



Health and Safety Policy Statement

**Nagle-Rice Primary School,
Milltown,
Killarney,
Co.Kerry**

Section 8 of the Safety, Health and Welfare at Work Act 2005

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Nagle-Rice Primary School, Milltown

Health & Safety Policy Statement

■ Opening Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was ratified by the Board of Management and disseminated to the wider school community through the school website.

This Safety Statement refers to the premises occupied by Nagle-Rice Primary School. The statement covers all activities at these premises, including classes, sports, parents' meetings and any community activities. (e.g. Polling Station)

The school has one main building, three prefabs to the back, two car parks for Staff parking, one in front of the school building and the other located a distance away off the roundabout, a playground at the side and at the front of the school where children play at break times. The Nagle-Rice Astro Turf pitch is also available to the school and children play here at yard times. Specific areas of the yard are allocated to each class to ensure the safety of the smaller children when at play. The school also operates a staggered break time to ensure greater safety of all pupils. The yard is supervised by two teachers (Rota) and at least two SNAs at all times when children are at play

■ Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Policy. It represents the Board of Management's (BOM) commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards in the school. The Board of Management wishes to make it available to all employees, outside service providers and Inspectors of the Health and Safety Authority.

■ Relationship to Characteristic Spirit of the School

The Board of Management of Nagle-Rice Primary School recognises the importance of complying with our legal obligations enacted in section 8 of the Safety Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of the Board of Management of Nagle-Rice Primary School and the means to achieve the policy. The Board of Management is committed to providing a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public (Visitors, student teachers etc.) with whom we come in contact.

Employees are reminded that they have a legal duty under section 8 of the Safety Health and Welfare at Work Act, 2005 to take reasonable care of their own health, safety and welfare and of any other person who may be affected by their acts or omissions at work. There is a specific duty on all employees to report to their supervisor any hazards or defects in furniture, buildings or equipment which might endanger the safety, health or welfare of themselves or others. It is the policy of the school to provide sufficient finance, time and other resources to carry out all activities according to the safe procedures described in this statement.

We are aware that most policies of this school have a Health and Safety aspect.

All records of accidents and ill health will be monitored in order to ensure that any safety measures can be put in place wherever possible to minimise the recurrence of such accidents and ill health again.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The school's Safety Representative (Tim) and the school's Safety Officer (Deputy Principal) will undertake to carry out a safety audit annually (Safety Representative's Checklist Appendix 4) and report the findings to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management.

■ Aim:

The Board of Management of Nagle-Rice Primary School aims to ensure that all staff, pupils and visitors in our school work in a safe environment. The Health &

Safety of all people in our school and school grounds will be monitored and reviewed when necessary or annually as mentioned above.

■ Objectives:

It is an ongoing objective of the Board Of Management of Nagle-Rice Primary School to achieve and sustain the highest standards of Health & Safety possible in our school. This means at a very minimum to conform to the requirements of Irish legislation pertaining to Health & Safety. As a responsible Board Of Management, we take all necessary precautions to safeguard teachers, staff, visitors and children against risk and will do all that is necessary to reduce the risks identified in accordance with our school's Child Safeguarding Statement and Risk assessment (2023).

It is our policy in Nagle-Rice Primary School to comply with Section 8 of The Safety, Health & Welfare at Work Act 2005 and the published guidelines on Managing Health, Safety & Welfare in Primary Schools to ensure, so far as is 'reasonably practicable' the safety, health & welfare of employees/teachers while at work, and to provide such information, training and supervision needed for this purpose.

■ Guidelines (content of policy)

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF NAGLE-RICE PRIMARY SCHOOL

- 1 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of section 8 of the Safety, Health and Welfare Act, 2005 are applied.
- 1.2 Specifically the Board of Management wishes to ensure so far as is reasonably practicable:
 - the design, provision and maintenance of all parts of the school building and grounds in condition that is safe and without risk to health.
 - Keep the workplace safe and ensure that access is without risk to all persons using the school.
 - the design, provision and maintenance of building and equipment in a condition so as to be safe and without risk to the health and safety of employees, pupils and scheduled visitors.
 - the development and periodic review of systems of work that are planned, organised and maintained so as to be safe and without risk to health.

