



Saint Attracta's Senior National School
MEADOWBROOK
DUBLIN 16

Safety, Health and Welfare Policy

Safety Statement



1.1 Safety, Health and Welfare Policy and Commitment

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d) continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e) consult with staff on matters related to safety, health and welfare at work;
- f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Alice O'Flynn
Chairperson, Board of Management

School: **St. Attracta's Senior National School**

Date: **14th December 2020**



1.2 School Profile

- St. Attracta's Senior School (Scoil Shinsireach Naomh Athracht) is situated in the foothills of the Dublin mountains. We are based in the parish of Meadowbrook, Dublin 16, close to both Dundrum and Ballinteer. We are a parish school which provides a child centred education for girls and boys from 3rd to 6th class. It is guided in all its work by an ethos of mutual respect for one another in a caring, Catholic and Christian community. Each person is encouraged to work diligently and to use his/her talents for the benefit of the entire school community. The school motto 'Ar aghaidh le chéile' sums up the spirit of co-operation that exists among pupils, teachers, parents, management and the local community, who all play an active part in the life of the school. Attached to and inspired by St. Attracta's Oratory, the school shares close links with the parish of Meadowbrook and with the local community. All members of the school community work together to help the children achieve their full potential – no matter what that might be.
- Currently there are 359 pupils enrolled in the school. There is 1 administrative principal, 14 class teachers, 7 SET teachers, 11 SNAs, 1 school secretary, 1 school caretaker and 4 cleaners working in the school.
- The school itself is a single storey structure and is arranged over two parallel corridors in a 'n' shape with a halla joining these aforementioned corridors. Our school in Meadowbrook was dedicated to St. Attracta in 1977. In 2007 an extension was built which comprised five extra classrooms and a Curriculum Room.
- Access to the main school grounds can be gained through two main entrances from Ludford Road and Broadford Road.
- The main door is controlled externally by a coded security lock. All classrooms can be accessed via the external classroom doors. The main door can be opened from the interior by a door release button.

1.3 Resources for Health, Safety and Welfare in the School

The following resources are allocated to assist with the formation of a safe working environment in St. Attracta's S.N.S in so far as reasonably practical:

- Human Resources (see chart below)
- Financial support by means of budget allocations
- Buildings, Furnishings and Equipment
- Training via the Health and Safety Office.
- Policy development at National and Local levels in support of the Safety Management System



Chairperson of BOM:	Ms. Alice O' Flynn
Principal:	Shane Maguire
Safety Officer:	Mr. Peter Kenny
Caretaker:	Tony McCann
	Staff

1.4 Roles and Responsibilities For Safety, Health and Welfare

1.4.1 Board of Management

It is the Board of Management's responsibility to ensure the following:

- That a safety statement is set up & 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.
- To oversee and review the implementation of the Safety Management System and the safety statement for the school.
- To establish a set of safety and health objectives.
- To receive regular reports on safety and health matters and matters arising from same are discussed.
- To review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- To review the school's safety and health performance.
- To allocate adequate resources to deal with safety and health issues.
- To appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.



The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Designated persons for safety, health and welfare acting on behalf of the board.

1.4.2 Principal – Mr. Shane Maguire

- complies with the requirements of the 2005 Act;
- reports to the board of management on safety, health and welfare performance;
- manages safety, health and welfare in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety, health and welfare matters;
- ensures all accidents and incidents are investigated and all relevant statutory reports completed;
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1.4.3 Safety Officer - Mr. Peter Kenny

- communicates regularly with all members of the school community on safety health and welfare matters
- organises First Aid training when required and ensure there is an adequate supply of First Aid equipment;
- organise fire drills, training, etc.
- to assist the Principal in the day to day management of Safety, Health and Welfare in the school.
- ensure Pupil Healthcare Plans are up to date and any pupils with a medical condition are flagged on Aladdin;
- ensure relevant members of staff have a copy of the Pupil Health Care Plan and that copies are available at central locations – two staff rooms.
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1.4.4 Lead Worker Representative and Assistant Lead Worker Representative – Ms. Sue McDonagh & Ms. Brenda Keane

- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;



- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

1.4.5 Staff - It is the duty of every employee while at work:

- To comply with all statutory obligations on employees as designated under the 2005 Act.
- To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner 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.
- To report to the Safety Officer 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.
- To conduct risk assessments of their immediate work environment.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or 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.

