



Health and Safety Statement

Health and Safety Statement

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1 Introduction

The Safety Statement is the policy of this school, Scoil an Linbh Iosa, for safeguarding the health and safety of staff, pupils and visitors while on the school premises. It has been drawn up to comply with legislative requirements and compliance with this statement is required by all staff, visitors to the school and contractors employed by the Board of Management.

2 Aims of the Safety Statement

The safety statement represents our commitments to the health and safety of staff, pupils and visitors and the means by which it is maintained.

In more detail, the objectives of our safety statement include, but are not limited:

- To comply with The Safety, Health and Welfare at Work Act, 1989/2005
- To identify hazards;
- To assess risks on the premises;
- To implement systems of control and/or eliminate the hazards and risks identified above;
- To identify and assign responsibilities for health and safety and assign resources;
- To gain the commitment of all members in the work place; and
- To provide for a review procedure.

The safety measures put in place in this document have been reached in consultation with the employees so as to be sufficient to eliminate, control or minimise the risk of injury and protect employees, pupils and visitors. Feedback has also been gathered from parents.

3 Responsibilities/Duties of Employees

Employees are reminded of their responsibilities under the 1989/2005 Safety, Health and Welfare at Work Act including:

- To take reasonable care for their own safety, health and that of others;
- To co-operate fully in the implementation and maintenance of safety procedures as set out in this statement;
- To report immediately to management any hazardous conditions;
- To make proper use of all machinery, tools, substances, etc.;
- To make proper use of personal protective equipment, for example, gloves, goggles, etc.;
- Must comply with the relevant Health and Safety laws
- To be aware of the correct action to take in the event of an accident or fire or emergency.

4 Designated Safety Officer

Designated Safety Officer: Mary Kavanagh

The management of the school has appointed the above named person as the Designated Safety Officer. It is this person's responsibility to:

- Take overall responsibility for the aims of the statement and compliance;
- Co-ordinate safety management;
- Liaise with the Safety Representative;
- Oversee activities specified by the Board of Management related to the protection from, and prevention of, occupational risk in the school; and
- Agree timely reviews of the safety standards so as to ensure documentation is being kept up-to-date and fully complete and also to implement improvements arising from such reviews.

5 Safety Representative

Safety Representative: Ms. Muireann Kavanagh

This person named above has been selected by staff to be their Safety Representative and has the following responsibilities:

- Make oral and written submissions to the Safety Officer on health and welfare matters;
- May be requested to investigate accidents to find causes and identify preventative measures;
- Consult with the health and safety inspector about any aspects of safety, health and welfare at work;
- May be requested to carry out inspections in the school premises to identify hazards and risks; and
- May be requested to investigate complaints by employees (and parents) about potential hazards.

6 Workplace and the Environment

The management of the school aim to provide the following environment in the workplace:

- Ventilation by natural means through windows and doors;
- Maintenance of an adequate overall temperature;
- Ensure additional lighting is available where unsuitable shading causes discomfort or glare of light into the eyes;
- Maintenance and cleaning of flooring to prevent slipping, trips, falls, etc.;

- Organisation of pedestrians and vehicles so both can circulate in a safe manner, that is, identification and controlling access to potential danger areas
- The safe storage and stacking of objects
- Maintenance of school fabric
- Keep corridors that are emergency escape routes clear

Access to roofs is only for maintenance works by person(s) authorised to undertake a specific task.

All play areas are checked daily so they are clean and free from glass and all any other foreign objects before use. It is the responsibility of the caretaker to follow this request.

7 First Aid

Due to the numbers of people in the school building, approximately 500, it is our policy to have a minimum of two First Aid Representatives who are responsible for administering first aid to employees and pupils. As of May 2007, there are 6 trained First Aid representatives on the staff. (See below)

A First Aid Representative is a trained person holding a certificate in first aid issued in the previous three years by an approved instructor. Training will be updated at the end of three years or sooner if deemed necessary.

First Aid Co-ordinator:Liz O Driscoll

Staff members with first Aid Certification:

- Liz O'Driscoll
- Dominic Cogan
- Ita Wyse
- Gerry Mullins
- Maryn Mc Carthy
- Mary Joyce

First Aid Equipment

Location of First Aid Boxes: ----- **Staff room and servery in hall.**

First Aid Kit (Classroom kit for minor cuts and bruises) ----- In all classrooms

It is the responsibility of the First Aid Co-ordinator to maintain the First Aid Box contents and the teachers to maintain the classroom kit.

