



## Scoil Bhríde, Eglantine

### Safety Statement

The Board of Management of Scoil Bhríde, Eglantine recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989 and its successor the Safety, Health and Welfare Act 2005.

The Safety Statement sets out the Safety Policy of The Board Management and the means to achieve that policy. The Board of Management aims 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 in contact.

The policy requires the co-operation of all employees of the school.

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.

Signed:

*Sheelagh O'Reary*  
(Chairperson of Board of Management)

Date: 26 November 2024

Signed:

*Sealbhie O'Brien*  
(Principal)

Date: 26 November 2024

## Policy Statement on Safety, Health and Welfare

1. The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Acts 1989 and 2005 are applied.
2. Specifically, the Board of Management wishes to ensure, insofar as is reasonably practicable, the design provision and maintenance of:
  - (a) All places in a condition that is safe and without risk to health
  - (b) Safe means of access to and egress from places of work
  - (c) Plant, machinery and equipment.
  - (d) The provision of instruction to staff on how to handle pupils with challenging behaviour or specific medical/care needs as the need arises.
  - (e) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health of its employees at work.
  - (f) The provision and maintenance of suitable personal protective equipment e.g. (plastic gloves, face coverings) or equivalent as necessary to ensure the safety and health at work of its employees.
  - (g) The preparation, revision as necessary and communication of appropriate policies to be followed in the event of emergencies e.g. fire drills, injuries etc.
  - (h) The safety and prevention of risk to health at work in connection with use of any article or substance.
  - (i) The provision and maintenance of facilities and arrangements for the welfare of pupils, teaching staff and ancillary staff.
  - (j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health of its employees at work, e.g. Manual Handling, First Aid.
  - (k) The continuing updating of the Scoil Bhríde Safety Statement.
  - (l) The selection from amongst the staff of a health and safety representative who will regularly consult with staff.
3. The Board of Management recognises that its statutory obligations under legislation extends to staff, students, any person legitimately conducting school business and the public.
4. The Board of Management of Scoil Bhríde ensures that the provisions of the Safety Health and Welfare at Work Acts 1989 and 2005 are adhered to.
5. A Health & Safety Committee has been established to monitor the implementation of the Safety & Health Policies of Scoil Bhríde and the requirement under the Safety, Health & Welfare at Work Acts 1989 and 2005. Ger o Brien, Louise Hennessy, Sharon Ryan, Stephanie Murphy.

## Duties of Employees of Scoil Bhríde

It is the duty of every employee while at work:

- (a) To take reasonable care of his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

## Consultation & Information

It is the policy of the Board of Management of Scoil Bhríde

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available a copy of the Safety Statement to all present and future staff so that they are enabled to read and understand its contents.
- To have posted Health and Safety Rules in staffroom and general public noticeboards and to inform parents of health and safety issues through our school newsletter.
- Any additional information or instructions regarding Health, Safety 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.

## Hazards

All staff will report hazards to the Safety Liaison Representative (currently Stephanie Murphy) or Principal. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories. (Specific & Constant)

Hazards that can be rectified or minimized will be dealt with as a matter of urgency. Those that cannot 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. *See Appendix 1*

## SPECIFIC HAZARDS

### **1. FIRE**

It is the policy of the Board of Management of Scoil Bhríde that:

- There is an adequate supply of fire extinguishers at strategic points in the school.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least once a term.
- Staff is made aware of fire extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All doors, corridors, entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in his / her classroom must ensure it is kept clear.
- All electrical equipment is turned off outside of school hours and when rooms are vacated for lengthy periods.
- Suitable assembly locations to be chosen – see Fire Drill Procedures.
- Those leaving the school before home time (2:30pm) should sign out before leaving the building. Parents will sign their children out if they are being collected early.
- Exit signs are clearly marked.
- There will be a named person responsible for fire drills and evacuation procedures (currently Sharon Ryan).
- The school and equipment have been checked by a fire officer and all recommendations made by him/her are being implemented.

### **Fire Drill Procedures:**

#### **When in Classroom:**

1. Teacher will give instructions. Pupils / other staff members should carry out these instructions strictly.
2. Teachers shall check attendance number and bring their class list to the Assembly Point. All pupils' names are called and checked.
3. If not in their classroom, carry out the instructions in the next paragraph.
4. The Principal Teacher or such person instructed by him/her shall be responsible for ensuring that the Fire Brigade is called immediately.

#### **Classrooms in “New Building”**

1. In the event of fire, pupils proceed out the emergency exit doors, Two pupils/ “fire officers” are appointed to lead the line. Another staff member (if available) will walk at the front of the line. Pupils walk to the assembly area and line up in single file.
2. Teacher checks that toilets are vacant; windows and doors are closed. Teacher walks at the end of the line and closes classroom and main doors (where applicable).
3. At assembly area, teacher calls all pupils names and checks they are present.

