

ANNAGH NATIONAL SCHOOL

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Charity No: 20110543



Annagh NS Health & Safety Policy Statement

Introductory Statement

This policy statement was adapted to the current format in accordance with the most up-to-date guidelines. This policy was updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the BoM of Annagh N.S.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, organisation, and resources necessary to maintain and review safety and health standards.

The BOM of Annagh NS wishes to document its health and safety programme and make it available to all employees, outside service providers, and Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

Our Health and Safety policy emphasises the importance of the health and safety of our pupils and all school employees. The Board of Management, Annagh NS, recognises the importance of the legislation enacted under the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management of Annagh NS and the means to achieve it. The Board of Management's objective is to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the cooperation 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 conduct an annual safety audit and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored to ensure that, wherever possible, any required safety measures can be put in place to minimise the recurrence of such incidents.

Aims

- to create a safe and healthy school environment by identifying, preventing and addressing hazards and their associated risks
- to ensure understanding of the school's duty of care to pupils
- to protect the school community from workplace accidents and ill health at work
- to outline the procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable), including the following areas
 - Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, cleaner.
 - To ensure competent employees who will carry out safe work practices
 - Safe access and egress routes
 - Safe handling and use of hazardous substances and equipment
 - Safe equipment, including maintenance and the use of appropriate guards
 - Provision of appropriate personal protective equipment.

Guidelines (content of policy)

Policy Statement on Safety, Health, and Welfare at Work of the Board of Management (BOM) of Annagh NS

1.1 Members of the BOM

The members of the Board of Management of Annagh NS are:

- Chairperson: Mrs Mary Killeen (Bishop's nominee)
- Secretary: Mrs Caroline Tubridy O'Dea (Principal Teacher)
- Treasurer: Mr Stephen Molloy (Parent nominee)
- Board Members:
 - Fr. Donagh O Meara (Bishop's nominee)
 - Ms Ann Marie Doyle (Teacher nominee)
 - Mrs Mary Brigid Cummins (Parent nominee)
 - Ms Clare McNamara (Community nominee)
 - Mr John Sexton (Community nominee)

1.2 Safety Standards

The Board of Management will ensure that, so far as is practicable, the highest standards of safety prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.3 Commitments of the BOM

Specifically, the Board of Management wishes to ensure, so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work

- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils when such practice is deemed necessary and advice has been received from other agencies.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- The preparation and revision, as necessary, of adequate plans to be followed in emergencies, e.g., fire evacuation, injuries, etc.
- The safety and prevention of risk to health at work in connection with the use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining, where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees, e.g., Advisors from the HSE, Fire Officers, ICT Advisors regarding equipment, ergonomics, etc.
- An annual review of this Health & Safety Statement and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety.
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

1.4 Statutory Obligations

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, any person lawfully conducting school business, and the public.

1.5 Provisions

The Board of Management of Annagh NS will ensure compliance with the provisions of the Safety, Health and Welfare at Work Act, 2005.

1.6 Safety Committee

The Board of Management will establish the Safety Committee to monitor the implementation of Annagh NS's Safety and Health policies and the requirements of the Safety, Health and Welfare at Work Act, 2005.

1.7 Safety Representative

The Board of Management has appointed a Safety Representative from the School Staff, namely, Ms Ann Marie Doyle and a Safety Officer to the BOM. Namely, Mrs Caroline Tubridy O'Dea

Consultation & Information

It is the policy of the Board of Management of Annagh NS:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the Health & Safety Statement to all present and future staff.

- That any additional information or instructions regarding safety, health 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

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified, but others remain constant. The hazards have been divided into two categories.