The contents of all boxes and kits should be checked regularly and can be refilled from a box of supplies that are kept in the front office. It is the responsibility of the First Aid Co-ordinator to ensure that this box contains extra supplies at all times.

7.1 First Aid Information

Notices are posted in each classroom, the staff room, offices, and reception detailing:

- Name of First Aid Representatives and their location;
- Location of first aid box;
- Procedure for calling doctor, ambulances, etc.;
- Telephone number of local doctor, police, hospital
- List of children/staff with allergies/special conditions. Photographs of these children may be placed in the yard supervision book to enable staff to easily identify these children.

7.2 Accident/Incident Report Lines

Minor incidents	More Serious Incidents	Incidents involving adults.
<ul style="list-style-type: none"> • Teacher deals with it 	<ul style="list-style-type: none"> • Teacher organises administration of first aid. 	<ul style="list-style-type: none"> • Member of staff will organise first aid.
<ul style="list-style-type: none"> • Notes incident in yard duty book 	<ul style="list-style-type: none"> • If required, teacher arranges further medical attention. • Eg. First aider is called • Doctor • Ambulance 	<ul style="list-style-type: none"> • If required, further medical attention is arranged by member of staff. • Eg. First aider is called • Doctor • Ambulance
<ul style="list-style-type: none"> • Informs class teacher 	<ul style="list-style-type: none"> • Parents are informed 	<ul style="list-style-type: none"> • If deemed necessary, next of kin is informed.
	<ul style="list-style-type: none"> • Safety Officer is Informed 	<ul style="list-style-type: none"> • Safety Officer is informed
	<ul style="list-style-type: none"> • Teacher writes details of incident and procedures followed in the ‘Incident report book.’ 	<ul style="list-style-type: none"> • Member of staff who dealt with incident will write up details in ‘Incident book.’

Note: All adults must use gloves when dealing with blood injuries. (These are to be kept with the first aid boxes.)

The Safety Officer must report all accidents, that result in the person involved being absent for three days, to the Health and Safety Authority.

7.3 Incident Book

An 'Incident Book' to record the First Aid given to staff/pupils is kept in the principal's office. This book is used to record the following details:

- Name of person receiving first aid;
- Type of injury;
- Time of injury;
- Action taken; and
- Type of follow-up if any

It is the responsibility of the First Aid Co-ordinator to review this record book:

- To ensure it is being correctly completed;
- To identify if a particular activity or feature is causing the accidents; and report same to safety officer.

The record book is signed and dated after each review has taken place. This review takes place at the end of each month.

7.4 Informing parents of accident/incident

For accidents/incidents involving pupils, parents are informed of the injury whenever first aid has been administered.

For the following types of injuries a parent/guardian is contacted to come to the school:

- All facial injuries
- All head injuries
- When ice has been applied
- When bleeding does not stop or slow down after 5 minutes (as this could indicate the need for stitches)
- On the advice of a First Aid Representative or class teacher when they are concerned about the way a child is responding following the injury.

This is done regardless of how close it is to the end of the school day

7.5 Drugs and Medication

All prescribed medications for pupils are kept out of the reach of children and under supervision.

As a general rule staff are not involved in the administration of medication to pupils.

In exceptional circumstances, where The Board of Management agrees to be involved in the administration of the medication, a written statement must be sought from the parents/guardians (or for more unusual medical conditions the medical advisor of the pupil) as to the followed procedure. The following steps are then followed in administering medication to pupils:

- Two staff members must be present
- The second staff member reads the procedure(s) and witnesses the dosage; and
- The procedure is logged in the Incident Record Book and signed by both staff members.

Emergency medication.

Where a child has a known allergy and may require eg. an 'Anapen', all staff must be made aware of the condition/ how to administer the 'medication' / where it is stored.

8 Fire

The following section details the precautions in place to protect employees, pupils and visitors in the event of fire. In addition to these guidelines, any recommendations made by an external Fire Officer shall be implemented.

8.1 Fire Extinguishers

- There must be an adequate supply of fire extinguishers which deal with the type of fire likely to occur in that area;
- Fire extinguishers are labelled and regularly serviced by qualified people;
- Each fire extinguisher has instructions for its use.

(It is the responsibility of the Safety Officer to manage the above.)

8.2 Fire Alarms

- Fire alarms are clearly marked
- Fire alarms are tested once a month by the caretaker, ideally at a time when the school is fully occupied so hearing difficulties can be rectified (and it will help pupils become familiar with the sound)
- The sound of the fire alarm is different from the normal school bell.