#### **Classrooms in “Older Building”**

1. In the event of a fire, pupils proceed out the emergency exit in each classroom. Two pupils/ “fire officers” are appointed to lead the line. Another staff member (if available) will walk at the front of the line. Pupils walk to the assembly area and line up in single file.
2. Teacher checks that toilets are vacant; windows and doors are closed. Teacher walks at the end of the line and closes classroom and main doors (where applicable).
3. At assembly area, teacher calls all pupils names and checks they are present.

### **Class Divided Due to a Teacher's Absence**

1. Copies of class split lists to be shared with secretary and filed in office at the beginning of each school year.
2. Teachers should make a note of the additional pupils in their class at the beginning of the school day. A laminated class list is stored in the wall mounted plastic box. Additional pupils can be written onto this laminate and deleted as appropriate.
3. Additional pupils in class, along with pupils from 'host' class form single file and go directly, as per labelled evacuation plan on back of each room door, to the relevant Assembly Area.
4. The names of the additional pupils, along with their own class list, should be brought to the assembly point by the 'host' teacher. The teacher will check the names relevant to their class on the list.

### **When Not in Classroom**

1. Form a line and go directly, as per labelled evacuation plan on back of each room door/wall mounted plastic boxes, to the relevant Assembly Area.
2. There will be copies of class lists stored in the secretary's office and these will be brought to the Assembly Areas by the secretary. Lists will be provided to teachers where applicable. Once at assembly all names should be called and checked.
3. Children attending SET classes should exit with their SET teachers. They should then join their class once they have reached the assembly point. **Under no circumstances should children attempt to return to their classrooms. They must exit through the nearest emergency exit.**
4. Any child on a job/message in the school building should leave through the nearest emergency exit. **Each adult working in the school has a collective responsibility to the pupils. The adult should direct the child(ren) to the nearest emergency exit and instruct the children to join the nearest assembly point.**
5. The school secretary will circulate around the assembly points, identify the children who exited separately to their class and walk the children to their correct line.

#### Reminders:

- Each teacher is responsible for checking the toilet area in his/her classroom.
- Pupils should not run, overtake, talk or make noise.
- Pupils should not leave their place in the line.
- No one should return for books, coats or any other item.
- Pupils should remain with their class and their teacher.

### **Assembly Area**

- A) The Assembly Area for all classes is the school yard.
- B) In the event that it is not safe to remain in the school yard we will evacuate to the Japanese Gardens.

### **Dismissal**

On arrival at Assembly Area, classes shall retain their line and order until such time as class teacher will call the roll of pupils to ensure that nobody is missing. Missing persons are to be notified to School Principal (or most senior member of staff) immediately together with any relevant details of such absence. No one is to leave the Assembly Area until permission is given by the Principal or by the Fire Officer (in case of a fire drill or fire evacuation).

## Fire Appliances

Fire Extinguishers are located at vital positions throughout the school.

These are of two kinds:

- Water hose suitable for general use.
- Chemical extinguishers suitable for use on electrical installations.

All appliances will be serviced and tested by a competent agent on an annual basis. The name of the agent currently thus employed is given at the end of this statement.

Staff shall be instructed in the use of fire extinguishers. A fire blanket is located in the staff room and the kitchen area.

## Panic Precautions

It is to be noted that panic rather than fire is more likely to result in loss of life. Any possible response to any fire or other accident must be responded to without panic and the procedures of the Fire Drill strictly carried out.

## 3. FIRST AID

- A large first aid kit is maintained in the Staff Room & the kitchen. Both shall contain first aid materials as are deemed necessary to meet with normal school-day requirements of the pupils. The Safety Officer, at the Board of Management's expense each year, shall replenish the contents of this kit. A stock of gloves is also maintained.
- Another kit, suitable for carrying out to games, matches and other extracurricular activities is kept and is located in the staff room, between events. One kit with LL (sports) and one kit with Sharon Ryan (events).
- Every classroom has its own fully stocked First Aid kit (including a stock of gloves) the contents of which are renewed as necessary. Teachers and SNAs should inform Sharon Ryan if they are running low on supplies and these can be ordered as needed.
- An AED (Automated External Defibrillator) is located outside the secretary's office and in the downstairs corridor of the "new building" outside room 18. The AED is regularly serviced and checked. Some staff members have certified training in the use of this AED, which should be updated when required (*See Appendix 2*). Staff training will be offered at regular intervals. List hung underneath each AED and a list hung in the staff room.
- On the wall, inside the secretary's office, and in the staff room, will be a notice containing:
  - The location of first aid boxes
  - Phone numbers for school nurse Annette Dineen, HSE and ambulance.
  - School Eircode.

## Accident procedures

- Hazards are identified and reported on an annual basis or as they arise by staff members to the Safety Officer / the Principal. If these hazards can be dealt with appropriately, the Safety Officer will ensure that the necessary actions are carried out. If not, the Safety Officer passes on these reports to the Principal, who is a member of the Board of Management for her attention.
- Pupils are supervised at all times in a classroom situation. If there is an urgent need for a teacher to leave the classroom, the classroom door should be left open and the nearest teacher alerted to monitor behaviour. Pupils should never be left unsupervised in the yard during break time.

