



Health and Safety Statement

The Board of Management of Templeorum N.S. recognises the importance of legislation enacted in the Safety, health and Welfare at Work Act, 1989.

This Safety Statement sets out the Safety Policy of The Board of Management of Templeorum N.S. and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all employees and pupils and meet our duties to members of the public with whom we come in contact.

A temporary ramp for accessibility to the school was purchased in December 2017. It is used when access to school is required. All staff are trained in erecting temporary ramp when the need arises. The ramp was recommended by a chartered Occupational Therapist.

This policy requires the co-operation of all employees.

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

The Board of Management will undertake to carry out a safety audit annually. This inspection/safety audit will be carried out more frequently if required 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, wherever possible, to minimise the recurrence of such accidents and ill-health.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Templeorum National School.

- The Board of Management will ensure that, in so far as is practical, the highest standards of the safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.
- Specifically, the Board of Management wishes to ensure so far as is Reasonably practicable :
 - (a) the design, provision and maintenance of all places in a condition that is safe and without risk to health.
 - (b) the design, provision and maintenance of safe means of access to and from places of work.
 - (c) the design, provision and maintenance of plant and machinery.
 - (d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to Health.



- (e) the provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
 - (f) the provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
 - (g) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
 - (h) the preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries etc.
 - (i) the safety and prevention of risk to health at work in connection with use of any article or substance.
 - (j) the provision and maintenance of facilities and arrangements for the welfare of employees at work.
 - (k) obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
 - (l) the continuing updating of the Safety Statement.
 - (m) The provision of arrangements for consultation with employees on matters of health and Safety.
 - (n) The deputy principal will be the safety representative in the school.
- The Board of management recognises that its statutory obligations Under legislation extends to employees, students, any person legitimately conducting school business and the public.
 - The board of Management of Templeorum N.S. will ensure that provisions of Safety Health and Welfare at Work Act 1989 are adhered to.

DUTIES OF EMPLOYEES.

1. It is the duty of every staff member in Templeorum National School :teachers ,secretary and caretaker 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 relevent statutory provisions.
 - (c) to use in such manner so as to provide the protection intended,



any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety , health or welfare while at work.

- (d) to report to the board of Management without unreasonable delay any defects in plant, equipment, place of work, or system of work, which might endanger safety health or welfare, of which he/she becomes aware.
 - (e) all incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately . This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An accident report file is to be maintained in the school for the recording of all accidents and incidents.
2. No persons will intentionally or recklessly interfere with or misuse any appliance , protective clothing, convenience, equipment or anything provided in pursuance of any of the relevent statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
 3. Employees will , by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

CONSULTATION & INFORMATION.

It is the policy of the Board of management of Templeorum N.S.

- to consult with staff in the preparation and completion of the Health and Safety Statement and hazard control forms.
- to give a copy of the Safety Statement to all present and future staff
- that any additional information or instruction regarding health, safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- that health, Safety and Welfare will form an integral part of any future staff training and development plans.



HAZARDS.

Some hazards can be rectified but others remain constant. The Hazards have been divided into categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with employees will review and make recommendations on the elimination of Hazards. All hazards shall be eliminated in as far as resources and circumstances allow.

SPECIFIC HAZARDS.

Fire

It is the policy of the Board of Management of Templeorum N.S. that

- There is an adequate supply of fire extinguishers which will deal with any type of fire.
- A new Fire Alarm System was installed in the Summer Works Upgrade 2010.
- All fire equipment is identified and regularly serviced.
- Co2, Foam, Dry Powder and vaporizing liquid extinguishers are located outside classrooms in boiler house and at either exit and entrance door of the school.
- Regular Fire drills take place at least once a year.
- Instruction is given in the use of Fire Extinguishers for specific materials/equipment.
- Fire alarms are clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off outside school hours and when school is vacated for lengthy periods.
- An assembly area is designated and marked outside the building , (School Wall).
- Those leaving buildings/classrooms should let the principal know.
- Exits signs are clearly marked.
- The principal is responsible for fire drills and evacuation procedures.
- The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.



