



**BUNSCOIL RINN AN  
CHABHLAIGH**

**HEALTH & SAFETY POLICY**

**BUNSCOIL RINN AN CHABHLAIGH,  
RUSHBROOKE, COBH, CO. CORK**

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## **1.0 Introduction**

### **1.1 School Background Information**

Bunscoil Rinn an Chabhlaigh is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and developed.

Bunscoil Rinn an Chabhlaigh will at all times strive to provide a safe, caring, secure and happy atmosphere for all adults who work with the children in our school.

*Mo Chumas Abú*  
Be all you can be

### **1.2 Objectives of Safety Statement**

The objectives of this Safety Statement are as follows:

- (i) To demonstrate the school's commitment in writing to safeguarding the health & safety of all staff, pupils, sub-contractors and visitors and to also ensuring that all health & safety laws and standards are reviewed and maintained.
- (ii) To provide a document accessible to all Bunscoil Rinn an Chabhlaigh staff in order to record the evolution of the school's health & safety policy necessary due to the changing environment.

(iii) To provide evidence that all policies used to ensure health & safety objectives are implemented and documented in order to assist those who must implement them, while also providing a reference for those who need to assess and audit the levels of health & safety being achieved.

(iv) To help identify any training requirements that need to be fulfilled for suitably qualified personnel to carry out the policies contained within this manual.

### **1.3 Health & Safety Policy of Bunscoil Rinn an Chabhlaigh**

It is the intention of the Board of Management (“BOM”) that all school work and associated activities at Bunscoil Rinn an Chabhlaigh will be conducted in accordance with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005 and that all reasonable practicable measures will be taken to avoid risk to all its pupils, staff, sub-contractors, visitors or others who may be affected.

The principal has the responsibility for implementing this policy and ensuring that all health & safety considerations are always given priority in planning and day to day supervision of work in relation to all BOM employees on site.

All staff members and contractors are expected to co-operate with the BOM in carrying out this policy and must ensure that their own work, insofar as is reasonably practicable, is carried out without risk to themselves or others.

All contractors who carry out work on the school site will sign a declaration that their work planning and methods comply with all Health and Safety Regulations, and that they have adequate up to date insurance for the work being carried out.

The BOM shall represent the interests of all staff members and pupils with respect to health, safety & welfare. The School’s Safety Officer does not have responsibilities with respect to the implementation of health and safety in this school but is entitled to report on all safety issues that concern pupils, staff, parents and visitors to the principal and/or the BOM..

The principal and BOM will monitor the operation of this statement which will be available throughout the school. In addition, the organisation and arrangements for implementing this policy will be available for reference for any staff member, sub-contractor, parent or visitor as required.

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**Sinéad Flannery**  
**Principal**  
**Bunscoil Rinn an Chabhlaigh**

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**Alan Carney**  
**Deputy Principal**  
**Bunscoil Rinn an Chabhlaigh**

Date: \_\_\_\_\_

## **1.4 Health & Safety Representatives**

**SAFETY CO-ORDINATORS:** S. Flannery/ DP-A. Carney

**SCHOOL SAFETY OFFICER:** S. Thompson

**BOARD OF MANAGEMENT SAFETY REPRESENTATIVE:** Mark Ahern

### **HEALTH AND SAFETY COMMITTEE:**

- (i) S. Flannery/A. Carney (Safety Co-ordinators)  
Lynsey O' Hanlon
- (ii) S. Thompson (School Safety Officer)  
Niamh Halligan
- (iii) B. Kearney (School Caretaker)
- (iv) M Ahern (BOM Safety Rep.)

### **FIRST AIDERS:**

Sinead Flannery  
Lynsey O'Hanlon  
Catherine Britton  
Gary Stephenson  
Paula Clifford  
Laura McDonagh  
Frankie O'Reagan  
Niamh Halligan  
Edel O'Gorman  
Fiona O'Reilly  
Cathy O'Sullivan

### **FIRE/EVACUATION/EMERGENCY TEAM:**

1. A. Carney (Safety Co-ordinator)
2. S. Thompson (School Safety Officer)
3. B. Kearney (School Caretaker)
4. S. Flannery (Safety Co-ordinator)

## **EXTERNAL SAFETY CONSULTATION GROUP:**

- Board of Management Health and Safety Representative- Mark Ahern
- Contractors<sup>1</sup>
- Parents' Association

## **INTERNAL SAFETY CONSULTATION GROUP:**

- Principal and Deputy Principal
- School Safety Officer
- Health and Safety Committee members
- School Caretaker
- Fire/Evacuation/Emergency team
- First Aid administrators
- Others as required

### **1.5 Safety Statement Roles & Responsibilities**

#### **1.5.1 Board of Management - Safety Representative Responsibilities**

- It is the BOM's responsibility to ensure that a safety statement is set up and maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- The BOM's Health and Safety Representative will act in an advisory and support role and provide advice, suggestions and ideas to the School's Safety Officer regarding the implementation and provision of Health and Safety issues throughout the school.

#### **1.5.2 School/Staff Member - Safety Officer Role**

The School Safety Officer of Bunscoil Rinn an Chabhlaigh will engage in the following activities as required:

- Consult with and make recommendations to the BOM on all safety, health & welfare matters relating to all employees working for the school.
- Investigate accidents and dangerous occurrences in the school grounds in order to find out the causes and to help identify any remedial or preventive measures necessary.
- Consult the Health & Safety Authority / Inspector<sup>23</sup> either orally or in writing about any aspect of safety, health and welfare in this school.

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<sup>1</sup> Who are these contractors?

<sup>2</sup> Who is this inspector?

- Carry out inspections with the Health and Safety committee on the school grounds to identify hazards and risks to safety & health.
- Investigate situations where there is reasonable fear of risk of personal injury to employees represented or where complaints have been made by employees about potential hazards.
- Organise and hold responsibility for the implementation of all fire/evacuation/emergency procedures and drills within the school and conduct relevant evacuation reviews/reports.
- Promote Health and Safety initiatives among both pupils and staff in a positive and engaging manner.
- Maintain communication and consultation with the BOM Health and Safety Representative regarding fire/evacuation/emergency drills, Health and Safety reports and relevant Health and Safety issues.

### **1.5.3 Staff Responsibilities**

- It is each individual staff member's duty to adhere to safe systems of work as outlined in this safety statement while also complying with all instructions provided by the BOM.
- Staff members are required to co-operate with the BOM on all Health & Safety issues and must highlight any defects in the buildings, equipment or work practices without delay.

### **1.5.4 Safety Consultation Group Rights and Responsibilities**

- The Internal Safety Consultation Group (listed above) ) must ensure that the safety interests of all employees, pupils and visitors are represented in a structured manner.
- Other consultation groups that meet and review Health & Safety as part of their agenda include the BOM.

