



Health and Safety Statement

St. Louise de Marillac Primary School

The Board of Management of St. Louise de Marillac Primary School 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. It outlines procedures that staff will implement and adhere to, in order to safeguard the welfare of all pupils who attend the school and all staff who are employed in the school.

This policy requires the co-operation of all employees. This document has been prepared in compliance with the Safety, Health and Welfare Act at Work Act, 2005. The statement was prepared following consultation with all staff members - teaching staff, caretaker, cleaning staff, secretaries and special needs assistants. Parents/guardians were consulted when drawing up this policy and were also involved in drawing up and reviewing the relevant related policies.

Aims

- The Board of Management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve, in so far as is reasonable and practicable, the Safety, Health and Welfare at work of every employee, pupil and visitor to the school.
- The Board of Management also recognises its responsibilities to maintain the building and school environment and to outline safety procedures to staff.
- The Board of Management believes that:
 - a) Each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace.
 - b) Each employee accepts his or her legal and moral responsibilities for behaviour which does not jeopardise his/her individual personal safety, health and welfare or the personal safety, health and welfare of others.
- This policy aims to identify risks where they exist and to suggest ways where risk can be eliminated or properly managed.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health and safety of staff and pupils.
- Plans for emergencies shall be made known, complied with and revised as necessary.

Duties of Employees

The attention of employees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act, 2005.

It is the duty of every employee while at work:

- 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.
- 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.

- To use in such manner and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or item 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.
- To report to his/her employer or immediate supervisor 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.
- Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the 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 St. Louise de Marillac Primary School

- to consult with staff in preparation and completion of hazard control forms.
- to make the Safety Statement available electronically on Microsoft Teams and a hard copy available in the Teacher's Policy Folder in the staffroom for reference by all present and future staff.
- to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.
- Health, safety and welfare at work will be considered in any future staff training and development plans.
- The policy shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. An updated report will be 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.
- Employees shall be consulted on matters of health and safety.
- This Safety Statement is available for parents/guardians and staff online on the school website. It is also available in the policy folder in the staffroom. There is a copy available in the Staff Safety Officer's Room and the Caretaker's Room. A copy is also available in the Parent's Room.

Safety Organisation

Safety is a line management responsibility. Staff members are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Principal shall ensure that each employee has access to the Safety Statement and has the opportunity to be familiar with its contents. A Safety Officer is appointed by the BOM. A Staff Safety Officer is appointed. Their role is to monitor safety practices in the school, to liaise with the Staff Safety Officer, Principal and Caretaker and to ensure appropriate implementation of safety procedures.

A specific time slot is allocated from Croke Park hours, so that school staff can make themselves familiar with the School Safety Statement. Issues relating to safety procedures and practices can be clarified for all staff members.

Responsibilities of B.O.M. Safety Officer and Staff Safety Officer

The B.O.M Safety Officer and the Staff Safety officer are responsible for overseeing the safety provisions and procedures on behalf of the school. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

The Safety Officer shall make the Board of Management aware of their duties with regard to the following:

- a. To guide and advise on all health, safety and welfare matters.

- b. To ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act, 2005.
- c. To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
- d. To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation to ensure that they are kept up to date.
- e. To ensure that adequate fire protection and prevention measures are provided.

The Safety Officer/ Staff Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified. The Safety Officer and Staff Safety Officer shall support each other in tending to safety concerns and duties.

Hazards

Hazards shall be divided into two categories. **Category A Hazards and Category B Hazards.**

Category A Hazards are hazards that cannot be clearly indicated e.g. fire.

Category B Hazards are hazards that can be clearly indicated e.g. damaged furniture.

Category A Hazards: Those that cannot be clearly indicated will have appropriate procedures listed beside them.

Category B Hazards: Those which can be rectified will be dealt with according to the risk level attached to the identified hazard and dealt with either as a matter of urgency or as soon as is necessary.

All hazards shall be eliminated in so far as resources and circumstances allow.

Category A- Hazards that cannot be clearly indicated

Precautions

It is the policy of the Board of Management of St. Louise de Marillac Primary School that:

- An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available.
- All fire-fighting equipment is easily identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- Fire alarms are clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors.
- 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 who has an exit in her classroom must ensure that it is kept clear. Exit doors from P.E. hall must be free of obstruction. Windows that are used as fire escapes will be accessible.
- Assembly areas are designated outside each building. The location of each assembly area is specified.
- A list of the designated assembly areas and their locations is displayed in a prominent position in the staffroom.

