

*GAELSCOIL NAOMH PÁDRAIG*  
**SAFETY STATEMENT**

**SAFETY STATEMENT**  
**2023/24**

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# GAELSCOIL NAOMH PÁDRAIG

## SAFETY STATEMENT

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**SECTION 1**

**GENERAL SAFETY POLICY STATEMENT**

## General Statement on Safety

The Board of Management of Gaelscoil Naomh Pádraig regards managing health and safety as an integral function of the management and operation of the school and recognizes the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management of Gaelscoil Naomh Pádraig and sets out the means to achieve that policy. It is important to reflect this policy in the individual duties and responsibilities of every level of the management and operation of the school. It is important to ensure that the avoidance of accidents, the provision and maintenance of safe and healthy workplace for all our employees and pupils and the meeting of our duties to members of the public with whom we come into contact, is a common objective throughout Gaelscoil Naomh Pádraig from Board of Management to Teachers and other Employees. The Board of Management of Gaelscoil Naomh Pádraig acknowledges that, the health and safety responsibilities delegated to individuals are no less important than the duties they have in performing any other function.

This policy requires the co-operation of all employees.

It is our intention to undertake annual reviews of the statement in light of experience, changes in legal requirements and operational changes.

All health and safety concerns related to Covid-19 will be dealt with through following the GSNP School Response and Implementation Plan

The Board of Management will undertake to carry out a safety audit annually and report to staff. The inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, whenever possible, to minimise the recurrence of such accidents or ill-health.

The responsibility for overall implementation and monitoring of Gaelscoil Naomh Pádraig's Safety Policy, ensuring that all staff receives adequate and appropriate training, arranging for adequate resources to meet the requirements of the established health and safety policy is the responsibility of The Board of Management of Gaelscoil Naomh Pádraig.

Signature: \_\_\_\_\_ (Chairperson Board of Management)      Date:-----

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**SECTION 2**  
**SAFETY RESPONSIBILITIES**

# GAELSCOIL NAOMH PÁDRAIG

## SAFETY STATEMENT

### Chairperson Board of Management

#### Chairperson of the Board of Management Responsibilities:

- a) Make adequate resources available to facilitate the introduction of the Company safety policy.
- b) Take advisement from the Safety Officer on the Board of Management regarding changes to the School's safety policy, purchasing of equipment, provision of safety training and the installation of safe working systems where necessary.
- c) Understanding the main requirements of the legislation.
- d) Ensuring the organisational structure is in place to manage health and safety.
- e) Ensuring that health and safety is integrated into the management structure.
- f) Review safety reports on all accidents to School personnel, pupils or visitors and proposed changes to work procedures or systems, where necessary.
- g) Set an example, by wearing all necessary personal protective equipment, where it is required by the School's safety policy.
- h) Over-see all disciplinary proceedings if and when necessary.
- i) Have a direct input into the purchasing of equipment for the School, to ensure that all equipment, meets at least the minimum safety requirements.
- j) Ensuring equal importance is applied to health and safety as to other school functions.

### Board of Management

The Board of Management of Gaelscoil Naomh Pádraig has a responsibility to ensure that the school complies with Health and Safety Regulations, legislation and good practice.

# GAELSCOIL NAOMH PÁDRAIG

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### Safety Officer

The appointed Safety Officer on the Board of Management is responsible for advising on and monitoring of the School's Safety Policy.

**The main responsibilities of the Safety Officer are:**

- (a) To compile issue and oversee the updating of the school's safety statement based on hazard identification and risk assessments. This will be done in association with the Board, Principal and School Staff.
- (b) To ensure that all school safety policies and procedures are put into operation on site.
- (c) Advise on reviewing and revising of policies.
- (d) To monitor the wearing of personal protective equipment on site.
- (e) To undertake regular hazard inspections and report findings to the Principal and Chairperson of the Board of Management.
- (f) To have an input into the training needs of employees.
- (g) To increase safety awareness with Board of Management briefings.
- (h) Advising the Board of Management of action needed to be taken to reduce occupational risks.
- (i) Monitoring of the record keeping of inspections, accidents and dangerous occurrences and emergency exercises.
- (j) Investigation of accidents and dangerous occurrences.
- (k) Building up an information base which will allow the School to keep abreast of health and safety requirements.
- (l) Participating in and ensuring that an effective consultation mechanism is maintained within the school for health and safety.
- (m) Where necessary obtain the assistance of a competent internal or external person to assist in auditing/advising on safety matters.
- (n) The Board's Safety Officer reports to the Chairperson of the Board of Management.

# GAELSCOIL NAOMH PÁDRAIG

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### Principal

The School Principal as the day to day manager of the school is responsible for the daily operation of the Safety Policy within the school and external school supervised activities.

**The main responsibilities are to:**

- (a) The School Principal as the day to day manager of the school is responsible for ensuring that daily operation of the school is carried out in compliance with the School's safety policy.
- (b) To prepare adequate plans to be followed in emergencies.
- (c) Ensure that external School activities are carried out as planned and the relevant policies are observed.
- (d) Inform new and existing employees of the Safety Policies and procedures and warn of any known hazards.
- (e) To critically assess hazards and eliminate or control these and where this is not practicable, provide personal protection equipment.
- (f) Ensure that an effective communication system regarding safety matters is in place between the staff, Principal, Board of Management and any other relevant persons.
- (g) Ensure that all contractors and trades people engaged in work on the premises comply with School's Safety Policy and that they have their own Safety Statement, Method Statements and Insurances which should be submitted prior to commencing work on the premises.
- (h) Set a personal example with regards to compliance with the School's health and safety policy.
- (i) Ensure that all school other plans and policy documents take note and are compliant with/not contradictory to the School's health and safety policy.
- (j) To make an input to safety policy reviews as the need arises.
- (k) When an incident or accident occurs within their area of responsibility, report the occurrence in the accident/incident report book and take the necessary action to prevent a reoccurrence and inform the Safety Officer.
- (l) Ensure that all equipment and plant under their control is inspected on a regular basis and defective equipment taken out of use.
- (m) Ensure that all staff are familiar with fire and emergency procedures.

