

Health and Safety Policy

Introductory Statement:

This Health and Safety policy was formulated in 2024 by the staff and Board of Management of St. Patrick's N.S.

The safety of our workforce and students is of primary importance to St. Patrick's National School. We are committed to providing a safe and healthy working environment as a prerequisite to our activities. To this end we are committed to the protection of employees and property from accidental loss.

We will strive to eliminate any foreseeable hazards which may result in fires, damage to property, loss to the environment and/or personal injuries/illnesses.

To ensure that our operations are performed in a safe manner, we shall identify all special risks associated with our activities and shall provide training for personnel in these hazards and in their containment. Identification of hazards will lead to their elimination or control yielding a safer working environment.

Accidents can be controlled /avoided by good management in combination with active employee involvement. Prevention is the direct responsibility of all students, employees, teachers and management alike.

Co-operation is essential to safety. We ask all employees to accept individual responsibility for their own safety, to perform their jobs properly in accordance with established safe working procedures and general safety rules and to ensure they are aware of all special hazards associated with their working environment.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety policy. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

The Board of Management also considers its 'duty of care' in the school and this is an integral part of our Health and Safety policy.

Relationship to characteristic spirit of the school

St. Patrick's N.S strives to create a safe and healthy working environment for all members of the school community.

Aims

Through production and implementation of this policy, the school hopes ;

To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks

To ensure understanding of the school's duty of care towards pupils

To protect the school community from workplace accidents and ill health at work

To outline procedures and practices in place to ensure safe systems of work

To comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas

Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker.

To ensure competent employees, who will carry out safe work practices

Safe access and egress routes

Safe handling and use of hazardous substances and equipment

Safe equipment including maintenance and use of appropriate guards

Provision of appropriate personal protective equipment.

Safety Statement

The school has prepared a Safety Statement (See Appendix 1) and this is displayed on the notice board near the office.

Roles and Responsibilities

Board of Management/Patron

The Board will be responsible for:

- Making provision of and maintaining a workplace that is safe
- Managing work activities to ensure the safety, health and welfare of school staff
- Ensuring that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Reviewing the Risk Assessment once this document has been prepared by Allianz Insurance
- Preparing a safety statement and regularly updating it, particularly when there have been significant change.
- Preparing and updating procedures to deal with an emergency situation and communicate these procedures to school staff

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- Appointing a competent person to oversee the functions of the Board in relation to Health & Safety
- Making provision of training, including induction and up-to-date information to workers in a format and language that is appropriate
- Reporting serious accidents to the Health and Safety Authority
- Consulting annually with school staff and provide them with information in relation to safety, health and welfare
- Provision of secure storage of personal and sensitive data.

The Board of Management's Health and Safety Officer/Principal

Will be responsible for:

- Planned implementation of effective health and safety standards within the school in conjunction and cooperation with the principal
 - Requesting from the Board of Management sufficient funds and facilities to enable the Health and Safety Policy to be implemented
 - Periodically appraising the effectiveness of the Health and Safety Policy
 - Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention
 - Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary
 - Ensuring that there are an adequate number of first aiders and that those first aiders have received regular and relevant training so as to help them to discharge the duties of this role
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- Consulting with the Staff Health and Safety Rep in the preparation of the safety statement, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005
 - Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

School Staff

The school staff will undertake:

- Not to engage in improper conduct that will endanger themselves or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- Not to be under the influence of an intoxicant to the extent that they endanger their own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with the principal or other people to ensure that the Health and Safety law is implemented
- To report any dangerous practices or situations to an appropriate person
- Not to interfere or misuse any safety equipment in the school
- To inform the principal if they are suffering from a disease, condition or illness that adds to risks.
- To undertake Daily Safety Check each evening (see Appendix 1)

Deputy Principal/Staff Safety Representative

Will be responsible for:

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- Representing the staff members in consultation with the principal on matters in relation to health and safety
- Inspecting the place of work on a schedule agreed with the principal or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the health and safety of any person
- Receiving appropriate training
- Investigating accidents and dangerous occurrences
- Investigating complaints made by staff members
- Accompanying an inspector carrying out an inspection of the school, recording any recommendations and report same to the principal/Board of Management
- Making representations to the principal on matters relating to health and safety
- Making representations to and receive information from a Health and Safety inspector
- Liaising with other safety representatives.

