



Shellybanks Educate Together National School

Health and Safety Policy Shellybanks ETNS

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Introductory statement

The Health and Safety Statement has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management. The purpose of the Safety Statement is for prevention and risk assessment in order to reduce the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

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

The successful implementation of this policy requires the full support and active co-operation of all staff and the whole school community to ensure a safe working environment and all those who come to the school. Responsibility for safety, health and welfare rests with all staff at all levels within the school.

The safety statement shall be revised on an ongoing basis by the Safety Committee in order to achieve our overall objective, to improve safety awareness and reduce accidents and ill health within the work place.

It also 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.

Rationale

In accordance to the Health and Safety Act 2005, it is the responsibility of the board of management, to provide the safety, health and welfare at work of all staff, pupils, visitors, coaches and other persons from injury that may result of work activities. In order to successfully implement this policy, the support, input and co-operation of both teaching and non-teaching staff is imperative. It is recognized that all hazard Identification, risk assessment and controlled measures are legislated required to be carried out by management.

The Safety, Health and Welfare at work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. The safety and health of all Shellybanks Educate Together National Schools employees is an important objective of the school. Each of us at all levels of the school must co-operate to ensure that working becomes an instinctive habit.

We will try to achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of Irish and European legislation. The Safety Statement outlines the manner in which the safety and health of persons employed by school will be addressed.

As well as periodic inspections, the Health and Safety representative with the assistance of staff will complete a thorough safety inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a safety statement in itself will not increase safety awareness or improve safety standards. The safety statement provides a baseline for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the safety statement. Also reminders about different areas of the safety statement will be sent to staff in the weekly update email.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

The Board of Management of Shellybanks ETNS undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 2005, are adhered to.

Aims

The Board of Management of Shellybanks ETNS wishes to ensure that as far as is reasonably practical to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare Act 2005 and other relevant legislation, standards and codes of practice;
- b. design, provide and maintain all places within our remit in the school to be safe and without risk to health;
- c. design, provide and maintain a safe means to access to and egress from the place of work;
- d. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- e. Provide systems that are planned, organised, performed and maintained so as to be safe and without risk to health.
- f. Provide training to staff on proper lifting techniques of pupils and dealing with challenging behaviours;
- g. Maintain a constant and continuing interest in safety, health and welfare at work;
- h. 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;
- i. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.
- j. Provide and maintain suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- k. Prepare and revise as necessary adequate plans to be followed in emergencies e.g. fire drill, injuries etc
- l. Provide and maintain facilities and arrangements for the welfare of staff at work;
- m. Obtain where necessary, the services of a competent person for purpose of ensuring the safety and health at work of its staff
- n. This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board at least on an annual basis.
- o. Provide arrangements for consultation with staff on matters related to safety, health and welfare at work;
- p. Provide arrangements for the selection of an employees to be a safety representative.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

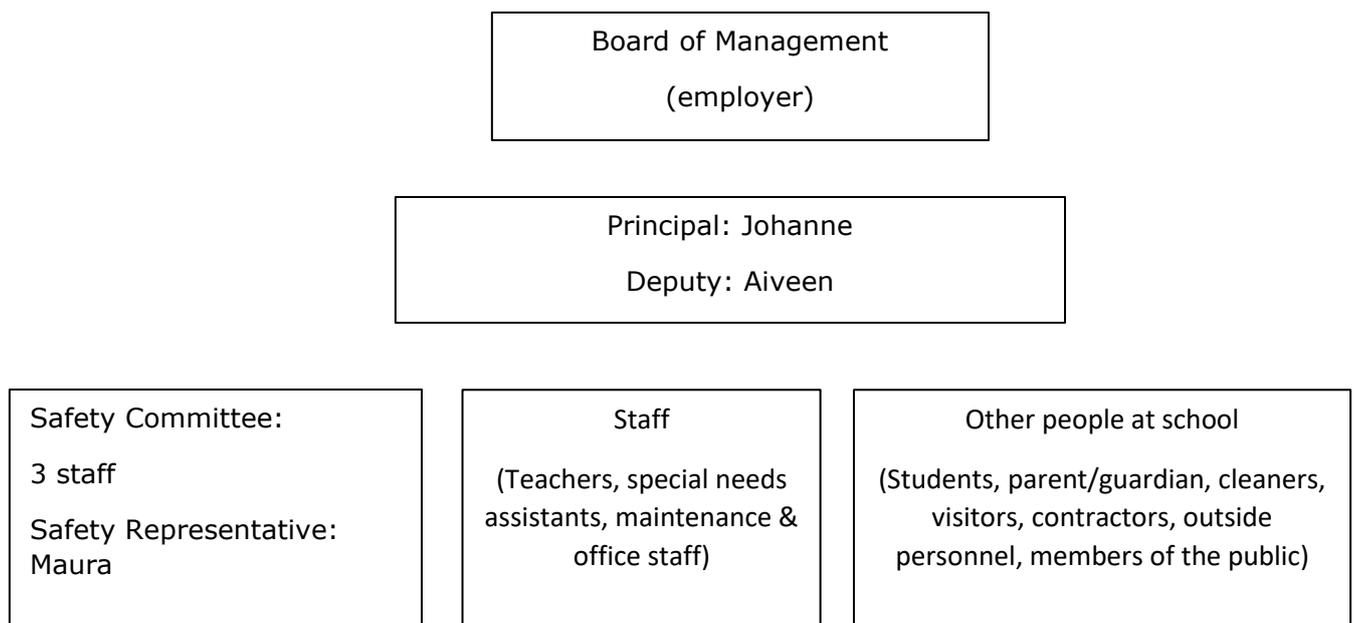
The Shellybanks Educate Together National School's working copy of the Safety Statement is located on file in the Principal's office and on the school website at www.shellybanksetns.ie. A copy will also be placed in the folder of policies located in every classroom in the school, this way it will be available for viewing by any employee. A copy of the Safety Statement will also be left in the Staff Room and is available on the internal school system for all staff. The Safety Statement is introduced to all new employees at their Induction Training.