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### Employees

Employees are responsible for ensuring the health and safety of themselves and others, who might be affected by their actions and for co-operating at all times on health and safety matters. In particular they should:

- (a) Take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her actions/omissions whilst at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare 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 becomes aware.
- (e) Suggest ways of eliminating hazards.
- (f) Warn new employees of known hazards.
- (g) Employees will not intentionally or recklessly alter, adjust, interfere or misuse any appliance, protective clothing, convenience, equipment, place of work and never interfere with anything, which could cause a danger to themselves or others.
- (h) Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.
- (i) Participate in training sessions organised for staff.
- (j) Only carry out tasks which they feel competent to carry out and refrain from tasks that require unreasonably high risks.
- (k) Ensure that they have access to the School's safety statement. Employees are obliged to be familiar with the safety statement and sign the relevant documentation each year that states the safety statement has been brought to their attention.
- (l) Employees are required to ensure that they are not under the influence of an intoxicant to the extent that they endanger their own or others' health and safety (some employees may at a future date be asked to submit to reasonable and appropriate tests in accordance with guidelines to be issued by the H.S.A.).

# GAELSCOIL NAOMH PÁDRAIG

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### Safety Representative

In accordance with the 2005 act, Gaelscoil Naomh Pádraig has provision for the election of a Safety Representative with a function for maintaining safety standards at the School. The Safety Representative should:

- a. Have a working knowledge and understanding of the School's safety statement and statutory regulations.
- b. Be involved in consultation in maintaining safety standards in the workplace and make representations as required at safety meetings.
- c. Allocate time to periodically inspect the workplace and report immediately any hazardous conditions to those responsible. The Safety Representative should keep records of all such inspections and hazards.
- d. Acquire the information and training and knowledge to fulfil the functions outlined and to prevent accidents. They shall attend safety talks, seminars, courses etc. This is without loss of remuneration and on school time if necessary.
- e. Investigate accidents and dangerous occurrences and complaints of potential hazards and if required issue a report/recommendations on prevention measures.
- f. Co-operate with the Safety Officer, Inspectors and Insurance Personnel in any accident investigation.
- g. Foster safety awareness in the workplace, promote safe working practices and provide information and advice on safety and health to all personnel.
- h. Have a detailed knowledge of emergency procedures in case of accidents or fire and ensure they are maintained and updated.
- i. Get information from safety inspectors on health and safety issues affecting employees.
- j. Accompany an Inspector on any visit to the School.

# GAELSCOIL NAOMH PÁDRAIG

## SAFETY STATEMENT

### Safety Committee

The Safety Committee is one of the vehicles used by Gaelscoil Naomh Pádraig to promote Health and Safety. The Committee meets on a two monthly basis or more frequently if required. The Committee members are required to:

- a. Review unsafe work practices in the school.
- b. Make suggestions on methods of improving the health and safety of all employees, pupils etc.
- c. Discuss issues recorded in the accident report book, ensuring appropriate follow up action has taken place.
- d. Assist in the formulation of safety policies and procedures.
- e. Organise and conduct safety audits.
- f. Make submissions and requests to Management on Health and Safety matters that effect employees.

#### **The Safety Committee is currently made up of:**

Brian Foy	(Cathaoirleach & Safety Officer)
Liam Breathnach	(Príomhoide)
Sinéad Ní Shaoraí	(Safety Representative)

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### Contractors & Tradespeople

All Contractors and Trades people employed by Gaelscoil Naomh Pádraig will comply with the School's Safety Policy. Their Safety Statements will be lodged and reviewed by the Safety Officer in the School. The safety performance and competence of all Contractors and Trades people will be reviewed on an on-going basis.

#### In particular they should:

- (a) Forward to Gaelscoil Naomh Pádraig a signed copy of their school safety statement, site specific method statements and a copy of their current insurance certificate before commencement of work on site
- (b) Follow all Gaelscoil Naomh Pádraig Safety Policies.
- (c) Comply with all site safety rules and relevant safety legislation.
- (d) Bring to the attention of Gaelscoil Naomh Pádraig and anyone else who may be affected, any process or use of material that may endanger health and safety while at work.
- (e) Co-operate in providing and maintaining a safe place of work for their own employees and the employees, pupils and visitors to Gaelscoil Naomh Pádraig.
- (f) Ensure that their employees are competent in carrying out the tasks and wear the appropriate personal protective equipment.
- (g) Only use safe and approved equipment and report any defects without delay.
- (h) Ensure that all persons engaged by them whether employees or other contractors are familiar with the Gaelscoil Naomh Pádraig safety policy.
- (i) Inform the Principal of Gaelscoil Naomh Pádraig of all accidents.
- (j) Depending on the nature of the work may be requested to participate in a "permit to work" system.
- (k) Copy their accident report form and return to the Principal.
- (l) Attend all relevant safety meetings on site.

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### **Pupils, Visitors and Other Facility Users**

Whilst not employed by Gaelscoil Naomh Pádraig, pupils, visitors and other school facility users are an integral part of the work of Gaelscoil Naomh Pádraig and have a responsibility to ensure that they comply with all safety requirements and policies whilst on the School Premises and as such are expected to:

- a. Take reasonable care for their own safety and the safety of those around them.
- b. Abide by safety notices and warning signs where posted.
- c. Comply with fire safety procedures (i.e.) alarms, evacuation drills and notices.
- d. Never interfere with any of the School services or safety equipment.
- e. Comply fully with the Gaelscoil Naomh Pádraig safety policy.
- f. In the case of other user groups such as Cumann na dTuismitheoirí, Football Clubs, Dance Groups etc, maintain their own insurances a copy of which should be submitted to the school.

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**SECTION 3**

**GAELSCOIL NAOMH PÁDRAIG SAFETY POLICY**

# GAELSCOIL NAOMH PÁDRAIG

## SAFETY STATEMENT

### Gaelscoil Naomh Pádraig Policy Statement

The Board of Management of Gaelscoil Naomh Pádraig advocates the principle that any risks to the health and safety to its employees, pupils or others affected by their work, is better dealt with by elimination or reduction rather than by trying to ensure that people are protected from them.

