

St. Mochulla's NS



Safety Statement

Introduction

The Board of Management of St. Mochulla's brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school and the children attending the school;

This policy requires the co-operation of all employees. It shall be reviewed regularly, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by The Board of Management safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill health.

1. Aims

This safety statement aims to create a safe and healthy working environment. It aims to protect employees and the children in our care from workplace accidents and ill health at work. It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation in following the Safety, Health and Welfare Work Act 2005 to include the following areas:

- Provision of a safe workplace.
- Provision of a safe school for children.
- Safe access and egress routes.
- Safe equipment including maintenance and use of appropriate guards.
- Provision of appropriate personal protective equipment.

2. Duties of Employer

THE Board of Management of St. Mochulla's wishes to ensure that as far as is reasonably practicable:

- Work activities will be managed and conducted to ensure the school is safe and healthy.
- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Work systems shall be planned, organised, performed, maintained and revised so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably practicable so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as necessary to ensure the health and safety at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- Appropriate risk assessments will be carried out, revised and reviewed when appropriate.
- Employees shall be consulted on matters of health and safety.
- Provision shall be made for the election by the employees of a safety representative.
- Improper conduct or behaviour will be prevented is so far as possible.
- School activities will be managed and conducted to ensure that persons who are not employees of the school are not exposed to risks to their safety, health and welfare.

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

The Board of Management of St. Mochulla's undertakes to ensure that the provisions of the Safety, Health and Welfare Work Act 2005 are adhered to:

3. Duties of Employees

It is the duty of every employee while at work:

- a) To comply with the relevant safety and health legislation and to take reasonable care for his/her own safety and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- b) To ensure that he or she is not under the influence of any intoxicant to the extent that this might endanger his or her safety and health or of any other person.
- c) To co-operate with his/her employer and other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- d) Not to engage in improper conduct or behaviour.
- e) 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 own use or for use by him/her in common with others for securing his/her safety, health or welfare at work.
- f) To report to the Board of Management without unreasonable 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.

Employees using available facilities and equipment provided should ensure that work practices are performed on the safest manner possible.

4. Duties of Pupils and Others.

No persons will intentionally, recklessly or without reasonable cause 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 nor will any person place at risk the safety, health or welfare of persons connected with work activities.

5. Consultation and Information

It is the policy of St. Mochulla's to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding safety, health, and welfare at work to all staff as it becomes available. Safety, health and welfare at work will be considered in any future staff training and development plans.

6. Hazards

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

A. Fire

It is the policy of St. Mochulla's that:

- ❖ *The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fire 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 displayed on it. Training in use of extinguishers will take place every two years.*
- ❖ *The Staff Safety Officer will ensure that regular fire drills will take place at least once a term.*
- ❖ *Fire alarms shall be clearly marked. (Responsibility of The Board of Management Safety Officer).*
- ❖ *Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)*
- ❖ *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 his/her classroom must ensure that it is kept clear*
Main door – deputy principal will see that it is free from obstruction.
- ❖ *A plan of the school showing assembly points outside the school is displayed in each classroom*
- ❖ *Assembly areas are designated outside the building, and the locations specified.*
- ❖ *All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teacher is responsible for his/her own classroom. The secretary/Principal, as appropriate has responsibility for the office. Staff Room is every teacher's responsibility. Cleaner to check when cleaning.*
- ❖ *All recommendations made by a fire Officer in addition to these provisions shall be implemented.*

Fire Routine Procedure

Aim

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

Sequence

- ✓ Alarm
- ✓ Call the fire brigade
- ✓ Evacuation
- ✓ Assembly
- ✓ Roll Call
- ✓ Tackle the fire

Alarm

Anyone (child or staff) who discovers an outbreak of fire should raise the alarm at once by pushing the button on the emergency fire alarm warning system. The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once.

- ✓ When the fire bell is sounded the children should stand up, push in their chairs and make sure that the passageways are free of schoolbags.

