

Scoil Tighearnach Noafa, Cullohill



Health and Safety Policy

The Board of Management & Teaching Staff of Scoil Tighearnach Noafa has prepared this safety statement in accordance with requirements of the safety, Health and Welfare Act 1989 – Section 12, Sub Sectors 1 – 8

Safety

1. Identified Risks
 - a) Activity involving the use of tools of any type i.e. scissors, knives, compasses, and pointed implements.
 - b) Activity involving the use of electric power
 - c) Activity involving the use of movable furniture i.e. trolleys, screens etc.
 - d) Staff Room – electric kettle, toaster, microwave etc.
 - e) Classrooms – passageways between tables to be kept clear
 - Table formation
 - School bags in passages

Outside

- a) Bus & Car Park areas outside school grounds
- b) Climbing walls, gates, trees and fences
- c) Steps to front and rear of school building
- d) North rear corner of school

- e) Icy surfaces – particularly steps to school, pathway and wheelchair ramp which remains frozen often throughout the day or for long periods due to being permanently in shade of school building.
- f) Area outside Junior classrooms - access to oil tank area, flag poles, trees and septic tank area.

Inside

Restricted Areas

No access to pupils unless with permission of teachers

- Kitchen
- Boiler House
- Cleaners Store
- Outside Shed
- Staff Room

Yard Duty

- Supervision Rota on display in Staff Room
- Teacher on duty will organise & participate in effective supervision of pupils during breaks, lunch periods etc.

Safety Inspection each term – done by Principal & Deputy Principal, during first week of each term.

Fire Drill Procedure

- Ring Fire Brigade – give exact location
- Evacuation
 - Children walk smartly by table group to nearest exit – no running or talking permitted
 - Teacher checks room and toilets
 - Teacher is last to leave room
 - Teacher brings Roll-book
- Assembly
 - Assemble at Basketball court
 - Roll call made by class teacher
- Fire drill held once per term.

Procedure In Case of Accident

- a) Attend to child's immediate needs
- b) If further medical assistance is deemed necessary contact parent/guardian (each teacher has contact telephone list plus one displayed in staff room)
- c) If unavailable seek medical advice
- d) Ensure supervision of other pupils
- e) As soon as opportunity arises, fill in accident book (available from Principal)

Arrival and Dismissal

The school will be open to receive pupils at 9.10 am. Teachers are present to supervise pupils at 9.10 a.m. Classes will commence at 9.20 a.m. Teachers will oversee Infants departure from classroom to school gate at 2 p.m.

The pupils will receive instruction, each term, on how to proceed with care and caution to the school bus/other at the school gate. They are also instructed by Bus Eireann annually.

For insurance purposes, children are requested not to be in the school grounds outside of school hours.

No child or unauthorized person has permission to be in or around the school grounds, outside of school-hours.

Inspection Checklist

Maura Curran (Health & Safety Officer)

Equipment

Check that:

Fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly.

Copies of manufacturer's instructions/operating manuals are easily accessible.

Equipment is only being used for purposes for which it was intended.

Where appropriate, all electrical equipment is switched off and unplugged when not in use.

Mains isolating switches are easily accessible and known to staff.

On/Off indicators function correctly.

Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat.

All items of electrical equipment are properly and regularly maintained and serviced.

General Purpose Classrooms

Check that:

Hazards are not arising from over crowded classrooms

All cupboards, fixed blackboards, display units are stable.

Classroom furniture is not damaged.

Wherever possible, there are not sharp edges or corners on the furniture.

Furniture is positioned safely.

All shelf mountings are secure.

Staff Facilities

The classroom is clean, warm and well lit.

There are adequate cloakroom facilities and storage facilities that can be locked for personal belongings, books, etc.

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.

There is provision for tea and coffee to be made.

Staff sanitary facilities are suitable, sufficient and properly cleaned.

Hygiene

Check that the following are available:

Soap

Hand drying facilities

Hot water (Available in staff room and staff toilets only)

Toilet Paper

Litter bin per classroom

Provision for disposal of sanitary towels

Safe, suitable, sufficient and properly cleaned sanitary facilities.

Kitchen Areas

The kitchen/dining area is kept clean.

The kitchen floors are sound and non-slip, especially when wet.

Litter or rubbish has not been allowed to accumulate

General school building

Mats etc are not positioned in such a way as to be tripping hazards

It must be ensured that the aluminium strips around the recessed mats inside the external doors are intact.

Control: Regular maintenance to be sustained.

There are no areas of loose, flaking or damaged paint, plaster or plaster board.

Door & Windows

Doors are unobstructed

Doors with fire glass windows have toughened or laminated glass.

There are no doors with:

- Loose or broken hinges
- Damaged or sticking catches

- Broken wood panels or glass panels
- Loose or stiff handles

In high wind the draft between the front and back doors and the class base doors is dangerous.

Control: during hazardous time, one door is maintained closed.

Windows are not broken and cracked

Windows open easily without undue force being applied

Windows do not jut out dangerously when open

Windows are cleaned regularly

Play areas / School yard

Outside play/PE appliances are securely anchored

Goalposts are secured and checked on a regular basis.

Outside lighting works and is sufficient

All parking facilities for cars and cycles are safe in regard to the presence of pedestrians.

Art Facilities

Check that:

Safety rules are clearly displayed for all art classes

Chairs, stools and ladders are sound

Floors are in good condition

All containers are labelled clearly

All foam materials are stored away from heat sources

Materials and partly finished work are stored safely Activities involving the use of tools for art, sewing, gardening, scissors, knives pointed implements are recognized as potential hazards.

Control: tools and implements only to be used under supervision of staff member.

Hall

Check that:

First aid boxes are easily accessible

Floors are clean, even, non slip and splinter proof

PE equipment is stacked securely and positioned so as not to cause a hazard. Children have been forbidden from going where the P.E. equipment is stacked.

There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings.

Wooden beams, benches, etc are free from splinters and generally sound.

Benches are stable and do not wobble when in use.

Policy Statement in accordance with the Safety, Health & Welfare at Work Act 1989

Cullohill N.S.

Members of the Board of Management:

Chairman: Rev. Canon O'Doherty

Board Members:

Ms. Annemarie Bowe (Principal)

Mr. Billy Holland

Ms. Lorna O'Donohue

Mr. David Holland

Ms. Elaine Maher

Ms. David O'Connell

Staff Nominee: Ms. Maria O'Driscoll

Safety Officer: Ms Maura Curran

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

The staff of Scoil Tighearnach Naofa reviewed this policy in May 2016.

This policy will be presented to the B.O.M for ratification on 13th June 2016.

Signed: _____

Chairman of the B.O.M