Scoil Proinnsias Xavier Naofa

Safety Statement

Objectives of Safety Statement

The objectives of this Safety Statement are as follows:

- To demonstrate the school's commitment in writing to safeguarding the health & safety of all staff, pupils, sub-contractors and visitors and to also ensuring that all health & safety laws and standards are reviewed and maintained.
- To provide a controlled document accessible to all *St. Francis Xavier S.N.S.* staff in order to record the evolution of the school's health & safety policy which becomes necessary due to the changing environment.
- To provide evidence that all policies used to ensure health & safety objectives are implemented and documented in order to assist those who must execute them, while also providing a reference for those who need to assess and audit the levels of health & safety being achieved.
- To help identify any training requirements that need to be fulfilled for suitably qualified personnel to carry out the policies contained within this manual.

Health & Safety Officer	Sean McKeown (Principal)
Health & Safety Representatives	John Gurhy
Board of Management Representative	Eddie Carroll

It is the intention of the Board of Management that all school work and associated activities at *St. Francis Xavier Senior National School* will be conducted in accordance with the relevant statutory provisions of the Safety, Health & Welfare Act 2005 and that all reasonable practicable measures will be taken to avoid risk to all its pupils, staff, sub-contractors, visitors or others who may be affected.

The Principal has the responsibility for implementing this policy and ensuring that all health & safety considerations are always given priority in planning and day-to-day supervision of work.

All staff members and contractors are expected to co-operate with the school management in carrying out this policy and must ensure that their own work, insofar as is reasonably practicable, is carried out without risk to themselves or others.

The Health and Safety Representative shall represent the interests of all staff members and pupils with respect to health, safety and welfare and reference should be made to this person in the event of any difficulty arising in the implementation of this policy. The Health and Safety Representative does not have responsibilities with respect to the implementation of health and safety in this school but is entitled to report on all safety issues that concern pupils, staff, parents and visitors to the Principal/Board of Management.

As Health and Safety Officer the Principal and school management will monitor the operation of this statement which will be available throughout the school. In addition, the organisation and arrangements for implementing this policy will be available for reference for any staff member, sub-contractor, parent or visitor as required.

Séan Mc Keown

Acting Principal

Susan Hansberry

Acting Deputy Principal

(in absence of principal)

Health and Safety Officer

St. Francis Xavier S.N.S.

John Gurhy

Safety Representative

John Mitchell

Chairperson, Board of Management

Eddie Carroll

Board of Management Safety Rep

28TH February 2024.

Date

Safety Statement Roles and Responsibilities

Board of Management – Safety Officer/Principal Responsibilities

- It is the Board of Management's responsibility to ensure that a safety statement is set up and maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.

Health and Safety Officer Role (Principal)

The Safety Officers of *St. Francis Xavier S.N.S.* are entitled to engage in the following activities as required:

a) Consult with and make recommendations to the Board of Management on all safety, health and welfare matters relating to all employees working for the school.
b) Investigate accidents and dangerous occurrences in the school grounds in order to find out the causes and to help identify any remedial or preventive measures necessary.
c) Consult the Health & Safety Authority/Inspector either orally or in writing about any aspect of safety, health and welfare in this school. The safety representative may receive advice and information from the Inspector on such matters.
d) Carry out inspections in the school grounds to identify hazards and risks to safety and health.
e) Discuss health and safety matters in confidence with other employees.
f) Investigate situations where there is reasonable fear of risk of personal injury to employees represented or where complaints have been made by employees about potential hazards.
g) Engage with the Health & Safety Authority/Inspectors upon arrival at the school.

Staff Responsibilities

a) It is each individual staff member's duty to adhere to safety systems of work as outlined in this safety statement while also complying with all instructions provided by the Board of Management.
b) Staff members are required to co-operate with the Board of Management on all health and safety issues and must highlight any defects in the buildings, equipment or the systems of work without delay. This is done by logging the concern in the Health & Safety Book kept in the staffroom.

Safety Consultation Group Rights

a) The internal safety consultation group (Principal, B.O.M. Health and Safety Officer, Health and Safety Representative, must ensure that the safety interests of all employees, pupils, visitors etc. is represented in a structured manner.
b) Other consultation groups that meet and review Health & Safety as part of their agenda include the Board of Management and parent-teacher groups.