- The principal ensures that fire drills take place at least once a term and also ensures that evacuation procedures are in place.
- All staff are required to be vigilant and ensure safety and security measures are in place when leaving the building. Caretakers and cleaners will double check every evening. Teachers are responsible for their own classroom. The office personnel, caretaker and principal as appropriate, are responsible for their offices. General purpose areas - Staff Room, Toilets, Hall and Stage area and Storage Rooms are the responsibility of every staff member and the Cookery, Library Rooms, Resource Room, Sensory and Magic Room are the responsibility of the last adult using the rooms. The Parents/Guardians area is the responsibility of Home School Community Liaison Co-ordinator. The SCP Office is the responsibility of SCP personnel.
- In addition to these provisions all recommendations made by a Fire Officer shall be implemented.

Fire prevention

- Fire Safety inspections and analysis of potential fire hazards are regularly carried out by the caretaker and the safety officers.
- Liaison with relevant authorities takes place as is necessary.
- Staff should make themselves aware of how extinguishers work and what extinguishers are appropriate for different types of fire. If needed, demonstrations on the use of fire extinguishers will be provided. Training will be provided every couple of years as resources allow.
- As part of Fire Safety Week at Halloween, pupils may attend Dublin City Fire Brigade/ Garda talks about the danger of fire and bonfires.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.
- In order to maintain a secure environment for staff and pupils, the exterior doors operate with electronic fobs, switches and buzzers. This ensures quick and easy entry and exit in case of emergency.

Emergency Evacuation and Fire Drill

An evacuation procedure has been prepared as per S.18 (2) Fire Services Act 1981. Evacuation drills will take place once a term every year. One fire drill will take place with prior notice and 2 fire drills will take place without prior notice. If deemed necessary drills will take place more frequently. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

- Prior to and during the fire drill, children and staff are made aware of procedures and are shown their designated assembly points.
- Procedures for evacuation are displayed on each classroom door or wall near the classroom door.

Smoking / Vaping

Smoking / vaping is prohibited in the school and on school grounds. See circular Eastern Health Board March 1991 and also the ban on smoking in workplaces.

CCTV

The school is monitored by CCTV and signs are displayed inside the building to alert people to this fact.

Category B- Hazards that can be clearly indicated

The following list of 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.

1. Wet floors within the building – classrooms, offices, toilets, stairs and corridors
2. Carpet/ Mats lifting
3. Damage/ faulty classroom furniture
4. Other classroom furniture
5. Electrical equipment, appliances and trailing leads
6. Trip Hazards
7. Hot food and drinks
8. Doors
9. Windows
10. Stairs
11. Lift
12. Stage
13. Pencils, scissors or sharp implements
14. Guillotine
15. Skipping Ropes
16. School Hall
17. Pupils moving equipment / furniture
18. School Garden
19. Playground / Yard/ Grass
20. After School Events
21. Other Hazards - Running on corridors. Notices displayed to discourage running.
Buggies on corridors or in hall.

Obvious hazards and procedures for dealing with the indicated hazards inside school building

1. Wet / slippery floors in classrooms, toilets, stairs and corridors etc.

Management procedure: Floors may be slippery due to spillages, leaks, or cleaning activities. Extra care is to be taken when condensation or wet shoes cause floors to be damp or slippery. Heavy duty mats are used. Pupils are reminded to wipe their shoes when they come into building. People are alerted to the danger area. Access to the area is controlled by putting the wet floor sign in position or covering the wet area in newspaper. A floor cloth/newspaper is available in all rooms for a quick solution until the caretaker/cleaners can dry the area.

2. Carpet/ Mats lifting

Management procedures: Inform the caretaker and control traffic over the affected area. Repair or replace carpet/mat as soon as possible.

3. Damaged or faulty furniture (tables and chairs)

Management procedures: Inform the caretaker and seek the removal of affected furniture for repair or disposal.

4. Other classroom furniture e.g. mobile white boards, flipcharts stands etc. which could potentially fall over or trip someone.

Management procedures: Teachers ensure that furniture is secure and not placed in areas of heavy traffic.

5. Electrical equipment, appliances and trailing leads.

Management procedures: Teachers remove plugs when equipment is not in use and ensure that trailing leads don't pose a trip hazard. Teacher shuts down and plugs out all equipment including computers at home-time. Extension leads etc. are safely maintained. Faulty equipment defective plugs, sockets or leads should never be used. Inform the caretaker of any concerns.

6. Trip hazards e.g. bags, coats etc.

Management procedures: Ensure safe procedures for storing bags, coats etc. Remove any hazards.

