

*Ráiteas Sabháilteachta*  
**SAFETY STATEMENT**

***SCOIL UÍ RÍADA***  
***CILL CHÓCA***

**DISCLAIMER**

The contents of this document form the Safety Statement of *Scoil Uí Ríada*, Cill Chóca and must only be used for the purpose of implementing the *Scoil Uí Ríada* Health & Safety Policy in compliance with the requirements of the Safety, Health & Welfare at Work Act, 2005 and other applicable legislation.

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**Changes, Additions and Comments to this Safety Statement :**

<b>PLEASE WRITE CLEARLY</b>	<b>DATE</b>	<b>SIGNED</b>

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## INTRODUCTION

Since the introduction of the Safety, Health & Welfare at Work Act in 2005, all employments, including schools, are required to have a Safety Statement. A Safety Statement is the documentary evidence of the **Health & Safety Policy** of any business and the commitment of the employer to meet their legal obligation to ensure the health and safety of their employees and others who can be affected by the acts or omissions of their employees.

This document is the Safety Statement of *Scoil Uí Riada*, Cill Chóca.

The contents of this document describe the means by which the management of *Scoil Uí Riada* will ensure the health and safety of themselves, their employees and all others involved in school activities.

In compliance with the Health & Welfare at Work Act, 2005, the general and specific duties of both employers and employees are clearly set out in this Safety Statement along with the written record of all hazards identified and the measures of controlling risk associated with those hazards. Also included are a series of procedures such as hazard reporting, accident / incident reporting, first aid, codes of safe practice, safety audits, consultation process, emergency evacuation, etc. which serve as the basis for training employees to prepare them for situations which have the potential to be hazardous to health and safety.

Workplaces are constantly subject to change, sometimes unpredictably, particularly where children are involved. Therefore, a Safety Statement must always be 'live' to cope with new or previously unforeseen hazards. This Safety Statement has taken account of this requirement along with the commitment of resources and detailed processes of sharing information to ensure communication of the contents of this Safety Statement.

### **Policy Statement**

The Safety, Health and Welfare at Work Act 2005, imposes a statutory duty on employers to ensure, in so far as is reasonably practicable the Health and Safety of their employees whilst at work. This duty extends to others who may be affected by that work.

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To discharge these duties, we will ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels in the school.

1. We will ensure, as far as is reasonably practicable that:
  - a. Adequate resources are made available to provide for safety, health and welfare.
  - b. Risk assessments are carried out and periodically reviewed.
  - c. Systems of work are provided and maintained that are safe
  - d. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe.
  - e. Employees are provided with appropriate information, instruction, training and supervision as necessary to ensure their safety and the safety of others who may be affected by their actions or omissions.
  - f. In circumstances where it is not practicable to eliminate hazards, protective clothing and equipment that is appropriate will be provided.
  - g. The provision and maintenance of all plant, machinery and equipment is safe.

- h. The working environment of all employees is safe.
- i. The place of work is safe and without risk to health and that there is safe access to and egress from the work place.
- j. Monitoring activities are undertaken to maintain standards.

## COMMITMENT OF RESOURCES

### Objective

It is the policy of **Scoil Uí Riada** to provide a safe and healthy working environment for all staff, pupils and members of the public who may be affected by its undertakings. This Safety Statement consists of our documentary commitment and the process by which we aim to achieve this objective.

### Responsibility

The Board of Management of **Scoil Uí Riada** recognises its obligations and duties as an employer to direct and manage and to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees, contractors, pupils and members of the public who may be affected by its undertakings, as required under the Safety, Health and Welfare at Work Act 2005 and other applicable legislation.

**Mr. Séamus Ó Muirthe**, Príomhoide, **Scoil Uí Riada**, is responsible for co-ordinating the activities outlined in this Safety Statement with the support of the Board of Management to ensure the health and safety of all associated with the school in compliance with the Safety, Health and Welfare at Work Act 2005 and all other applicable legislation.

This Safety Statement will be regularly reviewed by the Príomhoide and the Board of Management of **Scoil Uí Riada** and will be updated when required. The reviews will take account of experience to date, changes in legislation, work arrangements and practices and the use of new materials, processes and staff.

**SIGNED:**..... **Príomhoide, Scoil Uí Riada**

**DATE :**.....

**SIGNED:**.....**Safety Representative**

**DATE:**.....

## Responsibilities of Employees

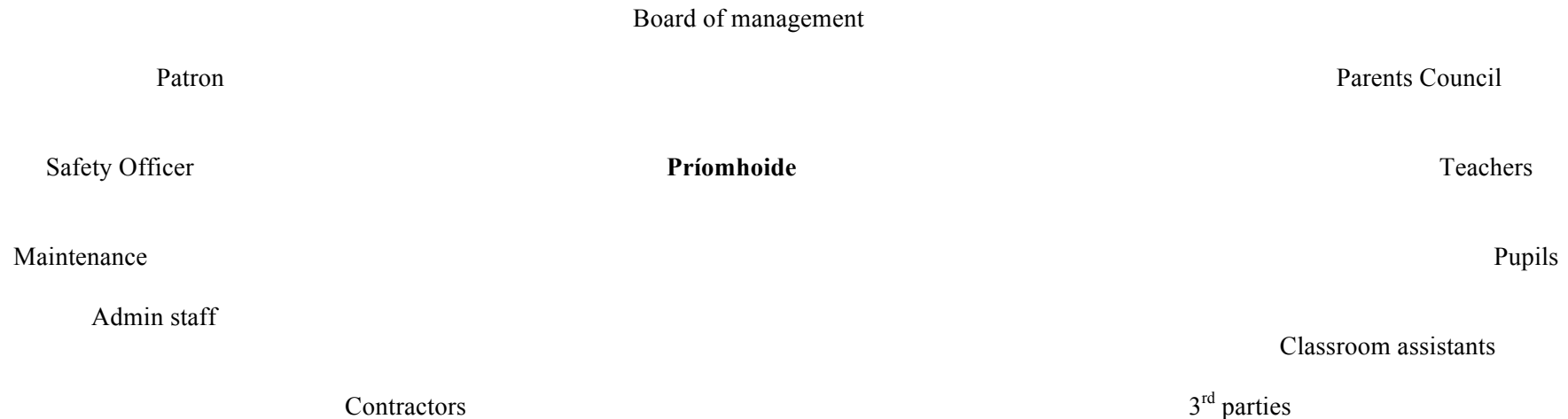
All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to :

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work, or system of work, which might endanger safety, health and welfare of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage pupils to report to them any items or situation which are hazards or potential hazards.

### **ORGANISATIONAL STRUCTURE**



Príomhoide :	Séamus Ó Muirthe
Príomhoide Cunta:	Elaine Uí Néill
Safety Officer :	Seosamh Ó hEarcáin
Chairperson of Board Of Management :	Mícheál Ó Muineog
School Secretary :	Katie Bhreathnach
School Caretaker :	Dave Ó Raghallaigh
Teachers :	Appendix A

## **SPECIFIC DUTIES OF NOMINATED PERSONS**

### **Responsibilities of the Príomhoide (Principal)**

1. To initiate the Safety Policies of the School
2. To administer the relevant procedures and delegate to staff as appropriate
3. To arrange through the Board of Management that adequate funds, facilities and resources for these policies are made available as far as is reasonably practicable
4. To maintain the safe upkeep of the premises
5. To implement and initiate evacuation procedures and conduct fire drills
6. To ensure that First Aid facilities and Controls are implemented
7. To periodically arrange to have this Safety Statement revised
8. To maintain relevant records and documents pertaining to health and safety and all statutory requirements

9. To ensure that responsibilities allocated to nominated persons are clearly communicated to all concerned
10. To provide full executive support for all staff who have been given responsibility under this Safety Statement
11. To ensure that the schools annual report is received and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect.
12. To encourage the full cooperation of staff
13. To keep abreast of Health & Safety legislation and abide by the requirements
14. To release staff for training where necessary

### **Responsibilities of Príomhoide Cunta (Assistant Principal)**

1. To know the statute requirements and ensure that they are observed
2. To insist that sound and safe working practices are observed at all times in accordance with the requirements of this document
3. To ensure that safety precautions are accounted for when employing outside contractors
4. To institute proper reporting, recording, investigation and costing procedures in accordance with the requirements of this document
5. To insist that the appropriate personal protective clothing and equipment is provided, used as intended and taken proper care of
6. To ensure that high standards of hygiene throughout the school are observed
7. To be familiar with fire drills and evacuation procedures
8. To arrange a suitable rota for staff to carry out routine daily inspections of the internal premises
9. To arrange for supervision of external grounds and arrange random patrols of all grounds within the site perimeter
10. To assume the responsibilities of the principal in the Safety and Health matters in the absence, for any reason, of the principal.