Committee/Consultation Group - Health and Safety Officer, Health and Safety Representative, Board of Management Representative, Caretaker.

Arrangements for Safe Working

Safety Reviews

The Health and Safety Representative has the right to represent all staff members and pupils when reviewing health and safety issues with management.

These reviews should include some or all of the following:

- Progress report on the implementation of the safety statement
- Examination of the accident/incident record
- Risk assessment review
- Practical health and safety suggestions or solutions from management/employees
- The Safety Representative must track any safety issues for closure and implementation and ensure feedback is provided to all staff members and management, on the progress of the health and safety system.
- The Safety Representative shall ensure that this safety statement is reviewed annually.

Safety Induction, Training & Awareness

1. Safety induction training for all employees shall be carried out by the safety personnel/management. The direct requirements of the job will be clearly explained to the individual involved with respect to all health and safety policies and standards.
2. It must be impressed on the employee that they have a responsibility for their own safety and the safety of others and for ensuring awareness of all relevant health and safety policies and standards.
3. The Safety Officer must ensure that effective systems in health and safety are maintained.
4. It is important to provide all new or temporary employees with a copy/access to the safety statement and information on the locations of all other health and safety policies and regulations.
5. All new employees shall be initially informed of any potential hazards and associated control measures in the work place e.g. fire evacuation procedures, accident and emergency preparedness etc.
6. The Safety Officer shall also ascertain if new employees have any disability or illness which could prevent him/her carrying out certain tasks safely or if individual protective measures may be required.
7. Refresher training shall be provided as required to maintain or enhance competence and shall also include where appropriate: contractors, employees, self-employed people or temporary workers.
8. General health promotion and surveillance schemes may also be provided in order to contribute to the maintenance of the employees' general health and fitness, e.g. assessments of fitness for work, rehabilitation, job adoption following injury or ill-health or a policy on drugs or alcohol.

Safety Consultation and Representation

1. The Health and Safety at Work Act 2005 places a general obligation on *St. Francis Xavier S.N.S.* to consult with and to take account of any representations made by any employee for the purpose of giving effect to its statutory duties.
2. All issues raised must take into account the requirements as set out in the school safety statement and statutory regulations and codes of practice.

3. The Safety Officer has the right to ensure that this procedure takes effect with respect to the control of all safety issues and activities.
4. The management of *St. Francis Xavier S.N.S.* shall also:
    a) Establish arrangements for securing co-operation with all staff on safety, health and welfare and allow employees to be consulted on the steps taken to safeguard their safety, health and welfare and on the measures to check how effective the safeguards have been.
    b) Enable employees to consult with management through the safety representative who will be made aware of all matters relating to safety, health and welfare in the school.
    c) Enable effective consultation/liaison with a wide range of bodies and individuals as necessary including
        - Health & Safety Authority
        - Fire Service
        - Garda Síochana
        - Parents
        - Sub-Contractors and equipment suppliers
        - Insurance Companies
        - The Media
        - General Medical Practitioners, Specialists and Occupational Health Physicians
        - Local Authority Environmental Health Officers and Licensing Officials

Statutory/Internal Safety Notices

1. The Safety Officer shall ensure that all relevant statutory and internal safety notices are posted in the most appropriate areas throughout the school and externally as required, e.g. fire point, first aid, exit signs, speed limit signs, occupiers liability act etc.
2. Further information regarding all appropriate standards/notices, shall be supplied to the relevant personnel and explained by the most appropriate means, i.e. using the safety statement, policies, instructions, notices or training.
3. The Safety Officer shall also ensure that all current standards/notices are updated as required.

Safety Procedures for Sub-Contractors

1. All sub-contractors will be expected to comply with the school's policy for Health and Safety and must ensure that their own safety statement is made available for inspection before any work commences.
2. All sub-contractors must complete a work/hot work permit as required before any building/ Maintenance work can be conducted on the premises. Sub-contractors must take all reasonable steps to avoid interference with normal activities in the school.
3. *St. Francis Xavier S.N.S.* reserves the right to verify any sub-contractors insurance arrangements.
4. Sub-contractors must also ensure any equipment brought into the school/surrounding areas is safe and in good working order, fitted with all necessary guards and safe devices while also possessing the necessary certificates for safety inspection.
5. Staff of *St. Francis Xavier S.N.S.* must be notified of any material or substance brought into the school grounds which has health, fire or explosive risks. Such materials should be stored and used in accordance with current recommendations. Material Safety Data Sheets (MSDS) must be supplied as requested.
6. Scaffolding and other access equipment brought into the school grounds by sub-contractors and their employees must be erected and maintained in accordance with the Regulations Code of Practice.
7. Any injury/incident sustained by any sub-contractors' employee whilst working in the school or surrounding areas must be reported immediately to the management/safety representative of *St. Francis Xavier Senior National School.*

Personnel protective equipment (P.P.E.)