### Minor Accident (Child)

- In the event of a minor accident in the classroom, school building or yard, the injured child is treated by a Teacher / SNA using the nearest First Aid Kit. Each classroom has a fully stocked first aid kit, as does the kitchen and the staffroom and the main office. This treatment should take place, in view of other children / staff members, unless the location of the injury on the body deems it inappropriate to do so. In this case, the child may be brought to the office / or outside the classroom for treatment and a second adult should be present at all times.
- If a staff member is unable to provide ‘on the spot’ treatment, the child should be brought to the office (or staffroom at lunchtime), preferably by a staff member, but if this is not possible and if the injury is very minor, by two classmates / older pupils.
- The Principal / teacher, uses his/her discretion as to the treatment required. If the accident occurs at lunch time, the teacher on duty should inform the class teacher of the incident.
- Once the child has been cleared by the staff member administering treatment, the child is accompanied back to the classroom / yard.
- A head bump, no matter how minor, is always treated with exceptional care and parents are always notified. Class teacher should send a head bump text via Aladdin.
- Where a teacher feels the head bump is not simply minor or superficial, parents are contacted by phone and asked to collect their child from school. Where a teacher/staff member is unsure as to the severity of the head bump he/she should consult with the Principal or next most senior member of staff.
- Should an injury or accident occur that could be deemed as more than a minor/superficial injury this should be brought to the attention of the Principal or the next most senior member of staff. Following consultation, a decision will be made as to whether the parents need to be contacted and informed.
- In the event of an accident or injury occurring that is deemed to be more than minor or superficial an *Accident Report Form* should be completed by the supervising teacher. This may be the class teacher but may also be another teacher e.g. teacher on yard duty or a substitute teacher employed by the school. *Accident Report Forms* should be shared with the Principal and filed in the Accident Report Folder. The folders and blank forms are stored in the secretary’s office. QR codes with links to *Accident Report Form* are available throughout the school. Digital forms are stored on file by school secretary.

### Serious Accident / Illness (Child)

- In the event of a child becoming ill or being involved in a serious accident, every possible effort will be made to contact the pupil’s parents / guardian / other emergency contact.
- If a child is seriously injured in the classroom, the teacher notifies the nearest teacher, using the red card system (**Red card is hanging in every classroom, hanging behind the classroom door, child is instructed to promptly bring red card to the nearest classroom. This alerts the nearest teacher/SNA to a serious issue in their neighbours’ classroom and teacher/SNA understands to go to their assistance.**) This teacher/SNA will immediately report the incident to the secretary’s office. The secretary will immediately inform the principal or deputy principal. If necessary, the principal or deputy principal will ring for an ambulance. Arrangements will be made to take the other children out of the classroom. The class teacher stays with the injured child until the arrival of her parents/guardians or the ambulance.
- There are specific procedures in place for children who require emergency medication such as Epilepsy medication/Epipens etc. Each room in the school (with parental permission) has a page which displays a photo of these children, the location of their Epipen/medication, and emergency contact details for their parents. A detailed healthcare plan is kept in the plastic

box hanging in each classroom as well as the DP's office. A list of children requiring healthcare plans is kept by the DP and this is updated continuously.

- If parent/guardians cannot be contacted, a member of staff is delegated to accompany the child in the ambulance.
- An *Accident/Incident Report* is filled out by the teacher concerned.
- In the case of medical needs/medical plans, parents are asked to meet the DP and review the healthcare plan annually giving emergency contact phone numbers. The school should be notified immediately of a change of address / phone no.
- All pupils of Scoil Bhríde are covered under the 24 hour personal accident scheme which is renewed annually.
- An *Accident/Incident Report* should be completed by the supervising teacher, shared with the Principal and filed in the Accident Report Folder.

#### Serious Illness / Accident (Staff)

- If a staff member has a serious accident or illness, the staff member concerned sends a message to the closest staff member, where possible. This second staff member will contact the secretary's office. The secretary will contact the principal or deputy principal. Either the principal or deputy principal will ring the emergency contact and ring for an ambulance if deemed necessary.
- The teacher next door takes the children out of the injured teacher's classroom. A staff member stays with the injured/ill teacher until the ambulance or medical aid arrives. A member of staff will be delegated to travel with the injured/ill staff member in the ambulance.
- Each staff members' emergency contact details are kept securely in the office and the principal/deputy principal will contact these. Staff are required to share/update contact details as appropriate.

#### Trained First Aid Personnel

- Medication can and will only be administered by those staff members who have agreed to administer medication with the prior consent of the child's parents and the BOM. The agreement of all of the above parties should be recorded in writing, even if medication is only needed on one occasion. (*See Appendix 3b*) A detailed healthcare plan (*See Appendix 3a*) for any child known to require medication / emergency medication is kept in the office
- First Aid Briefings (refreshing general first aid skills and use of Epipens etc.) are provided on a regular basis to staff. Certification, particularly with regards to the school based AED is encouraged and opportunities provided for.
- All required remedies and equipment are made available for first aid function. There will be a properly equipped First Aid Box available at all times to staff.

