or faulty plugs, Damaged or faulty sockets, Damaged, faulty, frayed or loose cables, Damaged or faulty appliances, Exposed electrical switch gear, Traces of overheating i.e. discoloration, carbon deposits, burning odour.
Misuse of equipment – Overloading of circuits – use of multiadaptors

• All electrical circuits must be protected by appropriate Earth Leakage Circuit Breakers (E.L.C.B.)
• Electrical equipment and appliances must only be used for the purpose designed and intended by the manufacturer and must not be altered, modified or tampered with, in any way, by any person except a competent, qualified electrician.

POOR HOUSEKEEPING/ MAINTENANCE OF PREMISES

While many of the hazards already listed can be the result of poor housekeeping or poor premises maintenance practices there are also other hazards which can result which warrant consideration and control to prevent accidents or ill-health (particularly to the children) including:

• Careless handling of tools and equipment
• Careless handling of detergents, cleaning agents, solvents, decorative painting materials and such chemical substances
• Inadequate lighting
• Loose ceiling / roof tiles
• Ill-fitting windows and doors
• Perimeter fencing

CONTROL MEASURES

• The repair and maintenance of school premises will be carried out to the highest standards and without delay in the case where the need for such repairs / maintenance poses a risk of injury or ill health
• No maintenance / repair work should be carried out during school hours if it poses a risk to staff, school children or 3rd parties in the vicinity
• All recommended Personal Protective Equipment (P.P.E.) must be worn while carrying out maintenance / repair work
• All tools and maintenance equipment should be carefully handled, not left unattended while in use and stored away safely while not in use
• All detergents, cleaning agents, solvents, decorative painting materials and such chemical substances should be carefully handled, not left unattended while in use, stored away safely while not in use and disposed of properly to the highest environmental standards
• All lighting must be sufficient for the activities at each location
• Failure of any lighting equipment i.e. bulbs, switches, etc. must be rectified without delay
  All loose ceiling / roof tiles must be secured without delay using the appropriate safe means of gaining access and the appropriate Personal Protective Equipment

All doors and windows should be properly installed and fitting properly to avoid:
• Finger traps
• Sharp edges
• Slamming shut
• Draughts
• All perimeter fencing must be maintained properly and safely with no wire ends protruding into the path of passers-by

SAFETY AUDITS AND INSPECTIONS

Safety audits and inspections will be carried out on a regular basis, the frequency of which should be agreed jointly between the employees, represented by the Safety Officer, and management of Scoil Naomh Dúigh. To avoid unnecessary duplication these safety audits and inspections should be targeted at different levels with a frequency period applied which is appropriate to that level. These safety audits should be conducted by the Príomhoide and Safety Officer jointly. Checklists are recommended as a means of simplifying the audit process and accurate documented records must be kept of all safety audits / inspections carried out and the findings.

The following table illustrates the recommended 3 levels of safety audit to be carried out and appropriate frequencies:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>FREQUENCY</th>
<th>STANDARD</th>
<th>Carried Out By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Monthly</td>
<td>Visual</td>
<td>Príomhoide &amp; Safety Representative</td>
</tr>
<tr>
<td>B</td>
<td>Bi-Annual</td>
<td>Visual / Physical</td>
<td>Príomhoide, Safety Representative &amp; Safety Officer</td>
</tr>
<tr>
<td>C</td>
<td>Annual</td>
<td>Visual &amp; Physical</td>
<td>Príomhoide, S.O. and Competent Person</td>
</tr>
</tbody>
</table>

CAUTION - While checklists can be helpful to simplify the audit process, they also present the potential hazard of human complacency. Situations constantly change; human behavior is subject to broad variations, distractions and external factors; therefore it is important to be vigilant and look out for hazards which may not be included on the checklists. Any alterations to premises, plant / equipment or process may very likely lead to new unforeseen hazards not included on a checklist, therefore special consideration must be given to such changes to ensure that all foreseeable hazards are identified, risk assessed and controlled.
TRAINING AND INFORMATION

The Príomhoide and Board of Management undertake that all necessary training/instruction/information will be provided to each employee to secure their safety and health in the workplace in compliance with sections 8, 9 and 10 the Safety, Health and Welfare at Work Act 2005.

