

HEALTH & SAFETY POLICY GLASHEEN BOYS' SCHOOL

(Last Reviewed **October 2018**)

The Board of Management of Scoil Mhuire gan Smal (B) / Glasheen B.N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989 and its successor the Safety, Health and Welfare Act 2005.

The Safety Statement sets out the Safety Policy of The Board Management, which aims to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact. The policy requires the co-operation of all employees of the school.

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 see **that an annual safety audit takes place and that staff are alerted**. 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.

The policy should be read in conjunction with our Child Safeguarding Statement (2018).

Signed: *Máire Calnan* (Chairperson Board of Management)

Date: (Last Reviewed **September/October 2018**)

Policy Statement on Safety, Health and Welfare

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 Acts 1989 and 2005 are applied.

2. Specifically, the Board of Management wishes to ensure, in so far as is reasonably practicable, the design provision and maintenance of:

- (a) All places in a condition that is safe and without risk to health.
- (b) Safe means of access to and egress from places of work.
- (c) Plant, machinery and equipment.
- (d) The provision of instruction to staff on how to properly handle pupils with challenging behaviour, as the need arises.
- (e) The provision of such information, instruction, training and

supervision as is necessary to ensure safety and health of its Employees at work.

- (f) The provision and maintenance of suitable protective clothing e.g. (**plastic gloves**) or equivalent as necessary to ensure the safety and health at work of its employees.
- (g) The preparation, revision as necessary and communication of appropriate policies to be followed in the event of 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 pupils, teaching staff and ancillary staff.
- (j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health of its employees at work, e.g. Manual Handling, First Aid.
- (k) The continuing **updating of the Safety Statement**.
- (l) The selection from amongst the staff of a **health and safety representative** who will regularly consult with staff.

3. The Board of Management recognises that its statutory obligations under legislation extends to staff, students, any person legitimately conducting school business and the public.
4. The Board of Management of Glasheen B.N.S. endeavours to ensure that the provisions of the Safety Health and Welfare at Work Acts 1989 and 2005 are adhered to.
5. A Safety committee (**Safety Officer, Principal, Caretaker and Safety Squad**) monitors the implementation of the Safety & Health Policies of Glasheen B.N.S. and the requirement under the Safety, Health & Welfare at Work Acts 1989 and 2005.

DUTIES OF EMPLOYEES OF GLASHEEN B.N.S.

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 anything 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.

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

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

CONSULTATION & INFORMATION

It is the policy of the Board of Management of Glasheen B.N.S.

- To **consult with staff** in the preparation and completion of the Health and Safety Statement.
- To **make available a copy of the Safety Statement** to all present and future staff so that they are enabled to read and understand its contents. (A copy is available on the school website and in the School Plan).
- To have posted in **every classroom the Health and Safety Rules** and to inform parents of health and safety issues through our school newsletter.
- 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

All staff will report Hazards to the Safety Liaison Representative.

Some hazards can be rectified but others remain constant. The Hazards have been divided into two categories.

Hazards that can be rectified or minimized will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

SPECIFIC HAZARDS

1. Fire

The policy of the Board of Management of Glasheen Boys' N.S. is:

- There is an adequate supply of **fire extinguishers** at strategic points around the school (Serviced August 2018).
- All fire equipment is identified and **regularly serviced**.

- Regular **Fire drills** take place once a term.
- Staff are made aware of Fire Extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of **exit doors**.
- All **electrical equipment be turned off** outside of school hours and when rooms are vacated for lengthy periods.
- Suitable **assembly locations** to be chosen – see Fire Drill Procedures.
- Those leaving the school before home time should **sign out** before leaving the building. Parents will sign their children out if they are being collected early.
- **Exit signs** are clearly marked.
- There will be a named person responsible for fire drills and evacuation procedures.
- The school and equipment have been checked by a fire officer and all recommendations made by him/her are being implemented.

When In Classroom:

1. Teacher will give instructions.
2. Carry out these instructions strictly.
3. Teachers shall check attendance number and bring their **class list** to the Assembly Point.
4. If teacher is not in the room, carry out the instructions in the next paragraph.
5. The Principal Teacher or such person instructed by him/her shall be responsible for ensuring that the Fire Brigade is called immediately.

