



Safety Statement **Naomh Mhuire N.S., Walsh Island**

This Document

- 1:** The Board of Management of Naomh Mhuire NS, charged with the direct government of the school, has prepared this “Safety Statement”, in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

- 2:** In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

- 3:** “Health & Safety” within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

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 Scoil Naomh Mhuire 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 by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Scoil Naomh Mhuire 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 Scoil Naomh Mhuire undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 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.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

(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 1989).

Consultation and Information:

It is the policy of the Board of Management of Scoil Naomh Mhuire 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. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

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 Scoil Naomh Mhuire 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.
- (ii) The deputy principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)
- (v) 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. P.E. hall, small hall and entrance lobby –Deputy Principal will see they are free of obstruction.
- (vi) Assembly area is designated outside of the building, and the location specified.
- (vii) Exit signs shall be clearly marked.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (ix) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (x) Deputy Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

Other Hazards:

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.

- 01:** Wet corridors
- 02:** Uneven tiles on old corridor
- 03:** Climbing on rails / fencing
- 04:** Trailing leads
- 05:** Computers
- 06:** Guillotine
- 07:** Laminators
- 08:** Fuse Board
- 09:** Electric kettles
- 10:** Boiler house
- 11:** Ladders / steps
- 12:** Gullies on school yard
- 13:** Protruding units and fittings
- 14:** Flat roof of school
- 15:** External stores to be kept locked
- 16:** Entrance/Exit of car-park
- 17:** Garden store
- 18:** Icy surfaces on a cold day
- 19:** Mats in hall plus other P.E. equipment
- 20:** Windows opening out
- 21:** Loose slates on old roof

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a)** Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b)** In addition, all such equipment is to be used in strict accordance with the manufactures instructions and recommendations.
- (c)** Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.
- (d)** All machinery and electrical equipment are fitted with adequate safeguards.
- (e)** Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f)** Ladders must be used with another person's assistance.
- (g)** Avoid use of glass bottles and jars where possible by pupils. Remove broken glass immediately on discovery
- (h)** Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i)** Principal and Deputy Principal will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. Hall is left in a tidy condition.
- (j)** Check that all PE and other mats are in good condition.
- (k)** An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

- (l) Check that wooden benches etc. are free from splinters and generally sound. (Deputy Principal).
- (m) Check that benches are stable and do not wobble when in use. (Deputy Principal).
- (n) Check that there are no uneven/broken/cracked tiles. (Principal)
- (o) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Principal)
- (p) Check that manholes are safe. (Principal).
- (q) Check that all play areas are kept clean and free from glass before use. (Staff).
- (r) Check that outside and inside lighting works and is sufficient. (Principal).
- (s) Check that all builders' materials, maintenance equipment are stored securely. (Principal)
- (t) Check that refuse is removed from building each day and is carefully stored outside. (Cleaner).
- (u) Ensure cleaning products are stored safely in locked cupboard. (Staff)

Constant Hazards:

Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Naomh Mhuire that 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 Scoil Naomh Mhuire that all chemicals, photocopier toner, 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).

Welfare:

To ensure the continued welfare of the staff and children, toilets are provided. 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.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of warm 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.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

- (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 Floors:

It is the policy of the Board of Management of Scoil Naomh Mhuire 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:

It is the policy of the Board of Management of Scoil Naomh Mhuire that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass:

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

Visual Display Units:

It is the policy of the Board of Management of Scoil Naomh Mhuire that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases:

It is the policy of the Board of Management of Scoil Naomh Mhuire 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:

(1): Notices are posted in staff toilet detailing:

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

(2): All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported to the principal 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 book is to be maintained for the recording of all accidents and incidents by the APII post holder .



Safety Statement **Naomh Mhuire N.S., Walsh Island**

APII post holder will see that there will be a properly equipped First Aid Box available to staff at all times containing:

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- Cooling gel for burns
- Cool packs in fridge

**N.B. Epi / Insulin Pen (if required) will be kept by child / class teacher in a safe place.
Medical Certificate to be provided by the Parents/Guardians of the child(ren) concerned.**

Disposable gloves must be used at all times when administering First Aid.

