

**Bunscoil Gleann Sidheáin, Cappoquin,
Co. Waterford**

Safety, Health and Welfare Statement

Reviewed December 2020

Bunscoil Gleann Sidheáin, Cappoquin, Co Waterford.

Safety Health and Welfare Statement

Introduction:

This statement was formulated by the Board of Management of Bunscoil Gleann Sidheáin, Cappoquin. (hereafter referred to as the Board).

The Board consulted the Guidelines on Managing Safety, Health and Welfare in Primary Schools prepared by the Health and Safety Authority and Kilkenny Education Centre in collaboration with the Department of Education and Skills.

The Board recognises that its statutory obligation under legislation extends to employees, pupils, and to any person legitimately conducting school business and to the public.

The Board undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Acts 1989/2015 are adhered to.

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

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

The Board wishes to ensure that as far as is reasonably practical;

- a. The design, provision and maintenance of all places in the school shall be safe and without risk.
- b. There shall be safe access to and from places of work.
- c. Plant and Machinery shall be operated safely.
- d. Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- e. Staff shall be instructed and supervised, in so far as is reasonably practical, so as to ensure the health and safety of employees, pupils and the public.

- f. The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
- g. Protective clothing shall be supplied as is necessary to ensure the safety and health at work of employees.
- h. Plans for emergencies shall be prepared and revised as necessary e.g. fire drill, first aid etc.
- i. The safety and prevention of risk to health at work in connection with the use of any article or substance.
- j. Obtaining, where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of employees.
- k. The provision of arrangements for consultation with employees on matters of health and safety.
- l. This statement will be reviewed by the Board as the necessity arises and at least annually.

Policy:

Safety, Health and Welfare Policy of Bunscoil Gleann Sidheáin

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school.

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

The Board of Management of Bunscoil Gleann Sidheáin as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. 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;
- e. consult with staff on matters related to safety, health and welfare at work;

- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management of Bunscoil Gleann Sidheáin 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, experience and other relevant developments.

Signed:

Chairperson, Board of Management

School: Bunscoil Gleann Sidheáin, Cappoquin

Date: _____

School Profile:

Bunscoil Gleann Sidheáin is a modern, state of the art 8 classroom Primary School.

It consists of:-

- 8 classrooms with toilets and storage facilities located off each room.
- ASD Unit with 2 ASD classrooms, sensory room, central activities areas and ancillary rooms.
- 3 special education rooms.
- School Library.
- Adjoining School Sports Pitch.
- Interactive Whiteboard in each classroom.
- School Hall/Assembly room with stage and sound system. Separate servery attached to hall.
- Wheelchair access and specially adapted universal access toilets.
- Reception/School Office inside front door.
- Buzzer security system at front door.
- 12 bike storage bicycle shelter.
- Newly extended playground with weather shelters.

The school has 192 pupils on the school roll for the 2020/21 school year. Our school motto is “Níneart go cur le chéile” – Unity is strength.

Bunscoil Gleann Sidheáin places the child and his/her best interests at the heart of our educational philosophy. In our school we endeavour to create a caring community where management, staff, parents and pupils respect, value and appreciate each other. We actively promote a happy, healthy and stimulating school environment where opportunities are provided for promoting the full and harmonious development of all aspects of the person of the pupil; intellectual, physical, cultural, moral, emotional and spiritual. Every opportunity will be given to enable children to discover their talents and uniqueness and to develop into responsible and caring adults.

Resources:

The Board will dedicate the appropriate resources and welfare facilities necessary, including time, finance, equipment and personnel to ensure, in so far as is reasonable, the safety, health and welfare of all employees and others who may be affected by the running and operations of the school.

This commitment relates in particular to the provision of emergency equipment, including Fire Fighting and First Aid equipment, as well as the necessary training and information required to deal with emergency situations as they arise. Fully stocked First Aid kits for use in any accidents are located in the staffroom. Fire fighting equipment has been positioned throughout the school. This equipment has been chosen and sited applicable to the fire risk. Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.