It is, therefore, our policy that risks should be identified and dealt with by a sequential process exhausting the possibilities at each step before passing down to the next less effective step. There is, therefore, a list of priorities involving the following stages.

- (a) Eliminate the risk.
- (b) Reduce the risk by combating at source.
- (c) Control the risk by means, which protect the largest number of people.
- (d) Provide physical protection for individuals at risk.

It is also the policy of The Board of Management to take into account in all activities, the requirements of the *Safety, Health and Welfare at Work Act 1989 & 2005, Fire Services Act 1981, Construction Regulations 2001, General Application Regulations 2007* and other relevant legislation, which helps to achieve our aims.

#### **In particular it is our policy:**

- (a) To ensure so far as is reasonably practicable the safety health and welfare at work of all our employees, pupils and members of the school community.
- (b) To protect employees and pupils from potential accidents and ill health at work/school.
- (c) To provide systems of work that are planned, organized, performed and maintained so far as reasonably practicable safe and without risk to health.
- (d) To provide training, instruction and supervision as is necessary to ensure the safety and health of all our employees.
- (e) To provide all employees and pupils with suitable clothing or equipment as appropriate to ensure their health and safety.
- (f) To provide means for consultation on health, safety and welfare matters for all employees.
- (g) To provide and maintain facilities necessary for the welfare of all our employees and pupils.
- (h) To inform all employees of their duties and obligations under current legislation.
- (i) To encourage employees to comply with safety policy by exercising due care.
- (j) To provide and maintain safe access and egress from any place of work under our control and to ensure that emergency plans are in place for each place of work and inform each employee of same.
- (k) To have in place a designated person responsible for safety who is competent to ensure that arrangements specified in the School Safety Statement are in place.
- (l) To maintain and continually review the School Safety Statement and to provide each employee with a copy of the School Safety Statement.

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### Personal Protective Equipment

Every effort must be made to make the activities as safe as possible and not rely on protective equipment alone. However, there are many situations where safety is only possible if you wear the correct protective equipment.

It is up to the school management to provide the necessary equipment. Each task should be assessed and protective clothing and equipment requirements established. The following list should provide a check list for this purpose.

#### Are any of the following items required?

- Eye protection.
- Head/Face Protection
- Hearing protection.
- Foot/shin protection.
- Hand protection.
- Body protection.
- Respiratory protection equipment.
- Safety harnesses and belts.

Every employee must report any loss or damage to the protective clothing provided immediately to the Principal.

It is up to every employee to wear the protective clothing provided and/or to ensure that pupil engaged in activities are suitably kitted out with the relevant protection.

### Manual Handling

Lifting weights that are too heavy or lifting weights the wrong way may cause permanent back damage. It is easy to avoid this back damage. Some common sense rules are outlined below:

- Get a good grip; keep the load close to your body.
- Keep the back straight.
- Bend your knees; lift with your leg muscles not your back.
- If the load is too heavy get help.

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### Supervision of Pupils in School

#### In the event of absence of a class teacher:

- (a) The Principal provides notice that a class teacher is absent to give advance warning that pupils will be divided up.
- (b) The class teacher must prepare worksheets for pupils in advance of absence when possible. An extra set should always be available in the classroom for unexpected absences.
- (c) Pupils must bring lunch bags, coats and everything they need for the day to the new classroom.
- (d) The class teacher prepares a list of names and the classes to which the children are assigned.
- (e) Pupils sit in any available vacant seats.
- (f) Pupils from R3-R6 may carry chairs/tables to the classroom if necessary. In the case of younger children needing extra chairs/tables, pupils in the upper grades may provide assistance.
- (g) The Teacher assumes responsibility for the additional children as if they were members of their own class.

#### Entering and Exiting the School:

- (a) The class teacher collects his/her pupils from the yard in the morning when school starts and after each break.
- (b) The class teacher escorts his/her class to one of the main doors for each break and home time.

#### Lunchtime Supervision on wet days:

- (a) The class teacher prepares worksheets/games etc. for the pupils in advance.
- (b) The classroom assistants may stay in the infant classroom.
- (c) Three teachers walk from room to room supervising activities (one upstairs and two downstairs).

### Supervision of Pupils before & after School

The School will open to accept pupils at 8:45 r.m. The School authorities' responsibility for pupils commences at this (i.e. opening) time.

The School day begins at 09:00 a.m. each day. Pupils are expected to arrive on time and gather in the yard before school starts.

The School day ends at 2:40 p.m. (1:40 p.m. infant classes). The School authorities cannot accept responsibility for pupils after this time (except in circumstances where pupils are engaged in activities under the direction of school teachers (e.g.) school tours, sports etc.

In the case of pupils travelling to and from school by bus, it is not within the School authorities' remit to escort children from the school to the bus or from the bus to the school.

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### **Visitors Coming to the School**

- (a) Every person (including parents) who visits the school must make contact with the school secretary first.
- (b) Visitors are not permitted to walk through the school without meeting the secretary & should be escorted.
- (c) A sign in book will be provided for all visitors.
- (d) The two main entrances should be locked at all times but readily openable from the inside in case of emergency.
- (e) The last teacher to bring his/her class into the school in the morning and after each break is responsible for securing the door after themselves.