7. Hot Drinks / Food

Management procedures: Pupils are not allowed bring hot drinks in to school. Adults are required not to bring hot drinks to classrooms or to yard. When pupils are cooking the food being placed in or removed from a hot oven is to be done by the supervising adult. Teachers are advised to exercise extreme caution when using hot water for work in the classroom. Pupils helping out at school events are not permitted to pour tea/coffee. If tea/coffee is being served at school events, adults are asked to pay due care to safety.

8. Doors

Management procedures: Ensure that all doors can be opened and closed smoothly. Ensure hands and fingers are clear of crevices before opening and closing doors. Extra care should be taken on windy days. Children are regularly reminded about the correct manner for opening and closing doors. Pupils are not allowed to open the main entrance door to adults seeking admittance to school. Teachers may use fobs to allow pupils enter the school from yard during lunchtime.

9. Windows

Management procedures: Pupils are supervised by adults when opening / closing windows.

10. Stairs

Children are reminded to walk in single file, taking one step at a time and use the handrail when going up and down stairs. Small children are not allowed to use stairs unless accompanied by an adult.

11. Lifts

Management procedures: Lifts are inspected annually. Only authorised adults and children accompanied by adults are allowed to use lift. Adults ensure they have a charged mobile phone with them when using the lift.

12. Stage

The stage is usually accessed by using the steps at the right-hand side of hall when facing the stage. When the stage is being used for concerts or other events, the steps at the left & right hand side on the corridor at the back of stage may be used. Lighting must be adequate and access must be clear of all obstructions. Microphone wires, props and curtains will be secured safely to avoid trips or accidents. Pupils are not permitted to jump off the stage.

13. Pencils, scissors or sharp implements

Management procedures: Pupils are made aware of the dangers posed by everyday materials i.e. scissors. Staff give correct instruction regarding the use of materials and there is adequate supervision of children when using such materials. Teachers should be aware of the danger of using these materials during lunchtimes. Pencils can cause serious injury. Crayons or non-sharp objects may be made available instead for younger pupils. Consideration is given to the appropriateness of indoor activities on wet days. Pupils are not permitted to bring sharp items to yard at breaktimes. Pupils are not permitted to use glue guns for craft activities.

14. Guillotine

Management procedures: The guillotine is usually stored in the secretary's office. Teachers are responsible for the safe storage of the guillotine if it is taken to the classroom. Only adults are allowed to use the guillotine. Children are not permitted to bring and return guillotine to Secretary's Office.

15. Skipping Ropes

Management procedures: Skipping ropes are to be used for skipping activities only. (No jumping over or pulling the ropes). Teachers ensure that skipping ropes are wound up neatly and brought to and from the yard in a safe manner. Damaged ropes should be disposed of.

16. School Hall

a) Furniture - Benches, chairs, tables and other free standing objects in hall.

Management procedures: Due care is taken when planning activities so that if this equipment is being used it is confined to safe open spaces in the hall. Relay races or chasing games should be directed away from hazards. Chairs are stacked safely and stored on chair trolley.

b) Gym Mats

Management procedures: Check that all PE and other mats are in good condition. Store mats safely on mat trolley.

c) Light fittings.

Management procedures: In planning activities, staff will ensure that there is little risk of these being hit and falling on an individual.

d) P.E. Classes

Management procedures:

- All P.E. equipment should be in good order, damaged equipment is discarded and replaced. Equipment is only used in a manner which is appropriate e.g. bats are not thrown! Care is taken to ensure that activities suit the age and capabilities of the children. Children participating in P.E. activities are properly supervised and aware of appropriate behaviour in the hall. Warm –up and cool –down activities are an integral part of P.E. lessons. Children using any equipment receive proper & detailed instruction. Pupils are taught to self-evaluate activities and behaviour in the light of safety and potential danger.
- Teachers carry out a risk assessment regarding to the potential for injury in any activity during P.E. e.g. children involved in gymnastics (rolls, balancing activities etc.) All pupils receive appropriate instruction and the equipment used is safe and suits the activity.
- Children must wear appropriate footwear for P.E. activities. Children may not participate in any activity unless they are wearing appropriate shoes. If children are asked to carry equipment e.g. balls hoops, they are taught proper procedures. Likewise, teachers should exercise care in handling equipment and seek assistance where necessary.

e) Whole school Events

Management procedures:

All classes arrive and leave the hall in an orderly fashion with their teacher. Where chairs are provided for seated events, pupils are not permitted to stand on the chairs.