Parents/Guardians

Parents/Guardians are responsible for:

- Providing the school with contact details
- Ensuring that these details are kept up-to-date
- Looking after their own child on the school site before the school opens at 8.50am
- Collecting their own child on time in the afternoon
- Avoiding any hazard they identify
- Informing teachers of any hazard they identify
- Informing the school if their child has any special needs/health problems
- Informing teachers of any incidents of bullying that may come to light at home
- Following school instructions (e.g. parking)
- Respect professional boundaries and understand that teachers are entitled to their private lives
- Showing respect for staff members, children and for the school environment

Risk Assessment

Each year, the Board of Management will carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. The Board has adapted the H.S.A format in Appendix 1 and mandatory template CPSMA when carrying out annual risk assessment (See Risk Assessment & Safeguarding Policy)

Other policies & practices

Other policies & practices which have a bearing on safety, health and welfare will be put in place and communicated to employees, pupils, parents and others using the premises. These will to be monitored and updated regularly e.g. an annual fire safety audit or school environment audit (See Appendices 2 and 3), Critical Incident policy, Child Protection policy.

Health and safety is considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. The duty of care is considered in all areas and aspects of school life.

Procedures to deal with emergencies

Emergency contact procedures

Contact details of the emergency services are updated annually at Staff meeting 2 in term 3 of each year. These are on display on the notice board near the office, in the First Aid bag in the Staff room and on the inside cover of the Accident /Incident book..

In case of an emergency, parents/guardians will be contacted immediately. A list of contact details is updated each September and available in the office and in the First Aid bag. In the event that no contact can be made, two members of staff will accompany the child to the emergency department if necessary.

Fire Prevention Programme

The Board of Management has established a Fire Prevention Programme

Fire Safety Management Programme

Aims

To minimise the risk of fire

To protect the means of escape

To limit the spread of fire

Marie Kenny has been appointed as the person responsible for the programme with responsibilities for;

Day to day prevention measures.

Establishment of good house-keeping practices, turning off and unplugging electrical equipment after use, use of appropriately fused plugs, heater kept uncovered.

Periodic inspections

Identification and elimination of potential fire hazards and risks inside and outside through an annual fire audit (Term 3 Staff meeting)

The application of safety rules

Staff Training

Instruction and training in the use of fire extinguisher equipment

Instruction and training in Fire evacuation drills

Fire and Evacuation Drills for pupils and staff.

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Unannounced fire drills will be held at least once a term so that all present in the school will be familiar with what should be done in the event of a fire occurring.

All people present in the school will participate.

Pupils and adults in Building A will exit through fire escape 1 and then proceed to the assembly point in front yard.

Pupils and adults in Building B will exit through fire escape 2 and then proceed to the assembly point in front yard.

Teachers and pupils aware of the designated assembly points following evacuation of the building

Assembly points clearly marked

Procedures for evacuation are displayed in each classroom, the library, the P.E. hall, the staffroom and the office.

The speed and success will be examined.

The date and time of the fire drill recorded.

Informing the public

At the start of each school term, the teacher will inform / remind staff and pupils of the procedures for fire drills and the escape routes to be used.

Escape routes

The school has 6 exits from the school premises (3 in the GP hall)

Fire escape routes are clearly marked.

Safety precautions related to escape routes and exit doors are adhered to.

Fire escape routes and fire exit doorways/ passage ways are kept unobstructed and operate correctly.

Guidance is given as to precautions necessary to ensure effectiveness of escape routes.

Emergency lighting is provided throughout the school

Provision of Fire Protection Equipment

The school has an electronic fire alarm system which is audible throughout the school.

Detectors are located in all sections of the buildings on site and in other concealed spaces where there is electrical wiring, heating system components and other potential sources of ignition.

Smoke detectors are inspected twice a year, in Sept and in May.

Adequate fire alarm call points are located throughout the school. There are points in the following locations:

Building A lobby

GP Hall

Main corridor

Beside the fire door in the hall

Inside the front double doors.

Inspection and Maintenance of Fire Protection Equipment

The school has both wet and dry fire extinguishers

Fire Protection Equipment, both the portable fire extinguishers and the fire alarm system are inspected and serviced annually.

All staff are trained in their use and this is updated biannually.

Assisting the Fire Brigade

Consulting with and implementing recommendations of the local fire brigade

Record Keeping

Fire Safety Register to be maintained, containing a record of all fire safety matters

Fire Safety Register to be kept on the premises at all times and made available for inspection by any authorised officer of the fire authority.

The Fire Safety Register

Serious Accident Procedure & Accident Report Form

A report will be made to the HSA in respect of the following types of incident:

An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment

An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident

An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

Critical incident policy

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the school.

Best practice indicates that students need to be with people they know and trust. It is, therefore, better if school staff provides most of the support for students as they will be around in the longer term and will be in a better position to monitor their students over the days and weeks following an incident.

The Board of Management may decide to host a parent meeting in order to support parents and to disseminate information. The psychologist may attend this meeting to outline the role of NEPS, answer questions on the psychological impact of the event and offer advice on how parents can best support their children.

The over-riding principle is the need to promote the safety and well-being of students and to prevent further distress.

In the event of a critical incident, support may be available from NEPS, and that the school may decide that individual or group support would be helpful to certain students.

Prevention;

The school will attend to prevention by having systems in place which help to promote emotional health and well-being and which build resilience in both staff and students, thus preparing them to cope with a range of life events. SPHE is a key element of a school's prevention work.

The following will also contribute to the school's prevention measures;

The creation of a physically safe environment, evacuation plan formulated, regular fire-drills occur, fire exits and extinguishers are regularly checked, the provision of staff training and resources on issues affecting young people, the creation of systems and procedures for the identification of students at risk, and for referral to school personnel for screening and support and links with external agencies, together with clear procedures for appropriate onward referral, are in place for those with more serious difficulties.

Staff are familiar with the Child Protection Guidelines and Procedures 2023 and how to proceed with suspicions or disclosures.

Support for school staff members and clear information on how to access the Employee Assistance Service (Free phone 1800 411 057)

In traumatic situations, the first three weeks following an incident is a time of vulnerability for staff and students.

The following 4 steps will be followed;

Step 1: Identifying what type of response is needed?

Response Level 1:

the death of a student or staff member who was terminally ill; the death of parent/sibling; a fire in school not resulting in serious injury; serious damage to school property

Response Level 2:

The sudden death of a student or staff member

Response Level 3:

Incident: an accident/event involving a number of students; a violent death; an incident with a high media profile or involving a number of schools

Step 2:

Identifying should a psychologist be involved

Consider the nature of the event and how the school is coping.

What support does the school need from NEPS and/or other agencies?

Step 3: Assessing the needs of the school

Is there a feeling of being overwhelmed by this event?

Has there been a previous incident? How recent, what kind of incident? If more than one, how many? (If the school has experienced a recent incident or a number of incidents staff may be exhausted or distressed. On the other hand, they may feel more experienced and better able to deal with the situation).

Are other agencies already involved?

Step 4: Identify what action should be taken

In the case of an incident requiring a Level 2 & Level 3 response, contact will be made with

NEPS. Depending on the incident at least one psychologist will visit the school.

For more detailed procedures refer to the school's Critical Incident Policy.

Exceptional closures

In the event of exceptional closures, parents will be notified using the Aladdin Connect App.

A notice will be placed on the school's Facebook Page. The Parents Association will be informed by the principal.

Health issues

Enrolment Form

There is a section in the Enrolment Form allowing parents to identify any allergies/illnesses of the applicant

All parents are requested to inform the school of contact phone numbers and an alternative phone number of a friend or relative.

Parents/Guardians are informed at the Junior Infant Induction meeting how accidents /illnesses are dealt with and the first-aid that may be administered.

Specific health issues

Staff made aware of the specific health issues in relation to certain pupils as they arise on a need to know basis.

The Boards of management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

Administration of Medicines

The school has an Administration of Medicines policy, which includes an indemnity form where administration of medicines by a nominated member of staff is permitted in emergency situations under strictly controlled guidelines, with authorisation from the Board of Management.

Sickness or Injury

Parents are contacted when children become ill during school hours.

Parents of children who sustain an injury that requires medical attention are contacted.

Parents of children who receive injuries and require First Aid treatment as recorded in the Incident Book are informed at home collection time in person by the child's teacher or by phone if the child is travelling on the bus or with another parent.

Children with contagious infections such as rubella, chicken pox etc are required to remain at home, until given the all clear by their doctor,

Head lice

Parents are requested to notify the school if they discover an incident of head lice in their child's hair. The school will then notify all parent of the outbreak, requesting them to check their child's hair and exercise extra vigilance.

School hygiene

All classrooms have sterilising stations, bathrooms have hand-washing facilities, soap and towels.

General cleanliness of school environment

Classrooms are vacuumed and toilets cleaned daily. The playground is kept clear of litter as pupils are not permitted to bring paper or plastic packaging outdoors. Classroom bins for recycling and landfill are emptied daily. Bins for the compost are emptied on a Friday.

School Water Supply

All pupils and staff in the school have access to drinking water. The children are allowed to keep a bottle of water on their desks during class time and can drink freely.

First Aid

All staff member complete First Aid training/ refresher every two years.

Healthy eating

In order to promote an awareness of the importance of a healthy diet in maintaining good health, the school operates a Healthy Eating Policy and does discrete lessons on healthy lifestyles as part of our SPHE plan.

Clothing/protection

The school has a prescribed uniform, with a tracksuit for P.E. activities. Runners must be worn for P.E. Pupils are not permitted to wear high heel shoes to school.

Safety and welfare issues

Pupils**Assembly and Dismissal of Pupils**

School starts at 9.20am and finishes at 2pm for Infant classes and 3pm for all other classes. Supervision is provided from 9.00 am and until parents arrive to collect their child(ren). Parents are responsible for their children outside these times.

In the morning, pupils line up in the yard when the bell rings and are collected from the yard by their class teacher.

At home time, Infant class pupils line up and are accompanied by their class teacher to the seating area outside the Infant gate and all other classes to the upper yard.

No pupils remain unattended in the upper yard.

Pupils taking the bus are escorted by a teacher to the bus collection point.

Pupils are not permitted to play in the car park area and are directed to go immediately to their awaiting lift/ bus.

Infants must be collected from the gate. They are not permitted to cross the car park or make their own way to their awaiting lift.

Pupils leaving the school premises during the school day e.g. dentist or doctor appointment must be collected by the parent/guardian collect the pupil from the office.

A note explaining their partial absence is required.

Supervision of Pupils:

The school provides supervision for all pupils in their charge.

Parents are reminded each term of opening and closing times and the need to supervise their children before they are accepted into the school at 9.00 am. and to collect them promptly at home times. Teachers supervise all pupils until collected at home time. Two members of staff remain at the end of the school day until all pupils have been collected.

In the event of a teacher being absent, a substitute teacher is employed in accordance with the current guidelines issued by the Department of Education and Skills. In other circumstances eg E.P.V. course days, the Learning support/ Resource teacher will provide supervision. Should less than half the staff be present, the school may have to close on Health and Safety grounds. This would depend on the number of pupils also present.

The supervision roster for playground duty is clearly displayed in the staff room.

This roster kept as part of the school records for 18 years.

An incident / accident book is kept in the Staff Room. Teachers on yard duty or the class teacher as appropriate write in reports in the event of an incident or accident which requires first aid attention- (i) bumps or injuries to the head, (ii) sprains or breaks, (iii) injuries requiring medical assistance.

In the event of a serious incident or accident, a record will be written by the teacher who was in charge/ witnessed the incident in conjunction with the Safety Officer. This record will be kept in the Health and Safety file in the Office.

Behaviour which causes a risk to others will be dealt with in accordance with the school's Code of Behaviour and Anti Bullying Policy.

Allegations or Suspicions of Child Abuse will be dealt with as laid out in the school's Child Protection Policy, in line with Child Protection Guidelines

School tours / Outings are properly planned, taking account of supervision, appropriate venues, mode of transport and type of activity having regard to the age and capacity of the pupils. A greater level of supervision is required than that on school premises and accompanying parents are briefed on what is expected of them, before the trip.

Garda clearance

The school conducts a Garda check on each prospective employee who will be on the school premises when any pupil may be present.

The school maintains a high standard in its 'duty of care' by (a) providing a safe place of work, including areas of access and egress, (b) Safe systems of work, (c) Proper plant and equipment, and (d) competent / safe Employees

The Board manages and conduct its business, so far as is reasonably practicable, so that other persons present in the place of work are not exposed to risks to their safety, health or welfare (Section 12 of 2005 Act). This covers pupils, members of the public or other visitors to the school.

When contractors are working in the school, the Board makes an appropriate assessment of the competence of a contractor to undertake a particular task where there is the potential for exposure to risk. The Board provides appropriate information, instruction and training on specific risks within the school to contractors coming on site.

Positive Staff Relations

Practices in the following areas support positive staff relations in the school;

Internal communication (regular, transparent, open and direct communication),

Processes of decision making, on the basis of consultation and consensus within the school community when appropriate,

Effective school policies and procedures (staff are made aware of and have access to copies of school policies and procedures covering the curricular and administrative areas),

Mutual respect (each member of staff is fully entitled to be treated with professional respect and with dignity),

A sense of fairness (staff are made aware of the importance of demonstrating a sense of fair play, tolerance and goodwill)

Dealing with unacceptable behaviour, such as workplace bullying, sexual harassment, rudeness, aggressiveness, offensive language, threatening or intimidating behaviour, victimisation and harassment

Conflict resolution

Members of staff are made aware of the procedures to address cases of adult bullying/ harassment or to initiate a grievance procedure at their induction meeting with the Principal on appointment to a post in the school. They are directed to Working Together Procedures

Assaults on Teachers/School Employees:

Every effort is made to create and maintain a culture in the school where acts of violence are not tolerated and where incidents if they do occur, are effectively and speedily dealt with. In the Education Sector violence is considered as a potential hazard and assessed accordingly.

The Health and Safety Authority will be notified when an accident/incident occurs in the workplace which requires treatment from a registered medical practitioner or treatment in hospital.

The following measures are implemented to prevent or minimise the risk of assault to the employees of the Board.

The school has developed and circularised parents with policies to deal with the following matters:

Admitting parents/visitors to the school; Parents who wish to have a consultation with a class teacher are encouraged to make a prior appointment with the relevant teacher.

Parent -Teacher meetings; Parents should be given adequate notice regarding the timing of such meetings and encouraged to raise issues of concern. Conducting interviews at the classroom door, while simultaneously supervising a class of children is not conducive to open communication. Particular care is taken to ensure that parent/teacher consultations do not take place within the hearing of other pupils and/or parents.

Code of Discipline; this Code is notified to all parents of new pupils. Any sanction imposed on a pupil is in accordance with the Code of Discipline. Procedures for suspending pupils are clearly set out in the school's Code of Discipline and are adhered to.

Complaints Procedure; A clear procedure for the processing of potential complaints is in place (Published on school website January 2024). The terms of the complaint's procedure are notified to new parents and at the whole school welcome meeting in September/ Parents Association A.G.M. Parents are encouraged to utilise stages of the procedure where necessary.

Issues of internal school procedures are also discussed from time to time at staff meetings.
working alone on the school premises

working in an isolated part of the school premises

engaging in out-of-class activities

The effectiveness of agreed procedures is reviewed where necessary.
Procedures to be implemented in the event of an assault on an employee.

The Board is fully committed to be fully supportive of staff who have been subject to violence.

The incident should be immediately reported to the principal teacher/other colleague.

The details of the incident will be recorded in an Incident Book kept for this purpose in the workplace. Situations in which members have been intimidated or threatened with physical violence will also be recorded.

(ii) Where necessary immediate medical assistance will be sought.

(iii) The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the teacher who was assaulted.

(iv) The board of management will be notified of the incident and where necessary an emergency meeting of the Board should take place. The Board will notify its legal advisers of the assault. The Board's insurance company will also be notified.

(v) Where the assault is by a pupil the matter will be dealt with in accordance with the school's Code of Discipline and as provided for in Rule 130(5) of the Rules for National Schools.

(vi) Repeatedly aggressive pupils will be referred, with the consent of parents, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met.

(vii) Where the assault is committed by a parent/guardian, the parent/guardian will be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently the Board should correspond with the parent/guardian stating:

- that the Board considers the assault unacceptable
- what action the Board intends to take
- outlining what pre-conditions should be met before access to the school is restored.

(viii) Applications for leave of absence, in relation to a member who has been assaulted, will be forwarded to Primary Payments Section

(ix) Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the board of management under the extended School Protection Policy.

The Board of Management endeavours to ensure that employees work in a reasonably comfortable and safe environment.

Training is given for using lifting equipment such as hoists, for using fire extinguishers Equipment and materials

Ladders and other equipment associated with school maintenance are stored in a safe locked shed, not accessible to children. Only adults have access to the keys which are stored in the office.

Some cleaning agents are stored in a padlocked cupboard in the catering kitchen. No child is given the code for this lock. The cleaner and teaching staff are aware of the code.

Computers, televisions, other technologies stored safely in the strong room where appropriate. Heavy items such as the television are transported on a troll with wheel. Plugs, leads etc. are checked on a regular basis.

Success criteria

Some practical indicators of the success of the policy will be a decrease in the number of accidents.

Roles and Responsibility

The people who have particular responsibilities for aspects of the policy are;

Board of Management; Damien McIntyre, Mary McKenna, Fr.Ber Hogan, Marie Kenny, Sharon McKenna, Darren Cunningham, Tommie Leslie and Pauline Larkin

Safety Officer; Mary Murphy

Safety Representative; Mary Murphy

Each member of staff; Damien McIntyre, Marie Kenny, Conor Beirne, Orla McGuinness, Mary Mulligan, Mary Murphy, Laura Geelan, Fiona Ledwidth, Aisling Lynch, Noel Connell

Implementation Date

These procedures will apply from the date upon which the Board of Management ratifies this policy.

Timetable for Review

The Health and Safety Statement will be reviewed biannually at the fourth staff meeting of that year (held in term 2) and/or when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA inspector.

Ratification & Communication

The Board of Management officially ratified the policy in December 2024

This policy was reviewed and updated at the Board of Management meeting of 23rd October 2024
The Health and Safety Statement will be available to view in the office and posted on the school website to the school community.

Chairperson, Board of Management : Mary McKenna Date: 4/12/24
Principal [Signature] Date: 4/12/24

See Safeguarding Statement & Risk Assessment (Reviewed each Spring) Appendix 1

Fire Safety. School Record for School Year _____

Appendix 2

Drill			Fire		
			Fire Equipment		
Date of Fire Drill	Observations	Areas identified that need to improve next time	Date Checked	Improvements made & date	Observations

Annual School Audit

School Environment. School Record for School Year _____

Date	Identified Damage/Hazard	Location in school	Reported to... Date	Action taken	Cost/Observations etc in maintaining safety

Report on Accidents in the school environment (For School's Internal Records)

Name: _____ Class: _____

Date of Accident: _____ Time of accident: _____

Location of Accident: _____

Staff on supervision duties at time of accident: _____

Information regarding circumstances of accident: _____

Witness _____

Witness _____

Any further information: _____

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Action

Taken: _____

Signature: _____ Date: _____

(NOTE: By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the CPSMA Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)

First Aid Plan

Emergency Contact Details		
Ambulance	999 or 112	On site First Aiders All staff trained (Sep 2024)
Mi Doc, Longford	1800302702	Location of First Aid Boxes 1)Staff toilet
Granard Garda Station	043 6687660	
School Safety Officer	Mary Murphy	Contact Procedures

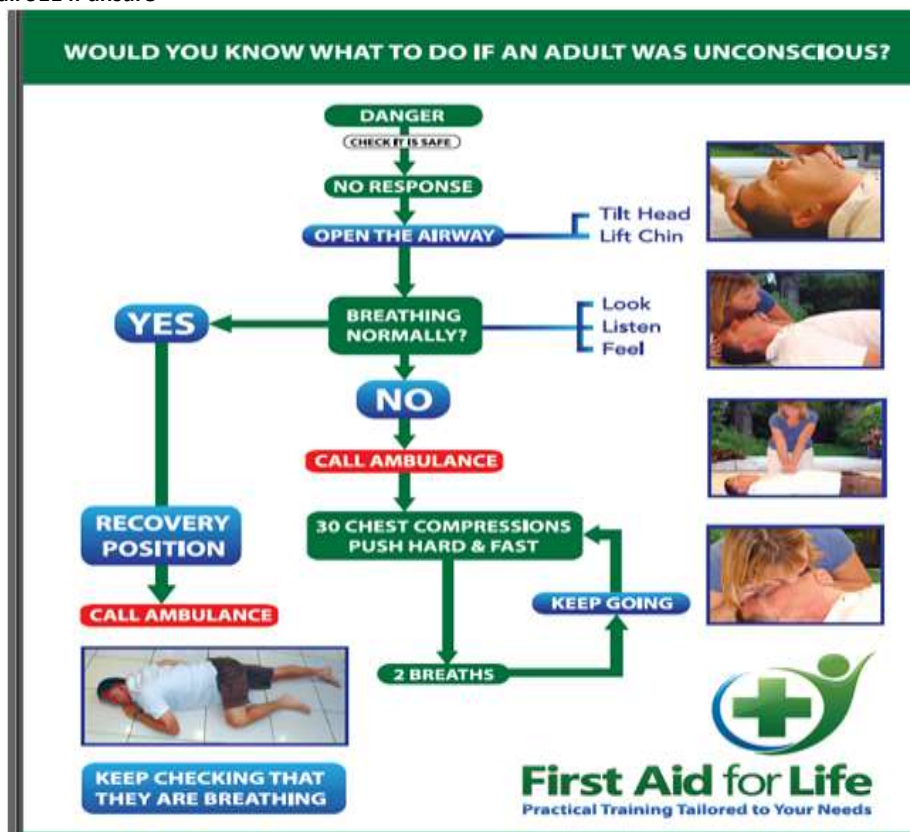
FIRST AID EMERGENCY RESPONSE

- 1. Attend to injured/ill person.**
- 2. Call for First Aid Provider (Nominate someone to call)**
- 3. Initiate 999 or 112(School Eircode: N39P276)**
- 4. Send someone for the nearest Automated External Defibrillator (AED)**
- 5. Apply first aid protocol (See below)**

IMPORTANT

*****CARDINAL RULE OF INJURY CARE** – if the injured student is not moving or you suspect a head, neck, or spinal injury, do not move the person and tell the person not to move

*****CONDITIONS THAT REQUIRE AN AUTOMATIC 911 CALL** – that is, loss of consciousness/fainting, uncontrolled bleeding, anaphylactic reaction, any life-threatening illness/condition or injury and the philosophy to err on the side of caution and call 911 if unsure



Appendix 5

Daily Safety Check for all members of staff

1. Close windows each evening (classroom and bathroom)
2. Ensure all electrical equipment is switched off (laptops, interactive whiteboards, heaters, lights, etc.)
3. Check toilet windows are closed before you leave daily.
4. Check that bathroom lights are switched off, taps are not running and toilet is flushed
5. Check that light on corridor is switched off
6. No children allowed around the back of the school unsupervised.
7. Children are not permitted into storerooms without a teacher, SNA or secretary.
8. Care to be taken when taking down equipment in case of injury to the child.
9. Ensure that no food is left on tables in classrooms/staff room.