

RAITEAS SÁBHÁLCACHTA

SAFETY, HEALTH AND WELFARE AT WORK ACT. 1989

SECTION 12 (2)

The Board of Management of Gaelscoil Choráin Primary School, charged with the direct Government of the School, has prepared this Safety Statement in accordance with the requirements of the Safety, Health and Welfare at Work Act 1989, Section 12 Sub-Section 1-8, in doing so it is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils. Safety, Health and Welfare within the school is, and always has been, a most sacred duty incumbent on all members of the school community and one which calls for constant vigilance.

SECTION 12 (2) (4) (C).

OIDÍ LE DUALGAISÍ SPEISIALTA NAMING CERTAIN PEOPLE: POSTS AND RESPONSIBILITIES.

Under rule 123(4) and Circular 16/73 of the Dept. of Education, our Priomh-Oide, Caitríona Ní Riada, is responsible for the discipline of the school generally, the control of other members of the teaching staff, including the co-ordination and effective supervision of their work, the organization of the school and other matters relating to the work of the school. In carrying out these duties, an Priomh-Oide, Caitríona Ní Riada, is required to organize and participate in the effective supervision of pupils during breaks, lunch periods, assembly and dismissal.

A table of names and times of supervision duties should be distributed to all members of the teaching staff and should be on display in the office. She is to arrange adequate supervision and work for pupils whose teacher is absent. She will hold regular conferences with staff on matters concerning the general work of the school.

An Priomh-Oide Táinisteach, Eoin Ó Siochrú, is required to assist the Priomh-Oide in the day-to-day organization and supervision of the school.

In accordance with Section 13(3) of the act, the teaching staff in consultation with other employees, may select from time-to-time a representative, presently Cáit Mhic Inneirí, who as a “ Safety Representative” will conduct consultations with the Priomh-Oide, and/or with the Board pursuant to this Section.

SECTION 12 (3) IDENTIFYING THE HAZARDS – ASSESSMENT OF RISKS.

Duties of Employees

It is the duty of every employee while at work:

- (a) to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such 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 other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

The Board of Management in consultation with the teaching staff has identified the following areas of School Life and Activity as requiring special care in order to prevent injury or damage to members of the school community.

1. Activity Outside the Classroom - See Annex "A"
2. Activity Inside the Classroom - See Annex "B"
3. Restricted Areas – See Annex "C"
4. Hygiene and Welfare - See Annex "D"
5. Fire Drill – See Annex "E"
6. First Aid – See Annex "F"
7. Road Safety – See Annex "G"

ANNEX “A”

ACTIVITIES OUTSIDE THE CLASSROOM

Gaelscoil Choráin opens its gates at 8.35am and in accordance with rule 124 (4) all teachers will be present to exercise the required supervision over their classes at that time. Paistí are asked not to come earlier than 8.35am as congregating outside the school gate is not advisable in view of proximity to main road.

Infant classes are allowed to go to their classrooms in the interest of safety. All others are expected to congregate in the schoolyard.

Attention of teachers is directed to Rule 124 (4)

In all pupil activity involving games of whatsoever kind teachers will exercise prudent judgement on the level of safety required and bring to the attention of the Príomh-Oide any matters requiring corrective action.

Note: see Annex “G” (Inspection Checklist)

Access To School

Inasmuch 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 before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

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

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Those parking outside the school grounds are advised to accompany children to and from the school premises.

ANNEX “B”

ACTIVITY WITHIN THE CLASS ROOM

Within the class room and general school building, during normal school business, the hazards with potential for injury for all within the school are: -

- (a) Activity involving tools of any kind e.g. scissors, knives, pointed implements etc.
- (b) Any activity involving the use of electrical power.
- (c) All moveable furniture

Teachers are professional people trained to conduct group activities.

However some accidents can occur due to oversight or the postponement of rectifying defective equipment e.g. defective plugs, defective desk tops etc.

Teachers and ancillary staff are requested to conduct a periodic safety check of their classrooms and/or workplace and to effect or request immediate corrective action. For this purpose it is recommended that each teacher keep a written record of the safety checks conducted and the actions taken. This record is to be made available on request to the Príomh-Oide.

ANNEX “C”

RESTRICTED AREAS

The restricted areas of Gaelscoil Choráin are as follows:

- (a) Office
- (b) Front of school building
- (c) Attic
- (d) Boiler Room
- (e) Staff Room
- (f) Store Room
- (g) Underneath Stage Room
- (h) Casual visits to the shops during school hours.
- (i) No pupils are allowed to exit the school premises.

The above areas are restricted to authorized personnel only and such authorization may only be granted by the Príomh-Oide, Cairtriona Ní Riada, or designated teacher.

Playing with balls adjacent to glass windows is strictly forbidden.

ANNEX “D”

HYGIENE

Hygiene is the concern of everyone in the school. Good hygiene practice is essential for health and welfare of all in the school. For this reason any infringement of the code of conduct in this regard will be viewed with particular seriousness. Teachers are requested to train pupils in good hygiene practice. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the notice of the Príomh-Oide any corrective action which may be deemed necessary.