17. Pupils moving equipment/ furniture

Management procedures:

All pupils are taught how to move chairs safely - lift at the front and keep the legs pointing towards the floor. Heavy /awkward equipment e.g. paint drying racks to be moved with care and only by older pupils.

Pupils are shown how to move equipment safely. Younger pupils are not expected to lift chairs or lunch baskets when using the stairs.

18. School Garden

Pupils are not permitted to be in the school garden unless they are supervised by a member of school staff. Pupils are not allowed run or rush about in the garden. Pupils are instructed about the correct and safe use of garden tools.

19. Playground/ Yard / Staff Car Park

a) Hazardous Weather

Playground covered with frost, ice or snow or significant puddles after rain.

Management procedures: On frosty mornings the caretaker (with help if necessary) salts and/or removes snow from the steps and paths from junior and senior side pedestrian gates to the two entrance doors for pupils. Staff are advised to pay due attention in the staff car park and at the main entrance. If playground is still affected, children will remain in classroom at break-times. If soft play areas are affected, they will be sectioned off and will not be used at breaktimes.

b) Rainy days

Management procedures: Weather is checked. When it is raining or the indicators are that rain is likely during breaktime children remain in classrooms. Appropriate activities are available to children for rainy days. Children remain seated unless supervisor gives the pupils permission to leave their seat. If it happens that pupils are caught in a sudden shower while out on the yard the teachers on yard duty ensure that the pupils are organised in class lines and return to the building in an orderly, safe manner.

c) Dangerous play:

Rough play that has potential to cause an injury to the pupils themselves or to others is considered dangerous and will not be permitted.

Management procedures: Active supervision and early intervention by teachers and SNAs. Children are regularly reminded about appropriate play, activities using equipment, e.g. skipping, balls, hoops are supervised. Sanctions such as Time Out / loss of privilege may be applied. See Code of Behaviour. Management will ensure that daily routines are in place and staff will ensure that there is consistent and fair application of routine procedures so that all pupils understand what behaviours are allowed and what behaviours are inappropriate or unsuitable in school playground.

d) Access to the school during playtime by children needing to use the toilet.

Management procedures: Children are reminded to go to the toilet and bring all equipment needed with them when going to playground. Should pupil have a need to return to the building the pupil must request permission from the teacher on duty before entering the school. The teachers on duty in the senior yard allow pupils access to the building at end door and monitor their entry and return to yard.

e) Glass or other dangerous materials in playground

Management procedures: The caretaker checks the grounds and playground for hazards every morning before school opens. Any dangerous material is removed. Teachers who observe such materials should inform the caretaker. Cones should be placed around the area until the caretaker can deal with it.

Out of Bounds Areas

- Staff Car Park
- Area behind shelter used by Early Start parents/guardians & pupils
- Area behind prefabs on senior side of the building
- Boiler house and immediate area

- School Garden (without staff supervision)
- Steps, ramps and handrails. Pupils are not allowed to play on steps near entrance doors, swing off handrails or play on ramps.

Management procedures: Children are reminded regularly to stay away from these areas. The areas are clearly marked. Supervising teachers and SNAs are vigilant and ensure pupils are not in these areas. Active supervision and early intervention by teachers and SNAs. Sanctions may apply.

20. After School Events

Children congregate in the hall for sports activities. Children attending other activities gather in the administration corridor and proceed from there when teacher/tutor collects them. They are supervised while waiting by the After School Project Workers. At times when pupils are going out to events i.e. rowing - they may sometimes be collected a few minutes earlier than usual by After School Project Workers.

21. Other hazards

- **Ladders** must be used with caution.
- Avoid the use of **glass containers** where possible by pupils. Adults will notify the caretaker of broken glass and it will be removed immediately and disposed of safely.
- **Floors** are checked to ensure that they are clean, even, non-slip and splinter-proof.
- **PE equipment** will be stored securely and positioned so as not to cause a hazard.
- There is regular monitoring of furniture, floors, apparatus, equipment and fittings.
 - Check that wooden beams, chairs, benches etc. are free from splinters and generally sound.
 - Check that vaulting horses, beams and benches are stable and do not wobble when in use.
 - Check that there are no uneven/broken/cracked paving slabs.
 - Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained.
 - Check that outside lighting works and is sufficient.
 - Check that all builder's materials, caretakers' maintenance equipment, gardening tools are stored securely.
 - Check that refuse is removed from building each day and is carefully stored outside.

Hygiene

a) Danger of **cross-infection** among children, especially infections such as ringworm or impetigo which are highly contagious.

