

Scoil Mhuire gan Smál, Cill Choirle

Health, Safety and Welfare at Work Policy



Policy Details

Name of Policy: Health, Safety and Welfare at Work Policy

Date developed: 03/11/2020

Signed by

Date Reviewed:

Chairperson: *Ceráldine Killy*

Ref Code: TBA

Principal: *Donna Kirby*

Edition: v2

Date commenced: *04/11/2020*

1. Policy Statement

- 1.1 The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer as far as reasonably practicable to direct manage and achieve the Health, Safety and Welfare at work for every employee, student and visitor alike.
- 1.2 This document has been prepared in compliance with the Health, Safety, and Welfare at Work Act 1989 and its successor the Health, Safety and Welfare at work act 2005.
- 1.3 This policy must be read in conjunction with:

Administration of Medication Policy

Child Protection Policy

Code of Behaviour

Critical Incident Policy

First Aid Policy

School Substance Abuse Policy

Covid-19 Response Plan

Covid-19 Risk Assessment and Control Measures (see Appendix 4)

2. Policy Scope

- 2.1 This policy applies to all staff, students and visitors to the school.
- 2.2 This policy applies to the Board of Management.

3. Policy Purpose

- 3.1 To provide guidelines to all staff on the implementation of the policy.
- 3.2 To provide guidance on the roles and responsibilities under the Health, Safety and Welfare at Work Act.

4. Board of Management Philosophy

- 4.1 The Board of Management believes that each employee accepts his/her legal and moral responsibilities for improving and maintaining Health, Safety and Welfare in the work place and for behaviour, which does not jeopardise the individual's personal Health, Safety and Welfare at work or that of others.
- 4.2 Regular reviews of the statement will be undertaken in light of experiences, changes in legal requirements and operational changes.
- 4.3 The Board of Management will undertake to ensure a safety audit is completed annually and report to staff. This inspection/safety audit will be carried out more frequently if required or requested by either staff or the Board of Management.
- 4.4 All records of accidents, incidents and infectious diseases will be monitored in order to ensure that any safety control measures required can be put in place, wherever possible, to minimise the recurrence of such accidents, incidents and infectious diseases.
- 4.5 **The members of the Board of Management of Scoil Mhuire gan Smál are:**

Chairperson:	Mrs Geraldine Kirk
Principal/Secretary:	Mrs Donna Kirby
Teachers' representative:	Mrs Muireann Johnston – Religious Education Link Person
Parent's Nominee:	Mrs Niamh Larkin
Parent's Nominee:	Mr Colman Burgess – Health and Safety Link Person
Community Nominee:	Mr Charlie Geoghegan - Treasurer
Community Nominee:	Mrs Ann Sheehy
Patron's Nominee:	Fr Gerry Campbell

5. Responsibilities of the Board of Management

- 5.1 The Board of Management is responsible for ensuring, in so far as is reasonably practicable, that the highest standard of safety shall prevail and that, at a minimum, the provisions of the Health, Safety and Welfare at Work Act 2005 are applied.
- 5.2 The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- 5.3 The design, provision and maintenance of safe means of access to and from places of work.
- 5.4 The design, provision and maintenance of all school equipment.
- 5.5 The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- 5.6 The provision of instruction to staff on proper lifting techniques of pupils and dealing with disruptive and challenging pupil behaviour.

- 5.7 The provision of such information, instruction, training and supervision as is necessary to ensure health and safety at work of its employees.
- 5.8 The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the health and safety at work of its employees.
- 5.9 The preparation and revision as necessary of adequate plans to be followed in emergencies, i.e. fire drill, injuries etc.
- 5.10 The safety and prevention of risk to health at work in connection with use of any article or substance.
- 5.11 The provision and maintenance of facilities and arrangements for welfare of employees at work.
- 5.12 Obtaining, where necessary, the services of a competent person for the purpose of ensuring the health and safety at work of its employees.
- 5.13 Report serious accidents to the Health & Safety Authority.
- 5.14 The continuing updating of this policy.
- 5.15 The provision or arrangements for consultation with employees on matters of health and safety.
- 5.16 The Board recognises that its statutory obligations under legislation extend to students, any person legitimately conducting school business and the public.
- 5.17 The Board of Management of Scoil Mhuire gan Smál will ensure that the provisions of the Health and Safety requirements under the Health, Safety and Welfare at Work Act 2005 are adhered to as far as reasonable practicable.

6. Responsibilities of In-School Management Team

Principal – Donna Kirby

Deputy Principal – Aisling Fahy

Assistant Principal II – Catherine Donnelly

Assistant Principal II – Rilla Kelly

6.1 The Principal will -

- 6.1.1 In conjunction with the Board of Management ensure the provisions of the Health, Safety and Welfare at Work Act 2005 are adhered to.
- 6.1.2 Ensure the maintenance of all places in a condition that is safe and without risk to health.
- 6.1.3 Ensure maintenance of safe means of access to and from places of work
- 6.1.4 Ensure the maintenance of all school equipment as required.
- 6.1.5 Implement systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- 6.1.6 Ensure that staff receive appropriate instruction on proper lifting techniques of pupils and dealing with disruptive and challenging pupil behaviour, as appropriate.