1. The Safety Officer have a special responsibility to ensure that all caretakers/staff are supplied with, trained in the use of, and consistently use personnel protective equipment (PPE) where required.

2. All caretakers/staff should understand the need for P.P.E. and shall carry out work with P.P.E. in conjunction with all appropriate policies and standards but in particular the following:

    a) All safety equipment purchased by the company must comply with approved standards.
    b) Eye protection will be provided as required to protect eyes from dust, flying particles, fumes, radiant heat and light which is likely to be injurious.
    c) Hearing defenders will be carefully selected for caretakers working with hazardous noisy equipment to ensure the correct level of noise alteration is obtained. This is important, as noises is not only dependent on loudness, but also frequency.
    d) Overalls, fluorescent vests, gloves and safety shoes are also available as required.
    e) All P.P.E. selected and used shall be in accordance with the 2005 Health and Safety Act and the General Application Regulations 2007.

3. The Safety Officer shall ensure that adequate supplies of all necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature shall be obtained to acknowledge receipt and correct use for the equipment.

4. The Safety Officer shall also inform any employee or contractor of both statutory and school policy requirements in relation to P.P.E. Any person not complying with these policies will be instructed to stop working immediately until P.P.E. is obtained and used.

Parents & Visitors Safety Procedures

1. Those responsible for parents and visitors must ensure that they comply with all school procedures and regulations for health and safety while in the buildings and grounds of *St. Francis Xavier S.N.S.*

2. Board of Management/staff should also highlight specific hazards, risks, evacuation procedures etc. as appropriate with particular emphasis on the drop off/collection procedures.

3. Board of Management/Safety Officers must follow all regulations and procedures with respect to accidents when in the company of any parents/visitors and all accidents/incidents must be reported immediately.

4. Board of Management/Safety Officers are also responsible for liaising with all parents/visitors prior, during and after the visit on all safety issues as appropriate.

5. Full co-operation is also expected from all parents in order to ensure implementation of the 'Code of Behaviour' policy.

Bullying and Harassment at Work

1. *St. Francis Xavier Senior National School* is committed to providing all of its staff and pupils with an environment free from bullying and harassment.

2. All staff members will be expected to comply with this policy.

    a) This policy applies to employees both in the school and at work associated events such as meetings, conferences and work related social events, whether on the school grounds or off-site.
    b) This policy applies to bullying/harassment not only by fellow employees but also by a client, or other contact to which an employee might reasonably expect to come into contact with in the course of their employment.

3. Management will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

4. Any accident/incident caused by bullying/harassment must be recorded and reviewed by management.

5. The Principal as Health and Safety Officer has the right to liaise with any employee who may be subjected to bullying/harassment at work and may subsequently report any such incidents to management.

Workplace Stress Management

1. *St. Francis Xavier Senior National School* is conscious of its responsibilities with respect to organising, managing and controlling workplace stress.
2. Management will pay particular attention to the potential risks of stress from work-related activities and will note any signs of stress at work and take appropriate action.
3. Employees, who feel they are at risk from stress at work, should inform the Safety Officer/Principal without any undue delay. All employees should be aware that stress may be caused by poor work organisation, changes in work practices, poor working relationships, poor communications, lack of control, poorly defined work roles, highly demanding tasks, etc.
4. The following control measures for dealing with stress will implemented as required:-
    - Provision of training for employees in stress and time management.
    - Ensuring the Principal is aware of the potential causes of stress and early warning signs.
    - Ensuring that all complaints, which may be related to stress, are listened to and appropriate measures are taken.
    - Appropriate assistance will be provided to employees to offer confidential and individual *St. Francis* counselling when needed.
    - Organisational reviews to include assessment of any changes in work activities, working conditions, procedures or organisational arrangements, which may affect stress generators.

5. Appropriate records will be maintained of all stress-related complaints, incidents and follow-up action will be taken.