Management Procedures: Soap dispensers provided in each toilet area. The cleaning staff & caretaker ensure that soap is available. Children suffering from infectious ailments are asked to remain at home until the danger of cross infection is eliminated. Where there is a particular issue in a classroom the teacher can ask for and will be given access to paper towels and soap containing disinfectant. Requests can be made directly to the Health and Safety Officers/ Principal/ Caretaker.

b) Contagious Infections

Management Procedures: Follow the instructions in the book *"Infectious Diseases in Primary School"*. This HSE publication is available in Principal's office / Staffroom.

b) Toileting Accidents (As in Child Protection Policy):

Management Procedures: Toileting accidents are not uncommon, particularly at junior level. If children wet themselves, the teacher will make a judgement whether the child can clean and change themselves or not. If not, two adult staff members will give the child any assistance they need. If children soiled themselves, parents/guardians will be contacted. If they are not in a position to come to the school immediately, they can request two staff members to help the child in this instance. A note will be kept of such incidents by the class teacher and parents/guardians will be informed. In the senior classes, girls may have an unexpected period. Sanitary pads will be provided and a change of clothes is available in the

school office if necessary. Parents/guardians may also be contacted if the pupil is upset or expresses a wish that her parents/guardians be contacted.

d) Changing for Swimming

Management Procedures (As in Child Protection Policy):

Only children who can dress/undress themselves will be offered swimming lessons. When a group of children are being taken to swimming lessons from school there will always be appropriate supervision, which will be dependent on group size. However, there must always be at least two adults present when children are changing, a balance is struck between the child's right to privacy and the need for adequate supervision. Children are required to dress and undress themselves except in the case of a child who has Special Educational Needs and requires assistance with changing. An agreement must be reached between parents/guardians and staff as to how best the child's needs can be met in this instance. Parents/guardians will be informed of the times for the start and end of the lesson. No person may video, film or take photographs of the children when the swimming lesson is in progress, or at any other stage unless express permission has been sought and granted.

e) Children with specific toileting/intimate care needs(As in Child Protection Policy):

If a child has special needs and requires intimate care, all school staff involved with the child will meet the child's parents/guardians before the child is enrolled in the school. Practices will be agreed that are acceptable to the staff, the child and the parents/guardians.

Chemicals, solvents, detergents, copier toner etc.

It is the policy of the Board of Management of St. Louise de Marillac School that all chemicals, detergents, cleaning agents, bleaches, solvents, aerosols, disinfectants etc. be stored in clearly identifiable containers bearing instructions for their use. Chemicals shall be kept in a locked area, and any protection that is required when handling the chemicals is provided and should be used if required.

Management procedures for Caretakers/Cleaning Staff:

Hazards identified: lifting, use of cleaning agents, electrical equipment, dealing with waste.

- Caretakers/Cleaning Staff have access to protective gloves and should take note of hazards contained in cleaning agents and follow proper procedures when handling cleaning agents.
- Faulty/damaged equipment will be fixed or replaced.
- Classrooms & corridors may be cleaned after children have gone home.
- Suitable disinfectant is available to clean areas which might be contaminated e.g. where children have been sick.
- Care should be taken to ensure visitors, other staff members and children are aware cleaning is in progress.
- Particular care must be taken to ensure flexes, vacuum cleaners, cleaning agents are not left unattended or in a manner likely to cause an accident.
- Staff should ensure that bins are not over filled or unduly heavy.
- Staff should take particular care when moving furniture and seek assistance where appropriate.
- Staff should use appropriate equipment.
- Staff should liaise with the Principal / staff safety officer in relation to health and safety concerns.

Cleaning Storage Room

- Room kept locked during school time and when not in use. Access to this area controlled by electronic fob or key.
- Safe storage of chemicals & other dangerous items.
- Cleaning equipment maintained in safe condition.
- All necessary safety equipment to be supplied and used – rubber gloves etc.

Caretaking & Security

Duties of the caretaker will involve ongoing maintenance of areas / equipment that pose potential hazards for pupils, staff and others.

Management procedures:

1. Caretaker should not use machinery in or near yards /doors during break times, especially items with trailing flex/leads etc.
2. Caretaker's tools, especially electrical tools and ladders should be regularly checked to ensure they are safe.
3. Tools and equipment must be stored safely and securely when not in use. They must not be accessible to children.
4. Funding is given to provide protective clothing, gloves and goggles etc. (per EU and Govt. Directive)
5. Caretaker/ Groundsman will check all yards regularly and remove any glass or other material which may cause injury to children.
6. Caretaker/ Groundsman should ensure the security of the school by locking/unlocking gates/doors etc. at appropriate times. Access to school is monitored using CCTV. Only staff members may open doors for visitors. Visitors should report to the office. Visitors should sign Visitors Book at reception.
7. Caretaker may be called on during break-times should stray dogs prove a threat to pupils or staff.
8. Staff are asked to report any potential hazard to the Caretaker, so that it can be dealt with appropriately. Any request for maintenance should be logged in the Caretaker's maintenance file.