- 6.1.7 Ensure that staff receive such information, instruction, training and supervision as is necessary to ensure safety and health at work through use of continuous professional development.
- 6.1.8 Monitor, order and supply suitable protective clothing or equivalent as necessary to ensure the health and safety at work of staff.
- 6.1.9 Revise and update as necessary adequate plans to be followed in emergencies, i.e. fire drill, injuries etc.
- 6.1.10 Ensure the safety and prevention of risk to health at work in connections with use of any article or substance.
- 6.1.11 Ensure the maintenance of facilities and arrangements for welfare of employees at work.
- 6.1.12 Obtain, in consultation with the Board of Management, where necessary, the services of a competent person for the purpose of ensuring the health and safety at work of employees.
- 6.1.13 Report serious accidents to the Board of Management and to the Health & Safety Authority.
- 6.1.14 Carry out the continuing review and updating of this policy.
- 6.1.15 Include health and safety as an agenda item at in school management and staff meetings.
- 6.1.16 Report any maintenance and repairs required to the caretaker, and monitor completion of same.
- 6.1.17 Liaise with the Health and Safety Representative and Covid-19 Lead Worker Representative.

6.2 The Deputy Principal and Assistant Principals' roles are -

- 6.2.1 To support the Principal in creating and sustaining a safe environment that underpins high quality pupil and staff care, learning and teaching in compliance with the Health, Safety and Welfare at Work Act 2005.
- 6.2.2 In the absence of the Principal, the Deputy Principal will assume the responsibilities of the Principal in the area of health and safety.
- 6.2.3 To support the Principal in liaising with staff on any issues relating to health and safety.

7. Responsibilities of Employees

7.1 It is the duty of every employee while at work:

- 7.1.1 To take reasonable care for his/her own health, safety and welfare and that of any person who may be affected by his/her acts or omissions while at work.
- 7.1.2 To notify the school if under medical supervision or on prescribed medication (and who has been certified for work), that may cause 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.

- 7.1.3 Not 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.
- 7.1.4 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.
- 7.1.5 To use in such manner so as to provide the protection intended, any suitable appliance, 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 health, safety and welfare at work.
- 7.1.6 To report to the Principal without unreasonable delay, any defects in equipment, place of work, or system of work which might endanger health, safety or welfare which he/she becomes aware of.
- 7.1.7 No person will intentionally or recklessly interfere with or misuse any appliance, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing health, safety and welfare or persons arising out of work activities
- 7.1.8 Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner.

8. Responsibilities of the Health and Safety Representative

- 8.1 To consult and liaise with the Principal on all matters relating to Health, Safety and Welfare at Work Act 2005.
- 8.2 To consult and liaise with the staff on all matters relating to Health, Safety and Welfare at Work Act 2005.
- 8.3 Complete and amend the Health and Safety audit in conjunction with the Principal, caretaker and Board of Management Health and Safety Representative.
- 8.4 Liaise with the Board of Management Health and Safety Representative to report on any issues relating to Health and Safety at Board of Management meetings.
- 8.5 Liaise with the Covid-19 Lead Worker Representative.

9. Responsibilities of Covid-19 Lead Worker Representative (LWR)/Deputy Lead Worker Representative (DLWR)

- 9.1 Under the requirements for the re-opening of schools and the Covid-19 Response Plan, a Lead Worker Representative (LWR) and Deputy Lead Worker Representative (DLWR) have been identified.
- 9.2 The specific duties of the LWR and DLWR are outlined in the schools Covid-19 Response Plan.

9.3 To liaise with the Board of Management Health and Safety Representative to report on any issues relating to Covid-19 Risk Assessment and control measures.

9.4 To liaise with the Health and Safety Representative.

10. Responsibilities of Caretaker

10.1 To liaise with and report to the Principal on any Health and Safety maintenance and repairs required.

10.2 To complete any repairs notified to him by staff and Principal.

10.3 Check and maintain records of all maintenance and repairs completed.

10.4 Assist the Health and Safety Representative in the completion of the Health and Safety audit.

10.5 To liaise and oversee works completed by outside contractors.

10.6 To check school premises each morning prior to opening for staff and pupils.

11. Consultation and Information

It is the policy of the Board of Management:

11.1.1 To consult with staff in preparation and completion of a Hazard Check list.

11.1.2 To give a copy of this policy to all present and future staff.

11.1.3 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.

11.1.4 That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

12. Emergencies and Illness

12.1 The school has an on-line system to quickly contact all parents and guardians in the case of an emergency or exceptional closure. Those parents and guardians who have provided email addresses can also be contacted by email.