It is recognized that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role to play in this regard. Similarly, a regular assessment of training needs will be carried out to ensure the updating of the employee's safety training. The introduction of new legislation, plant/equipment, products, and systems of work or alterations to the workplace would automatically necessitate additional training which will be carried out.

Fire Emergency / Evacuation Plan (Appendix F)

As a centre of education, we are conscious of the number of pupils or persons visiting who may be present in Scoil Naomh Dúigh at any time. In order to comply with our duties under Section 11 of the Safety, Health and Welfare at Work Act 2005, we have prepared a fire emergency evacuation plan to manage this situation. In the event of an emergency, the following measures are being implemented:

- A Fire Register for Scoil Naomh Dúigh will be maintained.
- The Fire Assembly Point will be clearly signed and visible.
- Fire drills will be carried out twice per academic year, the events and findings of which will be recorded in the Fire Register.
- Every member of the school staff will receive training in the Fire Drill and Evacuation Procedure, appropriate to the school, and the operation of Fire Fighting Equipment such as Extinguishers.
- Each Teacher will receive training as a Fire Warden and will take responsibility for the evacuation of their class.
- On hearing the alarm, each Teacher will guide the children from the room to the Fire Assembly Point in a prompt, orderly manner.
- The Teacher will be the last person to leave the room, checking that nobody is left behind and taking the roll book with them.
- Each Teacher calls their roll at the Fire Assembly Point.
- Toilets rooms attached to classrooms will be checked by the Teacher responsible for that room. Main toilet rooms will be checked by nominated persons (see page 8 and Appendix A).
- An appropriate copy of the building plan illustrating the escape routes will be on display at the exit of each room.
- All exits, particularly emergency exits will be clearly indicated.

VISITORS & CONTRACTORS

Please ensure that all visitors to the school report to the office and are placed under the care of the member of staff whom they are visiting.

The Fire Emergency Evacuation Procedure and Plan must be provided and explained to all contractors working at the school and a commitment sought that they understand and will comply.
Appendix B

Turasanna Scoile.
Tá sé de rogha ag na múinteoirí turasanna agus araile a eagrú i rith na bliana le cead an Bhoird Bhainistíochta. Dean gach iarrracht cinntiú go bhfuil na h-impeallachtaí go léir clúdaithe m.sh. bus, cá bhfuil do thriall, tuismitheoirí ar an eolas, airgead bailithe, agus an ábhar réithe.

O thaobh sábháilteacht de ar na turasanna seo, ba cheart cinntiú i gconái go bhfuil dóthain daoine fásta sa ghrúpa le maoirseacht a dhéanamh. Moltar 1:8 ins na bun ranganna agus 1:10 ins na hardranganna.

Seo leanas na treoirlínite gur cheart a leanúint nuair atá tú ag tógáil páistí ar thuras a bhaineann leis an scoil.

- Déanann an múinteoir an cinneadh ar an t-ionad don turas i gcomhairle leis an príomhoide.
- Ba cheart an t-ionad agus an bus a chur in áireamh chomh luath is gur féidir.
- Ba cheart tuismitheoirí a chur ar an eolas chomh luath is gur féidir faoi dhataí, chostaisí agus ionad an turais.
- Ba cheart an costas a choinneáil chomh h-íseal is gur féidir.
- Ba cheart do dhuine fásta fón so-ghluaiste a bheith acu chun gur féidir leis an scoil teangmháil a dhéanamh leo.
- Más féidir, ba cheart do dhúine fásta fón so-ghluaiste a bheith acu chun gur féidir leis an scoil teangmháil a dhéanamh leo.
- Ba cheart an rolla a ghlaoch sula dtéann a thagann ar an mbus, ag an scoil, ag gach ionad eile.
- An cóimhneas ceart do dhaoine fásta/páistí 1:8 bunranganna, 1:10 ard ranganna
- Biodh bosca garr-chabhair agus málai plaisteach, leat ar gach turas.
- Glaoighfear an rolla ar deireadh arís nuair a thagann an grúpa arais go dtí an scoil
- I gcás timpistí, ba cheart tuairiscí a scriobh de réir mar atá luaite i bPolasaí Sláinte agus Sábháilteacht na scoile.
FIRST AID

The following is an outline of the provision of First Aid facilities for Scoil Naomh Dúigh in accordance with Chapter 2 Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and the Safety, Health and Welfare at Work Act, 2005.