### Fire Drill/Evacuation Procedures

#### Preparation/Prevention

- (a) Fire Exits should be clearly marked
- (b) The fire alarm should be audible in every room
- (c) The sound of the fire alarm should be distinct from other bells/alarms.
- (d) Every Employee/Pupil should be familiar with the sound through regular testing.
- (e) Each class has a specific area to stand in the designated assembly area,
- (f) Fire drill is practiced by the whole school.
- (g) Fire extinguishers are serviced regularly.
- (h) There are fire doors on all corridors kept closed at all times and never to be wedged open.
- (i) Each classroom, hall, computer room to have a fire extinguisher.
- (j) Smoke alarms are located around the school to detect smoke and should be tested regularly.
- (k) Teachers are responsible for ensuring that all electrical equipment is switched off every day.
- (l) A fire officer is chosen for drills to be the first person in the line to take the class out directly outside the classroom.
- (m) It is explained to pupils that they must walk in single file quietly to the green lawn behind the all-weather pitch and the fence at the road.
- (n) It is explained to pupils that the Roll will be called by the teacher outside and they must remain silent and in line.
- (o) The secretary or other appointed person must ensure that the visitor's book is brought to the assembly point and passed to the Staff Safety Officer/Representative.

#### The Drill

- (a) The fire alarm sounds in every room in the school.
- (b) The pupils and staff stand, chairs and bags are put under the tables.
- (c) If a child is absent from the room at the time the alarm sounds they go to the nearest classroom and exit the school with that class group.
- (d) Every pupil remains silent until the teacher is ready to proceed.
- (e) The fire exit is opened by the pupils appointed and the toilets are checked by the teacher.
- (f) The pupils walk silently, leaving coats and bags behind, under the direction of the teacher.
- (g) The Principal (Safety Officer)/Vice Principal/Secretary will collect the attendance sheets from the collection box in the school porch area, proceed to the Green Lawn and distribute to the relevant teachers. The door on the collection box will be left open to indicate the sheets have been collected.
- (h) Each class lines up on The Green Lawn or on the all-weather pitch near the main gate entrance.
- (i) The pupils will stand according to the order of the classes starting with the Naíonáin Bheaga (the colour coded plaques on the fence indicate the specified assembly point for each individual class).
- (j) The pupils will stand in straight lines facing the road.
- (k) Everyone remains silent whilst the class roll is called and the visitor's book is checked.
- (l) The Staff Safety Officer/Safety Representative checks that each teacher is satisfied that each pupil from each class is present and that every teacher and visitor is also present.
- (m) Everyone remains silent.
- (n) When the Staff Safety Officer/Safety Representative is satisfied that all is in order the classes are allowed return in orderly fashion.

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### Escape Routes

- (1) Naíonáin (Junior & Senior Infants) will walk out the fire exit doors from the classrooms, turn left, walk along the path to the green lawn area.
- (2) Rang 1 (*Glas*) and Rang 1 (*Dearg*) will walk out through the brown external door beside the infant yard, continue walking along the path, to the all-weather pitch area.
- (3) Rang 2 (*Glas*) and Rang 2 (*Dearg*) will walk out the fire exit doors from the classrooms, turn left, walk along the path to the green lawn area.
- (4) Rang 3 (*Glas*) and Rang 3 (*Dearg*) will exit through the classroom fire-exit door, turn right, follow the path around, walk through the infant yard, to the all-weather pitch area.
- (5) Rang a 4 (*Glas*) and Rang 4 (*Dearg*) will walk out through the red external door adjacent to the infants yard, walk through the infants yard, to the all-weather pitch.
- (6) Rang 5 (*Glas*) and Rang 5 (*Dearg*) will descend the front stairs, walk out through the external door beside the stairs (adjacent to the infant yard), walk through the infant yard, to the all-weather pitch.
- (7) Rang 6 (*Glas*) and Rang 6 (*Dearg*) will descend the back stairs, walk out through the red external door beside the stairs, turn left, walk through the 4th-6th class yard, and proceed through the carpark and onto the green lawn area.
- (8) If there is a class in the hall they will exit by the left door (near the all-weather pitch), walk through the all-weather pitch to their designated area.
- (9) The Learning support teachers will exit by whichever door is nearest to them, take the pupils out with them and direct them to the correct classes on the Green Lawn or all-weather pitch area.
- (10) If there is a class in the Library they will walk out through the main school door entrance.
- (11) The school secretary & librarian will walk out through the main school door entrance. The secretary will collect the visitors book if it is safe to do so.

### Recommendations

- (a) A list of class names is to be laminated and posted at the fire exit in each room.
- (b) The Principal is to organise a fire drill at least once per term as follows:
  - (1) The 1<sup>st</sup> Drill – Notice to be given to staff and pupils in advance.
  - (2) The 2<sup>nd</sup> Drill – Notice to be given to staff only and only on the day in question.
  - (3) The 3<sup>rd</sup> Drill – No advance notice is given.
- (c) The Staff Safety Officer/Representative times the length of time it takes for the drill to be carried out safely and keeps a record of each and every drill.
- (d) Training should be given periodically to staff regarding the use of fire extinguishers by a recognised competent person. However it should be noted that the primary duty in the event of the fire is the safe evacuation of all pupils and staff.

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### **Bus Trips/School Tours/External Activities**

- (a) Only buses fitted with seat belts can be used for school outings.
- (b) Seat belts must be used by pupils and staff.
- (c) The teacher/s supervising the outing must ensure that pupils are escorted safely to and from the bus and that pupils adhere to the seat belt rule.
- (d) The teacher/s supervisor must ensure that the driver is not unnecessarily distracted.
- (e) Adequate supervision by teachers must be maintained at all times on school outings and other external activities such as sports days.
- (f) On training/match day pupils on school football/hurling/camogie teams remain the responsibility of the School in the period between the end of the normal school day and the end of the training session/match where local or the return to the school by bus in the case of away matches and should be adequately supervised.
- (g) Where parents take on the responsibility of providing transport, they also take on the responsibility of the safety of the pupils until such time as they are returned to the school's care or their own parent/guardian.

### **Accidents/Illnesses Procedures**

**All accidents must be reported and recorded in the Accident Report Book.**

#### **First Aid**

- (a) A first aid box will be kept upstairs and one downstairs and be clearly marked.
- (b) An adequate number of staff will be trained in first aid.
- (c) A list of first-aiders will be posted in each class room.
- (d) A record of first aid trained staff will be kept by the Principal & Safety Officer and first aid training will be kept up to date as necessary.
- (e) Disposable gloves will be provided for first aid and should be worn at all times when administering same.
- (f) Only cotton wool, water, plasters and ice may be used.