- ✓ Teacher should collect his/her Class List (located by classroom door).
- ✓ Children should walk in an orderly manner to the exit door they use to come into the building in the morning.
Children must not run nor stop in any circumstances. Children must not laugh, talk or make unnecessary noise. They must not attempt to pass others.
- ✓ Teachers to check that no children are in the toilets.
- ✓ Teacher to close the classroom door when the last child has left.
- ✓ Children in the Support Rooms are to be brought to the designated Fire assembly Point by the relevant Support Teacher.
- ✓ Children who are on messages are to exit the building at their nearest point and then join their class at the designated Fire Assembly Point.
- ✓ Children to walk to the Designated Fire assembly Point by the most direct route.
- ✓ When lined up at the designated Fire Assembly Point the teacher will call the roll to ensure that each child marked present for that day is accounted for.
- ✓ Teachers will then inform Safety Officer
- ✓ If child is missing Safety Officer is to inform the principal immediately.
- ✓ Teachers and children are to return to class only when the fire alarm has stopped and the building is safe.
- ✓ Ancillary staff to exit the building through the door closest to them.
- ✓ Class teacher responsible for ensuring additional staff such as SNA's, students on work experience, helpers etc are recorded as present at the fire assembly points.

With the exception of a search for missing persons, no one will be allowed to re-enter the building to retrieve their clothing, books etc until permission is given by the Fire Brigade or in the case of a drill, by the principal teacher.

The officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Calling Fire Brigade

All outbreaks will dictate whether fire-fighting operations should be attempted. The important thing to be remembered is that fire fighting must always be secondary to life safety. While small fires, can often be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Designated Fire Assembly Points:

Assembly Point A: Front of School (Juniors, Seniors, 1st and 6th classes)

Assembly Point B: Basketball Court (2nd, 3rd, 4th and 5th classes)

B. Main Hazards and Risks

The following hazards (in so far 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.

Location	Hazard	Risk	Who might be harmed	Risk Rating	Additional Control Measures	Person Responsible

Other Identified Hazards

1. Slippery surfaces: Wet Corridors – especially on wet days, icy surfaces on a cold day, mats in corridors, leaves on pathways, manhole covers.
2. Trailing Leads, Computers, Guillotine, Projectors, Portable Electrical Equipment, Fuse Board, Electric Kettles, Boiler House, Ladders, Protruding Units and fittings, Windows opening out.
3. Manual lifting. (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.59)
4. Work / Stress. (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.51)
5. Pregnancy / Maternity (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.54)
6. Lone Working. (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.56)
7. Out of hours (Parents Council, After school activities)
8. Goal Posts / basketball Uprights (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.71)
9. School tours, visits to the church, visits to the local swimming pool. (The school has a written school tour policy). Risk assessments are carried out for all trips outside the school and are stored in the School Tour Folder until approved by BOM. (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.74-76)
10. Bullying – The school has a written Anti-Bullying Policy.
11. Play yards – The school has a written Supervision policy.
12. Accidents in school – see written Emergency Accident & Illness Procedure. Classes are allocated designated play areas.
13. Use of ladders- Ladders should be used for work displays in classrooms. (cf Guidelines on Managing Safety, Health & Welfare in Primary Schools p.106)
14. Dog dirt; excrement; glass bottles and general litter left on school grounds.

15. **Large numbers of pupils entering and exiting the building at the same time**
(Solution: Children are walked to the front gate by their class teacher.)
 This is only a matter of one minute or two as children are generally quick leaving school.
16. **Children run when they hear the bell**
(Solution: children are reminded not to run when they hear the bell but walk immediately to their assembly area. Children are told not to continue to play and then race back to the assembly area. Routes children take are designated so class groups will not be moving in opposite directions when leaving class or returning to class.)
17. **Visitors to the school enter the building unannounced and end up in corridors unsupervised**
(Solution: All visitors must report to the office first.)
18. **Contagious diseases such as Scabies, Scarlet fever, Chicken Pox, Ringworm, etc**
(Solution: Principal informs all staff of any cases of infectious diseases as soon as possible. A note is sent home to parents of class concerned. See “Contagious illness letter).)
19. **Glass containers**
(Solution: It is a rule in the school that glass containers are not used. This is noted in the Health & Safety Checklist)

To minimise dangers the following safety /protective measures must be adhered to:

- Access to and operation of equipment is restricted to qualified members of the staff, whose function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties.
- In addition all such equipment is to be used in strict accordance with the manufacturer’s instructions and recommendations.
- When applicable *Board of Management will ensure that* members of staff will have been instructed in the correct use of equipment as appropriate.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person’s assistance.
- Glass containers will not be used by pupils in the school. Remove broken glass immediately on discovery.
- *Board of Management* will check that floors are clean, even, non-slip and splinter proof.
- Teacher in charge of PE equip will check that PE equipment is stacked securely and positioned so as not to cause a hazard and check that all PE and other mats are in good condition.
- *An annual* routine for inspecting furniture, floors, apparatus, equipment and fittings: *Board of Management Safety Officer and Staff Safety Representative.*
- Check that wooden beams, benches, decking etc. are free from splinters and generally sound. *Staff Safety Representative*

- Check that there are no uneven/broken/cracked paving slabs. *Staff Safety Representative*
- Check that roofs, guttering, drainpipes etc. are as far as can be seen, sound and well maintained. *Staff Safety Representative.*
- *Teachers* check that manholes are safe when supervising the yard.
- *Teachers* check that all play areas are kept clean and free from glass *before use.*
- Check that outside lighting works and is sufficient. *Board of Management.*
- Check that all builders' materials, caretaker's maintenance equipment, external stores etc. are stored securely. *Staff Safety Representative, Board of Management Safety Officer; Caretaker.*
- Check that refuse is removed from building each day and is carefully stored outside. *Caretaker; cleaners.*
- Pencils with rubbers on the end are forbidden and pupils are not permitted to sharpen both ends of pencil.

C. Constant Hazards

Machinery, Kitchen Equipment, Electrical Appliances.

It is the policy of the Board of Management of St. Mochulla's that machinery, kitchen equipment and electrical appliances are only to be used by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Equipment

Arrangements will be made for all electrical appliances to be checked on a regular basis at least annually 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 fitted and in working order.
- Power supply cables/leads are intact and free of cuts and abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

D. Chemicals

It is the policy of the Board of Management of St. Mochulla's 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 the locked storage area or in the staff room, and protection provided to be used when handling them.

Cleaning fluids are stored in the room between the senior and first class classrooms and access to this area is forbidden to pupils. (*Caretaker/Secretary/Cleaner/Principal where appropriate*)

E. Drugs and Medications.

It is the policy of the Board of Management of St. Mochulla's that all drugs, medications etc., shall be kept in a secure cabinet at all times and the key kept in a separate and secure place and only used by trained and authorised personnel. Only preventative medicines are allowed in school e.g. for asthma. Other medicines e.g. cough bottles, antibiotics, throat lozenges are not allowed unless written permission is sought by Parent as a temporary measure.

Should children feel sick and are unable to continue work in school then the relevant parent(s) will be contacted. Teachers will respond in a caring and professional manner. Teachers will not drive children who are ill home. In case of emergency, the school's Emergency Accident Procedure (Section 10) will be followed.

F. Welfare.

To ensure the continued welfare of staff and children, toilet and cloakroom areas are provided. A staff area separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

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

Members of staff and students are reminded:

- A person, who is under medical supervision or on prescribed medication and has been certified fit for work, should notify the school of any known side effect or temporary disabilities which could hinder their work performance and which may be a danger to themselves or fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- Staff and students are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to disciplinary action.

G. Highly Polished Floors

It is the policy of the Board of Management of St. Mochulla's that every attempt will be made to avoid the creation of slippery surfaces. Polish will be removed from floors before new polish is applied. The washing of floors shall be conducted, as far as 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. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

H. Smoking

In line with current legislation it is the policy of the Board of Management of St. Mochulla's that the school shall be a non-smoking area to avoid hazard of staff and pupils of passive smoking.

I. Broken Glass

The Board of Management shall, to minimise the danger arising from broken glass, insist that children bring drinks to school in plastic rather than glass containers. All staff will report broken glass to the principal so that it may be immediately removed.

J. Visual Display Units:

It is the policy of the Board of Management of St. Mochulla's N.S. 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 recommended and directives implemented.