12.2 Each class teacher has a contact number for each pupil and parents and guardians are requested to provide contact details annually to update our database.

12.3 Each staff member is aware of the location of the AED on site.

12.4 See First Aid Policy, Administration of Medication Policy, Asthma Policy and Critical Incident Policy.

- 12.5 The school has a HSE Excel database completed in readiness for notification to HSE following suspected case of Covid-19.

13. Fire

See Appendix 1 – Fire Drill

- 13.1 There is a centralised Fire Panel located at the main entrance of the school, with a fire log posted beside it.
- 13.2 There is a supply of fire extinguishers which will deal with any type of fire, in each classroom, staff room and corridors.
- 13.3 All fire equipment is identified and regularly serviced.
- 13.4 Regular fire drills take place at least once a term.
- 13.5 Fire alarms are clearly marked.
- 13.6 Signs will be clearly visible to ensure visitors are aware of emergency exit doors.
- 13.7 All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- 13.8 An assembly area is designated outside in the yard.
- 13.9 Those leaving the school buildings or classrooms must inform someone in authority. Sign in/out book, note to teacher etc.
- 13.10 The Principal shall be responsible for the fire drills and evacuation procedures.
- 13.11 The school alarm system is checked regularly by a representative of the Monaghan Fire System, and all recommendations have been implemented. Likewise, the Community Centre alarm system is checked regularly by an external company.
- 13.12 There is a copy of the zoned floor plan of the school displayed at each exit, the fire panel and the Principal's office.

14. Critical Incident/ Accidents

- 14.1 All staff must be familiar with the school's Critical Incident Policy.
- 14.2 The school has established an Incident Management Team, listed in the Critical Incident Policy.
- 14.3 All accidents, no matter how minor, and whether to employees, pupils or members of the public, must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.
- 14.4 Serious accidents will be reported to the Health & Safety Authority.
- 14.5 Accident report books are kept in the main office for recording all accidents
- 14.6 In the case of critical incidents, the school will refer to our Critical Incidents Policy.

15. First Aid

- 15.1 All staff are responsible for being familiar with the school's First Aid Policy.
- 15.2 There is an AED located at the back of the school and another in the Community Centre. The AED at the school is monitored daily by the caretaker, with replacement supplies managed by the Parents' Association.
- 15.3 Details of first aid are in the school's First Aid Policy. Some points to note regarding health & safety are:
 - 15.3.1 Yard duty teachers and SNAs carry portable first aid packs on supervision duty. Basic first aid is administered in the yard (ice packs, minor cuts etc.)
 - 15.3.2 Principal, School Secretary are responsible for administering first aid.
 - 15.3.3 A first aid box is fully stocked, stored in the Secretary's office and readily available for use. A fully stocked first aid box is also available in the Community Centre.
 - 15.3.4 Telephone numbers of Gardaí, local GP and hospital are on display in the main office, the Principal's office, 5th and 6th classrooms and the staffroom.
 - 15.3.5 Disposable gloves and face coverings should be worn at all times when administering first aid. Where necessary, disposable aprons should also be worn.

16. Other Safety and Welfare Issues

16.1 Hygiene and Infection Control:

- 16.1.1 A high standard of hygiene throughout the school is a priority at all times.
- 16.1.2 Adequate facilities for waste disposal are available.
- 16.1.3 An adequate supply of hot and cold water, towels and anti-bacterial soap, hand gel and sanitary disposal facilities are also available.
- 16.1.4 Hand sanitisation units are available at all entrances/exits to the school, classrooms, staff room and offices.
- 16.1.5 All toilet areas are equipped with soap dispensers, paper towels and pedal bins.
- 16.1.6 Each classroom has a dedicated wash area equipped with soap dispensers, paper towels and pedal bins.
- 16.1.7 Each classroom is equipped with a cleaning kit comprising disinfectant spray, gloves, cleaning cloths and disposable wipes.
- 16.1.8 All cleaning cloths are washed on site in the washing machine provided.
- 16.1.9 To ensure the continued welfare of the staff and children, toilets are provided ensuite in each classroom and separate toilets for use at break times.
- 16.1.10 Two toilet areas for staff are available in the school building, and staff toilets are available in the Community Centre.
- 16.1.11 A staffroom separate from the work area is provided, where tea and lunch breaks may be taken with provision of 2m social distancing. The staffroom surfaces are sanitised after each break.

- 16.1.12 Classroom cleaning regime: Junior and Senior Infant teachers sanitise desk and chairs with disinfectant spray. The school cleaner sanitises each desk and chair.
- 16.1.13 All pupils from 4th, 5th and 6th classes sanitise their desk and chair at the end of each day or as required.
- 16.1.14 Hand-washing/sanitising guidelines are followed on entering/leaving school/classrooms, and before and after lunch breaks or play time.
- 16.1.15 All classrooms and toilet facilities are cleaned by the school cleaner as per cleaning schedule.
- 16.1.16 All waste is disposed of on a daily basis.