ADMINISTERING FIRST AID

Injuries requiring more than a sticking plaster should be administered by a fully trained and certified Occupational First-Aider only who has received the required minimum of 24 hours (over 3 days minimum) training in occupational first aid, delivered by a recognized Occupational First Aid Instructor, and passed the examination required for certification and hold a current certificate.

Certification remains current for a maximum period of 3 years following which the Occupational First Aider will receive refresher training (minimum 1 day) and assessment for re-certification.

Minor scratches or grazes which require no more attention than washing and the application of a sticking plaster can be treated by a Teacher or other member of staff if the Occupational First Aider is not readily available. Disposable gloves must always be worn when treating a bleeding wound.

For hygiene purposes, disposable gloves will be included with the First Aid Box and must be worn at all times when first aid is being administered.

FIRST AID BOXES

LOCATION
First Aid Box are located in the staffroom room and are clearly identifiable and accessible. The minimum contents of each box are specified at Appendix C.

STOCK
The First Aid Box will be examined monthly and a stock taking exercise carried out against the specified list of minimum requirements (see Appendix C). Any stock missing or tampered with will be replaced by new stock and any tempered stock will be disposed of to proper, environmentally conscious standards.

REPORTING
The First Aid Box will include a First Aid Incident Report (F.A.I.R.) Log for recording all incidents requiring first aid attention. The Occupational First Aider administering first aid will record the details in the F.A.I.R. Log. APPENDICES
## Appendix C An Bosca Garr-chabhair

### RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS.

<table>
<thead>
<tr>
<th>MATERIALS</th>
<th>First-aid Travel kit Contents</th>
<th>First-aid box Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1-5 Persons</td>
</tr>
<tr>
<td>Adhesive Plasters</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Sterile Eye Pads (bandage attached)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Individually Wrapped Triangular Bandages</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Safety Pins</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 X 8cms)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 X 9)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (28 X 17.5)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Individually Wrapped Wipes</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Paramedic Shears</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pairs of Latex Gloves</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Additionally, where there is no clear running water, Sterile Eye Wash (b) | 1 | 1 | 2 | 2

**NOTES**

All staff of Scoil Naomh Dúigh received First Aid training in 2016
Appendix D

Rialacha Ranga agus Inmheánacha

Lean aon treoracha a thugann múinteoirí agus/nó an Príomhoide i gconáí.
Suigh ar chathaoireachta i gceart, leis na ceithrechos ar an urlár.
Málaí scoile faoi na boird, stóráilte go néata (go háirithe i seomraí na Naíonán).
Coinnigh siúlbhealaigh glan sna seomraí ranga.
Croch cótaí, seaicéid, málaí spóirt srl ar na crochadáin curtha ar fáil.

Ar laethanta fliuacha, beidh ar dhaltaí suí i rith am sosa beag agus/nó am lóin. Níl cead bheith ag bogadh thart sa seomra gan cead.
Nil cead siosúir, urlísí mata srl a úsáid (nó a bheith ag dalta) i rith an dá am sosa, fad is a bhionn daltaí istigh sa rang/soil.

Caithfear aon fhé less ranga nó corp oideachais a úsáid de réir threoracha an mhúinteora.
Má tá daltaí sa halla i rith am sosa nó am lóin, caithfíodh siad suí agus súgradh ar mhataí nó suí ar bhínsí.
Ná dún doras go garbh/láidir- bí airreach faoi dhaoine eile.

Siúil i gcónaí is tú ag bogadh thart sa scoil, ná rith riamh.

Siúil ar thaobh na láimhe clé sna pasáistí.

Nuair atá páistí ag fágáil ranga chun dul go ceachtanna oideachais speisialta, caithfídhn an múinteoir oideachais speisialta bheith leo i gcónaí.
Bí ag faire amach is tú ag dul thart- ná bí ag féachaint taobh thiar diot is tú ag siúil.
Bí aireach faoi do shábháilteacht agus sábháilteacht daoine eile i gcónaí- daltaí níos óige agus níos lú ach go háirithe.