Maternity Employees Policy

1. *St. Francis Xavier Senior National School* is conscious of its obligations under the Safety, Health & Welfare at Work Regulations 2005, which relate to women who are pregnant or have recently given birth or are breast-feeding.
2. *St. Francis Xavier Senior National School* must ensure compliance with all Pregnancy Regulations stated in the Safety, Health and Welfare at Work Act 2005. In accordance with the terms of the Health & Safety Act 2005 a maternity employee is defined as an employee who has informed her employee of her condition that she is pregnant or that she has given birth within the past 14 weeks or that she is breast-feeding and has given birth within the past 26 weeks.
3. This school is obliged to ensure there is no damage to the health and safety of either the mother or the developing child. In order to comply with the regulations, the school must carry out a risk assessment of the areas in which the employee works, however, in order to do this, the management needs to be notified of the condition.
4. Specific agents/working conditions, which potentially may increase the risk include:
    - Excessive physical/mental pressure may cause stress and give rise to anxiety and raised blood pressure.
    - Manual Handling tasks, where there is a risk of injury. Pregnant employees have reduced capacity as the pregnancy progresses and those who have recently given birth may also have limitations. Breast-feeding employees are at no greater risk than other employees are.
5. A maternity employee who feels she may be at risk should ensure that management is informed so that the necessary precautions can be taken.
6. Provision shall be made for pregnant employees to take rest breaks in a private room.
7. Any incident/accident involving pregnant employees shall be attended to immediately by the Principal or Safety Representative.
8. Management/Safety Representative shall liaise with the relevant employee to ensure that any risk is monitored and the relevant controls/precautions are implemented.

Lone Workers Policy

1. *St. Francis Xavier Senior National School* is aware that although there is nothing specific in general legislation that prohibits a person from working alone, the Safety, Health & Welfare at Work Act 2005 requires the employer to at least undertake a safety risk assessment.
2. Therefore as a result of completing the risk assessment the employer will then be in a position to determine whether an employee is at a significantly higher risk when working alone.
3. Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone/after-hours including sub-contractors, self-employed people and employees, cleaners, security, maintenance or repair staff is classed as a lone worker.
4. Management are responsible for protecting the safety and health of lone workers, nonetheless, lone workers themselves have a responsibility to help their employer fulfil this duty so they must:
    - Take reasonable care to look after their own safety and health.
    - Co-operate with all company safety and health procedures.
    - Not misuse any equipment.
    - Report all accidents, injuries, near-misses and other dangerous occurrences.
5. If the risk assessment demonstrates that it is not possible for the work to be done safely by a lone worker, alternative arrangements must be put in place.
6. Control measures must also be implemented in order to eliminate/minimise any identified risks. Such control measures may include:
    - Communication is very important e.g. mobile phone, telephone or pager.
    - Controlled periodic checks by management.
    - Instruction and training.
    - Locking and securing of all entrances.

- Reporting of any incidents/near misses.

7. When planning safe working arrangements for lone workers, management must address the following issues:

    - Can the risks of the job be adequately controlled by one person?
    - Is the person medically fit and suitable to work alone?
    - What training is required to ensure competency in safety matters?
    - How will the person be supervised?
    - What provisions will be put in place for lone workers in case of an emergency?
    - Have all safety issues for lone workers, working from home been addressed?

Accident & Emergency Preparedness & Response

The management of *St. Francis Xavier Senior National School* shall ensure that procedures are established and implemented to respond to minor and major accidents to prevent & minimise the health & safety impacts associated with them.

Minor Accidents

a) A minor accident is defined as an accident that happens to a pupil, usually by chance, and results in a small cut, graze or bruise that can be dealt with in school e.g. collision of fall in the yard, bumping into a person or a piece of furniture in the classroom.

b) Minor cuts and bruises are dealt with by a) the staff on yard duty (if accident occurs on yard) or b) by the class teacher.

c) The wearing of gloves is obligatory for everyone in this school when treating all injuries. After use, gloves are put into a plastic bag and discarded safely into a bin. All cotton wool used to wipe cuts and grazes are disposed in the same way after use.

d) In the event of a minor accident or injury, or when a pupil gets sick in school, the class teacher will either contact the parent/guardian him/herself or ask personnel in front office to do so.

e) If the pupil is well enough to stay in school after a minor accident or sickness, the class teacher will speak to the parent/guardian when going home or will send a note home to inform the parent/guardian about the minor accident or sickness.

f) If the teacher is in doubt regarding the seriousness of an injury to a pupil, he/she should consult the Principal and/or Safety Representative and parents who will make a decision as to the seriousness of the case and decide whether to seek competent medical advice or to call an ambulance.

g) A pupil who has a bad nosebleed should be removed from other children in the vicinity.

h) If a child presents with a head injury, a phone call is made to parent or guardian, to attend the school and accompany the child home, as soon as possible.