#### **The Yard**

If a child has an accident in the yard:

- (a) The teacher on supervision duty makes the decision to send the child in for first aid.
- (b) The teacher on duty writes the report of the accident in the Accident Report Book. All accidents or incidents should be properly recorded. Obtain all or any witness statements, write them down as they are told to you immediately after the accident. Get them signed by the person giving the statement.
- (c) The First-aider cleans the wound if necessary.
- (d) Only cotton wool, water, plasters and ice may be used.

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- (e) The Principal makes the decision to call parents if attendance at Accident & Emergency Doctor is necessary.

### **The Classroom:**

If a child has an accident in the classroom:

- (a) The class teacher decides to send the pupil to the secretary or Principal or calls for assistance in the classroom, if necessary.
- (b) The class teacher writes a report of the incident in the accident report book.
- (c) If there is a wound this is tended to by the First-aider.
- (d) Only cotton wool, water, plasters and ice may be used.
- (e) The Principal makes the decision to call parents if attendance at the Accident & Emergency Doctor is deemed necessary.

### **If a pupil feels ill in the class:**

- (a) The class teacher calls the secretary to inform that a sick pupil is being sent to the office.
- (b) The secretary calls the parents of the pupil.
- (c) The parents come to pick up the pupil.

### **Games and Training:**

- (a) A first Aid bag must be taken to games and training.
- (b) The teacher in charge of training should ideally be first-aid trained or have a working knowledge of first aid.
- (c) The teacher in charge of training should have a mobile phone for emergency use.
- (d) The teacher in charge of training should ensure that the pupils should have their parent's contact number.

## **Employee Accidents**

**All accidents must be reported and recorded in the Accident Report Book.**

**The following procedures should be followed in the event of an accident:**

1. Deal with the injured part to ensure that he/she receives the required first aid and is then taken to Hospital if necessary.
2. Obtain all or any witness statements, write them down as they are told to you immediately after the accident. Get them signed by the person giving the statement.

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3. Complete the Accident Report Form if the person is likely to be out of work for three days or more and return it to the Principal for forwarding to the H.S.A.
4. Take photographs of the area of the accident and prepare a sketch of the area, giving dimensions and any important features.
5. Describe precisely what the individual was employed to do, where they were working at the time of the accident.

The cause of the accident should never be regarded as carelessness as the only remedy for a careless act is to be more careful in the future. If carelessness was involved then it is essential to be specific and define the careless act (e.g. used damaged equipment, did not use eye protection etc.).

It should also be noted that continuous careless behaviour by any individual, which endangers his/her own Health and Safety or other employees is a very serious matter and will be dealt with through the disciplinary procedure in accordance with the Code of Practice in the schedule of the Industrial Relations Act 1990 and subsequent revisions to, and in accordance with guidelines issued by the Department of Education.

## Administration of Medicine

- (a) A teacher cannot be asked to administer medicine against his/her wishes.
- (b) The parents of the pupil must write to the Board of Management requesting the Board to authorise the administering of medication. The indemnity letter is available in our Administration of Medicine Policy (see appendix 5). This request should also contain the written instructions of the procedure to be followed in administering medication.
- (c) The Board having considered the matter may authorise a teacher/s to administer medicine.
- (d) A teacher should not administer medication without authorisation from the board.
- (e) When administering medicine to a pupil the Teacher should exercise the standard of care of a reasonable and prudent parent and preferably should be accompanied by another member of staff.
- (f) The Board of Management must inform the school's insurers accordingly.
- (g) The Board of Management must seek an indemnity from the parents in respect of any liability that may arise from the administering of the medicine.
- (h) Parents of pupils who are diabetic are asked to follow the same procedure. The parent is responsible for ensuring that the teacher has the food/drink needed. The teacher must inform the parent if there is a change in the daily routine e.g. school tour, trip to church etc.
- (i) All medications, drugs etc. are to be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place.

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### Positive Staff Relations

The Board of Management of Gaelscoil Naomh Pádraig recognises that all employees have the right to a workplace free from any form of harassment or bullying and is fully committed to ensuring that all employees are able to enjoy that right.

There is a responsibility on all employees to ensure a workplace free from all forms of harassment and bullying for all other employees and to be aware of this policy.

Every effort is made to resolve difficulties at the earliest opportunity and within school structures. However it is important to note the following:

Basic Procedures where difficulties arise:

- (a) Identify the difficulties.
- (b) Observe due process
- (c) Keep Records
- (d) Set realistic goals

### Bullying & Sexual Harassment in the Workplace

#### Dignity at Work Policy

- (a) The Board of Management of Gaelscoil Naomh Pádraig is committed to working together in developing and maintaining a workplace that encourages, supports and protect the rights of every employee to their dignity at work.
- (b) The Board of Management of Gaelscoil Naomh Pádraig will not accept any form of bullying or harassment within the workforce. All reported incidents of bullying and or harassment will be investigated thoroughly and the disciplinary procedure policy will be fully enforced where necessary and as appropriate.
- (c) This policy is being put in place formally for the benefit of all employees, to ensure a proper environment for all members of staff to work together, but to be successful it requires the co-operation and understanding of every employee.
- (d) The following forms of harassment and bullying as covered by the, Employment Equality Act 1998 and the Equal Status Act 2000 will not be tolerated:
  - (i) Racist comments
  - (ii) Verbal abuse
  - (iii) Written comments
  - (iv) Physical abuse
  - (v) Sexual harassment
  - (vi) Intimidation

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### Definition of:

#### (1) **Racist Comments**

Any insulting or derogatory comments, which are made in relation to a person's colour, county or country of origin or culture / religion.

#### (2) **Verbal Abuse**

Any insulting, threatening or derogatory comments that are made to a person in the work place, where the person concerned is attempting to carry out their workplace duties. Where a workplace problem exists / arises, complaints should be brought to the attention of the school management.

#### (1) **Written Comments**

Graffiti, Posters or literature displayed or passed around the workplace, which is likely to cause offence to other worker in the workplace. The sending of e-mails containing pictures or comments, that could result in offending another worker.