- the provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil's challenging behaviour.
- the provision of such information, training and supervision as is necessary to ensure the safety and health at work of its employees.
- the preparation and revision as necessary of adequate steps to be followed in emergencies such as fire, accident, injuries, etc.
- the safety and prevention of risk to health at work in connection with the use of any article or substance.
- the provision and maintenance of facilities and arrangements for the welfare of employees at work.
- obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- the review and revision of the Safety Statement.
- the provision of arrangements for consultation with employees on matters of Health and Safety.

- 1.3 The Board of Management recognises that its statutory obligations under legislation extend to employees, students, any person legitimately conducting school business and the public.
- 1.4 The Board of Management of Nagle-Rice Primary School will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.
- 1.5 The Board of Management has appointed Tim O'Sullivan (School Caretaker) as the Safety Representative from the School Staff and Patricia O'Connor (Deputy Principal) as the Safety Officer.

■ Consultation & Information

It is the policy of the Board of Management of Nagle-Rice Primary School: -

- a) To consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard Control Checklists
- b) To provide all staff with a copy of the current Health and Safety Policy Statement.
- c) That any additional relevant information and instructions regarding Health, Safety and Welfare at work not contained in this document will be conveyed to all staff as it becomes available.
- d) That Health, Safety and Welfare will form an integral part of any future staff training and development plans.
- e) Maintain procedures for communication and consultation between all levels of management, staff and parents/guardians on matters of health, safety and welfare.

■ Hazard Identification and Control Measures

Tim, our caretaker and Safety Representative, will periodically perform informal safety audits in the school (Formal review on an annual basis) and complete Hazard Control Checklists (Appendix 4). Staff must inform Tim without delay of any hazards they have encountered. Some hazards can be removed or eliminated but others will always exist. The Board of Management in consultation with the employees will periodically review (annually) and make recommendations on the elimination of hazards identified during regular safety audits.

■ Fire:

It is the policy of the Board of Management of Nagle-Rice Primary School that:

- there is an adequate supply of fire extinguishing appliances which are suitable for anticipated fires,
- all fire equipment is identified and regularly serviced by FSE .
- regular fire drills take place at least once per term to allow students and staff to become familiar with emergency evacuation steps (instructions on doors and pupil lists (Class teacher's responsibility)).

- instruction is given in the use of fire extinguishers (Staff training took place in school year 2022/2023)
- a means of initiating an emergency evacuation (alarm) is clearly understood by all staff members and pupils.
- emergency exit signs where applicable are clearly visible to ensure both visitors and staff are aware of emergency exit routes.
- all electrical equipment is unplugged or safely turned off outside school hours and when school buildings are vacated for lengthy periods,
- safe evacuation assembly areas are designated outside the school building, its location (assigned numbers) communicated and where appropriate signs posted,
- roles and responsibilities of staff in the event of fire evacuation or other emergency is understood.
- the 'Evacuation Chair' will be used to take any pupil using a wheelchair downstairs and outside to their assigned assembly point. Denis O' Mahony(SNA) and Fran Flynn (6th Class teacher) will operate the 'Evacuation Chair' when needed. The elevator will not be in use in the event of a fire.
- the school is checked by Apex Fire four times a year. All Fire alarms and emergency lighting is checked and all recommendations made are acted upon.
- Munster Fire and Safety check all fire extinguishers annually and replaces them where necessary.

■ **Specific Hazards**

Hazards identified at Nagle-Rice PS include the following: -

Hazard # 1: Falls

Stairs are potential fall hazards for staff and students. When using the stairs please take proper care (Hold handrail and Keep right).

Standing on chairs/tables is not allowed.

Suggested Control Measures:

- Communicate the personal safety risks to both students and employees

- Emphasise the need to take care when travelling across uneven surfaces
- Climbing onto surfaces, chairs, tables, sheds and other heights is strictly forbidden.

Hazard # 2: School Gate morning and evening

This area could be an area of potential danger especially if due caution is not exercised

Suggested Control Measures:

- Communicate the personal safety risks to both students and staff.
- Emphasise the school rules with regard to lining up for school buses.
- Monitoring pupils as they wait for transport home by all teachers including Principal and Deputy Principal
- Careful use of pedestrian crossing.
- Caretaker supervises traffic in the morning and evening.
- Stay Safe lessons are taught as part of our curriculum.

Hazard # 3: Chemicals

The presence of toilets and cleaning chemicals in the building are potentially harmful properties should accidental exposure or ingestion arise.

