



Shellybanks Educate Together recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989.

This Safety Statement sets out the Safety Policy of Shellybanks Educate Together and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our staff and pupils and to meet our duties to members of the school community and public with whom we come in contact.

This policy requires the co-operation of all staff.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit bi-annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored 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.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Shellybanks ETNS

1.1 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

1.2 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- A. The design, provision and maintenance of all places within our remit as tenants of the building, in a condition that is safe and without risk to health
- B. The design, provision and maintenance of safe means of access to and egress from places of work
- C. The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
- D. The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.



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- E. The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its staff
- F. The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its staff
- G. The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- H. The safety and prevention of risk to health at work in connection with use of any article or substance
- I. The provision and maintenance of facilities and arrangements for the welfare of staff at work
- J. Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its staff
- K. The continuing updating of the Safety Statement
- L. The provision of arrangements for consultation with staff on matters of Health and Safety
- M. The provision of arrangements for the selection from amongst its staff of a representative

1.3 The Board of Management recognises that its statutory obligations under legislation extends to staff, students, and any person legitimately conducting school business and to the public.

1.4 The Board of Management of Shellybanks Educate Together undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 are adhered to.

1.5 A Safety Committee may be established to monitor the implementation of the Health and Safety Policies of Shellybanks Educate Together and the requirements under the Safety, Health and Welfare at Work Act, 1989.

Duties of Staff

1. It is the duty of every staff member 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.



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- 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 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 while 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.

2. 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.

Staff using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

Consultation and Information

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

- to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms.
- to give a copy of the Safety Statement to all present and future staff.
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards



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All staff will complete Hazard Control Forms. Some Hazards can be rectified promptly but others remain constant. The Hazards have been divided into two categories:

1. Hazards that can be rectified or minimised will be dealt with as a matter of urgency.
2. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the staff will review and make recommendations on the elimination of Hazards.

Specific Hazards

1. Fire

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

- I. There is an adequate supply of fire extinguishers which will deal with any type of fire
- II. All fire equipment is identified and regularly serviced
- III. Regular Fire drills take place at least once a term
- IV. Instruction is given in the use of Fire Extinguishers for specific materials/equipment
- V. Fire alarms are clearly marked
- VI. Signs will be clearly visible to ensure visitors are aware of exit doors
- VII. ~~All electrical equipment be unplugged or turned off, i.e. not left on standby, outside school hours and when rooms are vacated for lengthy periods~~
- VIII. An assembly area is designated outside building - School Yard
- IX. Those leaving building/classrooms should let someone know and inform the Principal of all timetabled visits outside school.
- X. Exit signs are clearly marked
- XI. All electrical heaters should be unplugged when not needed outside of school hours.
- XII. The teacher or agreed substitute in each class will be responsible for fire drills and evacuation procedures



- XIII. The school has been granted a fire safety certificate from the Dublin City Council Fire Authority and as such the recommendations/criteria of this fire safety certificate application have been adopted in accordance with the relevant Technical Guidance Documentation.

2. Our school specific hazards

It is the policy of the Board of Management of Shellybanks Educate Together to act upon any potential hazard identified by a staff member as promptly as possible. These hazards will be included in the Maintenance Log held in school office. The hazards will be assigned a response task for a named person, such as Principal/Caretaker etc., who should attend to the hazard where possible or contact the relevant services etc.

It is the policy of the Board of Management of Shellybanks Educate Together to minimise sound pollution – room to room, yard to room etc.

Where such work is taking place in the school environs which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours. Where this is not practicable, provision will be made to relocate the affected children to an area away from the works.

When a child who needs to be lifted is enrolled in the school, suitable support / training (services) must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff. Application for support services will be made to the DES/SENO/HSE where applicable.

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of Shellybanks Educate Together 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.

2. 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.

3. Chemicals

It is the policy of the Board of Management of Shellybanks Educate Together that all chemicals, 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. All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

4. Drugs Medications

It is the policy of the Board of Management of Shellybanks Educate Together that all medications, drugs, etc. be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place. Refer to School's Policy on Medication.

5. Highly Polished Floors

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

- Floors will not be polished or made slippery (or specify a non-slip polish).
- That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used.

6. 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.

7. 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 and Liaison between School and Home Policy (to be drafted).



8. 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
 - Wasp Eze
 - Tape
 - Disinfectant (e.g) Savlon
 - Eye lotion(e.g) Optrex
 - Antiseptic cream
 - Cotton Bandage
 - Cream for First Aid treatment of Burns
 - 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 should be used before and after administering First Aid.

9. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Staff need to make enquiries about the purpose of such a visit. Any contractor should make direct contact with the Principal or Deputy Principal before initiating any work on the school premises. Staff need to report any unauthorized visits.

10. Management of Health and Safety

Regular reviews of the statement will be undertaken in light of experience, changes in legal requirements and operational changes.



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The Board of Management will undertake to carry out a safety audit bi-annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

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.

Notes on Safety Policy

A Board of Management must draw up the Safety Statement specifically for its own school and this must be done in consultation with the staff; Safety, Health and Welfare at Work Act, 1989

Summary

The Safety, Health and Welfare at Work Act, 1989 became effective on 1 November, 1989.

The main purpose of the Act is to make all workplaces safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The act covers all persons at work – employers, staff, and the self-employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them.

Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe equipment, safe systems and must provide their staff with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Board of Management of Shellybanks Educate Together will set up arrangements to have candidates come forward from which a person may be selected by the staff to act as Safety Representative, who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all staff on Occupational Health and Safety matters.

The Act also confers responsibility on the staff in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.



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The National Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.



Appendix 1- Shellybanks Educate Together N. S. Health & Safety Procedures

These procedures are intended to ensure the safety of the pupils and staff of Shellybanks ETNS.

A member of the BOM is assigned to the role of Health & Safety Officer and a member of staff is assigned to the role of Health & Safety Representative.

The staff is informed and reminded of these procedures at staff meetings and in the school Principal's memos to staff. They are discussed and reviewed as the need arises.

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 letters

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



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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 After School Committee. The school staff has no role in the organisation or supervision of these classes. 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 caretaker and Principal 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 on the corridor.
- Parents and guardians are very welcome to visit their child's classroom from 8.45-9.00am. Parents & guardians are requested not to enter rooms after this time as class lessons



begin.

- 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 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 office.

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.

The Principal has a school mobile for BOM contact.

Fire Drills

Fire drills are held each term.

Fire Safety

The Board of Management arranges for fire safety equipment to be checked regularly.

Garda Vetting

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



Health Issues

First Aid

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, 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.

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

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.



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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 off a serious nature are recorded in the yard book by a supervising teacher.

Wet day arrangements

- The children remain in their classroom.
- Teachers who were scheduled to supervise do so indoors.

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.



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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.

Children may use the toilets at any time with a teacher's permission. The class teacher uses their own discretion re. the number of children permitted at the same time. Each teacher is mindful of safety when allowing children to use the toilets. At break time they need the permission of the supervising teacher.

Trips/Tours

Teachers discuss all potential outings & trips in advance with the Principal. Prior to any tour or trip teachers discuss behaviour and safety issues with their class. Parents/Guardians are also asked in the tour information letter to talk to their child and reinforce the importance of safe behaviour. Teachers bring a class emergency contact list on tours/ trips so that parents/guardians may be contacted if necessary.

Visitors to the School

The front door is locked at 8.50 each morning. After this time entry is only possible when visitors make themselves known to the School Secretary(when one is appointed) or Principal by ringing the intercom. In so far as is possible all entrances and exits within the building have been secured.

Apart from parents/guardians dropping and collecting children all visitors to the school are required to sign in and out in the school's visitor's book. They will also be supplied with a visitor's badge.

Appendix 2- Administration of medication – Please refer to our School Policy

Appendix 3- Code of Behaviour – Please refer to our School Policy

Appendix 4- Complaints Procedure – Please refer to our School Policy (to be drafted)



Appendix 5- Management of Health and Safety Log – Held in Office

Date	Hazard	Assessing Risk	Method of dealing with Risk	Implementation/ Recommendations



Appendix 6- Hazard Identification and Risk Assessment Form

Definitions

A **hazard** is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, students or visitors to the school.

A **risk** means the potential of a hazard to cause harm. The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in.

In completing a risk assessment, some of the following questions may help in reaching a risk rating for each hazard identified;

- Is anyone exposed to the hazard?
- Is the hazard likely to cause injury?
- How serious would that injury be?
- Is the hazard well controlled?
- Is the supervision adequate?

Control measures are the actions that need to be taken to eliminate or minimise the risk identified.

Health and Safety structure within the school - who is the safety manager/officer, appointment of safety representative, safety committee and meeting schedules etc.

_____ is the safety representative in the School

_____ is the safety officer on the Board of Management.

_____ is the School caretaker



Suggested headings for hazard identification

Fire:

- Fire Alarms
- Fire equipment (extinguishers, fire blankets etc.)
- Fire register (fire drills, extinguisher checks, alarm servicing etc.)
- Signage

Building Conditions:

- Access and egress to buildings and campus
- General building conditions (external and internal, glazing, floor coverings)
- Windows (access by children, teachers)
- Electrical systems (standards for wiring, main distribution board etc.)
- School Yard
- Classroom
- Heating and ventilation
- Potential for slips, trips and falls
- Welfare facilities (children's and staff toilets, access to drinking water etc.)
- Building maintenance

Traffic on Site:

- Traffic circulation
- Car Parking
- Drop off and collection of pupils

General housekeeping:

- All corridors and circulation areas kept clear (trip hazards, obstructions)
- Storage facilities
- Manual handling
- Furniture
- Waste Disposal
- Storage facilities
- Cleaning
- Window cleaning

Machinery, equipment and electrical appliances

- List of all equipment and appliances in use
- Electrical supply (sockets, cables etc.)

Hazardous substances



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- List all chemicals on site (including all cleaning materials etc.)
- Storage arrangements
- Medications (is there a school policy on children requiring medication?)

First Aid

- Location of first aid boxes
- Training for staff

Noise

- May not be an issue but should be considered

Other school policies

- Anti-Bullying Policy
- Student allergies
- "Healthy Lunch" policy
- Access to teachers by parents/guardians (protection of employees)
- Any other that may be relevant

This Policy was ratified by the Board of management on 20th April, 2015.

This Policy will be reviewed in January, 2016

Jessica Ryan-School Manager

Therese Gamble-Principal

NOTE: At least two employees will be trained in the use of the school defibrillator-if/when we have one I will put this line back into the statement