When Upstairs

1. In the event of fire, pupils proceed down the stairs, in single file, keeping to the right, behind their teacher, with another staff member at the rear.
2. In the event of the stairs being inaccessible, the exit route is through the Emergency door, upstairs, across the hall roof (flat) and in through the Girls' School.

When Not In Classroom

1. Form single file and go directly, as per labelled evacuation plan on back of each classroom door, to the Assembly Area.
2. Each teacher is responsible for checking the toilet area nearest to his/her classroom.
3. Do not run, overtake, talk or make noise.
4. Do not leave your place in the line.
5. Do not return for your books or your coat.
6. Stay with your class and your teacher.
7. Children attending Learning Support/Resource are the responsibility of those teachers until they reach the

Assembly Area where they rejoin their own class for roll call.

Assembly Area

The Assembly Area is the area beside the front door of the Junior building, as marked "Fire Assembly Area"

Dismissal

On arrival at Assembly Area, classes shall retain their line and order until such time as class teacher will call the roll of pupils to ensure that nobody is missing. Missing persons are to be notified to School Principal immediately together with any relevant details of such absence. No one is to leave the Assembly Area until permission is given by the Principal (in case of a fire drill) or by the Fire Officer (in case of a Fire Evacuation).

Fire Appliances

Fire Extinguishers are located at vital positions throughout the school. These are of two kinds:

-Water hose suitable for general use.

-Chemical extinguishers suitable for use on electrical installations.

All appliances will be serviced and tested by a competent agent on an annual basis. The name of the agent currently thus employed is given at the end of this statement.

All staff shall be instructed in the use of fire extinguishers. A fire blanket is located in the staff room.

Panic Precautions

It is to be noted that panic rather than fire is more likely to result in loss of life. Our school lies beneath the flight path of many aircraft coming from and going to Cork Airport. Any possible response to an aircraft accident must be responded to without panic and the procedures of the Fire Drill strictly carried out.

First Aid

A first aid kit is maintained in the Principal's Office, as well in classrooms throughout the school. They are to be maintained and shall contain first aid materials as are deemed necessary to meet with normal school-day requirements of the pupils. Each year the Safety Officer, at the Board of Management's expense, shall replenish the contents of these kits. Another kit shall be suitable for carrying out to games, matches and such extra-curricular activities as form part of the life of the school.

- **Other Hazards**

- It is the policy of the Board of Management of Glasheen B.N.S. that:

- The school is properly maintained.
- Dampness is minimised.
- Draughts are minimised.
- The roof is properly maintained.
- All electrical fittings are properly fitted and safe.
- Adequate lighting in all internal areas with external lights over each exit.
- Proper ventilation exists.
- All windows open safely.
- Doors leading to toilet areas, links doors in corridors and all exit doors are properly sprung and are not allowed to swing freely.
- Playing surfaces in the Junior & Senior playgrounds are safe & even.
- All manholes and gullies are properly and safely covered.
- The path entrances to the school are safe and even.
- In so far as possible, floors in hallways, passageways and toilet/bathrooms be kept dry.
- No protruding units should exist in hallway or passageways which might be a danger or which might impede movement.
- Adequate lighting exists for the hallway and passageways.
- Mats are not positioned in a hazardous way.
- Rubbish is not allowed to accumulate,
- All light switches and sockets and electrical equipment are safe and are properly used and there are no trailing wires.
- All lights are working and that all light tubes have safety covers.
- All P.E. equipment and equipment used in extra-curricular sport be maintained, used and stored properly and safely in the designated Sports store room or in Mr. T. O'Neill's classroom.
- The children are not allowed out to the playgrounds when they are flooded, when there is ice on the ground or when the surface is slippery as a result of frost.
- Any ice or frost be treated on the path leading to the playground before children go to that playground.
- Yards should be checked regularly & anything dangerous to pupils removed.
- Toilet paper, soap, clean towels provided for each toilet/bathroom area
- Children be taught and encouraged to keep their toilet/bathroom area in a safe, healthy and hygienic condition
- Toilet/bathroom areas be inspected and cleaned on a daily basis.
- The staff toilet/bathroom areas be equipped with toilet paper, soap, clean towels and sanitary disposal unit

Main Gates

- To be kept clear of obstructions at all times.
- To be kept clear of litter, leaves and slippery materials.
- Pedestrian crossing paintwork to be regularly painted.
- Lighting on School Avenue and on gable end of Junior Building to be kept in working order.