It also extends to the provision and maintenance of structures and facilities within the premises that will ensure the safety and welfare of all employees, as well as the provision of Personal Protective Equipment where risks cannot be controlled by engineering, administrative or other means.

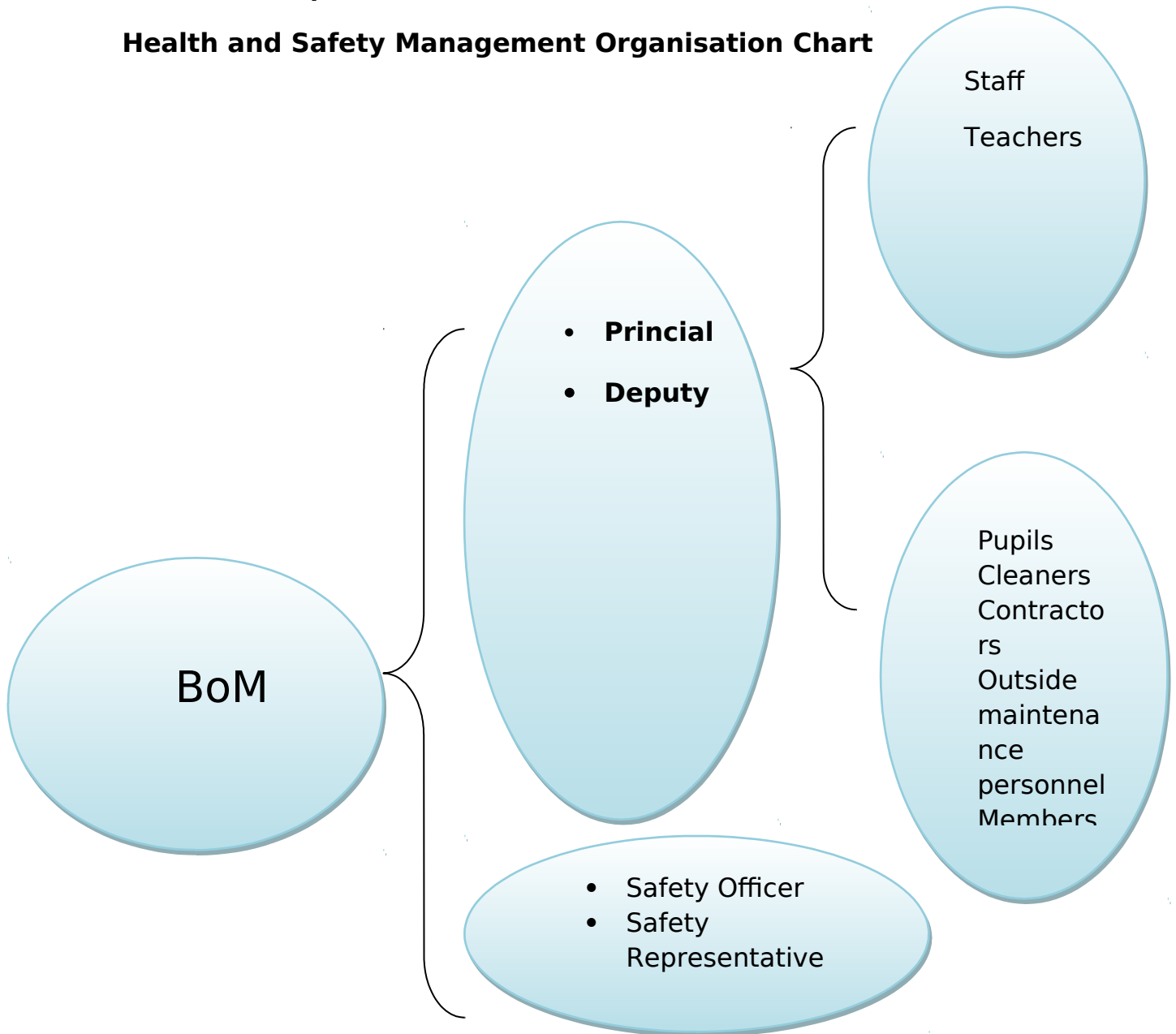
The Health and Safety Officer on the Board of Management with the assistance of the School Principal and Health and Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities.