An Bord Bainistíochta has upgraded hygiene facilities by installing hand dryers and soap dispensers. Sterile gel is also in situ for classroom use.

WORLPLACE ENVIRONMENT

We will provide a healthy working environment and will ensure that the following issues are always addressed. Gaelscoil Choráin is responsible for these matters. Ventilation will be adequate. Staff are asked to co-operate regarding opening of windows.

Adequate lighting will be provided.

Smoking will not be permitted in our workplace.

The school will be cleaned as required. Floors and traffic routes will be cleaned at least once per week. Waste materials will be removed on a daily basis.

ANNEX “E”

SÁBHÁLTACHT TINE/ FIRE SAFETY

The Board draws attention to the dangers of fire and to the loss of life that may be caused in the event of a fire in the school. Each teacher shall instruct their pupils in the fire drill to be observed in the event of a fire in Gaelscoil Choráin. In the event of a fire the fire alarm will sound. On hearing the alarm the teachers will take the roll book and line the children up in the class room

1. Pupils from Room 1 & 2 will be evacuated immediately through the front door and will assemble at a point left of the front gates.
2. Pupils from Rooms 3,4,5,6,7 and attic rooms 2 and 3 will be evacuated through the back door to a point in the main school yard.
3. Pupils from Rooms 8,9,10 and attic room 1 will be evacuated through the side door and will assemble at designated points between front gates and the rain shed.

All the children from 1,2,3,4,5,6,7,8,9 and 10 will be directed to the school yard, where they will be lined up according to their classes. The teachers will call a roll to ensure that all pupils attending that day are present.

Having evacuated the classrooms and assembled at fire points outside, a decision by Príomh-Oide and staff whether to evacuate the premises or not will be taken.

Ancillary staff will check areas in main Hall, Stage area, Staff Room and Toilet areas. Any children found in these areas will be directed to their respective classes or brought by said staff, depending on circumstances.

In the event of an evacuation, everyone will evacuate to Bun Scoil Mhuire. A further roll call will take place there. In conjunction with Bun Scoil Mhuire school management further decisions will be made regarding the children's welfare and safety.

The Board of Management has recently installed a full fire alarm

Note: Fire Drill practised once per term.

Location of Fire Extinguishers

Fire Extinguishers are located in the following locations:

- All Corridors
- Beside Electrical Equipment.
- Automatic (Heat Sensitive) in the Boiler House.

ABLE Fire Protection, Grenagh, Co. Cork. 021-4886848 is responsible for ensuring that this equipment is maintained in line with the required servicing intervals.

Signs and Notices

The school will ensure that all necessary signs and notices are displayed. These will identify the locations of all exits and fire fighting equipment, as well as any danger zones or hazardous materials.

ANNEX "F"

GARCHABHAR/FIRST AID

In the event of accidents it may be necessary to administer first aid. First aid equipment is under the care of the Príomh-Oide /Runaí in the secretary's office. All personnel have access to first aid equipment and phone once the school opens at 8.40am.

Emergency Phone Number Plan.

The following emergency telephone numbers are posted on the wall beside the phone in the office. Telephone Numbers for parents etc. are posted on the office wall also.

Cork Regional Hospital: 021/4546400

Cork South Infirmary: 021/4964333

Fire Service: 024/92351

Gardaí: 024/92200

Fiaclóir 024/92212 – Mr. Dermot Cotter

Doctors:

Matthews Dr. Declan, Emmet Place. 93552

O'Brien Dr. Deirdre, South Abbey 93411

O'Callaghan Dr. Declan, Catherine St., 92702

Twomey, Dr. Michael, Catherine St., 92101

First Aid

Gaelscoil Choráin provides and will maintain adequate and appropriate first aid equipment, suitability marked and easily accessible, in order that first-aid can be provided. The first-aid equipment is located in the runaí's office.

The First Aid box Contents

The first aid box will contain the following where there are up to 50 people on the premises, and the quantities will be increased pro-rata where there are more than 50 people.

- 40 adhesive plasters
- 6 safety pins
- 8 medium individually wrapped sterile unmedicated wound dressing (approx 10cm X 8cm)
- 4 large individually wrapped sterile unmedicated wound dressings (approx 13cm X 9cm)
- 10 individually wrapped wipes
- 1 sissors
- 2 pairs of latex gloves
- 2 triangular bandages.

First Aid Treatment Area(s)

The area assigned for the provision of First Aid treatment in our school is the secretary's office / resource room. Where practicable, this will be a dedicated First Aid area or a room and we will make our best endeavour to equip this location with as many as possible of the following:

- Sink with cold water
- Drinking water
- Soap
- Paper towels
- Smooth topped working surface
- A suitable store for first aid materials
- First aid equipment
- Suitable refuse containers lined with a disposable plastic bag
- A chair
- A first aid treatment record book
- A bowl

Infectious Diseases

It is the policy of the Board of Management of Gaelscoil Choráin that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

Gaelscoil Choráin has to enter the number of occupational first aiders. Their names and details are as follows:

An Príomh Óide

Gaelscoil Choráin will provide information to staff, parents, Board of Management and/or safety representatives regarding the first aid facilities and arrangements in place.

Hazards and Risks

On the following pages you will find a list of workplace hazards and risks showing appropriate:

- Risk assessment
- People at risk
- Actions and controls to eliminate or reduce the risk or provide protection from the risk
- Assigned responsibility for implementing the actions and controls
- Review dates.

The hazards and risks are grouped and presented in the following order:

- Working at a height
- Dust and fumes
- Electricity
- Explosions
- Fire
- Noise and vibration
- Poor House-keeping
- Substances
- Manual Handling
- VDUs
- Transport
- Stress, bullying and violence
- Machinery.

SAFETY HAZARDS	RISK ASSESSMENT			CONTROL MEASURES	REVIEW
	LOW	MED	HIGH		
Torn and curly carpet		x		Caretaker to fix and glue carpet	If problem persists replace carpet
Spillages – slips and trips		x		Area to be sealed off and wet cone to be put in place	
Running in corridor			x	No running rule to be strictly enforced teacher always to lead class out of room	Staff reminders. Everyone responsible.
Wet floor inside main door		x		Install heavy duty mats	
Children outside office at lunch time	x			Must have a written note to be kept of yard	How effective was the written note
Children being collected early from school	x			All children must be signed for in advance	Starting 1.12.11
Broken bottles on yard			x	Caretaker to check yard in advance each day	Working well
Ice/snow	x			Caretaker to come to school early and salt/clear area	No snow for last few years

Water/drinks on corridor	x			Written memo prohibiting carrying of drinks on corridor	No hot liquids allowed
A.V Equipment is subject to regular maintenance checks	x			Annual electrical checks	
Accidents on yard			x	Appoint first aider	Need for more first aiders
Traffic at the beginning and the end of the school day	x			Traffic cones left out each morning and evening	Problematic.
Unauthorised access during the school day			x	Coded access, intercom, closed circuit cameras	Needs to be reviewed Problematic
Unauthorised access after a school day			x	light sensors	Damage to windows over the holiday period
Fire alarm			x	6 years old. Basic model	
Electrical wiring in the school	x			Replace electrical equipment	Replaced in 2005
No emergency lighting on corridor	x			Install new system	Emergency lighting installed
Playgrounds	x			Ensure supervision rota in place	Rota in place

Internal entrance to school on wet days	x			Additional matting needed – mopping of floors – wet care sign	New mats purchased as required
P.E. Hall	x			Ensure suitable footwear is worn	Working well
Internal stairs and corridors		x		Pupils use handrails – children supervised on corridor	Working well
Equipment, materials, coats etc		x		Equipment, materials not to be stored below tables. Coats on hooks	Working well
Cleaning materials / bulk liquid			x	To be stored in secured room	Working well
Spillages/food	x			Clean spillages and remove	Working well
Admission requests from pupils with a history of violence in other schools towards pupils and staff			x	Defer/refuse admission pending safety audit and professional advice	No such applications to date
Admission requests from pupils with a history of violence towards school property			x	Defer/refuse admission pending safety audit and professional advice	No such applications to date
Assaults on members of staff by pupils	x			Code of Discipline power of suspension expulsion	No such incident to date

Assaults on pupils by other pupils	x			Refer to the Code of Discipline and powers of suspension and expulsion	A small number of incidents occur yearly
Bullying / threatening behaviour on members of staff by pupils	x			Refer to Code of Discipline	Working well
Threatening behaviour on pupils by other pupils		x		Refer to Code of Discipline	Working well

ANNEX “G”

SABHÁLTACHT BÓTHAIR/ ROAD SAFETY

The Board draws attention to the dangers of pupils crossing Strand Street to and from South Abbey. It is not school policy to take pupils across this busy street because of the danger posed to both pupils and teachers.

- A road warden is in situ at appropriate times which enhances road safety. At present, while improvements have been made of late, better international signs, denoting school going children is required to enhance road safety. Possibility of rumble strips on the road has been raised on a number of occasions, but are not feasible due to bye-laws. As a school situated in a high volume traffic area, we need to be extra vigilant, especially at arrival and dismissal times. The introduction of traffic calming lights and a road sign has improved matters.
- Classes 1 to VI inclusive are dismissed at 2.40pm
- Each teacher shall instruct his/her pupils in the Safe Cross Code.

This policy or part of may be reviewed/revised if and when pedestrian lights are erected.

SECTION 12 (6) STATEMENT SUBJECT TO REVIEW

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

Dáta: _____ Lá de _____ 2013

CATHAOIRLEACH / PRÍOMH-OIDE

AN BORD BAINISTÍOCHTA

RAITEAS SÁBHÁILTEACHTA

GAELSCOIL CHORÁIN

2013