OTHER HAZARDS

The following hazards (in so much as can be identified) are considered by the B.O.M. of Templeorum N.S. to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors.
- Goal Posts.
- basketball posts and rings.
- Trailing leads.
- Computers.
- Electric kettles.
- Boiler House.
- Ladders
- Protruding units and fittings.
- External store to be kept locked.
- Lawnmower.
- Icy surfaces on a cold day.
- Mats in hall
- Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, yard surface etc. will be checked regularly.
- Storage, maintenance, and appropriate use of P.E. equipment will be adhered to.
- individual classrooms, sockets, lights etc. will also be checked on an ongoing basis
- children will be advised about hallway condensation ,protruding coat racks, slippery surfaces on rainy days



- appropriate use of toilets, water, towels, sanitary disposal units, etc. will be advised.
- water drinking / non drinking areas will be clearly marked and specified.

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

- (a) Ladders must be used with another person's assistance.
- (b) No glass allowed as lunch storage for pupils. Remove broken glass immediately on discovery.
- (c) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (d) Check that wooden benches etc. are free from splinters and generally sound. Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management Guidance.
- (e) Check that all play areas, are kept clean and free from glass before use.

CONSTANT HAZARDS.

1. Machinery, Kitchen Equipment and Electrical Appliances.

It is the policy of the Board of Management of Templeorum N.S. that Machinery, Kitchen Equipment and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances.

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i. e) maintenance person, the supplier or his agent. Before using any appliance the user should check 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.
- Unplug leads of appliance when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.



- Follow official guidelines issued by the Health and Safety Authority.

2. Chemicals.

It is the policy of the Board of Management of Templeorum N.S. that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

3. Drugs Medications.

It is the policy of the Board of Management of Templeorum N.S. that all medications, drugs etc., be kept in a cabinet, in a secure and safe place. The school's policy in regard to the administration of medication to pupils is as follows:

As a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medication, the INTO advises that,

1. the parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a teacher to Administer the medication.
2. the request should also contain written instruction of the procedure to be followed in administering the medication.
3. the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management.
4. a teacher should not administer medication without the specific authorisation of the Board.
5. in administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
6. the Board of Management should inform the school's insurers accordingly.



7. the Board of Management should seek an indemnity from parent(s) in respect of any liability that may arise regarding the administration of the medication.

Note : Where the above procedure is put in place the Board of Management should give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school. Arrangements should also be made by the Board of Management for the safe storage of Medication.

Welfare.

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.

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 effects 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.

Highly polished or Wet Floors.

It is the policy of the Board of Management of Templeorum N.S. that floors will not be polished or made slippery. The washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be used.

Smoking

It is the policy of the Board of management that the school and grounds be a non smoking area.



Broken Glass

The Board of Management shall minimise the dangers of broken glass. It will be removed immediately.

Infectious Diseases

All infectious diseases shall be notified and steps taken to ensure 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.

TRAINED FIRST AID PERSONNEL.

It is the policy of the Board of Management of Templeorum N.S. that :-
An employee will be trained to apply First Aid to other employees. (Principal has certificate of First Aid for Primary Schools.)
All required remedies and equipment are made available for First Aid function. See First Aid in Inspection check list.

Access To School:

Persons coming onto the school premises must identify themselves to the principal. Any contractor should make direct contact with the principal before initiating any work on the school premises.

It is the policy of the Board of Management of Templeorum N.S. to minimise sound pollution – room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective ear muffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

Collecting Children:

Parents dropping and collecting children must ensure children's safety at all times at the school gate.



Children will never be allowed to walk or cycle home on their own during school hours. They must always be collected by a parent /guardian with prior notice.

No responsibility will be taken by the Board of Management for the safety of children arriving before school hours and remaining on school grounds after school hours.

Amended as per school reopening plan 2020.

INSPECTION CHECKLIST

1.1 Passages

Check that :

- 1.1.1 Floor surfaces are even and are not slippery;
- 1.1.2 Passages are adequately lit;
- 1.1.3 Litter or rubbish has not been allowed to accumulate;
- 1.1.4 Mats, etc, are not positioned in such a way as to be tripping hazards;
- 1.1.5 There are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.2 Doors and Windows.