School Profile

Shellybanks ETNS is a developing National school, we are located on the grounds of Roslyn Park in Sandymount, Dublin 4. Currently Shellybanks ETNS has a staff of 22, 1 principal, 12 class teachers, 5 SEN teachers, 3 Special Needs Assistants (SNAs), 1 secretary and 1 caretaker, the number of staff will continue to grow as the school develops. We are currently in a two storey building with a ground floor prefab situated across the yard, this prefab is shared with an afterschool club. At present there are 334 students enrolled in SETNS. At different times throughout the year, the school also has a number of adults and third level student teachers carrying out work experience with the staff.

Safety, Health and Welfare management structure within the school

There is a duty on everyone at work to co-operate effectively in developing and promoting safety, health and welfare. This chart illustrates the hierarchy of duties in our school. Safety, health and welfare is the everyone's responsibility.



Role and Responsibilities

Duties of the Board of Management

The Board of management will be supported by management and all other staff within the school.

Specifically, the Board of Management will:

- Comply with its legal obligation as an employer under the 2005 act.
- Appoint a safety, health and Welfare officer from within the Board of Management.
- Support the principal in their role as the 'day-to-day manager' of the school.
- Receive regular reports from the principal on safety, health and welfare matters.
- Take a direct interest in safety, health and welfare to ensure compliance with all statutory requirements.
- Ensure that the school has a written risk assessment and an up to date safety statement.
- Review the safety statement at least annually and implement the changes that are required for workers safety.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Safety, Health and Welfare Officer, principal, deputy principal and all members of the staff.
- Ensure that the Safety Statement and all procedures pertaining to this statement are adequately communicated to staff.
- Ensure all equipment in their area of responsibility is properly maintained and safe to use.

Health and Safety Officer on the Board of Management

The B.O.M. Health and Safety Officer shall keep the B.O.M informed of concerns and updates to the Safety, Health and Welfare Statement. The Health and Safety Officer via the Principal as the 'day-to-day manager' of the school.

Principal

The Principal of Shellybanks Educate Together National School is responsible for the implementation of the Safety, Health and Welfare policy, with the support, assistance and full co-operation of all members of staff.

The principal's responsibilities are as follows

- Complies with the Safety, Health and Welfare at Work Act 2005.
- Reports to the Board of Management on Safety, Health and Welfare performance and fire drill performances;
- Manages safety, health and welfare in the school on a day-to-day basis;
- Communicates regularly with members of the school community on safety, health and welfare matters;
- Ensure all accidents and incidents are investigated and all relevant statutory reports completed and staff record incidents;
- Organise fire drills, training etc along with the Safety Committee.

- Contract appropriate contractors to provide specific training, when necessary, .i.e. Fire Safety Training, Fire Marshall Training, First Aid etc.
- Ensure First Aid training is available to all staff every year.
- Ensure epi-pen training is available to all staff from a nurse/doctor.
- Ensure that an appropriate number of Fire Wardens (staff) and First Aiders have been appointed from among the staff (see appendices).
- Monitor all members of staff under the control of the BOM to carry out their work safely and follow procedures if he/she has any concerns.
- Ensure all staff are fully aware of all hazards in their job to themselves and others.
- Encourage all staff to report unsafe practice
- Record all unsafe practice by filling out a report
- Liaise on an ongoing basis with the Health and Safety Rep for the school.
- Arrange to evaluate/review the effectiveness of the have the Health and safety statement on an annual basis. (See appendix 2 – 7)
- Ensure that roles of responsibility for Health and Safety are assigned, understood and accepted at all levels.
- Ensure that appropriate fire-safety equipment is available (e.g. fire extinguishers, fire alarms, fire doors, lift, break glass units, fire blankets), tested on an annual basis and replaced when used or defective.
- Ensure adequate protective equipment is available.
- Ensure that the services of external consultants are used where special training or assistance is required.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have an up-to-date safety statement or a relevant extract from it available in every workplace and on the school intranet.
- Require employers from whom the School contracts services to have an up-to-date safety statement
- Seek advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with action, on any matters brought to the attention of the Board of Management.
- Ensure that newly appointed staff and volunteers have up-to-date garda vetting.
- Ensure that Health and Safety Authorities inspectors are provided with any information requested.
- Ensure that control measures called for in the hazard audit sheets are implemented.
- Record all reportable accidents to staff/pupils and dangerous occurrence's within the school buildings, grounds or on trips. This is done on the standard 'Accident Report Form' (See appendix 13)
- Report accidents involving staff which result in absence from work for more than 3 consecutive days directly to the Health and Safety Authority using the appropriate IR1 form via the online system @ www.hsa.ie.
- Keep records of:
 - Safety committee Meetings
 - Details of Employee Training

Deputy Principal Responsibility

- The deputy Principal is committed and dedicated to providing and maintaining a safe and healthy working environment for all members of staff, pupils, contractors and visitors to the school.

The Deputy Principal responsibilities are as follows:

- In the absence of the principal, assume the responsibilities of the principal.
- Ensure that Safety, Health and Welfare is given due consideration for all activities.
- Participate in risk assessment in a yearly audit.