Main Pedestrian Gates

- To be kept clear of obstructions at all times.
- To be kept clear of litter, leaves and slippery material.

School Yard

- Regular inspection of the fabric of the yard to be undertaken by Caretaker/Principal/Deputy Principal.
- Any broken, uneven or dangerous surfaces to be reported to School Principal.
- Such repairs as are necessary to be carried out without delay.
- Shores, drains and culverts to be kept so as not to project above the level of the surrounding ground.
- Children to be banned from swinging on the railings.

Junior School Building (Single Storey)

- Building to be checked for instances of broken glass and any dangers identified to be rectified immediately.
- Occurrences of condensation to be remedied as far as possible or the affected area closed off.
- Care to be taken with emergency escape windows.
- Running in the corridor is forbidden at all times.
- Playing of ball in the morning and swinging off pedestrian bars are both strictly prohibited.
- Children not allowed access to classrooms before 8.50 a.m. unless supervised
- Children are officially supervised from 8.30 a.m. onwards within the school grounds.
- **Supervision ceases at 2.30 p.m. Children are reminded to come inside, at that point, if not been collected, so school can attempt to contact parent/guardian.**

Senior School Building (Two Storey)

- Maintain the inset mat inside the main door in a safe position.
- Avoid placement of any obstacles at foot of stairs or at entrance to Hall/Gymnasium.
- Stairways always to be adequately lit.
- Implement procedures of keeping to the right going up and going down the stairs.
- All incidents of pushing, shoving or dangerous activity by pupils to be reported to School Principal.
- All incidents of broken glass to be reported immediately to School Principal/School Caretaker.
- Desks, chairs, tables etc. in every classroom to be checked regularly for deficiencies and any such found to be reported.
- All presses, cupboards and display units to be kept in sound condition.
- All shelf mountings to be kept secure.
- Precaution to be taken so as not to hang paper charts, decorations, posters etc. too near to light fittings or heating appliances.
- Wet floors to be attended to immediately.

- Care to be taken that electrical leads do not cause a trip hazard.

School Hall

- Access doors to school hall to be kept unlocked at all times during school hours to provide emergency escape route from Boys' side to Girls' side.
- Dangerous P.E. equipment such as horse, parallel bars etc. not to be left unattended.
- Games or exercises must not proceed if floor of Hall is wet or slippery.
- Chairs and benches at sides of Hall to be positioned safely.
- P.E. equipment in the store-room adjacent to the school hall must be stacked securely and positioned so as not to cause a hazard.
- Wooden beams and wooden horse to be checked regularly to ensure that they are free of splinters and are generally sound.

Outdoors:

- Lawn mower and other cutting appliances to be stored carefully and safely.
- Children should never be asked to cut grass.
- Petrol and any other inflammable liquids to be kept in safe room which will be locked, **at all times**.
- Glass containers of any kind are not to be taken onto the yard or onto the grass area.
- Any broken glass observed is to be reported forthwith.
- Drainpipes, roofs and guttering to be fixed and well maintained.

Back Gate

- To be kept clear of obstruction at all times
- In the event of emergency all keyholders have a key to this gate.
- This gate provides an extra escape route out of the school campus for pupils in the event of an emergency.

Appliances

- All audio-visual and cleaning appliances to be maintained in safe condition. Any apparent defects to be reported to School Principal.
- Do not put defective appliances back in storage position.
- Appliances to be unplugged before any investigations take place.
- Pupils are strictly forbidden to plug in or to unplug electric appliances. These operations can be done only by a teacher or by an adult so instructed by a teacher.

- Kettles of boiling water must not be moved or carried by pupils.
- Broken or cracked electric sockets to be reported.
- Frayed or broken flexes to be replaced.
- Extension leads to be fully extended out of their cases when in use.
- Copies of manufacturers' instructions/operating manuals are kept on file in the Secretary's Office.
- Warning instructions on the photocopying machine must be strictly observed.
- No unauthorised repairs should be attempted on high-voltage appliances.

Errands

Pupils must not be sent on messages outside the school. Neither can they be allowed to go out of the school without the permission of the School Principal. All pupils must be sent in pairs on errands and those in the Junior Building sent in pairs to the toilets.