- **Specific Hazards**
 - Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the office wall. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative, who will rectify the issue and sign it with the date and time the issue was resolved.
- **Constant Hazards**
 - Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

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

Specific Hazards

1. Fire

It is the policy of the Board of Management of Annagh NS that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least once per term. (See Appendix 1 for Fire Evacuation Procedure)
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment should be unplugged or turned off when classrooms are vacated for lengthy holidays.
- An assembly area is designated (the big yard)
- Those leaving buildings/classrooms are accounted for at this assembly point.
- Exit signs are clearly marked.
- The teacher in each classroom will be responsible for fire evacuation and fire drill procedures.
- A fire officer will be invited to check the school and equipment, and all recommendations made by him/her have been implemented.
- The principal will act as the Safety Officer and oversee, in conjunction with the BOM and Safety Representative, the above aspects of the policy.

2. Other hazards

- Some classroom windows open out at head level.
- Pupils do not play in the front yard.

- Pupils are not allowed on the school grounds before 8.45 am and after 2.40 pm.
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety, e.g., frost, snow, and ice.
- During particularly inclement weather, the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

Constant Hazards

1. Electrical Appliances

It is the policy of the Board of Management of Annagh NS that only adults use electrical appliances. Such appliances and equipment will undergo regular maintenance checks.

2. Chemicals

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

3. Drugs/Medications

It is the policy of the Board of Management of Annagh NS that no drugs or medication be administered to pupils by members of the school staff, as staff are not qualified to do so and could therefore pose a threat to pupils' welfare. In exceptional circumstances where emergency medication is required to safeguard a child's welfare, such as insulin for a child with diabetes or an adrenaline pen for anaphylaxis, a teacher or SNA may be trained to administer it. The procedure in such cases is included in Appendix 2.

4. Wet Floors

It is the policy of the Board of Management of Annagh NS that floors are washed after school hours to ensure, as far as is reasonably practicable, the elimination of the risk of slipping. During heavy weather, condensation can make tiled areas slippery.

5. The Code of Behaviour

Our Code of Positive Behaviour in the school sets out the expected standard of behaviour to minimise personal risk or stress for any employee.

6. Accidents and Injuries

However vigilant the school staff are regarding pupil safety, accidents will happen, and following the correct procedures in the event of an accident can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5.

7. Bullying

Annagh NS's Bí Cineálta policy provides a framework for preventing bullying among pupils. The procedures for dealing with adult bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations' (2000) and the Dignity at Work Charter, which is visible when entering the school.

8. Access to Employees is by Consent

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

9. Trained First Aid Personnel

It is the policy of the Board of Management that: -

- Employees will be trained to apply very basic First Aid to pupils and other employees. At least two employees will be fully trained as First Aid responders.
- All required remedies and equipment are made available for the first aid function.
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff, which will contain:
 - Plasters/Band Aids
 - Tape
 - Cotton Bandage
 - Scissors

Other Procedures

1. Educational Visits

Educational visits will be booked with a reputable, properly insured bus service with fully seat-belted buses. We will aim for a ratio of 10 pupils per adult (teacher or parent), but not more than 15 pupils per adult. Every effort will be made to ensure the safety of the pupils at events or activities they participate in, i.e., the theatre, swimming pool, playground, etc., which will be properly equipped and staffed by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should contact the principal or deputy principal directly before initiating any work on the school premises. All outside facilitators, teachers, coaches, etc., who deliver workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors by the teacher on yard duty. The pupils stay in their classroom, where they read, draw, play board games or chat.

4. Emergency Closures

On occasions when school is in progress, and it becomes necessary to close the school for safety reasons, the parents are contacted. Every effort is made to ensure that all parents are made aware of the situation via Aladdin.

5. Arrival and Dismissal Supervision Policy

Please see our Arrival and Dismissal Supervision Policy, available on our website, www.annaghns.com. for details on opening and closing times, collection protocol, and supervision of children during the school day and on school trips.

6. Uniform and suitable clothing/footwear

Please see our uniform specifications on our school website www.annaghns.com.

Success Criteria

Our success criteria will be based on achieving our aims of providing a safe environment for our employees, pupils and visitors. We will use staff observations and parental feedback, in addition to Health Inspector's Reports and our safety record, as our benchmark for the policy's success or otherwise.