Suggested Control Measures:

- Communicate the personal safety risks to both students and staff.
- Communicate the safety precautions to be taken when handling, using and disposing.
- Keep all chemicals in their original correctly labelled containers in locked area/cabinets with controlled keys.
- The use of Tippex/ Corrective Fluid/ Aerosols of any nature by pupils is strictly prohibited

Hazard # 4: Frost, Ice and Snow

The existence of ice and snow in wintertime may give rise to slippery ground with associated fall/slip hazards for both staff and students.

Suggested Control Measures:

- Communicate the personal safety risks of ice and snow to both students and staff

- Retain tools such as a spade to remove ice or snow from essential pathways, to be used by Caretaker
- Ice melts may be used by Caretaker on footpaths as well.

Hazard # 5: Kitchen equipment and Electrical Appliances

It is recognised that certain kitchen equipment such as electric kettles, coffee machines, microwaves and burco can be hazardous if not controlled. Hot water can cause severe burns to the body.

Suggested Control Measures:

- Restrict the use of electrical devices to adult personnel.
- Review electrical equipment periodically to confirm safe operation and where appropriate carry out essential maintenance.
- No overloading of sockets.

Hazard # 6: Other Machinery & Electrical Appliances

Many forms of electrical equipment can be hazardous if not operated in accordance with manufacturer's instructions.

Suggested Control Measures:

- Communicate the specific personal safety risks of certain machinery & electrical appliances to students.
- Pupils are not allowed to touch the shredder, the laminator or any leads.
- Restrict the use of all electrical equipment strictly to staff unless otherwise authorised.

Hazard # 7: Slippery Floor Surfaces

It is recognised that floors that become wet or become soiled with a slippery residue are hazardous.

Suggested Control Measures:

- Communicate the personal safety risks of slippery floors to both students and staff and emphasise the need to maintain free of slippery coatings.
- Students should be educated as to ways of preventing the ingress of dirt and wetness into the school building.
- The floors should be cleaned on a regular basis to ensure the floor remains safe.
- In the event of liquid spill on a floor surface, restrict access to prevent students or employees from inadvertently stepping into

the area. Clean up spill without delay. Use 'Wet/Slippery surface' hazard sign.

- Mats have been put on the steps of the prefab and in hallways to prevent slipping in wet conditions.

Hazard # 8: All-Weather Pitch

The All-Weather Pitch is an area, which can be hazardous if pupils and staff do not take adequate care.

Suggested control measures:

- Communicate the necessity for safety entering and leaving the pitch.
- Entry prohibited when grass 'brushing' takes place.
- Communicate the importance of not going near the public road. If the ball goes out there, it is to be retrieved by a teacher only.
- Swinging onto goalposts and interfering with the nets is strictly forbidden. Nets are also erected to prevent the ball from going outside school grounds.

Hazard # 9: Doors

Every effort made to maintain safety in relation to doorways (Slow close latches fitted). Internal doors have plastic 'Child finger protection' strips fitted. Hooks fitted on external doors to prevent slamming during yard times. These are to be used and constant vigilance is required at all times.

Hazard # 10: Incorrect Posture / Falls from chairs /Back Injury/ Eye Strain/ Incorrect Lifting Technique /Trips over School Bags

- Chairs to be checked regularly. Lights turned on when necessary.
- Instruction on proper lifting methods. Tim (Caretaker) and Denis (SNA) undertook up to date manual lifting courses (term 3 April-June 2023)
- Instruction on the importance of storing bags underneath desks.

Hazard # 11 Drugs/Medications

It is the policy of the Board of Management of Nagle-Rice Primary School that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore

could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication.(Authorised written consent received in advance-Administration of Medicine) The procedure in such cases is included as **Appendix 2**.

Hazard # 12 Lifts

The lift is a hazard if pupils and staff do not take adequate care.

Control measures:

- Entry to the lift is by Key only (located in a box beside the lift opened using a code).
- Only Teacher or SNA may operate the lift.
- The Lift is maintained and checked four times a year by 'Orona Mid Western Lifts'

Hazard # 13 Car Park and Pedestrian Crossing

The car parks and pedestrian crossing can be a very serious hazard if adequate care and caution is not taken.

Control measures:

- Tim, our caretaker, monitors the pedestrian crossing in the morning time to ensure children's safety while using the pedestrian crossing.
- 'No Parking' Signs have been put in place to allow clear access to the crossing
- 'Caution Children' signs have been put in place in the car park.