Heating System

The school boilers will be maintained in a safe condition and will undergo annual service by a competent engineer. The name of this person is included at the end of this statement. School boilers will be protected by a sprinkle type fire extinguisher and such extinguishers will be serviced annually. No rubbish or combustible material to be stored in the boiler room.

Staff Facilities

Staff room to be maintained in a clean, warm and well lit condition. Washing and hygiene facilities to be adequate and sufficient. Fire blanket to be maintained at all times. An adequate stock of ice packs to be kept in fridge.

Smoking

Glasheen Boys' School and campus are, in accordance with legislation, no smoking areas.

CONSTANT HAZARDS

1. Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of Glasheen B.N.S. that: Machinery, Kitchen Equipment and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of Glasheen B.N.S. that all chemicals, detergents etc. be stored in clearly identifiable

containers bearing instructions and precautions for their use and kept **in a locked area**, and protection provided for use when handling them.

3. Drugs and Medication

Refer to Administration of Medicines policy. **Safety Officer & relevant staff members have been meeting with parents of pupils with particular medical needs, during autumn 2018, to review safe procedures for Administration of Medicines.**

4. Highly Polished or Wet Floors

It is the policy of the Board of Management of Glasheen B.N.S. that:

Floors will not be polished to a dangerous level or made slippery. That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end **warning signs regarding wet floors will be used.**

On wet days mats will be strategically positioned so that slipping on a wet surface can be avoided. As a matter of course children will be trained to wipe their feet as they enter the buildings in order to avoid slipping.

5. The Code of Behaviour

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any person.

6. Access to school staff members is by consent

When a staff member 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 employees. The introduction of security cameras and additional door security / a fob system, on external doors has helped considerably, in this regard. Signs and regular reminders for all visitors that they must report to the school office (rather than going directly to the classroom) are also in place. In order to ensure appropriate supervision of classes at all times, parents / guardians seeking to meet with a child's teacher must do so by appointment only.

TRAINED FIRST AID PERSONNEL

12 members of staff completed a First Aid Training course in 2016. Training in the use of a defibrillator was provided to 8 members of the school community (October 2016).

It is the policy of the Board of Management of Glasheen B.N.S. that:

Medication can and will only be administered by those staff members who have agreed to administer medication with the prior consent of the child's parents and the BOM.

All required remedies and equipment are made available for first aid function.

A properly equipped First Aid Box available at all times to staff.

The procedures to be followed in administering First Aid are those recommended in the 'First Aid Index Chart' issued by the Health Promotion Unit of the Department of Health and Children.

On the wall, in the corridor, outside the school office will be a notice containing:

- Emergency contact phone numbers for doctor & other services

When an accident occurs, a full account of what happened and symptoms of distress noticed should be recorded on the Accident Report Form. Procedures followed by the supervising teacher/the Principal/other staff members/first aiders should also be entered. The report should be retained in the Accident Report File.

OTHER ISSUES RELATING TO HEALTH AND SAFETY

It is the policy of Glasheen B.N.S. that:

- Persons coming onto the school premises must **report to the school office** before gaining admittance to the school premises and should sign in and out in the Visitors' Book. Any contractor should make direct contact with the Principal or Deputy Principal before initiating any work on the school premises.
- **Sound pollution** – room to room, corridor to room, yard to room etc. be **minimised**.
- When people are working on the premises with drills or other loud implements they must wear protective ear muffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.
- Flammable, toxic and corrosive substances must be kept in a locked press and must be clearly and accurately labelled.
- When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child including the use of hoist, in order to minimise strain on staff.

ONGOING REVIEW OF HEALTH AND SAFETY STATEMENT

It is the policy of Glasheen BNS that the Health and Safety Policy Statement be reviewed on an annual basis and updated if necessary. To this effect, on an annual basis, the Health and Safety Representative will check that:

PASSAGES

- Floor surfaces are even and are not slippery;
- Passages are adequately lit;
- Litter or rubbish has not been allowed to accumulate
- Mats etc. are not positioned in such a way as to be tripping hazards;
- There are no areas of loose, flaking or damaged paint, plaster or plaster board.