When an accident occurs, a full account of what happened and symptoms of distress noticed should be recorded on the *Accident Report Form* (*See Appendix 3C*). Procedures followed by the supervising teacher / the Principal / other staff members / first aiders should also be entered. The report should be shared with the principal and retained in the Accident Report File.

#### Other Hazards

It is the policy of the Board of Management of Scoil Bhríde that:

- The school is properly maintained.
- Dampness & draughts are minimised.



- The roof is properly maintained.
- All electrical fittings are properly fitted and safe.
- Adequate lighting exists in all internal areas and that there are external lights over each exit.
- Proper ventilation exists.
- All windows open safely.
- Doors leading to toilet areas, links doors in corridors and all exit doors are properly sprung and are not allowed to swing freely.
- The playing surfaces in the playgrounds are safe and even.
- All manholes and gullies are properly and safely covered.
- The path entrances to the school are safe and even.
- The floors in hallways, passageways and toilet/bathrooms be kept dry.
- No protruding units should exist in hallway or passageways which might be a danger or which might impede movement.
- Adequate lighting exists for the hallway and passageways.
- Mats are not positioned in a hazardous way.
- Rubbish is not allowed to accumulate.
- All individual classrooms are safe and healthy places.
- All light switches and sockets and electrical equipment are safe and are properly used and there are no trailing wires.
- All lights are working and that all light tubes have safety covers.
- All P.E. equipment and that used in extracurricular sport be maintained, used and stored properly and safely in the designated Sports store room.
- The children are not allowed out to the playgrounds when they are flooded, when there is ice on the ground or when the surface is slippery.
- Any ice or frost be treated on the path leading to the playground before children go to that playground.
- Yards should be checked each morning and anything dangerous to pupils removed.
- Toilet paper and soap, will be provided in each toilet/bathroom area.
- Sanitiser dispensers are also located at all entry and exits points as well as the hallas, SET areas, kitchen and staff-room.
- Each child should have a washbag with their own handtowel.
- The children be taught and encouraged to keep their toilet/bathroom area in a safe, healthy and hygienic condition.
- The toilet/bathroom areas be inspected and cleaned on a daily basis.
- The staff toilet / bathroom areas be equipped with toilet paper, soap, clean towels and sanitary disposal units.

### **Main Gates**

- To be kept clear of obstructions at all times.
- To be kept clear of litter, leaves and slippery materials.
- Lighting on the school building, by the entrance door and door leading to the hall and be kept in working order.

### **School Yard & Playground**

- Regular inspection of the fabric of the yard to be undertaken by Caretaker/ School Principal/ Deputy Principal.

- Any broken, uneven or dangerous surfaces to be reported to Safety Officer (currently Stephanie Murphy) or school principal.
- Such repairs as are necessary to be carried out without delay.
- Shores, drains and culverts to be kept so as not to project above the level of the surrounding ground.
- Children not permitted to swing / climb on the railings.
- Children not permitted to enter the playground area unsupervised. Children should be closely supervised while using the playground. Max 1 class at a time.

## School Building

- Building to be checked for instances of broken glass and any dangers identified to be rectified immediately.
- Occurrences of condensation to be remedied as far as possible or affected area closed off.
- Care to be taken with emergency escape windows & doors. Windows, doors and ladder checked termly by caretaker.
- Running in the corridor is forbidden at all times.
- Swinging off pedestrian bars / railings is strictly prohibited.
- Children not allowed access to classrooms before 8.30 a.m.
- Children are supervised from 8.30 a.m. onwards within the school grounds.
- Supervision ceases at 2.30pm at the school gates. Children are walked to the gates by their teachers. Where a child has not been collected the children are brought inside and will wait at the secretary's office until collected.
- Maintain the inset mat inside the main door in a safe position.
- Avoid placement of any obstacles at foot of stairs or at entrance to halls.
- Stairways always to be adequately lit.
- All incidents of pushing, shoving or dangerous activity by pupils to be dealt with on the spot.
- Desks, chairs, tables etc. in every classroom to be checked regularly for deficiencies and any such found to be reported to caretaker.
- All presses, cupboards and display units to be kept in sound condition.
- All shelf mountings to be kept secure.
- Precaution to be taken so as not to hang paper charts, decorations, posters etc. too near to light fittings or heating appliances.
- Objects should not be placed on radiators.
- Wet floors to be attended to immediately. Use warning cones/signs etc to indicate wet floor.
- Care to be taken that electrical leads do not cause a trip hazard.

## School Hall

- P.E. equipment not to be left unattended.
- Games or exercises must not proceed if floor of hall is wet or slippery.
- Chairs and benches at sides of hall to be positioned safely.
- P.E. equipment in the store-room adjacent to the school hall must be stacked securely and positioned so as not to cause a hazard.
- Equipment to be checked regularly to ensure that they are free of splinters and are generally sound. Report any damaged equipment to caretaker.
- Microphones and cables to be tidied away after use. Music stands and musical equipment to be stored in correct cupboard.