### **Responsibilities of Teachers**

1. To ensure that pupils carry out routines in a safe manner and do not create risks for themselves or for others



2. To cooperate fully with all measures to ensure the health and safety of themselves and others
3. To be familiar with and make their charges familiar with evacuation procedures and location of emergency exits
4. To ensure that all designated exits are accessible and not obstructed or locked
15. To be familiar with the fire fighting equipment and its proper uses

### **Responsibility of School Secretary**

- A. To be familiar with fire drills and evacuation procedures
- B. To maintain a list of emergency telephone numbers and addresses
- C. To report any defects in any school equipment once brought to attention as soon as possible
  
- D. To work in a safe manner
- E. To avoid enacting hazards in the office, e.g. leaving filing cabinet drawers open, trailing cables, build up of paper, storage of flammable substances such as paper or cleaning materials near potential sources of ignition such as heaters, etc.
- F. To be familiar with the location and use of fire fighting equipment
  
- G. To keep accurate records of health and safety matters including the Fire Register, accident / incident reports, hazards reports, etc.
  
- H. To maintain an up to date list of all pupils, their addresses, telephone contact numbers and contact details of parents or persons who can act as the responsible person for a pupil with the permission of the parents or guardians.

### **Responsibility of Caretakers**

1. To work in a safe manner
2. To use proper tools and equipment for each task
3. To report any hazard to health and safety that is encountered
4. To properly use personal protective clothing and equipment where appropriate or specified
  
5. To ensure that no other persons have access to areas which are deemed to be hazardous or whilst hazardous work is in progress
  
6. To be familiar with fire drills and evacuation procedures
7. To be familiar with the location and use of fire fighting equipment

8. To prevent the build up of rubbish and especially of combustible material
9. To maintain heating and ventilation plant in proper working order
10. To repair light fittings as soon as they become faulty
11. To repair broken windows and doors at all times
12. To remove broken furniture from use and to have these repaired
13. To ensure that all exits, entrances, fire fighting equipment and fire alarm points are not obstructed
  
14. To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on-going patrols of all these locations.

### **Responsibility of Cleaners**

1. To work in a manner which is safe to themselves and to others
2. To be familiar with fire drills and evacuation procedures
3. To be able to identify and use the correct fire extinguishers
4. To wear the proper personal protective clothing
5. To report immediately any injury, no matter how minor
6. To attend to spillages immediately
7. To barricade area of spillages until they are completely safe
8. To dispose of rubbish as soon as possible to avoid build up
9. To report any defect in machinery or equipment
10. To avoid leaving trailing cables. If this is unavoidable, use warning notices to that effect
  
11. To observe high standards of cleanliness and hygiene
12. To ensure that all mats and carpets are properly laid and uncrumpled

### **Responsibilities Towards Pupils and 3<sup>rd</sup> Parties**

While the emphasis of Occupational Health & Safety legislation is geared towards the protection of employees while at work and others potentially affected by the acts and omissions of employees in the execution of their duties, in keeping with the spirit of the Safety, Health and Welfare at Work Act 2005, the management and staff of Scoil Uí Riada will endeavour to protect the health and safety of pupils and others who may have cause to visit Scoil Uí Riada.

All risk control measures will take into consideration additional risks to children. Due to the fact that the behaviour of children can be quite different and more accident prone than adults the risk assessment approach taken in this Safety Statement has been inclusive of any reasonably foreseeable hazards or increased risk generated by the actions or omissions of children.

## CONSULTATION PROCESS

In compliance with the requirements of Section 3 of the Safety, Health and Welfare at Work Act 2005, the concerns of the employees of Scoil Uí Ríada with regard to safety, health and welfare matters are represented by the nominated Safety Officer for the school. While the consultation process operates on the basis of informal communications between the Safety Officer, fellow employees and the Príomhoide, reporting of hazards, accidents / incidents and concerns about health and safety matters will be conducted formally on the official report forms included in this Safety Statement.

**The formalisation of this process will be further enhanced with the establishment of a series of structured meetings specifically set up to address safety, health and welfare matters only. While the recommended frequency of these meetings should be approximately monthly, it is at the discretion of the employees, represented by the Safety Officer, and management of Scoil Uí Ríada to agree jointly the frequency, duration and structure of these meetings.**

## ACCIDENT / INCIDENT REPORT PROCEDURE

*Scoil Uí Ríada, Cill Chóca.*

This Accident / Incident Report Form on the next page is designed to record the details of any accident or incident which has the potential to cause injury to :

- Any member of staff of **Scoil Uí Ríada**
- Any pupil attending the school
- Any person visiting the school, sub contractors or persons representing **Scoil Uí Ríada** or engaging in school activities, on or off the school property.

The purpose of this form is to ensure that such incidents will not occur again, thereby avoiding injury to others or damage to property.

In the context of this procedure, the term '*report*' refers to any accident or incident involving injury or potential injury to any of the parties listed above which comes to the attention of any member of staff of **Scoil Uí Ríada** or any adult involved in activities on behalf of **Scoil Uí Ríada**.

The term '*member of staff*' refers to any person who is employed by **Scoil Uí Ríada** on a full or part time, permanent or temporary basis.

All accidents / incidents, however minor, should be reported and recorded on this form.

This form should be filled out by the Teacher or Nominated Responsible Adult who was involved in the accident / incident or who received the *report*.

**Section A** consists of details of the accident / incident. **Section B** consists of details of the injured person and the nature of the injuries incurred.

Please endeavour to answer all questions on the form. Strike out **Yes / No** answer where appropriate.

Please sign and date the form.

If more than one person was injured, please fill out a separate form for each person injured.

**In the case of a serious accident / incident, where available, a witness statement will be required**

**Accident / Incident Report Form**

*Scoil Uí Riada, Cill Chóca*

**SECTION A            Details of Reported Accident/Incident**

**Name** of Person filling out this form :.....

**Date** of form being filled.....**Date** report was received.....

**Name** of person involved in the accident / incident.....

Relationship with School (Staff-Member, Pupil, Visitor).....

**Date** of the accident / incident .....**Time** of accident / incident.....

**Location** of accident / incident.....

**Description** of accident / incident (What happened, how / why did it happen ?) :

.....  
.....  
.....  
.....

**SECTION B**

**Details of Injured Person(s) and Nature of Injuries**

**Name** of Injured Person..... **Date** of Birth.....

**Address** of Injured Person.....

Was **any other Person** involved ?    Yes / No    Name.....

Did anybody **witness** the Incident ?    Yes / No    Name.....

**Nature of the Injuries** Incurred.....

.....

.....