DOORS AND WINDOWS

- Doors are unobstructed;
- Doors with glass windows have toughened or laminated glass;
- Doors with a fire resistance equipment have wire reinforced glass;
- There are no doors with:
 - Loose or broken hinges;
 - Damaged or sticking catches;
 - Broken wood panels or glass panels;
 - Loose or stiff handles;
- Doors are not allowed to swing freely without restraint;
- Windows are not broken or cracked;
- Windows open easily without undue force being applied;
- Windows do not jut out dangerously when open;
- Windows do not have broken fastenings or cords.

HEATING AND VENTILATION

- The heating system is regularly serviced and maintained in good order.
- The heating system is adequate to comply with the requirements of circular 24/82;
- Where there are large areas of glass facing direct sunlight, there is provision for shading e.g. window blinds;
- Windows can be easily opened to allow for adequate ventilation.

FIRE SAFETY

- The fire exits and escape routes are clear from obstructions;
- Fire exits are kept unlocked and unobstructed whilst people are on the premises;
- All designated fire exits are clearly marked;
- Evacuation procedures are clearly displayed;
- Staff and children are familiar with evacuation procedures.
- Staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- There have been practice fire drills held three times a year;
- Fire doors open outwards and are not held or wedged open;
- In the evening, classroom doors should be left closed.
- Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- The fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officer's recommendations;

- The fire alarm system is tested at regular intervals while the school is in session to ensure it works & is audible throughout the building;
- Flammable substances e.g. cleaning fluids, photocopying chemicals etc. are stored correctly, away from any sources of heat.

Further to the Fire Officer's Recommendations on June 2010, the following suggestions have been undertaken

1. All fire doors:

- Shall be fitted with an automatic self-closing device
- Shall not be held in the open position
- Shall be fitted with an intumescent strip and cold smoke seal
- Shall be fitted with a "Fire Door Keep Shut" sign, unless fitted with an Electro-magnetic device linked to the automatic fire alarm system
- Shall be fitted with three hinges.

In this regard all self-closers on the doors to every room in this building shall be repaired/replaced unless they bring the door to a complete close.

Every door opening off the protected corridor in the single storey building and the resource room doors should have a functioning self-closing device with the exception of the toilets.

All fire doors within the new Senior Building and the Boys' section of the shared school, shall also comply with the fire door requirements above.

Staff of the school shall also be advised that the wedging/holding open of fire doors shall no longer be acceptable, fire doors prevent the passage of heat and smoke from one area of the school to another, enabling two things to happen

- The safe evacuation of the school in the opposite direction to the fire
- The containment of the fire to the specific area of origin.

All permanent wedges, hook and eye devices and hold-open devices should only be used in exceptional circumstances.

2. Escape routes to be kept clear of any obstacles.

3. All doors fitted with panic bolts shall be capable of opening freely when required and have signage indicating "Push Bar to Open".

We are also aware that it is our responsibility to:

1. Request annual test certificates in respect of the automatic fire detection and alarm system, indicating that the system has been tested to I.S. 3218 : 1989 standard.
2. Provide annual test certificate in respect of the emergency lighting system, indicating that the system has been tested to I.S. 3217 : 1989 standard. NOTE: All exit signage is to be of the maintained (permanently lit) type.

3. Provide annual test certificate in respect of fire-fighting equipment, indicating that it has been tested to I.S. 291 standard.

ELECTRICAL EQUIPMENT

General

All electrical equipment should be maintained and checked regularly by a competent person to ensure that:

- Equipment is correctly wired;
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- The mains supply is still capable of meeting the maximum demand;
- The distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out.

LIGHTING

All the light fittings are working and are kept in a clean condition;

- Light switches are not broken and appear to be in a safe condition;
- The lighting is adequate for the type of work being undertaken as specified in circular 24/82.

PLUGS/SOCKETS/LEADS

- Plugs are in good condition with no cracks or pieces missing;
- Sockets are in good condition with no cracks or pieces missing;
- Socket screws and mountings are secure;
- Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- Indicator lights on sockets function correctly;
- Insulation on leads is not cracked or frayed;
- Leads are without knots or joins and are reasonable free of 'kinks';
- Leads are the correct length for the equipment being used;
- There are no trailing leads;
- Multi-point adaptors are not being used;
- Leads and flexible cable are securely fixed at both equipment and plug ends.