Hazard # 14 Use of Gas

The school uses gas to heat the school

Control measures:

- The gas tanks are located in a purpose built, locked area of the yard.
- There is automatic safety shut off when triggered.
- These are serviced annually with the school boiler service.
- Flo gas emergency contact numbers are available.

■ Additional Hazards

Code of Discipline/ Code of Behaviour

The Board of Management recognises, in the interest of personal safety, the need to reinforce school safety rules among staff and students and in instances where safety rules are violated the need to pursue disciplinary procedures. This will be highlighted to pupils and a simplified version of the 'Code of Behaviour' for children will be put into pupil's homework diaries. The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee or pupil.

Health and Hygiene/Illness

Toilet and wash facilities are maintained to the highest standard possible. Installation of soap dispensers, hand towels and hand sanitising dispensers has taken place to achieve a higher standard of hygiene.

Pupils are advised to wash their hands after using the toilet and before eating. Suitable reminder signs posted in the washrooms.

A strict policy of not leaving any food or litter lying around is enforced to reduce the risk of attracting rodents.

Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as **Appendix 5**.

Bullying

The Nagle-Rice Primary School **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 Policy**'

Protection of Employees against threat

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

Nagle-Rice Primary School will ensure that every possible effort is made to accommodate those with additional needs such as pregnancy, disability, illness, new employees or those who may find themselves in difficult circumstances.

First Aid

It is the policy of the Board of Management of Nagle-Rice that the designated First Aid Officer is the principal Ms. Aileen O'Dowd.

All serious injuries are reported to the principal who will then decide on the appropriate action to be taken. All items required to administer first aid are available in the school and stored in the First Aid press in the back hallway near the school yard. (Tim the caretaker has responsibility for stock control and purchasing necessary items).

The First Aid Box contains an adequate supply of first aid equipment. The following serve as examples of such equipment:

- ◆ Elastoplasts
- ◆ Waspeze
- ◆ Tape
- ◆ Antiseptic Cream
- ◆ Cotton Bandages
- ◆ Burneze
- ◆ Scissors
- ◆ First Aid Chart
- ◆ Antiseptic Wipes
- ◆ Ice packs
- ◆ Disposable gloves

Note:

- 1) Disposable gloves are available and are always used when administering First Aid.
- 2) Where an injury occurs which does not necessitate the removal of the child from school, the nature of the injury is communicated briefly through the Homework Diary on that day.
- 3) In the case of any head injury, parent/guardian is notified immediately.
- 4) All SNA's are required to complete an up to date First Aid course.
- 5) Some staff have completed CPR training and training in the use of the defibrillator.

■ Other Procedures

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a maximum ratio of fifteen pupils per adult (teacher or parent). Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, football games, sports, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. All visitors are required to make an appointment through the school office. On arrival they are required to sign in on the 'Visitor log book' (GDPR compliant). They will be given a 'Visitor identification tag' while they are on the school premises. This is for the safety and protection of staff and pupils. They will sign out on the 'Visitor Log book' again when leaving the school. Any contractor should make direct contact with the Principal, Deputy Principal or Caretaker before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are

delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they watch the interactive whiteboard, read, draw, play board games or chat.

- While all aspects of our school have a health and safety aspect, this policy has been drawn up with particular reference to the following:

- Critical Incident Policy
- Serious Accident Procedure
- Admissions Policy
- Fire Drill Procedure
- Supervision Policy (Draft)
- Dignity at Work Policy
- Child Safeguarding Statement and Risk Assessment
- Anti Bullying Policy
- Code of Behaviour Policy
- Mobile Phone/Personal Electronic device Policy
- Acceptable Use Policy

■ Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Annual Safety checks and our safety record as our benchmark for success or otherwise of the policy.

■ Consultation and Review

Safety Representative

The Caretaker (Tim) is the safety representative and the Deputy Principal Mrs. Patricia O'Connor is the Safety Officer. They make representations and recommendations to the Board of Management of Nagle-Rice Primary School as necessary on safety issues.

This Health and Safety Policy Statement is available for inspection in the school and on our school website to any interested parties and comments and suggestions are welcome for future revision.

This statement is a working document and as such will be reviewed in light of experience, changes in legal requirements and to account for operational changes, at least once a year. During such reviews, there will be consultation between the Board of Management, staff, pupils and parents. This inspection will be carried out more frequently if requested by either staff, the Board of Management or when significant change occurs in school.