16.2 Code of Behaviour

- 16.2.1 All staff must be familiar with policies on Code of Behaviour.
- 16.2.2 The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk and stress to any employee.
- 16.2.3 See Appendix 3 for rules to help minimise health & safety risks.

16.3 School Visits/Workers in School

- 16.3.1 Access to the school is by consent of the Principal and all visitors are required to sign in and out. This is done through the Contact Tracing Log at the front door.
- 16.3.2 Where an employee feels at risk from or threatened by a particular person on school property, this must be reported to the Principal and brought to the attention of the Board of Management.
- 16.3.3 The Principal, with the Board of Management, will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.
- 16.3.4 Such measures will include meetings by appointment, with/without witnesses and in extreme circumstances, an injunction/barring order and any necessary legal steps.
- 16.3.5 All visitors to the school must be by appointment only with access granted by a member of staff. Visitors must use the front entrance. An access control system is in place on the front door for security purposes.
- 16.3.6 Anyone who comes onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises.
- 16.3.7 Visitors are required to wear face coverings and to sign the Contact Tracing Log before being brought to the Waiting/Meeting Room.
- 16.3.8 Children are not allowed to admit anyone into the building without permission of a staff member.
- 16.3.9 All substitute teachers and persons working with children will be checked for Garda Vetting in compliance with national and Diocesan requirements. They must also complete the Health Check Form.
- 16.3.10 Any contractor coming on site must make direct contact with the Principal, Deputy Principal, or an identified member of the Board of Management before initiating any work on the premises.
- 16.3.11 Where such work is taking place which constitutes any threat to health and safety, the school will be closed or the work will not take place during school hours.
- 16.3.12 The contractor is responsible for maintaining safe work practices and safe management of tools / equipment when carrying out works in the school.

16.3.13 All meetings of parents with class teacher or principal will be held in the identified Waiting/Meeting Room.

16.3.14 The annual Parent-Teacher Meetings will be arranged in accordance with Department guidance.

16.4 Supervision of Pupils:

16.4.1 All staff must be familiar with the school supervision policies.

16.4.2 At 9:10-9:20am, pupils assemble in designated areas of the supervised school yard. Their teacher will collect them at 9:20am and bring them into the school building. On wet days the pupils will proceed directly to their supervised classroom on arrival.

16.4.3 Staff members on yard duty wear hi-visibility vests so they can be seen easily. They also carry small First Aid packs.

16.4.4 A supervision rota for yard duty is drawn up at the beginning of the school year by the Deputy Principal. This is brought to the attention of all staff and is on display in the main office and in the staffroom. The deputy principal is responsible to ensure that other staff members are available to provide supervision in the event of unplanned absences or unavailability.

16.4.5 Each staff member is responsible for ensuring they are available and present to provide supervision as outlined in the rota. If for any reason they are aware they will not be available to provide the rostered supervision they are responsible for arranging or informing the principal/deputy principal of same.

16.4.6 For safety, all classrooms are locked during break and lunch. Students must request permission to enter school during breaks.

16.5 Dropping off/Collecting children:

16.5.1 All parents/guardians/carers in the interest of safety must obey all signs upon entering the school carpark and community centre car park.

16.5.2 Parents/guardians/carers are asked to adhere to the one way system.

16.5.3 Parents/guardians/carers are asked not to park up on the footpath or block the gates.

16.5.4 All children to leave by the designated exits. Junior Infants – 2nd and 4th class will leave via the back gate. 3rd class will leave by the side gate. 5th and 6th class leave via the community centre car park. Pupils travelling by school bus leave via Community Centre car park.

16.5.5 Children who have appointments with doctors, dentists etc must be collected by parent/guardian and sign out in the main office.

16.5.6 Children, upon leaving the school gates are advised to walk on the footpaths. Parents are encouraged to collect their children from the school gate to ensure their safety. Notes to this affect are sent to all families.

16.6 Allegations or suspicions of child abuse:

16.6.1 Refer to the school's "Child Protection Policy".

16.7 Infectious Diseases & Medical Conditions:

16.7.1 All staff are provided with the necessary Personal Protective Equipment (PPE) eg face masks/visors, disposable aprons and gloves where required.

