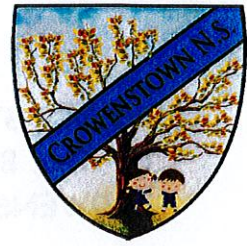


ST. PATRICK'S NATIONAL SCHOOL



STATEMENT ON GENERAL POLICY - SAFETY

The Board of Management of St. Patrick's N.S., Crowenstown, recognizes the importance of the Legislation enacted in the Safety, Health and Welfare Act, 2005.

This Safety Statement sets out the Safety Policy of the Board of Management of St. Patrick's N.S., Crowenstown and sets out the means to achieve that policy. The Board of Management's objective is to endeavour 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 in contact.

This policy requires the co-operation 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 Safety Officer, currently Philip Connell, will undertake to carry out a safety audit annually 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 in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill health.

**POLICY STATEMENT OF SAFETY, HEALTH AND WELFARE AT WORK
OF THE BOARD OF MANAGEMENT OF ST. PATRICK'S
CROWENSTOWN.**

The members of the Board of Management of St. Patrick's N.S,
Crowenstown are;

Chairperson:	Rev. Fr. S. Heaney
Secretary:	Maeve Lalor
Treasurer:	Philip Connell
Safety Officer	Philip Connell
Other Board Members:	Carmel Thorpe, Principal Neasa Ní Mháirtín, Teacher Representative Enda Carroll Laura O' Donnell

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

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

- (a) the design, provision and maintenance of all places in a condition that is safe and without risk to health.
- (b) the design, provision and maintenance of safe means of access to and egress from places of work.
- (c) the design, provision and maintenance of plant, fixtures and fittings.
- (d) the provision of arrangements for consultation with employees on matters relating to Health and Safety.
- (e) The provision of arrangements for the selection from amongst its employees of a representative.

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

A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of St. Patrick's N.S., Crowenstown and the requirement under the Safety, Health and Welfare at Work Act, 2005.

DUTIES OF 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 that of any person who may be affected by his/her acts or omissions while at work
 - (b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
 - (c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
 - (d) To report to the Board of Management without reasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.

2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or anything provided in accordance with the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

CONSULTATION & INFORMATION

It is the policy of the Board of Management of St. Patrick's School Crowenstown:

- to consult with staff in the preparation and completion of the Health and

- Safety Statement and of Hazards control forms
- to give a copy of the *Safety Statement* to all staff
 - that, any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available

HAZARDS

Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot 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 (Fire Drill once a Year)

It is the Policy of the Board of Management of St. Patrick's N.S.

Crowenstown that:

- ❖ There is an adequate supply of fire extinguishers which will deal with any type of fire
- ❖ All staff members are familiar with the operating instructions of the fire extinguishers.
- ❖ Exits are clearly marked.
- ❖ All fire equipment is identified and regularly serviced.
- ❖ Regular Fire Drills take place at least once a year.
- ❖ Fire drill procedures are listed in each classroom.
- ❖ Instructions are given in the use of Fire extinguishers for specific materials/equipment.
- ❖ All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods. The photocopier is left on standby as advised by electrical technician.
- ❖ An assembly area is designated outside the school building (in our case the walking track on the playing field)
- ❖ Those leaving buildings/classrooms should let someone know (Teachers

always inform Principal or D.P. as appropriate).

- ❖ Conditions of school electrical fittings will be checked regularly.
- ❖ Plugs, leads, sockets will also be checked regularly.
- ❖ A safety consultant will visit the school occasionally and recommendations made by him/her will be implemented (completed 19/5/2025).
- ❖ The BOM Safety Officer will visit the school regularly to monitor the safety of fire detection devices that are installed.
- ❖ Fire alarm is installed.