#### (2) **Physical Abuse**

Where actual or threatened, physical violence to another worker occurs. Where malicious damage to or interference to another worker's property takes place. Where an employee interferes with a machine or a piece of equipment resulting in danger or injury to another worker.

#### (3) **Sexual Harassment**

Derogatory comments or unwelcome comments about personal appearance, unwanted physical contact or verbal advances, unwanted and unsolicited attention. Comments and remarks of a sexual or discriminatory nature. Demands of sexual favours. E-mails containing pictures or comments of a sexual nature which may result in offending another worker. Displaying pictures of a sexual nature, this may result in offending another worker.

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### **(4) Intimidation**

Threatening behaviour to another worker, through implied threats of personal violence, damage to property, imparting of personal details to other workers. The intimidation can be in the form of sexual favours, demanding money or personal property, or carrying out other peoples work.

The above list is not exhaustive and bullying and harassment may take other forms such as, aggression, humiliation, undermining, dominance/abuse of power, different/unfavourable treatment and exclusion or isolation. Isolated incidents of aggressive behaviour, whilst to be condemned, may not be described as bullying.

In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and ongoing may be regarded as bullying. The result of harassment and bullying can have varying degrees of consequence for the person subjected to the harassment & bullying. The consequences can vary depending on the severity, the time span and on the individual's tolerance to the type of harassment & bullying.

### **(5) Consequences of Harassment & Bullying:**

- (a) Increased sick leave
- (b) Time off / absenteeism
- (c) Poor workmanship
- (d) Poor timekeeping
- (e) Argumentative
- (f) Depression
- (g) Drink related problems
- (h) Suicide

### **(6) Complaints procedure:**

Any employee who feels that he or she has been or is being sexually harassed or bullied should ask the perpetrator to stop. Where this form of action is unsuccessful, the employee may report

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the matter to any of the following: The Principal, INTO staff representative or teacher/member of The Board of Management of Gaelscoil Naomh Pádraig.

Attempts will be made to resolve the matter informally, if appropriate. If it is not possible to resolve the matter informally, a formal complaints procedure shall be applied incorporating the following steps:

1. A written report to the Board of Management should be made by the complainant or an authorised person to whom the complaint is being made and signed by the complainant.
2. The complaint will be investigated with minimum delay as confidentially as possible by the two individuals named by the Board of Management, one of whom shall be the same gender as the complainant and the alleged perpetrator.
3. Both parties may be accompanied/represented at all interviews/meetings held, and these shall be recorded.

### **(7) Employee Disciplinary procedure:**

Where a complaint is found to be substantiated, the extent and nature of the bullying or sexual harassment will determine the form of action to be taken. The Board of Management will enforce the disciplinary procedure as necessary and appropriate and in accordance with the Code of Practice in the schedule of the Industrial Relations Act 1990 and subsequent revisions to, and in accordance with guidelines issued by the Department of Education.

Disciplinary action may include a verbal warning, a written warning, suspension from some duties with or without pay, suspension from full duties with or without pay or dismissal.

Where an employee is victimised as a result of invoking or participating in any aspect of the complaints procedure, including acting as a witness for another employee, such behaviour will also be subject to disciplinary action.

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No record of any complaint will be registered on an employee's file unless the formal procedure outlined above has been invoked.

It is the policy of the school that issues of sexual harassment are best dealt with within the school. However, no aspect of this policy affects any employee's individual legal rights to take their complaint outside of the school.

### **(8) Pupil Code of Behaviour:**

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to an employee.

### **(9) Access to Employees is by consent:**

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

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## SAFETY STATEMENT

### **Safety Representative Policy**

The Board of Management of Gaelscoil Naomh Pádraig will facilitate the election of a safety representative from the staff:

- (a) The elected person will be trained in a recognised safety representative course.
- (b) The position will be held for a period of 2 years
- (c) Where necessary or required Gaelscoil Naomh Pádraig will facilitate the safety representative, with secretarial services.
- (d) The Board of Management will consider and if necessary act upon any matters regarding safety brought to their attention by the safety representative.
- (e) All safety representatives will be allowed time off from their work, to carry out their duties in accordance with the regulations.
- (f) The safety representative will not suffer any disadvantage in relation to their employment.
- (g) The Board of Management will, as far as reasonably practicable, provide all information as is necessary to ensure the safety of employees at the place of work.
- (h) The safety representatives will sit on the safety committee with the safety officer and others.

## **Pregnant Employees Policy**

The Board of Management will implement when necessary or required the pregnant employees regulations 2000, under these regulations the following will apply:

- (a) That the employee or her doctor has informed The Board of Management of the pregnancy.
- (b) The Board of Management will undertake a risk assessment of the employees work procedures.
- (c) Where necessary The Board of Management will adjust the working conditions and / or working hours, to minimise any hazards or risks to the employee, the unborn child or breastfeeding mother.
- (d) Where necessary The Board of Management will monitor and adjust working condition over the period of the pregnancy, immediately after pregnancy and while the employee is breastfeeding, this will include the following aspects :
  - 1.Morning Sickness
  - 2.Backache
  - 3.Varicose Veins
  - 4.Frequent Visits to the toilet
  - 5.Increase in Size
  - 6.Tiredness
  - 7.Balance
  - 8.Comfort
  - 9.Dexterity
  - 10.Agility
  - 11.Speed of Movement
  - 12.Reach

## **Critical Incident Policy**

### **1. Scope of policy**

This policy relates to critical incidents involving staff and students, both on and off the school premises, as well as visitors to the school (hereinafter referred to as “the school community”) and seeks to ensure that critical incidents can be dealt with effectively and promptly, and that appropriate systems and responsibilities are in place to do so. Every member of the school community has a responsibility under this policy.