Check that :

- 1.2.1 Doors are unobstructed,
- 1.2.2 Doors with glass windows have toughened or laminated glass,
- 1.2.3 Doors with a fire resistance requirement have wire reinforced glass,
- 1.2.4 There are no doors with:
 - loose or broken hinges,
 - damaged or sticking catches,
 - broken wood panels or glass panels,
 - loose or stiff handles.
- 1.2.5 Doors are not allowed to swing freely without restraint.
- 1.2.6 Windows are not broken or cracked.
- 1.2.7 Windows open easily without undue force being applied.
- 1.2.8 Windows do not jut out dangerously when open.
- 1.2.9 Windows are cleaned regularly.
- 1.2.10 Windows do not have broken fastening or cords.

HEATING AND VENTILATION.

Check that:

- 1.3 The heating system is regularly serviced and maintained in good



Order,

- 1.4 The heating system is adequate to comply with the requirements of Circular 24/82.
 - 1.5 Where there are large areas of glass facing direct sunlight, there is Provision for shading, e.g. Roller blinds.
 - 1.6 Windows can be easily opened to allow for adequate ventilation.
- Further advice on heating and ventilation is given in the next section.

2. FIRE SAFETY.

Check that:

- 2.1 Escape routes are clear from obstructions.
- 2.2 And unobstructed whilst people are on the premises.
- 2.3 All designated fire exits are clearly marked.
- 2.4 Evacuation procedures are clearly displayed.
- 2.5 Staff and children are familiar with evacuation procedures.
- 2.6 Staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment.
- 2.7 There have been practice evacuations/fire drills held at least once a year.
- 2.8 Fire extinguishers are checked and maintained in accordance with manufacturers instructions.
- 2.9 The fire fighting equipment available ie that recommended by the local authority: fire officer and is located in accordance with the fire officers recommendations.
- 2.10 The fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building.
- 2.11 Flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

3. ELECTRICAL EQUIPMENT.

3.1 General.

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- Equipment is correctly wired and earthed.
- Plugs are correctly wired.
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and plug)
- The mains supply is still capable of meeting the maximum demand.
- The distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out.



- The isolating switches are marked, well-sited, accessible and known to staff.
- Residual current (earth leakage) circuit breakers are used where appropriate.

3.2 Lighting.

Visually check that:

- 3.2.1 All the light fittings are working and are kept in a clean condition.
- 3.2.2 Light switches are not broken and appear to be in a safe condition.
- 3.2.3 The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

3.3 Plugs/Sockets/Leads.

Visually check that:

- 3.3.1 Plugs are in good condition with no cracks or pieces missing.
- 3.3.2 Sockets are in good condition with no cracks or pieces missing.
- 3.3.3 Sockets screws and mountings are secure.
- 3.3.4 Sockets are situated in safe positions, convenient for equipment to be used and not subject to damp.
- 3.3.5 Indicator lights on sockets function correctly.
- 3.3.6 Insulation on leads is not cracked or frayed.
- 3.3.7 Leads are without knots or joins and are reasonably free of 'kinks'.
- 3.3.8 Leads are the correct length for the equipment being used.
- 3.3.9 There are no trailing leads.
- 3.3.10 Multi-point adaptors are not being used.
- 3.3.11 Leads and flexible cable are securely fixed at both equipment and plug ends.

3.4 EQUIPMENT.

Check that:

- 3.4.1 Fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly.
- 3.4.2 Copies of manufacturers instructions/operating manuals are easily accessible.
- 3.4.3 Equipment is only being used for purpose for which it was intended.
- 3.4.4 Where appropriate all electrical equipment is switched off and unplugged when not in use
- 3.4.5 Mains isolating switches are easily accessible and known to staff.
- 3.4.6 On / off indicator lights function correctly.
- 3.4.7 Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat.



3.4.8 Equipment containing liquid has a leakage detector.

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

4. First Aid.

Check that:

4.1 Teachers are familiar with;

- location of first aid box.
- Procedure for calling ambulances etc.
- Telephone number of local doctor, gardai, hospital.