Location of First Aid Boxes:

(1): Back Door: **(2)** Staffroom: **(3)** Secretary's Office:

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 and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

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 in the interest of safety must obey all signs upon entering the school grounds.
- (2)** Cars are advised to drive slowly on approaching school when collecting children.
- (3)** Those parking outside the school grounds are advised to accompany children to and from the school premises.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

- (4) Parents are advised not to park across car park entrance, as this has to be a clearway for emergency vehicles.
- (5) Parents must provide a written or digital note to class teacher, if being collected by parent/guardian before the end of the official school day.
- (6) Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record to be kept in the office by the school secretary.
- (7) Children who are brought to school late or are leaving early must be “signed out” by parent/guardian.

N.B.:

- (6): 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.



Safety Statement Naomh Mhuire N.S., Walsh Island

Safe Work Practice Sheet

- (1) Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- (2) Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- (3) Teachers and SNAs are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- (4) People working outdoors must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- (5) People working outdoors must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- (6) People working outdoors must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- (7) Cleaners, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
- (8) All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- (9) Employees do not use step-ladders or other ladders without the assistance of a colleague.
- (10) Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- (11) Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc.
- (12) Employees report defective equipment to the Principal.
- (13) Employees report incidences of uncollected refuse.
- (14) Cleaners read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc.
- (15) Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.



Safety Statement Naomh Mhuire N.S., Walsh Island

The Deputy Principal is responsible for **Fire Safety**. She organises;

- (a) **Fire Drill** at least once per term.
- (b) Records the events of Fire Drills.
- (c) She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

Fire Drill Organisation

- 1: Assembly Point:** Football pitch - marked
- 2: Fire Drill Warning:** When fire bell sounds there should be **Silence** in the classroom, or wherever you are.
- 3: Evacuation:** The teacher is in **sole charge of his/her own class**. Each class exits **in single file in silence**. Teacher leaves last, making sure all windows and doors are closed.
- 4: Exit Routes:**

Classroom (1)	use Door B
Classroom (2)	use Door B
Classrooms (3)	use Door C
Secretary (4) & Principal Office (5)	use Door A
Store Room (6)	use Door A
Resource Room (7)	use Door A
Boys Toilets (8)	use Door A
Classroom (9)	use Door D
Hall (10)	use Door D
Staff Canteen (11)	use Door D
Classroom (12)	use Door D
Learning Support Room (13)	use Door D
Girls Toilets (14)	use Door D

Not sure about door numbers and letters

- 5: Assembly:** When pupils arrive at assembly, they should line up, class by class, facing towards the road.

Assembly Point	Room 1 T	Room 2 T	Room 3 T	Room 4 T	Room 5 T	Room 6 T	Room 7 T	Room 8 T	Room 9 T	Room 10 T	Room 11 T	Room 12 T	Room 13 T	Room 14 T
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T = Teacher



Safety Statement Naomh Mhuire N.S., Walsh Island

FIRE DRILL

Door Arrangements

Main Door (A)	Secretary's Office (Room 4) Principals Office (Room 5) Store Room (Room 6) Resource Room (Room 7) Boys Toilets (Room 8)
Door (B)	1 st & 2 nd Class (Room 2) 3 rd & 4 th Class (Room 1)
Door (C)	Junior & Senior Infants (Room 3)
Door (D)	5 th & 6 th Class (Room 9) Hall (Room 10) Staff Canteen (Room 11) Classroom (Room 12) Learning Support Room (Room 13) Girls Toilets (Room 14)

- S.N.As to exit with class they are working with, at time of Drill.

Further Fire Precautions

(1) Emergency Lighting and Exit Signs:

At the beginning of concerts, large meetings or whenever crowds are assembled in the Large G.P., the Principal or his/her representative (in his/her absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and **Exit Signs**. This warning should be repeated at intermissions.

(2) External Fire Hydrant and Water Mains:

The Fire Hydrant is **Clearly Marked (uisce)** and **located** on **main footpath** leading to the schools (outside priest's gate).

(3) Location of Fire Extinguishers:

(1) Main Corridor Front Door	Foam suitable for use on paints, thinners, petrol. Also very effective on Class A fires such as man-made furnishings. Carbon Dioxide suitable for use on electrical appliances.
(2) Main Corridor Side Door	As above
(3) Store Room	Foam suitable for use on paints, thinners, petrol. Also very effective on Class A fires such as man-made furnishings.



Safety Statement **Naomh Mhuire N.S., Walsh Island**

(4) Main Hall

Dry Powder suitable for use on electric equipment.