Bunscoil Gleann Sidheáin will provide each new employee with a copy of the Safety Health and Welfare Statement of the school. Bunscoil Gleann Sidheáin will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.

Various signs are in place throughout the school and external areas to provide directional information, emergency exits, and fire fighting equipment and identification of any hazards.

Roles and Responsibilities:

Health and Safety Management Organisation Chart



The above chart reflects a whole school approach to the promotion and development of safety, health and welfare in the school. Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The new roles of Lead Worker Representative and Deputy Lead Worker Representative are included as part of the school's Covid-19 Response Plan. Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School.

The Board of Management will:

- Be fully familiar with this safety statement and subsequent revisions.
- Demonstrate through personal behaviour that only the highest standards of health and safety are acceptable.
- Maintain safe working conditions and practices by ensuring all activities under their control are completed safely and that any unsafe conditions and practices are corrected as soon as possible.
- Ensure that the Safety, Health and Welfare Statement contents and other relevant safety rules and guidance are communicated to staff, contractors and visitors.
- Support each employee and volunteer in complying with requirements of the Safety Statement.
- Ensure that all equipment operated by staff and others is suitable for the intended tasks, properly maintained, and that staff are trained and competent in the safe operation of equipment. Ensure that all activities are well planned so that they may be carried out in a safe manner.
- Ensure that employees receive adequate safety training and instructions appropriate to their job specification and understand the importance of maintaining their work areas in a safe condition, free from hazards likely to cause harm or injury. The maintenance of a high standard of housekeeping is most important in all areas.
- Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency and that properly maintained and appropriate fire fighting equipment is available. Adequate arrangements in terms of trained personnel and equipment must also be in place to deal with First Aid situations that may arise.
- Ensure that access routes, fire exit routes and fire points are kept clear of storage, combustibles and other equipment at all times.
- Ensure that all personnel are trained in manual handling techniques, if they are to be involved in manual handling tasks. All manual handling tasks need to be assessed to ensure that the risks involved are either eliminated or reduced to the lowest possible level.
- Ensure that all accidents, involving employees or the public, are reported and investigated. Root and contributory causes of accidents need to be established and remedial measures put in place to prevent re-occurrence. Accident report forms need to be completed and retained as appropriate.
- Ensure that all outside contractors have safe systems of work in place and that the safety of employees, visitors or the public is not put at risk by the activities of contractors on site.
- Consider where appropriate all representations made by employees on health and safety issues.
- Carry out inspections on a regular basis to ensure that health and safety provisions are being met and where necessary put in place corrective measures.
- Commend employees who by their actions or initiative, eliminate or reduce risk levels.

- Ensure that induction training in health and safety is carried out for all levels of staff when they commence work and ensure that personnel are aware of their responsibilities as laid out in the Safety, Health and Welfare Statement.
- Appoint a Health and Safety officer from within the Board of Management.
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the Health and Safety Officer, Principal, Deputy Principal and all members of staff.
- Inform staff, pupils and parents of the school's Covid-19 Response Plan and of procedures put in place to prevent the spread of Covid-19 in the school environment.

Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care of his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use, in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

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

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

All Teachers are responsible for creating a genuine safety culture within the School.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.

- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk-through inspection to ensure the standards in both safety and hygiene are being complied with.
- Ensure that they follow Covid-19 control measures to prevent the introduction and spread of Covid-19 in schools

Risk Assessment:

A risk assessment can be defined as a detailed examination of a particular workplace, machine, department or work procedure. It seeks to ensure that every hazard is properly identified, and that action is taken to either eliminate or substantially reduce risk levels associated with each hazard. Wherever possible, risks should be eliminated. Where risks cannot be eliminated the general principle of prevention must be used as part of the risk assessment process.