Major Accidents

a) A serious accident or injury is defined as an accident that happens to a pupil, usually by chance and results in an injury that is considered too serious for the school to deal with e.g. head injury, serious bleeding, loss of consciousness, suspected sprain or broken limb. In such cases, the school will contact the parent immediately, if parents cannot be contacted, the advice of the medical services will be sought. A serious sickness could be brought about by the sudden onset of a potentially serious medical condition from which the pupil is already suffering and/or for which she/he is already on medication e.g. asthma, epilepsy etc.

b) Serious accidents must be reported immediately to the Principal, Deputy Principal and/or the Safety Representative.

c) In the event of a serious accident or the sudden onset of sickness, an ambulance will be called and the parent/guardian will be notified immediately.

d) If the parent/guardian is unable to get to school or cannot be contacted, the pupil's class teacher will accompany the pupil in the ambulance and/or to the hospital. If the class teacher is unable to accompany the pupil, then another member of staff will do so.

e) The Health and Safety officer/Principal will oversee the closure of all internal reported accidents and will notify the Insurance Company, H.S.A. and the I.N.T.O. regarding serious accidents.

Accident Record-Keeping

a) All accidents, both major and minor are recorded in the Accident and Injuries Book (held in each classroom) by the teacher supervising at the time of the accident. This book travels with the class as they progress through the school.

b) The teacher supervising at the time of the accident must record the precise details of the accident in the accident book e.g. date and time, details of what happened etc. and must also report the incident to the class teacher who will monitor the situation from there on and inform the parents/guardians where necessary.

c) The Safety Representative will monitor and maintain the accident and injuries record book.

d) All accident records must also be retained by the school until the pupils concerned turn eighteen years of age, as advised by the school's insurance company.

e) In the event of a serious accident or injury, the Accident Report Form will be used while all serious accidents will also be reported to the H.S.A. using Form IR-1 downloaded from the H.S.A. website.

Emergency Preparedness and Response

1. As well as developing & activating emergency plans, the Safety Officer shall;
    - Test and rehearse safety plans and related equipment such as firefighting equipment and alarms.
    - Train personnel on what to do in the event of an emergency.
    - Liaise with the emergency services.

2. The Safety officer/Principal will oversee:

    - The installation, availability and testing of suitable warning and alarm systems.
    - Emergency scenarios that might occur including the means for dealing with these scenarios.
    - Emergency procedures for the school, including the responsibilities of key personnel.
    - Emergency services details e.g. fire brigade, Gardaí, ambulance services, doctor, etc.
    - Internal and external communications plans i.e. emergency contact numbers of management
    - Training plans and tests that were conducted for effectiveness.
    - The availability of the firefighting equipment and its maintenance.

First Aid & Fire Controls

1. The Safety Officer/Principal/Safety Representative shall ensure that adequate first aiders/first aid supplies are available when required and shall also activate the fire safety programme, i.e. conducting elementary fire prevention, instruction and training, fire drills, maintaining fire equipment and completing evacuation procedures.

2. The exact location of all first aid/fire safety supplies must be made known to all employees or temporary staff and specific notices identifying its whereabouts must be posted.

3. Analgesics, pills or medications and supplies of such items should not be stored in any *St. Francis Xavier S.N.S.* first aid boxes. Individual employees who believe they might have a need for these items must be responsible for their own supplies.

4. The Board of Management requires parents, whose children need medication during the school day to inform the Board/Principal of same and to sign an indemnity form removing the responsibility from the school, for the administration of such medication. No unauthorised medication should be given by teachers or other school employees looking after children in school who fall ill (e.g. disprins for headaches, etc.).

5. The Safety Officer shall ensure that the fire alarm system is tested on a regular basis with all results recorded and will also ensure that the fire action plan is prominently displayed in the school.