The caretaker keeps a signed and dated record of the fire alarm test. This is reviewed by the Safety Officer to check for compliance.

8.3 Fire Precaution

All electrical equipment is switched off when unattended for lengthy periods of time and when the building is empty. Responsibility lies with:

- Teachers : for their classroom
- Secretary/principal : for the offices
- Caretaker: for the staff room

Burning candles are to be kept in an area that is supervised by an adult at all times. Candles are to be blown out when the area is not supervised, that is, during all breaks. Matches/lighters are to be kept out of reach.








8.4 Fire Drill: House Keeping

- Exit signs are clearly marked
- Exits are kept clear at all times
- Signs are clearly visible to ensure visitors are aware of exit doors
- An assembly area is designated for each class, secretarial staff, caretaker, cleaning staff and visitors
- The person responsible for fire drill and evacuation procedure is

Fire Officer: Principal/Acting Principal

8.5 Fire Drill

The fire drill for the school is as follows

1.	Sound the alarm and inform the main office of the fire. In the event of a pupil seeing a fire, they should locate the nearest adult to raise the alarm. (The main office informs the fire service).	
2.	The teacher/SNAs supervise the orderly movement of classes out through the nearest exit.	
3.	Check toilets	
4.	Close all doors and windows, if possible.	
5.	Remind the children to WALK not RUN	
6.	All pupils, their teacher, and special needs assistant line up with their class at their assembly number. Other staff are to go to their designated point.	
7.	Any pupil not with their class is to join their class at their assembly number.	
8.	If a teacher is absent and their class divided up, the children will go to the assembly area <u>with</u> the class they are in for the day. Once there, they will go to their own class assembly point, where, a designated member of the resource team will take full responsibility for the class.	
9.	Teachers report "all accounted for" to the Fire Officer re their classes. Other staff and visitors are checked by the principal/acting principal and reported to Fire Officer.	
10.	Children remain quietly in their line to receive further instruction from teachers.	
11.	The Fire Officer meets and briefs the fire service on their arrival.	

The Fire Officer is to complete an incident report form as soon as possible, ideally on the same day.

8.6 Fire Drill Procedures

- All new staff are to receive formal training on the fire drill procedure from the Fire Officer.
- A signed record is kept showing that the training has taken place by the Fire Office
- Teachers are responsible for training the pupils in fire drill procedure. The training of pupils is to be conducted formally on a specified date and time in September (after new staff have been trained) - the alarm is sounded as part of the training exercise.
- All new pupils are to be made familiar with all exits from the school (this is to be conducted as part of their induction to the school by their teacher)
- Unannounced fire drills take place **at least** once a term, with the first one taking place in September so pupils and staff are familiar with emergency exits from their new classrooms
- A written record is kept of when the fire drill took place listing:
 - Time taken to evacuate
 - Problems encountered so improvements are made.
- In some instances a simulated difficulty is added to the fire drill, such as, blocking off a familiar exit to monitor reactions to unexpected difficulties. Reactions to this difficulty are included in the record book.
- The Fire Officer completes the record book.

9 Accident/Incident

9.1 Pupil Related Supervision

It is the policy of the school to ensure adequate supervision.

Supervision is undertaken

1.
 - From 9.05a.m until school starts at 9.20 a.m.
 - Pupils are supervised in their classrooms by members of the SNA staff.
 - Entrances to the school are also supervised.
 - The Principal/Deputy Principal is available to the SNA staff if necessary.
 - Pupils are expected to respect the staff on duty.
 - Staff are encouraged to report any concerns to Principal

2. **At morning break** Juniors:10.45-11:00
Seniors11.05-11.20
 - Teacher on duty with members of SNA staff. Pupils are on the yard weather permitting.
 - All adults are expected to be punctual.
 - All adults are expected to remain vigilant
 - Teacher on duty and special needs assistants are advised to use a whistle.
 - Pupils line up at appropriate number.
 - Pupils walk to/from yard in single file and quietly through the building.
 - All teachers are requested to ensure that pupils follow the rules consistently.
 - Teachers are responsible for pupils going to/from the yard.
 - On wet days pupils are supervised inside.

3. **At lunch break** 12.45-1.15

Seniors go out on yard at 12.45. At 12.55 they line up and walk back to classroom. Juniors go out at 1.05 and line up at 1.15. While in classrooms, pupils are supervised by members of SNA staff with the teacher on duty walking from class to class. Adults are expected to remain vigilant.

