

Health and Safety Statement

This statement was ratified by the Board of Management at a meeting on 9th October 2024.

The following is the school's Health and Safety Statement. It is updated when required. The school will complete regular risk assessments to inform staff of procedures where a risk occurs in the school.

Fire Safety

- There is an adequate supply of fire extinguishers which will deal with any type of fire. Staff members are aware of the location of the extinguishers – classrooms and kitchen
- All fire equipment is checked annually in August/September– Western Fire Safety.
- Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
- Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- Corridors will remain clear of obstruction.
- Storage areas will be maintained in a tidy and safe condition.

Appliances

- Electrical appliances are used by staff members only.
- Staff should report any defects to the principal immediately.
- Care should be taken with all electrical cables, phone lines, and extension cables. Where possible, these should be taped or fastened to prevent accidents.

Cleaning Equipment

- Cleaning equipment will be stored in the kitchen. Children will not have access to this equipment.

First Aid

- A First Aid box will be kept in the staff room/kitchen
- Protective gloves should be worn in the event of skin being broken.
- In the event of an accident, a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office

Wet Floors

- Washing of floors is conducted after school hours to eliminate the possibility of slipping.

Code of Discipline

The Code of Discipline aims to minimise the level of risk to pupils and other users of the school.

- The school follows a consistent behaviour policy for general day-to-day management in the classroom and school.
- Some children may require an individual behaviour plan.
- Some children may require supervision depending on the level of identified risk.

Health and Safety in the Classroom/school building

- School starting time is 9.20. Children who arrive before the school opens should sit in the shelter area. Children should not run in the play area before school.
- Schoolbags will be stored under tables or in an agreed area of the classroom.
- Floors in both classroom and toilet area are kept dry.
- Children will not be asked to stand on chairs to, for example, close windows and blinds.
- Children will not be left unattended in class at any time.
- Care will be taken with electrical cables.

- Only staff will handle electrical equipment.
- Toilet paper, soap and paper towels are applied in toilet areas and children are encouraged in best practice in toileting and personal hygiene.
- Medication will be stored in the teacher's desk and/or office.
- Medication will be administered only to children whose parents have completed relevant documentation.
- Materials will be stored in such a way as not to create hazards.
- On school tours all children and adults will have his/her own seat. There will be a minimum of one adult for every 15 pupils on all tours.

Health and Safety in the School Building

- Children will not have access to the staff room unless accompanied by a member of staff.
- Staff and pupils will walk on corridors and inside the school building.
- Children will not be allowed into storage areas unaccompanied.
- Corridors will be kept as clear as possible and bins should not obstruct doorways.
- Storage areas will be maintained in a tidy and safe manner.
- Only staff and pupils are allowed access to the school building. Any other access will be by appointment.

Health and Safety in School Grounds

- While on the playground, children will always be in full view of supervising staff.
- The teaching staff should lead the children out of the building at break times and dismissal times. Teachers should remain with children until they are collected (3 o'clock).
- Steps and any possible tripping hazards will be highlighted – yellow paint.
- The play area should be clearly defined. Staff and pupils should be made fully aware of all hazards.
- The children will be informed that they should never leave the school grounds and that they should get permission from a staff member if they need to return to the classroom during break times e.g. toilet; get coat.

First Aid is immediate care that is given to an injured or suddenly ill person. First aid does not take the place of proper medical care. It consists only of providing temporary assistance until competent medical care, if needed, is obtained or until the chance for recovery without medical care is ensured.

Rationale:

The formulation of this policy enables our school to effectively:

- Ensure the physical safety and wellbeing of all staff and children.
- Provide for the immediate needs and requirements of children who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/guardians are in place.

Roles and Responsibilities:

The overall responsibility for the day to day management of school supervision/routines rests with the principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time.

Overview of Procedures:

Safety of children and staff is a priority for the Board of Management and measures have been put in place to ensure that children and staff are not put at risk.

- The school's Health & Safety statement is updated regularly.
- The school is insured with Allianz and a 24 hour personal accident policy is in place for all children.
- The Board of Management will facilitate First Aid training of staff members as deemed necessary on an ongoing basis.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard.
- There is at least 1 staff member on supervision during break times.
- The First Aid Procedure is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.
- All injuries are recorded in an 'Incident Book' which is kept in the office.

Procedures for Administering First Aid

Minor Accident/Injury

The injured party is initially looked after by an adult on yard duty. If deemed necessary, the child will be taken to the staff room. No medicines are administered but cuts are cleaned with water and plasters are applied if deemed appropriate. Plastic gloves are worn by the adult treating the injury at all times. Some children will require an ice pack to be applied. The ice pack must be placed in a plastic bag for hygiene reasons. These packs are stored in the freezer in the staff room. Parents are notified by telephone. A message will be left on the answering machine in cases where the phone is not answered. Parents will be informed as soon as possible for all "knocks" to the head.

More Serious Accidents/Injuries or Very Serious Injuries

Parents are immediately informed, particularly if there is a suspicion of broken bones. The child is kept under intense observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible. In the event of a very serious injury, emergency services and parents or next-of-kin (for staff members) are called.

Covid 19

Please refer to the School Response Plan.

Key Points

- Pupils/staff that have any symptoms (high temperature; cough; shortness of breath or breathing difficulties; loss of smell, of taste or distortion of taste) are not to attend school. You should phone your doctor and follow HSE guidance on self-isolation in order to prevent the spread of COVID-19.
- Pupils/staff are not to return to or attend school if they have a confirmed case of COVID-19- and should follow the latest HSE guidelines
- Pupils/staff should sanitise their hands when they enter and exit the school building.
- Children can alternate between the school uniform and school tracksuit during the week.

Ventilation

- In summary, windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times and also at the end of each school day) and partially open when classrooms are in use. It is worth noting that windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/ Secretary to the Board of Management