



SCOIL FIONNTÁIN NAOFA

**Safety, Health and Welfare Statement
of
Scoil Fionntáin Naofa, Shanahoe, Abbeyleix, Co. Laois
Uimhir Rolla: 17489G**

In accordance with the **Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007-2021**, it is the policy of the **Board of Management of Scoil Fionntáin Naofa, Shanahoe** to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school. It is recognised 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 reasonably practicable to:

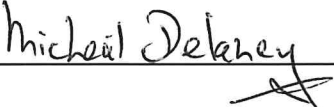
- (a) promote standards of safety, health and welfare that comply with the provisions and requirements of the '*Safety, Health and Welfare at Work Act 2005*' and '*Safety, Health and Welfare at Work (General Application) Regulations 2007-2021*', standards and codes of practice;
- (b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- (c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- (d) 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;
- (e) consult with staff on matters related to safety, health and welfare at work;

- (f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

This '*Safety, Health and Welfare Statement*' was drafted using the '*Guidelines on Managing, Safety, Health and Welfare in Primary Schools*' from the Health and Safety Authority (HSA) as a reference point.

The **Board of Management of Scoil Fionntáin Naofa, Shanahoe** is committed to playing an active role in the implementation of this occupational '*Safety, Health and Welfare Statement*' and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:



Chairperson of the Board of Management
Scoil Fionntáin Naofa, Shanahoe, Abbeyleix, Co. Laois
Uimhir Rolla: 17489G

The Board of Management of **Scoil Fionntáin Naofa, Shanahoe** recognises that its statutory obligations under legislation extends to employees, pupils, to any person legitimately conducting school business, and to the public. The **Board of Management of Scoil Fionntáin Naofa, Shanahoe** has overall responsibility for managing the Safety, Health and Welfare of the school community.

The Board of Management of **Scoil Fionntáin Naofa, Shanahoe** undertakes to ensure that so far as reasonably practicable the provisions of the ***Safety, Health and Welfare at Work Act 2005*** and the ***Safety, Health and Welfare at Work (General Application) Regulations 2007-2021***. It is not an absolute duty to prevent accidents and if it can be shown that all reasonable care has been taken, then the liability will be avoided. This is known as the **employer's duty of care or employer's liability**

The employer's duty of care has, usually, been broken down into four components:

1. to ensure a reasonably safe place of work;
2. to ensure reasonably safe plant and equipment;
3. to ensure reasonably safe systems of work;
4. to ensure reasonably safety - conscious (competent) staff.

In addition to requiring employers to take reasonable care for employees, the courts developed a similar principle to protect persons other than employees, where they are visiting members of the public, contractors, pupils/students or parents guardians. This area of law is known as **public liability**. The employer, in fulfilling this duty of care, must have due regard to section 12 of the '*Safety, Health and Welfare at Work Act 2005*'.

School Context/Profile

Scoil Fionntáin Naofa is a rural primary school situated in the village of Shanahoe, 6.5 km from the town of Abbeyleix in Co. Laois.

The internal accommodation in the school comprises of

- An entrance hallway;
- A corridor with toilets at each end;
- Three mainstream classrooms (one with adjoining toilet facilities);
- A classroom for pupils on the Autistic Spectrum (with adjoining toilet facilities and a wet room area);
- Two Special Education Teaching (SET) classrooms;
- A Sensory Room;
- A Staff Room;
- A Staff Toilet with an adjacent cleaning store which is kept locked at all times;
- A Principal's Office;

The external accommodation in the school comprises of

- A grass playing pitch;
- Grass areas;
- Hard playing areas;
- A basketball court;
- An enclosed soft play area;
- An Outdoor Classroom.

Additional Responsibilities of the Board of Management of Scoil Fionntáin Naofa

It is the responsibility of the Board of Management

- to comply with its legal obligations as employer under the '*Safety, Health and Welfare at Work Act 2005*' and '*Safety, Health and Welfare at Work (General Application) Regulations 2007-2021*'

- to ensure that the school has a '*Safety, Health and Welfare Statement*' in place;
- to review the implementation of the '*Safety, Health and Welfare Statement*' on at least an annual basis and when changes that might affect workers' safety, health and welfare occur;
- to ensure that the school has a '*Safety Health and Welfare Risk Assessment*' in place and that this is reviewed on an ongoing basis;
- to set safety, health and welfare objectives;
- to receive regular reports on safety, health and welfare matters and to ensure matters arising from same are discussed;
- to review the school's safety, health and welfare performance;
- to allocate adequate resources to deal with safety, health and welfare issues;
- to appoint competent persons as necessary, to advise and assist the Board of Management on safety, health and welfare at/in the school.