## **2.0 Arrangements for Safe Working**

- Risk assessment review.
- Practical Health & Safety suggestions or solutions from BOM and -employees.
- Health and Safety training needs and reports on safety training courses attended by employees.
- Training on use of the Evacuation Chair.

## **2.1 Safety Induction, Training & Awareness**

- First Aid training for employees shall be provided by the Health and Safety Representatives and BOM to include updated/refresher training when required.
- Manual handling and personal safety for staff will be provided as required.
- Evacuation Chair Training will be provided

It must be impressed on the employee that they have a responsibility for their own safety and the safety of others and for ensuring awareness of all relevant Health and Safety policies and standards.

## **2.2 Health and Safety Consultation**

- All new employees will be informed that they are required to consult the School Plan folder on the school's internal LAN system and observe details of all school practices and routines.
- New employees will familiarise themselves with the relevant school policies which underlay all Health and Safety guidelines.
- All new employees shall be initially informed of any potential hazards and associated control measures in the work place e.g. fire/evacuation/emergency procedures etc.
- The relevant policies are:
  - (i) The school's Code of Behaviour;
  - (ii) Anti-bullying policy;
  - (iii) Policy on Pupil Illness, Injuries and Medication;
  - (iv) Policy on supervision; and
  - (v) Health and Safety policy.

## **2.3 Safety Representation**

The Health & Safety at Work Act 2005 places a general obligation on Bunscoil Rinn an Chabhlaigh to consult with and to take account of any representations made by any employee for the purpose of giving effect to its statutory duties.

All issues raised must take into account the requirements as set out in the school safety statement and statutory regulations & codes of practice.

The BOM of Bunscoil Rinn an Chabhlaigh shall also:

- (a) Establish arrangements for securing co-operation with all staff on safety, health and welfare;
- (b) Enable employees to consult with management through the School Safety Officer who will be made aware of all matters relating to safety, health & welfare in the school; and
- (c) Enable effective consultation / liaison with a wide range of bodies and individuals as necessary including:

- Health & Safety Authority;
- Fire Service;
- Garda Síochána;
- Insurance Companies;
- Parents;
- General Medical Practitioners, Specialists and Occupational Health Physicians; and
- Local Authority Environmental Health Officers and Licensing Officials.

## **2.4 Statutory / Internal Safety Notices**

- 2.4.1 BOM shall ensure that all relevant statutory and internal safety notices are posted in the most appropriate areas throughout the school and externally as required, e.g. fire points, first aid and exit signs.
- 2.4.2 BOM will also ensure that all current standards and notices are updated as required as soon as reasonably possible
- 2.4.3 It will be the responsibility of contractors to put up safety notices and warning cones and notices which are clearly visible while they carry out their services.

## **2.5 Accident & Emergency Preparedness & Responses**

- 2.5.1 The BOM of Bunscoil Rinn an Chabhlaigh shall ensure that procedures are established and maintained to respond to accidents & emergency situations and to prevent and minimise the Health & Safety impacts associated with them.
- 2.5.2 BOM will oversee:
- The installation, availability and testing of suitable warning and alarm systems;
  - Emergency procedures for the school, including the responsibilities of key personnel;
  - Emergency services details e.g. fire brigade, Gardai, ambulance services, doctors, etc;
  - Internal & external communications plans i.e. emergency contact numbers of BOM; and
  - The provision of fire fighting equipment and its' maintenance logs.
- 2.5.3 The School Safety Officer must report all incidents / accidents to BOM.

## **2.6 First Aid & Fire Controls**

- 2.6.1 The Principal, Deputy Principal and School Safety Officer shall ensure that adequate first aiders and first aid supplies are available when required.

- 2..6.2 The School's Safety Officer along with the allocated Fire/Evacuation/Emergency team members are responsible for the implementation of fire and evacuation procedures and drills within the school.
- 2.6.3 The exact location of all first aid / fire safety supplies must be made known to all employees or temporary staff and specific notices identifying its whereabouts must be posted. Class level SNAs are responsible for collecting the First Aid bags and ensuring they are on the yard at yard time. These bags are located in an allocated classroom at each level. As agreed each SNA has responsibility for keeping the first aid bags fully stocked and to inform the School Safety Officer when supplies need to be ordered.  
First aid bags for school trips are accessible to each class level and must be brought on any school walks, trips, sports events
- 2.6.4 The BOM requires parents, whose children need medication during the school day, to inform the BOM / principal of same and to sign an indemnity form removing the responsibility from the school for the administration of such medication. Each teacher ensures the safe storage of all medical supplies in the medical box in each classroom. The content of each box will be brought to the class teacher's attention by the Deputy Principal(See **Illness, Injuries and Medication Policy**).
- 2.6.5 The School Safety Officer shall ensure that the fire alarm system is tested and related evacuation procedures are practiced once per term with all results recorded. The School Safety Officer shall also ensure that the Fire/Evacuation plan is prominently displayed in the school.  
(Refer to Appendix 2 for Bunscoil Rinn an Chabhlaigh fire drill procedures).

## **2.7 Safety Procedures for Sub-Contractors**

- 2.7.1 All sub-contractors will be expected to comply with the school's policy for Health & Safety and must ensure that their own safety statement and up to date insurance is made available for inspection before any work commences.
- 2.7.2 Sub-contractors must also ensure any equipment brought into the school and/or the surrounding areas is safe and in good working order, fitted with all necessary guards and safe devices while also possessing the necessary certificates for safety inspections.
- 2.7.3 Scaffolding & other access equipment brought into the school grounds by sub-contractors and their employees must be erected and maintained in accordance with the Regulations Code of Practice.

2.7.4 Any injury or incident sustained by any sub-contractors' employees whilst working in the school or surrounding areas must be reported immediately to BOM/ School Safety Officer.

## **2.8 Personnel Protective Equipment (P.P.E.)**

2.8.1 BOM has a special responsibility to ensure that the caretaker is supplied with, trained in the use of, and consistently uses personnel protective equipment (P.P.E) where required.

2.8.2 All caretakers shall understand the need for P.P.E. and shall carry out work with P.P.E. in conjunction with all appropriate policies and standards, but in particular the following:

(i) Eye protection will be provided as required to protect eyes from dust, flying particles, fumes, radiant heat and light which is likely to be injurious.

(ii) Hearing defenders will be carefully selected for caretakers working with hazardous noisy equipment to ensure the correct level of noise alteration is obtained.

(iii) Overalls, high-visibility vests, gloves and safety shoes are also available as required.

(iv) All P.P.E. selected and used shall be in accordance with the 2005 Health & Safety Act and the General Application Regulations 2007.