- 16.7.2 It is the school policy to notify parents/guardians/staff of all reportable infectious diseases in line with HPSC guidance.
- 16.7.3 The Board of Management will endeavour to minimise the risk by adhering to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves to be used for all first aid applications, cleaning jobs etc. The staff has been provided with separate toilets with hot and cold water, a disposal unit and anti-bacterial soap and paper towels. Ensuite toilets are provided in each classroom.
- 16.7.4 There is a section on the school enrolment form for parents and guardians to provide information about their child's medical condition if any and how to address any conditions e.g. nut allergies, asthma etc.
- 16.7.5 Letters are sent home in the event of an outbreak of a contractible infection e.g. head-lice.
- 16.7.6 The school complies with its "Administration of Medication" policy when requests to administer medication are made by parents/guardians.
- 16.7.7 Before any child who needs assistance with mobility and movement be enrolled in the school, suitable arrangements should be made in terms of training for staff in moving and handling, and information on support services will be provided, in order to minimise strain on staff.
- 16.7.8 Our First Aid Policy deals with procedures for sending children home if feeling sick or are injured.
- 16.7.9 Concerns regarding Covid-19 are managed in line with HSE/HPSC guidelines.
- 16.7.10 There is a designated isolation/waiting area for pupils who present with symptoms or are feeling sick while awaiting collection by parents/guardians.

16.8 HAZARDS

- 16.8.1 A Health & Safety hazard check and audit is completed at least annually and as required. See Appendix 4. Should anyone in the school identify a hazard they should complete a Hazard Check List and give it to the caretaker or principal. The caretaker should inform the principal if they cannot rectify the problem.
- 16.8.2 Hazards that can be rectified or minimised will be dealt with immediately. Those that are on-going and /or cannot be rectified will be clearly indicated and appropriate procedures listed to minimise them.
- 16.8.3 The school's safety representative, in consultation with the Principal, caretaker and Lead Worker Representative will review and make recommendations on the elimination of hazards.

16.9 COVID-19 Pandemic Control Measures

- 16.9.1 Classes Junior infants – 2nd class are arranged in pods of 4-6 pupils with 1m distance between pods.
- 16.9.2 Classes 3rd-6th are arranged in pods of 2-3 pupils with 1m distance between each pupil and each pod.
- 16.9.3 Classrooms are arranged to provide a physical distance of 1.5m-2m for the teacher's work station from the pupil desks.
- 16.9.4 Face coverings are provided for staff use where 2m distancing cannot be maintained.
- 16.9.5 Separate assembly and play areas are identified for each class group (or bubble).

16.9.6 Separate entrances/exits are used for individual classrooms where available.

16.9.7 Staggered breaks are in place for Junior Infants – 2nd class and senior classes 3rd-6th class.

16.9.8 Storage shelves/units are reduced to a minimum for essential resources in each classroom.
Individual areas for storage of additional resources is provided in an old classroom.

16.9.9 Portable desk screens are available to SET and SNA staff for small group/individual work where 2m distance cannot be maintained.

16.9.10 Additional car parking is available for drop-off and collection

- Church car park for Junior – 4th Class pupils
- Community Centre car park for 5th-6th class pupils and school bus
- Parents and guardians are asked to use only one drop-off/collection point to minimise congestion.

CONCLUDING COMMENTS

This Health, Safety and Welfare at Work Policy was prepared on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions and legislation.

The Governance Handbook will be referred to for issues that may arise and are not covered in this policy.

Many of the Scoil Mhuire gan Smál's policies also provide additional information. Some are on our school website (www.kilkerleyns.com).

APPENDIX 1

FIRE SAFETY PROCEDURE

A school evacuation procedure has been drawn up. A copy of this procedure will be made available to all employees including temporary and substitute Teachers. A copy is displayed in each classroom, learning support room, hall, staffroom and in the offices.

The Principal is responsible for Fire Safety. Evacuation drills will take place a minimum of three times a year (one drill per term). Employees should familiarise themselves with the procedures so that a fast effective evacuation of the school can be completed in the event of an emergency.

a) Assembly Point:

For Junior to 4th classes are located next to basketball court – marked for each class (SEE BELOW)

For 5th and 6th classes are located in the Community Centre car park along the back fence.

b) Fire Alert:

When fire bell sounds there should be **SILENCE** in the classroom, or wherever you are.

c) Evacuation

The teacher is **in sole charge** of his/her class. Each class exits in **single file** in **silence**.

Teacher leaves last, making sure all windows and doors are closed.

Teacher should bring **Class list** along.

d) Exit Routes:

Jun/Sen. Infants exit via class doors

5th and 6th use own exits in Community Centre

1st and 2nd class use back door exit

3rd class use fire exit off their classroom

4th class use back door exit

Pupils not in regular class group are instructed to join the class group closest to their location at the time of the alarm, and exit accordingly.

All other staff exit via nearest doors

e) Assembly

When pupils arrive at assembly point, they should line up class by class facing towards the Community Centre. Children with language, learning support, resource teachers should go with the teachers to their class assembly points.