## Outdoors

- Tools, garden equipment and cutting appliances to be stored carefully and safely.
- Sheds to be kept locked during the day.
- Petrol and any other flammable liquids to be kept in safe room which will be locked when school is closed.
- Glass containers of any kind are not to be taken onto the yard or outside area.
- Any broken glass observed is to be reported forthwith.
- Drainpipes, roofs and guttering to be fixed and well maintained.
- Dogs are not permitted onto school grounds. Caretaker should be informed if there is a dog on the school grounds and dog shall be removed.

## Appliances

- All audio-visual, IT, and cleaning appliances to be maintained in safe condition. Any apparent defects to be reported to Caretaker.
- Do not put defective appliances back in their storage position.
- Appliances to be unplugged before any investigations take place.
- Pupils are strictly forbidden to plug in or to unplug electric appliances. These operations can be done only by a teacher/adult.
- Kettles must not be moved or carried by pupils.
- Broken or cracked electric sockets to be reported.
- Frayed or broken flexes to be replaced.
- Extension leads to be fully extended out of their cases when in use.
- Copies of manufacturers' instructions/operating manuals are kept on file in the secretary's office.
- Instructions on the photocopying machines must be strictly observed.
- No unauthorised repairs should be attempted on high-voltage appliances.

## Errands & Activities Outside of School Grounds

Within the school grounds, all pupils must travel in pairs when completing errands.

Running in the corridor or on the stairs is forbidden at all times.

Classes/groups/students cannot leave the school grounds without the permission of their parents or the school principal and without adequate supervision in place.

Where pupils are leaving the school for activities or trips written parental permission must be provided.

## Heating System

The school boilers will be maintained in a safe condition and will undergo annual service by a competent engineer.

School boilers will be protected by a sprinkle type fire extinguisher and such extinguishers will be serviced annually.

No rubbish or combustible material to be stored in the boiler room.

## Staff Facilities

Staff room to be maintained in a clean, warm and well lit condition. Washing and hygiene facilities to be adequate and sufficient.

Fire blanket to be maintained at all times.

An adequate stock of ice packs to be kept in fridge in secretary's office with cloths for hygiene purposes kept nearby.

## Smoking

Scoil Bhríde and its campus are, in accordance with legislation, no smoking and no vaping areas.

## CONSTANT HAZARDS

### 1. Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of Scoil Bhríde that: Machinery, Kitchen Equipment and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

### 2. Chemicals

It is the policy of the Board of Management of Scoil Bhríde that all photocopy toner, chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

### 3. Drugs and Medication

Refer to Administration of Medicines Plans & Indemnity Forms.

### 4. Highly Polished or Wet Floors

It is the policy of the Board of Management of Scoil Bhríde that:

- Floors will not be polished to a dangerous level or made slippery. That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be used.
- On wet days mats will be strategically positioned so that slipping on a wet surface will be avoided. As a matter of course, children will be reminded to wipe their feet as they enter the buildings in order to avoid slipping.

### 5. The Code of Behaviour

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any person.

### 6. Access to School Staff Members is by Consent

When a staff member 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. Security cameras and additional door security measures are in place. All main external doors, as

well as special classes and sensory room, require fobs/codes to enter. External classroom and halla doors have thumbnail locks in place. Visitors must report to the school office (rather than going directly to the classroom). In order to ensure appropriate supervision of classes at all times, parents / guardians seeking to meet with a child's teacher must do so by appointment only.

## **OTHER ISSUES RELATING TO HEALTH AND SAFETY**

It is the policy of Scoil Bhríde that:

- Persons coming onto the school premises must report to the school office before gaining admittance to the school premises and should sign in and out of the Visitors' Log. A photo is taken and a visitor's badge produced. All visitors are required to wear visitor's badge for the duration of their visit. Any contractor should make direct contact with the Principal or Deputy Principal before initiating any work on the school premises.
- Sound pollution – room to room, corridor to room, yard to room etc. to be minimised.
- When people are working on the premises with drills or other loud implements they must wear protective ear muffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed/the work will not take place during school hours.
- Flammable, toxic and corrosive substances must be kept in a locked shed and must be clearly and accurately labelled.
- When using a ladder a second person should always be present to hold the ladder in place and ensure stability throughout.
- Ladders should not be used if working alone on school premises.
- If a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child including the use of hoist, in order to minimise strain on staff.

## **ONGOING REVIEW OF HEALTH AND SAFETY STATEMENT**

The Health and Safety Policy Statement should be reviewed annually and updated if necessary. To this effect, the Health and Safety Officer (currently Stephanie Murphy) will check annually that:

### **PASSAGES**

- Floor surfaces are even and are not slippery.
- Passages are adequately lit.
- Litter or rubbish has not been allowed to accumulate.
- Mats etc. are not positioned in such a way as to be tripping hazards.
- There are no areas of loose, flaking or damaged paint, plaster or plaster board.