Roles and Responsibilities

Duties Of All Employees

1. It is the duty of every employee while at work:
 - a. To take reasonable care for his/her own safety, health and welfare, and for the safety, health and welfare 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 an extent as will enable his/her employer and the other person to comply with any relevant statutory obligations.
 - c. To be used in such a manner as to provide the intended protection, 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 and 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 that might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or anything provided in pursuance of any relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using the available facilities and equipment provided, ensure that work practices are carried out in the safest manner possible.

Duties of the Safety Representative

1. Conduct an assessment to identify all hazards using the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.
2. Assess the risks associated with these hazards.
3. Detail arrangements made, resources supplied, and responsibilities required to deal with the hazards and to keep them under review.

Duties of the Safety Officer

1. To liaise with the Safety Rep. on matters of Health and Safety.
2. To make recommendations for the alleviation of potential hazards.
3. To monitor progress in relation to dealing with hazards.
4. Report on all of the above at appropriate BOM meetings.

Timeframe for Implementation

The revised policy will be implemented immediately.

Timeframe for Review

This policy is reviewed annually or as necessary.

Responsibility for Review

The BOM will be responsible for reviewing the policy.

Ratification and Communication

The Board of Management ratified this policy on the _____

Signed: _____, Date _____

(Chairperson, BOM)

Signed _____, Date _____

(Principal)

Annagh NS policies will be published on the school website www.annaghns.com.

Appendix 1

Fire Evacuation Procedure

Sequence

1. Alarm
2. Call the fire brigade if fire is confirmed
3. Evacuation
4. Assembly
5. Roll Call
6. Tackle the fire
7. Aim

To prevent panic and ensure the safe, orderly, and efficient evacuation of all school occupants using all available exit facilities, and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone who discovers a fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

Call the Fire Brigade

All outbreaks of fire, however small, and any suspected fire will be reported immediately to the Fire Brigade by the principal or the deputy principal.

Evacuation

1. When a fire evacuation is announced, ask the children to quietly stand up and line up in the same way as when they are going home. Check the class toilet for any child.
2. The teacher checks the roll list from their Aladdin app and leads the children out of their designated outside door quietly and calmly.
3. The teacher closes the classroom door and, if they are the last class leaving, closes the designated outside door.
4. The first child, leading the line with the class teacher, walks along the designated channel to the appropriate place in the assembly yard.

5. This child walks down to the area and, when it is reached, turns around. The child behind him/her does the same, so that the last child in the original lines becomes the first.
6. When the children are assembled in their line, the teacher calls the roll to ascertain that each child is present.
7. When all this is complete, everyone waits until told to return to the school in an orderly manner.

Assembly

The place of assembly is the main yard to the side of the school. If this area becomes unsafe, supervised evacuation from the school grounds will be by the gate into the astroturf or out the main gate onto the footpath.

Roll Call

As soon as classes arrive at the assembly point, each class teacher will take a roll call or count using the Aladdin app. If anyone is missing, staff will conduct an immediate search. As far as is practicable, no place to which pupils have access will be overlooked.

The officer in charge of the Fire Brigade will be met upon arrival and immediately informed whether all persons have been safely evacuated.

Attacking Fire

Circumstances will determine whether firefighting operations are attempted. Fire-fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizable fire, safe evacuation will be the primary concern.

Fire Drills

A test fire drill will be held once per term. It will be carried out in accordance with the above procedure, except for 'Calling the Fire Brigade' and 'Tackling the Fire'.

Appendix 2

Administration Of Medications

As a general rule, teachers will not be involved in administering medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy, serious allergies, anaphylaxis or any condition necessitating emergency treatment. In such circumstances, and where a teacher is willing to become involved in the administration of medication, a set procedure will be followed:

1. The parents of the pupils concerned will write to the Board of Management requesting the board to authorise a teacher or SNA to administer the medication. The request should also contain written instructions for the procedure to be followed in administering the medication. The school will draw up a policy on the administration of this medication, e.g., for conditions such as diabetes, epilepsy, and anaphylaxis.