Note:

A schedule of teachers on duty is on the board in the staff room and on the two main doors leading in to the yard. A copy is also made available to each teacher. Teachers should have the 'Yard Book' while on duty and record as necessary. All adults should be aware of children with special needs/allergies. The procedure for all incidents should be closely adhered to at all times. (See 7.2)

4. At all times during P.E.

If pupils are going to tennis courts they should be accompanied by 2 adults.

Pupils should be under the supervision of an adult when in the school hall.

5. At 3.00 p.m.

Teacher accompanies the pupils to the school gate. If, for any reason, a pupil is not collected as planned then he/she is brought to office and parent/guardian is contacted

6. Other times

Note: At no point are pupils allowed to enter the car park unaccompanied by an adult.

Safety is a concern for all

Spot it
Sort it
If you can't sort it
Report it

The school is open to receive pupils from 9.05 and does accept responsibility up to 15.00 or completion of the teaching school day when it is earlier. The Principal sends a note to all parents at the beginning of the September term advising them of these hours (it is included as part of the school Newsletter to parents).

9.2 Playground Rules (Yard)

This is a list of the playground rules that are specific to Health & Safety and taken from the Code of Discipline:

- No pupil may leave the school premises during school hours without permission from the Principal or Class Teacher. Each pupil must be signed out by a parent or guardian.
- Bullying, fighting, kicking, spitting, gangs, bad language, name-calling, pulling jumpers is not tolerated in the school.
- Nuts, crisps, chewing gum, lollipops, pens/pencils and glass bottles are forbidden.
- Cycling is not allowed within the school grounds.
- Unsupervised ball playing is not allowed within the school grounds.
- "Trains"/"Bulldog" is not a permitted game.
- Chasing games are not permitted.
- When entering and leaving class, pupils must do so in an orderly manner, forming a line one behind the other. Pupils are encouraged to walk on the right when moving around the building.

9.3 Classroom Rules

The classroom rules for the purposes of this document are as follow, (please note this list excludes other rules that apply to the general management of the school):

- Doors must be shut gently.
- All coats must be hung up.
- Children are expected to keep the classroom, corridors and school yard tidy; Care is to be taken that school bags are not placed in the walkways.
- Exit routes must be kept clear
- Children are forbidden to run in corridors.
- Shouting, whistling or any type of rough play is not allowed within the school building.
- When entering and leaving class, pupils must do so in an orderly manner forming a line one behind the other.
- Each pupil is responsible for putting his/her chair up on the table at the end of each school to facilitate cleaning and lifting it down at the start of each school day.

9.4 New Playground Area

- Children must be supervised by an adult at all times.
- Children must be made aware of the correct usage of the equipment
- No more than 16 pupils are to be in the green area at any one time.

9.5 Out of School

Permission to take a class out of the school grounds, other than within the boundaries of the village, must be sought from the Board of Management. Details of the trip including destination, pupil numbers, level of supervision and the names of all adults going should be submitted to the Board.

The school acknowledges that:

- The level of supervision will be dictated by the destination to which the tour is going and will form part of the submission to The Board of Management.
- The duty of care to special needs children may be increased.

Consent from parents or guardians is required for pupils going on trips.

The teacher must take a first aid box on all school tours, including sports trips. The teacher is responsible for returning the box to the school and replacing any used items. (Extra First aid materials are kept in front office)

In addition, teachers should bring the following items

- Contact telephone numbers for all parents/guardians
- A mobile phone
- Plastic bags

Accident/Incident

- In the event of an accident or injury to a pupil, the teacher will take such action as would be exercised by a careful or solicitous parent/guardian placed in similar circumstances.
- If the injury/illness is a cause for concern, professional medical assistance will be sought and every effort will be made to immediately contact the parents/guardians. The principal will also be notified as soon as possible.
- Upon return to the school, a written report of all accidents/incidents will be recorded and the parents informed (if they have not already been contacted)

Conduct on Tours

- Pupils behaviour on tour will comply with the standard set down in the school's 'Code of Behaviour'.
- Where it is felt that the pupil's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher, in consultation with the principal, may refuse the pupil permission to travel.

Parents will be advised of this in advance.

10 Visitors to the School

All visitors to the school must report to the secretary at the main entrance –a notice to this effect is displayed at all entrances to the school- and complete the visitor's log book. All exits must be clearly marked.