- The class teacher will call the roll and report the findings to the principal
- If a child is missing **under no circumstance** will a teacher or other person go back into the building looking for the child.
- In the event of a fire and if anyone is missing the principal will report it to the officer in charge of the Fire Brigade, who should be met on arrival by the Principal

Prevention & Maintenance:

- Ensure all fire exits are kept clear of equipment or clutter.
- Ensure all fire doors are functioning correctly, ie. Push bar, self closure, opening freely.
- Ensure classrooms are free of clutter with clear paths for quick exit, ie. tidy away school bags.
- Report any faulty electrical equipment for repair to the Principal/Caretaker.
- Report all faulty furniture for repair/replacement to the Principal/Caretaker.
- Do not overload sockets, use only appropriately approved extensions leads.
- Avoid having cables/leads trailing across floors.
- Fire exits are clear from obstructions. Staff and pupils are familiar with evacuation procedures.
- Fire extinguishers and fire blankets are checked and maintained in accordance with the Manufacturer's instructions.
- The fire alarm system is tested at regular intervals whilst the school is in session to ensure it works and is audible in all parts of the school. The school has a contract with the company Monaghan Fire Systems that carries out an annual maintenance check and is on call if there are any problems with the fire/intruder alarm.
- The Community Enterprise Centre has a contract with external company that carries out an annual maintenance check and is on call if there are any problems with the fire/intruder alarm.

Raising the Alarm:

- All staff are responsible for fire safety in their own work environment.

- All staff are responsible for reporting maintenance issues in a timely manner to the Principal/Caretaker, and for checking that repairs/replacements are completed.
- All staff are responsible for ensuring they are aware of fire exits, evacuation procedure, location of break glass units, and fire fighting equipment.
- All staff are responsible for raising the alarm, should they become aware of smoke or flames before the fire alarm is automatically activated.
- It is the responsibility of the Principal or the person delegated by them to call the Fire Brigade in the event of a fire.
- In the event of a fire and if anyone is missing the Principal will report it to the officer in charge of the Fire Brigade, who should be met on arrival by the Principal.
- In the event of a fire alert, the school management will liaise with the Community Centre personnel.

ASSEMBLY POINTS ARE CLEARLY MARKED AT BACK OF THE SCHOOL ABOVE BASKETBALL COURT

1	2	3	4	5	6		
Jun Inf.	Sen Inf.	1st	2nd	3rd	4th		

Assembly Points for Community Centre classes 5th and 6th in Community Centre carpark along the fence

FIRE NOTICE

The Fire Alarm Signal is:-
School Alarm

The Place of Assembly is:-
Ballcourt

Sequence:

1. Alarm
2. Call the Fire Brigade
3. Evacuation – in single file – SILENCE
4. Assembly – Ballcourt
5. Roll Call – Report to Principal
6. Tackle the Fire

APPENDIX 2

HAZARD REPORT SHEET

Please present completed form to your Safety Representative

From: _____ Date: _____

The following items need attention in Room _____

Description of Fault

Windows _____

Window blinds _____

Lights _____

Light switches _____

Sockets _____

Plugs _____

Tables _____

Chairs _____

Whiteboards _____

Radiators _____

Doors _____

Display boards _____

Litter bins _____

Sink _____

Other items _____

Thank you

APPENDIX 3

Classroom and Internal Rules

- Follow instructions given by teachers and / or Principal at all times.
- Sit properly on chairs, all four legs on the floor.
- Keep school bags under tables, neatly stored (especially in Infant classes).
- Walk ways in classrooms must be kept clear.
- Hang all coats, jackets, etc on hooks.
- No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/ or lunch time when pupils remain indoors.
- Use all classroom and P.E. equipment according to teacher's instruction.
- Open and close all doors with care.
- When moving around the school, **always walk, never run.**
- Stay seated, or sit on floor, at all times on wet days.
- Pre-arranged groups and activities should be organised on wet days before teacher leaves the room.
- Keep classroom door open when teacher is out of the room.
- Only go to toilet with teacher's permission, except in emergency.
- At all times, think of your own safety and the safety of others- especially younger, smaller pupils.

Yard Rules

Have Fun and Allow Others To Have Fun Too

- Play safely – no rough play or 'pretend fighting'.
- Stay in designated area of the yard.
- Only enter school with permission of teacher.
- Report any problems/incidents to the teachers on yard duty.
- No swinging out of coats/hoods.
- No throwing of clothes, hats, shoes, pebbles etc.
- In the current **climate of the Covid-19 pandemic, incidents of deliberate spitting or coughing at another person will be considered serious misbehaviour and will be dealt with accordingly.**

APPENDIX 4

Covid Risk Assessment

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Covid 19 Induction Training of school personnel and cleaning matters	L		Completed e-learning modules from DES All staff completed e-learning modules on Covid 19 induction training prior to reopening of school to pupils.
Staff health	M	Risk of contracting and or spreading Covid 19 virus in school environment	All staff have completed a return to work form at least 3 days prior to returning to work. 'Schools Pathway for Covid-19' document has been circulated to staff. Staff members that have symptoms of COVID-19 or other acute infectious disease are advised not to attend work, to phone their doctor and to follow HSE guidance on self-isolation. Staff members are advised not to present for work if they have been identified by HSE as a Contact of a person with COVID-19 and to follow the HSE advice on restriction of movement. Staff members that develop symptoms at work are advised to bring this to the attention of their Principal/Lead Worker Representative promptly and to follow HSE guidance on self-isolation.
Keeping up to date with latest Government / DES /HSE advice	L		Checking emails / correspondence from DES / IPPN / HSE etc at least once daily for updates. Informing staff through email of the updates, posting information on staffroom notice board, staff meetings, updating information posters as relevant throughout the school.