**Attention** required :    *First Aid*    Yes / No    *Medical*    Yes / No

**Signed**..... **Date**.....

*Hazard Identification / Risk Assessment/  
Control Measures*

**GENERIC HAZARDS**

The main Hazard Categories are as follows :

- Fire
- Manual Handling
- Slip, Trip, Fall
- Electrical Equipment
- Sharp / Protruding Objects or Edges
- Poor Housekeeping / Maintenance of Premises

**FIRE**

While the likelihood of a fire commencing is low, the consequences could be high. Therefore a range of control measures will be implemented under the following headings :

**Prevention**

Weekly Safety Audits will be carried out by the Safety Officer to ensure that :

1. Combustible materials i.e. paper, are not stored or disposed of close to potential sources of heat or ignition i.e. heaters, etc.
2. Potential sources of ignition i.e. naked flame or spark, are eliminated or, in circumstances where this is not possible, are carefully controlled.
3. All electrical equipment is properly installed and maintained in good condition
4. All evacuation exits are kept clear at all times
5. All Fire Fighting Equipment is present, properly located and maintained in good condition.

**Evacuation**

1. A Fire Drill and Emergency Evacuation Plan has been prepared, a copy of which will be recorded in the **Fire Register** and all staff trained in it's application.
2. This Emergency Evacuation Plan will be exercised bi-annually in the form of Fire Drills and the results recorded in the **Fire Register**.
3. All Evacuation Exits must be kept clear at all times. This will be visibly checked weekly by the Safety Officer and the operation of all Evacuation Exits will be physically checked by the Safety Officer on a bi-annual basis for proper operation. The results of these checks will be recorded in the **Fire Register**.
4. The Fire Alarm will be sounded briefly, for test purposes, on a weekly basis and examined annually by a competent person. This activity will be recorded in the **Fire Register**. Emergency Evacuation Lighting will be visually checked weekly by the Safety Officer for power supply indicator and tested annually by a competent person. This activity will be recorded in the **Fire Register**.

**HAZARD REPORT FORM**

*Scoil Uí Riada, Cill Chóca*

Report No.....

**Section 1                      TO BE COMPLETED BY PERSON REPORTING HAZARD**

**Classroom or Location of Hazard** .....

**Description of Hazard** .....

.....

.....

.....

Reported By (Please print):.....      Date Reported.....

Signature of Person Reporting : .....

**Section 2                      TO BE COMPLETED BY HEAD MASTER / SENIOR OFFICER**

**Proposed Action**

.....

.....

Signature of Head Master / Senior Officer.....

Date : .....

**Section 3**

**TO BE COMPLETED BY BOTH**

**Action Taken To Eliminate Hazard**

.....  
.....

Signature of Head Master / Senior Officer.....Date.....

Signature of Person Reporting.....Date.....

**Fire Fighting Equipment**

1. All Fire Fighting Equipment i.e. extinguishers, etc., will be strategically located and appropriate to the fire risk associated with each room eg. extinguishers suitable for electrical fires placed at the computer room.
2. All Fire Fighting Equipment will be visually examined by the Safety Officer on a weekly basis and tested annually by a competent person. This activity will be recorded in the **Fire Register**.
3. A diagrammatic plan of the school buildings will be placed on permanent display at the main entry / exit points, to assist the Fire Fighting Services, which will illustrate the following information :
  - layout of all rooms
  - location of all entry / exit points
  - location of emergency evacuation exits
  - location of fire fighting equipment :
    - extinguishers
    - hose reels
    - fire hydrants
    - location of any special fire / explosion risks :
    - storage facilities of flammable liquids or gas
    - storage of chemicals
    - bulk storage of combustible materials i.e. paper
    - potential sources of naked flame or ignition i.e. boilerhouse



## **Training**

1. All staff will receive training in the operation of Fire Fighting Equipment in accordance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (the General Application Regulations)
2. Nominated persons will receive training as Fire Wardens and a Fire Marshall

## **MANUAL HANDLING**

Lifting or moving quantities of books, paperwork, furniture or other items can present a manual handling hazard in the form of excessive, awkward or shifting loads which can cause injury to those lifting or moving the load. The following control measures will be implemented to avoid injuries due to manual handling risks :

Where appropriate (as identified by risk assessment), mechanical lifting / moving equipment will be employed to avoid hazardous manual handling practices

Any heavy, awkward, shifting or bulky loads which cannot be eliminated will be made as safe as reasonably practicable by other means such as 2 person lifting, etc. as identified by risk assessment.

All staff must be trained in the proper techniques of manual handling in accordance with the requirements of Part 2 Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

## **SHARP / PROTRUDING OBJECTS OR EDGES**

While the consequences may be less serious i.e. lacerations, etc., these hazards are among the most common causes of accident in school environments and the risks should therefore be controlled in order to prevent further accidents. As with all other hazards identified, consideration should also be given to the schoolchildren and the likelihood of injury to them.

## **CONTROL MEASURES**

All sharp or protruding edges which have the potential to cause injury should be reported immediately.

All hazardous sharp or protruding edges should be eliminated or protected.

## **MOVING VEHICLES**

While the likelihood of a person being knocked down by a moving vehicle is low, the consequences could be severe requiring some measure of control :

The speed limit within the school grounds will be no greater than **5 M.P.H.**

Signs will be erected at the school entrance and car park to re-enforce the speed limit.

## **SLIPS, TRIPS, FALLS**

The risk of slips, trips and falls in a school environment would be moderate to low. Therefore, in order to keep the risk in the low to negligible category it is important that all members of staff remain vigilant in relation to simple house-keeping issues and particularly focus on the following :

## **TRIP HAZARDS**

Careless placing / discarding of objects (such as schoolbags) in passageways and walkways

Uneven underfoot conditions

Rising floor surfaces i.e. floor tiles, lino, etc.

Running / horseplay

## **SLIPPY UNDERFOOT CONDITIONS**

Spillages

Slippy floor / ground surfaces

Weather related conditions i.e. ice, condensate, mossy surfaces

## **CONTROL MEASURES**

All spillages will be cleaned up without delay

All objects or trip hazards will be removed from passageways / walkways

All slippy or uneven underfoot conditions will be rectified without delay

All reasonably practicable efforts will be made to eliminate weather related hazardous conditions

Horseplay, skateboarding, roller-blading among pupils will be strictly prohibited

Posters and signs will be erected where appropriate to reinforce these control measures

## **TRAINING**

The Board of Management of Scoil Uí Ríada commit that all staff will receive training to :

- Promptly remove objects in passageways / walkways or arrange for their prompt removal
- Clean up spillages without delay
- Report slippy or uneven underfoot conditions without delay and erect warning signs where this hazard cannot be eliminated immediately
- Report weather related slippy underfoot conditions without delay and erect warning signs at the location

This training should be included as part of the Manual Handling Training to teach people to assess the environment before commencing any task.

## **ELECTRICAL EQUIPMENT & INSTALLATIONS**

The use of mains powered electrical equipment, particularly mobile equipment such as televisions, video players, information projection equipment, laptops and accessories, heaters, etc. can vary thus the level of risk from electrocution can vary from low to moderate depending on the level of attention and proper maintenance. Mobile equipment is far more prone to damage and excessive wear than fixed plant equipment however since the consequences of electrocution can be very serious i.e. potentially fatal, all electrical equipment and installations must be the subject of strict control measures.

## **CONTROL MEASURES**

- All defects to electrical equipment must be reported immediately
- All electrical installation, repairs or maintenance work must be carried out by a competent, qualified electrician
- Defective equipment must not be used

- Overloading of circuits by means of multi-adaptors must be avoided
- All electrical equipment will be the subject of a monthly / weekly visual examination by the Safety Officer for :
  - Damaged or faulty plugs
  - Damaged or faulty sockets
  - Damaged, faulty, frayed or loose cables
  - Damaged or faulty appliances
  - Exposed electrical switch gear
  - Traces of overheating i.e. discolouration, carbon deposits, burning odour.
  - Misuse of equipment
  - Overloading of circuits – use of multi-adaptors
- All electrical circuits must be protected by appropriate Earth Leakage Circuit Breakers (E.L.C.B.)
- Electrical equipment and appliances must only be used for the purpose designed and intended by the manufacturer and must not be altered, modified or tampered with, in any way, by any person except a competent, qualified electrician.