Should a staff member notice a person wandering on the school premises, it is their responsibility to direct them to whichever office is manned at that time.

11 Security

11.1 Pupils arriving at/leaving the school premises

- Pupils are not allowed on the school premises before 9.05a.m.
- All pupils must report directly to their classrooms where they will be supervised until the commencement of school.
- Pupils are not to be accompanied by parents/guardians beyond the school entrance-this does not apply to Junior Infants for the month of September.
- Teacher accompanies pupils to the school gate. If, for any reason, a pupil is not collected as planned then he/she is brought to the office and parent/guardian is contacted.

12 PE

12.1 PE Equipment

- Only approved equipment to CE safety standards is used for PE.
- Any faulty equipment is taken out of use, by the staff member who notices the problem. It is then reported to the person responsible for having the equipment repaired.
- Helmets are worn for hurling, (training and matches) by all pupils. It is the responsibility of the relevant teacher to ensure compliance with this statement.
- PE equipment is to be replaced safely and correctly according to the instructions. This is to be supervised and checked by the class teacher.
- Children must receive clear instructions from the teacher concerning correct usage of equipment.
- All activities should be age appropriate.

12.2 PE Clothing and Footwear

It is the policy of the school that pupils are dressed appropriately for PE as follows:

- Rubber soled trainers (with all laces tied)
- Tracksuits
- Long hair tied back
- All jewellery removed.

A reminder is placed in the school Newsletter informing parents of their responsibility in this area, particularly for the benefit of junior classes.

13 Lifting

Lifting is not only applicable to staff, including those who are responsible for caretaking duties, but also includes activities within the classroom, e.g. lifting books and homework journals for an entire class can be a heavy load. To avoid accidents in lifting and carrying equipment or materials, staff are reminded:

- To lift with the legs not the back, that is, to bend the knees with the back straight
- To seek assistance with heavy items
- To remove obstructions and clear a space before lifting
- To keep a firm grip and move the arms close to the body so that the body takes the weight
- To use gloves for sharp and slippery items, and suitable footwear
- To use trolleys/wheel barrow if they are suitable.

Be sensible in what you ask the pupils to carry, if it is heavy for you then don't ask the pupils to carry it.

Note: Pupils must not be asked to carry warm drinks

14 Ladders

The following is to be noted by staff when using ladders:

- Ladders greater than 10 feet should be secured at the top or footed at the base
- Faulty ladders removed from service.

When staff are hanging any item on the walls and/or ceilings in the classroom, due care must be taken at all times. At no point should chairs be placed on top of tables.

15 Chemical Storage

It is the policy of the school that chemicals, photocopier toner, detergents, glues, bleach, etc. be stored in identifiable containers bearing instructions and precautions for use. It is necessary that staff follow official guidelines for usage. Chemicals are to be kept out of reach of children at all times. Protective clothing/gloves must be used when handling them.

16 Electricity

All works relating to electricity must be undertaken by an "authorised person" only, that is, those with adequate training/expertise.

All new installations must be tested by a competent person and certified.

16.1 Electrical Appliances and Equipment

It is the policy of the school that all electrical appliances and equipment are:

- Used only by authorised persons, and
- Subject to regular maintenance checks.

Before using any appliances and equipment the users should check that:

- All safety guards are in working order
- Power supply cables/leads are free from cuts and abrasions
- Items are switched off when not in use
- Plugs are fitted with the correct fuse at the time of replacement
- Follow official guidelines by the manufacturer for the usage of the item
- Protective clothing, such as, goggles/gloves are worn, where appropriate
- Items are kept in a suitable area in the classroom, and not blocking the main exit/fire exit from the room.

16.2 Work with Display Screen Equipment

Health and Safety risks at computers have been evaluated for eyesight, and physical difficulties, such as, back/wrist strain fatigue. Staff are recommended to take periodic breaks .

17 Outside Contractors

A copy of the schools Safety Statement is to be provided to all outside contractors, so they are aware of the necessary safety precautions, especially those highlighted in the risk assessment.

Likewise, the school, especially for building works must request a copy of the Safety Policy written by contractors working on the school premises. This is to ensure the safety of staff and pupils on the school premises. (The Health and Safety Officer is responsible for this.)

No work shall be carried out on the school premises until the relevant contractor has been evaluated with regard to safety competence. Should there be any areas of inadequacy, the school's Safety Policy will take precedence.

18 Temporary Employees

All temporary employees should be advised of the Safety Statement, which they must read, understand and observe.