## **2.9 Parents & Visitors - Safety Procedures**

2.9.1 BOM is responsible for parents and visitors and must ensure that they comply with all school procedures and regulations for Health & Safety while in the buildings and grounds of Bunscoil Rinn an Chabhlaigh. All visitors coming onto the school premises must identify themselves clearly to the Principal, Deputy Principal or Secretary and **must sign in on arrival and sign out on departure** at the secretary's office.

2.9.2 Full co-operation is also expected from all parents in order to ensure implementation of the school's **Code of Behaviour & Discipline**.

## **2.10 Bullying & Harassment at Work**

2.10.1 Bunscoil Rinn an Chabhlaigh is committed to providing all of its staff and pupils with an environment free from bullying and harassment.

2.10.2 All staff members will be expected to comply with this policy. This policy applies to employees both in the school and at work associated events such as meetings, conferences and work related social events, whether on the school grounds or off-site.

- 2.10.3 BOM will take appropriate measures to ensure that bullying / harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.
- 2.10.4 Any accident / incident caused by bullying / harassment must be recorded and reviewed by BOM

## **2.11 Workplace Stress Management**

- 2.11.1 Bunscoil Rinn an Chabhlaigh is conscious of its responsibilities with respect to recognising, managing and controlling workplace stress.
- 2.11.2 Employees who feel they are at risk from stress at work should inform the Principal/ Deputy Principal without any undue delay.
- 2.11.3 Appropriate records will be maintained of all stress-related complaints, incidents and follow-up action.

## **2.12 Maternity Employees Policy**

- 2.12.1 Bunscoil Rinn an Chabhlaigh is conscious of its obligations under the Safety, Health & Welfare at Work Regulations 2005, which relate to women who are pregnant or have recently given birth or are breast-feeding.
- 2.12.2 Bunscoil Rinn an Chabhlaigh must ensure compliance with all Pregnancy Regulations stated in the Safety, Health and Welfare at Work Act 2005.
- 2.12.3 This school is obliged to ensure there is no damage to the Health & Safety of either the mother or the developing child. In order to comply with the regulations, the school must carry out a risk assessment of the areas in which the employee works. However, in order to do this, the school needs to be notified of the condition.
- 2.12.4 A maternity employee who feels she may be at risk should ensure that BOM is informed so that the necessary precautions can be taken.

## **2.13 Lone Workers Policy**

- 2.13.1 Bunscoil Rinn an Chabhlaigh is aware that although there is nothing specific in general legislation that prohibits a person from working alone, the Safety, Health & Welfare at Work Act 2005 requires the employer to at least undertake a safety risk assessment.
- 2.13.2 Therefore, as a result of completing the risk assessment, the BOM will then be in a position to determine whether a staff member is at a significantly higher risk when working alone.

2.13.3 Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone / after-hours including teachers, caretaker, sub-contractors, self-employed people, cleaners, security, maintenance or repair staff is classed as a lone worker.

2.13.4 Management is responsible for protecting the Health and Safety of lone workers, nonetheless, lone workers themselves have a responsibility to help the BOM fulfil this duty so they must:

- Take reasonable care to look after their own Health and Safety.
- Co-operate with all company Health and Safety procedures.
- Not misuse any equipment.
- Report all accidents, injuries, near-misses and other dangerous occurrences.

2.13.5 Control measures must also be implemented in order to eliminate / minimise any identified risks. Such control measures may include:

- Communication is very important e.g. mobile phone, telephone or pager.
- Controlled periodic checks by BOM.
- Instruction & training.
- Locking and securing of all entrances.
- Reporting of any incidents / near misses.

## 2.14 Use of the School Kitchen

2.14.1 Bunscoil Rinn an Chabhlaigh is committed to ensuring the safety of staff and pupils at all times, particularly in environments of increased risk i.e. school kitchen.

2.14.2 The kitchen must be locked when not in use. Pupils are not to enter the kitchen without adult supervision. Pupils must be supervised at all times this includes when using utensils, appliances, serving areas and counters. Kitchen utensils and appliances which are deemed to be an increased risk are to be securely stored.

2.14.3 Staff will ensure that the rules for kitchen use are adhered to at all times. These rules are clearly displayed on the kitchen door.

2.14.4 Full co-operation is expected from all kitchen users to ensure the safe use of the kitchen.

2.14.5 The kitchen will be inspected routinely to ensure that hygiene and safety standards are upheld.

## 3.0 Hazard Identification and Risk Assessments

### 3.1 Guidelines in Identifying Hazards and Risks

3.1.1 BOM recognises that its activities and buildings may present a Health and Safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment.

### 3.1.2 Smoking

Bunscoil Rinn an Chabhlaigh and its campus are, in accordance with legislation, no smoking areas.

3.1.3 Bunscoil Rinn an Chabhlaigh will place particular attention on the following:

- “Hazard” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of staff members at work”.
- “Risk” means “the potential of the hazard to cause harm in the actual circumstances of use”.
- “Risk Assessment” is based on the linking of the probability of occurrence with the severity of loss and/or injury.

| The School has identified the following safety risks   | The School has the following procedures in place to address the risk of safety identified in this assessment  |
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| <p><b>Physical Hazards</b></p> <p><b>Entry and Exit to school</b><br/>Traffic movement at the start and end of school day.</p> <p>Entry and exit to school</p> <p>Internal fire doors are not to be blocked or closed. (They close automatically in the event of a fire)</p> <p>Exit doors leading to the outside (classroom and from corridors) should be placed on the hook.</p> | <p>The school gate kept closed during school hrs, 8.50-2.30</p> <p>Any staff exiting before 2.30 must open and close the main gate after themselves.</p> <p>Any class groups leaving the school premises during school hours are to use the pedestrian gate.</p> <p>Children can access the school through any of the available entry points in the morning</p> <p>Children are to ask a teacher if they need to use the toilet. If the child is unable to wait they can use the children’s toilets near the hall. Children are not to go back to their classroom during breaks from the classroom.</p> |