4.2 First aid boxes are readily available and adequately stocked with,

- A card with general first aid guidance.
- A supply of individually wrapped sterile adhesive dressings.
- Sterile eye pads, with attachments(e.g. standard dressings).
- Triangular bandages (preferably sterile, but if not. Sterile covering appropriate for serious wounds should also be included).
- Safety pins.
- Selection of medium, large and extra large sterile medicated dressings.
- Disposable gloves.
- Crepe and roller bandages.
- Cotton wool.
- Forceps or tweezers and scissors.
- Antiseptic cream.
- The accident book is readily available and kept up-to-date.

5. Classrooms

Look again at sections 1-4.

Check that:

5.1 hazards are not arising from overcrowded classrooms.

5.2 All cupboards, fixed blackboards, display units are stable.

5.3 Classroom furniture is not damaged.

5.4 Wherever possible, there are no sharp edges or corners on the furniture.

5.5 Furniture is positioned safely.

5.6 All shelf mountings are secure.

6 NON-TEACHING AREAS.

6.1 Office (Corner of General Purpose Room)

Check that:

6.2 Substances for use with photocopying machines are



stored correctly, and that the room where photocopying machines are operated is adequately ventilated.

7.2 Boiler Room.

Check that:

- 7.2.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags)
- 7.2.2 All safety devices in the boiler room are in proper working order,
- 7.2.3 The boiler is regularly maintained by a competent person.

7.3 Hygiene.

Check that the following are available.

- 7.3.1 Soap
- 7.3.2 hand drying facilities.
- 7.3.3 hot water.
- 7.3.4 toilet paper.
- 7.3.5 litter bin per classroom.
- 7.3.6 provision for disposal of sanitary towels.
- 7.3.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

7.4 Outside Areas.

Check that:

- 7.4.1 there are no uneven/broken/cracked paving slabs.
- 7.4.2 outside steps are secure.
- 7.4.3 roofs, guttering, drain pipes etc. are as far as can be seen, sound and well maintained.
- 7.4.4 All play areas, especially sand pits, are kept clean and free from glass.
- 7.4.5 outside play/ PE appliances are securely anchored.
- 7.4.6 holes for goalposts, basketball posts, are covered when posts are not in position.
- 7.4.7 outside lighting works and is sufficient.
- 7.4.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians.
- 7.4.9 all builders materials, caretakers maintenance equipment etc. are kept securely.

The school's safety representative

In accordance with section 13 (3) of the Safety, Health and welfare at work Act 1989 the teaching staff in consultation with the other staff have a nominated safety representative. Ms Lyons is our Health and Safety Officer.



This safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements. (See added Reopening Plan for September 2020.)

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

This statement was revised in September 2020 in accordance with the requirements of the Health and Safety Act and the Health and Safety Authority and The Government Road Map on reopening schools.



Classroom and Internal Rules

1. Follow instructions given by teachers and principal at all times.
2. Sit properly on chairs, all four legs on the floor.
3. School bags , under tables, neatly stored.
4. Walk ways in classrooms must be kept clear.
5. Hang all coats, jackets and gear bags on hooks in cloakrooms.
6. During wet days all pupils must engage in an activity in the supervised classroom during break-no moving around allowed.
7. No rulers, scissors, mathematical instruments etc. to be used or in possession during breaks or lunchtime when pupils remain indoors.
8. Use all equipment according to teacher's instructions.
9. Never bang a door closed.
10. When moving in school ALWAYS WALK, NEVER RUN.
11. Entrances marked for each group.
12. At all times, think of your own safety and the safety of others especially younger , smaller pupils.

Outdoor Rules

1. Play safely-no rough play.
2. Stay in school grounds-permission must be given to retrieve balls from road or ditches or surrounding fields.
3. Only enter the school having received permission to use toilet.
4. Report any incidents /problems to the teachers.
5. No swinging off basketball posts or goal posts.
6. No swinging out of coats /hoods.
7. After wet spell children must not play on the pitch. They must remain on concrete play area.
8. During winter months children must bring in pull ups to wear for play on the pitch for break time.



Note : Reopening Plan Communication to Parents.