Safety, Health and Welfare Officer

The **Board of Management of Scoil Fionntáin Naofa** has appointed a **Safety, Health and Welfare Officer** namely the **Principal Teacher** to oversee Safety, Health & Welfare matters at school level on a daily basis, on behalf of the Board of Management of the school.

The responsibilities of the Safety, Health and Welfare Officer include:

- to comply with the requirements of the '*Safety, Health and Welfare at Work Act 2005*' and '*Safety, Health and Welfare at Work (General Application) Regulations 2007-2021*';
- to report to the Board of Management on safety, health and welfare matters and performance;
- to manage safety, health and welfare in the school on a day-to-day basis;
- to communicate regularly with all members of the school community on safety, health and welfare matters;
- to ensure that all accidents and incidents are investigated and all relevant statutory reports completed;
- to carry out fire drills, training, etc;
- to carry out the '*Safety, Health and Welfare Audit and Risk Assessment*';
- to keep the '*Safety, Health and Welfare Risk Assessment*' under ongoing review.

Safety Representative

The **Deputy Principal** of Scoil Fionntáin Naofa, Shanahoe holds the role of **Safety Representative**.

The role of the safety representative is

- to represent colleagues (including non-teaching staff) in consultation with the employer i.e the Board of Management of the school to safety, health and welfare;
- to consult with and make representations to the Safety, Health & Welfare Officer/Principal or the Board of Management on safety, health and welfare matters relating to employees in the school;
- to inspect the whole or part of the school to a schedule agreed with management in advance, having given reasonable notice to the Board of Management and Safety, Health and Welfare Officer/Principal;
- to liaise with Health and Safety Authority inspectors;
- to make verbal or written representations on the employees behalf.

Responsibilities of Employees (Teachers, SNAs, Non-Teaching Staff) of Scoil Fionntáin Naofa, Shanahoe:

The responsibilities of employees while at work include

- to take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by his or her acts and omissions at work;
- to cooperate with school management in the implementation of this '*Safety, Health and Welfare Statement*' and the associated '*Risk Assessment*';
- to co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions relating to Safety, Health and Welfare at Work as outlined under the '*Safety, Health and Welfare at Work Act 2005*' and the '*Safety, Health and Welfare at Work (General Application) Regulations 2007-2021*';
- to inform pupils of safety procedures associated with individual subjects, rooms, tasks;
- to ensure that pupils follow safe procedures at all times;
- to formally check classrooms/shared areas and immediate work environment to ensure that it is safe and free from fault or defect;
- to check that equipment is safe before use;
- to attend training and take instruction on the correct use of articles or equipment;

- to use personal protective equipment (PPE) or clothing provided for his or her safety;
- to report to his or her employer and/or the Safety, Health and Welfare Officer/Principal as soon as practicable:
 - any work being carried out which might endanger him/herself or others;
 - any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
 - any contravention of the relevant statutory provisions of which he/she is aware;
- to report any accidents, near misses and dangerous occurrences as soon as possible to relevant persons as outlined in this Safety, Health and Welfare Statement.
- not to engage in any improper conduct or dangerous behaviour

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

Employees using available facilities and equipment provided should ensure that work practices are always performed in the safest manner possible i.e in line with the provisions of this '*Safety, Health and Welfare Statement*', associated '*Risk Assessment*', the '*Safety, Health and Welfare at Work Act 2005*' and '*Safety, Health and Welfare at Work (General Application) Regulations 2007-2021*'

It is the policy of the **Board of Management of Scoil Fionntáin Naofa, Shanahoe** to consult with the staff in the preparation and review of this '*Safety, Health & Welfare Statement*' and the associated '*Risk Assessment*' and to make copies of both documents available to all present and future staff, and to convey any additional information or instructions regarding Safety, Health and Welfare at work to all staff as and when it becomes available. Safety, Health and Welfare at work will be prioritised for all future training and staff development. Safety, Health and Welfare at Work is the responsibility of all staff members.