Classroom and Internal Rules

Follow instructions given by Teachers and/or Principal, at all times.

Sit properly on chairs, all four legs on the floor.
School bags under tables, neatly stored (especially in Infant classes).

Walk ways in classrooms must be kept clear.
Hang all coats, jackets, gear bags etc on hooks provided.

During wet days, pupils must sit during small break and/or lunch break- no moving around room allowed without permission.

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.

Use all classroom and P.E. equipment, according to teacher’s instructions.

If in big hall during break and/or lunch time, pupils must sit and play on mats or sit on benches.

Never bang a door closed – be mindful of others.

When moving around the school, always walk, never run.
Walk on the left hand side of the corridors.

Watch where you are going – don’t look behind you while walking

Children leaving class to go to special education classes must be accompanied by the special education teacher at all times.

At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

Bí aireach faoi do shábháilteacht agus sábháilteacht daoine eile i gcónaí- daltaí níos óige agus níos lú a’ch go háirithe.

Rialacha do laethanta flúcha

Fan i do shuí i gcónai.

Na bhfuil rialóirí nó aon uirlísí dainséaracha eile i láthair na ndaltaí.

Nil cead dul ag an leithreas gan cead an mhúinteora ach amhain i gcás éigeandála.

Ríomhairí, múchta agus plugáilte amach.

Aon uirlísí leictreacha eile plugáilte amach.
Grúpaí réamh-eagraithe do ghniomháchtaí sula bhfágann an múinteoir an rang.

Suigh síos i gceart- ceithre chos na cathaoireachta ar an urlár i gcónaí.

**Rialacha Clóis**

Imir go sábháilte – nil cead súgradh go garbh nó “ cur i gceill bheith ag troid”.

Fan sa limistéar ainmnithe sa chlós.

Ná téigh isteach sa scoil gan chead ón múinteoir ar dualgas

Inis aon fhadhbanna/eachtraí do na múinteoirí ata ag feighliocht ar an gclós.

Ná dean luascadh ar aon seastán cispheile.

Ná tarraing as cótaí/cochail.

Ná caith eadáí, hataí, bróga, clocha srl.

Má théann bréagán amach as an gclós caithfear é a insint don múinteoir ar dhualgas clóis. Ná téigh amach chun an bréagán a fháil.

Nuair a bhuaileann an clog dean do bhealach go ciúin go dtí an doras a théann do rang isteach

**Wet Day Rules**

Stay seated at all times.

No rulers or any other dangerous implements in pupils’ hands.

Only go to toilet with teacher’s permission, except in case of emergency.

Computers switched off, plugged out.

Other electrical implements plugged out.

Pre-arranged groups for activities before teacher leaves the room.

Sit down properly – four legs of chair on floor at all times.
**Yard Rules**

Play safely – no rough play or “pretend fighting”.

Stay in designated area of the yard.

Don’t enter the school without permission from teacher on yard duty.

Report any problems/incidents to the teachers on yard duty.

No swinging off basketball stands.
No swinging out of coats/hoods.

No throwing of clothes, hats, shoes pebbles, etc.

If a toy goes out of the yard, the teacher on yard duty must be told. Do not go out after the toy.

When the bell rings make your way quietly to the entrance door for your classroom.
Appendix E