Appointment and training of Lead Worker Representative and Deputy Lead Worker Representative	L		Nomination through volunteer process. Lead Worker Representative: Mrs Donnelly Deputy Lead Worker Representative: Ciara McCabe Online training completed. Provide access to all information relating to reopening of school, Covid 19 Response plan, control measures, risk assessments etc. Regular communication with school staff and management to monitor compliance with the control measures.
School Insurance	L		School insurance has been amended to include use of classrooms and PE hall in the community centre.
Daily arrival of pupils and entry to classroom	L	Maintaining required distancing Gathering in large groups Early arrival on school premises Maintaining separation of class groups Managing pupil's personal property Cross contamination on door handles	Enforce drop off time of 9.10am – 9:20 Use of two identified drop off points – Community centre car park for 5 th and 6 th classes and pupils travelling on school bus. Church car parks for all other classes not using school bus. Parents are asked to use only one car park for drop off and collection with pupils travelling through school grounds to access other buildings. On arrival pupils are to leave school bags on class line ready for assembling. On wet days pupils proceed directly to classroom from 9.10 am. At bell pupils assemble in class line, carrying school bags on backs, in order, to leave hands free for sanitising. Use both rear entrances, classes entering door closest to the classroom. Classes enter one class at a time when their teacher arrives. 5 th and 6 th classes will enter classrooms directly via rear doors of community centre. All doors held open by hooks to avoid unnecessary handling of door. Doors to be opened by class teacher before pupils

			enter the school and closed when all pupils have entered. All pupils sanitise on entering classroom. Pupils in the current classrooms of Junior infants, Senior Infants, 3rd class can exit via the fire escape door for breaks and home time.
Recreation breaks for pupils	L	Maintaining required distancing Gathering in large groups Maintaining separation of class groups Managing pupil's personal property Cross contamination on door handles	There are staggered breaks for junior – 2nd classes and senior classes 3 rd – 6 th . Classes exit one class at a time commencing with class nearest the exit. All doors held open by hooks to avoid unnecessary handling of door. Doors to be opened by class teacher before pupils enter/exit the school and closed when all pupils have entered/exited. Maintaining segregated areas in the school yard for each class group.
List of School Activities	L	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Dismissal of pupils at end of school day	L	Maintaining required distancing Gathering in large groups Maintaining separation of class groups Managing pupil's personal property Cross contamination on door handles	At bell pupils assemble in an orderly manner, carrying school bags appropriately and collecting coats while Keeping hands free for sanitising. Use both back entrances/exits, classes exiting by the door closest to the classroom. 3 rd class will exit via side door and proceed to car park through new side gate. Classes exit one class at a time commencing with class nearest the exit. All doors held open by hooks to avoid unnecessary handling of door. Doors to be opened by class teacher before pupils exit the school and closed when all pupils have exited. Relevant class teachers accompany pupils to their identified pick-up point

			Drop off and collection for current 5 th & 6 th classes and pupils on bus is community centre car park.
Shared use of desks	L	Cross contamination by sharing of double desks Maintaining required distancing	In 4 th – 6 th classes desks are arranged to accommodate 2 pupils, one at either end to maintain 1m distance between pupils and desks In 3 rd class desks are arranged in pods of 3 maintaining 1m distance between pupils and pods. In Junior to 2 nd classes desks are arranged in pods of 4 -6 pupils maintaining 1m distance where possible between pods. Each pupil has an individual basket to store schoolbooks etc. No sharing of personal school equipment e.g. pencils, erasers, markers etc. is permitted
Classroom management	L	Use of coat hooks Storage of pupil's lunch bags Rearranging seating plan Limited space in classroom to accommodate appropriate distancing Shared equipment Class messengers	Each pupil has an identified coat hook Each pupil has an identified desk space and chair for duration of the school term lunch bags kept with school bags at the desk lunch will be eaten at desks or use courtyard where available for additional space. Each pupil will keep a separate pencil case with all necessary supplies in school. All textbooks, workbooks and copies will have a wipeable protective cover. Reduce non-essential equipment in classroom to create more space. Hand washing facilities are available in each classroom. Hand sanitiser available in classroom as needed, following coughing/sneezing etc. Cleaning/disinfectant kit for each classroom for use by teacher/staff to clean own area Reduced footfall on corridor due to teachers emailing secretary as a means of correspondence