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| <p>During the school day, all exit doors should be closed again after you pass through in or out.</p> <p><b>Slipping/tripping hazards</b> e.g. poorly maintained floors/areas/ drains, loose cables</p> <p><b>Special hazards from maintenance of equipment &amp; the school itself</b></p> <p><b>Staffroom:</b><br/>Hot substances</p> <p><b>Classrooms</b><br/>Blind cords: teachers must be watchful for broken blind cords. Teachers must report broken cords to the caretaker straight away.</p> <p>Using step ladders / falling objects:</p> <p>Manual handling (e.g. heavy, awkward or hard to reach loads)</p> <p><b>Sensory garden:</b></p> <p><b>Storage:</b></p> | <p>External hooks provided for doors leading to the outside, first person out clips it back.</p> <p>All staff responsible to ensure exit doors are closed during the school day.</p> <p><a href="#">New gate to be fitted in JI/SI yard – Feb 26</a></p> <p>Brendan to be informed immediately</p> <p>Teachers are to use the three step ladders provided to reach high places/ objects.<br/>All electrical items in the classrooms should be shut down and switched off at the end of the school day.</p> <p>Staff in BSRAC are encouraged to use safety cups within building for safety purposes</p> <p>All blinds repaired by Jamie Moynihan during Oct midterm break '25.<br/>Any new breakages report to Brendan<br/>Classroom doors not to be obscured with art or other objects. Every classroom door should have a clear view through.</p> <p>Children must be accompanied by a teacher/SNA when going to the sensory garden. The zebra crossing must be used to get to and from the garden.</p> <p>Items stored under stairways are to be pushed in against the wall to ensure walkways are clear.<br/>Bikes stored under the stairs to be behind the black line<br/>Items should not be stored on top of cupboards. Heavy items should be placed low down in cupboards. Items should not be stored in front of fire extinguishers.<br/>Paint racks should be stored at the back of a designated classroom at each level.</p> |
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|   | All fire doors to be kept clear of objects, boxes etc.  |
| <p><b>Typical Health &amp; Chemical Hazards</b></p> <p>Excessive / Prolonged noise (e.g. noisy office equipment/ high level of noise in hall at whole school gathering especially for hearing impaired children/ children with SEN.)</p> <p>Inadequate welfare conditions / poorly maintained</p> <p>Unsuitable lighting levels</p> <p>Sources of radiation</p> <p>Extremes of temperature</p> <p>Injury through poor design of work stations / layout (e.g. ergonomic faults)</p> <p>Exposure to solvents, glues, pesticides etc</p>   |   |
| <p><b>Typical Human Factor Hazards</b></p> <p>Apart from physical surroundings, human factors must also be taken into account when identifying hazards. People should be mentally and physically capable of doing their jobs safely.</p> <p>Young workers (these have a higher accident rate)</p> <p>Pregnant women</p> <p>Children on crutches/ in casts:</p> <p>Staff / Pupils / Visitors with disabilities</p> <p>New or inexperienced employees</p> <p>Older workers</p> <p>Lone workers</p> <p>Parents / Visitors not familiar with school grounds</p> <p>Violence, challenging behaviour and stress</p> |   |
| <p><b>School Kitchen</b></p> <p>The school kitchen poses an increased risk of bodily harm such as being burned/ cut by kitchen appliances and utensils.</p>   | <p>The following preventative measures are in place to reduce risks involved with using the kitchen:</p> <ul style="list-style-type: none"> <li>• The room will be locked when not in use.</li> <li>• Children will be supervised in the room at all times.</li> <li>• There is a maximum capacity for the room.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• The kitchen will be inspected routinely to ensure safety standards are upheld.</li> <li>• Rules for both pupils and teachers are clearly displayed on the door and must be adhered to at all times.</li> <li>• Kitchen utensils and appliances which are deemed a risk are to be securely stored.</li> </ul>   |
| <p><b><u>School tours and excursions (As Per BSRAC Supervision Policy):</u></b></p> <p>The following procedures and protocol must be followed when taking pupils on external tours and trips:</p> | <p>Extra staff will accompany classes on tours to ensure adequate supervision (in general 1:15 ratio).</p> <p>Students should wear their uniforms for identification purposes.</p> <p>BSRAC Staff Hi-visibility vests are available and must be used on school tours in busy public areas so that staff are easily identifiable to both pupils and members of the public.</p> <p>Staff must ensure that adequate First Aid supplies are taken on tours at all times in case of accidents. Special School Tour First Aid kits are provided by the school.</p> <p>Children using toilets on excursions should do so when an accompanying staff member supervises the toilet block appropriately.</p>        |
| <p>Supervision of children in the morning and at break times.</p> <p>Playground arrangements- children are to walk to and from the yard.</p> <p>Toilet use during yard time-</p>                  | <p>All Teachers are responsible for bringing classes to and from the playground in an orderly manner.</p> <p>All teachers accompany their classes to the yard for break times.</p> <p>Teachers on duty must go to the designated classroom areas/playground in good time for supervision.</p> <p>No class to be left unsupervised on the yard. It is vital that all teachers are on time for yard duty.</p> <p>Teachers on duty supervise the pupils on their return to the classrooms (1st- 6<sup>TH</sup> classes). All other teachers need to be in their classroom on the arrival of the pupils back to class.</p> <p>Teachers accompany their classes to the yard for dismissal at 1.30/ 2.30pm.</p> |

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|                      | <p>A table of names for supervision duty will be made available to each teacher.</p> <p>It is the responsibility of a teacher who is unable to supervise in case of a planned absence to arrange to have these duties carried out by a colleague.</p> <p>Teachers in adjoining rooms have a reciprocal arrangement for supervision when they leave their classrooms (e.g. for lunch, before playground supervision, to see a parent etc). Work should be set by the Teacher before leaving.</p> <p>No child should remain in the classroom or school building unsupervised during playtime. A written request from a parent is necessary to have a child kept indoors during playtime. Any child who is unable to play/walk/run in the yard must remain seated on the yard bench for the duration of playtime.</p> <p>No child is to leave the playground without the permission of the teacher in charge.</p> <p>Teachers should ensure that all children have been given an opportunity to go to the toilet before playground period in order to reduce the need for pupils to re-enter the building.</p> |
| Children on crutches | <p>It is important that Parents inform the school with regards to:</p> <ol style="list-style-type: none"> <li>1. the severity of the injury</li> <li>2- If use of the school lift is necessary</li> <li>3-In general children using crutches on a short term basis as a result of an accident will be supervised on yard but will remain <b>seated on the yard bench at yard times</b>. Pupils will not be permitted to remain inside the building during break times as supervision will not always be available here.</li> </ol>  |

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| Rental to outside agencies<br>Letting of school premises to outside groups  | School Rental policy in place   |
| Fire<br>Fire Equipment hidden behind doors, boxes, coats etc<br><br>Evacuation chair training every year  | All fire equipment to be clearly on display and not obscured.<br><br>Evacuation chair demo given by SNA every year to relevant staff. |
| School Lift   | Regularly serviced and monitored by caretaker.<br>Certification of servicing filed.   |
| External<br>Pressure systems / boilers<br><br>Fire (from flammable or combustible materials or excess waste)<br><br>Boiler house hazards<br><br>Electricity (poor wiring or residual current) |   |

**EVACUATION & FIRE PROCEDURES 25/26: If you see a fire,  
sound the alarm and try to contain the fire, if possible, using a  
fire extinguisher**

1. **AT THE SOUNDING OF THE ALARM:**

- Do NOT panic. Do NOT gather belongings. – **Teacher takes copy of Class Roll.**  
Leave your room with pupils in **SINGLE FILE**. SNAs if present follow at back of line. Close the door behind you if possible. Leave through nearest **EXIT**. Maintain **SILENCE** at all times.
  