K. Infectious Diseases.

It is the policy of the Board of Management of St. Mochulla's that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfecting 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.

L. First Aid

In the event that a child has a minor accident in theyard they should report to the office where First Aid will be administered.

All incidents no matter how trivial, whether to employees or to members of the public, must be reported immediately to the person responsible for the hazard identified in the Safety Statement. 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 (Appendix B) is to be maintained for the recording of all accidents by the safety officer. These reports will form part of this safety statement and should be given to the principal as soon as possible after the incident.

The Safety Officer will ensure that there will be maintained in the school a properly equipped First Aid Box available at all times containing:

Materials – minimum	First Aid Box Contents
Instant cold pack	4
Adhesive tape	1
Adhesive Plasters	
Small 7 x 2.4	40
Large 7 x 4.8	40
Sterile eye wash	45
Individually wrapped Triangular Bandaged	2
Safety Pins	6
Individually Wrapped Disinfectant Wipes	40
Paramedic Shears	1
Examination Gloves Pairs	100
Pocket Face Mask	1
Crepe Bandage (7cm)(Only needed for sports first aid bag)	1

Disposable gloves must be worn at all times in administering First Aid.

M. Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to *the principal or secretary as relevant* before gaining admittance to the school. Any contractor must make direct contact with the principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

N. Collecting Children

All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.

Those parking outside the school grounds are advised to accompany young children to and from the school premises.

School arrangements for parking are reviewed on a regular basis, in conjunction with An Garda Síochána, and appropriate arrangements for enforcement are in place (*Principal & BOM*).

To help identify any potential hazards staff member is asked to complete a Safety Checklist and return it to the school's safety officer. The Board of Management will act upon the recommendations of staff in this regard.

7. Safety Checklist (Appendix C)

Teachers will also complete a Twice Yearly Checklist for Pupil Behaviour to make children aware of the potential dangers in the school. The school's safety officer will complete a Safety Checklist for the exterior of the school and the Board will also act upon the recommendations made.

8. Access to the Internet

The school has a written Acceptable User Policy regarding the Internet. This policy has been circulated to all parents and staff. The school has Firewall and Content Filter Software installed to help minimise the risk of children encountering inappropriate content whilst on the Internet.

9. Accident Procedures

In the event of a child having an accident during playtime, the teachers on yard duty will send the child to the office where they will be attended to. Should the wound be superficial the supervising teacher will clean the wound and cover it with suitable dressing. The supervising teacher will wear disposable gloves.

First Aid Kits are to be found in the office. Should the child have received a blow to the head the child's parents will be contacted.

For serious accidents, An Accident Report Sheet (Appendix B) will be written up by the teachers on supervision duty and filed in the child's file in school records. The parent will be contacted immediately and if necessary the Emergency Accident Procedures followed:

- a) Ring ambulance if deemed necessary (Most Senior Staff member)
or
- b) Injured child is brought to doctor's surgery (if applicable) as soon as possible by the two most senior staff members available or by any member of staff if looking for a particular person would cause a delay. Next most senior member of staff informs parents of injured child by telephone.
- c) The class teacher will immediately investigate to find out if the child was injured or suffering from illness and this information will be given as soon as possible to the doctor by telephone by the next most senior member of staff.
- d) Teachers accompanying injured child to doctor's surgery should remain there at least until parents arrive.
- e) Teachers accompanying injured child to doctor's surgery should report back to the school as soon as is practicable.

- f) Follow-up contact will be made by the principal to ascertain the degree of the injury.
- g) Principal will visit the child (either in hospital or at home) to maintain contact with the family.
- h) No member of staff discusses legal liability with other parties.
- i) No member of staff will disclose information to third parties.
- j) It is not always possible to access whether children not injured or directly involved in the incident have been traumatised or whether other members of staff in the school have been affected. In some cases reactions do not surface immediately. The school will contact the Community care Office of the Health Service Executive to seek professional advice on how to help individuals and the school as a whole cope with the effects of a major incident if necessary.

10. Supervision Policy

The school has a written policy on the supervision of pupils with clear written procedures for the supervision, collection and release of children.