(5) Back Door

Foam suitable for use on paints, thinners, petrol. Also very effective on Class A fires such as man-made furnishings.

Location of Fire Blankets

1. Store room (beside photocopier)
2. Staff Canteen

There is a Fire Point Inside each External Door

4: The Main Traffic Entrance:

The parents are reminded at regular intervals by the Principal in letter form that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **Entering** and especially when **Leaving** the school grounds.

Cleaning the School (Hygiene):



Safety Statement **Naomh Mhuire N.S., Walsh Island**

Betty McGrath and Mary Duffy are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, sweeping, dusting, washing of “wet” areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above-mentioned staff becomes aware of any situation which may be deemed hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Principal.

They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

Hazards

Identifying Hazardous Areas for Children:

- (a) The shed and Boiler House.
- (b) The Cleaner’s Room beside the Principals Office.
- (c) The staff room
- (d) The Car Park

Precautions:

- 1: Those four areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
- 2: The Cleaners’ Room shall be kept locked at all times.
- 3: First Aid Equipment must be stored in the teachers’ toilet – or on high shelf in staff room.
- 4: Children must never be allowed to plug in or unplug electrical appliances e.g., kettles, T.V., Hoover, computers, radios etc.
- 5: Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.

Identifying the Hazards – Section 12 (3):

The **restricted areas** in our school are as follows:

The Boiler House and gas House, the shed which may contain weed control chemicals, machinery and tools etc., the cleaners’ room, the areas beyond the tarmac perimeters, car parking areas and all lawns, flowerbeds and footpaths at the front of the school, the Principal’s Office and the Secretary’s Office. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on her behalf.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested



Safety Statement **Naomh Mhuire N.S., Walsh Island**

to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- 1:** Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- 2:** Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
- 3:** Restricted areas – mentioned previously.
- 4:** Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. etc. There will be lessons on teeth care, relationships and sexual education, the Stay Safe Programme, etc.
- 5:** Fire Drill
- 6:** First Aid

Our teachers are **Professional People trained** to conduct and manage group activities. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident, it may be necessary to administer First Aid, dependant on staff members knowledge. Generally, each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. Ms. Flynn is in charge of First Aid Equipment.

It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, Ms. Kerin or the deputy Principal Ms. Fullam or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to the doctor/ hospital.

Parents are not allowed to drive cars in the school yard / car park when delivering or collecting their children. Buses are not allowed into the school yard / car park.



Safety Statement Naomh Mhuire N.S., Walsh Island

The Staff's Safety Representative:

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a **Safety Representative** will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section.

The 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.

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.



Safety Statement Naomh Mhuire N.S., Walsh Island

Classroom and Internal Rules

- 01: Follow instructions given by Teachers and/or Principal, at all times.
- 02: Sit properly on chairs, all four legs on the floor.
- 03: School bags under tables, neatly stored (especially in Infant classes).
- 04: Walk ways in classrooms must be kept clear.
- 05: Hang all coats, jackets, gear bags etc on hooks
- 06: During wet days, pupils must sit during 11o'clock break and/or lunch break-no moving around room allowed.
- 07: No rulers, scissors, mathematical instruments etc to be used inappropriately during break and/or lunch time, when pupils remain indoors.
- 08: Use all classroom and P.E. equipment, according to teacher's instructions.
- 09: If in big hall during break and/or lunch time, pupils must sit and play on mats or sit on benches.
- 10: Never bang a door closed – be mindful of others.
- 11: When moving around the school, **always walk, never run.**
- 12: Walk on the left-hand side of the corridors.
- 13: Watch where you are going.
- 14: At all times, think of your own safety and the safety of others – especially younger, smaller pupils. Senior classes will move to and from yard using emergency exit



Safety Statement Naomh Mhuire N.S., Walsh Island

Wet Day Rules

- 01:** Stay seated at all times.
- 02:** No rulers or any other dangerous implements in pupils' hands.
- 03:** Computers (accessible to pupils) switched off, plugged out.
- 04:** Other electrical implements plugged out.
- 05:** Sit down properly – four legs of chair on floor at all times.
- 06:** All classroom doors left open.