### **DOORS AND WINDOWS**

- Doors are unobstructed;
- Doors with glass windows have toughened or laminated glass.
- Doors with a fire resistance equipment have wire reinforced glass.
- There are no doors with:
  - Loose or broken hinges;
  - Broken wood panels or glass panels;
  - Damaged or sticking catches;
  - Loose or stiff handles;
- Doors are not allowed to swing freely without restraint.
- Windows are not broken or cracked or do not have broken fastenings or cords.

- Windows open easily without undue force being applied.
- Care is taken when opening windows that open outwards and are at eye level of children. These windows should be closed before bedtime and drop off/collection times.

## HEATING AND VENTILATION

- The heating system is regularly serviced and maintained in good order.
- The heating system is adequate to comply with the requirements of circular 24/82.
- Where there are large areas of glass facing direct sunlight, there is provision for shading e.g. window blinds.
- Windows can be easily opened to allow for adequate ventilation.
- Vents in classrooms provide an enhanced level of ventilation and a safe environment.

## FIRE SAFETY

- The fire exits and escape routes are clear from obstructions.
- Fire doors are kept unlocked and unobstructed whilst people are on the premises.
- All designated fire exits are clearly marked & evacuation procedures are clearly displayed. Plans are reviewed annually.
- Staff and children are familiar with evacuation procedures.
- Staff are familiar with and have been adequately trained in the procedure to be followed when using fire-fighting equipment. Locations of fire extinguishers and blankets are displayed around the school
- Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions.
- Practice evacuations/fire drills are held termly.
- In the evening, classroom doors should be left closed.
- The fire-fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officer's recommendations.
- 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.
- Flammable substances e.g. cleaning fluids, photocopying chemicals etc. are stored correctly, away from any sources of heat.

## ELECTRICAL EQUIPMENT

### General

All electrical equipment should be maintained and checked regularly by a competent person to ensure that:

- Equipment is 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.

## LIGHTING

- All the light fittings are working and are kept in a clean condition.

- Light switches are not broken and appear to be in a safe condition.
- The lighting is adequate for the type of work being undertaken as specified in circular 24/82.

### PLUGS/SOCKETS/LEADS

- Plugs are in good condition with no cracks or pieces missing.
- Sockets are in good condition with no cracks or pieces missing.
- Socket screws and mountings are secure.
- Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp.
- Indicator lights on sockets function correctly.
- Insulation on leads is not cracked or frayed.
- Leads are without knots or joins and are reasonable free of 'kinks'.
- Leads are the correct length for the equipment being used.
- There are no trailing leads.
- Leads and flexible cable are securely fixed at both equipment and plug ends.

### EQUIPMENT

- Fixed and portable electrical equipment is not damaged and as far as can be ascertained, is operating correctly.
- Copies of manufacturers' instructions/operating manuals are easily accessible.
- Equipment is only being used for purposes for which it was intended.
- Where appropriate, all electrical equipment is switched off and unplugged when not in use.
- On/off indicator lights function correctly.
- Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat.
- Equipment containing liquid has a leakage detector.
- All items of electrical equipment are properly and regularly maintained and serviced.

### FIRST AID

All staff should be aware of:

- Location of first aid boxes;
- Procedure for calling ambulances etc;
- Telephone number of local doctor, Gardaí, hospital.
- First Aid kits are readily available and adequately stocked with the appropriate necessary items.

### HALLS

- First aid boxes are readily accessible.
- Floors are clean, even, non-slip and splinter proof.
- P.E. equipment is stacked securely and positioned so as not to cause a hazard.
- Microphones and music equipment is stored securely so as not to cause a hazard.
- There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings.
- Equipment free from splinters and generally sound.
- Stage:
  - Steps are not damaged,
  - Steps have an adequate handrail,
  - Stage sound/electrics are properly wired and earthed and stored correctly when not in use

## **KITCHEN**

- Children should work under the close supervision of an adult at all times.
- Children are not permitted to operate the gas ovens.
- Adult must remain present while ovens are operating.
- Gas safety switch to be turned on by the supervising adult prior to heating ovens and turned off by the supervising adult once baking is complete.
- Caretaker will check the gas safety switch and ensure this is turned off at the end of each day.
- Knives and sharp objects are stored in a lockable drawer/cupboard. Adults are responsible for ensuring all objects are safely stored following use.

## **NON-TEACHING AREAS**

### **OFFICES**

- Substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying machines are operated is adequately ventilated.
- Children should not enter the secretary's office. Children should approach the hatch and secretary will attend to children at this point.

### **BOILER ROOMS**

- All safety devices in the boiler room are in proper working order.
- The boiler is regularly maintained by a competent person.
- All cleaning materials, particularly those which might be hazardous, are securely stored.

## **CRITICAL INCIDENT MANAGEMENT PLAN**

Prepared by the staff, in consultation with parents and available to all staff on Aladdin. Members of the Critical Incident Management Team have been provided with hardcopies of this plan.