Identification and Assessment of Hazards

**Dáta:** 2016

**Limistéar/Area:** Guaiseacha Ranga/ Classroom Hazards:

<table>
<thead>
<tr>
<th>Guais/ Hazard</th>
<th>Suíomh/ Location</th>
<th>Baol/ Risk</th>
<th>Beart molta chun é a réiteach/ Suggested Remedy</th>
<th>Freagracht Responsibility</th>
</tr>
</thead>
</table>
| Cathaoireacha Chairs   | Rang Classroom                                        | Ag luascadh orthu & ag titim         | Cuireann múinteoirí i gcuimhne do pháistí stopadh
Teachers remind children to stop                                                                                  | Múinteoir ranga Class teacher          |
| Máil Scoile School Bags | Ar an Urlár/ ar chúl cathaoireacha On the floor /On the backs of chairs | Ag tuisliú tharstu Tripping over them | Coinnigh iad faoi na boird Under the tables                                                                      | Múinteoir ranga Class teacher          |
| Urlár fliuich Wet Floor | Leithris & urlár ranga Toilet & Wet Areas in class     | Sleamhnú Slipping                    | Scrúdú rialta agus coinnigh ceirteanna
gar dóibh chun iad a thriomú-post freagrachta do pháiste sa rang
Check often and keep cloths nearby to dry up – a post of responsibility for a child in the class | Múinteoir ranga Class teacher          |
<table>
<thead>
<tr>
<th>Movement from classroom</th>
<th>Falling, running etc</th>
<th>Walk in straight lines, keep left, without pushing etc.</th>
<th>Class teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>From classroom to classroom, hall, yard etc</td>
<td>Falling and hitting heads off furniture or one another</td>
<td>Rule-always walk Constant reminder by teacher to pupils</td>
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<td>From classroom to classroom, hall, yard etc</td>
<td>Falling and hitting heads off furniture or one another</td>
<td>Rule-always walk Constant reminder by teacher to pupils</td>
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</tr>
</tbody>
</table>
**Guaiseacha a aithint agus a mheas  
*Identification and Assessment of Hazards***

**Dáta: 2016**

**Limistéar/Area: Guaiseacha Taobh istigh / Interior Hazards:**

<table>
<thead>
<tr>
<th>Guais/ Hazard</th>
<th>Suíomh/ Location</th>
<th>Baol/ Risk</th>
<th>Beart molta chun é a réiteach/ Suggested Remedy</th>
<th>Freagracht Responsibility</th>
</tr>
</thead>
</table>
| Páistí sa rang leo féin *Children left alone in class* | Seomra Ranga Classroom      | Timpistí *Accidents* | Má bhionn ar mhúinteoir seomra a fhágáil ar chúis ar bith, eagrú leis an mhúinteoir béal dorais súil a choimeád ar an rang  
*If a teacher has to leave a class for whatever reason, he/she should arrange with the teacher next door to keep an eye on the class*** | Múinteoir ranga *Class teacher* |
| Cuairteoirí sa scoil *Visitors to the school*       | Scoil/Turasanna Scoile/Snámh School/School Tours/Swimming | Fadhbanna Chaomhnu Páisti *Child Protection issues* | Nil cead ag múinteoir a rang a fhágáil le cuairteoir/mac léinn/srl *riamh* gan duine réamhscrúdaithe ag an scoil  
Gach cuairteoir sinithe  
isteach le suantas “Cuairteoir” orthu sa scoil  
*No Teacher may ever leave their class alone with a visitor/student teacher etc without one of the garda vetted members of staff present*  
*Every visitor to be signed in with a “Cuairteoir” badge on at all times in the school*** | Múinteoir ranga *Class teacher* |
<table>
<thead>
<tr>
<th>Mataí sa scoil</th>
<th>Halla/Ag dóirse Éalaithe</th>
<th>Guais thuisleach/Tripping Hazard</th>
<th>Cinntigh go bhfuil mataí atá ag dóirse éalaithe sabhailte agus i gcúi mhaith. Athraigh iad má bhíonn siad ró fhiuch.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mats in school</strong></td>
<td><strong>Halla/ At exit doors</strong></td>
<td><strong>Halla/ At exit doors</strong></td>
<td><strong>Check that all mats at external doors are in a fit state and are changed if they get too wet</strong></td>
</tr>
<tr>
<td><strong>Trealamh spóirt</strong></td>
<td><strong>Stór chorpoideachais P.E. store</strong></td>
<td><strong>Guais thuisleach Tripping hazard</strong></td>
<td><strong>Airioch Caretaker</strong></td>
</tr>
<tr>
<td><strong>Sport equipment</strong></td>
<td><strong>Sport equipment</strong></td>
<td><strong>Leave equipment back neatly</strong> Fág trealamh ar ais go néata Glanta suas go rialta Regularly tidied up</td>
<td><strong>Class teachers &amp; caretaker</strong></td>
</tr>
<tr>
<td><strong>Trealamh spóirt Sport equipment</strong></td>
<td><strong>Halla Hall</strong></td>
<td><strong>Guais thuisleach Tripping hazard</strong></td>
<td><strong>Múinteoirí ranga agus airíoch</strong></td>
</tr>
<tr>
<td><strong>Trealamh spóirt Sport equipment</strong></td>
<td><strong>Timplist do pháiste An accident to a child</strong></td>
<td><strong>Timplist accident</strong></td>
<td><strong>Múinteoir ranga Class teacher</strong></td>
</tr>
<tr>
<td><strong>Halla Hall</strong></td>
<td><strong>An Stór The Gym Store</strong></td>
<td><strong>Nil cead páisti a sheoladh go dtí an stór gan múinteoir leo Children may not go to the store unless with a teacher</strong></td>
<td><strong>Gach ball forne Every member of staff</strong></td>
</tr>
<tr>
<td><strong>Lannaithoírí, gilitín srl Laminators, guillotine etc</strong></td>
<td><strong>Oifig/ranganna Offices/classrooms</strong></td>
<td>A mbogadh/ éiri an te Moving them/ getting very hot</td>
<td><strong>Gach ball forne Every member of staff</strong></td>
</tr>
<tr>
<td><strong>Lannaithoírí, gilitín srl Laminators, guillotine etc</strong></td>
<td><strong>Lannaithoírí, gilitín srl Laminators, guillotine etc</strong></td>
<td><strong>Nil cead ag páisti iad a iompar riamaí Children are not allowed carry or use them at any time</strong></td>
<td></td>
</tr>
<tr>
<td>Côtai</td>
<td>Pasáisti</td>
<td>Guais thuisleach</td>
<td>Croch suas ar na crochadáin</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>----------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Coats</td>
<td>Passageways</td>
<td>Tripping hazard</td>
<td>Hang up on hangers provided</td>
</tr>
</tbody>
</table>