11. Enrolment of Pupils

Parents seeking to enrol their children in St. Mochulla's are requested to return a completed Enrolment Form (available in the office) to the school by the end of February each year. The school notifies parents/guardians of enrolment time through the parish newsletter and through letters sent to the current parents of children in the school. The enrolment form provides a section allowing parents identify any allergies/ illnesses pupils may have.

12. Entry Doors

Classes are allocated specific doors from which to enter and to exit the building. The movement of children around the school is constantly monitored so that class groups will not move in opposite directions. Play areas are segregated according to class group and children are not allowed to move from their own allocated play area.

13. Absences & Division of Classes

In the event of the unavailability of a substitute teacher and for EPV days the children from the class of the absent teacher will be divided among all the other teachers. The class teacher will prepare the class list and the teacher who has responsibility for them for the day.

All teachers will have work sheets prepared and stored in their classrooms to cater for children when they are absent. These worksheets will be found in their classroom in clearly identifiable boxes.

14. Grievance Procedure

The school operated an agreed INTO/CPSMA/DES Grievance Procedure and Parental Complaints Procedure, the latter which is circulated annually to Parents.

15. Anti-Bullying Policy

Our school has a written anti-bullying policy which has been circulated to all parents and staff to show to all children, parents and staff that bullying, either physical or verbal, is not

tolerated either in school or on the way to or from school or on school bus. Moreover, everyone will be expected to ensure that bullying does not happen and will have a responsibility to tell – emphasising that this is not ‘telling tales’

16. Administration of Medication

St. Mochulla’s has a written Administration of Medicines Policy.

17. Substance Use

The school has a written policy on substance use.

18. Code of Behaviour

The school has a written code of behaviour, which has been circulated to all parents and staff. The code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

19. Access to Employee is by Consent

When the employee of our school feels at risk from or threatened by a particular person on school property, this will be drawn 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.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of St. Mochulla’s in accordance with experience and the requirements of the Safety, Health and Welfare at Work Act 2005 and the health and Safety Authority.

Chairperson: MsAngela Byrnes

Principal: Brian Culloo

Safety Officer: Mr Jude O Mahony, Nominee of B.O.M.

Safety Representative: Mary Corry,

Appendix A

Fire Drill

- Daily roll accurately filled out by each teacher each day for their class.
- Two fire assembly points for the school, known to everyone.
- When alarm sounds all pupils line up at the top of the class
- Principal, Secretary, safety officer or other pre-determined person to call the fire brigade – from another premises if necessary (caveat: their whereabouts to be known by others)
- Walk, don't run from the classroom leaving everything behind – don't go back for anything. Teacher last to leave carrying the class list and shutting the door behind them.
- Class makes its way to the assembly point and lines up class-wise / teacher-wise as predetermined.
- Class roll called to determine if anyone is absent, then staff roll call plus a roll call for any others who may be on site (e.g. painters, builders, maintenance staff etc.)
- Principal / safety officer to make list of persons missing and absent from school.
- Any information about the location / type of fire, the school layout and any other relevant information (e.g. builders round the back, painters equipment in classroom etc) to be collated also.
- This information to be presented by the Principal / safety officer to the fire officer (white jacket) when they arrive.
- UNDER NO CIRCUMSTANCES SHOULD ANYONE ATTEMPT TO GO BACK INTO THE SCHOOL
- Only when it has been FIRMLY established that there is no fire / further danger should anybody go back into the school.
- The Primary responsibility is the safety of the children. Use of fire extinguishers is secondary to that responsibility.

Remember: GET OUT, GET HELP, STAY OUT!

St. Mochulla's Fire Drill Record

Date_____

Time_____

Weather Conditions_____

Time taken for evacuation_____

Difficulties encountered (if any)_____

Any other relevant information_____

Signed_____.