### **POOR HOUSEKEEPING/ MAINTENANCE OF PREMISES**

While many of the hazards already listed can be the result of poor housekeeping or poor premises maintenance practices there are also other hazards which can result which warrant consideration and control to prevent accidents or ill-health (particularly to the children) including :

- Careless handling of tools and equipment
- Careless handling of detergents, cleaning agents, solvents, decorative painting materials and such chemical substances
- Inadequate lighting
- Loose ceiling / roof tiles
- Ill fitting windows and doors
- Perimeter fencing

### **CONTROL MEASURES**

- The repair and maintenance of school premises will be carried out to the highest standards and **without delay** in the case where the need for such repairs / maintenance poses a risk of injury or ill health
- No maintenance / repair work should be carried out during school hours if it poses a risk to staff, school children or 3<sup>rd</sup> parties in the vicinity
- All recommended Personal Protective Equipment (P.P.E.) must be worn while carrying out maintenance / repair work
- All tools and maintenance equipment should be carefully handled, not left unattended while in use and stored away safely while not in use
- All detergents, cleaning agents, solvents, decorative painting materials and such chemical substances should be carefully handled, not left unattended while in use, stored away safely while not in use and disposed of properly to the highest environmental standards
- All lighting must be sufficient for the activities at each location
- Failure of any lighting equipment i.e. bulbs, switches, etc. must be rectified without delay

All loose ceiling / roof tiles must be secured without delay using the appropriate safe means of gaining access and the appropriate Personal Protective Equipment

All doors and windows should be properly installed and fitting properly to avoid :

- Finger traps
  - Sharp edges
  - Slamming shut
  - Draughts
- All perimeter fencing must be maintained properly and safely with no wire ends protruding into the path of passers-by

### **SAFETY AUDITS AND INSPECTIONS**

Safety audits and inspections will be carried out on a regular basis, the frequency of which should be agreed **jointly** between the employees, represented by the Safety Officer, and management of Scoil Uí Riada. To avoid unnecessary duplication these safety audits and inspections should be targeted at different levels with a frequency period applied which is appropriate to that level. These safety audits should be conducted by the Príomhoide and Safety Officer **jointly**. Checklists are recommended as a means of simplifying the audit process and accurate documented records must be kept of all safety audits / inspections carried out and the findings.

The following table illustrates the recommended 3 levels of safety audit to be carried out and appropriate frequencies :

<b>LEVEL</b>	<b>FREQUENCY</b>	<b>STANDARD</b>	<b>Carried Out By :</b>
A	Monthly	Visual	Príomhoide & Safety Officer
B	Bi-Annual	Visual / Physical	Príomhoide & Safety Officer
C	Annual	Visual & Physical	Prío. & S.O. and Competent Person

**CAUTION** - While checklists can be helpful to simplify the audit process, they also present the potential hazard of human complacency. Situations constantly change; human behaviour is subject to broad variations, distractions and external factors; therefore it is important to be vigilant and look out for hazards which may not be included on the checklists. Any alterations to premises, plant / equipment or process may very likely lead to new unforeseen hazards not included on a checklist, therefore special consideration must be given to such changes to ensure that all foreseeable hazards are identified, risk assessed and controlled.

### **TRAINING AND INFORMATION**

The Príomhoide and Board of Management undertake that all necessary training/instruction/information will be provided to each employee to secure their safety and health in the workplace in compliance with sections 8, 9 and 10 the Safety, Health and Welfare at Work Act 2005.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role to play in this regard. Similarly, a regular assessment of training needs will be carried out to ensure the updating of the employee's safety training. The introduction of new legislation, plant/equipment, products, systems of work or alterations to the workplace would automatically necessitate additional training which will be carried out.

### **Fire Emergency / Evacuation Plan**

As a centre of education, we are conscious of the number of pupils or persons visiting who may be present in Scoil Uí Ríada at any time. In order to comply with our duties under Section 11 of the Safety, Health and Welfare at Work Act 2005, we have prepared a fire emergency evacuation plan to manage this situation. In the event of an emergency, the following measures are being implemented :

- A **Fire Register** for Scoil Uí Ríada will be maintained.
- The **Fire Assembly Point** will be clearly signed and visible.
- Fire drills will be carried out twice per academic year, the events and findings of which will be recorded in the **Fire Register**.
- Every member of the school staff will receive training in the Fire Drill and Evacuation Procedure, appropriate to the school, and the operation of Fire Fighting Equipment such as Extinguishers.
- Each Teacher will receive training as a Fire Warden and will take responsibility for the evacuation of their class.
- On hearing the alarm, each Teacher will guide the children from the room to the **Fire Assembly Point** in a prompt, orderly manner.
- The Teacher will be the last person to leave the room, checking that nobody is left behind and taking the roll book with them.
- Each Teacher calls their roll at the **Fire Assembly Point**.
- 'En suite' toilets rooms attached to classrooms will be checked by the Teacher responsible for that room. Main toilet rooms will be checked by nominated persons (see page 8 and Appendix A).
- The nominated Administration Staff (School Secretary) will receive training as Fire Controller / Marshall who will co-ordinate activities.
- An appropriate copy of the building plan illustrating the escape routes will be on display at the exit of each room.
- All exits, particularly emergency exits will be clearly indicated.

### **VISITORS & CONTRACTORS**

Please ensure that all visitors to the school sign in the **Visitors Book** and are placed under the care of the member of staff whom they are visiting.

The Fire Emergency Evacuation Procedure and Plan must be provided and explained to all contractors working at the school and a commitment sought that they understand and will comply.

## **FIRST AID**

The following is an outline of the provision of First Aid facilities for Scoil Uí Ríada, Cill Chóca in accordance with Chapter 2 Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and the Safety, Health and Welfare at Work Act, 2005.

## **ADMINISTERING FIRST AID**

Injuries requiring more than a sticking plaster should be administered by a **fully trained and certified Occupational First-Aider** only who has received the required minimum of 24 hours (over 3 days minimum) training in occupational first aid, delivered by a recognised Occupational First Aid Instructor, and passed the examination required for certification and hold a current certificate.

Certification remains current for a maximum period of 3 years following which the Occupational First Aider will receive refresher training (minimum 1 day) and assessment for re-certification.

Minor scratches or grazes which require no more attention than washing and the application of a sticking plaster can be treated by a Teacher or other member of staff if the Occupational First Aider is not readily available. Disposable gloves must always be worn when treating a bleeding wound.

For hygiene purposes, disposable gloves will be included with the First Aid Box and must be worn at all times when first aid is being administered.

## **FIRST AID BOXES**

### **LOCATION**

First Aid Boxes are located in the main office and in the A and E room and are clearly identifiable and accessible. The minimum contents of each box are specified at Appendix C.

### **STOCK**

The First Aid Box will be examined monthly and a stock taking exercise carried out against the specified list of minimum requirements (see Appendix C). Any stock missing or tampered with will be replaced by new stock and any tampered stock will be disposed of to proper, environmentally conscious standards.

