

Health and Safety Statement of Darrara National School



Introduction:

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school in compliance with the 2005 Health and Safety Act.

2. Board of Management Philosophy

The Board of Management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve, in so far as is reasonable and practicable, the Safety, Health and Welfare at work of every employee, pupil and visitor to the school.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for personal safety, health and welfare or that of others.

3. Review:

This policy requires the co-operation of all employees. It shall be reviewed biennial or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Safety Officer and the Board of Management Safety Officer and a report made to staff.

4. Safety Officer

The principal is the Safety Officer. She shall be responsible for overseeing the safety provisions on behalf of the school. Mrs Yvonne Walsh is the Staff Safety Representative elected under the provision of the 2005 Health and Safety Act. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

The Safety Officers shall make the Board of Management aware of their duties with regard to the following:

- a) To guide and advise on all health, safety and welfare matters.
- b) To ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 1989.
- c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
- d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- e) To ensure that adequate fire protection and prevention measures are provided.

The Safety Officers shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where, appropriate, remedial action shall be specified.

5. General Safety:

The Board of Management of **Darrara National School** recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary e.g. Covid Response Plan in Appendix 4.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of **Darrara National School** undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to.

6. Duties of Employees

The attention of employees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989.

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

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

7. Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Specific Hazards:

Fire

It is the policy of the Board of Management of **Darrara National School** that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use and the Board of Management will ensure relevant employees will be provided with training in the safe use of the equipment.
- (ii) The Deputy Principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Representative)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door. (Principal will see they are free of obstruction).
- (vi) A plan of the school shows assembly points outside the school. (Staff Safety Representative)
- (vii) Assembly areas are designated outside the building, and the locations specified. (Staff Safety Representative)
- (viii) Exit signs shall be clearly marked. (Staff Safety Representative)
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) Principal and Deputy Principal shall be responsible for fire drills and evacuation procedures.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
- (xiii) The fire safety system within the school shall be serviced twice a year. Current contract held by Sentinel Security.

Covid-19

A separate Covid-19 Response Plan has been drawn up by the staff and Board of Management of Darrara National School. This documents the on-going procedures in place in Darrara National School. See Covid-19 Response plan for more details.

Other Hazards:

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

1. Wet corridors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out
22. Carpet lifting in areas
23. Goalposts on the pitch
24. Basketball posts on yard
25. During inclement weather the Board of Management reserves the right to keep the school closed if it is felt that there is a risk to staff and pupils by travelling to or attending school.

To minimise these dangers, the following safety/ protective measures must be adhered to (also see duties of employee's section of this document):

- (a) An annual audit is carried out inspecting furniture, floors, apparatus, equipment and fittings. (Safety Officer and Staff Safety Representative to complete every June)
- (b) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (c) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (d) Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (e) All machinery and electrical equipment are fitted with adequate safeguards.
- (f) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (g) Ladders must be used with another person's assistance.

- (h) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (i) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (j) Principal and teachers will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- (k) Check that all PE and other mats are in good condition. (all teachers before use)
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound. (all teachers before use)
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. (teachers before use)
- (n) Check that there are no uneven/broken/cracked paving slabs. (Safety Officer)
- (o) Will check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. (Safety Officer)
- (p) Check that manholes are safe. (teacher on duty)
- (q) Check that all play areas, especially sand pits, are kept clean and free from glass before use. Check the play areas are ice free. (teacher on duty)
- (r) Check that outside lighting works and is sufficient. (Safety Officer)
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. (Caretaker and Safety Officer.)
- (t) Check that refuse is removed from building each week and is carefully stored outside. (Cleaners and Safety Officer)

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

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

1. Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should check that:

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

2. Chemicals

It is the policy of the Board of Management of **Darrara National School** that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

3. Drugs and Medication

It is the policy of the Board of Management of **Darrara National School** that no drugs, medications, etc. be kept on the premises.

4. The Code of Conduct

The Code of Conduct (behaviour policy) and Dignity in the Workplace statement provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

5. Bullying

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**'.

6. Access to Employees is by Consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

7. Welfare

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

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

Members of staff and students are reminded:

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

8. Highly Polished Floors

It is the policy of the Board of Management of **Darrara National School** that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

9. Smoking

It is the policy of the Board of Management of **Darrara National School** that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

10. Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

11. Infectious Diseases

It is the policy of the Board of Management of **Darrara National School** that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by

adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste. Please see Appendix 4 for the Covid Response plan which outlines the schools measures to minimise the risk/spread of Covid-19.

12.First Aid

It is the policy of the Board of Management of **Darrara National School** that a member of staff shall be trained to provide First Aid to staff and pupils. The Board of Management are responsible for organising this training.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer. (Accident Report template in the staff room).

The Deputy Principal will see to it that a properly equipped First Aid Box is available to staff at all times containing:

- sticking plasters
- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Ice/heat packs

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

13.Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Due to Covid-19 parents are requested to make an appointment before entering the school grounds and should wear a mask when attending that appointment.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are responsible for accompanying children to and from the school gates.
- (4) Parents should not drop their children to school before 8.40am and they should be collected at 1.30(infants)/2.40pm(1st-6th).

14. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in, such as visiting the theatre, swimming pool, playground.

15. Visitors to the School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. A mask must be worn and a contact tracing log form must be completed by all visitors to the school. Sub teachers will be traced using the OLCS system.

Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of a teacher where possible. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

16. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, in their pods, where they read, draw, play board games or chat. Each teacher is responsible for supervising his/her class on wet days. Resources are not shared between pods.