Responsibilities of other School Users

Other school users such as pupils, parents, volunteers and visitors should comply with all school regulations and instructions relating to safety, health and welfare as set down in this statement.

Responsibilities of Contractors

Contractors in the school 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 2007-2021*' and any other relevant legislation such as the '*Safety, Health and Welfare at Work (Construction) Regulations 2006*'

- The school will make available the relevant parts of this '*Safety, Health and Welfare Statement*' to contractors working in the school on behalf of the school;
- The school will provide to contractors the school regulations and instructions relating to safety, health and welfare i.e this statement and the associated risk assessment ;
- Contractors must make available relevant parts of both their '*Safety, Health and Welfare Statement*' and '*Risk Assessments*' in relation to work being carried out;
- Where we are sharing a workplace with a contractor we will co-operate and coordinate our activities in order to prevent risks to safety, health and welfare at work.

Substantial Building Works (i.e extension to the 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 Board of Management must/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;
- cooperate 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.

Risk Assessment and Audit: Risks and Hazards and Control Measures

The '*Safety, Health and Welfare Risk Assessment*' will be a working document in that it will be under ongoing/constant review based on any changes that may occur and/or any new hazards/risks that may be identified.

Step 1: Identify the hazards;

Step 2: Evaluate the risk in proportion to the hazard;

Risks/ Hazards shall be divided into three categories namely:

1. Low;
2. Medium;
3. High;

Step 3: Put in place appropriate control measures to eliminate or minimise the risk;

(See the school's '*Safety, Health and Welfare Risk Assessment*' appended to this statement)

Hazards/Risks within the school (Internally and Externally).

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:

Internally	Externally
<ol style="list-style-type: none"> 1. Wet floors; 2. Loose mats on floors; 3. Electrical appliances; 4. Fuse boards; 5. Electrical cabinets; 6. Trailing leads; 7. Guillotine; 8. Sharp and protruding corners and edges; 9. Cleaning products and chemicals; 	<ol style="list-style-type: none"> 1. Playground features i.e benches and climbing frame; 2. Gravel on playing surfaces; 4. Icy surfaces during the Winter months; 5. Windows opening out into the yard; 6. Water butts.

To minimise these hazards/risks the following safety/ protective measures must be adhered to

- (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 the plant in the course of their normal duties.
- (b) In addition, all plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations and safe procedures;
- (c) Where applicable the 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 and in the event that damage occurs each member of staff should report same to the Safety, Health and Welfare Officer as soon as possible;
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points;
- (f) Ladders must only be used with another person's assistance and in line with the guidance document '*Using Ladders Safely-Guidance Document*' from the Health and Safety Authority (HSA);
- (g) Pupils will be prohibited from using glass bottles. Broken glass will be removed immediately on discovery;
- (h) The Health, Safety and Welfare Officer/Principal and cleaner will check that floors are clean, even and non-slip;
- (i) The Safety Representative/Deputy Principal will ensure that PE equipment is stacked securely and in positioned so as not to cause a hazard;
- (j) The Safety Representative/Deputy Principal will ensure that all PE equipment is in good condition and will dispose of and replace equipment which is not in good condition;
- (k) The Safety, Health and Welfare Officer/Principal will check that wooden beams, benches etc. are free from splinters and generally sound and fit for purpose;
- (l) The Safety, Health and Welfare Officer/Principal will check that there are no uneven/broken/cracked paving slabs/areas of concrete/tarmac in the school grounds;
- (m) The Safety, Health and Welfare Officer/Principal will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained;