### **REPORTING**

The First Aid Box will include a ***First Aid Incident Report (F.A.I.R.) Log*** for recording all incidents requiring first aid attention. The Occupational First Aider administering first aid will record the details in the ***F.A.I.R. Log***. APPENDICES

## Appendix A

### Foireann na Scoile

*Séamus Ó Muirithe*

*Helen Boyd*

*Seosamh Ó hEarcáin*

*Yvonne Ní Mhuirithe*

*Seosaimhín Ní Ghallachóir*

*Caitriona Nic Pháidín*

*Úna Ní Fhlatharta*

*Eimear Ní fhoghlú*

*Pól de Brochtúin*

*Erica Nic Suibhne*

*Niamh Ní Mhurchú*

*Fiachra Muineacháin*

*Paula Nic Amhlaoibh*

*Michelle Ní Riada*

*Cara Ní Reighill*

*Elaine Uí Néill*

*Caroline Ní Ghnímh*

*Caitriona Ní Lochlainn*

*Eimear Uí Ghaoithín.*

*Caitriona Ní Lochlainn*

*Ciara Ní Dhubhlaoich*

*Padraic Ó Cuilinn*

*Aodán Ó Duibhir*

*Clódagh de Búrca*

*Seán Ó Conghaile*

*Denise Ní Bhaoil*

*Maria Ní Chorrduibh*

*Sinéad Ní Mhaolalaidh*

*Avril Nic an tSithigh*

## Appendix B

### Turasanna Scoile.

Tá sé de rogha ag na múinteoirí turasanna agus araile a eagrú i rith na bliana le cead an Bhoird Bhainistíochta. Dean gach iarracht cinntiu go bhfuil na h-impeallachtaí go léir cludaithe m.sh. bus, cá bhfuil do thriall, tuismitheoirí ar an eolas, airgead bailithe, agus an abhar réithe.

O thaobh sabháilteacht de ar na turasanna seo, ba cheart cinntiú i gconaí go bhfuil dóthain daoine fásta sa ghrúpa le maoirseacht a dhéanamh. Moltar 1:8 ins na bunranganna agus 1:10 ins na hardranganna.

Seo leanas na treoirlínte gur cheart a leanúint nuair atá tú ag tógáil páistí ar thuras a bhaineann leis an scoil.

- Déanann an múinteoir an cinneadh ar an t-ionad don turas i gcomhairle leis an bpríomhoide.
- Ba cheart an t-ionad agus an bus a chur in áireamh chomh luath is gur féidir.
- Ba cheart tuistí a chur ar an eolas chomh luath is gur féidir faoi dhataí, chostaisí agus ionad an turais.
- Ba cheart an costas a chonnéail chomh h-íseal is gur féidir.
- Ba cheart an t-airgead chun an turas a chlúdú, a bhailiú roimh ré.
- Más féidir, ba cheart do dhuine fásta fón so-ghluaiste a bheith acu chun gur féidir leis an scoil teangmháil a dhéanamh leo.
- Ba cheart an rolla a ghlaoch sular dtéann aon duine ar an mbus, ag an scoil, ag gach ionad eile.
- An cóimhneas ceard do dhaoine fásta/páistí 1:8 bunranganna, 1:10 ard ranganna
- Bíodh bosca garr-chabhair agus málaí plaisteach, leat ar gach turas.
- Glaoigh an rolla ar deireadh arís nuair a thagann an grúpa ar ais go dtí an acoil
- I gcás timpistí, ba cheart tuairiscí a scríobh de réir mar atá luaite í bPolasaí Sláint agus Sábháilteacht na scoile.
- Tabhair eolas faoin turas (m.sh. am imeachta, teacht ar ais) agus liosta na bpáistí atá ag dul don runaí roimh fhágáil na scoile



## Appendix C An Bosca Garr-chabhair

### RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS.

MATERIALS	First-aid Travel kit Contents	First-aid box Contents		
		1-5 Persons	6-25 Persons	26-50 (a) Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (bandage attached)	-	-	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 X 8cms)	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 X 9)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (28 X 17.5)	-	-	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	1	2	2

## NOTES

- a) Where more than 50 persons are employed pro rata provision should be made.
- b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

## **Appendix D**

### **Rialacha Ranga agus Inmheánacha**

Lean aon treoracha a thugann múinteoirí agus/nó an Príomhoide i gcónaí.

Suigh ar chathaoireacha i gceart, leis na ceithre chos ar an urlár.

Málaí scoile faoi na boird, stóráilte go néata (go háirithe i seomraí na Naíonán).

Coinnigh siúl bhealaigh glan sna seomraí ranga.

Croch cótaí, seaicéid, málaí spóirt srl ar na crochadáin curtha ar fáil.

Ar laethanta fliucha, beidh ar dhaltaí suí i rith am sosa beag agus/nó am lóin. Níl cead bheith ag bogadh thart sa seomra gan cead.

Níl cead siosúir, uirlisí mata srl a úsáid (nó a bheith ag dalta) i rith an dá am sosa, fad is a bhíonn daltaí istigh sa rang/scoil.

Caithfear aon fhearas ranga nó corp oideachais a úsáid de réir threoracha an mhúinteora.

Má tá daltaí sa halla i rith am sosa nó am lóin, caithfidh siad suí agus súgradh ar mhataí nó suí ar bhínsí.

Ná dún doras go garbh/láidir- bí aireach faoi dhaoine eile.

Siúil i gcónaí is tú ag bogadh thart sa scoil, ná rith riamh.

Siúil ar thaobh na lámhe clé sna pasáistí.

Nuair atá páistí ag fágáil ranga chun dul go ceachtanna oideachais speisialta, caithfidh an múinteoir oideachais speisialta bheith leo i gcónaí.

Bí ag faire amach is tú ag dul thart- ná bí ag féachaint taobh thiar díot is tú ag siúl.

Bí aireach faoi do shábháilteacht agus sábháilteacht daoine eile i gcónaí- daltaí níos óige agus níos lú ach go háirithe.

### **Classroom and Internal Rules**

Follow instructions given by Teachers and/or Principal, at all times.

Sit properly on chairs, all four legs on the floor.

School bags under tables, neatly stored (especially in Infant classes).

Walk ways in classrooms must be kept clear.

Hang all coats, jackets, gear bags etc on hooks provided.

During wet days, pupils must sit during small break and/or lunch break- no moving around room allowed without permission.

No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.

Use all classroom and P.E. equipment, according to teacher's instructions.

If in big hall during break and/or lunch time, pupils must sit and play on mats or sit on benches.

Never bang a door closed – be mindful of others.

When moving around the school, always walk, never run.

Walk on the left hand side of the corridors.

Watch where you are going – don't look behind you while walking

Children leaving class to go to special education classes must be accompanied by the special education teacher at all times..

At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

Bí aireach faoi do shábháilteacht agus sábháilteacht daoine eile i gcónaí- daltaí níos óige agus níos lú ach go háirithe.

### **Rialacha do laethanta fliucha**

Fan i do shuí i gcónaí.

Na bíodh rialóirí nó aon uirlisí dainséaracha eile i lámha na ndaltaí.

Níl cead dul ag an leithreas gan cead an mhúinteora ach amháin i gcás éigeandála.

Ríomhairí, múchta agus plugáilte amach.

Aon uirlisí leictreacha eile plugáilte amach.

Grúpaí réamh-eagraithe do ghníomhaíochtaí sula bhfágann an múinteoir an rang.

Suigh síos i gceart- ceithre chos na cathaoireacha ar an urlár i gcónaí.

## **Rialacha Clóis**

Imir go sábháilte – níl cead súgradh go garbh nó “ cur i gceill bheith ag troid”.

Fan sa limistéar ainmnithe sa chlós. 03: Ná téigh isteach sa scoil gan chead nó greamaire ort.

Inis aon fhadhbanna/eachtraí do na múinteoirí ata ag feighlíocht ar an gclós.

Ná dean luascadh ar aon seastán cispheile.

Ná tarraing as cótaí/cochail.

Ná caith eadaí, hataí, bróga, clocha srl.

Má théann bréagán amach as an gclós caithfear é a insint don mhúinteoir ar dhualgas clóis. Ná téigh amach chun an bréagán a fháil.

## **Wet Day Rules**

Stay seated at all times.