■ Responsibilities

BOARD OF MANAGEMENT

Chairperson: Michael McCarthy

Secretary: Aileen O'Dowd

CONTACT NUMBERS

Allianz Insurance: (01) 613 3909

FIRE EXTINGUISHERS

Munster Fire and Safety, Main Street, Millstreet, Co. Cork (029-71288)

GENERAL MAINTENANCE

Tim O'Sullivan: (087) 6688883

BE SAFE TRAINING (BSAFE)

Barrakilla, Tralee, Co.Kerry (087) 2571494

ORONA MID WESTERN LIFTS

Corcanree Business Park, Dock Rd., Limerick (061) 400123

FLO GAS

Emergency Contact (041) 2149600

DEPT. EDUCATION AND SCIENCE

0506 25386

ENGINEER

Damien Murphy
(087) 2506545

ROOF

Rhatigans
(01) 4786900

■ **Roles and Responsibility**

Duties of all Employees

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

2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Duties of Safety Representative (Mr. Tim O'Sullivan)

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Safety Checklist is included as Appendix 4.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

Duties of Safety Officer (Deputy Principal Mrs. Patricia O'Connor)

- To liaise with the Safety Representative (Tim) on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate Board Of Management meetings.

■ Timeframe for Implementation

The revised policy will be implemented from December 2023.

■ Timeframe for Review

This policy will be reviewed annually. Next review date is December 2024

■ Responsibility for Review

The Board Of Management will be responsible for reviewing the policy.

■ Ratification and Communication

The Board of Management ratified this policy on the 12th of December 2023.

Signed: Mr. Michael McCarthy (Chairperson, BOM)

The policy is communicated to the members of the BOM and is available upon request. All Nagle-Rice Primary School policies are available for inspection in the school.

APPENDIX 1

Fire Drill and Evacuation Policy

Introduction:

The fire drill/evacuation policy of Nagle-Rice Primary school has been produced following a collaborative consultation process by Management and staff.

Aims:

This policy aims to:

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire.
- Have in place appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act.
- Ensure a safe school environment for all.

School Ethos

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with these ideals.

Internal Procedures

Fire extinguishers & fire blankets are checked on a yearly basis by a local Fire Company FSE.

Smoke detectors and a fire alarm are installed in each room and checked four times a year by Apex Fire.

In the event of a fire the following steps must be taken. (We also use the same procedures for fire drill):

1. The fire alarm activates. The Principal calls the Fire Brigade.
2. In all classroom/resource areas, the children all stand up, push their chairs back under their tables, and calmly walk to the door in single file. Children should not bring bags or books with them.
3. Each teacher takes the class list of his/her own individual class and the red/green cards from the back of their classroom door.
4. Each teacher closes the classroom door and windows when leaving the room.
5. All teachers must check the class toilets before vacating the room.

6. The fire assembly points are on the yard and basketball court. (Red Numbered Cards) Each class has an allocated numbered station. Each class line up at the number associated with their classroom and the 'prefabs' are given the station marked with the letter 'P1' and 'P2'
7. Each class lines up in an orderly manner. Children must remain quiet.
8. Each teacher calls the Roll for his/her own class on reaching the fire assembly point.

When the teacher has this completed and all pupils are present and accounted for, he/she holds up the green card. If there is an issue they hold up the red card to alert the principal to the problem.

9. Pupils return to the school premises only when the all clear has been given.

10. Fire drill is carried out once a term.

11. In the event of a fire taking place during lunch time the teachers on yard duty will take charge of the classes on their assigned play area. The classes who are playing on the yard will line up in the yard/pitch as usual and wait until their class teacher comes to collect them.

12. The 'Evacuation Chair' will be used to take pupils who are wheelchair users downstairs. Denis O'Mahony (SNA) and Fran Flynn (6th Class teacher) will be in charge of this.

13. Margaret Greene and Mary Ellen O'Connor will have a staff list.

14. Caroline/Clodagh the school secretary will be responsible for bringing the 'Visitor Log Book' to the assembly point and check all visitors present have safely evacuated the building.