**All members of the school community are reminded that the School places no obligation on them to intervene in any critical incident if this action places their own or another’s safety at risk.**

### **2. Policy Statement**

The School recognises that critical incidents can greatly affect people and that co-ordinated and systematic procedures are necessary to facilitate the provision of a rapid, appropriate and comprehensive response at the immediate time of the incident as well as post-incident support to members of the school community affected by the incident. Appropriate support and training will be provided for the Critical Incident Response Team (C.I.R.T.) and clearly accessible directions and information will be available for all members of the school community.

Details relating to any incident will be treated in a confidential manner.

### **3. Critical Incident Management and Response**

Critical Incident Management is defined as the procedures that lead to the best outcomes, primarily for those directly affected and generally for the entire school community. The Critical Incident Response Team will be called upon to manage any critical incidents, which occur.

The members of the team are:

An Príomhoide:	Liam Breathnach
Príomhoide Tánaisteach:	Redempta Ní Sheoighe
Príomhoide Cúnta:	Eimear Uí Bhreacáin
Múinteoir Ranga/Ionadaí Sábáilteachta:	Sinéad Ní Shaoraí
Oifigeach Sábáilteachta:	Brian Ó Fiaich

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**Critical Incidents have been divided into two categories:**

**Level 1 (Red)** – i.e. an incident where external emergency services assume overall management or are required to attend in some lesser capacity.

These types of incidents include but are not limited to:

- a. Major fire
- b. Violent incident which affects or is likely to affect seriously, a number of staff and/or students – on a campus.
- c. Hostage or siege situations.
- d. Discharge of firearms.
- e. Vehicle accidents involving serious injury and/or substantial property damage.
- f. Acts of self harm.
- g. Industrial accidents involving serious injury or fatality.
- h. Threat of serious and/or widespread infection/contamination.
- i. Natural disaster affecting the premises.
- j. Major demonstration/protest.
- k. Unexpected death of student or staff member on the premises.

**Level 2 (Yellow)** – i.e. an incident where limited external intervention or none is required.

These types of incidents include but are not limited to:

- a. Minor fire
- b. Sudden or unexpected death of a work colleague/pupil (not on campus), which causes distress to staff/pupils.
- c. Threats of violence to staff/students.
- d. Major theft or vandalism.
- e. Physical assault.
- f. Attempted robbery.
- g. Threat to person, or property.

#### **4. Immediate Response**

Each member of the school community should ensure his/her own personal safety in the first instance, and respond as follows:

**The Critical Incident Response (C.I.R.T.) team** will undertake the following:

- a. Manage the incident scene. Remove any people at risk and seal off the incident area if required.
- b. Depending on the nature of the incident, initiate and manage evacuation procedures.
- c. Contact external emergency services if required, provided this has not already occurred.
- d. Follow the instructions of external emergency services and provide information on the location of the incident and people affected.

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e. Implement the Critical Incident Plan and mobilise school resources as required.

### 1. Reporting Procedures

All critical incidents will be recorded in the 'Critical Incident Register' and where appropriate, will be reported to the Health and Safety Authority.

Following a critical incident, the head of the C.I.R.T., in consultation with the other members of the C.I.R.T., will prepare a report outlining the specific details of the incident and the nature of the response. The response will be submitted to the Board of Management.

### 2. Communication

School management shall ensure that emergency procedures are explained to staff and are prominently displayed in all offices and public areas on the premises.

## Consultation & Information

It is the policy of the Board of Management of Gaelscoil Naomh Pádraig:

- (b) To consult with staff in the preparation and completion of the Health and Safety Statement and Hazard Control Forms.
- (c) To give a copy of the Safety Statement to all present and future staff.
- (d) That any additional information or instructions regarding Health, Safety and Welfare at work not contained in this document will be conveyed to all staff as it becomes available.
- (e) That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## HAZARD IDENTIFICATION & RISK ASSESSMENT

### Hazards

All staff and The Board of Management will complete Hazard Control Forms. Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories:

- (1) Hazards that can be rectified or minimized will be dealt with as a matter of urgency.
- (2) Those Hazards that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

### (1) Specific Hazards

#### **Fire:**

It is the policy of the Board of Management of Gaelscoil Naomh Pádraig that:

- (a) There is an adequate supply of fire extinguishers which will deal with any type of fire.
- (b) All fire equipment is identified and regularly serviced.
- (c) Regular Fire drills take place at least once a term.
- (d) Instruction is given in the use of Fire Extinguishers for specific materials/equipment.
- (e) Fire alarms are clearly marked.
- (f) Signs will be clearly visible to ensure visitors are aware of exit doors.
- (g) All electrical equipment be unplugged or turned off outside school hours and when the school is vacated for lengthy periods.
- (h) An assembly area is designated outside the building at grassed area between the all-weather pitch and the boundary fence..
- (i) Those leaving buildings/classrooms should let someone know.
- (j) Exit signs are clearly marked.
- (k) All bottled gas (if any) is stored securely in outdoor sheds away from the main building.
- (l) Wheelie bins are stored securely away from the main building.
- (m) There will be nominated persons responsible for fire drills and evacuation procedures.
- (n) The school equipment has been checked periodically by a Fire Officer and all recommendations made by him/her have been implemented.

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### **(1) Further Specific Hazards**

#### **(1) Machinery, Kitchen Equipment and Electrical Appliances.**

Machinery, Kitchen Equipment and Electrical Appliances are only to be used by competent and authorized persons. Such appliances will be subject to regular maintenance checks.

#### **(2) Chemicals**

All chemicals, detergents etc. to be kept in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

#### **(3) Highly Polished Floors**

Floors will not be polished or made slippery or a non slip polish used. Washing of floors to be conducted as far as reasonably possible after school hours to ensure, as far as is reasonably practicable, elimination and danger of slipping. To this end warning signs regarding wet floors to be used.

### **2. Other Hazards**

The following does not represent an exhaustive list of hazards and will be added to as necessary and upon revision of the safety statement:

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**Hazard:** **Accidents at the school entrance involving motor vehicles and pedestrians.**  
Who might be harmed: Employees, visitors or pupils. Risk of serious injury from collisions.  
Steps being taken to reduce or eliminate the risk: Entry of motor vehicles to school restricted to school employees only. Sign on gate noting restriction.  
Further action required: Periodic reminders to parents via circulars etc.