- (n) The Safety, Health and Welfare Officer/Principal will ensure that manholes in the school yard are correctly covered with properly fitting covers;
- (o) The Safety, Health and Welfare Officer/Principal will ensure that lids on all water butts are screwed down securely;
- (p) The Safety, Health and Welfare Officer/Principal, Deputy Principal, Teachers and SNAs will check that all play areas, are kept clean and free from glass or other dangerous/sharp materials before use and that any such materials are disposed of as soon as they are identified/found;
- (q) The Safety, Health and Welfare Officer/Principal will ensure that all outside lighting works and is sufficient;
- (r) The Health and Safety Officer/Principal will ensure that all maintenance materials and equipment is securely stored in locked sheds;
- (s) The school's cleaner will ensure that all waste is removed from bins inside the school building on a daily basis and put in the appropriate wheelie bins outside;
- (t) The Safety, Health and Welfare Officer/Principal will ensure that an adequate pest control system is in operation and that regular checks are undertaken;
- (u) The Safety, Health and Welfare Officer/Principal and all staff will ensure that trailing leads should be eliminated where possible;
- (v) Teachers and SNAs will ensure as much as practicable that classroom spaces are kept free of trip hazards i.e bags;
- (w) Pupils will not be permitted to sharpen both ends of pencils.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances:

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons in line with safe operating. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent or an electrician. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order;

- ◆ Power supply cables/leads are in tact and free of cuts or abrasions;
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse (any faults/defects need to be brought to the attention of the Safety, Health & Welfare Officer/Principal as soon as they are identified);
- ◆ Follow official guidelines for operating the appliance.

After use, all electrical appliances such be powered off and/or unplugged.

Electricity Cabinet / Cupboard

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** to ensure that the doors of the Electricity cupboard are kept firmly closed at all times.

Chemicals/Cleaning Products

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that all chemicals, cleaning agents & detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in the locked cleaning/store press off the staff toilet. Protective clothing i.e gloves will be worn when using/handling same.

School Surfaces

Internal Surfaces

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** 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. Proprietary heavy duty entrance mats have been placed/installed inside each main door.

External Surfaces

Attention is drawn to the possibility of outside paths and surfaces being affected by frost and ice in cold weather. Paths and ramps into the school will be salted/gritted as much as practicable/possible during icy and frosty conditions. Staff and parents/guardians will be sent a text/message (in advance of school opening) via Aladdin during periods of frost and ice in the Winter months reminding them (and their children)

to approach the school premises with due caution taking into account the adverse weather conditions and the impact that they have on external surfaces. Employees, pupils, parents and visitors who approach the school premises will take due care and consideration of the adverse conditions at these times.

Staff and pupils shall be told to use handrails when going up or down steps and ramps into the building.

Smoking and Vaping

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that smoking and vaping is strictly prohibited anywhere on the school grounds.

Broken Glass

Staff are asked to report broken glass to the Safety, Health and Welfare Officer/Principal immediately to allow it to be removed as soon as possible to prevent against injury.

Visual Display Units:

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that the advice contained in the guidelines on the safe operation of Visual Display Units, issued by the Health and Safety Authority be carefully followed. Any up to date information regarding hazards relating to the use of VDU's will be studied and recommended and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that all infectious diseases shall be notified and steps taken to ensure the safety, healths and welfare (as far as is practicable) of staff, pupils and visitors against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, anti-bacterial soap, and disposable paper hand towels and a facility for the safe disposal of waste. Hand sanitiser dispensers have been installed at different locations around the school.

Administration of Medication: Procedures and Protocols

As a general rule, staff members (teachers and SNAs) will **not** be involved in the administration of medication to pupils, the exception here may be where a child may require medication as a result of an allergic

reaction or other medical condition. In exceptional circumstances, where a staff member agrees to become involved in the administration of medication the following guidelines will be fully adhered to:

Administration of Medication: Procedures and Protocols

1. The parent/guardian of the child in question should write to the Board of Management requesting the Board to authorise a staff member/staff members to administer the medication or to monitor self-administration of the medication;
2. Parents/guardians are required to provide written instructions of the procedure to be followed in the administration and storing of the medication;
3. Parents/guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available;
4. Parents/guardians are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of said medication in the school;
5. Changes in prescribed medication (or dosage) should be notified immediately to the school by parents/guardians with clear written instructions of the procedure to be followed both in terms of storing and administering the new medication;
6. Where pupils are suffering from life threatening conditions, parents/guardians should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child;
7. Parents/guardians are required to provide up to date contact telephone numbers at which they may be contacted in the event of any emergency arising. These will be stored on the Aladdin Data Management system.