15. Tim the caretaker and Safety Representative will check all toilets in corridors.

Note: We have recently had two extra prefabs installed in our upper yard adjacent to the school building. In the event of a fire beginning in either of these buildings an alternative evacuation procedure will be required. All downstairs classes will exit the building using the Emergency Exits to the front of the school. All upstairs classes will use either the upstairs Emergency Exit located in the New Extension or the stairs at the opposite end of the school. The middle Stairwell and exits will not be used. Classes will use whichever of these Emergency Exits is closest to their classroom. All other evacuation routines will remain the same. Common Sense, Care and Vigilance will dictate the Safest Evacuation route.

Roles and Responsibilities

- ✓ All teachers are responsible for the safety and wellbeing of the pupils in their care.
- ✓ Special Education teachers will safely evacuate the building in accordance with the correct procedure on their room door. Once outside they will bring the children in their care to their class group and the pupils will line up with their class and await the roll call.
- ✓ The Principal has overall responsibility for ensuring proper procedures are in place, calling the Fire Brigade, initiating and timing the fire drills. When the building has been fully evacuated she will then complete the check of all class groupings to ensure teachers have their 'green cards' in operation that all pupils are present and accounted for. She will then check the visitor log book to ensure all visitors are accounted for. She will verify that everyone is out of the building. She is the person in charge who will communicate all vital information to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.
- ✓ It is the responsibility of the Deputy Principal Mrs. Patricia O'Connor to carry out the 'Principal's Duties' above in the absence of Ms. Aileen O'Dowd.
- ✓ Fire drill schedules are part of the post of responsibility within the In-School management structure of Nagle-Rice Primary School.

Evaluation.

- Positive feedback from all stakeholders.
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible.
- Review annually and feedback after Fire Drills(once per term).
- Maintaining a 'Fire Safety Register' to record training and Fire Drills.

Implementation

Fire drills have been in operation in the school for a number of years. We carry out one fire drill per term.

This policy takes effect from December 2023.

References

- Fire safety in the home - National Safety Council
- Fire safety in the school - National Safety Council.
- Department of Education's 'Code Of Practice for the Management of Fire Safety in Places of Assembly'.

Ratification

Ratified by Board of Management on 12th December 2023

Michael McCarthy, Chairperson, Board of Management

APPENDIX 2

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, allergies, 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 school/Board of Management requesting the board to authorise teachers 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 or training (if deemed necessary by the Board of Management).
- 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. Parents are responsible for providing up to date medicine to the school.

APPENDIX 3

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

APPENDIX 4

Annual Safety Checklist (Completed by Safety Representative (Tim) and Safety Officer (Deputy Principal))

1 CIRCULATION AREAS

1.1 Stairways

Check that:

- 1.1.1. stairways are fitted with sound bannisters or rails;
- 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 or plastic protection 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 twice a year.
- 1.3.10 window blinds do not have broken fastenings or cords

2 HEATING AND VENTILATION

Nagle-Rice Primary School, Milltown

Check that:

- 2.1 The heating system is regularly serviced and maintained in good order.
 - 2.2 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
 - 2.3 windows can be easily opened to allow for adequate ventilation.
- Further advice on heating and ventilation is given in the next section.

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 Some staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
 - 3.7 there have been practice evacuations/fire drills held at least once per term;
 - 3.8 fire doors open outwards (These are hooked back at yard times only)
 - 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
 - 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officer's recommendations;
 - 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.
- More detailed advice on fire safety is given in the next section.

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 Tim O'Sullivan, Caretaker.
- 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.

4.3 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 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. Tim O'Sullivan has a safety file with all information.
- 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 all items of electrical equipment are properly and regularly maintained and serviced.

5. FIRST AID

Check that:

5.1 notices are posted in prominent positions detailing:

- procedure for calling ambulances etc;
- telephone number of local doctor, gardai, hospital.
- procedure for dealing with individual pupil emergencies due to known conditions/allergies etc

5.2 first aid boxes are readily available and adequately stocked

5.3 the yard duty book is readily available and kept up-to-date.

5.4 Serious incidents are immediately referred to the Principal and details recorded in the serious incident file in the Office.

6 GENERAL PURPOSE CLASSROOMS

6.1 look again at sections 1-4;

Check that:

6.2 all cupboards, fixed whiteboards, display units are stable;

6.3 classroom furniture is not damaged;

6.4 wherever possible, there are no sharp edges or corners on the furniture;

6.5 furniture is positioned safely;

6.6 all shelf mountings are secure.

7 HALLA

Check that:

7.1 floors are clean, even, non-slip and splinter proof.