**Hazard:** **Accidents at the school entrance or yard involving bicycles/scooters and pedestrians.**  
Who might be harmed: Employees, visitors or pupils. Risk of moderate to serious injury from collisions or falls  
Steps being taken to reduce or eliminate the risk: Prohibition of cycling/use of scooters inside the school boundaries.  
Further action required: Periodic reminders verbally and via circulars to parents etc.

**Hazard:** **Large number of pupils in school yard at breaks etc.**  
Who might be harmed: Employees, visitors or pupils. Risk of minor to moderate injury from collisions, trips or falls.  
Steps being taken to reduce or eliminate the risk: Ensure adequate yard supervision and separate senior and junior classes.  
Further action required: Inclement weather may require restrictions on yard usage.

**Hazard:** **Large number of pupils or visitors in circulation within the building.**  
Who might be harmed: Employees, visitors or pupils. Risk of minor to moderate injury from collisions, trips or falls or crushing.  
Steps being taken to reduce or eliminate the risk: Ensure all entrances and walkways are kept clear of obstructions. Ensure adequate supervision, lighting and that floors are non-slip where possible. Floor cleaning to be carried out at quiet times.  
Further action required: Adjust timetabling of activities or class movements as required.

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**Hazard:** **Staff Room cooking/heating appliances etc..**

Who might be harmed: Employees, visitors or pupils. Risk of minor to serious injury from scalds or burns.

Steps being taken to reduce or eliminate the risk: Ensure all equipment is correctly maintained and cleaned. Personal protective equipment (e.g.) heat-resistant gloves to be used where necessary and walkways are kept clear of obstructions.

Further action required: Provide Fire Blanket.

**Hazard:** **Working with V.D.U.'s**

Who might be harmed: Employees, or pupils. Risk of back injury, eyestrain and fatigue.

Steps being taken to reduce or eliminate the risk: Chairs provided that can be adjusted to the comfort of employees/students. Lighting at appropriate levels. Good ventilation provided. Glare kept to a minimum. Neat housekeeping to avoid trips and falls.

Further action required: Training to be provided in good office V.D.U. practice for staff.

**Hazard:** **Housekeeping Issues**

Who might be harmed: Employees, visitors or pupils. Risk of tripping, slipping, falling or impact from falling objects causing minor to serious injury.

Steps being taken to reduce or eliminate the risk: Ensure all access areas are kept clear. Rubbish, debris, spillages are immediately cleaned. Wet floor signs used. Cables not left trailing or dangling. Store rooms kept tidy and equipment stored safely.

Further action required: Regular housekeeping inspections.

**Hazard:** **Manual Handling**

Who might be harmed: Employees or pupils. Risk of minor to serious injury to back from lifting/manual handling.

Steps being taken to reduce or eliminate the risk: Pupils not to be required to carry heavy loads. Only loads within their capacity. Employees only to perform reasonable duties. Equipment stored at appropriate heights.

Further action required: Manual handling course required for employees.

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**Hazard:** **Art lessons in the classroom**

Who might be harmed: Pupils. Risk of minor to serious injury from scissors and paper guillotine. Risk of minor to moderate injury from hot water whilst hand washing after class.

Steps being taken to reduce or eliminate the risk: Use only suitable scissors for young children. Explain to children and give them enough time to correctly use a scissors. Only the teacher uses the guillotine. Make certain that the water is at the correct temperature for the children.

Further action required: Frequently go through safety procedures with the children.

**Hazard:** **Floor Cleaning/Buffering**

Who might be harmed: Employees, visitors and pupils. Risk of minor to moderate injury from slipping and falling.

Steps being taken to reduce or eliminate the risk: Clean/buff floors after the school day has ended and pupils/teaching staff have departed.

Further action required: Frequently remind the school cleaners and caretaker of the correct times to carry out cleaning/buffing. Use wet floor signs.

**Hazard:** **Class movement on stairs/through passages/to hall**

Who might be harmed: Pupils. Risk of minor to moderate injury from slipping, tripping and falling.

Steps being taken to reduce or eliminate the risk: Class teacher ensures that children walk in single file and do not run.

Further action required: Frequently remind the pupils of the rules.

**Hazard:** **School Tours – Bus trips**

Who might be harmed: Pupils and employees. Risk of minor to serious if bus stops suddenly or is impacted.

Steps being taken to reduce or eliminate the risk: Class teacher ensures that all persons traveling have seat belts correctly fastened before and during journey.

Further action required: Frequently remind the pupils of how to stay safe. Safety DVD available from Bus Éireann to be shown to all classes at least once a year. Class teacher takes the school mobile phone and a first aid box on all tours.

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<b>Hazard:</b>	<b>Walking to Griffeen Park or Lucan Library</b>
Who might be harmed:	Pupils. Risk of minor to serious from falling on footpath or road or collisions with motor vehicles whilst road crossing.
Steps being taken to reduce or eliminate the risk:	Ensure that all pupils walk with a partner and that no pupils go on the road except to cross under class teacher's supervision at traffic lights and pedestrian crossings where provided.
Further action required:	Go through the Rules of the Road/Safe Cross Code with children before commencement of outings.

<b>Hazard:</b>	<b>Going home time at school exits, back of school and school gates</b>
Who might be harmed:	Pupils. Risk of minor to serious from falling or tripping.
Steps being taken to reduce or eliminate the risk:	The class teacher ensures that the doors are tied/secured open and that the pupils exit in single file. The Principal stays at the gate to ensure that the children exit safely.
Further action required:	Frequently remind pupils of how to stay safe leaving school.

<b>Hazard:</b>	<b>Staff carrying hot drinks on yard duty or through the school building.</b>
Who might be harmed:	Employees or pupils. Risk of minor to serious from scalding.
Steps being taken to reduce or eliminate the risk:	Only non-spill mugs with secured lids may be used outside of the staff room.
Further action required:	Frequently remind staff of this rule.