## **10 SAFETY RULES**

1. Never run in classrooms, stairs or corridors.
2. Never leave the school grounds during school hours without the permission of the Principal/Deputy Principal and being signed out by a parent/guardian. A written record is required from parents of each child either before or after an absence from school.
3. Never wear any jewellery that could pose a danger to themselves or others.
4. Pupils are not permitted to bring mobile phones to school, with the exception of those using phones for health of safety reasons. These students are known to the principal and arrangements discussed and agreed with principal.
5. Never use roller blades, skate boards or bicycles in the school grounds. NEVER run / play in the car park. Stay on pathways at all times.
6. Always cross the roads near the school carefully and enter and exit school premises using the pedestrian entrances.
7. In the classroom, aisles should be kept clear of bags, boxes etc.
8. Pupils should not balance chair on two legs while sitting.
9. No rough or boisterous play at lunch / break times.
10. Wash hands after using the bathroom, before eating and playtime.



## **CCTV**

For the safety of all, the school has security cameras in place. These recorded images are not available for general viewing. In the event of a security breach, the Gardai may request images.

## **REVIEW AND MONITORING**

This policy was approved and adopted by the Board of Management on 26/11/2024. The Board of Management will monitor the implementation of all aspects of this policy and amend as required. The policy will be reviewed, as necessary, in the light of experience. It will be reviewed fully annually. The Board of Management will ensure that adequate training and support is provided for all staff.

Signed:

(Chairperson)

(Principal)

## Appendix 1: List of Hazards

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

- Wet Corridors
- Climbing frames/Playground
- Trailing leads
- Computers
- Guillotine
- Projectors
- Fuse Board
- Electric Kettles
- Boiler house
- Ladders
- Condition of school yard. E.g. excess gravel, ice, flooding etc.
- Protruding units and fittings
- External sheds (to be kept locked)
- Pathways around perimeter of school
- Icy surfaces in cold weather
- Mats in hallways
- Windows opening at head level
- Conditions of school buildings – dampness, draughts, roof slates, leaks, electrical fittings
- Storage, maintenance and appropriate use of PE equipment
- Storage, maintenance and appropriate use of IT equipment
- Individual classrooms, sockets, lighting etc.
- Hallways/entrances, slippery floor surface, protruding units – such as display cabinets etc.
- Toilets, water, towels, sanitary disposal units, floors, cleaning policy etc.
- Arrangements for separate staff toilets
- Water: drinking / non drinking areas
- Staffroom, facilities and safety measures etc.

## Appendix 2: Data

Name of School:	Scoil Bhríde
	Eglantine Park, Cork.
Phone:	(021) 4295551
Roll Number:	18563U
School Principal:	Ms Geraldine O' Brien
Safety Representative:	Ms Stephanie Murphy
Fire Drill Organiser:	Ms Sharon Ryan and Mr Niall Daly
Chairperson of BoM:	Ms Sheelagh O' Leary
Caretaker:	Mr Niall Daly
Staff Trained in AED;	Claire O' Callaghan, Rosie O Shea, Emma Lawlor, Niamh Maxwell, Stephanie Murphy, Lisa Lavers, Louise Hennessy, Sharon Ryan, Arlene Pope, Katie Anne Considine, Lisa Ryan.
Cleaner:	Ms Rasa Ilugiene & Sunny Eco Cleaning Ltd
Boiler Servicing:	Charles McCarthy                      021 – 4270912
Alarm Monitoring:	Catch Security 021 - 4348866
Service of Fire Extinguishers:	Standard Fire Safety Ltd 021 - 4373031
Electrician	Brendan Bermingham, Novus. 021 – 4369055 087 2510161

## Appendix 3A



Scoil Bhríde, Eglantine.

### Healthcare Plan

<b><u>Student Information</u></b>	
<b>Name</b>	
<b>School</b>	
<b>Class</b>	
<b>Date of Birth</b>	
<b>Siblings in School</b>	
<b>Address</b>	

<b><i>Family Contact 1</i></b>			
<b>Name</b>		<b>Relationship</b>	
<b>Mobile</b>		<b>Home</b>	

<b><i>Family Contact 2</i></b>			
<b>Name</b>		<b>Relationship</b>	
<b>Mobile</b>		<b>Home</b>	

<b><i>Family Contact 3</i></b>			
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<b>Name</b>		<b>Relationship</b>	
<b>Mobile</b>		<b>Home</b>	

<b>GP</b>	
<b>Name</b>	
<b>Phone</b>	

**Student's Condition**

<i>Signs &amp; Symptoms</i>
<i>Triggers that can make this condition worse:</i>

**Routine Health Care Requirements**

<i>Regular Medication to be taken during school hours</i>

**Emergency Medication**

<i>Please fill out in full, including dosage</i>


<b><i>Activities – any special considerations to be aware of?</i></b>
<b><i>Any other information relating to the student’s health care in school?</i></b>

**Name of Hospital Nurse for the Student**

<b>Name:</b>
<b>Address:</b>
<b>Phone:</b>

*The school may contact the above named for further information or training*

<p><b>Parental &amp; Student Agreement</b> <i>(Please circle the correct reply)</i></p> <p>I agree / I do not agree that the medical information contained in this plan may be shared with individuals involved with my child’s care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.</p> <p>Signed by Parents: _____</p> <p>_____.</p> <p>Print Names: _____</p> <p>_____.</p> <p>Date: _____</p>
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**Permission for Emergency Medication (Please circle)**

In the event of an emergency, I agree / I do not agree with my child receiving medication administered by a staff member or providing treatment as set out in the attached emergency plan.