EQUIPMENT

- Fixed and portable electrical equipment is not damaged and as far as can be ascertained, is operating correctly;
- Copies of manufacturers' instructions/operating manuals are easily accessible;
- Equipment is only being used for purposes for which it was intended;
- Where appropriate, all electrical equipment is switched off and unplugged when not in use;
- On/off indicator lights function correctly;
- Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- Equipment containing liquid has a leakage detector.
- All items of electrical equipment are properly and regularly maintained and serviced.

FIRST AID

All staff should be aware of:

- Location of first aid boxes & ice packs;
- Procedure for calling ambulances etc;
- Telephone number of local doctor, gardai, hospital.

First Aid kits are readily available and adequately stocked with the appropriate necessary items.

GYMNASIA AND HALLS

- First aid boxes are readily accessible;
- Floors are clean, even, non-slip and splinter proof;
- All brackets securing ropes, wall bars etc. are sound;
- P.E. equipment is stacked securely and positioned so as not to cause a hazard;
- There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- Wooden beams, benches etc. are free from splinters and generally sound;
- Where there is a stage:
 - Steps are not damaged;
 - Steps have an adequate handrail;
 - Stage lighting is properly wired and earthed and stored correctly when not in use

NON-TEACHING AREAS

OFFICES - Substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying machines are operated is adequately ventilated.

BOILER ROOMS

- All safety devices in the boiler room are in proper working order;
- The boiler is regularly maintained by a competent person;
- All cleaning materials, particularly those which might be hazardous, are securely stored.

ACCIDENT PROCEDURES

- Hazards are identified and reported on an annual basis or as they may arise by teachers or other staff members to the Safety Liaison Representative, Mr. Paudie O'Neill or to the Principal. If these hazards can be dealt with appropriately the Safety Liaison Representative will ensure that the necessary actions are carried out. If not, the Safety Liaison Representative passes on these reports to the Principal, who is a member of the Board of Management, for his attention.
- Hazards are already outlined.

- See separate list outlining our Ten Safety Rules for Health and Safety and Good Classroom Management.
- Pupils are supervised at all times in the classroom situation. If there is an urgent need for a teacher to leave the classroom, the classroom door should be left open and the teacher next door alerted to monitor behaviour. Pupils should never be left unsupervised in the yard during break time. See yard supervision rosters.
- **In the event of an accident in the classroom, school building or yard, the injured child is brought to the school office by an ISA (formerly SNA) / or other Staff Member, who provides information regarding the circumstances of the accident. Treatment is provided, as appropriate. It is expected that the ISA / Staff Member in question informs the child's class teacher. Having been cleared by the Staff Member, the child is accompanied back to the classroom. An Accident/Incident Report slip is filled out by the teacher on duty. A head bump, no matter how minor, is always treated with exceptional care and parents are always notified.**
- In the event of a child becoming ill or being involved in a serious accident, every possible effort will be made to contact the pupil's parents or the person nominated to take responsibility for the pupil. If a child is seriously injured in the classroom, the teacher notifies the teacher next door who reports the incident to the office. If necessary the principal or secretary will ring for an ambulance. Arrangements will be made to take the other children out of the classroom. The class teacher stays with the injured child until the arrival of his parents/guardians or the ambulance.
- If parent/guardians cannot be contacted, a member of staff is delegated to accompany the child to hospital in the ambulance. An Accident & Incident Report Form is filled out by the class teacher.
- If a teacher has a serious accident or illness, an ISA (SNA) sends a message to the office. If there is no ISA (SNA) a child should report to the teacher next door. The teacher next door sends a message to the office. Either the principal or secretary will ring for an ambulance if deemed necessary.
- The teacher next door takes the children out of the injured teacher's classroom. A staff member stays with the injured/ill teacher until the ambulance or medical aid arrives. A member of staff will be delegated to travel with the injured/ill teacher in the ambulance. The secretary will contact the teacher's family.
- Parents are asked to fill in a confidential form each school year giving emergency contact telephone numbers. The school should be notified immediately of a change of address or telephone number.
- All pupils of Glasheen Boys' School are covered under the 24 hour personal accident scheme which is renewed annually.

CRITICAL INCIDENT MANAGEMENT PLAN

(Prepared by the staff, in consultation with parents and available in the Principal's Office & Staff Room).