Accident or Incident Record Form St. Mochulla's (Appendix B)

INJURED PARTY DETAILS:

Surname: _____ **First Name(s):** _____

Address (Home/Company):

D.O.B.: _____ **Sex: Male/Female:** _____

Status (Please tick appropriate box)

- Student Teacher/staff member Visitor Contractor

Other (please specify):

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	Tick	MAIN AGENT WHICH CAUSED ACCIDENT:
Injured/damaged by a person	<input type="checkbox"/>	
Struck by/contact with	<input type="checkbox"/>	
Caught in/under	<input type="checkbox"/>	
Slip/trip/fall	<input type="checkbox"/>	
Sharps	<input type="checkbox"/>	
Road Traffic Accident/Crash	<input type="checkbox"/>	
Exposure to substances/environments	<input type="checkbox"/>	
Manual handling	<input type="checkbox"/>	
Property damage	<input type="checkbox"/>	

TYPE OF INJURY	Tick	PART OF BODY INJURED	Tick
	<input type="checkbox"/>	Fatality	
Bruise	<input type="checkbox"/>	Head (except eyes)	<input type="checkbox"/>
Concussion	<input type="checkbox"/>	Eyes	<input type="checkbox"/>
Internal injury	<input type="checkbox"/>	Face	<input type="checkbox"/>
Abrasion, graze	<input type="checkbox"/>	Neck, back, spine	<input type="checkbox"/>
Fracture	<input type="checkbox"/>	Chest, abdomen	<input type="checkbox"/>
Sprain	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>
Torn ligaments	<input type="checkbox"/>	Upper arm	<input type="checkbox"/>
Burns	<input type="checkbox"/>	Elbow	<input type="checkbox"/>
Scalds	<input type="checkbox"/>	Lower arm, wrist	<input type="checkbox"/>
Frostbite	<input type="checkbox"/>	Hand	<input type="checkbox"/>
Injury not ascertained	<input type="checkbox"/>	Finger (one or more)	<input type="checkbox"/>
Trauma	<input type="checkbox"/>	Hip joint, thigh,	<input type="checkbox"/>
Occupational disease	<input type="checkbox"/>	kneecap	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	Knee joint	<input type="checkbox"/>
		Lower leg	<input type="checkbox"/>
		Ankle	<input type="checkbox"/>
		Foot	<input type="checkbox"/>
		Toe (one or more)	<input type="checkbox"/>
		Multiple injuries	<input type="checkbox"/>
		Trauma, shock	<input type="checkbox"/>
		Other (Please specify)	<input type="checkbox"/>

Consequences	Result	Anticipated absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 1-4 days
<input type="checkbox"/> Non-fatal	<input type="checkbox"/> Excused	<input type="checkbox"/> 4-7 days
	<input type="checkbox"/> Light Duty	<input type="checkbox"/> 8-14 days
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days
		<input type="checkbox"/> NONE, i.e. no anticipated absence on resulting from the accident or incident.
Has the accident been reported to the Health and Safety Authority? (See note below)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not applicable
Have you informed your insurance company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not applicable

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred
- the equipment in use (if any)
- location of accident

Detail how the accident occurred

Attach:

- (A) Injured party's report
- (B) Witness list (level of detail required will vary depending on the severity of the accident)
- (C) Witness statements (level of detail required will vary depending on the severity of the accident)
- (D) Sketch or photograph of the scene, equipment etc. where appropriate

Investigating staff member (Block CAPITALS): _____

Signature: _____

Date: _____

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie Further information can be found in Part 1 of the *Guidelines* in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie

Appendix C

St. Mochulla's

Health and safety Checklist

Completed (September & March)

by each teacher.

Report for

September	
March	

Teacher's name: _____

Please tick after relevant statements below if item has been covered:

1. I have reminded my class that passageways must be left free from schoolbags
and clutter.
2. I have reminded my class that they do not have permission to leave their desks
should I have to leave the room for a moment.
3. The class has been warned never to throw any object in the
classroom or corridor.
4. Only children with a note of authorisation, signed and dated from parents were
allowed leave school early and were collected from the classroom.
5. Pupils were regularly reminded not to run in the classroom / corridor.
6. Children have been reminded how to hand scissors to each other.
7. Children have been reminded to keep all four legs of their chair on the floor.
8. No glass containers are ever used in the classroom.
9. Correcting fluid is not permitted in my classroom.
10. The bottoms of windows which protrude into the play areas are always closed before the beginning of
break times.
14. Children with cuts/scrapes have them covered with suitable dressing.
15. When sending children on errands (never personal), two children have been sent.
16. Children have been reminded that they must wash their hands with soap and water
after using the toilet.
17. Any child with a runny nose, has been asked to use a tissue to blow it.
18. All spillages have been dried up immediately by the teacher.
19. Children are not permitted to bring food or drinks out of the classroom.
20. Heavy objects are never stored above children's head height.
21. Children are never allowed to open windows, pull down blinds unsupervised or
plug / unplug electrical equipment.
22. Paper guillotines are never used by pupils nor are pupils asked to transport them.