No rulers or any other dangerous implements in pupils' hands.

Only go to toilet with teacher's permission, except in case of emergency.

Computers switched off, plugged out.

Other electrical implements plugged out.

Pre-arranged groups for activities before teacher leaves the room.

Sit down properly – four legs of chair on floor at all times.

## **Yard Rules**

Play safely – no rough play or “pretend fighting”.

Stay in designated area of the yard.

Don't enter the school without permission or a “peg” on you.

Report any problems/incidents to the teachers on yard duty.

No swinging off basketball stands.

No swinging out of coats/hoods.

No throwing of clothes, hats, shoes pebbles, etc.

If a toy goes out of the yard, the teacher on yard duty must be told. Do not go out after the toy.

## Appendix E

### Guaiseacha a aithint agus a mheas *Identification and Assessment of Hazards*

Dáta: 2014

Limistéar/Area: Guaiseacha Ranga/ *Classroom Hazards:*

<b>Guais/ Hazard</b>	<b>Suíomh/ Location</b>	<b>Baol/ Risk</b>	<b>Beart molta chun é a réiteach/ Suggested Remedy</b>	<b>Freagracht Responsibility</b>
Cathaoireacha <i>Chairs</i>	Rang <i>Classroom</i>	Ag luascadh orthu & ag titim <i>Swinging &amp; Falling Off</i>	Cuireann múinteoirí i gcuimhne do pháistí stoppadh <i>Teachers remind children to stop</i>	Múinteoir ranga <i>Class teacher</i>
Málaí Scoile <i>School Bags</i>	Ar an Urlár/ ar chúl cathaoireacha <i>On the floor /On the backs of chairs</i>	Ag tuisliú tharstu <i>Tripping over them</i>	Coinnigh iad faoi na boird <i>Under the tables</i>	Múinteoir ranga <i>Class teacher</i>
Urlár fliuch <i>Wet Floor</i>	Leithris & urláir ranga <i>Toilet &amp; Wet Areas in class</i>	Sleamhnú <i>Slipping</i>	Scrúdú rialta agus coinnigh ceirteanna gar dóibh chun iad a thriomiú-post freagrachta do pháiste sa rang <i>Check often and keep cloths nearby to dry up – a post of responsibility for a child in the class</i>	Múinteoir ranga <i>Class teacher</i>
Ag bogadh amach as an rang <i>Movement from classroom</i>	Ó rang go rang, halla, clós srl <i>From classroom to classroom, hall, yard etc</i>	Titim, rith srl <i>Falling, running etc</i>	<b>Siúl</b> i línte díreach ar chlé gan brú srl <i>Walk in straight lines, keep left, without pushing etc.</i>	Múinteoir ranga <i>Class teacher</i>

Rith, ag déanamh deifir <i>Running, rushing</i>	Sna ranganna <i>Within classrooms</i>	Titim agus buaileadh cinn i gcoinne troscáin nó a ceile <i>Falling and hitting heads off furniture or one another</i>	Riail- Siúl i gcónaí. Cur i gcuimhne minic do na páistí <i>Rule-always walk Constant reminder by teacher to pupils</i>	Múinteoir ranga <i>Class teacher</i>
Titim sna ranganna <i>Falling in class</i>	Sna ranganna <i>Within classrooms</i>	Titim agus buaileadh cinn i gcoinne troscáin nó a céile <i>Falling and hitting heads off furniture or one another</i>	Pasáistí a fhágáil glan sa seomra ranga, cathaoireacha istigh, cótaí crochta agus málaí faoi na boird <i>Leave passageways in class clear, chairs in, coats hung up and bags under the table</i>	Múinteoir ranga <i>Class teacher</i>
Earraí leictreacha <i>Electrical appliances</i>	Aon áit sa scoil <i>Anywhere in the school</i>	Tine ó earraí leictreacha <i>Fire from electrical appliances</i>	Aon rud leictreach sa rang a mhúchadh ag an mballa (soicéad) ag deireadh gach lá, seachas ríomhairí <i>Turn off all electrical equipment, apart from computers at the wall (socket) at the end of each day</i>	Múinteoir ranga, glantóirí, airíoch <i>Class teacher, cleaners, caretaker</i>
Fuinneoga <i>Windows</i>	Aon áit sa scoil <i>Anywhere in the school</i>	Daoine ag briseadh isteach Teas ag éalú <i>People breaking in to the school Heat escaping</i>	Gach fuinneog le bheith dúnta i do rang/oifig/halla srl ag deireadh an lae <i>All windows in your classroom/office/halla etc to be closed at the end of each day</i>	Micléinn agus Múinteoir Ranga <i>Pupils and Class Teacher</i>
Teachtaireachtaí <i>Messages</i>	Timpeall na scoile <i>Around the school</i>	Páiste bheith leo féin <i>Children being on their own</i>	Úsáid do fón ranga nuair is féidir Seol i mbeirteanna i gcónaí <i>Use the class phone when possible Always send in pairs</i>	Múinteoir ranga <i>Class teacher</i>



**Guaiseacha a aithint agus a mheas**      *Identification and Assessment of Hazards*

**Dáta:**            2014

**Limistéar/Area:**                      **Guaiseacha Taobh istigh / Interior Hazards:**

<b>Guais/ Hazard</b>	<b>Suíomh/ Location</b>	<b>Baol/ Risk</b>	<b>Beart molta chun é a réiteach/ Suggested Remedy</b>	<b>Freagracht Responsibility</b>
Páistí sa rang leo féin <i>Children left alone in class</i>	Seomra Ranga <i>Classroom</i>	Timpistí <i>Accidents</i>	Má bhíonn ar mhúinteoir seomra a fhágáil ar chúis ar bith, eagrú leis an múinteoir béal dorais súil a choimeád ar an rang <i>If a teacher has to leave a class for whatever reason, he/she should arrange with the teacher next door to keep an eye on the class</i>	Múinteoir ranga <i>Class teacher</i>
Cuairteoirí sa scoil <i>Visitors to the school</i>	Scoil/Turasanna Scoile/Snámh <i>School/School Tours/Swimming</i>	Fadhbanna Chaomhnú Páistí <i>Child Protection issues</i>	Níl cead ag múinteoir a rang a fhágáil le cuairteoir/macléinn/srl <b>riamh</b> gan duine réamhscrúdaithe ag an scoil Gach cuairteoir sínithe isteach le suantas “Cuairteoir” orthu sa scoil <i>No Teacher may <b>ever</b> leave their class alone with a visitor/student teacher etc without one of the garda vetted members of staff present Every visitor to be signed in with a “Cuairteoir” badge on at all times in the school</i>	Múinteoir ranga <i>Class teacher</i>

Mataí sa scoil <i>Mats in school</i>	Halla/Ag dóirse Éalaithe <i>Hall/ At exit doors</i>	Guais thuisleach/ <i>Tripping Hazard</i>	Cinntigh go bhfuil mataí atá ag dóirse éalaithe sabhailte agus i gcuí mhaith. Athraigh iad má bhíonn siad ró fhliuch <i>Check that all mats at external doors are in a fit state and are changed if they get too wet</i>	Airíoch <i>Caretaker</i>
Trealamh spóirt <i>Sport equipment</i>	Stór chorpoideachais <i>P.E. store</i>	Guais thuisleach <i>Tripping hazard</i>	Leave equipment back neatly <i>Fág trealamh ar ais go néata</i> Glanta suas go rialta <i>Regularly tidied up</i>	Múinteoirí ranga agus airíoch <i>Class teachers &amp; caretaker</i>
Trealamh spóirt <i>Sport equipment</i>	Halla <i>Hall</i>	Guais thuisleach <i>Tripping hazard</i>	Múinteoirí i bhfeighil ar threalamh Corp oid a shlachtú ar ais tar éis é a úsáid <i>Teachers responsible for tidying back any PE Equipment they use in class.</i>	Múinteoir ranga <i>Class teacher</i>
Timpist do pháiste <i>An accident to a child</i>	An Stór <i>The Gym Store</i>	Timpist <i>accident</i>	Níl cead páistí a sheoladh go dtí an stór gan múinteoir leo <i>Children may not go to the store unless with a teacher</i>	Gach ball foirne <i>Every member of staff</i>