Safety Committee & Health and safety officer Responsibilities

A safety Committee facilitates the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures. The B.O.M must sign off on the safety statement prior to implementation in the school.

The Safety committee will help plan, monitor and evaluate safety, health and welfare throughout the year.

The safety Committees responsibilities are as follows:

- Agree how scheduled meetings will be convened, minuted and reported upon during the school year.
- Outline the planning programme for the coming year. This may include risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.; see appendix 3,4 & 5.
- Complete a safety inspection of the school premises on an annual basis.
- Assist the principal in regular maintenance checks on break-glass units and update the log book accordingly.
- Prepare feedback, updates for the weekly update, staff meetings, as well as other relevant meetings;
- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
- Provide ongoing evaluation of safety and health practice in the school and the safety committee's procedures and their effectiveness.
- Ensure adequate First Aid provisions and arrangements are in place.
- Ensure that the Safety Statement is fully implemented.
- Assist organising a fire drill on a termly basis.
- Induct staff on the fire drill procedure.
- Ensure that all accidents involving employees/students, however slight, are reported to the principal.
- Review risk assessment and Safety Statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.
- Report without delay, any health and safety issues or concerns to the Principal.

Teaching/non-teaching Staff (Teachers/SNA's/secretaries/cleaners etc.)

Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare Work Act, 2005, for their own safety.

Staff responsibilities are as follows:

- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Take a direct interest in safety, health and welfare
- Co-operate with school safety committee and school management in the implementation of the safety statement;
- Inform pupils of the safety procedures associated with individual subjects e.g. science, P.E. and trips.
- Inform a substitute teacher of the safety procedures and what the procedure is if the fire alarm goes off.
- Ensure that the safety rules and procedures are adequately communicated and fully understood and followed by all relevant staff and pupils;
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Regularly check their first aid kits and restock if necessary
- All staff follow Health and Safety procedures on any trips outside school grounds and follow relevant procedures (see appendix 1)
- Ensure that all equipment is properly maintained and safe to use
- Conduct risk assessments of their immediate environment (see appendix 2 - 7)
- Report accidents, near misses and dangerous occurrences to the principal or the safety officer.
- It is the role and responsibilities of every employee to ensure the highest standards of health, safety and welfare are carried out while they are in work.
- To take care of their own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work within reasonable responsibility.
- To co-operate with his/her employer and any other person to such extent as well enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/ her safety, health or welfare at work
- To report, any defects in the building, equipment, place of work, or system of work, which might endanger safety, health or welfare.
- Report by email Maura and the principal, with a short description and specific location of the defect, damage and risk.
- Record a short description and specific location of the defect, damage or risk in the Accident/Health and Safety log, located on the shared drive (see appendix).
- Whatever action has been taken to address the issue will be recorded in the log and when the issue has been rectified it will also be recorded in the log.
- To ensure staff stay up to date with the schools health and safety Policy.
- If suffering from a disease or illness that adds to risks, to inform the principal
- All teachers must have a medical report form filled completed from home (see Administration of Medicine policy) for each child with medical needs along with a medical need card displayed in their classroom.

- All teachers must have medication and medical form stored in a cleared box kept on top of the filing cabinet.
- All medical information must be in their split pack and visible for any sub teacher that may be taking over the class.
- When a class teacher is absent and children are split, children with medication all go to the same classroom so the box of medicine can be moved with them.
- Another copy of the medical report card is stored in the yard first aid box
- To ensure all electrical appliances in their classroom is are powered down completely and that their windows are closed and any other windows they opened during the day must also be closed and all doors are closed.

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

Employees using available facilities and equipment provided should ensure that work activities are performed in the safest manner possible (see section 9 of the Safety, Health and Welfare at Work Act 1989).

Parents/Guardians

Parent participation is actively encouraged in S.E.T.N.S. and parents are often on-site during the school day to get involved in activities within the classroom. Parents who are visiting a classroom shall:

Parent/Guardians responsibilities are as follows

- Sign-in and Sign- out the 'Visitor sign-in book' at entrance and wear 'visitors' badge throughout their visit in the school.
- Late Sign- Ins and Early Sign Outs must be recorded on the sign in and sign out sheets at all times, for accurate record of attendance in the case of a fire or fire drill.
- The secretary or member of staff who asks you to sign in where possible will also escort the child safely to their classroom.
- Follow any safety instructions given by the members of staff in their child's classroom.
- Observe and obey all safety information signs posted throughout the school.
- Refrain from interfering with any equipment or hazardous materials stored or used on site even if left unattended.
- Report any accidents, however minor, to a member of staff and the appropriate accident form will be completed.
- In the case of the a fire or emergency evacuation activation – evacuate the building with the class they are visiting as per the class teacher's instructions.

Visitors

A visitor is defined as any non-staff member who enters the school grounds for a non-routine meeting or event.

- The visitor will not carry out any work and where possible will be accompanied by a member of staff at all times during the visit.
- The visitor will be made aware of the different exits so if in an emergency they will be able to exit the building.
- In the event of a fire, or emergency evacuation, if possible the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the school.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended

Maintenance and contractors

A contractor is defined as anyone who undertakes or carries out work either him/herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will be accompanied, when applicable, for the duration of the work by a staff member of the School. It will include RDS maintenance, contractors, sub-contractors, and service call out staff etc.