23. All electrical equipment is unplugged by teacher at the end of school.
24. I am aware where the anapen is stored.
25. The pupils are aware where the anapen is stored. (where applicable)
26. I lead my class out of the room at breaks and end of day.
27. I am aware of trained “First Aiders” in the school.
28. I am aware of the Fire Windows in my classroom.

Inspection of classroom (Compiled from teacher’s observations)

Key words to be underlined as appropriate:

- | | |
|------------------------|---|
| 1. Floor: | surface needs repair, cluttered, wet, overcrowded, dirty |
| 2. Walls/Ceiling: | dirty, needs to be painted, excess posters, dislodged tiles |
| 3. Windows: | dirty, obstructed, broken, latches faulty, blinds broken |
| 4. Doors: | dirty, sticking, draughty, locks/handles broken, key missing |
| 5. Presses: | untidy, labelling inadequate, doors, handles |
| 6. Tables: | wet/dirty, damaged, décor/finish |
| 7. Chairs: | damaged, broken, legs need to be painted |
| 8. Lights: | fluorescent tubes not working, shades |
| 9. Electrical sockets: | malfunction, cracked, loose, water risk |
| 10. Fire equipment: | date nearest extinguisher was serviced |
| 11. Environment: | temperature low, smells, poor air circulation/condensation,
Inadequate ventilation |
| 12. waste disposal: | lack of bins, excess material, solvent waste, labelling |
| 13. Sinks: | dirty, blocked, leaking, traps need to be emptied |
| 14. Water: | Faulty taps, water leaks |
| 15. Shelves: | not secured to wall, heavy objects above children’s height, overloaded |
| 16. Equipment: | badly located, clear access to room hindered, excess, dangerous leads |
| 17. Mats: | corner rising, worn, likely to move under foot |
| 18. Toilets: | blocked, leaking, won’t flush. |
| 19. IWB | Filters checked |

Relevant comments on any issue relating to Health & Safety in the classroom:

Repairs as needed as a matter of urgency under Health & Safety

Improvements you would suggest for the classroom under general maintenance

Exterior / outside play areas: (Compiled from teachers observations)

Key words to be underlined:

- Grass areas:** grass too long, ground uneven, loose manhole cover, debris on site, water lying on surface, litter, pupils taking short cuts across grassy areas
- Basketball Court:** slippery surface, loose tarmac, grit on surface, grass verge too long, blackboards in need of repair, litter
- Paths:** muddy, leaves, litter, slippy, surface water, untreated ice
- Football pitches;** grass too long, uneven surface, goalposts in need of repair, litter, surface water, grass worn; violence/challenging behaviour from pupils
- Buildings (Outside)** loose drainpipes, damaged doors, damaged windows, clips for holding doors open missing
- Buildings (Inside)** corridors wet, cluttered, shoe racks untidy/dirty, sinks dirty, dripping taps, rising carpet/floor covering; hot drinks carried on corridor
- Traffic** dangerous parking, speeding, pupils rushing across road,

Steps: slippery, grit on steps, surface water; hidden;

Ramp: slippery, grit on steps, surface water

Repairs needed as a matter of urgency under Health & Safety

Improvements you would suggest for the school under general maintenance

All Health & Safety Checklist reports will form part of the school's Health & Safety policy and will be stored with the school's safety Statement.

***If you are experiencing personal stress, please contact the Principal in confidence.**

Signature of teacher _____

BUMPED HEAD NOTE

Dear _____,

This note is to let you know that _____ has had a minor accident today and has sustained a bump to the head. Details of this are noted below.

Should your child experience any vomiting or dizziness, please consult your family doctor.

Yours sincerely,

Brief description of the incident—and action taken: