



Safety Statement

St. Brigid's P.S.

The Coombe, Dublin 8

1. Introduction

The Board of Management of St. Brigid's P.S. The Coombe, Dublin 8 recognises the importance of the Safety, Health and Welfare at Work Act, 2005 and with the Health and Safety Authority (HAS)- Safety and Health in Education Guidelines.

It is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of the Safety Statement requires the full support and active cooperation of all staff, students, contractors and visitors to the school. The Board expects that the school management and teaching staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill-health and to promote this as part of their ongoing duties.

The Board recognizes that hazard identification; risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff. The Board of Management, as employer undertakes in so far as is reasonable practical to:

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
5. Consult with staff on matters related to safety, health and welfare at work;
6. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

To these ends the Board is committed to ensuring the following;

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be opened safely in so far as is possible.

- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management will continually revise this statement as necessity arises, and shall be re-examined by the Board on an annual basis.
- Employees shall be consulted on matters of health and safety.

This statement has been drawn up in consultation with staff, parents' representatives and the Board of Management. This document sets out the safety statement of the school and specifies the means to achieve that statement. The successful implementation of the statement requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Staff, parents and others are encouraged to put forward suggestions for improvements to the statement.

This document should be considered in conjunction with other policies of the Board of Management, including;

- Critical Incident Policy
- Anti-bullying policy,
- AUP policy,
- Substance Use policy
- Child Protection Policy
- Administration of Medication Policy

1. Rationale

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work of that of others.

2. School Profile

St. Brigid's Primary School, The Coombe, Dublin 8, caters for students between the ages of 3-13, in classes from Junior Infants to 6th class and also has facilitates an Early Start Unit. It also has the provision of a Home School Community Liaison. It operates according to the rules of the Department of Education and Skills under the patronage of the Catholic Archbishop of Dublin. At present there are over 260 students. The staff consists of a Principal, over 22 class and SEN teachers, a HSCL, 4 SNAs, a childcare worker, a teaching assistant, a secretary and a caretaker. In 2008 a new school building was opened on the junction of Luke's Ave/Cork Street, Dublin 8. From time to time other adults such as students, parents and coaches may work also work in the school. It is a 4-storey school building with a single story annex building and 2 single story prefabricated rooms, located in the senior yard. There are two school yards, a junior yard and a senior yard. The main school building is wheelchair accessible and there is a wheelchair accessible toilet in the school. The statement applies to the use of the school buildings and school yard.

3. Relationship to the Ethos of the School

St. Brigid's PS strives to provide a well-ordered, caring, happy and safe environment for our students. In keeping with this philosophy, our Safety Statement emphasises the importance of the health and safety of our students and that of all school employees. The Board of Management recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Health, Safety and Welfare policy of the Board of Management and sets out the means to achieve that statement. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This statement requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

4. Consultation and Information

It is the policy of the Board of Management of St. Brigid's P.S.:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.
- This document sets out the safety statement of the school and specifies the means to achieve that statement. The successful implementation of the statement requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

5. Roles and Responsibilities

The chart below shows the overall Safety Management structure and indicates the people with responsibilities for safety:



Board of Management (Safety officer)

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members as safety officer. This officer shall monitor safety generally and operation of safety procedures within the school. In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will:

- Ensure that the school has written risk assessments and an up to date safety statement.
- Guide and advise on all health, safety and welfare at work matters.

- Ensure that safety procedures are adequately communicated to staff
- Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur.
- Set safety, health and welfare objectives.
- Receive regular reports on safety, health and welfare matters.
- Allocate adequate resources to deal with safety, health and welfare issues.
- Appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.
- Arrange for the appointment of the safety representatives within the school.

Safety Officer:

1. Principal

Principal

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including;

- Complying with the requirements of the 2005 Act;
- Managing safety, health and welfare in the school on a day-to-day basis
Board of Management
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed
- Coordinating fire drills, training, etc. with the relevant post holder
- Ensuring that firefighting equipment is tested annually.
- Carrying out safety audits with the safety officer and safety representatives.
- Ensuring that all contracts provide a safety plan to the school before commencing work.

Staff Health and Safety Representatives

The responsibilities of the Health and Safety Representatives include;

- Organising fire drills on a regular basis and updating evacuation plan as necessary.
- Bringing to the attention of the safety officer any items of health and safety that need attention.
- Ensuring an adequate supply of first aid kits for use on school trips.
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees.

- Supplying a copy of the Safety Statement, together with additional information or instructions as they become available, to all present and future staff.
- Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety and health standards.

An Assistant Principal will also form part of this group and will be responsible for organising and coordinating the fire drill with the principal.

Safety Representatives:

1. Assistant Principal 1
2. School Secretary
3. School Caretaker
4. Teacher/SNA

Employees/Staff

Employees have a specific responsibility (section 13 of the Safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to;

- Co-operate with school management in the implementation of the safety statement and comply with the statutory requirements for health and safety;
- Inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks
- Ensure that all activities are planned so that they may be carried out safely.
- Adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Ensure that all electrical appliances are turned off at the mains before going home.
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work.
- Conduct themselves in an appropriate manner that will not endanger their own or other's health and safety.
- Report without delay, any health and safety issues or concerns to the school Health and Safety representative or Health and Safety officer on the Board of Management.

- Work according to the premise of;

Spot it, Sort it, Can't Sort it, Report it.

- Never intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Attend such training as may be required by the Board of Management.
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace.

Other School Users

Other school users such as students, parents, volunteers, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

Building Work Contractors

St Brigid's P.S. The Coombe, Dublin 8 has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors while on the school premises.

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

The following key points should be followed:

- Co-operate with St Brigid's P.S. The Coombe, Dublin 8 Board of Management in the implementation of this Safety Statement.
- Comply with relevant health and Safety legislation and implement and work to a Safe System of Work. Provide a copy of their safety statement and relevant information to the Board of Management, if requested.
- Report accidents to the authority and to St Brigid's P.S. The Coombe BOM where an employee cannot perform their normal work for more than 3 days.
- Comply with school policies and their safety and health plan and ensure that their personnel comply. Identify hazards, eliminate the hazards or reduce risks during works.
- Facilitate the Safety Representative, where applicable.
- Ensure that relevant workers have a SOLAS Safe Pass card and a construction skills card (CSCS) where required
- Provide workers with site specific induction.

- Appoint a safety officer where there are more than 20 on site or 30 employed
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work.
- Contractor's insurance policies must be available for examination prior to work commencing to ensure they conform to St Brigid's P.S. The Coombe, requirements.
- If the school is sharing a workplace with a contractor it will co-operate and coordinate school activities in order to prevent risks to safety, health and welfare at work.

Large scale works contractors

The short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

- The board of management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA).
- The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise, the principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Substantial building works, (e.g. extension to school building)

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of "client". The client (Board of Management) will

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information;
- notify the HSA of the appointment of the PSDP on Approved Form AF1 “Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”;
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

Prior to carrying out any construction work the board of Management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2006. The Board of management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills.

6. Safety Instruction and Training

In accordance with legislation the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work. Training Records will be maintained by school management.

All employees will be:

- Given induction training on commencement of employment, to ensure they fully understand the hazards of their workplace and what safety precautions and emergency procedures are required.
- Made aware of this Safety Statement on commencement and recommencement of employment at St. Brigid’s P.S.
- Notified of any changes in safety procedures.
- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a demo of fire extinguishers)
- Advised of the health and safety requirements as part of their induction training.
- Receive training in the use of the defibrillator.

7. First Aid

St. Brigid's, The Coombe advocates providing a safe and secure learning environment for each child and staff member, ensuring a duty of care at all times when the school is in operation.

A comprehensive First Aid Box is available in the secretary's office to deal with minor injuries along with the defibrillator. The following is a list of essential supplies: plasters, cotton bandage, tape, disinfectant, disposable gloves, antiseptic Wipes, scissors, magnifying Glass, tweezers. Disposable gloves must be worn at all times when administering First Aid. A blanket will also be kept, should a someone need to be treated for shock.

The school secretary as necessary replenishes the first aid kit. In addition to this, a First Aid box will be located on each floor of the school building and in the Annex building also. A First Aid box will be available for use in the 'Sick Bay' of both yards for use by teachers and SNAs for minor cuts and grazes during lunch time. Members of the Safety Representative Team will be responsible for ensuring it is kept fully stocked.

First Aid Box locations:

1. Secretary's Office
2. Junior Yard Sick Bay
3. Senior Yard Sick Bay
4. Annex Corridor
5. 1st Floor Corridor
6. Staff room
7. 2nd Floor Corridor
8. 3rd Floor SEN room

At least two staff members will be trained in first aid and attend a certified First Aid Course in accordance with the introduction and implementation of this statement. Basic first aid training is made available to all staff every 2 years. Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years.

School Occupational First Aiders

The following person(s) is/are the nominated First Aider(s) and has received appropriate training and certification:

1. Teacher 1
2. Teacher 2

Administering First Aid for Minor Accident/Injury

When a child suffers an injury, that injury will be assessed by the adult nearest to them.

- All adults will be expected to deal with all minor injuries and record them in the Yard Incident Book for minor injuries that occur in the yard and in the Incident Book located in the secretary's office for incidents that occur inside the school building during class time.
- If dealing with an injury that occurred on the yard, the child will be taken to our Sick Bay which is located at the Yard Door and fully visible to the teachers/SNA's on duty.
- No medicines are to be administered without BOM approval for a specified person.
- Cuts may be cleaned and plasters applied
- An ice-pack or cold object may be applied
- Disposable surgical gloves must be worn at all times
- The teacher/SNA on duty will inform the class teacher at the end of the break time
- Parents are informed at the end of the school day by the class teacher

Administering First Aid for Serious Accidents/Injury

- If considered safe to do so, the injured party is taken to the school office and the principal is informed.
- The principal/school personal will request the assistance of the trained First Aider.
- The First Aider will attend the injury as per training received.
- The parents/guardians are immediately informed.
- The child will be kept under observation until their parents/guardians arrive. They will be informed of the events and of the suspected injury, then advised to seek medical attention.
- If it is not considered safe and there is a concern for the health and safety of the injured party, they should not be moved.
- Immediate professional help must be sought by phoning 999/112.
- Children will only be taken to hospital by ambulance or directly by their parents/guardians.
- If an ambulance has been called, the parent will be advised of this. If the ambulance arrives to the school before the parent has come to the school, then a member of staff will travel with the child. The member of staff will bring the child's school file so that s/he has all information on the child that the parents have shared with the school (e.g. details of pre-existing allergies or

conditions). The parent will be telephoned to tell them to what hospital the child is being brought so that they can travel there instead.

- If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to A&E or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
- On rare occasions the staff may agree that taking the child to Accident and Emergency in a private car is the only prudent option particularly in the case of rapid blood loss. Two staff members will always be present. Parents will be kept informed of developing situation and travel to the hospital independently.
- If an emergency occurs in the classroom and the teacher is the only adult present, the teacher should give the yellow 'Emergency Card' to another student to give to the nearest adult they find in the classroom beside their own or on the corridor. The child should accompany the adult back to where the injured person is.
- All students should be taught and made aware of the yellow 'Emergency Card' in the case that the injured party is the class teacher and there is no other adult present.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents (see Appendix 9)
- Please refer to the Administration of Medication Policy for further guidance on the administration of prescribed medicines.

Defibrillator

A defibrillator is available in the secretary's office on the shelf beside the photocopier and is checked regularly. The batteries are checked annually and replaced as necessary. Some staff members are trained in its use. Staff members not yet trained in its use can follow the on screen instructions in an emergency situation. The Board of Management will ensure regular training for new staff members in its use. Signage will be displayed on the external wall of the school to publicise to the local community that there is a defibrillator located in the school building if needed for emergency use.

8. Reporting and Recording Accidents and Incidents

Accident Reporting and Investigation:

It is important that all accidents and incidents with potential for injury are reported to the Safety Representative or a member of the Board of Management and where necessary, action is taken to prevent recurrence.

All accidents/near misses to persons (staff/contractor/visitors), however slight, must be recorded and logged appropriately. The Principal/Safety Representative will be informed of all accidents as soon as possible and all accident reporting will be completed before the end of the school day on which the accident occurred, where possible.

Recording Minor Incidents/Accidents:

All minor accidents or incidents must be recorded in the Yard/Incident Book. The record should include details of what happened, details of any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

The class teacher should be notified of any minor incident or accident that occurred while children are on the yard or being supervised so that they can appropriately communicate with parents where necessary. All minor accidents should be communicated to parents at home time. If it is deemed appropriate and would aid in communication the principal should be informed of the incident also.

Recording Serious Incidents/Accident

In the case of a serious incident/accident, an accident form should be completed and submitted to the principal. Assisting adults should assist in the completion of the reporting form. Please see Appendix 9 for a copy of the reporting form. All reporting should be done as close to the incident as possible.

Recording the Administration of First Aid

In the event of First Aid being administered following a serious incident/accident, a full account of what happened, symptoms, treatment administered should be completed by the person who administered First Aid, in consultation with the other adults who witnessed the accident and those who assisted in the situation. Reports should be logged on the Accident/Incident Record form (Appendix 9).

Accidents reportable to the HSA

The Safety, Health and Welfare at Work (General Application) Regulation 2007 require the Board of Management to report to the Health and Safety Authority on prescribed forms in the following situations:

- Accidents at work resulting in a fatality, or a person not being able to carry out their normal functions for more than 3 days – IR1 Form (notification can also be made via the HSA online accident notification process available at www.hsa.ie)
- Dangerous occurrence – IR3 Form (notification can also be made via the HSA online accident notification process available at www.hsa.ie)

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the principal on Form IR1 or IR3 (www.hsa.ie). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident. Records are to be maintained on file for 10 years.

9. Hazards

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be located with the First Aid equipment in the secretary's office. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative who will rectify the issue and sign with date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

10. Specific Hazards - Fire

It is the policy of the Board of Management of St. Brigid's Primary School that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least 3 times a year. (See Appendix 1 for the Fire Evacuation Procedure)
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods. Teachers are responsible for turning off the sockets in their room.
- An assembly area is designated (Side Avenue/Area in front of Whitefriar Childcare Facility)
- Those leaving buildings/classrooms should let someone know.
- Exit signs are clearly marked.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- The Safety Officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- The Principal and Deputy Principal, as one of its duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representatives the above aspects of the statement.

11. Other Hazards

The following hazards (in so much as can be identified) are also considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors
- Climbing frames
- Gas tanks
- Trailing leads
- Computers, ICT
- Guillotine
- Projectors
- Fuse Board
- Electric kettles
- Boiler house
- Ladders

- Excess Gravel on school yard
- Protruding units and fittings
- Flat roof of hall and flat roof of school
- External store to be kept locked
- Slabs around perimeter of school
- Icy surfaces on a cold day
- Mats in hall
- Windows opening out
- Surface of some playing areas
- Tile surfaces of classrooms, halls, stairs, toilets can become slippery
- Assembly, storage and disassembly of goalposts. (See Appendix 5 for Goalpost Safety Plan)
- Weather conditions owing to unsafe outdoor playing conditions.

To minimise these dangers, the following safety/ protective measures must be adhered to (see duties of employee pages of this document also):

- a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- b) In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- d) All machinery and electrical equipment are fitted with adequate safeguards.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- f) Ladders must be used with another person's assistance.
- g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- i) The Assistant Principal with responsibility for PE will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- j) Check that all PE and other mats are in good condition.
- k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
- l) Check that wooden beams, benches etc. are free from splinters and generally sound.
- m) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- n) Check that there are no uneven/broken/cracked paving slabs.
- o) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained.

- p) Check that manholes are safe.
- q) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- r) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
- s) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

12. Constant Hazards

Housekeeping

- A high standard of housekeeping must be maintained at all times.
- All staff will be responsible for his or her own area, ensuring that general clean-up of the workplace or classroom takes place on a daily basis or upon the completion of work.
- All access/egress routes, as well as fire exits, must be kept clear at all times.
- Materials should never be stored in positions, which would create hazards to other school personnel, pupils, visitors and parents; this includes the storage of equipment, resources and materials on appropriate shelves and in cupboards and the accessibility of stairs, walkways and doors free from equipment.
- Waste material must be disposed of correctly.
- Please refer to the responsibilities of school staff in maintaining effective health and safety procedures.

Electrical Equipment

- Electrical appliances, machinery and kitchen equipment should only be used by competent persons.
- Arrangements will be made for all electrical appliances to be checked on an annual basis by a competent person, i.e. a maintenance person, the supplier or his/her agent.
- All equipment which may be exposed to mechanical damage, the effects of weather, wet conditions or flammable / explosive environments must be disposed of immediately by authorised personnel.
- The use of fuses or circuit breakers to protect electrical systems is required.
- All equipment is to be properly maintained and grounded.
- Before using any appliances, the user should check that:
 - All safety guards which are a normal part of the appliance are fitted and are in working order
 - Power supply cables/leads are intact and free of cuts and abrasions

- Suitable undamaged fused plug-tops are used and fitted with the correct fuse.

Manual Handling

Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. It is the policy of St Brigid's P.S. The Coombe is that no person is expected to lift a load that would be likely to cause him/her injury. Every employee must be familiar with the correct lifting techniques.

These may be summarised as follows:

- Lift in easy stages - floor to knee then from knee to carrying position.
- Hold weights close to body.
- Don't jerk, shove or twist body.
- Grip load with palms - not fingertips.

Don't let the load obstruct your view. The risk of injury from manual handling is further reduced by having each employee ensure that the working environment is maintained in a safe condition. This includes doorways and floors being kept in a good condition and free from obstruction.

Infectious Disease

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Staff have been provided with separate toilets with hot water and cold water, a disposal unit and soap.

Please refer to the school's Covid Response Plan for details of the procedures to reduce the spread of infectious disease such as Covid-19 among the school staff and students.

Photocopier/Laminator/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

Chemical Solvents/Detergents

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a secured storage area, on shelves too high to reach by children. This room is located

off the main school hall and the door will be kept shut at all times. Protection for their use will be provided. Supplies used by cleaning staff will be stored in this area also.

Highly Polished/Wet Floors

It is the policy of the Board of Management of St. Brigid's Primary School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical. Rubber Mats are used at all entrances to reduce the risk of slipping.

13. Welfare of Staff

Facilities

To ensure the continued welfare of employees, a staffroom and cloakroom facilities are provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available. These are serviced by Canon Hygiene.

Bullying/Harassment

The Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations (2000)' and our 'Dignity at Work Statement' included in the appendices.

Violence/Aggression

St Brigid's P.S. The Coombe, Dublin 8 will take all necessary measures to protect school staff from acts of violence, or aggression during the course of work and will act on any complaints made by school staff, or other persons. When an employee feels at risk from or threatened by a particular person on school property, this must

be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. All reports made will be investigated by the board in a fair and objective manner.

Stress/Anxiety/Depression

The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work related illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and EAS (Employee Assistance Services), staff will be supported through illness and or injury. In addition, the school community will seek to develop a culture where a sense of belonging and connectedness is fostered. Staff are encouraged to speak to a member of school management if suffering from stress at work.

Smoking

St Brigid's Primary School will comply with the Tobacco Act 2002. Smoking is not permitted in any of the workplace buildings or grounds.

Substance Abuse

The Board of Management will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings. All school personnel will be made aware that it is now an illegal offence to present for work in an intoxicated state. Staff are not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any staff member found breaking this rule will be liable to disciplinary procedures up to and including dismissal.

Prescribed Medication

A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

14. Other Procedures

Accessing the School

- The main entrance gate to the school is secured with a lock mechanism and requires a code to gain access. All visitors to the school premises shall be required to call the buzzer on the gate and identify themselves to the Principal

or the Secretary before gaining admittance to the school. Following admission, visitors will be met at the main door or office hatch by the secretary or principal.

- Access to the annex building can only be achieved using a confidential code on the door, only known to school personnel. This code is changed when necessary by an external locksmith.
- Parents who wish to speak to a teacher or the principal can make an appointment via the school office by phone or by email.
- Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.
- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Scooters and bikes are to be dismantled upon entering the grounds.

Assembly/Dismissal Procedures

- The school gates will be opened for the assembly and dismissal of children at entry and exit time for the minimum time necessary.
- Parents will be advised that the school will be open to receive pupils at 09.00am. No responsibility is taken for pupils arriving before that time. Students waiting outside the school gates to gain access to school must be accompanied by an adult. Parents are responsible for their own child until the school gate is opened for children to enter school in the mornings.
- All classes and their parents will be made aware of their dismissal time. Teachers will accompany their classes to their designated exit door for collection by a parent or nominated collector. Parents are expected to collect their child on time and should phone the school on the rare occasion, should they be late.
- At least two contacts and their telephone details should be listed on each child's Aladdin account in case the school cannot make contact with the first contact.
- Pupils will only be released to the parent/guardian or a nominated collector. On enrolment, parents are asked to list the people that they nominate to escort their child from school and parents can update this list during the school-year in writing. If an unauthorised person arrives to escort a child, the school will make contact with the child's parents to verify that they wish the person to escort their child. The school will not release a child to an adult without permission from the child's parent.
- Students of St. Brigid's Primary School or other children do not have permission to play on school equipment during the assembly or dismissal times.

- A road safety and traffic calming initiative will be installed by Dublin City Council during the academic year 2021/2022 outside the school grounds to alert the school community and passing traffic to the presence of a school.
- Cars are advised to drive slowly on approaching the school for drop off and collection however parents are asked not to park directly outside the school gates but beyond the pencil bollards when dropping and collecting children. Those driving to school are advised to accompany children to and from the school premises.
- The school is allocated 4 Traffic Wardens by Dublin City Council to assist students and families cross the roads leading to the school.

Supervision during School – Wet Days

- During bad weather pupils will remain in their classroom and be supervised by a teacher. Teachers are assisted by SNAs to supervise at lunch time.
- A Wet Day Supervision Timetable is followed by teachers and SNAs.
- Pupils must remain seated in their own places and occupy themselves quietly.
- Class teachers may put on something to watch on the interactive whiteboard, supply drawing/colouring materials/allow library books to be read/provide table top quiet activities. This is chosen at the discretion of the class teacher.
- Children must raise their hand and seek permission to leave their seat to go to the toilet. Children are not allowed to leave their seats during indoor lunch times without seeking permission from a teacher first.

Emergency Closure

- On occasions where school is in progress and it becomes necessary to close the school for safety reasons, parents/guardians will be contacted to collect their children.
- During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

15. Risk Assessment

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, relevant national authorities such as the National Authority for Safety Health and Welfare at Work and Dublin Corporation Fire Prevention Section. Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits. The Board through its risk assessment will;

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimise the risk
- Consult with employees

Some risk controls of constant hazards are detailed above and a detailed risk assessment of the various areas within the school is available in the appendices from the principal. The board of management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives. This risk assessment is available from the principal on request.

16. Other emergency situations

While this statement cannot cover every scenario that may occur. Staff and school management will keep the welfare of the children and each other to the fore in all situations. Should a serious incident occur, such as death or suicide in the school's community, the Board of Management will make use of the Department of Education and Skill's psychological resources available. This is outlined in the school's Critical Incident Policy. A list of emergency phone numbers is available in the appendices.

Next of kin contact details for staff are stored securely on Aladdin Schools by the principal for health and safety purposes and in the case of an emergency with a staff member. Children's details within their enrolment forms are kept in the Administration Filing cabinet, under Enrolment Records as well as online on Aladdin Schools platform.

17. Communication of the Statement

The statement will be published on the school website for parents and the school community and also will be stored electronically on Aladdin Schools for school staff to access.

The Board of Management will undertake a review of health and safety issues annually and any changes will be communicated to staff via the principal, assistant principal or the Health and Safety staff representatives. Parents and guardians will be updated on any changes to the statement via the school website. Notice of

changes will be communicated via Aladdin messaging services to parents. Any changes to the statement will be discussed and explained to staff at staff meetings.

18. Monitoring and Review

This Safety Statement was ratified by the Board of Management on 04/10/2021.

The Safety Statement will be reviewed by St Brigid's P.S. The Coombe, Dublin 8 BOM, when significant changes occur, and will be modified as names of responsible persons change, as risk changes, as operations change or as changes in legislation occur. In addition to the above, the Safety Statement will also be reviewed on an annual basis as a requirement under the Safety, Health and Welfare at Work Act 2015.

Ratified: 4th October 2021

Next Review planned for September 2024

Signed: Amanda McGarry, Chairperson of the Board of Management

Date: 4th October 2021

Appendix 1

Fire and Evacuation Plan

1. Aim:

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

This plan outlines the key aspects of our school evacuation plan. Copies are circulated to all staff members and kept in digital form on Aladdin Schools

2. Responsibilities:

- **Principal/Deputy Principal:** In the event of a fire the principal/deputy principal ensures that the school is cleared and that the Emergency Services are called if necessary.
- **Post Holder:** The Post Holder ensures that the evacuation plan is up to date and is circulated to all members of staff. The Post Holder gives periodic reminders at staff meetings and informs staff when the first Fire Drill of the year will be held. Another unexpected fire drill will be organised soon after. The Post Holder will ensure that new members of staff are given the evacuation plan and that copies are available and clearly labelled on the back of the door in all classrooms.
- **Staff:** In the event of a fire drill or fire, it is the responsibility of each class teacher to ensure that their class are accounted for. Each teacher is responsible for having a class list on the back of their door to be taken with them in the event of a fire drill or real fire. It is also the teacher's role to train the children early in the year how to exit the classroom and school building quickly and safely and to familiarise them with their nearest exit.
- **Contractors:** A copy of the school's health and safety plan will be given to any contractors working in the school, to include a copy of the evacuation procedures.

3. Training for Staff:

- Staff are given reminders at the start of the school year to check their evacuation plan and to familiarise themselves with their nearest exit. New teachers are provided with a copy of the school evacuation plan and fire drill procedures are explained to them.

4. Training for pupils:

- Through regular fire drills the children receive annual training in evacuating the building. The students are trained to:
 - Leave all possessions behind.
 - Swiftly and quietly exit the classroom and to proceed to their nearest exit.
 - Exit the school and go to their class assembly point in the Avenue if they are on a message when the fire alarm goes off.
 - Students who are attending Learning Support when the fire alarm goes off will exit the building with their learning support teacher and re-join their class at the assembly point in the Avenue.

5. Evacuation/Fire Drill Procedures:

- Upon hearing the fire alarm children and staff quietly exit the building through their nearest exit, to the assembly point (see table below). A diagram with exit routes for all classrooms in the buildings, as well as assembly point locations for each class is available on the back of the door inside every room in the school.
- SNA's/ Classroom Assistants/ SEN teachers/ Support Teachers leave the building with whatever class they are in at the time. Follow the procedure of the room you are in.
- If the alarm rings at break/lunch time, class teachers must collect and line their classes up in the yard before going to the emergency line up spots for their roll call.
- Should this happen and teachers do not have a class list on their person, a master copy class list will always be brought by the principal/deputy/secretary to the assembly points (Avenue and Junior Yard) to assist teachers in calling their roll call.
- Classes walk in single file to exit the building.
- The class teacher is last to leave the classroom and closes the door. The teacher brings her/his mobile phone and class list with her/him if safe and possible to do so.
- Children should not bring anything with them from the building. Children and staff move to their designated assembly points where they quietly line up.
- A roll call is carried out immediately at the assembly point in the Avenue/Junior Yard to determine all children are present. If anyone is missing an immediate search by the Fire Marshalls will be made. As far as is practicable, no place to which pupils have access being overlooked.
- Students with the SETs in the SET rooms will be accompanied to their designated line and handed over to the class teacher by the SETs.

- When the roll call is complete, each class will make their way out their designated exit gate, turn left and assemble in their class line, along the path outside Whitefriars Childcare facility.
- All classes and their teachers should remain there, in silence, until we have confirmation that it is safe to return to the school building by the principal/deputy principal.
- Once outside, the Principal/Deputy Principal will call the fire brigade, if they have not already been alerted.
- If the fire alarm was triggered by a fire sensor, but there is no sign or smell of fire, then a Fire Marshall will do a perimeter walk to check for any sign of what triggered the alarm. If there is no sign of a fire, the Principal will enter the building and cancel the fire alarm sound. Once all have returned to the building, the Principal will ring Fire Protection Ireland to come as soon as possible to investigate trigger source.

6. Assembly Points:

- Children line up at their designated place on the Avenue/Junior Yard.
- When the roll call is complete and all children in the class are accounted for, the class makes their way to the second assembly point outside Whitefriars Childcare facility.

7. Visitors Hearing the Fire Alarm Sound:

- When you hear the alarm, stay calm.
- Walk to the nearest exit point and gather at the assembly point in the Avenue.
- Wait at the assembly point until the roll call is carried out. Walk with the classes to the 2nd assembly point outside Whitefriars Childcare facility and stay there until the all clear has been given by the Principal. Only then may you return to the building.

8. Discovering a Fire:

- If you discover fire or smoke you should sound the alarm.
- Use the break glass system or lift the hood to sound the fire alarm.
- Ring the Fire Brigade (see Emergency Service Contact Details). All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.
- If trained use the correct fire extinguisher. If it is not possible to extinguish the fire, exit the building and go quickly to the assembly point.
- Remain there until you have been told otherwise by the Principal.

9. Signage:

- Clear Emergency signage is present over all the Emergency exits.

10. Attacking a Fire:

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

11. Fire Drills and Testing Alarms:

- A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade', 'Discovering the Fire' and 'Attacking the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours. A Fire Drill record form will be used to record when fire drills have taken place and also to record any problems during the drill and the actions taken to rectify the problems to ensure they do not occur again (See Appendix 10).

Emergency Evacuation Exit Points

Exit Routes			
Exit Back Stairs (Door 4)		Exit Front Stairs (Door 3)	
Mr. Crowe- 1 st Class Ms. Guinan- 1 st Class Ms. Tuohy – 4 th Class Ms. Langan – 5 th Class Mr. Finan – 6 th Class Ms. Murphy - SEN Space on 1 st floor Sr. Collette Mary – End of corridor space on 2 nd floor		Ms. Holian – Senior Infants Ms. Gogarty – Senior Infants Ms. Lucey – 1 st /2 nd Class Ms. Baynes – 2 nd Class Ms. Simcox – 3 rd Class Ms. Hanna – SEN/Kitchenette Rm 15 1 st floor Ms. Burke/Ms. Green, Ms. McDonald, Ms. Keane, Ms. Daly – SEN Rm 13 3 rd floor The Library/Staff Room	
Exit Prefabs and go via the senior yard to the Avenue/Junior Yard			
_____ - SEN Room Sensory Room - SEN Room			
Exit Main Entrance (Door 2)	Exit Main Annex (Door 5)	Exit Early Start Fire Door	Exit Principal's Office Fire Door
Ms. White – J. Infants Ms. Fallon – J. Infants The PE Hall	Ms. Ryan/Ms. Spencer – Senior Infants	Early Start	Principal Office Staff

Avenue Assembly Line Up Points

Mr. Finan (6th) Ms. Simcox(3rd) Ms. Holian (S.I.)

Roll call in side Avenue

Ms. Langan (5th) Ms. Lucey (1st/2nd) Ms. Baynes (2nd) Ms.Gogarty (S.I.)

Ms. Tuohy (4th) Ms. Guinan(1st) Mr. Crowe (1st)

Exit premises via Avenue Exit Gate

Exit Premises via Early Start Exit Gate	Exit Premises via Front Yard Teacher Exit	Exit Premises via Avenue Exit Gate
Early Start Parents' Room Ms. Cronin (HSCL)	Ms. White Ms. Fallon Ms. Ryan/Ms. Spencer	Principal Office Staff
Roll call in gated area in front of early start	Roll call in the Junior Yard	

Appendix 2

Risk Assessment

The risk assessment is available on request from the Principal, Safety Officer to the Board of Management.

Appendix 4

SAFETY REPRESENTATIVES' CHECKLIST

1 CIRCULATION AREAS

1.1 Stairways

Check that:

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

1.2 Passages

Check that:

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

1.3 Doors and Windows

Check that:

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

2 HEATING AND VENTILATION

Check that:

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

3 FIRE SAFETY

Check that:

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;

- 3.4 evacuation procedures are clearly displayed;
 - 3.5 staff and children are familiar with evacuation procedures;
 - 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
 - 3.7 there have been practice evacuations/fire drills held at least once per term;
 - 3.8 fire doors open outwards and are not held or wedged open;
 - 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
 - 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
 - 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
 - 3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.
- More detailed advice on fire safety is given in the next section.

4 ELECTRICAL EQUIPMENT

4.1 General

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

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

4.2 Lighting

Visually check that:

- 4.2.1 all the light fittings are working and are kept in a clean condition;
- 4.2.2 light switches are not broken and appear to be in a safe condition;
- 4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Sockets/Leads

Visually check that:

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joins and are reasonably free of 'kinks';
- 4.3.8 Leads are the correct length for the equipment being used;
- 4.3.9 there are no trailing leads;
- 4.3.10 surge protection adaptors are being used and not overloaded;
- 4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

- 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;
- 4.4.3 equipment is only being used for purposes for which it was intended;
- 4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- 4.4.5 mains isolating switches are easily accessible and known to staff;
- 4.4.6 on/off indicator lights function correctly;
- 4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.8 equipment containing liquid has a leakage detector;
- 4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

5 USE OF GAS

- 5. 1 Radiators are in good visible working order
- 5.2 Gas boilers are serviced annually

6 FIRST AID

Check that:

- 6.1 notices are posted in prominent positions detailing:
 - procedure for calling ambulances etc;
 - telephone number of local doctor, gardai, hospital.
 - procedure for dealing with individual student emergencies due to known conditions/allergies etc
- 6.2 first aid boxes are readily available and adequately stocked
- 6.3 the accident book is readily available and kept up-to-date.

7 GENERAL PURPOSE CLASSROOMS

- 7.1 look again at sections 1-4;

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 all cupboards, fixed blackboards, display units are stable;
- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are no sharp edges or corners on the furniture;
- 7.6 furniture is positioned safely;
- 7.7 all shelf mountings are secure.

8 HALLA

Check that:

- 8.1 floors are clean, even, non-slip and splinter proof;
- 8.2 all brackets securing ropes, wall bars etc are sound;
- 8.3 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 8.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 8.6 wooden beams, benches etc are free from splinters and generally sound;
- 8.7 vaulting horses, beams and benches are stable and do not wobble when in use;
- 8.8 where there is a stage:
 - steps are not damaged;
 - steps have an adequate handrail;
 - stage lighting is properly wired and earthed, and stored correctly when not in use;
 - curtains run freely.

9 NON-TEACHING AREAS

9.1 Offices

Check that:

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

9.2 Kitchen Areas

9.2.1 the kitchen/dining area is kept clean;

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

9.2.3 first aid boxes are available in the kitchen area;

9.2.4 equipment is adequately guarded.

9.3 Boiler Rooms

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

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

9.3.3 the boiler is regularly maintained by a competent person;

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

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

9.4 Staff Facilities

9.4.1 the staffroom is clean, warm and well lit;

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

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

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

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

9.5 Hygiene

Check that the following are available:

9.5.1 soap

9.5.2 hand drying facilities

9.5.3 hot water

9.5.4 toilet paper

9.5.5 litter bin per classroom

9.5.6 provision for disposal of sanitary towels

9.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

9.6 Outside Areas

9.6.1 there are no uneven/broken/cracked paving slabs;

9.6.2 outside steps are secure, with a firmly fixed handrail;

9.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;

9.6.4 all play areas, are kept clean and free from glass;

9.6.5 outside play/PE appliances are securely anchored;

9.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;

9.6.7 outside lighting works and is sufficient;

9.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

9.6.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.

Appendix 5

Goalpost/Basketball Hoop Safety Plan

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

- 1 Before use, ensure that the goalpost/basketball hoop is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts/basketball hoops should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
- 2 Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts/basketball hoops that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts/basketball hoops.
- 6 When dismantling goalposts/basketball hoops follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts/basketball hoops have been taken out to eliminate trip hazards.
- 7 Portable goalposts/basketball hoops should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.
- 8 Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
- 9 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
- 10 Maintenance: Regular maintenance of goalposts/basketball hoops is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.
- 11 Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

Appendix 6

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

- The Board of Management of St. Brigid's Primary School, The Coombe, Dublin 8 has adopted the following as part of the school's Health & Safety Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

A. Core Principles

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

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 0061/2017, 0062/2017, 0043/2020 on *Leave of Absence following Assaults* will be utilised as appropriate.

B. What is Workplace Bullying and Harassment?

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

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

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law

as “*unwanted conduct*” related to one or more of the discriminatory grounds which “*has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*”

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

C. A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos and our Holy Faith Philosophy
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “*improper conduct or behaviour*” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

D. Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

E. What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

F. Summary

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

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

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

In summary, we are committed to having a positive, happy place to work.

Appendix 7

Emergency Services Contact Details	
Service	Telephone
Ambulance	999 or 112
Fire brigade	999 or 112
Emergency Garda Response	999 or 112
Local Gardaí – Kevin St. Garda Station	01-666 9400
Local GP – Dr. James O’Neill, The Meath Primary Care	01-7085700
ESB Networks	1850 37 29 99
Gas Networks Ireland	1850 20 50 50

Appendix 8

Staff Training Record

Training Course: _____

Date of Course: _____

Course Provider: _____

Name of Attendees	Signature of Attendees

Appendix 9

Health and Safety Authority Accident and Incident Record Form:

<file:///C:/Users/User/Desktop/Tool-5.pdf>

*Hard copies of the form can be obtained from the principal.

Appendix 10

Fire Drill Record Form

Date of Fire Drill	Problems encountered during Fire drill (if any)	Actions taken to resolve problems	Person responsible for ensuring action is taken

Appendix 12

Staff Statement

Safety Statement

St. Brigid's Primary School, The Coombe

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, pupils and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety and health is managed in this school.

I _____ (first and last name in BLOCK CAPITALS) have received a copy of the Safety Statement of St. Brigid's Primary School, The Coombe and understand that a safety management system is in place at St. Brigid's PS. I have been made aware of the content of the policy by school management on behalf of the Board of Management. I understand my responsibilities set out within the policy as a member of staff and acknowledge that the safety statement is available to view in hard copy from the principal or in soft copy via Aladdin Schools.

Signed _____

Date: _____

Appendix 13

Parental Consent in Emergency Situations

Safety Statement St. Brigid's Primary School, The Coombe

As part of the Safety Statement at St. Brigid's Primary School, The Coombe, parents/guardians are required to give permission to the management/staff of St. Brigid's PS to act in the best interest of the child in an emergency situation. Please sign below to indicate your consent to the following section of the statement:

- *If an ambulance has been called, the parent will be advised of this. If the ambulance arrives to the school before the parent has come to the school, then a member of staff will travel with the child. The member of staff will bring the child's school file so that s/he has all information on the child that the parents have shared with the school (e.g. details of pre-existing allergies or conditions). The parent will be telephoned to tell them to what hospital the child is being brought so that they can travel there instead.*
- *If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to A&E or the calling of an ambulance. Written parental consent for such action will required when enrolling a child in the school.*
- *On rare occasions the staff may agree that taking the child to Accident and Emergency in a private car is the only prudent option particularly in the case of rapid blood loss. Two staff members will always be present. Parents will be kept informed of developing situation and travel to the hospital independently.*

I _____ (parent's first and last name in BLOCK CAPITALS) give permission to a member of staff of St. Brigid's PS to make decisions in emergency situations in the best interest of my child _____ (child's first and last name in BLOCK CAPITALS). I consent that my child may receive any necessary medical care from a doctor, paramedic, hospital, etc. in the event of an accident or illness where the school is unable to contact the parent/guardian.

Print Name

Signature

Date