2. AREAS OF CONCERN.

- ❖ Water drinking - children may drink from classroom taps as our water comes from the mains.
- ❖ Ice on Yards and steps - a supply of salt is kept in store and salt is spread on entrance to school during icy weather. If the tarmac yard is slippery, pupils go straight in to classrooms.
- ❖ If Principal thinks yard is still dangerous at break time, children are to be kept inside at playtime.
- ❖ Windows should be cleaned at least once a year.

CONSTANT HAZARDS

1. Machinery and Electrical Appliances.

It is the policy of the Board of Management of St. Patrick's N.S., Crowenstown that:

Machinery and Electrical Appliances are used only by competent persons.

All machines, such as the ride on mower, are kept in locked sheds.

2. Chemicals.

It is the policy of the Board of Management of St. Patrick's N.S. that all chemicals, detergents etc, can be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them. There are locked broom cupboards in two toilet areas where cleaning equipment and bleach are stored.

3. Drugs and Medications (see more detailed policy on administration of medicines).

No medication is ever administered to pupils unless there is a written letter requesting this from parent/guardian - see Administration of Medicines Policy.

If a child is unwell in school, parents are contacted.

In the case of long term illness parents must request through the B.O.M. if medication is needed during school hours. The B.O.M. must nominate a teacher who would then be willing to undertake administration of medication, e.g. for type 1 diabetes (glycogen) or for a severe allergic reaction (adrenaline).

Parents are requested to notify the school of allergy or illness on enrolment form.

4. Wet Floors

It is the policy of the Board of Management of St. Patrick's N.S. that: Entrance mats are provided at each entrance.

Children are advised to wipe their feet carefully before entering classroom especially in wet weather.

Surestep marmoleum is used throughout the school at all wet areas - the classroom sinks and all toilet and cloakroom areas.

Children are forbidden to run inside the school building.

5. The Code of Discipline.

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

Parents are notified at the start of each school year that children will not be supervised before 9.10am or after 3pm. They are advised not to leave their children at school before that time and to ensure that they are collected on time. When children arrive at school at 9.10 a.m, they will be greeted by a teacher/SNA where they will be brought to their classroom or to the shelter shed where they will be supervised until 9.20 a.m.

Junior and Senior Infants are to be collected promptly at 2pm as there is no supervision in place for them after that time.

6. Access to employees is by consent.

When the 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 undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

7. Pest Control

There is a contract in place with a Pest Control Company (Lakeland Pest Control Ltd.) to keep down the number of rodents around the school grounds and inside the school itself. External bait points are in place around the grounds and in various locations within the school. These are checked regularly by the Pest Control Company.

8. Works completed within the school.

Over the past few years, the school has been completely refurbished. A major task was the removal of asbestos from the ceilings and floors. At the same time, we got an electrical upgrade which entailed replacement of electrical wiring etc. Later the pipework outside was replaced and a new septic tank installed. In summer 2009 further work was carried out on the toilets. In the summer of 2012, a new carpark was installed and this has greatly improved the safety of children entering and leaving the school. Parents are requested to come to the gate when collecting the students.

FIRST AID

It is the policy of the Board of Management of St. Patrick's N.S. that: In the case of first aid being required, we follow our First Aid Policy. A list of parents' contact details and essential emergency numbers for all staff is kept in the staff room and updated as necessary.

A cold pack is kept in the fridge at all times and is applied as deemed necessary.

A First Aid box is located in the staff room and a First Aid bag is brought to the yard daily for breaks.

A First Aid Box is brought on school trips/tours/matches.

Where a child injures their head, it is our policy to phone the parents

immediately and inform them. They may then call to the school to ascertain the extent of the injury. They may then bring the child home to observe him/her or allow the child to remain in school if they feel taking the child home is not warranted. See First Aid Policy and Procedures.

VISITORS

Persons coming onto the school premises must identify themselves clearly to a member of staff before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Vice Principal before initiating any work on the school premises.

When people are working on the premises with drills or other loud implements which constitutes any threat to Health and Safety, the school will be closed or the work will not take place during school hours.

