

Gaelscoil Shlí Dála

Safety Statement

November
2020

Gaelscoil Shlí Dála

An Bealach Mór,
Contae Laoise.
gaelscoilshlidala@gmail.com

Uimhir Rolla: 20224K
Fón: 0505 41810
www.shidala.ie

Covid-19 Appendix

After being in lockdown since March 12th, the National restrictions that were put in place due to the Covid-19 pandemic are being lifted on a gradual basis and Summer Education Programmes have been given the go-ahead. With the permission of the B.O.M, Gaelscoil Shlí Dála has undertaken to provide such a programme for the school's special classes. The school opened for Summer Provision 29.06.2020 amidst the Covid-19 outbreak. In light of this, the B.O.M. and school staff have a heightened awareness of the risks associated with Covid-19. In so far as possible, HSE, HSA guidelines and Department of Education and Skills guidelines are being followed and adhered to whilst the school is opened. From August onwards, once school reopens for the new school year, these guidelines will also be followed and adhered to.

A Covid-19 file has been set up and it contains:

- A Covid-19 Response Plan.
- Return to Work Safely Protocol
- Induction Information
- Other Covid-19 related Material

All visitors to the school must have permission to come onsite from the Principal by prior arrangement and will be required to complete the School/Contact Tracing Log for Visitors.

Outside of school hours, staff members may not enter the school for any reason without first informing the Principal. Once consent has been granted, School/Contact Logs must be maintained at all times.

School staff **must** vacate the premises by 3.15pm each day to allow for cleaning and sanitisation. Arrangements will be made for extra- curricular activities, if and when they arise.

When the school premises is being used for any extra-curricular purposes, logs of those in attendance will be kept for tracing purposes.

If a student or member of staff is suspected of contracting Covid-19, the school has provided a designated isolation room.

Parents and guardians should avoid congregating at the school gates or in the car park where physical distancing may not be respected.

The Covid-19 Response Team Officers are:

Róise Nevin,
Teresa Kennedy
Mary Nolan

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

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Gaelscoil Shlí Dála wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised as necessity arises
- Board of Management shall be consulted on matters of health and safety.

The Board of Management of Gaelscoil Shlí Dála recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Gaelscoil Shlí Dála undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Duties of Employees:

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

(c) To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

(d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 2005).

Consultation and Information:

It is the policy of the Board of Management of Gaelscoil Shlí Dála to consult with staff re. safety audits, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.

Accident and Incident Reporting

All incidences whether to employees, pupils or members of the public must be reported to the principal. An incident recording book is retained in the office for recording all accidents.

Hazards

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

Fire:

It is the policy of the Board of Management of Gaelscoil Shlí Dála that:

(i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use. They shall be serviced annually. During the time of service the service producer will allow the staff the opportunity to train in the use of the extinguisher.

(ii) The principal will ensure that fire drills shall take place at least once a year.

(iii) Fire alarms shall be clearly marked.

(iv) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear.

(v) Assembly area is designated outside of the building.

(vi) Exit signs shall be clearly marked.

(vii) Principal shall be responsible for fire drills and evacuation procedures.

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

Wet corridors, trailing leads, computers, boiler house, ladders, fuse board, electric kettles, protruding units and fixtures, projectors, entrance/exit of car-park, icy surfaces on a cold day, windows opening.

To minimise these dangers the following safety/protective measures must be adhered to:

- (a) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.
- (b) All machinery and electrical equipment are fitted with adequate safeguards.
- (c) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (d) Ladders must be used with another person's assistance.
- (e) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (f) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (g) Teachers will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. shed is left in a tidy condition.
- (h) Check that all PE and other mats are in good condition.
- (i) Check that there are no uneven/broken/cracked paving slabs.
- (j) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- (k) Check that manholes are safe.
- (l) The teachers and SNAs will check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (m) Check that outside lighting works and is sufficient.
- (n) Check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards:

Kitchen equipment, Electrical appliances.

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

Electrical Appliances:

Before using any appliance, the user should ensure that:

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are in tact and free of cuts or abrasions.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals:

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

Drugs And Medication:

It is the policy of the Board of Management of Gaelscoil Shlí Dála to comply with the school's policy on the Administration of Medication Policy. In the case of a child suffering from a severe reaction to a substance the parent may leave an Anapen/Insulin pen in the school giving clear instruction to the relevant teacher/s for its use. This pen will be stored under lock and key in an appropriate place. It is the duty of the parent to ensure that the medication is in date.

Vermin Control:

No poison substances can be laid in the school or on external school premises during school term. To deal with pest control non-toxic measures will be used from a professional company dealing specifically with the elimination of such pests.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. All Staff must co-operate in maintain a high area of standard in these areas.