Procedures to be followed by the Board of Management regarding the administration of medication:

1. The Board of Management, having considered the request and all associated implications very carefully, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil;

2. The Board of Management will ensure that the authorised person is properly instructed in how to administer the medication;
3. The Board of Management shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine;
4. The Board of Management shall inform the school insurers accordingly of the agreement reached with parents/guardians regarding the administration of medication;
5. The Board of Management shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members regarding the administration of medication:

1. No staff member can be required to administer medication to a pupil without prior authorisation from the Board of Management, in line with the procedures and protocols outlined above;
2. Any staff member who is willing to administer medication should do so under strictly controlled guidelines in the belief that the administration is safe;
3. Written instructions/guidelines on the administration of the medication must be provided to the staff members concerned and these must be fully adhered to at all times;
4. Medication must not be administered in the first instance without the specific authorisation of the Board of Management as outlined above;
5. In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent;
6. A written record of the date and time of administration will always be kept;
7. In emergency situations, staff should do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be requested/secured in emergencies at the earliest opportunity;
8. Parents/guardians should be contacted as soon as possible should any questions regarding administration of medication arise;
9. Parents/guardians should be contacted in the event of any emergency.

Members of staff are reminded

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers and pupils. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff are not permitted to attend the premises or carry out any duties whilst under the influence of illicit/illegal drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action (Refer to the school's '*Substance Use Policy*').

Fire

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that

1. The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons (All fire extinguishers will be checked and serviced on an annual basis. Each fire extinguisher shall have instructions for its use attached. There will also be a fire blanket in the staff room).
2. The Safety, Health & Welfare Office/Principal will ensure that timed fire drills shall take place at least once a term;
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety, Health & Welfare Officer/Principal). The school's fire alarm system is constantly monitored and serviced periodically by an outside company;
4. Exit signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
5. All doors 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 her classroom must ensure that it is kept clear at all times. The Safety, Health and Welfare Officer/Principal will ensure that all main entrances, exits and corridors are free from obstruction;

6. Fire Assembly Points will be designated outside the building to the rear of the main building (in the playing field). Each teacher shall know where their Fire Assembly Point is. They will have a sign in their classroom clearly outlining same.
7. All electrical equipment shall be left switched off at the socket and/or unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for electrical equipment in their own classrooms. The Secretary/Principal, as appropriate, is responsible for the office. The staff room is every staff member's responsibility. The cleaner will also check that all electrical appliances are switched off at the socket/and or unplugged out when cleaning on a daily basis.
8. The Safety, Health and Welfare Officer/Principal shall be responsible for fire drills and evacuation procedures and will ensure that an unannounced timed fire drill is conducted at least once per term. In the event that the Principal is absent from the school for a period of time, then the Deputy Principal will assume responsibility for this.
9. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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.

Sequence

1. Alarm;
2. Call the fire brigade;
3. Evacuation;
4. Assembly;
5. Roll Call.

Alarm

Anyone (pupil or staff) who discovers an outbreak of fire should raise the alarm at once by pushing the button on the emergency fire alarm warning system. The function of the fire alarm signal is to warn every

person in the building that a state of emergency has arisen and the fire drill procedure should be put into operation at once.

1. When the fire alarm is sounded the pupils should stand up, push in their chairs and make sure that the passageways are free of schoolbags and other trip hazards;
2. The teacher should collect his/her Class List (located by classroom door);
3. Pupils should walk in an orderly manner to the nearest fire exit door;
4. Pupils must not run nor stop in any circumstances. Pupils must not make unnecessary noise;
5. Teachers are to check that no pupils are in the toilets or other rooms;
6. Teachers are to close the classroom door when the last child has left;
7. Pupils in the Special Education Teaching (SET) rooms and Sensory Room are to be brought to the designated Fire assembly Point for their class at the rear of the school (in the field) by the relevant Special Education Teacher (SET) or Special Needs Assistant (SNA);
8. Pupils who are 'on messages'/doing errands are to exit the building at their nearest exit point and then join their class at the designated Fire Assembly Point at the rear of the school;
9. Pupils are to walk to the Designated Fire assembly point in the field at the rear of the school by the most direct route;
10. When lined up at the designated Fire Assembly Point, each class teacher will call the roll to ensure that each pupil marked present for that day/ is accounted for;
11. Teachers will then inform the Safety, Health and Welfare Officer/Principal;
12. If a pupil is missing teachers will inform the Health and Safety Officer/Principal immediately;
13. Teachers and pupils are to return to class only when the fire alarm has stopped and the building is safe and authorisation has been given by the Safety, Health and Welfare Officer/Principal;
14. Ancillary staff are to exit the building through the nearest exit door;
15. Class teachers are responsible for ensuring additional staff such as SNA's, students on work experience, volunteers etc. are recorded as present at the fire assembly points.