Safety Training

All employees will be:

- (a) Made aware of the contents of the Safety Statement.
- (b) Advised on the safety equipment available, where this is stored and how it can be obtained.
- (c) Advised of the nature and location of fire equipment and how it is safely operated.
- (d) Notified of any change in safety procedures.
- (e) Be aware of proper procedures relating to fire drills etc.

Electrical Appliances

Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are fitted and in working order.
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Children will be made aware of the dangers of tampering with electrical apparatus, sockets etc.
- Young children will never be allowed to connect/disconnect electrical appliances.
- No eating or drinking beside computers or other electrical appliance – specific care taken in relation to preventing liquids coming into contact with such appliances.
- Interactive whiteboards and laptops are shut down turned off and disconnected by the teacher each day.
- Photocopier & copy-printer used by adults only.
- Problems that cannot be solved by secretary/caretaker referred to supplier.

Chemicals, solvents, detergents, copier, toner etc.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of spillage, splashes etc. A storage place is provided for all chemicals. Special care should be taken to ensure children don't have access to these materials. Rubber gloves provided are used.

Welfare

A staffroom separate from the work area is provided, where tea and lunch breaks may be taken.

Staff must co-operate in maintaining a high standard of hygiene in this area. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are available.

Medication

- See school policy on Administration of Medication.
- An up to date list of children and their medical conditions is displayed in the staffroom.
- Adults bringing medication to school for personal use are reminded to be vigilant and store medicine carefully.

Members of staff and students are reminded:

- 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.
- Staff and students are not allowed to be on 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. (Refer to school's Substance Policy)

Accident/Incident Reporting

All incidents, no matter how trivial and whether to employees or to students or to members of the public, must be reported immediately to the person responsible for the hazard identified in the statement. In the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer must report the accident/ incident immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report File is to be maintained by the Safety Officer for recording of all such accidents and incidents. Teachers on Yard Duty, who witness accidents, are required to fill in accident report form. Teachers document details of all minor accidents in the yard books.

First Aid

The First Aid box and icepacks are stored near the photocopier on the main corridor. First Aid materials are also stored in Resource Room 22. Each teacher has a supply of plasters and antiseptic wipes in the classroom. An adult will only assist children to wash grazes and cuts and apply plasters when it is necessary and the child is unable to adequately do this themselves. Whenever possible, older pupils are encouraged to wash and clean the affected area themselves and to apply a plaster to the affected area. There is a dedicated first aid bag for each of the 5 yards. The teacher on duty brings it to the yard.

Notices are posted in secretary's office detailing:

- location of first aid boxes,
- procedure of calling ambulances etc.
- telephone numbers of local Doctor, Gardaí, Hospital.

Disposable gloves are available or use at all times when administering First Aid.

School Grounds

Gates are opened and closed by the caretaker. The school grounds are checked every morning and any litter or hazardous material is removed. Parents/guardians are reminded regularly to park safely when collecting/dropping children. Parents/guardians and children are reminded not enter into the staff car park. Teachers using the car park are required to be vigilant when reversing and manoeuvring cars.

Children's Health and Safety

In addition to procedures already mentioned the following also apply:

- Children are provided with healthy lunches. Nuts, chocolate, sweets, energy/fizzy drinks are discouraged.
- Children are given time to eat their lunches in the classroom supervised by the class teacher and SNAs. Children are permitted to take certain food items to the playground. Pasta, yogurt drinks should not be brought to the yard.
- Children are kept indoors during wet/icy weather.
- Children are supervised either on yard or indoors (depending on weather conditions) during breaktimes. All pupils are encouraged to bring warm clothing for going outside.
- Children on crutches or with plaster casts may be asked to stay indoors at breaktimes or may be allowed out to yard but asked to remain seated during playtime. Arrangement will be made in consultation with parents/guardians/ guardians.
- Stud earrings and watches are the only permitted jewellery.
- Children are advised to keep nails short.
- Children doing messages are instructed on proper procedures i.e. walk on corridor, hold doors etc.
- Children are not to carry hot liquid/cutlery /cups or other dangerous items.
- Children should not do messages involving carrying money.
- Children are reminded to walk throughout the school. Reminder notices are displayed on corridors.
- Heavy school bags are discouraged. Children bring to school only what is necessary and only books related homework for that night should be brought home.