2. The Board of Management, having considered the matter, may authorise a teacher or SNA to administer medication to a pupil. If the teacher is so authorised, s/he should be properly instructed by the Board of Management. For life-threatening conditions such as diabetes, epilepsy and anaphylaxis, training for all staff will be required.
3. A teacher should not administer medication without the specific authorisation of the board.
4. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
5. The Board of Management will inform the school's insurers accordingly.
6. The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.
7. Arrangements will be made for the safe storage of medication.

Appendix 2 (a)

Medical Condition and Administration of Medicines

Request to the Board of Management

Child's-Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

4. Name: _____ Phone: _____

Child's-Doctor: _____ Phone: _____

Medical Condition: _____

Prescription-Details: _____

Storage details: _____

Dosage required:

Is the child responsible for taking the prescription?

What action is required/ requested

- I/We request that the Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child.
- I/we understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amount must be brought in daily. Medicine to be used in an emergency will be stored at the school, and it is our responsibility to ensure it is up to date.
- I/We understand that we must inform the school/teacher of any changes to medicine/dose in writing and that we must inform the teacher each year of the prescription/medical condition.
- I/We understand that no school personnel have any medical training, and we indemnify the Board from any liability that may arise from the administration of the medication.
- I/We understand that we must follow the policy set by the school regarding the safe administration of the medication for that illness.

Safety Representatives' Checklist

Circulation Areas

1. Stairway to attic -Check that

- a. Stairway is fitted with sound bannisters or rails;
- b. Stairway is adequately lit;
- c. Steps are not worn, broken, or slippery.
- d. No child enters the attic without permission.

2. Long Corridor-Check that:

- a. Floor surfaces are even and are not slippery;
- b. Corridor is adequately lit;
- c. Litter or rubbish has not been allowed to accumulate;
- d. Mats, etc, are not positioned in such a way as to be tripping hazards;
- e. There are no areas of loose, flaking or damaged paint, plaster or plasterboard.

3. Doors and Windows- Check that:

- a. doors are unobstructed;
- b. doors with glass windows have toughened or laminated glass;
- c. doors with a fire resistance requirement have wire-reinforced glass;

There are no doors with:

- d. loose or broken hinges;
- e. damaged or sticking catches;
- f. broken wood panels or glass panels;
- g. loose or stiff handles;
- h. doors are not allowed to swing freely without restraint;
- i. Windows are not broken or cracked;
- j. Windows open easily without undue force being applied;
- k. Windows do not jut out dangerously when open;
- l. Windows are cleaned regularly.
- m. Windows do not have broken fastenings or cords;
- n. Where necessary, a window pole is available.

4. Heating And Ventilation- Check that:

- a. The heating system is regularly serviced and maintained in good order.
- b. The heating system is adequate to comply with the requirements of circular 24/82;
- c. Where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. blinds;
- d. Windows can be easily opened to allow for adequate ventilation.
- e. Further advice on heating and ventilation is given in the next section.

5. Fire Safety-Check that:

- a. the fire exits, and escape routes are clear from obstructions;
- b. fire doors are kept unlocked and unobstructed whilst people are on the premises;
- c. all designated fire exits are clearly marked;

- d. evacuation procedures are clearly displayed;
- e. staff and children are familiar with evacuation procedures;
- f. staff are familiar with and have been adequately trained in the procedure to be followed when using firefighting equipment;
- g. There have been practice evacuations/fire drills held at least once per term;
- h. fire doors open outwards and are not held or wedged open;
- i. Fire extinguishers and fire blankets are checked and maintained in accordance with the manufacturer's instructions;
- j. The firefighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officer's recommendations;
- k. 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.
- l. Flammable substances, e.g. cleaning fluids, photocopying chemicals, etc., are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

