



Scoil Bhríde,
Mionloch,
Gaillimh.
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Scoil Bhríde **Safety, Health and Welfare Policy**

The Board of Management of Scoil Bhríde brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Scoil Bhríde, Mionloch wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Scoil Bhríde recognises that their statutory obligation under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Scoil Bhríde undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for 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 a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare 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 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 performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

Consultation and Information

It is the policy of the Board of Management of Scoil Bhríde to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

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

- (i) 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. Each fire extinguisher shall have instructions for its use.

- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
- (v) All doors, corridors, and 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 her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) The principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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.

1. Wet corridors
2. Trailing leads
3. Computers
4. Projectors
5. Fuse Board
6. Electric kettles
7. Boiler house
8. Ladders
9. Strimmer
10. Slabs around perimeter of school
11. Icy surfaces on a cold day
12. Mats in hall

13. Entrance/Exit of car-park

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable, 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.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) The Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) The principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound.
- (m) Check that there are no uneven/broken/cracked tarmacadam. Caretaker under Board of Management.
- (n) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (o) Check that all play areas are kept clean and free from glass before use.
- (p) Check that outside lighting works and is sufficient. Board of Management.
- (q) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (r) Check that refuse is removed from the building each day and is carefully stored outside. Caretaker.
- (s) All video display units should have a screen in front of the computer.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Bhríde that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. 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 intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Scoil Bhríde that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs and Medication

It is the policy of the Board of Management of Scoil Bhríde that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students 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. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Highly Polished Floors

It is the policy of the Board of Management of Scoil Bhríde that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and

pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Scoil Bhríde that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

It is the policy of the Board of Management of Scoil Bhríde 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 recommendations and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of Scoil Bhríde that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals 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, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Scoil Bhríde that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

_____ will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- Frozen Ice Packs
- Alcohol Free Wipes
- First Aid Chart

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

Access To School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. A 'Visitor's Sign In Sheet' must be signed by visitors before entering the school through the Buzzer Door. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are not permitted to enter the school car park when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Safe Work Practice Sheet

- Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- Teachers/members of staff are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- The Caretaker must wear protective eye coverings when using trimmers, electric or mechanical hedge clippers or other such equipment.
- The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- The Caretaker must wear a protective mask to prevent the inhalation of gasses while using chemicals such as weed-killers and others.

- Cleaners and caretakers, teachers and secretaries or others using the school, are asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
- All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with the same.
- Employees do not use step-ladders or other ladders without the assistance of a colleague.
- Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc.
- Employees report defective equipment to the Principal.
- Employees report incidents of uncollected refuse.

Fire Safety:

The Principal and Deputy Principal are responsible for Fire Safety.

They organise:

- a) Fire Drill at least once per term.
- b) See that the Fire Alarm System and Fire Extinguishers are in working order.
- c) Have prepared a Fire Drill Organisation Plan.

Fire Drill Organisation

1. Assembly Points: in the front yard (7 points)
 2. Fire Drill Warning: When the fire bell sounds there should be Silence in the classroom, or wherever you are.
- The fire alarm sounds in every room in the school.
 - Depending on where the children and staff are at the time, pupils and teachers stand, chairs and bags are put under the tables.
 - If a child is out of the classroom when the alarm sounds, they go to the nearest classroom and leave the building with that class.
 - Children remain quiet as the teacher collects the roll book.
 - The Fire Exit is opened, and the toilet quickly checked.
 - Children walk out quietly, without bags/coats, under the teacher's direction.
 - Each class lines up at the Meeting Point. Each class stands in its own line.
 - The class roll is called.
 - The Safety Officer checks that the teachers are happy that each child from each class is present and that all the teachers and visitors are present also.
 - Everyone stands quietly.
 - When the Safety Officer is happy that everything is in order the classes shall return to the building.

Downstairs:

- Naíonaín Bheaga exit through Fire Escape Door 2 and walk around the school and stand in front of Assembly Point 1.

- Naíonaín Mhóra exit through Fire Escape Door 2 and walk around the school and stand in front of Assembly Point 2.
- The Staff Room exits through the Main Door/Front Door and go to the Main Gate.
- The Office exits through the Main Door/Front Door and go to the Main Gate.
- The Seomra Gorm (Aistear/Ceol le Chéile) exits through the Main Door/Front Door and children go to their own class assembly point.
- The Principal's Office exit through the Main Door/Front Door.
- Bóin Dé exit Fire Escape Door 4 and walk around the school. They stand in front of Assembly Point 7.