Temporary employees are treated in the same way as permanent employees as far as health, safety and welfare matters are concerned. Therefore all accidents involving temporary employees are reported.

19 Health Issues

19.1 Staff Room Facilities

The staff room is to be kept clean and tidy at all times. Staff co-operation is sought to ensure that the facilities are kept in such conditions at all times.

19.2 Smoking

Smoking is prohibited throughout the school premises and grounds.

19.3 Expectant Mothers

The management will take all steps that are reasonably practicable to safeguard the health, safety, and welfare of expectant mothers employed by the school and that of their unborn child.

An assessment of all risks will be undertaken on their work activities. Should a significant risk be identified from this, appropriate action will be taken. Of course, this assessment cannot be undertaken until management have been informed about the pregnancy which is at the discretion of the expectant mother.

Areas to note in the assessment are:

- Whether the pregnancy is a hamper to escape routes
- Potential trip hazards and whether these are an overall hazard that could effect any other staff members
- VDU usage, suitable chair, adequate desk space
- Manual handling
- Exposure to extremes of hot and cold
- Whether expected to stand for long periods of time
- Whether the tables and chairs need re-arranging in their class/office to allow for more space
- Whether exposed to physically disruptive children
- Whether able to continue with yard duty
- PE activities.

It is the responsibility of the Safety Officer and Expectant Mother to go through this document and provide controls for anything considered hazardous.

19.4 Infectious and Airborne Disease

In a situation, where a highly contagious disease develops, the school will act according to Health Board direction including, if necessary, temporary closure of the school. This will be communicated to parents in writing, including all the available information, so as to avoid any inaccurate details being passed on.

Should this course of action be required on a school day, the documentation will be available for all parents as they arrive to drop off their children from 9.05am onwards.

Should it be required during a non-school day, information will be given on local radio, through local shops, the church as to where parents can get the necessary documentation.

19.4.1 Sick Pupils

As a general rule, parents are requested to keep pupils at home from school if they have any of the following symptoms:

- Temperature
- Vomiting
- Diarrhoea.

Should a pupil become sick at school, their parent/guardian is called to take them home.

19.5 Stress (See Anti-Bullying policy)

The Board of Management acknowledges that stress related illnesses within the workplace are a health and safety issue and uses best endeavours to implement policies, procedures and practices that should minimise work related stress.

19.6 Bullying

The Board of Management acknowledges that bullying within the workplace is a health and safety issue and takes a proactive approach to the management of bullying be it among pupils, employees, or outside sources such as parents/ guardians / members of the community.

The Anti Bullying policy of the school is deemed to form part of this document

20 Training and Communication

The content of the Safety Statement is brought to the attention of employees and pupils at least once each school year, or whenever the Statement is updated. The Safety Representative files a signed record centrally with the names of all staff that have received and read this document. A signed record is gathered from staff on receipt of each update and filed centrally, by the Safety Representative.

There is recognition that in some circumstances, when a new matter of Health and Safety arises, communication will happen immediately.

21 Re-evaluation of Safety Statement

It is the policy of the school to evaluate and if necessary to update the Safety Statement annually or sooner if an incident occurs which deems the systems/order of work in place to be unsatisfactory.

Any changes to the Statement and safety precautions will be communicated with all staff and, if appropriate, the pupils too.

The Safety Representative will maintain a signed record from staff on receipt of the updates.

22 Document Control and Responsibilities

Safety Officer

- Collation of First Aid training records and updates
- Review of First Aid treatment record book
- Maintenance of fire extinguishers record
- Review of Fire Drill sheets
- Review of fire alarm test records
- Report accidents to the H&S if person absent for 3 days
- Complete Expectant Mothers Risk Assessment
- Re-evaluation of Safety Statement

Safety Representative

- Completion of Incident Report Form
- Review of Fire Drill record book
- Record issue of Safety Statement to all staff
- Record issues of safety updates to all staff
- On-going update of risk assessment

First Aid Co-Ordinator

- Maintenance of first aid box
- Completion and review of treatment record book
- Spot checks of classroom kits
- Ensuring that there is an adequate supply of first aid materials in the office.
- Maintenance of record book to log drugs and medication administered to pupils

Fire Officer

- Fire Drill record book completion and review
- Record of fire drill training given to new staff and pupils

Caretaker

- Completion of fire alarm test record book
- Safety check of grounds before school opens and sign log book

Reception

- Completion of visitors' log book