Collection of Children after school

Parents/guardians are notified of school finishing times at the beginning of the year. Particular care is taken to ensure safety of children at home-time. The following arrangements apply to collection:

Junior & Senior Infants are normally collected by a parent, relative, person nominated by the parent e.g. neighbour, or elder sibling. Teachers accompany the pupils to the designated area in the yard.

1st & 2nd class children are usually collected by a parent, relative, person nominated by the parent e.g. neighbour, or elder sibling. Teachers accompany the pupils to the designated area in the yard.

3rd - 6th Class children

Teachers accompany pupils to end door and ensure pupils go out the end gate. Pupils are not permitted to leave the school by carpark gate. Some children may be accompanied to the gate by an SNA.

In all cases teachers are mindful as to:

- who is collecting children and what arrangements are in place.
- that children are being collected by a responsible adult with the parents/guardians' permission.
- Adults collecting children early, sign the book outside the secretary's office.
- Older siblings may not collect younger children. Where siblings call to collect pupils, it will be necessary to refuse permission for them to go until an adult comes to collect them.
- People collecting children on bicycles are asked to dismount and wait outside the perimeter railings.
- Parents/guardians are made aware that dogs are not permitted on the school grounds and need to be left outside the gates.
- Parents/guardians are requested not to bring dogs to school when dropping or collecting children.
- Parents/guardians are also reminded not to park in the staff car-park when collecting children.
- Staff members using the car-park are mindful of the hazards caused by children possibly entering the car-park.

Safety and Welfare Issues

Pupil Safety

A letter is sent to parents/guardians in September reminding parents/guardians that the B.O.M. takes no responsibility for children waiting outside the gates or in the school yard until the school opens at 8.50

a.m. When children are allowed in to the building they go straight to their classrooms, where they are supervised by school staff. Children are frequently reminded that they are not to enter/ leave by the main gate for safety reasons. Children who are attending After Schools sports activities gather in the Hall. Children attending other activities gather in the administration corridor and proceed from there when teacher/ tutor collects them. They are supervised while waiting by the After School Project Workers. Pupils leaving the school premises for dentist / doctor appointments need to be collected by parent/ guardian and signed out.

Parents/guardians are not permitted to go to their child's classroom to collect their child. If the child is being collected to go home early a member of the school staff will go to the classroom and bring the child to the school foyer to meet the parent/ guardian. If a parent/ guardian wishes to give a message/ item to their child e.g. forgotten lunch or runners for PE the item will be taken by a member of the school staff at the door and delivered to the classroom to the child. If a parent/guardian wishes to speak / meet the class teacher a phone call / appointment can be arranged by contacting the school office and making an appointment.

Pupils who get separated from their class group

All children are made aware that if they get separated from the class within the school grounds, they should stay at all times within the school grounds and proceed immediately to the secretary's office. In the event of this happening the child's parents/guardians will be informed. The first priority will be for the pupil's safety and wellbeing. An incident report form will be recorded by school staff.

Pupils who leave school without permission

If for any reason, a child leaves the school without permission parents/guardians will be notified immediately. Should the school be unable to contact parents/guardians the guards will be notified.

Breaktime Supervision arrangements

During break time teachers supervise the classes. The SNAs, who are responsible for the assigned child / children in their care, are available to assist those children. Classes eat indoors and teachers may bring children outdoors as part of structured play activities / PE or for sensory breaks.

Lunchtime Supervision

Every day at lunchtime there are 2 adults supervising each class level in the yard. A roster is on display in the staffroom and this is kept for record purposes for 13 years. A record is kept in the office of all serious accidents. This record is written up by the teacher/ SNA on duty who witnessed the accident. The insurance company is also informed if deemed necessary. The Code of Behaviour which includes anti – bullying guidance is followed when there are minor and serious incidents of misbehaviour.

General Safety

The aim of the Board of Management is to provide as healthy and safe a working environment as possible. This can be achieved with the help and assistance of all employees and pupils by:

1. Observing the general rules of safety.
2. Using all plant, machinery and equipment in a safe and proper manner.
3. Employing the proper procedures when carrying out tasks and ensuring that no practices are engaged in which may act as a source of danger to themselves and/or others.
4. Keeping work areas clean and tidy at all times.
5. Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstruction at all times.
6. Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.
7. Observing the procedures outlined in policies relating to safety – related policies are listed on last page of Safety Statement.