With the exception of a search for missing persons, no one will be allowed to re-enter the building to retrieve their clothing, books etc until permission is given by the Fire Brigade or in the case of a drill, by the Safety, Health and Welfare Officer/Principal.

The officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated from the building.

All outbreaks will dictate whether fire-fighting operations should be attempted.

The important thing to be remembered is that fire-fighting must always be secondary to life safety. While small fires can often be dealt with using fire extinguishers/fire blankets, in the case of a sizeable fire, safe evacuation will be the primary concern.

School Trips/Fieldwork/Outside Sporting Events

In terms of out of school trips, fieldwork, outside sporting events etc. different precautions will be taken in **Scoil Fionntáin Naofa, Shanahoe** to include:

- Seeking general consent from all new parents/guardians at the time of admission for their child to undertake trips in the immediate vicinity of the school i.e nature walks, trips to the church, trip to a site of local historical interest within walking distance of the school etc.
- Seeking general consent from all parents/guardians at the start of every school year to undertake trips in the immediate vicinity of the school i.e nature walks, trips to the church, trip to a site of local historical interest within walking distance of the school for the entire school year ahead;
- Teachers informing the school Principal of any trips/outings that they plan to undertake outside of the school grounds or in the immediate vicinity of the school i.e nature walks, trips to the church etc;
- Teachers informing parents/guardians of any tours/trips/outings that they plan to undertake outside of the school i.e using bus transport etc. and seeking parental consent for same on Aladdin Connect in advance of same being undertaken;
- Teachers bringing a full first aid kit when going on any school tours, outings and to sporting events etc;
- Teachers bringing a supply of bags, wet wipes and kitchen towel on any bus journeys;

- Teachers bringing any medications required by pupils i.e Epipens on any school outings;
- Staff members refraining from transporting any children in their own cars;
- Teachers visiting any sites that they intend to visit for fieldwork purposes etc. in advance of visiting them with their class(es) to determine if the site is accessible, safe and secure;
- Teachers ensuring that all buses used for the purpose of outings and trips are safe and secure and that all children are wearing their safety belts whilst on the bus-this will be checked in advance of departure. Teachers have the right to refuse any bus that they deem unsuitable for their outing due to inadequate safety, health and welfare standards;
- Teachers having access to parent/guardian contact details on the Aladdin Connect app when on school outings;
- Teachers ensuring that adequate supervision and monitoring is undertaken for the duration of all trips and outings;
- Teachers ensuring that all children behave in line with the School's '*Code of Behaviour*' when on any trips and outings.

Hygiene

To ensure the continued safety, health and welfare of the staff and pupils, toilet and cloakroom areas with handwashing facilities are provided. Each classroom has its own sink, a supply of anti-bacterial soap and disposable hand towels.

A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. All staff must cooperate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved and maintained at all times throughout the school. Adequate facilities for waste disposal are available i.e waste bins/recycling bins and compost bins . An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are available throughout the school building.

First Aid

It is the policy of the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** that members of staff shall be trained to provide First Aid to staff and pupils.

The **Assistant Principal 2** will see that there will be maintained in

1. Each classroom in the school;

2. The Office;
3. The Staffroom;

a properly equipped/stocked First Aid Kit available to staff at all times containing:

- Cotton Wool;
- Sterilised Water/saline in individual containers;
- Disposable Icepacks;
- Cotton Bandages;
- Cream for First Aid treatment of Burns;
- First Aid Scissors;
- Tweezers;
- Plasters (non allergic) that can be cut to different shapes and sizes;
- First Aid Chart

Disposable gloves must be used at all times in/when administering First Aid.