6. Electrical Equipment

a. General

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

- i. Equipment is correctly wired and earthed.
- ii. Plugs are correctly wired;
- iii. Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- iv. The mains supply is still capable of meeting the maximum demand;
- v. The distribution system (i.e. sockets, bench supplies, etc.) is suitable for the type of work being carried out;
- vi. The isolating switches are marked, well-sited, accessible and known to staff;
- vii. Residual current (earth leakage) circuit breakers are used where appropriate.

b. Lighting

Visually check that:

- i. all the light fittings are working and are kept in a clean condition;
- ii. light switches are not broken and appear to be in a safe condition;
- iii. The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

c. Plugs/Sockets/Leads

Visually check that:

- i. Plugs are in good condition with no cracks or pieces missing;
- ii. sockets are in good condition with no cracks or pieces missing;
- iii. socket screws and mountings are secure;
- iv. sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- v. indicator lights on sockets function correctly;
- vi. insulation on leads is not cracked or frayed;
- vii. leads are without knots or joins and are reasonably free of 'kinks';

- viii. Leads are the correct length for the equipment being used;
- ix. There are no trailing leads.
- x. Surge protection adaptors are being used and not overloaded;
- xi. leads and flexible cable are securely fixed at both equipment and plug ends.

d. Equipment-Check that:

- i. fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- ii. copies of manufacturers' instructions/operating manuals are easily accessible;
- iii. equipment is only being used for purposes for which it was intended;
- iv. where appropriate, all electrical equipment is switched off and unplugged when not in use;
- v. mains isolating switches are easily accessible and known to staff;
- vi. on/off indicator lights function correctly;
- vii. equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- viii. equipment containing liquid has a leakage detector;
- ix. All items of electrical equipment are properly and regularly maintained and serviced.

7. First Aid-Check that:

- a. Notices are available in the school office detailing:
- b. procedure for calling ambulances, etc.
- c. telephone number of local doctors, gardai, and hospital.
- d. procedure for dealing with individual pupils' emergencies due to known conditions/allergies, etc.
- e. first aid boxes are readily available and adequately stocked
- f. The accident book is readily available and kept up to date.

General Purpose Classrooms -Check that

1. Hazards are not arising from overcrowded classrooms;
2. All cupboards, fixed boards, and display units are stable;
3. Classroom furniture is not damaged.
4. Wherever possible, there are no sharp edges or corners on the furniture.
5. Furniture is positioned safely.
6. All shelf mountings are secure.
7. Floors are clean, even, non-slip and splinter-proof;
- 8 All brackets securing ropes, wall bars, etc., are sound;
- 9 PE equipment is stacked securely and positioned so as not to cause a hazard.
- 10 There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
7. Wooden benches, etc., are free from splinters and generally sound.

Non-Teaching Areas

Office-Check that:

1. Substances for use with photocopying/duplicating machines are stored correctly, and the room where photocopying/duplicating machines are operated is adequately ventilated.

Kitchen Area of SEN Room-Check that:

1. This area is kept clean.
2. The floor is sound and non-slip, especially when wet;

3. A first aid box is available.
4. Equipment is adequately guarded.

Boiler House.

Check that:

1. There is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
2. All safety devices in the boiler room are in proper working order;
3. The boiler is regularly maintained by a competent person.
4. All cleaning materials, particularly those which might be hazardous, are securely stored.

Staff Facilities-Check that:

1. The staffroom/SEN room is clean, warm and well-lit;
2. There are adequate storage facilities.
3. The staffroom/SEN room is large enough for the numbers to be accommodated, and sufficient seating is provided.
4. There is provision for tea and coffee to be made.
5. Staff sanitary facilities are suitable, sufficient and properly cleaned.

Hygiene-Check that:

1. soap
2. Hand drying facilities
3. hot water
4. toilet paper
5. litter bin per classroom
6. Provision for disposal of sanitary towels
7. safe, suitable, sufficient and properly cleaned sanitary facilities.