Upstairs:

- Rang a 1 walk downstairs and exit through Fire Escape Door 3, walk around the school through the Back School Yard. They stand at Assembly Point 3.
- Rang a 2 and 3 walk downstairs and exit through the Main Door/Front Door and stand in front of Assembly Point 4.
- Learning Support and Resource Rooms walk downstairs and exit through Fire Escape Door 4. They walk around the school and the children and teacher go to their Class Assembly Point.
- Rang a 3 and 4 walk downstairs and exit through the Main Door/Front Door and stand in front of Assembly Point 5.
- Rang a 5 and 6 walk downstairs and exit through Fire Escape Door 4, walk around the school and stand in front of Assembly Point 6.
- Library - walk downstairs and exit through Fire Escape Door 4, walk around the school and go to their Class Assembly Point.

Further Fire Precautions:

Location of Fire Extinguishers:

Downstairs:

- 1 & 2 inside front door on the left.
- 3 & 4 opposite Seomra Naíonaín Bheaga agus Naíonaín Mhóra
- 5 at Fire Exit Door No. 3
- 6 in the Staff Room
- 7 in the corner opposite Bóin Dé
- 8 at Fire Exit Door No. 4

Upstairs:

- 9 in the corner opposite the Library
- 10 & 11 opposite Seomra Rang a 5 & 6
- 12 & 13 opposite Seomra Rang a 2 & 3 agus Seomra Rang a 3 & 4

There is a fire point inside each main door.

Identifying Hazardous Areas for Children:

- a) The Cleaner's Store
- b) The Kitchen/Staffroom
- c) The Car Park

Precautions:

1. Those three areas shall be strictly out of bounds for the children at all times except when accompanied by a teacher.
2. The Cleaner's Store shall be kept locked at all times.
3. Children must never be allowed to plug in or unplug electrical appliances eg kettles, TV, computers etc.
4. Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, playground etc.
5. The Caretaker has been asked by the Principal to remedy such hazards immediately when they come to her attention by any staff member, or other school employees.

Identifying the Hazards – Section 12(3):

Teachers and ancillary staff (Caretaker, Secretary, Cleaner) are requested to conduct a Periodic Safety Check of their classrooms and/or workplace and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keeps a written record of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the Caretaker, Cleaner and to the Secretary.

The restricted areas in our school are as follows:

The Cleaner's Storeroom, the interior of the school during break/lunchtimes – rooms, corridors, toilets (except with permission), the areas beyond the yard areas, car parking areas and flowerbeds, the Principal's Office and the Secretary's Office. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on her behalf.

Hygiene

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of the school. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

1. Activities outside the classroom, especially Games, the lines during assembly (fire drills etc.) and in the yard, and exit onto the road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
2. Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also

moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.

3. Restricted areas – mentioned previously.
4. Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. There will be lessons on teeth care, sex instruction in Senior Classes, the Stay Safe Programme etc.
5. Fire Drill
6. First Aid

Our teachers are Professional People trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment.

However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff member's knowledge. Generally the teacher on yard supervision will attend to an injured child. Otherwise the class teacher will attend to the child, though any staff member will be glad to help.

It is the school policy to hand over an injured child as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc.

If the parents/guardians cannot be contacted the school Principal, the Deputy Principal or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to the local doctor.

The Staff's Safety Representative:

In accordance with section 13(3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select on a yearly basis a representative who, as a Safety Representative will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section.

_____ is the Safety Representative for 2015-2016.

This Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Identification and Assessment of Hazards

Dáta: 2025

Area: Classroom Hazards

<u>Hazard</u>	<u>Location</u>	<u>Risk</u>	<u>Suggested Remedy</u>	<u>Responsibility</u>
Chairs	Classroom	Swinging and fall off chairs	Teachers remind children to stop	Class Teacher
School Bags	On the floor/on the backs of chairs	Tripping over them	Under the tables	Class Teacher
Wet Floor	Toilets and Wet Areas in Class	Slipping	Check often. A post of responsibility for a child in class	Class Teacher
Movement from Classroom	From Classroom to Yard, office, pitch etc.	Falling, running etc.	Walk in straight lines, keep right without pushing etc.	Class Teacher
Windows	Anywhere in the School	Heat Escaping Children colliding with low windows opened	All windows to be closed at the end of each day Low windows not to be opened beyond the exterior wall	Pupils and Class Teacher
Electrical Appliances	Anywhere in the School	Fire from Electrical Appliances	Turn off all electrical equipment, apart from computers at the wall (socket) at the end of each day.	Class Teacher Caretaker Cleaner
Messages	Around the School	Children being on their own	Always send in pairs	Class Teacher
Hot Liquids	Corridor and Classrooms	Risk of burning if spilled	No open containers of hot liquids outside staffroom at any time. Securely sealed travel mug allowed outside of teaching hours.	All Staff
High Displays	Classroom and corridors	Falling	Only a two step ladder should be used to hang	Teachers, SNAs

			displays, not a table or chair	
Cleaning Supplies	Classroom	Harm through contact or ingestions	Cleaning supplies should be stored on the highest shelf in the class sliderobes and teacher must be vigilant that they remain out of reach of small children	