Safety Statement Naomh Mhuire N.S., Walsh Island

Yard Rules

- 01:** Play safely – no rough play or “pretend fighting”.
- 02:** Stay in designated area of the yard.
- 03:** Stay off the pitch, (unless togged out) during inclement weather.
- 04:** Don’t enter the school without permission.
- 05:** Report any problems/incidents to the teachers on yard duty.
- 06:** No swinging off basketball stands / railing.
- 07:** No swinging out of coats/hoods.
- 08:** No throwing of clothes, hats, gear-bags, shoes, pebbles, sticks etc.
- 09:** Only hand ball games allowed on yard.
- 10:** If a ball goes into the hedge, neighbouring field, priest’s garden, the teacher on yard duty must be told. **Do not** go out after the ball without permission.
- 11: “Yard Out of Bounds” areas:**
 - Front of school, beyond end of hall – front of building
 - The car-park
 - Our pitches during wet weather – unless fully togged out
 - Church grounds
 - Priest’s garden
 - Neighbouring field



Safety Statement Naomh Mhuire N.S., Walsh Island

Pitch Rules

- 01:** Keep away from gas tank at all times.
- 02:** Suitable attire, gear, when playing on the pitch.
- 03:** Do not follow ball into the field, priests garden or church ground.
- 04:** Do not swing from crossbars.
- 05:** Do not run off pitch onto cement while wearing football boots.
- 06:** Tog out/Tog in, using the shed or on edge of pitch (weather permitting).
- 07:** Do not leave gear bags on pitch.
- 08:** Do not allow mud from boots fall onto path or tarmac.
- 09:** Do not tog out at door.



Safety Statement
Naomh Mhuire N.S., Walsh Island

Identification and Assessment of Hazards

Date: Oct 2021

Area: Pitch Hazards:

Hazard	Location	Risk	Suggested Remedy
Faulty/rotten uprights/crossbars Loose crossbars	Pitch	Falling down	Check regularly repair and/or replace
Following balls into field/church grounds/priests garden	Pitch	Get cut Get Weills Disease	Banned from going in there
Pitch - too hard - too dry - frosty	Pitch	Getting hurt if one falls	Not allowed to play on frosty days or if pitch is too dry Or water pitch!!
Balls being kicked from pitches onto concrete area	Pitch / Yard	Children getting hit by ball	Nets on goals Moving goals on lower pitch / railing



Safety Statement

Naomh Mhuire N.S., Walsh Island



Identification and Assessment of Hazards

Date: Oct 2021

Area: Classroom Hazards:

Hazard	Location	Risk	Suggested Remedy
Chairs	Classroom	Swinging Falling Off	Push in before leaving table Sit with four legs of chair on floor
School Bags	On the floor On the backs of chairs	Tripping over them	Under the tables On the backs of chairs
Wet Floor	Toilet Wet Area Old corridor	Slipping	Check often Use wet floors signage SNA to monitor children while moving to or from yard
Movement from classroom	From classroom to classroom, hall, yard etc	Falling, running etc	Walk in straight lines, without pushing etc. Use of different entry / exit for senior classes



Safety Statement

Naomh Mhuire N.S., Walsh Island



Running, rushing	Within classrooms	Falling and hitting heads off furniture or one another	Rule-always walk Constant reminder by teacher to pupils Classroom rules displayed
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24

Identification and Assessment of Hazards

Date: Oct 2021

Area: Interior Hazards:

Hazard	Location	Risk	Suggested Remedy
Loose tiles and humidity on old corridor	Old corridor	falling and getting injured	Wet floor signage SNA to monitor children while moving to or from yard New flooring?
Children running on corridors	Corridors	hurting self or others	Use of different entry / exit for senior classes More vigilance of rules

25



Safety Statement

Naomh Mhuire N.S., Walsh Island



Identification and Assessment of Hazards

Date: Oct 2021

Area: Yard Hazards:

Hazard	Location	Risk	Suggested Remedy
Hedge	Yard	Branches sticking out	Prune and tidy
Gullies	Yard	Children tripping into / over them	greater vigilance by children reminders by adults
Icy yard	Yard	slipping and hurting themselves	Salting / sanding the yard in advance of children arriving to school In very bad conditions children remain in classrooms for break / enter through front door in the mornings.



Safety Statement
Naomh Mhuire N.S., Walsh Island

Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of Scoil Naomh Mhuire 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:

Rev Sean Hyland

Principal:

Caithriona Kerin

Staff Safety Representative:

Julie Anne Dunne

Date : October 14th 2021



Safety Statement

Naomh Mhuire N.S., Walsh Island