Lannaitheoirí , gilitín srl <i>Laminators, guillotine etc</i>	Oifig/ranganna <i>Offices/classrooms</i>	Á mbogadh/ éirí an te <i>Moving them/ getting very hot</i>	Níl cead ag páistí iad a iompar <b><u>riamh</u></b> <i>Children are not allowed carry or use them <u>at any time</u></i>	Gach ball foirne <i>Every member of staff</i>
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Cótaí <i>Coats</i>	Pasáistí <i>Passageways</i>	Guais thuisleach <i>Tripping hazard</i>	Croch suas ar na crochadáin <i>Hang up on hangers provided</i>	Múinteoirí & Daltaí <i>Teachers and pupils</i>
Seomra an Ghlantóra <i>Cleaner's room</i>	Seomra an Ghlantóra <i>Cleaner's room</i>	Teacht ar Ábhar ghlantacháin <i>Access to cleaning materials</i>	Coimeádta faoi ghlas i gcónaí <i>Always kept locked</i>	Glantóirí <i>Cleaners</i>
Dó ó leachtanna te <i>Burns from hot liquids</i>	Scoil <i>School</i>	Daoine fásta ag tabhairt deochanna ar ais ag seomraí <i>Grown-ups bringing hot drinks back to rooms</i>	Mugaí le clúdaigh ar fáil sa seomra foirne <i>Mugs with covers provided in the staffroom</i>	Gach ball foirne <i>Every member of staff</i>
Trealamh Leictreach <i>Electrical equipment</i>	Seomra Foirne <i>Staffroom</i>	Tine <i>Fire</i>	Múch nuair nach bhfuil siad in úsáid. Tóg amach an plug <i>Turn off when not in use. Pull out the plug</i>	Gach ball foirne <i>Every member of staff</i>
Troscáin sna pasáistí <i>Furniture in the corridors</i>	Sna pasáistí <i>In the corridors</i>	Timpistí/ ag cur isteach ar éalú ón scoil i gcás éigeandála <i>Accidents/ interfering with exiting from the school in an emergency</i>	Cinntigh nach bhfuil troscáin ag cur bac ar dhaoine ag bogadh thart go sábháilte <i>Ensure that furniture is not interfering with moving about safely</i>	Foireann & Airíoch <i>Staff &amp; caretaker</i>

Timpist san pasáistí <i>Accident in the corridors</i>	Pasáistí <i>Corridors</i>	Titim, bualadh i gcoinne daoine eile, titim anuas an staighre <i>Falling, hitting against others, falling downstairs</i>	Siúl ar chlé i line singil <b>Múinteoir i gcónaí ag siúl leis an rang</b> <i>Walk on the left in single file</i> <b>Teacher <u>always</u> walks with the line</b>	Gach múinteoir, agus go háirithe muinteoirí thuas staighre <i>Every teacher, and in particular those upstairs</i>
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In iomarca daoine ag dul amach/isteach an doras céanna <i>Too many people coming in/out the same doors</i>	Dóirse éalaithe na scoile <i>School Exit doors</i>	Go mbeadh páistí brúite le chéile ag iarraidh dul amach/isteach <i>That children would get crushed going out/ coming in</i>	Go núsáideadh Rang 3 doras ón halla chun dul amach/isteach ón gclós Béasaí maithe <i>Rang 3 to use an exit door from the halla to go in &amp; out to the yard Good manners</i>	Gach múinteoir, CRS <i>All teachers and SNAs</i>
Dóirse éalaithe faoi ghlas i rith an lae <i>Exit doors to be kept locked during the day</i>	Dóirse éalaithe ar fad <i>All exit doors</i>	Go mbeadh strainséirí in ann siúl isteach sa scoil ag aon am <i>That any stranger could walk into the school at any time</i>	Freagracht a thabhairt do ranganna/mhúinteoirí áirithe bheith i bhfeighil ar dhóirse a chur faoi ghlas tar éis sosanna/ 1.30 <i>Responsibility to be given to particular classes/teachers to be responsible for locking the doors after each yard/ 1.30</i>	Le roghnú
Páistí ag dul isteach sa scoil ag am lóin <i>Children going into the school during yardtime</i>	Clós na Naíonáin Sóisir <i>Junior Infant Yard</i>	Nach mbeadh a fhios ag múinteoir go raibh Páiste tar éis an clós a fhágáil <i>That a teacher would not know that a child has left the yard</i>	Dúnfaidh an múinteoir ar chlós na Naíonáin Soisir na dóirse seo nuair a théann siad amach sa chlós <i>The teacher on yard duty in the junior yard closes the doors when they go out to the yard</i>	Múinteoir ar dhualgas clóis i gclós na Naíonáin <i>The teacher on yard duty in the JI yard</i>

**Guaiseacha a aithint agus a mheas**      *Identification and Assessment of Hazards*

**Dáta:**                      2015

**Limistéar/Area:**                                      **Guaiseacha Clóis & Taobh amuigh/ Yard & outside Hazards:**

<b>Guais/ Hazard</b>	<b>Suíomh/ Location</b>	<b>Baol/ Risk</b>	<b>Beart molta chun é a réiteach/ Suggested Remedy</b>	<b>Freagracht Responsibility</b>
Páistí leo féin sa chlós <i>Children on their own in the yard</i>	Clós <i>Yard</i>	Timpistí, éalú <i>Accidents, children going missing</i>	Múinteoirí amach ar maidin, tar éis lónta go tapaidh chun iad a bhailiú <i>Teachers out quickly in the morning and after lunches to collect them</i>	Múinteoirí <i>Teachers</i>

Seastán Cispheile <i>Basketball post(s)</i>	PríomhClós <i>Main yard</i>	Buaileadh cinn ina choinne <i>Hitting heads off it</i>	Pillín curtha air <i>Padding put on it</i>	Airíoch <i>Caretaker</i>
Carrchlós <i>Carpark</i>	In aice an chlóis chun tosaigh <i>Beside front yard</i>	Páistí ag rith os cómhair/ taobh thiar de charranna <i>Children running in front of/ behind cars</i>	Caithfidh na páistí siúl ar an gcosán I gcónaí <i>Children must always walk on the footpath</i>	Airíoch <i>Caretaker</i>