- a. **Junior Infant, Senior Infant & 1<sup>st</sup> Class teachers** take their class list and lead classes through the nearest/safest exit, gathering in the front (Junior) yard in single file lining up positions. Class teachers take their class roll. **SNAs** stand at the back of ANY one of their classes at level. **Class teachers** wait at the top of their line. **Support teacher/s** wait at the back of the line of ANY one of the classes.
  
- b. **2<sup>nd</sup>, 3<sup>rd</sup> & Coiscéim Class teachers** take their class list and lead classes through the nearest/safest exit, gathering in the top (Basketball court) yard in single file lining up positions. Class teachers take their class roll. **SNAs** stand at the back of ANY one of their classes at level. **Class teachers** wait at the top of their line. **Support teacher/s** wait at the back of the line of ANY one of the classes. **NOTE:** Nurse in Ms. O’Gorman’s class will accompany her allocated child to the class line and stand with her.
  
- c. **4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Class teachers** take their class list and lead classes through the nearest/safest exit, gathering in the MAIN yard in single file lining up positions – Line numbers allocated to each class from 4<sup>th</sup> to 6<sup>th</sup> class - Class teachers take their class roll. **SNAs** stand at the back of ANY one of their classes at level. **Class teachers** wait at the top of their line. **Support Teachers** wait at the back of the line of ANY one of the classes.

- d. **All other staff, visitors etc.** – gather at **Assembly Point B (Chat Box Area)** in **MAIN yard** and await roll call.
- e. **Support Teachers**, bringing any students who may be with them, go to allocated yard through the nearest/safest exit. The children join their appropriate classes.
  - i. One Support Teacher per level has been allocated to check with their class level teachers that all children at that level are present.
  - ii. Confirm their level’s presence/absence with the **Emergency Co-ordinator** on the yard, either **S. Flannery, A. Carney or S. Thompson**
  - iii. Emergency Team Support teacher then returns to back of their class line.
  - iv. All other Support Teachers wait at back of one of their class lines.
- f. **Hoods and hats should be removed to facilitate the roll.**
- g. **Please maintain silence throughout evacuation and in assembly areas.**

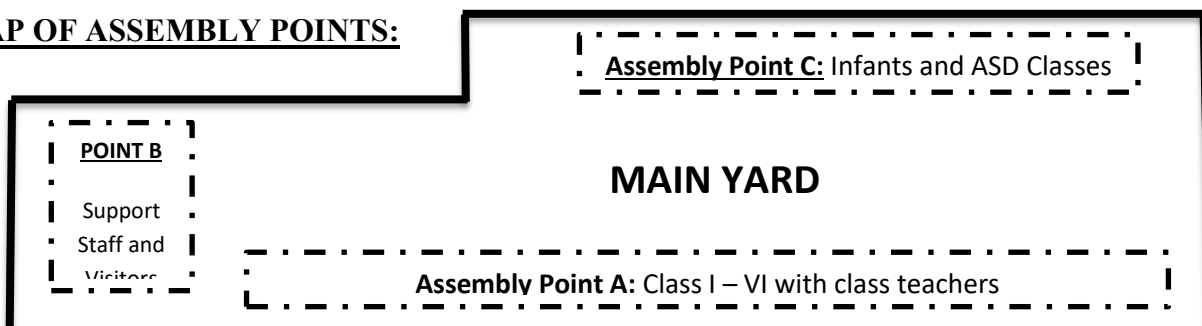
2. **AUXILIARY PLAN:**

- a. In the event that a yard is inaccessible - students, staff and visitors will gather on the pitch in the same formation.
- b. Should classes need to exit on the roadside of the school, an electronic fob is located permanently on the wall; this will raise the shutter when necessary.

New staff and Substitute teachers should familiarise themselves with the above evacuation procedure.

If any staff member has a query about the school’s evacuation procedure, please contact the School Safety Officer, **Sara Thompson**

1. **MAP OF ASSEMBLY POINTS:**



**Important Notes:**

- \* Pupils must not take personal property such as bags, coats etc. to the assembly points during the evacuation.
- \* All ancillary staff, parents and visitors must also exit immediately to the nearest exit upon hearing the alarm and gather in their allocated assembly point.
- \* A map of the school building is available at reception in the event of a quick reference for the Fire Services if need arises.

## **Appendix 2- Reporting an accident:**

### **Pupils who are injured while in school**

The Teacher in charge of the Classroom or Playground will make an initial assessment of any injury which befalls a pupil.

- a) If the Teacher deems the injury to be minor s/he will reassure the child, if required, wash the area with water and apply a band-aid.
- b) The Teacher will seek assistance from the closest First Aider if s/he feels it is required.
- c) The Teacher or First Aider will inform the child's Class Teacher.
- d) In a case where a pupil acquires a **head injury** the Office will be asked to contact the pupil's parents. The secretary enters the information i.e. the reason for the phonecall into the pupil's file on the Aladdin system. The yard duty teacher will follow with further details if required of the incident into Aladdin on their return to the classroom.
- e) In a serious case where a pupil has a **bad fall** and an ice pack has to be applied, the Office will be asked to contact the pupil's parents. The secretary enters the information i.e. the reason for the phonecall into the pupil's file on the Aladdin system. The Yard Duty Teacher will record the details of the injury i.e. time, severity and location of injury in an Incident Report form available on Aladdin.
- f) In a situation whereby a pupil is **injured in class or during a P.E. lesson**, the

Class Teacher will evaluate the injury. If an injury is deemed to be minor, the appropriate steps in (a) and (b) above will be followed. If a serious injury occurs in class eg. a bad fall or bang to the head, the Office will be asked to contact the pupil's parents. The secretary enters the information i.e. the reason for the phonecall into the pupil's file on the Aladdin system. The Class teacher will follow with further details if required of the incident into Aladdin on their return to the classroom.

- g) Should a pupil receive an injury while on a **school tour or excursion** (not on the school grounds), the appropriate steps in (a), (b) and (d) above should be followed with the aid of the School Tour First Aid kits. If an injury is deemed to be serious, the school's Office should be contacted about the incident and the Secretary should contact the pupil's parents. The injured pupil may then require collection at the external location by the school bus (if parents are not contactable) or by the pupil's parents. All incidents that occur on an excursion must be recorded there and then and upon return to school shall be further recorded in the pupil's folder in the Aladdin system by Class Teacher.
- h) In cases of serious injury to a child while in school, the Teacher or First Aider will always inform the Principal / Deputy Principal.
- i) Assistance must be sought from a trained First Aider before moving any child who is suspected of having a broken / fractured limb or other serious injury.