Outside Areas-Check that:

1. There are no uneven/broken/cracked paving slabs.
2. Outside ramps are secure, with a firmly fixed handrail;
3. Roofs, guttering, drain pipes, etc., are, as far as can be seen, sound and well-maintained;
4. All play areas are kept clean and free from glass.
5. Outside play/PE appliances are securely anchored;
6. Outside lighting works and is sufficient.
7. All parking facilities for cars and cycles are safe in regard to the presence of pedestrians.
8. All builders' materials, caretakers' maintenance equipment, etc., are kept securely.

Appendix 5

Procedure In the Event of An Accident/Serious Illness

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher, the following procedure will be followed:

1. The teacher will ascertain the seriousness of injury or illness.

2. Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include the administration of medication (See Appendix 2).
3. In a case where serious injury or illness is suspected, the teacher will make a decision in conjunction with a First Aid-trained member of staff as to whether or not the injured/ ill person can be moved. Where it is felt that a breakage or other serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until emergency services can be contacted.
4. If the injured/ ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
5. If it is felt that the pupil needs to be brought to the hospital emergency department, parental permission will be sought. If a parent/guardian cannot be contacted, a member of staff will make a decision in the best interests of the child. This may involve a trip to the emergency department by calling an ambulance. Written parental consent for such action will be required to enrol a child in the school.
6. In such circumstances, repeated attempts will be made to contact parents.
7. If the injured/ ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as for a pupil, adapted to an adult's circumstances, with regard to the health & safety of the injured/ill person.
8. A written report will be kept of all serious accidents.

Appendix 6

Assembly Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

1. Before assembly of equipment, check that it is not damaged and that it is fit for use. Check for damage to nets, joints and locking devices to ensure they are in good working condition.
2. Check that the equipment for securing the product is intact and in good working order.
3. Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
4. Portable goalposts should be dismantled or removed to a secure area when not in use, following the recommended storage instructions by the manufacturer/owner.
5. Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
6. Procurement: All new goalposts should be purchased from manufacturers/suppliers that comply with the following standards: I.S. EN 748, I.S. EN 749, I.S. EN 750 and BS 8462. All products should carry a manufacturer's label and a safety warning label. The manufacturer's label should include instructions for installation, storage, dismantling, inspection and maintenance.
7. Maintenance: Regular maintenance of goalposts is essential to ensure that they are fit for use. In the absence of a standard, it is recommended that the user follow the manufacturer's guidelines.
8. Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

Appendix 7

Dignity At Work

Building & Maintaining A Positive & Effective Work Environment

The Board of Management of Annagh NS has adopted the following as part of the school's Health & Safety Statement.

This document was formulated in light of a number of background documents, including the Health & Safety Authority's Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2007) and the Equality Authority's Code of Practice, given legal effect in the Statutory Instrument entitled Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002 (S.I. No. 78 of 2002).

Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening appropriately - utilising one of the accepted Management/INTO procedures - to investigate and address allegations of bullying or harassment. The provisions of Circular 40/97 on Assaults on Staff in Primary Schools will be utilised as appropriate.

What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once-off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation, etc.) Harassment is defined in law as "unwanted conduct" related to one or more of the discriminatory grounds which "has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person."

It is recognised that bullying and harassment complaints may arise among work colleagues, but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour

- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play their part in fostering a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “improper conduct or behaviour” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management and repeated through review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems that occur in any workplace.

Bullying behaviour generally constitutes psychological abuse, causing serious pain and suffering. Studies have shown that anyone may become a target, regardless of their personality or abilities. In addition to its unacceptable effects on those who are targeted, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not, and should not, be part of the workplace. This policy aims to ensure that a positive environment prevents such behaviours. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

What happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual’s right to take such advice or steps as they themselves may decide, the Board of Management will take any allegations of workplace bullying or harassment seriously.

Supportive and effective procedures, in accordance with nationally agreed practice, are in place at this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages, and will place a strong emphasis on confidentiality.

Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy sets out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

We are committed to creating a positive, happy place to work.

Signed _____
(Chairperson BoM)

Date _____

Signed _____
(Principal)

Date _____