Linntreoga, talamh míchothrom <i>Potholes, uneven ground</i>	Carrchlós, clósanna <i>In the carpark, yards</i>	Titim <i>Falling</i>	Seiceáil go rialta agus líon mar is gá <i>Check regularly and fill as needed</i>	Airíoch <i>Caretaker</i>
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<p>Sleamhnú <i>Slipping</i></p>	<p>Cosáin, clósanna agus áiteanna páirceala <i>Footpaths, yards and parking areas</i></p>	<p>Sleamhnú, titim agus daoine gortaithe <i>Slipping, falling and people injured</i></p>	<p>Cinntigh go bhfuil cosáin oiriúnach don méid daoine ag dul orthu. Cinntigh go bhfuil aon tarmac i gcuí maith agus nach bhfuil poill ann. <i>Ensure that the paths are suitable for volume of traffic and that tarmac is in good condition with no holes in it</i> Glan duilleoga/láib ó dhromchlaí <i>Clean leaves/mud from surfaces</i> Bain aon algae ó dhromchlaí <i>Remove algae from surfaces</i></p>	<p>Airíoch <i>Caretaker</i></p>
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<p>Sleamhnú <i>Slipping</i></p>	<p>Clósanna <i>Yards</i></p>	<p>Sleamhnú, titim agus daoine gortaithe <i>Slipping, falling and people injured</i></p>	<p>Cinntigh go bhfuil aon dhromchla cothrom agus coinnithe go maith chun nach bhfanfaidh uisce ar a bharr <i>Ensure surface is flat and well maintained to avoid surface water</i> Bain aon uisce/láib a bhailíonn <i>Remove accumulations of water</i> Bain aon algae ó dhromchlaí <i>Remove algae from surfaces</i> Cinntigh go bhfuil dóthain feighlíocht i gcónaí <i>Ensure adequate supervision at all times</i></p>	<p>Airíoch <i>Caretaker</i></p>
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<p>Sleamhnú <i>Slipping</i></p>	<p>Dóirse isteach &amp; amach as an scoil <i>Entrances and Exits</i></p>	<p>Sleamhnú, titim agus daoine gortaithe <i>Slipping, falling and people injured</i></p>	<p>Cuir mataí neamhsciorrach a shúann isteach uisce ag na dóirse ag dul isteach. <i>Provide suitable non-slip, water absorbing mats at entrances</i> Coinnigh iad i gcuí mhaith agus athraigh iad nuair a bhíonn siad ró fhliuch. <i>Maintain mats in good condition and change when saturated</i> Cinntigh nach mbeidh an mata ina ghuais tuislithe <i>Ensure that temporary matting does not pose a trip hazard</i> Cuir suas comharthaí a thugann rabhadh faoi sleamhnú nuair is gá.</p>	<p>Airíoch <i>Caretaker</i></p>
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			<p><i>Display signs warning of risk of slipping when appropriate</i> Cuir clíci dóirse agus bac dóirse in aiteanna sábháilte <i>Site door catches and door stops safely</i></p>	
<p>Geataí sa chlós <i>The gates in the yard</i></p>	<p>Na Clóis <i>The playgrounds</i></p>	<p>Go mbuaileadh geata I gcoinne páiste. Go ngortófaí lámh páiste <i>That a child would be struck by a gate. That a child's hand would be injured by a moving gate</i></p>	<p>An geata a choinneáil ar oscailt siar ar fad nó dúnta go hiomlán <i>That the gate be kept opened back fully or closed fully at all times</i></p>	<p>Múinteoirí ar na chlóis. <i>Teachers on yard duty</i></p>



<p>Timpistí sa pháirc <i>Accidents in the field</i></p>	<p>The playing field <i>An pháirc imeartha</i></p>	<p>Go dtitfeadh páiste sa talamh garbh in aice leis an gcláí. Timpiste de bharr páistí ag dreapadh. Baol go rachadh páiste trí bhearna sa chláí <i>Children falling in the area beside the fence. Children climbing resulting in a fall. Danger of children going through gap in hedge</i></p>	<p>An chláí a dheisiú chomh fada agus is féidir. Múinteoir ar an gclós a bheith i gcónaí aireach don chláí <i>Repair hedge as far as is possible. Teachers on yard duty exercise vigilance in the area beside the hedge</i></p>	<p>Múinteoirí ar an gclós <i>Teachers on yard duty</i></p> <p>Airíoch <i>Caretaker</i></p>
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<p>Timpiste ar an astro <i>Accident on the astro pitch</i></p>	<p>An pháirc astro <i>The Astro pitch</i></p>	<p>Páiste ag sleamhnú nó ag titim Páiste ag buaileadh i gcoinne cúinne gear. Páiste ag dreapadh ar an mballa. <i>Children slipping or falling. Children hitting a sharp corner. Children climbing the wall</i></p>	<p>Nuar atá na páistí ar an astro beidh múinteoirí i gcónaí leo. Comharthaí ag tabhairt foláirimh mar gheall ar dhreapadh <i>Pupils on the astro will always be supervised. Signs on display warning against climbing</i></p>	<p>Múinteoir ranga, múinteoirí ar an gclós <i>Class teachers, teachers on yard duty</i></p>
<p>Busanna ag am dul abhaile <i>Buses at 3 o'clock</i></p>	<p>An spás lasmuigh den phríomhdoras <i>The area outside the main door</i></p>	<p>Páistí ag rith nó ag brú. Páiste ag titim nó ag sleamhnú. Baol go mbuailfeadh feithicil páiste <i>Children running or pushing. Children slipping or falling. Danger of child being struck by a vehicle</i></p>	<p>Déanfar maorsacht an chúramach ag doras na scoile ag am dul abhaile. Siúlfaidh múinteoir leis na páistí go dtí an bus. <i>Children travelling on buses are supervised carefully at the end of the school day. When boarding a bus children will be accompanied by a teacher</i></p>	<p>Múinteoir i bhfeighil ar na naíonáin atá ag dul ar an mbus, múinteoir atá i bhfeighil ar an doras tosaigh ag am dul abhaile. <i>Teacher in charge of the infants who go home by bus, teacher in charge of main door at 3 o'clock.</i></p>
<p>Boscaí bruscair <i>Refuse bins</i></p>	<p>In aice le gáirdín na scoile <i>The area beside the school garden</i></p>	<p>Baol go mbuailfeadh bosca bruscair i gcoinne páiste <i>Danger of child being struck by a bin</i></p>	<p>A mheabhú do na páistí go minic go gcaithfidh said i gcónaí siúl ar an gcosán agus ar an trasnú atá marcáilte Tuilleadh línte do thrasnú a leagan síos. <i>Children will be reminded often to walk on the footpaths and to cross at the marked crossings. More marked crossings will be provided.</i></p>	<p>Múinteoirí, príomhoide <i>Teachers, principal</i></p>

<p>Timpiste sa charr chlós <i>Accidents in the car park</i></p>	<p>An carr chlós <i>The car park</i></p>	<p>Baol go mbuailfeadh feithicil páiste <i>Danger of child being struck by a vehicle</i></p>	<p>A mheabhrú do na páistí go minic go gcaithfidh said i gcónaí siúl ar an gcosán agus ar an trasnú atá marcáilte Tuilleadh línte do thrasnú a leagan síos. Comharthaí foláirimh do thiománaithe. <i>Children will be reminded often to walk on the footpaths and to cross at the marked crossings. More marked crossings will be provided. Warning signs for drivers.</i></p>	<p>Múinteoirí, príomhoide <i>Teachers, principal</i></p>
<p>Páistí sa scoil ar laethanta fliucha <i>Children in the school on wet days</i></p>	<p>Na rangseomraí, na pasáistí <i>Classrooms, hallways</i></p>	<p>Páistí ag titim nó ag sleamhnú. baol go ngortódh páiste amháin páiste eile <i>Children slipping or falling. Danger of a child hurting another child.</i></p>	<p>Coras a chur i bhfeidhm in gach rang i dtreo is go mbíonn na páistí gnóthach ar lá fliuch. A chinntiú go dtuigeann na páistí na rialacha do laethanta fliucha (aguisín D) <i>Teachers plan for children to be occupied on wet days. Teachers ensure that pupils fully understand the rules for wet days (see Appendix D)</i></p>	<p>Múinteoirí ranga, múinteoirí ar an gclós <i>Class teachers, teachers on yard duty</i></p>
<p>Iompar na bpáistí <i>Pupil behaviour</i></p>	<p>Ait ar bith sa scoil <i>All areas within the school</i></p>	<p>Baol go dtarlódh timpiste de bharr mí-iompair. <i>Danger of an accident because of misbehaviour.</i></p>	<p>Na rialacha a luaitear in aguisín D a mheabhrú do na páistí go minic. An cód iompair a leanúint <i>Children will be reminded often of the rules in Appendix D. The Code of Discipline will be followed.</i></p>	<p>Foireann na scoile <i>The school staff</i></p>