Procedures for dealing with Emergencies

a) Contact details in case of emergency

Pupil contact details are updated by the school secretary with the help of class teachers. Parents/Guardians are reminded regularly to ensure contact details are up to date. Copies of contact details are kept by Principal, secretary, HSCLO and class teachers. If an emergency arises parents/guardians are contacted immediately by the school secretary / principal. The school also uses text- a- parent to communicate messages.

Serious Accident Procedure and Accident Report Form

A report is made to the HSA in respect of the following types of accidents

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- An accident sustained in the course of their employment, which prevents any employed or self-employed person performing normal duties of their employment for more than 3 calendar days not including the date of the accident.
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment e.g. a passer- by or a pupil.

b) Critical Incident

See Critical Incident Policy. Follow procedures drawn up in the case of a critical incident occurring.

c) Child Abuse

In the event of allegations on suspicions of Child Abuse, the school Child Safeguarding Policy is followed.

Events outside school

When children go on any school tour or field trip teachers / SNAs are responsible for the pupils. Children are reminded of appropriate behaviour when outside the school premises. Permission slips must be signed by parents/guardians for some outings. Permission may also be collected via Aladdin Connect. Should children be on a local outing to church / library they will be brought back to school by teacher to get bus home or be collected by parents/guardians at the usual time. On occasions when pupils are attending a school event outside of normal school times, parents / guardians will be notified in advance of the time and venue and may asked to make suitable arrangements for getting pupils there and for collecting children after the event.

Staff Safety

- Vetting of all staff is checked on appointment as part of BoM's duty of care.
- Every effort is made by the Board of Management to ensure that employees work in a safe and comfortable environment.
- Positive staff relations are encouraged.
- In the event of difficulties procedures in the School Adult Bullying and Sexual Harassment Policy are followed.
- Should the need arise parents/guardians are requested to schedule an appointment to speak on the phone or meet with the class teacher. Arrangements must be put in place for the supervision of the class while the teacher is meeting with parents/guardians so it is not always convenient for class teachers to leave the class unless prior arrangements have been made.
- Teachers who feel threatened or intimidated by aggressive or violent manners may refuse to engage in conversation with individuals and efforts will be made to resolve the matter at a later date.
- In the event of an assault on a Teacher / School Employee the guidelines in CPMSA Management Board Members Handbook are followed.

Health Issues/ Accident and Emergencies

- Parents/guardians will inform the school management of any health issues of their child in the enrolment form or thereafter by informing the class teacher. Information is passed on to the next teacher the following year.
- First Aid - When a child falls in the yard and if injury is not serious, an antiseptic wipe and a plaster are the only aids applied. A notice may be sent on Aladdin Connect or pupils may be given a note or a phone call may be made to alert parents/guardians to the incident / injury.
- In the event that a head injury is sustained the parent / guardian will be notified.
- In the case of serious incidents parents/guardians are notified and if necessary an ambulance / medical attention will be called. Serious accidents are reported to the Principal, Safety Officers and class teachers as appropriate.

Access to 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 as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal 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/her workmen shall not create any hazard, permanent or temporary, without informing the Principal or her/his nominee and shall mark such hazard with warning signs or other suitable protection.

Review of this Safety Statement

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

The staff of St Louise de Marillac Primary School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and subsequently every three years. In line with the above, this policy will be reviewed in the year 2028 – 2029 unless changes are required by legislation or other needs arise before then. This policy was discussed and updated by the staff at a meeting in March 2026 and shared with parents/guardians for their input.

This Health and Safety Statement was ratified by the Board of Management of St. Louise de Marillac Primary School on 20th April 2026. It is available for parents/guardians and staff online on the school website / Microsoft Teams. It is also available in the policy folder in the staffroom. A copy is also available in the Parents/guardians' Room.

Signature of Chairperson: Vincent Jackson

Date: 20/4/2026

The Safety Officer appointed by the Board of Management is Vincent Jackson. The Staff Safety Officer is Ms. Karen O' Flaherty.

Appendix A

Policies & documents related to Health and Safety Statement

- Dealing with minor injuries to pupils
- Code of Behaviour
- Bí Cinéalta Policy
- Policy on Supervision of Children
- Healthy Eating Policy
- R.S.E. Policy including Stay Safe
- S.P.H.E Policy
- Critical Incident Policy
- Child Protection Policy
- Attendance Policy
- Admission Policy
- Administration of Medication Policy
- Field Trip and School Tours Policy
- Using and reducing Restrictive Interventions
- Accident & Incident Reporting Forms