All contractors who wish to work for Shellybanks Educate Together National School must provide the following items to the Principal:

- Copy of all employers and public liability insurance certificates.
- Photo Identification (when applicable)
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

Anti-bullying and Anti-Harassment Policy

Shellybanks Educate Together National School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of every individual at work. SETNS recognises that conflict may occur and can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats

- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Racism

SETNS will ensure that any complaints are properly and fairly investigated, and dealt with in an appropriate and measured way according to the complaints procedure. As far as S.E.T.N.S. is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable. Staff members are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and the school will proceed with the steps outlined in the complaints procedure policy only with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report any unwanted behaviours.

No victimization of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

See our Complaints procedure policy

Stress at the Workplace

Shellybanks Educate together National School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceeds the capacity of staff members to meet said demands. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Highly demanding tasks

Shellybanks Educate Together National School will utilise the following methods for eliminating stress: Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

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

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled

evacuation, should an emergency arise in the school. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

It is the policy of the Board of Management of Shellybanks Educate Together National School 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. (All Staff)

(v) All doors, corridors, and stairwells 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 their 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 (Principal & Safety Officer).

(vii) Assembly areas are designated outside each building, and the locations specified. (Principal & Safety Officer)

(viii) 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, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

(ix) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire (Principal).

(x) Principal and Staff Safety Officer 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.

If you come across a Fire in any area of the school, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Fire Safety Marshalls assume their respective roles
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate extinguishers** and hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the building and move towards the Assembly Point
- Call the Fire Brigade

- The emergency site controller will
 - Have checked the fire panel to identify where the fire is located in the school
 - Have the site plans to hand to the fire service and identify the location of the fire
 - If possible get the electrically supply switched off and the gas supply switched off.

If you hear the Fire alarm;

- A. Alarm will be sounded
 - Emergency services will be telephoned from the secretary's office
 - Secretary will bring the following items:
 - Visitors log, late arrivals and early collections log, contact details for parents, first aid kit, fire register document, site map so fire hydrants can be located and school plan so the area of the fire can be located to show to the fire services.
- B. Evacuation will commence as follows:
 - EVERYONE OUT of the building using the nearest escape routes, teachers work with their partner teacher to bring the two classes out.
 - Teachers have choose two line leaders and two line ends to wear high vis vest.
 - Designated persons will check the toilets.
 - Teachers need to be aware of alternative exits in case an exit is blocked, they must work together to identify and direct the children to an alternative exit.
 - Students will line up outside their classroom.
 - Teacher will place a blue hook on their door to show the room is clear.
 - One teacher will lead the group out and the other teacher will ensure all the children follow the group.
 - Class teachers bring a clipboard with the roll call on it, close doors when you leave the classroom.
 - WALK QUICKLY but CALMLY and QUIETLY.
 - NO OVERTAKING.
 - DO NOT RETURN for anything you have forgotten.
 - If time permits (small fire), close windows of room.
 - Move to the Assembly Points in the yard. Class teachers count the number of children and raise their hand if all children are present. If a child is missing the teacher calls the roll and identifies who is missing and informs the Safety Officer. All hands up indicates everyone is accounted for where a hand not raised indicates that there are people not accounted for. In this case, the teacher must inform the Safety Officer immediately.
 - Wait for direction from the Emergency Site Controller

Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed

Test/Inspection/Examination	Frequency	Inspector
Fire Fighting Equipment	12 monthly	External - Contractor
Fire Alarm System	12 monthly	External - Contractor
Emergency Lightning	12 monthly	External - Contractor

Records of these statutory examinations or tests should be filled in the Fire Register. These statutory tests will be co-ordinated by the Principal and Health & Safety Representative.

Other Hazards

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

1. Wet corridors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out

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 manufacturer's instructions and recommendations.
- (c) Where applicable 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) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in 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 vaulting horses, beams and benches are stable and do not wobble when in use.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Teachers check that manholes are safe.
- (q) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (u) All video display units should have a screen in front of the computer.

Constant Hazards - see Appendix for Hazard Checklist

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Shellybanks ETNS 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.

Lift operation

It is the policy of the Board of Management of Shellybanks Educate Together that:

The lift is to be used only by authorised persons only. It is to be used as a means of access for persons with specific needs.

It is not intended to be used for hauling materials between floors. The lift carriage and motors will be subject to regular maintenance checks. Please refer to Building operations manual for further details on lift.

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 in-tact 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 Shellybanks ETNS 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 Shellybanks ETNS that all drugs, medications, etc. be stored and administered as per Section 8 of the Administration of Medicines Policy and as authorised by the Board of Management.

Welfare and Code of Discipline

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 as per the staff cleaning rota.

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, hand-drying facilities and soap and sanitary disposal facilities must be available where appropriate.

Members of staff and students are reminded:

(a) For any person/child who is under medical supervision or on prescribed medication and who has been certified fit for work or fit to attend school, the school should be notified 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 or pupils. 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.

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. Arrangements will be made to ensure the protection of staff from any violent or disturbed people. Refer to School's Policy on Code of Behaviour.

Access to Staff is by Consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect staff.

Refer to School's Policy on Code of Behaviour and Communications Policy.

Highly Polished Floors

It is the policy of the Board of Management of Shellybanks ETNS 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 precautions or warnings communicated by staff including signage such as cones should be adhered to by all children, staff, parents and visitors to the school. Staff and pupils shall be told to use handrails when going up or down stairs. In addition, pupils should not carry items in their hands while using the stairs. [a1] Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.[a2]

Smoking

It is the policy of the Board of Management of Shellybanks ETNS 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.