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

Members of staff and students are reminded:

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

Floor Cleaning:

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

Smoking:

In accordance with Tobacco Smoking Prohibition Regulations 2003, where smoking is forbidden in enclosed places of work in Ireland it is the policy of the Board of Management of Gaelscoil Shlí Dála that the school shall be a non-smoking area.

Broken Glass:

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

Infectious Diseases:

It is the policy of the Board of Management of Gaelscoil Shlí Dála that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid

A properly equipped First Aid Box will be available to staff at all times stored in their classrooms.

Covid-19

In the event that First Aid is required in the school, it may not be possible to maintain appropriate physical distancing. All staff have received updated Induction Training on Infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment (PPE) when delivering First Aid. PPE is provided by the school and can be found in all classrooms.

Those working having access to the school:

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary before gaining admittance to the school. Any contractor must make direct contact with the Chairperson of the Board before initiating any work on the premises.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children:

- (1) All parent/guardians/carers are instructed to park cars near the Church and walk to the gate to collect children.
- (2) Drivers are advised to drive slowly when approaching school. School flashing lights have been installed on the roads leading to the school.

- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Children will **never** be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/guardian or named other from the classroom.

Safe Work Practice Sheet

- (1) Cleaners must take the appropriate precautions when using cleaning materials and equipment.
- (2) Teachers must wear gloves when cleaning a wound. This is especially important where blood is involved.
- (3) Staff are asked to ensure that cables/extension leads not left in positions where they could cause tripping etc.
- (4) Employees do not ladders without the assistance of a colleague.
- (5) Employees report defective equipment to the Principal.
- (6) Employees report incidences of uncollected refuse.
- (7) Instructions and warnings on containers must be read before using the contents.

Fire Drill Organisation

The Board of Management is responsible for **Fire Safety**.

- (a) **Fire Drills will be organised** at least once per term.
- (b) Board of Management will ensure that the **Fire Alarm System** and **Fire Extinguishers** are in working order.

Fire Drill Organisation Plan

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|-------------------------------|---|
| 1: Assembly Point: | At Boundary Wall of the local Church |
| 2: Fire Drill Warning: | When fire bell sounds children and adults should remain calm and silent. |
| 3: Evacuation:
Each | The teacher is in sole charge of his/her own class.

class exits in single file in silence. SNA will leave first if possible. Teacher leaves last, making sure if possible that all windows and doors are closed.
Teacher should bring Roll Book along if available. |
| 4: Exit Routes: | Exit route through nearest safe exit |

The teacher will then call the roll and report the findings to the Principal. If a child is missing his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

Identification and Assessment of Hazards

Area: Classroom Hazards:

Hazard	Location	Risk	Suggested Remedy
Chairs	Classroom	Swinging Falling Off	Push in before leaving table Carry school bags in hand
School Bags	On the floor On the backs of chairs In halls	Tripping over them	designated area for school bags such as hall
Wet Floor	Toilet Wet Area	Slipping	Check often and keep a supply of newspaper
Movement from classroom	From classroom to classroom, hall, yard etc	Falling, running etc	Walk in straight lines, without pushing etc.
Running, rushing	Within classrooms	Falling and hitting heads off furniture or one another	Rule-always walk Constant reminder by teacher to pupils

Identification and Assessment of Hazards

Area: **Interior Hazards:**

Hazard	Location	Risk	Suggested Remedy
Landing mats and small mats	In exit corridors	Tripping Hazard Exit blocked Ladies Toilets unavailable Doors blocked	Clear out GYM store Remove non-sport clutter Put in mats
Holes appearing in floors	All pre-fabs	Tripping	Repair and secure with metal strip to secure edge
Blocked exits	Small G.P. during dancing	Blocked exits	Keep chairs away from exits Put in benches to sit on
Bins	Inside pre-fab door	Blocked exit	Move close to wall
Drawing Pins	All areas.	Stocking feet Bare feet	Check regularly and pick up

Area: **Exterior Hazards:**

Hazard	Location	Risk	Suggested Remedy
Gates/ Exiting and Entry	At front, back and sides of school	Child escaping from the grounds	Extra fencing and secure latches
Cars in carpark	At front of school	Injury to child or other	Keep immediate area outside of fence clear at all times

Identification and Assessment of Hazards

Area: **Yard Hazards:**

Hazard	Location	Risk	Suggested Remedy
Manhole covers when wet	Outside doors/corners	Slippy	Replace or re-coat
Yard surface slippery	Yard	Getting hurt from a fall	Not allowed to play outdoors in unsuitable conditions
Following balls onto main road	carpark	Knocked down or injured	Banned from following balls to front of school unless accompanied by an adult
Mats	All over school	Trip hazard	Replace worn mats
P.E.Shed	Outside pre-fab 4	Children slamming into it. Door swinging Prodruding edges	Adult supervision when opening and closing of shed

Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of Gaelscoil Shlí Dála in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____

Date: _____