1.5 Risk Assessment

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.

Hazards will be identified in the school and risk assessments (see appendix 1) will be completed by management / safety representative as required while all subsequent impacts, consequences and existing control measures raised will be reviewed & categorised into high, medium and low risk.

Management 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.



1.5.1 Hazards

Hazards shall be divided into two categories: General and Constant. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

1.5.1.1 General Hazards:

The following general hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. External store units
12. Icy surfaces on a cold day
13. Mats in hall
14. Windows opening out

To minimise these dangers, the following safety/ protective measures must be adhered to (see duties of employee):

- (a) Access to and operation of plant/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 school's Safety Statement and shall adhere to its provisions.
- (b) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (c) Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and 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 where possible by pupils. Remove broken glass immediately on discovery.
- (h) Board of Management will check that floors are even, non-slip and splinter-proof.
- (i) The post-holder for Sport will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition. Post-holder for Sport
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Safety Officer.
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound. Deputy Principal.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. Principal.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Caretaker under Board of Management.



- (p) Caretaker checks that manholes are safe.
- (q) Check that all play areas are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. This is the responsibility of the school caretaker.

1.5.1.2 Constant Hazards

BROKEN GLASS

Staff are asked to report broken glass to the Principal so that it may be immediately removed.

HIGHLY POLISHED FLOORS

The Board of Management of Saint Attracta's Senior National School will ensure that every attempt is 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 and surfaces being affected by frost in cold weather, and staff and pupils shall be encouraged to use handrails when going up or down steps. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

VISUAL DISPLAY UNITS

The Board of Management of Saint Attracta's Senior National School will ensure 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.

ACCESS TO SCHOOL

All visitors to the school must enter via the main entrance. In line with enhanced hand hygiene procedures, visitors will have access to hand sanitiser located inside the main door in a clearly marked dispenser. Visitors to the building will be asked to sign in and provide contact details which will be used solely to keep a contact log to help with contact tracing.

Any contractor must make direct contact with the Principal/Secretary/Caretaker 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 employees 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 provide other suitable protection.

COLLECTING CHILDREN

1. All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds and observe good hand hygiene.



2. Cars are not permitted to enter the school grounds when collecting children.
3. Those parking outside the school grounds must accompany children to and from the school premises.
4. If a parent/guardian/carer wishes to collect a child early he/she must check in at reception with the secretary. The secretary will collect the child from the classroom and the parent/guardian/carer will sign the child out using the sign in/sign out book.

SMOKING

It is the policy of the Board of Management of Saint Attracta's Senior National School that the school campus shall be a non-smoking area.

ELECTRICAL APPLIANCES

Arrangements will be made for all appliances to be checked on a regular basis by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

CHEMICALS

The Board of Management of Saint Attracta's Senior National School will ensure 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, toilet and cloakroom areas are provided. At present two staffrooms separate from the work area are provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in these areas.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.



Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side 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.
- (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.

MANAGING SPECIFIC HEALTH ISSUES

Teachers and SNAs are made aware of the health issues in relation to certain pupils during a staff meeting at the beginning of the school year and throughout the year. Staff meetings to discuss issues regarding the general running of the school are held at least twice a term. When classes are moving on at the end of the year the current teacher will inform the new teacher of any specific health issues in the class. An updated profile and picture of each student with allergies or specific medical needs will be displayed in the relevant staffrooms. Details of administration and location of medicines will be also displayed.

DRUGS AND MEDICATION

Medication, when not in use, should generally be stored in a safe and secure place. This will normally be a locked cupboard or a locked non-portable container in a cool place. The medication must be accessible to the appropriate members of staff at all times. However, there are some important exceptions:

- All emergency medication must be stored safely but must also be readily accessible at all times, i.e. not locked in a cupboard.
- Asthma “reliever” inhalers must be readily available at all times, including prior to and during exercise. Whenever possible, children should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place e.g. on the teacher’s desk. The need for a child to have ready access to their inhaler should override any concerns about misuse by others.
- Some medications may need to be refrigerated. An appropriate refrigerator, with restricted access, should be identified and the medication should be placed in a closed plastic container with the lid clearly marked “Medication”. This container should then be kept on a separate shelf in the fridge.