Parents wishing to have a consultation with a Class Teacher are encouraged to make a prior appointment with the relevant teacher for the meeting to take place outside of teaching hours. Approaching classrooms directly during teaching time is discouraged.

HYGIENE.

There is soap provided in each toilet area for pupil use.

Warm water is provided at all sinks, temperature controlled.

Paper towels are provided at each sink for hand drying.

Bins are provided for litter in classrooms and for paper towels in toilet areas.

Sanitary Bins are provided in the teacher's toilet, the wheelchair accessible toilet and in the girls' toilet area at the senior end of the school.

H.S.E. GUIDELINES

The Board of Management follow guidelines laid down by the H.S.E. in relation to any notifiable diseases and a letter is sent via Aladdin or by hard copy to the parents, with guidelines around the precautions to be taken and signs and symptoms to look out for.

Information updates provided to the school by the H.S.E. for parents/guardians is given to the parents via Aladdin or by hard copy.

Pupils have access to water for handwashing and are encouraged to wash their hands frequently. Each child is asked to have a packet of hand tissues in their schoolbag for their own use.

The Board of Management follow the guidelines laid down by the H.S.E. in relation to Covid-19. The school has published a Covid-19 response plan on their website and will continue to follow guidelines laid down by the H.S.E. in the event of a breakout.

PARKING

Parents are requested to drive slowly when entering and exiting the carpark. Children wait with their teacher until parents arrive. No pupil is left unsupervised at the end of the school day. They return with their teacher to the main entrance hall of the school until someone comes to collect them.

Use of School Building/Grounds out of school hours

Use of above is at the discretion and with the approval of B.O.M.

e.g. Parent Association meetings

Parents meetings - Confirmation/Communion

FIRE DRILL/EVACUATION PROCEDURE.

Signal is given by person who discovers the fire - Fire Alarm is sounded

1. All classes exit by their own door if possible.
2. Middle and Senior rooms have two possible exits.
Evacuate classroom using routine dismissal procedure.
 - Each teacher should leave after the children and bring:
 - (a) Class list.
 - (b) Close windows (if possible)
 - (c) Close door
 - (d) Check cloakroom & toilets.
 - The principal should bring a mobile phone.
4. Assemble outside school at designated point.
5. Each teacher should (a) CHECK CLASS LIST
(b) REPORT TO PRINCIPAL.

SCHOOL POLICY ON SUPERVISION

As the school is small in both teacher and pupil numbers, the policy adopted in St Patrick's National School is one of Loco Parentis. We at all times encourage the children to act in a responsible and sensible manner. We have endeavoured to maximise the advantage of the small numbers and the large play area.

From Halloween to Easter children play on the tarmac area. Children play in their designated area, sheltered side of the yard with the Wendy House for the younger children, larger side of yard for all the other pupils, the pupils may also play basketball. Older children may walk or run around on the track. These arrangements may be changed at the discretion of the teacher on yard duty. One teacher and our SNA are on duty at all playtimes. On a wet day we keep the children in their classrooms under the supervision of a teacher/SNA. The supervision roster is posted in the office.

From Easter to Halloween the children are allowed to use the pitch and the yard at the discretion of the teacher on yard duty.

Children are not allowed to leave the yard for any reason without permission. Children will be accompanied to and from the toilets during break times if necessary.

Reportable Incidents that occur in the school yard are recorded in an incident book. This book is kept in the school office. All injuries/ accidents are recorded and dated by the teacher on yard duty in the First Aid Book (in office). An accident report form is filled out for all serious injuries or accidents, see First Aid Policy and Procedures.

When the bell rings children walk to their line. They are then escorted to their classrooms by the teacher and SNA on yard.

Signed Seamus O'Heaney Date 9/6/2025
Rev Fr. Heaney
Chairperson

Signed Carmel Thorpe 9/6/2025
Carmel Thorpe
Principal.