### **Appendix 3 :Electronic Incident Report Form reported via Aladdin**

**Use this form to report accidents, injuries, medical situations. The report should be completed by the end of the school day that the incident occurred. Submit completed forms to the Principal's Office.**

|   |                                |                               |  |
|---|--------------------------------|-------------------------------|--|
| INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT |                                |                               |  |
| Full Name   |                                |                               |  |
| Class   |                                |                               |  |
| <input type="radio"/> Student                         | <input type="radio"/> Employee | <input type="radio"/> Visitor |  |

|  |       |   |
|--|-------|---|
| INFORMATION ABOUT THE INCIDENT   |       |   |
| Date of incident   | Time: | Parents/Guardians Notified <input type="radio"/> Yes <input type="radio"/> No<br>Time of arrival of Parents/ Guardian |
| Location of Incident   |       |   |
| Description  |       |   |
| Were there any witnesses to the incident? <input type="radio"/> Yes <input type="radio"/> No<br>If yes give details.   |       |   |
| Was the individual injured? If so, describe the injury (laceration, sprain etc.), the part of the body injured, and any other information known about the resulting injury(ies)  |       |   |
| Was medical treatment provided? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Refused<br>If yes, where was the treatment provided: <input type="radio"/> On yard <input type="radio"/> Classroom <input type="radio"/> Other<br>Specify the first aid treatment given |       |   |

|                              |  |
|------------------------------|--|
| REPORTER INFORMATION         |  |
| Individual Submitting report |  |
| Signature                    |  |
| Date Report Completed        |  |

Report Received by \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix 4: Map of School Building**

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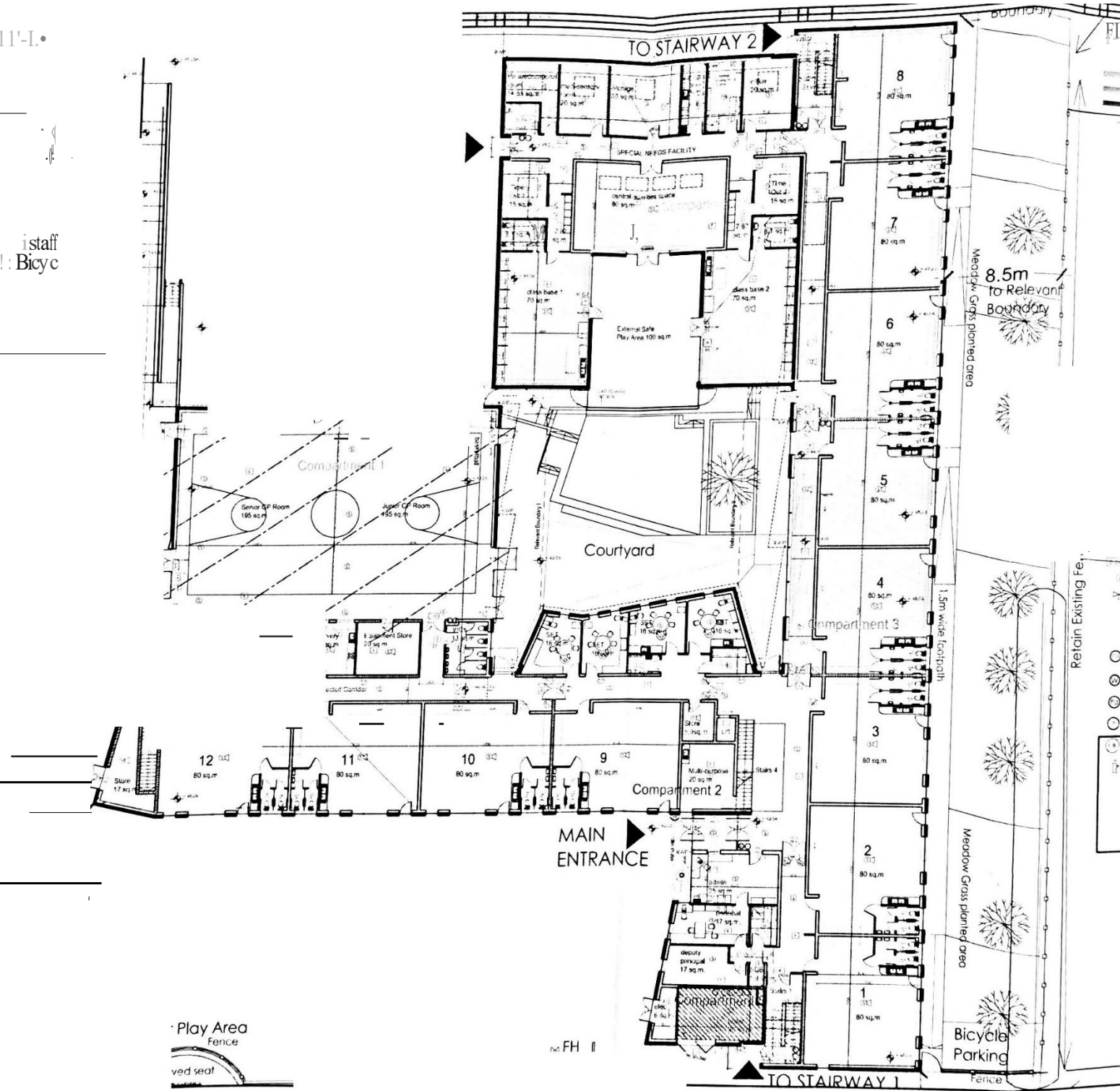
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ft

4 CAR PARKING  
staff  
Bicycle



FIRE RATING DRG. (GROUND F.L.)