- The teacher on yard duty will bring a First Aid Kit to the yard on/during all breaks.
- A First Aid Kit will be brought on all outings from the school.

The **Assistant Principal 2** will check and restock all of the First Aid bags on at least a monthly basis. Any products that are past their sell by date will be disposed of and replaced. The **Assistant Principal 2** will order any necessary/required First Aid supplies and restock the First Aid bags in each setting as and when needed/required.

Critical Incident Management Plan

The school has a '*Critical Incident Management Plan*' in place for dealing with Critical Incidents should they arise. Scoil Fionntáin Naofa defines a critical incident as '*an incident or sequence of events which overwhelms the normal coping mechanism of the school and disrupts the running of the school*' (taken from '*Responding to Critical Incidents in Schools-NEPS Guidelines*')

Dignity at Work and Anti-Bullying and Anti-Harassment Policy

The school has a '*Dignity at Work and Anti-Bullying and Anti-Harassment Policy*' in place to address and deal with bullying, harassment and staff relationship difficulties. Fostering and promoting positive staff relations is the responsibility of all staff members.

Accident/Dangerous Occurrences Investigation and Reporting

An accident is an unplanned event resulting in death, or resulting in an injury such as a severe sprain or strain (for example, manual handling injuries), a laceration, a broken bone, concussion or unconsciousness.

The '*Safety, Health and Welfare at Work Act 2005*' contains the following definitions:

'accident' means an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury.

Personal injury' includes

(a) any injury, disease, disability, occupational illness or any impairment of physical or mental condition, and

(b) any death, that is attributable to work.

For the purposes of these regulations only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable.

Note that directly caused mental injuries such as shock or fright as the result of an assault, continue to be reportable.

There are three situations in which an accident should be reported:

1. arising in the course of employment resulting in personal injury to the person carrying out the work activity. This could be an injury to an employee who is actually doing the work. For example: an employee dislocates a shoulder while manually moving a heavy load or an employee dealing with the public is assaulted;
2. arising in the course of employment which results in personal injury to an employee who was not doing the work that is the subject of the accident. For example: a shelving system collapses and injures an employee who is passing by the scene at the time of the collapse;
3. arising from a work activity which results in personal injury to a person outside of the course of employment. This could be an injury to a non-employee or member of the public. For example: a load falls from a truck that is being used for work purposes, and causes an injury to a member of the public who is not at work.

Examples of incidents that are not reportable include those where:

- (a) an employee or a self-employed person is absent as a result of an accident for more than three days, but the absent days are not consecutive;
- (b) an employee is injured in a traffic collision while commuting to or from work;
- (c) a patient of a registered medical practitioner dies, is injured or suffers ill health while undergoing medical treatment, unless the treatment is being carried out as a result of a workplace incident. Medical treatment includes treatment such as the administration of medicines by any route, surgical procedures or dressing of wounds.

All accidents/incidents no matter how trivial they may seem and whether to employees, pupils, visitors or to members of the public, must be reported immediately to the Safety, Health and Welfare Officer/Principal.

This is necessary to monitor the efficacy of safety, health and welfare standards within the school and to determine if control measures (if relevant/applicable) need to be put in place to minimise the risk of similar accidents/occurrences happening at a future date.

In the event of any type of head injury with a pupil, an '*Incident/Accident Report*' must be completed by the relevant teacher/teacher on yard duty.

If a pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner this is reportable to the Health and Safety Authority (HSA). For example, if a pupil injures him/ herself whilst working with a scissors during class and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard and is injured, this is not reportable. If a pupil trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the Health and Safety Authority. School trips/tours are considered to be a work activity of the school.

What Dangerous Occurrences need to be reported

The '*Safety, Health and Welfare at Work Act 2005*' contains the following definition:

- ‘*dangerous occurrence*’ means an occurrence arising from work activities in a place of work that causes or results in
 - (a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment;
 - (b) the collapse or partial collapse of any building or structure under construction or in use as a place of work;
 - (c) the uncontrolled or accidental release, the escape or the ignition of any substance;
 - (d) a fire involving any substance, or
 - (e) any unintentional ignition or explosion of explosives, as may be prescribed

Who is Responsible for Reporting

The Safety, Health and Welfare Officer/Principal on behalf of the Board of Management is responsible for reporting accidents and dangerous occurrences as outlined above, to the Health and Safety Authority (HSA).