(Refer to Appendix 3 for St. Francis Xavier S.N.S. Fire Drill Procedures)

Hazard Identification and Risk Assessments

Guidelines in Identifying Hazards and Risks

1. Management recognises that its activities and buildings may present a health and safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment.
2. Hazards will be identified in the school and risk assessments will be completed by management/Safety Representative as required while all subsequent impacts, consequences and existing control measures raised will be reviewed and categorised into high, medium or low risk.
3. Management and Health and Safety Officer will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.
4. *St. Francis Xavier Senior National School* will place particular attention on the following:
    a) "Hazard" is taken to mean "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
    b) "Risk" means "the potential of the hazard to cause harm in the actual circumstances of use".
    c) "Risk Assessment" is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to ensure prioritisation in the implementation of controls and allocation of resources.

Grade of Risk	Abbreviation	Characteristics
High Risk	**"H"**	Possibility of fatality/serious/minor injury to a number of people. Possibility of significant material loss.
Medium Risk	**"M"**	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of a fatality/serious injury or significant material loss is unlikely although conceivable.
Low Risk	**"L"**	The possibility of injury or material loss is unlikely although conceivable.

Typical Physical Hazards

- Manual handling (e.g. heavy, awkward or hard to reach loads).
- Traffic movement at the start and end of school day.
- Playground arrangements.
- Letting school premises to outside groups.
- Using step ladders/Falling objects.
- Slipping/tripping hazards e.g. poorly maintained floors/areas/drains, loose cables.
- Inadequate access/egress in classrooms/offices/stores areas.
- Fire Equipment hidden behind doors, boxes, coats, etc.

- Fire (from flammable or combustible materials or excess waste).
- Boiler House hazards.
- Electricity (poor wiring or residual current).
- Special hazards from maintenance of equipment and the school itself.
- Hot substances or surfaces.
- Poor housekeeping systems.
- Pressure systems/boilers.

Typical Health and Chemical Hazards

- Excessive/Prolonged noise (e.g. noisy office equipment).
- Inadequate welfare conditions/poorly maintained.
- Unsuitable lighting levels.
- Sources of radiation.
- Extremes of temperature.
- Injury through poor design of work stations/layout (e.g. ergonomic faults).
- Exposure to solvents, glues, pesticides, etc.

Typical Human Factor Hazards

Apart from physical surroundings, human factors must also be taken into account when identifying hazards. People should be mentally and physically capable of doing their jobs safely. The workplace, the work system, the organisation of work and the job should be designed so as to avoid sustained stress. Other human factor issues that may need to be reviewed include violence to workers and bullying. Some groups are particularly vulnerable:-

- Young workers, these have a higher accident rate.
- Pregnant women.
- Staff/Pupils/Visitors with disabilities.
- New or inexperienced employees.
- Older workers
- Lone workers.
- Parents/Visitors not familiar with school grounds.
- Violence, challenging behaviour and stress.

Ratification and Communication

The Board of Management reviewed this statement in Jan 2018, May 2018 and on 9th November 2022.

This Safety Statement will be reviewed together with the First Aid Policy by June 2025.

The Safety Statement is communicated to teaching staff via the shared drive and to the SNA team and Ancillary Staff in their policy folder.

Signed Joe Mitchell Date 28/02/2024

Chairperson

APPENDIX 1

Supervisor Safety Procedures

- Teachers "Duty of Care" for the pupils under their control operates from school opening time 8.40 a.m. until orderly dismissal at 2.20 p.m.

- Teachers are responsible for bringing their classes to and from the playground in an orderly manner.

- Teachers on duty must go to the designated areas/playground in good time for supervision. A table of names for supervision duty will be on display in the staffroom.

- It is the responsibility of a teacher who is unable to supervise on any occasion to arrange to have these duties carried out by a colleague.

- Teachers in adjoining rooms have a reciprocal arrangement for supervision when they leave their classrooms (e.g. for lunch, before playground supervision, to see a parent, etc.). Work should be set by the teacher before leaving.

- Any child who is unwell waits in the Reception Area under the supervision of the School Secretary until they are collected by their parent/guardian.

- No child is to leave the playground without the permission of the teacher in charge. Assistance must be sought before moving any child who is suspected of having a broken/fractured limb or other serious injury. In the event of a pupil sustaining a head injury the following procedures shall apply:

  · Parent/Guardian should be contacted immediately.