1:4

8.5m  
to Relevant  
Boundary

Retain Existing Fence

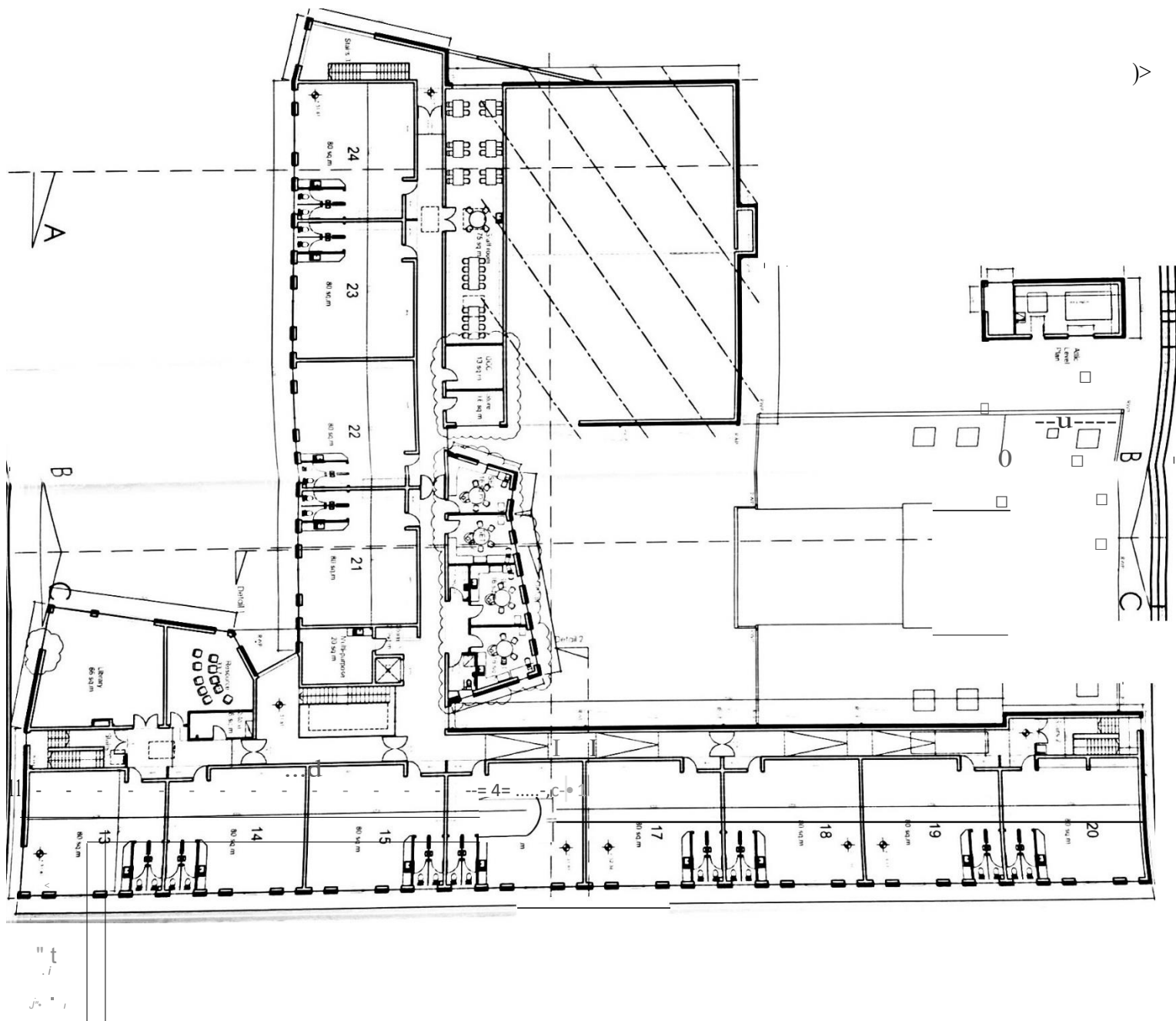
Play Area  
Fence

ved seat

Bicycle  
Parking  
Fence

TO STAIRWAY 1

IIIIIII



## Appendix 5: Evacuation Chair Instructions

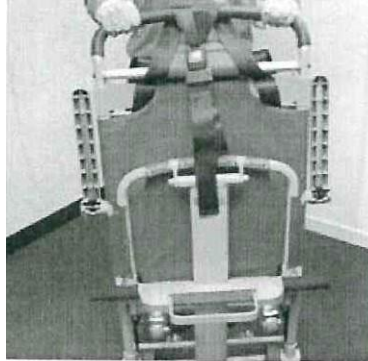
Operating demonstration provided to relevant staff annually.

### Excel Evacuation Chair

OPERATING INSTRUCTIONS: To open the chair for use:



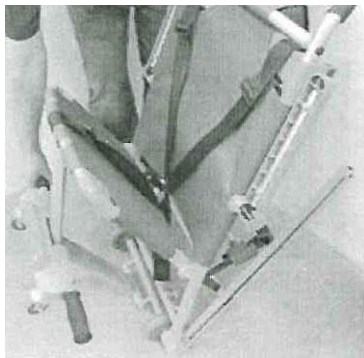
1. The chair should be sited near to the exit it serves. It should be hung on the hooks provided or can be leant against a wall.



2. Remove the protective cover and place the chair on the ground in a suitable position.



3. Engage the brake mechanism by pressing down on the red footpad shown in the picture.



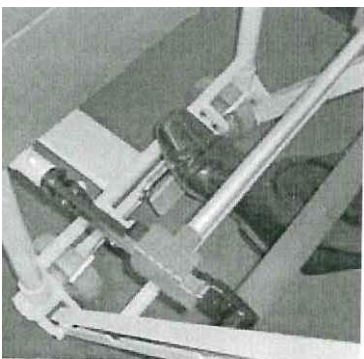
4. Release the support strap, open the chair from the side to a seating position, using the black handle and then ensure that it is locked into place, by pushing down on the bar with the two red locks.



5. Open out the foot rest.

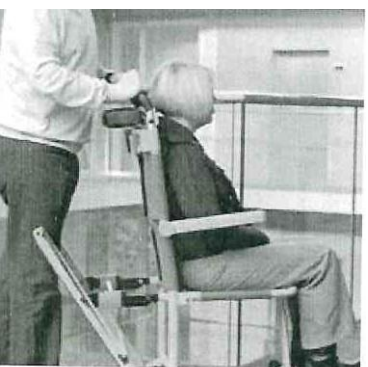


6. Transfer the client into the chair, as per the personal emergency evacuation plan (peep), fasten the support harness and bring over the arms.

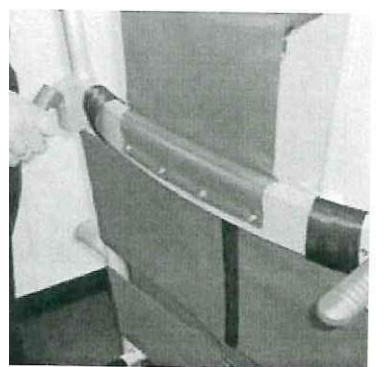


#### TO OPERATE THE CHAIR

7. Once the client is in the chair release the brake mechanism by placing your foot on top of the red footpad and push down.

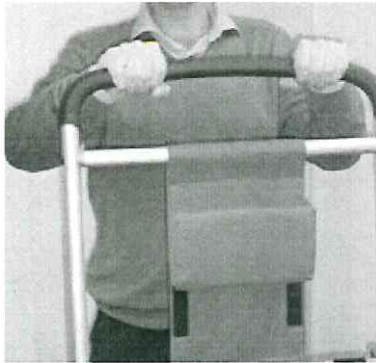


8. Make your way to the emergency exit with your hands in the pushing position on the handle.



9. When in position, open the two red spring clips. This will allow the handle to be raised. Once raised, close the two red spring clips and ensure they have re-engaged, this will lock the handle in place.