Sometimes pupils or their parents may ask for pain relief (analgesics) at school e.g. Paracetamol / Calpol / Nurofen. Generally, school staff should not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or whether the medication may interact with other medication being taken.

In a situation where it is necessary for staff members to administer Prescription Medication to children, parents must provide authorisation in writing and sign an indemnity form indemnifying the Board from any liability that may arise from the administration of the medication.

INFECTIOUS DISEASES



St. Attracta's SNS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following infectious diseases plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the infectious diseases including the newly identified COVID- 19.

We will:

- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE, Gov.ie and https://www.cpsma.ie/wpcontent/uploads/files/Secure/Downloads/Managing_Infectious_Diseases_in_Schools_2013_HSE.pdf
- display information on correct hand-washing techniques and respiratory etiquette
- inform all staff and pupils of essential hygiene and respiratory etiquette
- implement the agreed procedures to be followed in the event of someone showing symptoms of infectious disease while at school. Many infectious diseases are most transmissible as or just before symptoms develop. It is important therefore that pupils and staff who are ill when they come to school, or who develop symptoms during the school day, should be sent home. Whenever possible, ill pupils should be removed from the classroom while waiting to go home. Obvious symptoms of illness are diarrhoea, vomiting, fever, cough, sore throat and rash. For most illnesses, pupils and staff may return to school once they feel well enough to do so. In some instances, however, it may be necessary to exclude pupils and staff from school for specified periods to prevent the spread of infection. Pupils and staff with gastrointestinal illness (i.e. diarrhoea and/ or vomiting) for example, are advised to stay at home until they are symptom free for at least 48 hours. In certain circumstances additional exclusions may be necessary, e.g. in a case of measles the local Department of Public Health may recommend temporary exclusion of unvaccinated siblings of a case or other unvaccinated pupils.

(The full list of exclusion criteria is outlined in Chapter 9 of Managing Infectious Diseases in Schools 2013).

The Board of Management will endeavour to minimise the risk by adherence to sound principles 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.



COVID 19 Policy Statement

St. Attracta's SNS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and if necessary amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.



1.6 Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

1.6.1 Emergency Procedures

St. Attracta's S.N.S emergency response procedures have been developed in line with recommendations contained in the "Responding to Critical Incidents, Advice and Information Pack for Schools" and "Responding to Critical Incidents, Guidelines for Schools" (Dept of Education and Science/National Educational Psychological Service).

Emergency procedures have been prepared for fire, flood and other major incidents such as a car crash or suicide. The emergency procedures set out clearly what is to be done, who is to do it, who will liaise with families, who will co-ordinate actions on the day (designated roles etc.), follow-up care (where necessary) and local emergency service details etc.

"A critical incident can be defined as any incident or sequence of events, which overwhelms the normal coping mechanisms of the school and disrupts the running of the school".

1.6.2 Fire Safety

Fire-drill and School Evacuation Procedures:

Fire Drills are held at least once a term. The following are the correct agreed procedures in the event of a fire in the school.

IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL. The principal / caretaker / secretary / teachers will be responsible for ensuring that the Fire Brigade is called immediately.

On hearing the fire alarm:

1. Teachers in charge of classes will take their student lists and marshal the class in an orderly manner to the assembly point by an exit route away from the fire. Adults in charge should check toilets on their way past.
2. Other members of staff will immediately make their way to the assembly point.
3. Anyone not with their class or group when the alarm sounds must make their way to the assembly point and join their appropriate class or group. As soon as classes and groups are assembled each teacher will take a roll call and report to the Principal if anyone is missing.
4. If any person is found to be missing an immediate check must be made by staff.
5. No other person must leave the assembly point to recover clothing, bags etc. until permission has been given- in the case of a drill by the Principal teacher- in the case of a fire by the Fire Officer in charge.
6. These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done without personal risk.
7. The designated assembly points following evacuation are the assigned lines for yard time.
8. In these assigned lines, children will line up in single file, one child behind the other.
9. Any employee/pupil/visitor on hearing the fire alarm will leave by the nearest safest exit and gather on the children's yard areas.