Infectious Diseases

It is the policy of the Board of Management of Shellybanks ETNS 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 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, soap and a facility for the safe disposal of waste. Hand sanitizer dispensers have also been installed throughout the school to manage the spread of germs. See Risk assessment document.

Equipment and grounds

Any faulty or damaged equipment must be identified to the relevant personnel by email and logged in the hazard record booklet (see appendix). [a4] This procedure applies also for any hazards which may arise in terms of the school grounds such as insecure pipes, uneven surfaces, etc.

Manual Handling

No person will be expected to lift a load that would be likely to cause him/her injury. Consideration must be given to the load and whether help is necessary. Training in correct manual handling techniques will be provided as appropriate.

Every employee must be familiar with the correct lifting techniques. These may be summarised as follows:

- Check for sharp edges, splinters or nails.
- Lift in easy stages – floor to knee, then from knee to carrying position.
- Hold weights close to body.
- Don't jerk, shove or twist body.
- Grip load with palms – not fingertips.
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps.
- Always consider whether help is necessary to carry or lift a heavy load.

Code of Discipline

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. Arrangements will be made to ensure the protection of staff from any violent or disturbed people. Refer to School's Policy on Code of Behaviour.

For all other Safety protective measure see Appendix 1

First Aid

Trained First Aid Personnel

It is the policy of the Board of Management of Shellybanks Educate Together that:

- At least two employees will be trained to apply First Aid to other staff.
- All required remedies and equipment are made available for first aid function.
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:
 - Elastoplast plasters

- Tape
 - Cotton Bandage
 - Antiseptic Wipes
 - Scissors
 - First Aid Chart
- Disposable gloves must be used at all times when administering First Aid. Hot water and soap will be available and where possible should be used before and after administering First Aid.

All records of accidents or ill health will be monitored and listed in the appended log sheets, in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

Associated First Aid Procedures:

A first aid box is located in the school office. This is checked regularly and restocked when supplies are running low. In the event of accidents basic first aid is administered by a staff member e.g. cleaning minor cuts and putting a plaster on the wound. Disposable gloves are provided. A cool pack is kept in the staffroom fridge. If a teacher feels that an injury is more than a minor one and medical attention may be necessary e.g. there may be a sprain, head injury, parents/guardians are contacted and requested to collect their child as soon as possible. In such cases children are made as comfortable as possible and wait either in the secretary's office or outside the principal's office. *

*Classroom and Field Trip First Aid Checklists see appendix 8

Classroom First Aid see appendix 9

Yard First Aid Box Checklist see appendix 10

Access to School

Arrival to School

- Parents/Guardians are not to drive into the school grounds. Parking is provided for staff cars only. An exception to this is parents/guardians who are dropping a child who uses a wheelchair. All cars are to be reverse parked.
- There is no cycling, scooting and/or skateboarding in the school grounds.
- We request that bicycles are left in the bicycle rack provided and that scooters and skateboards are left in the designated safe area.
- School starts at 8.45am. There is no supervision before this time and parents/guardians are regularly reminded of this and requested not to drop children and leave them unattended before this time.
- Class teachers will bring their line into class at 8.45am. If for some reason there is no teacher present children wait outside until another member of staff arrives.

Home Time

Junior / Senior Infants (1:25pm)

- Children are handed over one by one to a collecting adult. Parents/Guardians need to let the class teacher know at the start of the year what adult/s will be collecting their child.
- Children wait in line until it is their turn.
- Adults are requested not to collect children from their line. Parents/Guardians need to inform the class teacher by note if somebody different is collecting their child as children will not be handed over to unknown people.
- Any uncollected children are brought back to the school office, their parents/guardians contacted and the incident recorded in the Home Time Collection Folder.

1st – 6th Class (2:25pm)

- These classes are brought to the yard by teachers.
- Children who are walking home on their own leave the yard promptly.
- Children who are being collected by an adult go directly to that adult.
- If a collecting adult is running late they should contact another parent/guardian to look after their child.
- If there is nobody to collect a child the child immediately returns to the designated waiting area. Under no circumstances are they to leave the yard on their own.
- Any collections after 2.25 are recorded and parents/guardians are contacted at 2.30 if a child is still uncollected this will be recorded.
- Children attending an after school activity go directly to the designated collection point.
- Once children leave the school building they are not to return unless accompanied by an adult.
- Parents/Guardians are regularly reminded of these arrangements via school website/Newsletter/Weekly Notes. Children are regularly reminded of them either by teachers or at school assemblies.

Adult/ Student Work Experience Policy

Included in this group are students on teaching practice, adults on SNA training, people on the Work Placement Programme (WPP), Transition Year/ Secondary students for the local secondary schools and Parents in working with children. The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school.

The principal will inform the Health and Safety representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety representative will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals. This is available from Maura (Health and Safety representative).

Revision of Safety Statement

This statement shall be regularly revised by the Board of Management of Shellybanks Educate Together National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

This Policy was ratified by the Board of management on _____, 2019.

This Policy will be reviewed in, 2020

Chairperson, BOM

Principal

Appendix 1

Shellybanks Educate Together N. S. Health & Safety Procedures

The Board of Management is consulted on procedures that fall within their remit. Regarding all other procedures the Principal keeps the BOM informed.

Parents/Guardians are informed of these procedures at:

- the meeting for Junior Infant parents/guardians
- in school policies
- in the Information Booklet for parents/guardians
- in the Weekly Information email

The pupils are informed of them by:

- their class teachers
- the Principal
- at School Assemblies
- their parents/guardians

Teachers should familiarize themselves with school policies and INTO / Teaching Council guidelines for best professional practices.