17. Walking/Cycling to school

Written confirmation should be received from parents of children who are allowed to walk/cycle home from school without a parent or guardian.

18. Accident/Incident Reporting

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An accident report should be completed and retained for recording of all such accidents. Forms are available in the staffroom.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of **Darrara National School** in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority. This policy was ratified by the BOM on 16-12-2020.

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal/Safety Officer: _____ Date: _____

Staff Safety Representative: _____ Date: _____

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

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

Appendix 1

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

Appendix 2

SAFETY REPRESENTATIVES' CHECKLIST

1 CIRCULATION AREAS

1.1 Stairways/Attic Stairs

Check that:

- 1.1.1. stairways are fitted correctly;
- 1.1.2 stairways are adequately lit;
- 1.1.3 steps are not worn or broken or slippery.

1.2 Passages

Check that:

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc., are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.3 Doors and Windows

Check that:

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 1.3.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.3.4 there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

2 HEATING AND VENTILATION

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order.
- 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;

2.4 windows can be easily opened to allow for adequate ventilation. Windows are kept open/opened regularly during the school day.

3 FIRE SAFETY

Check that:

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using firefighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;
- 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- 3.10 the firefighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers' recommendations;
- 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
- 3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc., are stored correctly, away from any sources of heat.

4 ELECTRICAL EQUIPMENT

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are 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;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

- 4.2.1 all the light fittings are working and are kept in a clean condition;
- 4.2.2 light switches are not broken and appear to be in a safe condition;
- 4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Sockets/Leads

Visually check that:

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joins and are reasonably free of 'kinks';
- 4.3.8 Leads are the correct length for the equipment being used;
- 4.3.9 there are no trailing leads;
- 4.3.10 surge protection adaptors are being used and not overloaded;
- 4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

- 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;
- 4.4.3 equipment is only being used for purposes for which it was intended;
- 4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- 4.4.5 mains isolating switches are easily accessible and known to staff;
- 4.4.6 on/off indicator lights function correctly;
- 4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.8 equipment containing liquid has a leakage detector;
- 4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

5 USE OF GAS

There are currently no gas installations in the school.

6 FIRST AID

Check that:

- 6.1 notices are posted in prominent positions detailing:
 - Parental permission is received when child is enrolled
 - telephone number of local doctor, Gardaí, hospital are available in the office
 - Class teacher is to be made aware of individual conditions/allergies by parents. Procedure for dealing with individual pupils' emergencies due to known conditions/allergies etc. to be known by staff members, in particular class teacher
- 6.2 first aid boxes are readily available and adequately stocked
- 6.3 the accident book is readily available and kept up-to-date.

7 GENERAL PURPOSE CLASSROOMS

- 7.1 look again at sections 1-4;

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 all cupboards, fixed blackboards, display units are stable;

- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are no sharp edges or corners on the furniture;
- 7.6 furniture is positioned safely;
- 7.7 all shelf mountings are secure.

9 HALLA

Check that:

- 9.1 floors are clean, even, non-slip and splinter proof;
- 9.2 all brackets securing ropes, wall bars etc. are sound;
- 9.3 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 9.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 9.6 wooden beams, benches etc. are free from splinters and generally sound;

9 NON-TEACHING AREAS

9.1 Office

Check that:

- 9.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

9.2 Kitchen Areas

- 9.2.1 the kitchen/dining area is kept clean;
- 9.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 9.2.3 first aid boxes are available in the kitchen area;
- 9.2.4 equipment is adequately guarded.

9.3 Boiler Rooms

- 9.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 9.3.2 all safety devices in the boiler room are in proper working order;
- 9.3.3 the boiler is regularly maintained by a competent person;
- 9.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;
- 9.3.5 in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

9.4 Staff Facilities (Staff to eat in the hall rather than in the staff room. See Covid-19 Response plan)

- 9.4.1 the staffroom is clean, warm and well lit;
- 9.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc.;
- 9.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;
- 9.4.4 there is provision for tea and coffee to be made;
- 9.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

9.5 Hygiene

Check that the following are available:

- 9.5.1 soap
- 9.5.2 hand drying facilities
- 9.5.3 hot water
- 9.5.4 toilet paper
- 9.5.5 litter bin per classroom
- 9.5.6 provision for disposal of sanitary towels
- 9.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

9.6 Outside Areas

- 9.6.1 there are no uneven/broken/cracked paving slabs;
- 9.6.2 outside steps are secure, with a firmly fixed handrail;
- 9.6.3 roofs, guttering, drain pipes etc. are, as far as can be seen, sound and well maintained;
- 9.6.4 all play areas, are kept clean and free from glass;
- 9.6.5 outside play/PE appliances are securely anchored;
- 9.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
- 9.6.7 outside lighting works and is sufficient;
- 9.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- 9.6.9 all builders' materials, maintenance equipment etc. are kept securely.

Appendix 3

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication.
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
 - In such circumstances, repeated attempts will be made to contact parents.
 - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.
- In the event of a child/adult displaying symptoms of Covid-19 the isolation procedure should be followed (See Covid-19 Response Plan)

Appendix 4

ADMINISTRATION OF MEDICATIONS

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed:

- The parents of the pupils concerned will write to the board of management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- The board of management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised s/he should be properly instructed by the board of management.
- A teacher should not administer medication without the specific authorisation of the board.
- In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- The board of management will inform the school's insurers accordingly.
- The board of management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Arrangements will be made for the safe storage of medication.

Appendix 5

Basketball Post/Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

- 1 Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
- 2 Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
- 6 When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.
- 7 Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.
- 8 Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
- 9 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
- 10 Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.
- 11 Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.