Area: Interior Hazards, Office Areas, Storage Sheds:

<u>Hazard</u>	<u>Location</u>	<u>Risk</u>	<u>Suggested Remedy</u>	<u>Responsibility</u>
Visitors to the School	School School Tours Swimming	Child Protection Issues	No Teacher may ever leave their class alone with a visitor/student teacher etc. without one of the garda vetted members of staff present.	Class Teacher
Children left alone in class	Classroom	Accidents	If a teacher has to leave for whatever reason he/she should arrange with the teacher next door to keep an eye on the class.	Class Teacher
Floor Mats in the School	Hall/Corridors At exit doors	Tripping Hazard	Check that the mats at external doors are in a fit state and are	Caretaker

			changed if they get too wet.	
Sports Equipment	In the Shed beside the pitch	Tripping Hazard	Children may not go into the store unless with a teacher. Equipment must be stored neatly.	Every member of staff
Blocked exits	Passageways	Blocked exits	Keep furniture out of the way of exits	Class Teacher
Coats	Classrooms	Tripping Hazard	Hang up on the hangers provided in class.	Teachers and Pupils
Cleaner's Storeroom	Cleaner's Storeroom	Access to cleaning materials	Always kept out of sight.	Cleaner Caretaker
Electrical Equipment	Staffroom	Fire	Turn off when not in use. Pull out the plug.	Every member of staff.
Furniture in the corridors	In the corridors	Accidents/interfering with exiting in an emergency.	Ensuring that furniture is not interfering with moving about safely.	Caretaker
Lift	Lift	Children using without permission/stuck in it	Key kept in the Staffroom	Teachers All Staff
Accidents in the Corridors	Corridors	Falling, Hitting Against Others, Falling Downstairs	Walk on the right, in single file. The teacher walks with the line.	Every teacher

Yard, pitch, paths and other Outside Hazards:

<u>Hazard</u>	<u>Location</u>	<u>Risk</u>	<u>Suggested Remedy</u>	<u>Responsibility</u>
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Bicycle Rack	In front of school	Injury	Children not allowed to stand on swing off the stands	Teachers Staff Parents
Carpark	Beside front yard	Children running in front of/behind cars	Children only allowed enter/leave the school on the footpath/pedestrian crossing	Staff Parents
Slipping	Footpaths, yards and parking area	Slipping, falling and people injured	Suitable lighting – ensure that lights are working. Ensure that paths tarmac are in good condition and have no holes in them. Organise a plan to deal with snow and ice.	Caretaker
Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Carpark, yard, pitch, paths and other outdoor areas	Slips, trips, falls, collisions, entrapment, electrocution, serious injury	<ul style="list-style-type: none"> • All pathways, road surfaces and manhole covers will be maintained as part of an ongoing maintenance programme within the school • Appropriate signage will be displayed at entrances, yards and playing fields to discourage unauthorised use of facilities, stating that any person accessing the grounds or using the facilities does so at their own risk 	Principal

			<ul style="list-style-type: none">● Speed limit signage/warnings will be placed at entrances to alert drivers to slow down● Signage will be displayed at the main entrance to make motorists aware of cyclists and pedestrians using the school grounds● Signage stating that CCTV cameras are in operation will be displayed prominently around the school grounds and within the main building – these signs will be in line with the requirements of the Data protection Commissioner● Pupils will dismount from their bicycles and walk to bicycle storage area on entry to the main school grounds● School gates will be anchored open or securely closed so they	
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			<p>can not swim open during school hours</p> <ul style="list-style-type: none"> • Signage will be placed at the school entrance highlighting the fact that all visitors must report to reception – these signs will be clearly visible and placed in prominent positions for all to see 	
Slipping	Yard	Slipping, falling and people injured	Ensure adequate supervision.	Principal Teachers

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Scoil Bhríde in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____ Nominee of BOM

Safety Officer: _____ Date: _____ Nominee of Staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005