- Fatal accidents in the workplace should be reported immediately to the Health and Safety Authority and to the Gardaí so that the necessary action including investigation by the authority can take place. Subsequently the formal accident report form should be submitted to the authority within five working days of the death;
- Non-fatal accidents and dangerous occurrences should be reported to the authority within 10 days

Further details regarding reporting procedures can be found on page 7 of the ‘*Guidance on the Safety, Health and Welfare at Work (Reporting and Accidents & Dangerous Occurrences) Regulations 2016*’ https://www.hsa.ie/eng/topics/accident_and_dangerous_occurrence_reporting/accident_and_dangerous_occurrences_reporting_2022.pdf

Access To School/Contractors

1. Any visitor to the school must proceed to the main front door/entrance & ring the bell/use the intercom to signal their arrival;
2. They must inform the Secretary/Principal/Deputy Principal who they are and the purpose of their visit, if they are unknown to the aforementioned;
3. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the schools’s ‘*Safety, Health and Welfare Statement*’ and ‘*Risk*

Assessment' it has not already been forwarded to them i.e by email;

4. Where it necessitates that work is in progress during the school day, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary;
5. The contractor and his team shall not create any hazard, permanent or temporary without (a) Informing the Safety, Health and Welfare Officer/Principal and putting all/any necessary control measures in place to minimise its impact.

Dropping off and Collecting Pupils

1. All parent/guardians/carers in the interests of safety, health and welfare must cooperate/comply with our set down and parking policies;
2. Cars are advised to approach the school grounds safely taking account of pedestrian and vehicular traffic when doing so. Parents/Guardians/Carers will be reminded at regular intervals of the one way approach system to the school around the 'triangle';
3. Parents/Guardians/Carers are reminded at regular intervals but at least once per term that pupils are **not to be dropped to school prior to 8:50a.m on any day, as supervision is not provided in advance of this time. Therefore, the Board of Management of Scoil Fionntáin Naofa, Shanahoe cannot accept any responsibility for pupils who are dropped to school prior to this time.** Pupils in the infant classes need to be collected at 1:40p.m sharp on a daily basis. Pupils in the 1st to 6th Classes need to be collected at 2:40p.m sharp on a daily basis. Pupils in the Sonas ASD Class need to be collected at 1:40p.m or 2:40p.m sharp, as applicable to individual pupils within that class on a daily basis.
4. Parents/guardians/carers are asked to remind children of the protocol for entering and exiting the school once dropped off i.e proceed directly to your classroom using the designated entrance and not to congregate in the yard;

Links to other policies

- Critical Incident Management Policy;
- Child Safeguarding Statement;
- Dignity at Work and Anti-Bullying and Anti-Harassment Policy;
- Code of Behaviour;
- Substance Use Policy;
- Anti-Bullying Policy;
- Whole School Plan for S.P.H.E

Success Criteria

The 'Success Criteria' for this 'Safety, Health and Welfare Statement' includes

1. Observable improved 'Safety, Health and Welfare' standards across the school;
2. Reduction (as much as practicable) in the occurrence of accidents, injuries and dangerous occurrences within the school;
3. Positive feedback from pupils, staff, parents and visitors regarding safety, health and welfare standards across the school.

Ratification and Review

This statement shall be regularly revised (**at least once on an annual basis**) by the Board Of Management of **Scoil Fionntáin Naofa, Shanahoe** in accordance with the requirements of the 'Safety, Health and Welfare at Work Act 2005' & the 'Safety, Health and Welfare at Work (General Application) Regulations 2007-2021'. The Board of Management will review, revise and update it in light of any changes in legislation, experience and other relevant developments within this domain.

This statement will apply from the date of ratification by the Board of Management of the school, as outlined below.

Ratified by the Board of Management on

24 August 2023

Signed on behalf of the Board of Management:

Chairperson: Michael Delaney

Date: 24 August 2023

Safety, Health and Welfare Officer: Jammy Whelan

Date: 24 | 8 | 23