7.2 PE equipment is stacked securely and positioned so as not to cause a hazard;

7.3 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;

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

7.5 beams and benches are stable and do not wobble when in use.

8 NON-TEACHING AREAS

8.1 Offices

Check that:

8.1.1 substances for use with photocopying/duplicating machines are stored correctly, and where photocopying/duplicating machines are operated is adequately ventilated;

8.2 Kitchen Areas

- 8.2.1 the kitchen/dining area is kept clean;
- 8.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 8.2.3 first aid boxes are available in the kitchen area;
- 8.2.4 equipment is adequately guarded.

8.3 Boiler Rooms

- 8.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 8.3.2 all safety devices in the boiler room are in proper working order;
- 8.3.3 the boiler is maintained and checked annually by KMS
- 8.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

8.4 Staff Facilities

- 8.4.1 the staffroom is clean, warm and well lit;
- 8.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc.
- 8.4.3 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;
- 8.4.4 there is provision for tea and coffee to be made
- 8.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

8.5 Hygiene

Check that the following are available:

- 8.5.1 soap
- 8.5.2 hand drying facilities
- 8.5.3 hot water
- 8.5.4 toilet paper
- 8.5.5 litter bin per classroom
- 8.5.6 provision for disposal of sanitary towels
- 8.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

8.6 Outside Areas

- 8.6.1 there are no uneven/broken/cracked paving;
- 8.6.2 outside steps are secure, with a firmly fixed handrail;
- 8.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
- 8.6.4 all play areas, are kept clean and free from glass;
- 8.6.5 outside play/PE appliances are securely anchored;

8.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;

8.6.7 outside lighting works and is sufficient;

8.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

8.6.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.

8.6.9 check the locks to the 'Gas area' on the yard are secure and in perfect order

APPENDIX 5

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 (See Appendix 2).
- 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 interest 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 and filed in the office. (Template attached in Appendix 6)

APPENDIX 6



Nagle-Rice Primary School Incident Report Form (Pupil)

Name of Pupil: _____ DOB: _____

Address:

Class: _____ Class Teacher: _____ **(Tick if substitute €)**

Staff Member Reporting: _____ Post Held: _____

Details of Accident

Location: _____ Date: _____ Time: _____

How did the accident occur? _____

What was the presenting complaint/injury? _____

What action was taken/treatment given and by whom? (If pupil's parents/guardians were contacted, give details) _____

Witnesses (if any):

Other person(s) to whom incident was reported: _____

Action taken to prevent recurrence (if applicable)

Signed: _____ (Person Reporting) Date: _____

Were any after effects noticed/reported later on the day of the accident? Yes € No€ (If yes, give details of same and of any further action taken): _____

Was any resulting after effect reported by parent/guardian in days immediately following the accident? _____

Signed: _____ Class Teacher **(Tick if substitute €)**

Date: _____

Signed: _____ Principal

Date _____

Appendix 7



A Brief Guide to Your Code of Behaviour

General Behaviour

- ✓ Show consideration for other pupils and adults.
- ✓ Wear full uniform with pride.
- ✓ Show respect for the property of the school, property belonging to others and your own property.
- ✓ **Listen** to the teacher.
- ✓ Respect all adults and visitors to the classroom or school.

Playground Behaviour

- ✓ Play safely avoiding any games or play that are rough or dangerous.
- ✓ Follow the directions of the staff on yard duty.
- ✓ Obtain permission from teacher or SNA before re-entering school building during break times.
- ✓ Respect the supervising teachers, SNA's and fellow pupils.
- ✓ Line up quietly with own class when the bell rings and **walk** in when instructed.
- ✓ Play in your designated zone on yard.

Health and Safety

- ✓ Follow teacher's directions at all times.

- ✓ Walk in the school corridors and stairs.
- ✓ Walk on the **right-hand side** at all times on the stairs and in corridors.
- ✓ High standard of hygiene in the school toilets.
- ✓ When on school trips observe the rules of general good behaviour (above), behave politely and show respect towards all you meet. Remain with your group and leader at all times.

Finally-**Do your very best at all times!**

Appendix 7

Evacuation/ Fire Drill Record

<u>Fire Drill</u>	
<u>Term</u>	<u>Date</u>
Term 1	
Term 2	
Term 3	

Appendix 8

**Record of any Safety Issues identified and
resolution**

Issue/Problem	Any remedial work carried out. Who completed this?	Date and Signature