The Board will ensure that risk assessment is carried out on a continual basis and that in line with the Safety, Health and Welfare Statement risks are reviewed in March of each year. Risk assessments will also be carried out if changes in work systems or equipment occurs. The following steps will be carried out in risk assessment

- **Step 1:** Identify the hazard
- **Step 2:** Evaluate the risk in proportion to the hazard
- **Step 3:** Put in place appropriate control measures to eliminate or minimise the risk

The Board and the designated Health and Safety Officer will be responsible for completing risk assessments. Records of risk assessments can be found in Site Specific Risk Assessments in Appendix 1.

Accident and Incident Investigation:

Reviewing the causes of all accidents and incidents will lead to the identification of core faults or defects in work systems, equipment and work procedures.

The Board shall investigate all accidents, incidents and near misses that happen in the school. Records of investigations shall be located in Accidents and Incidents in Appendix 2.

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.

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

1. Wet corridors
2. Trailing leads
3. Computers, laptops
4. Binder
5. Fuse Board
6. Electric kettles
7. Boiler houses
8. Ladders
9. Protruding units and fittings
10. External store to be kept locked.
11. Maintenance equipment
12. Icy surfaces on a cold day
13. Mats in hall
14. Condensation in the hall
15. Appropriate use of PE equipment
16. Excess rainwater on school yard
17. Projector
18. Guillotine
19. Cookers

To minimise these dangers the following safety/protective measures must be adhered to:

- (a) Access to and operation of plant/equipment is restricted to qualified members of 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 Policy 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 Policy 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 the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (h) Check that floors are clean, even, non-slip and splinter proof.
- (i) PE equipment to be sorted securely and positioned so as not to cause a hazard.

- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
- (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) Caretaker will check that there are no uneven/broken/cracked paving slabs and that roofs, guttering, drainpipes, manholes, etc, as far as can be seen, are sound and well maintained.
- (o) Check that all play areas are clean and safe.
- (p) Check that outside lighting works and is sufficient.
- (q) Check that all builder's materials, caretaker's maintenance equipment, external stores etc are stored securely.
- (r) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

Constant Hazards

Machinery, Kitchen Equipment, Electrical Appliances.

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

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/ leads are intact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Bunscoil Gleann Sidheáin 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 safe area, and protection provided to be used when handling them.

Welfare

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

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

Members of staff and pupils are reminded that:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff and pupils are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Highly Polished Floors

It is the policy of the Board of Management of Bunscoil Gleann Sidheáin 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 is possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Bunscoil Gleann Sidheáin 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 of Bunscoil Gleann Sidheáin shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal or Deputy Principal do that it may be removed immediately.

Infectious Diseases

It is the policy of Bunscoil Gleann Sidheáin that all such infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils 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, towels and a facility for the safe disposal of waste.

Response to Covid-19

The Board of Management has endorsed the recommendations of the Covid-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools that were published on July 27th 2020. Following the publishing of the plan risk assessments were carried out in the school to minimise the risk and introduction of the virus in the school community.

To minimise these dangers the following safety/protective measures must be adhered to:

1. The use of signage and posters in and outside the school environment outlining the signs and symptoms of Covid-19, the practicing of physically distancing and the importance of practicing good hand and respiratory hygiene.
2. Changes have been made to school layout and classroom desk layout to allow for a minimum of 1m distance to be maintained between pupils in classes from 3rd to 6th.
3. Hand sanitisers have been installed in all classrooms, the staff room, school office, SET settings, the school hall and all major rooms used in the school. Hand sanitisers have been installed on the school corridor as well as at the entry and exit to classrooms.
4. Parents/Visitors to the school have been encouraged not to enter the school building and have been advised to arrange alternative methods of communication. A contact log has been made available at the reception/school office to record the contact details of any visitors to the school.
5. Staff/pupils and parents have been advised of the symptoms of Covid-19 and not to attend school if they are displaying these symptoms. If anyone in the school community develops symptoms of Covid-19 they should bring this to the attention of the Principal immediately.
6. Pupils receive training in the practicing of good hand hygiene and respiratory etiquette. Hand washing takes place on arrival to school, before eating and drinking, after using the toilet, after playing outdoors, when their hands are physically dirty and when they cough or sneeze.
7. Staff to maintain a distance of 2m from pupils where possible and where not 1m should be seen as the minimum. Close contact at face to face level is minimised where possible. Teachers, SNAs and all staff are to wear face coverings where it is not possible to maintain a 2m distance from pupils or other staff.

8. As far as possible classes remain in their own bubble for the school day and do not mix with pupils from other classes. Markings are put in place on the school yard to divide the yard area up into four separate sections to accommodate four classes at a time. Staggered breaks are implemented to make this possible.
9. Physical distancing is maintained on entry and exit to the school. Two entries/exits are used to the school building in the evening and in the morning to minimise the mixing of pupils. Staggered exiting times are used to ensure in so far as possible that classes are kept separate.
10. Physical distancing is maintained in the school staffroom using the separation of tables and staggered breaks. Staff use their own container for cutlery and utensils. A contactless warm water tap is used for hot water.
11. Masks and gloves are worn by staff when dealing with First Aid injuries and the Administration of Medication when physical distancing is not possible.
12. The sharing of resources and equipment is minimised where possible and equipment that needs to be shared is cleaned on a regular basis.
13. All staff are responsible for the cleaning of their own work area/desk during the school day. All areas and surfaces are cleaned thoroughly by the school cleaners each day. Cleaners are provided with PPE as required to conduct cleaning.
14. An isolation area has been set up in school for dealing with a suspected case of Covid-19 in the school setting.
15. A Lead Worker Representative and a Deputy Lead Worker Representative have been identified from among the school staff to support management in the implementation of the Covid-19 Response Plan.
16. Pupils/staff use their own utensils where possible and practical when cooking in the ASD Unit and thorough cleaning of shared utensils takes place.
17. All staff receive Induction Training as part of the Covid-19 Response Plan.
18. The Fire Drill and Evacuation procedures have been reviewed to allow for a greater number of assembly points to help maintain physical distance.
19. Water outlets and tanks have been flushed and ran to reduce the risk of Legionnaire's disease after the long school closure.
20. Pupils have containers to store their own items and resources. Coat hangers have been removed to reduce the risk of infection and coats are stored in the children's own belongings.
21. Hand sanitisers have been located next to all school appliances that are used frequently e.g. Photocopier.
22. The windows of the classrooms are opened prior to the commencement of the school day to ventilate the rooms. Classes are given walking and running breaks to promote well being and to ventilate rooms while the children are gone outside.

First Aid

It is the policy of the Board of Management that members of staff shall be trained to provide First Aid to staff and pupils.

- (1) Notices are posted in office detailing:
 - Arrangements for giving first aid,

- Location of first aid boxes,
 - Procedure of calling ambulances etc.....,
 - Telephone numbers of local Doctor, Gardaí, Hospital.
- (2) All incidents, no matter how trivial and whether to employees or to pupils or to members of the public must be reported immediately to the person responsible for the hazard identified in the Policy or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

School Safety officer will see that there will be maintained in the school properly equipped First Aid Boxes available to staff at all times containing:

- Sticking plasters
- Antihistamine for stings, etc.
- Tape
- Antiseptic cream
- Cotton bandage
- Burn treatment
- Antiseptic wipes
- Scissors
- First Aid Chart
- Face masks

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

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal, on her nominated agent, before initiating any work on the premises and shall be shown a copy of the safety policy applying to the school and shall agree to its provisions. In response to Covid-19 visitors are discouraged from calling to the school except in essential circumstances.