| Seomra an Ghlantóra Cleaner’s room | Seomra an Ghlantóra Cleaner’s room | Teacht ar Abhar ghlanachtáin Access to cleaning materials | Coimeáda faoi ghlao i gcónaí Always kept locked | Glantóiri Cleaners |

| Dó ó leachtanna te Burns from hot liquids | Scoil School | Daoine fásta ag tabhairt deochanna ar ais ag seomraí Grown-ups bringing hot drinks back to rooms | Mugáí le clúdaigh ar fáil sa seomra Mugs with covers provided in the staffroom | Gach ball foirne Every member of staff |

| Trealmh Leictreach Electrical equipment | Seomra Foirne Staffroom | Tine Fire | Múch na háir bhfuil siad in úsáid Tóg amach an plug Turn off when not in use. Pull out the plug | Gach ball foirne Every member of staff |

| Troscáin sna pasáisti Furniture in the corridors | Sna pasáisti In the corridors | Timpistí/ ag cur isteach ar éalú ón scoil i gcás eigeandála Accidents/interfering with exiting from the school in an emergency | Cintéigh nach bhfuil troscáin ag cur bac ar dhaoine ag bogadh thart go sábháilte Ensure that furniture is not interfering with moving about safely | Foireann & Airíoch Staff & caretaker |

| Timpist san pasáisti Accident in the corridors | Pasáisti Corridors | Titim, bualadh i gcóinse daoine eile, titim anúas an staighre Falling, hitting against others, falling downstairs | Siúl ar chló i line singil Múinteoir i gcónaí ag siúl leis an rang Walk on the left in single file Teacher always walks with the line | Gach múinteoir, Every teacher |