  · If the pupil is waiting to be collected by parent/guardian he/she should be checked for signs of concussion/sickness at regular intervals.

  · Parent/Guardian should be notified of any head injury and asked to take the pupil home. In the event that parents cannot be contacted, a teacher will supervise the child and monitor for signs of concussion or deterioration and if necessary contact the emergency services.

  · The incident should be logged, dated and signed in the Classroom Accident Log Book and also an Accident Report Form should be completed. These forms are kept in the Principal's Office.

APPENDIX 2

PROCEDURES FOR DEALING WITH ACCIDENTS AND INJURIES AT ST. FRANCIS XAVIER SENIOR NATIONAL SCHOOL

· Teachers act in loco parentis and in an emergency should use their best judgement in a particular situation.

· A certified First Aid Respondent should undertake the treatment of injuries.

· If the injury occurs in the yard, the child reports to the teacher on yard who makes a judgement on whether the injury needs treatment.

· Cuts should be cleaned with a water based sterile cleaning wipe or sterile gauze pads only. No creams or ointments are applied.

· If the injury takes the form of a bump or a bruise, apply ice and keep the child under supervision especially if it is a bump to the head. Contact parents to bring child home.

· If the teacher feels the injury is more serious, parents/guardians are contacted once the child has been assisted.

· An Accident Report is completed using the class Accident and Injury Logbook. For more serious injuries, an Accident Report Form is completed and returned to the principal. Accident Report Forms are stored securely in the Principal's Office.

· If it is necessary for a child to be brought to hospital or doctor, every effort should be made to contact a parent/guardian first.

· No teacher is required to administer drugs or medicine.

APPENDIX 3

St. Francis Xavier S.N.S. Fire Drill Procedures

The initial fire drill will be held at a pre-determined time. The procedure should be thoroughly practised with all classes beforehand. Thereafter, the fire alarm bell will be sounded without warning, occasionally, whereupon the building must be evacuated immediately. This will be done at least once a term. The following is the fire evacuation procedure:

Fire Drill Procedure

1. The Designated person /Caretaker will activate the fire alarm bell.

2. At the sound of alarm all pupils/teachers/SNA.s/substitute teachers/other staff/parents/visitors should walk quietly in single file to the assigned class assembly point in the playground. Children should be re-assured and told that there is no need to panic.

3. Teacher takes class register for roll-call in playground. These are kept on the back of all classroom doors.

4. When the teacher gives the signal, all pupils go at a steady pace to the ASSEMBLY POINTS IN THE PLAYGROUND with their teacher.

5. Teacher closes classroom door in order to prevent fire spreading.

6. Pupils assemble single-file on regular playground assembly points. (Pupils should be instructed beforehand that if he/she is absent from the classroom when the alarm rings, he/she should go immediately to the assembly point by the nearest exit and must not attempt to go back to classroom).

7. During evacuation and on assembly, absolute order and attention must be maintained. Pupils must be able to hear clearly any instructions given by the teacher. (This shall be emphasised in preliminary talks with the pupils).

8. The school secretary will take a copy of the staff sign-in register which is located in the Staffroom to the Fire assembly point. The secretary shall check if all staff are present – Teachers, S.N.A.s, Secretary, Caretaker.

9. Teacher takes head count.

10. No pupil should re-enter the building until the "all-clear" is given at which point the alarm I deactivated at the end of the drill. Return to rooms should be quiet and unhurried.

Important Notes

- Pupils must not take personal property such as bags, coats, etc. to the assembly points during the evacuation.
- All ancillary staff, parents and visitors must also exit immediately to the nearest exit upon hearing the alarm.
- Special care should be given to children with special needs.

APPENDIX 4 **Accident and Emergency Contact Details**

Title	Contact Details
Safety Officer Séan Mc Keown	083 8455511
School Principal Séan Mc Keown	083 8455511
Safety Representative John Gurhy	087 906 6032
Chairperson **Board of Management** John Mitchell	086 264 5861
Local Doctor	01 820 8233
Hospital James Connolly	01 6465000
Ambulance	112 or 999
Fire Brigade	112 or 999
Garda Station **Blanchardstown**	01 6667020
First Aiders **All staff trained in basic First Aid** ***(Sept 2024)***	
ESB Emergency	1850 372 999
Gas Emergency	1850 205 050
H.S.A. Local Office Roselawn Health Centre	01 8212666