10 SAFETY RULES (To be available in all classes)

1. Never run in classrooms, stairs or corridors. When using the stairs, they must always keep to the right hand side, in single file.
2. Never leave the school grounds during school hours without the permission of the Principal/Deputy Principal and being signed out by a parent/guardian. A written note is required from parents of each child either before or after an absence from school.
3. Never wear earrings or any other jewellery that could pose a danger to themselves or others.
4. Pupils are not allowed to bring their own devices to school, to have them switched on, or to use them on the school premises, in any way. In the event of emergency pupils can make contact or be contacted through the school office.
5. Never use scooters, roller blades, skate boards or bicycles in the school grounds.
6. Always cross Glasheen Road at the Pedestrian Crossing and with the Traffic Warden when he/she is on duty.
7. In the classroom, aisles should be kept clear of bags, boxes etc.
8. **Never enter or leave the school through the Car Park Gates.**
9. No rough or boisterous play at lunch/break times.
10. Wash hands after using the bathroom.

CCTV

For the safety of all, the school has security cameras in place. These record on a **30 Day cycle**, after which, the images are no longer available. These recorded images are **not available for general viewing**.

Recorded images are only viewable by the school principal (Mr. Michael Daly) and the staff I.C.T. Co-ordinator (Mr. John Marshall). In the event of a **security breach**, the Gardai may request images within the previous **30 Days**.

REVIEW AND MONITORING

This policy will be monitored and reviewed by the Board of Management when the need arises. The Board of Management will ensure that adequate training and support is provided for all staff.

This policy was adopted by the B.O.M. on 13th April 2011. It was updated in **November/December 2015** and the latest review was in **October 2018**.

Signed: *Máire Calnan* (Chairperson)

Appendix 1 : List of Hazards

P.E. Equipment, Railings, Hand Rail.

Appendix 2 : Data

Name of School: Scoil Mhuire gan Smál B/Glasheen Boys' N.S.

Address: School Avenue, Glasheen, Cork.
Phone: (021)44544750
Roll Number: 17993R
School Principal: Mr. Michael Daly
Safety Representative: Mr. Paudie O'Neill
Fire Drill Organiser: Mr. Paudie O'Neill & Mr. Damian Ryan
Chairperson of Board: **Mrs. Máire Calnan**
Caretaker: Mr. Bernard Browne
Boiler Servicing: Mr. Michael Ward (Youghal)
(087) 2636785 / (087) 2234807
Alarm Monitoring: MCM (021) 4503222
SECURITAS (021) 4614677
Electrician Bob Burton (087) 2496182

Revised in 2014:

Various improvement works recently carried out in 2014 to roofing, lighting, yard surfaces, replacement of manhole covers, security cameras, storage and erection of no smoking signs, were listed for the B.O.M.. The H & S Representative and Caretaker went through the policy, with the principal, as part of the review. Minor changes were made to the policy to reflect removal of prefabs and the relocation of offices downstairs. Anapens are also being taken to the play yard, during break time, in reflective bags, where necessary.

Revised in November/December 2015:

Improvements since the previous review include resurfacing of tarmac at front of Junior Building and removal of all steps at entrance to all buildings. Resurfacing of infant playground. Replacement of entrance doors to Junior Building, including self-closers. Erection of ramp to new Parents' Room, including handrails. Purchase of new mats to replace damaged mats. The H & S Representative and school caretaker went through the policy, with the principal, as part of the review. Updated First Aid Training is being provided for several members of staff in early 2016.

Reviewed in October 2016:

A Defibrillator has been purchased and training of 8 members of the school community took place in October 2016.

Reviewed in September / October 2017:

All teachers & ISAs, not previously vetted, are now vetted.

Check list for Safety Audit in 2017.

Mention of work being done on mental health & initiatives being introduced.

Since new prefabs have been occupied in November 2017, measures have been put in place to prevent pupils from running in front or under the prefabs. All other safety precautions are being taken.

Summer 2018:

Much maintenance work was carried out, throughout the school, (removal of faulty / torn carpets, new flooring fitted and improvements were made to the toilet blocks). The new ASD classroom has been set up and opened since August 2018, so safety procedures are being constantly monitored there. In view of recent media coverage, in relation to some schools (September 2018), it should be pointed out that no pupil is left alone in locked rooms but pupils only visit sensory rooms, for sensory breaks, under the supervision of an ISA.