The Board of Management of Saint Attracta's Senior National School will ensure that:

- (i) 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) Fire drills take place at least once a term and that the principal is responsible for the fire drill and evacuation procedures.
- (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 (Safety Officer).
- (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 who has an exit in her classroom must ensure it is kept clear. The principal will see that the main door is free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside the building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) 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, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

1.6.3 First Aid

It is the policy of the Board of Management of Saint Attracta's Senior National School that members of staff shall be trained to provide First Aid to staff and pupils.

- (1) Staff are aware of:
 - arrangements for giving first aid,
 - location of first aid boxes,
 - procedure for calling ambulances etc....,
 - telephone numbers of local Doctor, Gardaí, Hospital.
 - School Eircode in case of emergency.
- (2) All incidents, no matter how trivial and whether involving employees or students or members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer and is available in the office.

The Principal and Safety Officer will see that there will be maintained in each staffroom two properly equipped and stocked First Aid Boxes available to staff at all times.

PPE including disposable gloves and face masks must be used at all times in administering First Aid.

1.7 Instruction, Training and Supervision



St. Attracta's Senior National School regularly undertakes training needs analysis, especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety and health management system in the school. The preparation and review of risk assessments also provides the school with an indicator of staff training needs.

A formal process to identify the safety and health training needs of each group within the school community has been established at St. Attracta's Senior National School. This process includes the following:

- a) The provision of safety training to all individuals as necessary to enable them to carry out their duties as identified by the risk assessments and as set out in the safety statement.
- b) A record of all training, information and briefing sessions.
- c) A record of those in attendance at training sessions with signed attendance sheets.
- d) A schedule of dates when refresher training falls due.

In accordance with its statutory obligations St. Attracta's Senior National School will provide training in the following circumstances:

- a) On recruitment- (The Safety Officer along with the Droichead Professional Support Team will provide appropriate health, safety and welfare advice to new staff members, staff returning after a lengthy absence and to newly qualified teachers. All will be made aware of our Safety Statement).
- b) The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work.
- c) The introduction of new technology.

Refresher training is a short-term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years. Health and Safety teaching is also provided to all students as part of the SPHE curriculum.

Training will also be given on the job in specialised areas where staff may require the skills to ensure a high level of safety is maintained. All training on site will be coordinated by the Board of Management.

1.8 Communication and Consultation

It is the policy of the Board of Management of Saint Attracta's Senior National School to consult with staff in preparation and completion of hazard control forms, to make available 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 any future staff training and development plans.



Implementation Date

December 2020

Review

This statement shall be regularly reviewed by the Board of Management of Saint Attracta's Senior National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Concluding Comment:

This safety statement has been prepared on 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 changes of conditions.

Ratification and Communication:

Ratified at the BoM meeting on 14/12/2020 and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting.

Signed: *Alice O'Flynn*
Chairperson, Board of Management

Date: 14th December 2020



Appendix 1:

Scoil Shinsireach Naomh Athracht

HEALTH & SAFETY CHECKLIST

Deireadh-Fómhair 2020

Múinteoir: _____

Seomra: _____

- 1. Is there clear access from your internal to your external door? Yes No
 - 2. Is your external door locked at all times when children are present? Yes No
 - 3. Are there any trailing wires in your classroom? Yes No
 - 4. If there are shutters in your room are they in working order and raised as soon as you enter the room? Yes No
 - 5. In your room, have you any issues with radiators / heating /leaks etc? Yes No
- If so, please list them below:

- 6. In your room, do you have any health and safety concerns which need to be brought to the attention of the caretaker or the Board of Management? Yes No

If so, please list them below:

- 7. Externally or internally, are there any general health and safety concerns which need to be brought to the attention of the caretaker or Board of Management? Yes No

If so, please list them below:

Please consult with the SNA in your classroom to see if they have any concerns and email completed form to Peter (pkenny@sasns.ie) as soon as possible but by Friday afternoon (09.10.2020) at the latest.

Go raibh maith agaibh - Shane