Signed by Parents: \_\_\_\_\_

\_\_\_\_\_.

Print Names: \_\_\_\_\_

\_\_\_\_\_.

Date: \_\_\_\_\_

## Appendix 3B



### Administration of Medicines in Schools Indemnity

#### *Scoil Bhríde, Eglantine*

Douglas, Cork Rolla 18563U

Phone:021-4295551

info@eglantine.ie

#### ADMINISTRATION OF MEDICINES IN SCHOOL

#### DEED OF INDEMNITY

This DEED OF INDEMNITY is made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ BETWEEN:

- (A) \_\_\_\_\_ and \_\_\_\_\_  
(names of parents(s)/guardian(s) lawful father/mother/guardian of  
\_\_\_\_\_ (childs name) of \_\_\_\_\_  
(address of parent(s)/guardian(s)) (hereinafter called "the Parents") of One Part; and
- (B) The Board of Management of Scoil Bhríde, Eglantine, situated at Douglas Road, Cork (hereinafter called "the Board") of the Other Part.

WHEREAS:

1. The Parent(s) are respectively the lawful father/mother/guardian of \_\_\_\_\_ a pupil in the above school ("the Pupil")
2. The Pupil suffers on an ongoing basis from the condition known as \_\_\_\_\_.
3. The Pupil may, while attending the said school, require the administration of medication, viz \_\_\_\_\_.



4. In this Indemnity the Nominated Members means and includes \_\_\_\_\_ (name of staff member) and/or such other member of staff of the said school as may be nominated by the Principal for that purpose from time to time.
5. The Parent(s) have agreed that the said medicine may be administered by the Nominated Members and/or by the Pupil in the presence of and/or under the supervision of the Nominated Members.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- (a) In consideration of the Board entering into the within Agreement, the Parent(s) as the lawful father/mother/guardian respectively of the Pupil HEREBY CONVENANT(S) AGREE(S) AND UNDERTAKE(S) to indemnify, keep indemnified and hold harmless the Board, its servants and agents including without prejudice to the generality of the foregoing the Nominated Members and the Principal of the school from and against all claims, both present and future, arising from the administration or supervision of administration or the failure to administer or supervise the administration of the said medicines.

SIGNED AS A DEED by the Parent(s) on the date written above:

Parent 1 signature: \_\_\_\_\_

Parent 2 signature: \_\_\_\_\_

In the Presence of – Witness' Signature: \_\_\_\_\_

Witness' Address: \_\_\_\_\_

Witness' Occupation: \_\_\_\_\_

SIGNED AS A DEED by Sheelagh O'Leary, Chairperson Board of Management:

Chairperson's Signature: \_\_\_\_\_

In the Presence of – Witness' Signature: \_\_\_\_\_

Witness' Address: \_\_\_\_\_

Witness' Occupation: \_\_\_\_\_

# *Scoil Bhríde, Eglantine*

Douglas, Cork Rolla 18563U

Phone:021-4295551

info@eglantine.ie

<b>Medical Alert Form</b>		<b>School Year 20</b> _____	
Pupils Name: _____		Class: _____	Teachers name: _____
Date of birth: _____	Medical Condition: _____		
Address: _____	Medication: _____		
_____	Dosage: _____		
_____			
Storage details: Medication for this pupil is kept in:			
Please attach a recent close up photo of this pupil	Emergent contact numbers: Home, GP and 2 other contact numbers		
	Home: _____		
	Doctors Name: _____ Phone No: _____		
	Name: _____ Phone No: _____		
Name: _____ Phone No: _____			
Is the child responsible for taking the prescription him/herself? Yes ___ No ___			
<b>Emergency Procedures:</b> In the event of _____ displaying any symptoms of her medical difficulty, the following procedures should be followed.			
<b>Symptoms:</b>			
_____			
_____			
<b>Procedures:</b>			
1. _____			

2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

I/we request that the Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/we understand that we must inform the school/teacher of any changes of medicine/dose in writing and we must inform the teacher each year of the prescription/medical condition. I/we understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication. I/we confirm that we have completed and signed a separate indemnity form to this effect.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Parent/Guardian)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Parent/Guardian)*

## Appendix 3 C



### Scoil Bhríde, Eglantine Accident Report Form

<b>Name of Pupil(s):</b>
<b>Class:</b>
<b>Date &amp; Time of Accident:</b>
<b>Place of Accident:</b>
<b>Nature of Accident:</b>
<b>Attended By:</b>
<b>Action Taken:</b>
<b>Other Relevant Details:</b>

<b>Signature of Teacher:</b>