10. Transfer hands from pushing position on the sides, to the top of the handle. Place your foot on the green track assembly bar and lever the chair back.



11. Manoeuvre the chair forward onto the top two steps, make sure the tracks stay in full contact with the stairs.

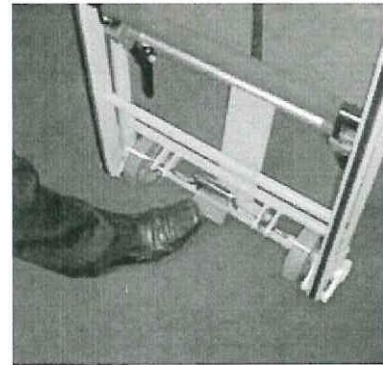


12. To make the chair descend, push the handle down towards your feet, this will ensure a smooth controlled descent.

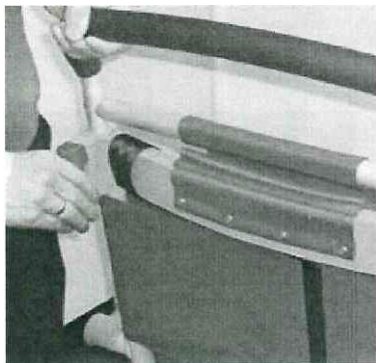


13. Once you reach a landing, return the chair to four wheels and manoeuvre to the next flight of stairs. When you get to the ground floor manoeuvre to final exit.

### TO RETURN TO THE STORAGE POSITION -



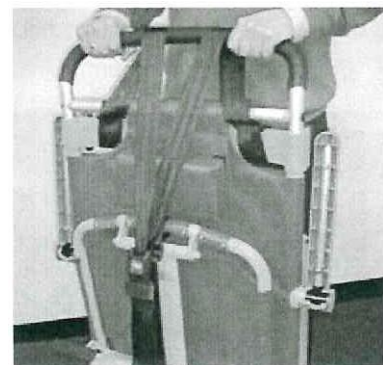
14. Ensure the brake mechanism is locked.



15. Undo the red spring clips on the handle and gently lower, close the red spring clips and lift the handle until it locks into place. Pass support harness through and over the handle.



16. Fold the arms back and close the chair from the side by releasing the red locking mechanism on the track, push forward from the top handle and fold the chair together.



17. Pass the lower part of the support harness through the foot rest and connect to upper harness. Place chair back into storage location and replace protective

Appendix 6:

**Accident & Emergency Contact Details:**

|  |   |
|--|---|
| <b>School Safety Co-ordinators</b>               | <b>S. Flannery 087 2853658/ Ext. 150</b><br><b>A. Carney 086 3469316/ Ext. 149</b>                  |
| <b>Board of Management Safety Representative</b> | <b>M Ahern</b>  |
| <b>School Safety Officer</b>                     | <b>S Thompson 0878217732, Ext. 134</b>  |
| <b>Doctor</b>                                    | <b>Great Island Medical Practice,<br/>Carrignafof – 0214814560</b><br><b>Dr. Bajwa - 0214813636</b> |
| <b>Hospital CUH</b>                              | <b>0214922000</b>   |
| <b>Ambulance</b>                                 | <b>112</b>  |
| <b>Fire Brigade</b>                              | <b>999</b>  |
| <b>Garda Station</b>                             | <b>0214908530</b>   |
| <b>ESB emergency</b>                             | <b>1850372999</b>   |
| <b>GAS emergency</b>                             | <b>1850205050</b>   |
| <b>HSA Local Office</b>                          | <b>1890289389</b>   |

## Appendix 7 : Recommended First Aid Contents

| Materials  | Contents    |              |               |
|--|-------------|--------------|---------------|
|  | 1-5 persons | 6-25 persons | 26-50 persons |
| Adhesive plasters  | 12          | 20           | 40            |
| Sterile eye pads (Bandage attached)  | 2           | 2            | 4             |
| Individually wrapped triangular bandages   | 2           | 6            | 6             |
| Safety Pins  | 2           | 6            | 6             |
| Medium individually wrapped sterile unmedicated wound dressings (approx. 10 x 8 cms)       | 2           | 6            | 8             |
| Large individually wrapped sterile unmedicated wound dressings (approx. 13 x 9 cms)        | 1           | 2            | 4             |
| Extra large individually wrapped sterile unmedicated wound dressings (approx. 28 x17.5cms) | 1           | 3            | 4             |
| Individually wrapped wipes   | 8           | 8            | 10            |
| Pairs of Latex gloves  | 1           | 2            | 2             |
| Additionally, where there is no clear running water, sterile eye wash                      | 1           | 2            | 2             |

## Appendix 8: Annual Safety Report carried out by Health and safety committee

The following is the Annual Safety Report for Bunscoil Rinn an Chabhlaigh as required by the Safety, Health & Welfare at Work Act 2005.

### Safety Task Review

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 1. Were the aims of the Safety Statement relevant & appropriate?   |            |           |
| Clarify _____  |            |           |
| _____  |            |           |
|  | <b>Yes</b> | <b>No</b> |
| 2. Were all significant hazards identified and risks assessed?   |            |           |
| Clarify _____  |            |           |
| _____  |            |           |
|  | <b>Yes</b> | <b>No</b> |
| 3. Were all identified preventative, protective safety measures implemented, Was intended progress achieved ?  |            |           |
| Clarify _____  |            |           |
| _____  |            |           |
|  | <b>Yes</b> | <b>No</b> |
| 4. Were any new safety measures applied following any reported accidents or other incidents that occurred, or following any enforcement measures relating to the school? |            |           |
| Clarify _____  |            |           |
| _____  |            |           |
|  | <b>Yes</b> | <b>No</b> |
| 5. Was there anything more that could reasonably have been done?   |            |           |
| Clarify _____  |            |           |
| _____  |            |           |
|  | <b>Yes</b> | <b>No</b> |

6. Were adequate financial, physical, human and organisational resources committed to health & safety?

Clarify \_\_\_\_\_  
\_\_\_\_\_

7. What improvements in health & safety measures need to be implemented for the future

Clarify \_\_\_\_\_  
\_\_\_\_\_

**8. Records Reviewed:**


**Yes No**

- Accident / Incident Reports
- Safety Reviews / Risk Assessment Reviews
- Training
- Maintenance (e.g. Fire Alarm Tests, Fire Equipment, Boiler etc)

**9. Recommendations:**

\_\_\_\_\_  
\_\_\_\_\_

This Policy was ratified by Board of Management on 18/02/2026

  
Signed: Chairperson \_\_\_\_\_

  
Signed : Principal \_\_\_\_\_