Accidents

Classroom

All accidents that occur during the school day and are deemed to be of a serious nature are recorded. Teachers keep their own record of such accidents that may happen in the classroom.

Yard

Children report yard accidents to a supervising teacher. Accidents that happen on the yard are recorded in the Yard Incident Book. A supervising teacher brings the "Yard Book" to the yard. All significant accidents and incidents are entered into the book. The record should be dated and signed by the reporting teacher. All incidents are recorded under three headings – incident, response and follow up. It may be necessary to fill in a separate accident/incident report for more serious accidents/incidents a copy of which should be placed in the child's file. The teacher's professional judgement will decide this.

An accident/incident may be such that the child may need to be sent to the office. A younger child will always be accompanied by two senior children.

Class teachers should be informed of accidents and incidents involving children in their class.

The principal should also be informed of serious incidents.

Parents may need to be informed of accidents or incidents. This may be by phone or a note home.

After –School Classes

These are organised with BOM approval by the Teachers involved. Copies of all school policies and procedures especially Child Protection, Health & Safety, Code of Behaviour and Anti Bullying, & Home School Communication Policy are made available to those organising and responsible for these activities. They are required to fill in hazard logs and inform Principal or Staff Health and Safety Rep of any potential dangers.

Arrival

- Parents/Guardians are not to drive into the school grounds. Parking is provided for staff cars only. An exception to this is parents/guardians who are dropping a child who uses a wheelchair.
- There is no cycling, scooting and/or skateboarding in the school grounds.
- We request that bicycles are left in the bicycle rack provided and that scooters and skateboards are left in the designated safe area.
- School starts at 8.45am. There is no supervision before this time and parents/guardians are regularly reminded of this and requested not to drop children and leave them unattended before this time.
- Class teachers will bring their line into class at 8.45am. If for some reason there is no teacher present children wait outside until another member of staff arrives.
- We request that buggies are not brought to classrooms.

Child Protection

The School Principal is the Designated Liaison Person (DLP) and the Deputy Principal is the Deputy Designated Liaison Person (prior to the appointment of Deputy Principal the Permanent Mainstream teacher will act as Deputy Designated Liaison Person).

Please refer to our Child Protection Policy.

Classroom Procedures

Each teacher is responsible for establishing safe procedures and practices in their classroom. They also share a common responsibility to promote and implement safe practices and procedures throughout the school.

Each teacher is responsible for ensuring that their classroom is ventilated sufficiently by the opening of windows during both yard breaks and during the school day as necessary and by creating a cross-draught by opening a door/and or window on the opposite side of corridor.

There are procedures that are common to all classrooms.

- Children do not enter in the morning until there is a teacher present.
- All movement within the classroom will be in an orderly fashion e.g. one table/ row/ group at a time.
- School bags are under tables or under coats in class “cloakroom area” and children are reminded not to leave them where they are a danger to others passing by.
- Coats and other items of clothing are not to be hung on the backs of chairs.
- Children are required to sit on chairs in a safe manner. They are reminded of “all legs on the floor”
- Chairs are always carried with two hands on the seat and legs facing down.
- Chairs are stacked in threes.
- Children are not permitted to leave their classroom without a teacher’s permission.
- Children are always sent on a message to the office or another class in pairs.
- Safety procedures re. use of equipment in subjects such as Arts / Crafts, Science and PE are followed.
- If an unavoidable situation arises whereby a teacher has to leave their classroom they arrange supervision of their pupils with a neighbouring teacher.

Clothing

Shellybanks ET does not have a school uniform. We do require that children wear age appropriate clothes. We recommend footwear with a Velcro fastening for children who cannot tie their own laces. Children should wear footwear with a good grip. Children taking part in PE are required to wear suitable footwear (runners). If it comes to the teacher's attention that a child does not have suitable footwear the child may be asked to sit out the class.

In the interest of safety jewellery such as long chains, necklaces, large rings & bracelets, or long earrings are not to be worn.

Teachers often take children outdoors during the school day as such children need to wear a jacket or coat preferably with a hood. Scarves are to be worn inside coats.

Hoods are not to be worn up indoors. Scarves are not to be worn indoors. If a teacher considers that any item of a child's clothing is unsafe or unsuitable for a particular school activity, the child may be requested to remove it. We also request that all children with long hair tie it back in school.

Custody Orders

If there is a custody order regarding a child it is important that the school is informed. The school can seek an extract from a separation agreement / court order if such exists. If no such order exists and this is posing a difficulty we will request that one is sought and made available to the school. In the absence of such an agreement or order both parents/guardians will be treated as equal partners as regards parenting rights and responsibilities. The school cannot withhold a child from either parent in the absence of a custody arrangement.

Emergency Contact Numbers

Parents/Guardians are asked to supply the school with their up to date addresses and phone numbers, contact numbers for childminders and crèches and the name of another person in the event of parents/guardians not being available.

At the start of each school year parents/guardians are asked to complete a new form. Parents/Guardians are also reminded regularly of the need to inform the school if any of the details on the child's personal information form changes. Shellybanks ET also communicates with parents/guardians via Email/ Text a Parent. The first contact number supplied on the personal information form is that submitted to this service.

A Contact Book is compiled each year by the School Secretary and updated as necessary. A copy is kept in the school office and the Principal's office.

Staff

Staff is asked to give up to date contact information to the school office and Principal so that they are contactable in the case of an emergency. They are also asked to give a contact number of somebody who could be contacted in the case of an emergency that involves the staff member. This information is not given out to others.

Staff is advised not to give their personal contact details to parents/guardians or pupils or to give out any anybody else's details. All contact with staff by parents/guardians is in person or through the school email.

Emergency numbers of staff and parents/guardians are held in school by the Principal and School Secretary and out of school by the Principal & Deputy Principal.

Garda Vetting

The Vetting Authority for teachers is the Teaching Council and for non-teaching staff is our patron body Educate Together.

Absences

The National Educational Welfare Board (NEWB) was established under the Education Welfare Act 2000. Under this Act parents/guardians must inform the school in writing when their child is absent and state the reason for the absence. It is not necessary for parents to ring the office to inform us that their child is absent unless they have been absent for a long period or they have a contagious illness and other parents/guardians may need to be notified. Shellybanks ETNS requests parents/guardians to send a note to the class teacher on the child's return to school. The note should be dated and give the date/s of the

child's absence. Each class teacher receives a folder at the start of the school year for the storage of these notes. For this reason we request that notes are written on a loose page and not in a homework journal. If a child does not bring a note to school on their return after an absence the class teacher reminds them to bring one the following day. If the school still does not get a letter the parents/guardians receive a standard school letter requesting an explanation for their child's absence. In some cases it may be necessary to follow this up by contacting the parents/guardians directly by phone.

If it is necessary for a child to take prescription medicine the school needs to be informed and parents/guardians are required to fill in all necessary documentation. It is the responsibility of parents/guardians to keep this information updated. See Administration of Medicines Policy.

Head Lice and chicken pox or other infection diseases

We ask parents/guardians to inform us in confidence if their child has head lice. We then notify parents/guardians that there is an outbreak in a particular class. No child is ever named or identified. We ask parents/guardians to check heads and treat if necessary. We also request that all children with long hair tie it back in school as heads bent close together over desks etc are ideal conditions for head lice to spread. Also for general health and safety reasons.

Movement through the School

- In the interests of pupil safety the following strict procedures must be adhered to.
- Children walk when moving within the building.
- When moving in groups or with their class within the building they walk in single file.
- Movement on the stairs is in an orderly and quiet manner. Children walk in single file using the handrails. Children do not walk from the top to the bottom of the stairs without stopping. Each teacher determines at what point/s their class wait until told to continue. Children wait at the bottom of the stairs until a teacher also reaches this point.
- Children will be supervised at all times when engaged in activities in the school grounds – nature walks, farm visits, PE etc. Children are not permitted to wander off on their own.

Outside Personnel working with pupils

Shellybanks ET welcomes the involvement of outside personal – parents/guardians, speakers, GAA coaches etc in our school. These activities require the advance permission of the Principal. The activity should comply with the school ethos and curriculum. A teacher is always present and the visiting person has no unsupervised access to pupils.

Supervision Procedures

- Break time /yard supervision is covered by teachers
-
- The supervision roster is drawn up by the Special Duties post holder with responsibility for supervision.
-
- This roster is circulated to each teacher at the start of each term and a copy is displayed in the staffroom.
- The Principal is responsible for deploying SNA provision for children with special needs.

- It is the responsibility of each staff member to familiarise themselves with their yard time supervision roster.
- If a teacher knows in advance that they will be absent on a day that they are due to be on supervision duty they should arrange a swap with another
- All incidents and accidents of a serious nature are recorded in the yard book by a supervising teacher.

The children go to the yard, weather permitting. The supervising teacher(s) and their classes need to be on the yard before other classes arrive. Children are not allowed to leave the yard without a teacher's permission. This is only granted if a child needs to go to the toilet or the office. Children are encouraged to go to the toilet before yard time.

Children are reminded regularly of yard rules contained in our Code of Behaviour. Refer to policy.

At line up time the supervising teacher rings the bell. The children freeze when they hear the bell. On the teachers instruction the children walk to their lines and line up quietly. Children return to their classrooms class by class in a quiet orderly way accompanied by SNAs and teachers on yard duty. The supervising teachers' classes return to their rooms last. These teachers ensure that the yard doors are closed firmly behind them. The supervising teachers fill in the yard book even if there are no incidents to report. It is essential that all incidents and accidents of a serious nature are recorded in the yard book by a supervising teacher.

Wet day arrangements

- A timetable is drawn up for teachers to supervise indoors.

Trips/Tours

Trips out of school

1. Teachers discuss all potential outings & trips in advance with the Principal and make your partner teacher is aware.
2. Staff must have assessed the safety of the area and journey that will be undertaken to get there before organising the trip.
3. If applicable organise with an SNA if they are available to attend the trip before booking/organising the trip.
4. Send home a letter explaining the trip.
5. Receive written consent from parent/guardian.
6. Organise adequate supervision: 1 adults for every 8 children
7. On the trip teachers are to wait with children at all times regardless of who is leading the activity/trip. Children are never to be left with outside school personnel.
8. SNA's attend to the child they are assigned to.
9. Be able to locate the nearest pharmacy and hospital.

Items to bring on the trip

1. A physical copy of a class contact list with both parents/guardians phone numbers along with emergency contact details.
2. Any specific medication along with a sheet to record administered medicine.
3. Medicine can only be administered by a trained member of staff.
4. An SNA if applicable
5. First aid kit: check all the necessary items are in it and restock if necessary
 - A minimum of 2 instant ice packs, this depends on the nature of the trip
6. Adequate supervision: an adult for every 8 children
7. A charged phone with credit
8. School phone number saved in your phone
8. Other members of staffs phone numbers saved in your phone

Regular safety checks must be carried out before and during the trip

1. Explain all procedures and expected behaviours before going on a trip.
2. Children wear high vis vests or school bibs to make them easily identifiable.
2. Children walk in suitable pairs (always have your partner with you)
2. A head count at the start and any time before you move the group throughout the trip.
3. Stop to bring the group back together if too spaced out while walking
4. Parents stand on road to make sure traffic stays stopped at pedestrian crossing.