<p>| In iomarca daoine ag dul amach/isteach an doras céanna Too many people coming in/out the same doors | Dóirse éalaithe na scoile School Exit doors | Go mbeadh páistí bruíte le chéile ag iarraidh dul amach/isteach That children would get crushed going out/coming in | Go núsáideadh gach rang na doirse in aice le nascomra ranga – Beasai Maith ag bogadh thart tríd an scoil Each classuse the exit door adjacent to their classroom- moving quietly and mannerly to and from classroom | Gach múinteoir, CRS All teachers and SNAs |</p>
<table>
<thead>
<tr>
<th>Páisti ag dul isteach sa scoil ag am lóin</th>
<th>Clós na Naionán Sóisir <em>Junior Infant Yard</em></th>
<th>Nach mbeadh a fhios ag múinteoir go raibh Páiste tar éis an clós a fhágáil That a teacher would not know that a child has left the yard</th>
<th>Dúnfaidh an muinteoir ar chlós na Naionán Soisir na dóirse seo nuair a théann siad amach sa clós The teacher on yard duty in the junior yard closes the doors when they go out to the yard</th>
<th>Múinteoir ar dhualgas clóis i gcloís na Naionán The teacher on yard duty in the JI yard</th>
</tr>
</thead>
</table>

*Children going into the school during yardtime*
### Identification and Assessment of Hazards

**Dáta: 2016**

**Limistéar/Area:** Guaiseacha Clóis & Taobh amuigh/ Yard & outside Hazards:

<table>
<thead>
<tr>
<th>Guais/ Hazard</th>
<th>Suíomh/ Location</th>
<th>Baol/ Risk</th>
<th>Beart molta chun é a réiteach/ Suggested Remedy</th>
<th>Freagracht Responsibility</th>
</tr>
</thead>
</table>
| Páisti leo féin sa chlós
Children on their own in the yard                  | Clós Yard        | Timpistí, éalú
Accidents, children going missing                  | Múinteoirí amach ar maidin, tar éis lónta go tapaidh chun iad a bhailiú
Teachers out quickly in the morning and after lunches to collect them | Múinteoirí Teachers |

| Seastán Cispheile Basketball post(s)               | PriomhClóis Main yard | Buaileadh cinn ina choinne
Hitting heads off it                                | Pillin curtha air Padding put on it                 | Airioch Caretaker |
|---------------------------------------------------|-----------------------|--------------------------------------------------|------------------|

| Linntreoga, talamh micothrom
Potholes, uneven ground                            | Carrchlós, clósanna In the carpark, yards          | Titim Falling    | Seiceáil go rialta agus lion mar is gá
Check regularly and fill as needed                | Airioch Caretaker |
<table>
<thead>
<tr>
<th>Sleamhnú</th>
<th>Slipping</th>
<th>Cosáin, clósanna agus áiteanna páirceala</th>
<th>Footpaths, yards and parking areas</th>
<th>Sleamhnú, titim agus daoine gortaithe</th>
<th>Slipping, falling and people injured</th>
<th>Cinntigh go bhfuil cosáin oiriúnach don mheid daoine ag dul orthu. Cinntigh go bhfuil aon tarmac i gcui maith agus nach bhfuil poill ann. Ensure that the paths are suitable for volume of traffic and that tarmac is in good condition with no holes in it. Glan duilleoga/láib ó dhromchlaí Clean leaves/mud from surfaces Bain aon algae ó dhromchlaí Remove algae from surfaces</th>
<th>Airioch Caretaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleamhnú</td>
<td>Slipping</td>
<td>Clósanna Yards</td>
<td>Sleamhnú, titim agus daoine gortaithe</td>
<td>Slipping, falling and people injured</td>
<td>Cinntigh go bhfuil aon dhromchla cothrom agus coinntithe go maith chun nach bhfanfaidh usice ar a bharr Ensure surface is flat and well maintained to avoid surface water Bain aon usice/láib a bhailionn Remove accumulations of water Bain aon algae ó dhromchlaí Remove algae from surfaces Cinntigh go bhfuil dóthain feighlocht i gcónaí Ensure adequate supervision at all times</td>
<td>Airioch Caretaker</td>
<td></td>
</tr>
</tbody>
</table>