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

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Parents/guardians are encouraged to maintain social distancing while they wait to collect their children. Markers are put in place to help with this practice and exiting times are staggered.

Emergency Procedures:

Fire Protection Policy

The Board is committed to the provision of a safe workplace, and this includes appropriate fire precautions, detection systems for fires should they arise and provision for the safe and swift evacuation of personnel from the premises.

It is the policy of the Board of Management of Bunscoil Gleann Sidheáin 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 Staff Safety Officer will ensure that fire drills shall take place at least once a term.
- iii. Fire alarms shall be clearly marked.
- iv. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- v. All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.
- vi. Assembly areas are designated and the locations specified.
- vii. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/ principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- viii. Staff Safety Officer shall be responsible for fire drills and evacuation procedures.
- ix. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
- x. Fire exits and emergency escape routes must be kept clear at all times.

Instruction and Training:

The Board is committed to providing appropriate health and safety training for all employees applicable to their function within the school. The training will begin with induction training on commencement of employment. The purpose of

induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management. For a plan of all proposed training and completed objectives see the following table.

These specialised areas will include the following training courses.

Course	Required Attendees
Induction Training	All new staff
Manual Handling	Caretakers and Special Needs Assistants
Fire Warden/Awareness and use of Fire Extinguishers	All staff and Health and Safety Officer
Emergency Evacuation Training (Fire Drill)	All Staff
First Aid Training ,EpiPen Training	All Staff
Defibrillator Training	All staff
First Aid Responder	Selected Staff

Communication and Consultation:

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of the Board to consult with their employees on matters of health and safety to encourage a teamwork strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer on the BoM is responsible for consulting with, and providing appropriate information to, the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff have raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them immediately by the Health and Safety officer or the school Principal.

Communication is integral to the organisation and operation of the safety, health and welfare statement. All staff must be aware of the content of the safety statement, safety policies and procedures and risk assessments. Signage pertaining to Fire Exits, Fire Fighting equipment and First Aid are located in prominent positions in the school building. A number of school policies contain a health and safety element and these are listed in the appendices.

Le Chéile- A.S.D. Unit:

All of the issues outlined in the general "Safety Statement" apply to the pupils, staff and all other users of the ASD Unit. In addition, each child in the ASD Unit has a personal Special Needs Assistant who has a duty to ensure the health and safety of the child in her care.

Revision of this Safety, Health and Welfare Statement of Bunscoil Gleann Sidheáin.

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

Review date: March of each school year.

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____ Nominee of BOM

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989/2005

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 1989

Appendices

- Appendix 1: Site Specific Risk Assessments
- Appendix 2: Accident and Incident Report Form
- Appendix 3: Health and Safety Policy
- Appendix 4: Administration of Medication Policy
- Appendix 5: First Aid Policy
- Appendix 6: Enrolment/Admissions Policy
- Appendix 7: Fire Drill and Evacuation Policy
- Appendix 8: Child Protection Policy
- Appendix 9: Anti-Bullying Policy Template
- Appendix 10: Code of Discipline and Behaviour Policy
- Appendix 11: Critical Incident Policy
- Appendix 12: Contractor Control Procedure Policy
- Appendix 13: Instruction and Training Records
- Appendix 14: Hazard Management
- Appendix 15: School Tours/ Excursions Policy
- Appendix 16: Extra Curricular Activities Policy
- Appendix 17: Monitoring Inspection Template
- Appendix 19: Audit Template
- Appendix 20: School Management Members
- Appendix 21: Accident/Incident Investigating and Reporting Policy
- Appendix 22: Health and Safety Committee Meeting Records
- Appendix 23: Covid-19 Policy Statement
- Appendix 24: Covid-19 Response Plan