Parent/guardian volunteer

- Explain plan for the day
- Explain expected assistance/role to parent/guardian.
- Introduce the helpers to the children so the children know who they are.
- Assign each parent/guardian to 8 children to assist and look after them.
- Make parent/guardian aware that the teacher/SNA must accompany children to the bathroom as per our Safe Guarding Statement (parents are not to do this unless it is just their own child they are bringing to the bathroom.
- Bring a least two children to the bathroom or a group of children to the bathroom, the other class teacher should remain with the rest of the group.

Appendix 2

SAFETY INSPECTION CHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency egress routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked regularly?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

Appendix 3

SAFETY INSPECTION CHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all fire fighting equipment easily accessible?			
Is all fire fighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of fire fighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			
Are fire drills carried out on a regular basis, minimum termly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			

Appendix 4

SAFETY INSPECTION CHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced			

Appendix 5

SAFETY INSPECTION CHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Housekeeping</u>	Yes	No	Action
Are floors kept free from all tripping hazards?			
Are tools and equipment returned to their proper places when not in use?			
Are suitable waste bins provided and used?			
Is waste removed on a regular basis i.e. daily?			
Are storage areas kept clean and tidy?			
Are leads from equipment prevented from trailing across aisle ways and walkways?			
Are there designated storage areas for stored materials?			
Are there separate disposal containers for broken glass?			

Appendix 6

SAFETY INSPECTION CHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Manual Handling</u>	Yes	No	Action
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			
Are floor surfaces kept clear and in good condition where staff have to lift?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			

Appendix 7

SAFETY INSPECTION CHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Electrical</u>	Yes	No	Action
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			

Appendix 8

Field Trip First Aid Checklist

Class Teacher:

Class Year:

Item	Amount/Notes	Yes/No
Plasters		
Tape		
Sterile Water		
Cotton bandage		
Antiseptic wipes		
Scissors		
Disposable Gloves		
Instant ice packs: Two but also Depending on the activity and number of children		
Extra tissues		
Extra plastic bags		
Child-specific medications and affiliated instructions AND Sheet to record administered medicine	List here:	
Pen		
Appendix 13 Accident Report Sheet Shellybanks ETNS - Photocopy as necessary. (Fill it in & use the back of the sheet to write any extra information about what happened or follow up with home/somebody else in school. This sheet is to be stored in the child's file in Mariam's office).		
Charged mobile phone with phone credit ****Numbers saved in the phone - School phone number - Colleagues phone numbers		
Up to date list of parent/guardian phone numbers		
Be able to locate the closest hospital & chemist		

Appendix 9

Classroom First Aid Checklist

Class Teacher:

Class Year:

Item	Amount/Notes	Yes/No
Plasters		
Antiseptic wipes		
Packet of Wet wipes		
Box of tissues		
Box of Disposable Gloves		
Blue Roll of paper towel hanging in the dispenser		
Pen		
Appendix 13 <i>Accident Report Sheet Shellybanks ETNS</i> - Photocopy as necessary. (Fill it in & use the back of the sheet to write any extra information about what happened or follow up with home/somebody else in school. This sheet is to be stored in the child's file in Mariam's office).		
Child-specific medications and affiliated instructions displayed in the classroom (as per Administration of Medication Policy).	List here:	

Appendix 10

Yard First Aid Checklist

Class Teacher:

Class Year:

Item	Amount/Notes	Yes/No
Pen		
Plasters		
Sterile Water		
Antiseptic wipes		
Disposable Gloves		
Roll of paper towels		
Disposable Face Shields		
Small Bin		
Incident Record Book	For recording date/time/student/teacher/ incident	
Display folder of medical awareness cards		
Appendix 13 Accident Report Sheet Shellybanks ETNS - Photocopy as necessary. (Fill it in & use the back of the sheet to write any extra information about what happened or follow up with home/somebody else in school. This sheet is to be stored in the child's file in Mariam's office).		

Appendix 11

Health and Safety Maintenance Log Shellybanks ETNS

Date	Member of staff logging information	Issue	Location	Date: Emailed Johanne & Maura	Follow up	Date: Fixed

Appendix 12

Detailed Hazard Identification and Risk Assessment

Risk Assessment Location:			Assessor's Name:		Assessment Date:
Hazard Identified	Person at Risk	Risk Potential	Control Measures to eliminate or reduce risk	Risk with controls	Person(s) responsible

Appendix 13
Accident Report Sheet

Date:

Child's Name:

Class:

Attended by:

Action:

First Aid provided

Parents removed child from school

Medical Attention Received

Parents notified

Parents left child in school

Location of accident:

GP Hall

Corridor

Classroom

Field

Yard

Other

Type of accident;

Collision with another child

Struck by object

Fall/trip

Accidental

Malicious/Fight

Other

Type of injury;

Head

Neck

Arm/Wrist/Hand

Finger

Abdomen

Leg/Ankle/Foot

Eye

Ear

Mouth/Dental

Nose

Lump/Swelling

Cut

Abrasion

Suspected sprain

Suspected fracture

Other

Type of illness;

Headache

Fever

Stomach ache/upset

Vomiting

Epilepsy

Asthma

Other