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| Sleamhnú *Slipping* | Dóirse isteach & amach as an scoil *Entrances and Exits* | Sleamhnú, titim agus daoine gortaithe *Slipping, falling and people injured* | Cuir mataí neamhsciorrach a shúann isteach uisce ag na dóirse ag dul isteach. *Provide suitable non-slip, water absorbing mats at entrances*  
*Coinnigh iad i gcuí mhaith agus athraigh iad nuair a bhíonn siad ró fhiuch.*  
*Maintain mats in good condition and change when saturated*  
*Cinntigh nach mbeidh an mata ina ghuais tuisithe*  
*Ensure that temporary matting does not pose a trip hazard*  
*Cuir suas comharthaí a thugann rabhadh faoi sleamhnú nuair is gá.* | Airíoch *Caretaker* |

| Display signs warning of risk of slipping when appropriate | Cuir elici dóirse agus bac dóirse in aiteanna sábháilte *Site door catches and door stops safely* |
| Timpistí sa pháirc  
Accidents in the field | The playing field An pháirc imeartha | Go dtitfeadh páiste sa talamh garbh in aice leis an gelai. Timpiste de bharr páisti ag dreapadh. Baol go rachadh páiste tri bhearna sa chlaidh. Children falling in the area beside the fence. Children climbing resulting in a fall. Danger of children going through gap in hedge | An chlaidh a dheisiú chomh fada agus is féidir. Múinteoir ar an gelós a bheith i gcónaí aireach don chlaidh. Repair hedge as far as is possible. Teachers on yard duty exercise vigilance in the area beside the hedge | Múinteoirí ar an gclós  
Teachers on yard duty |
| --- | --- | --- | --- | --- |
| Busanna ag am dul abhaile  
Buses at 3 o’clock | An spás lasmuigh den phríomhdoras  
The area outside the main door | Páisti ag rith nó ag brú. Páiste ag titim nó ag sleamhnú. Baol go mbuaífaideach feithicil páiste. Children running or pushing. Children slipping or falling. Danger of child being struck by a vehicle | Déanfar maorsacht an chúramach ag doras na scoile ag am dul abhaile. Siúilfaidh na páistí go dtí an bus. Children travelling on buses walk carefully to the bus at the end of the school day | Múinteoirí i bhfeighil ar na náionáin atá ag dul ar an mbus, múinteoir atá i bhfeighil ar an doras tosaigh ag am dul abhaile. Teacher in charge of the infants who go home by bus, teacher in charge of main door at 3 o’clock. |
| Páisti sa scoil ar laethanta flíucha  
Children in the school on wet days | Na rangseomraí, na pasáisti  
Classrooms, hallways | Páisti ag titim nó ag sleamhnú.baol go ngortóidh páiste amháin páiste eile. Children slipping or falling. Danger of a child hurting another child. | Coras a chur i bhfeidhm in gach rang i dtreo is go mbionn na páistí gnóthach ar lá flíuch. A chinntiú go dtugann na páisti ar rialacha do laethanta flíucha (agus D) Teachers plan for children to be occupied on wet days. Teachers ensure that pupils fully understand the rules for wet days (see Appendix D) | Múinteoirí ranga, múinteoirí ar an gclós  
Class teachers, teachers on yard duty |
<table>
<thead>
<tr>
<th>Iompar na bpáisti</th>
<th>Pupil behaviour</th>
<th>Ait ar bith sa scoil</th>
<th>All areas within the school</th>
<th>Baol go dtarlódh timpiste de bharr mí-iompair.</th>
<th>Danger of an accident because of misbehaviour.</th>
<th>Na rialacha a luaitear in aguisín D a mtheabhrú do na páistí go minic. An cód iompair a leanúint Children will be reminded often of the rules in Appendix D. The Code of Discipline will be followed.</th>
<th>Foireann na scoile</th>
<th>The school staff</th>
</tr>
</thead>
</table>

Appendix F
Fire Drill: 2016

In the event of discovering a fire:

Ring the nearest Fire Alarm.

Line up the pupils.

Check the Toilets.

Bringing your Roll Book follow your class in silence, out of the school, through the designated Exit.

Assemble at Assembly Point

Assembly Point (gate nearest main road) - All Classes

Learning Support, Resource, DEIS teachers bring the children with whom they are working to the correct class group outside.

Call the Roll to ensure that all pupils are present and accounted for.

In the event of discovering that a pupil is missing, inform the Principal immediately.

Wait at Assembly Point for further instructions.
**Revision of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of *Scoil Naomh Dúigh* in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman:________________________ Date:__________

Principal:_____________________ Date:___________

Safety Officer:____________________ Date:________ Nominee of BOM

Safety Representative:______________ Date:________ Nominee of staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005