Toilet areas	M	Use of space by multiple pupils Cross contamination	Each classroom has separate toilets equipped with soap dispenser, hand towel, hot water, waste disposal bin.
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Homework copies/workbooks	L	Risk of cross contamination and infection	Copies/workbooks stored in pupil's individual basket. Homework corrections completed in the classroom by teacher or teacher guidance to pupil. Homework submitted through See-Saw Minimum of 48hr lapse between pupil use and teacher use of books
Care of Children with special needs, including intimate care needs	L	Risk of infection through close contact	Use of PPE, face mask/shield, disposable apron/gloves as appropriate etc.
One to one teaching	L	Maintaining required distancing Cross contamination from multiple pupil use of same space	Use of PPE i.e. face covering where 2m distance cannot be maintained / portable desk screen for SET/SNA Hand sanitising Sanitising area after each pupil use
One-to-one interventions/supervision by non-teaching staff e.g. secretary SNA etc.	L	Risk of infection	Hand sanitising Sanitising area after each pupil use Use of PPE where 2m distancing cannot be maintained.
Classroom toys	L	Risk of infection	Minimise shared use of toys to individuals or pods Clean according to interim guidelines
School text books School library books Shared reading books	L	Risk of infection	Each pupil should ideally have own textbooks. Plastic protective covers. Cleaned between use by pupils. School text books are being used on rotation. Shared reading books - 2 sets are being used to allow for decontamination
Classroom space for senior classes	L	Risk of infection Maintenance of required distancing cross contamination of surfaces Classroom size is insufficient to	Use of alternative space e.g. community centre rooms x 2 for 5 th & 6 th classes Use of current 5 th classroom for 3 rd class (fire exit with potential direct exit to car park.)

		accommodate required distance with class size	Use GP room for 4 th class with access to toilets and coat hangers in old 3 rd classroom Use old 3 rd classroom for SEN/SNA group teaching, relaxation tent and storage of additional equipment removed from classrooms
Use of Information and Communication Technology by pupils in school	L	Risk of infection cross contamination of equipment	Hand sanitising Sanitisation of equipment between uses
Outdoor teaching activities	L	Same as entering and exiting school for recreation breaks	
Classroom waste bin management	L		Devise a strategy for collection of waste in each classroom
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
GP room	L	Risk of infection Maintenance of required distancing cross contamination of surfaces	Where possible use outdoor activities. Indoor PE activities to be held in main hall in community centre. Equipment sanitised before and after use by each class.
Secretary office	L	Risk of infection Maintenance of required distancing cross contamination of surfaces	Install Perspex screen around office desk Hand sanitisation Controlled access to use of office equipment. Stationery drop off and collection points for each class outside office Secretary has own copy of class books for purposes of photocopying with requests emailed by teacher.
SEN/SET	L	Crossover between classes	Assign specific class groups to each SET Use more in-class support and reduce withdrawal activities. Have identified workstation for support teaching, use of PPE where distancing not possible
Staffroom	L	Risk of infection Maintenance of required distancing cross contamination of surfaces and	Use old 6 th classroom for use by staff only Identified seating arrangements for staff Sanitising area between uses

		equipment	Minimise storage of personal items in the room Individual use of utensils, to be cleaned by staff after use. Provide individual storage space, tea towel etc.
Monthly school assembly	L	Risk of infection Maintenance of required distancing cross contamination of surfaces Inadequate space to accommodate all pupils and teachers	Hold separate assemblies for junior and classes, junior - 2 nd : 3 rd to 6 th . Use large hall in community centre Combination of separate monthly assemblies with whole school assembly 3 monthly.
Parent / principal / teacher meetings	L	Risk of infection Maintenance of required distancing cross contamination of surfaces Principal office inadequate to accommodate more than 2 persons	Use old 4 th classroom – close to front entrance Plan meetings by appointment only Ask parents/guardians to wait in their car until teacher is available. Ask parents/guardian to confirm they do not have symptoms of Covid 19 infection. Arrange space to maintain 2m distancing Record details in tracing record Hand sanitiser Sanitising surfaces following meeting Use of PPE where appropriate
Sporting Activities	L		
Sports Coaches	L	Risk of infection	Declaration of health check 3 days prior to recommencing in school Confirmation each day they attend the school that they do not have signs of Covid 19 infection Use of PPE as appropriate Sanitisation of equipment
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Student exhibiting signs of infection Medical isolation area	M	Cross infection Inadequate supervision	identified space in Waiting Room screened off for privacy (close to front door for collection) - Teacher takes pupil to waiting room and secretary

			<p>takes temperature</p> <p>-Pupil relocated to isolation space</p> <p>-supervised by secretary/principal until collected by parent/guardian. If there is a delay before pupil can be collected, GP is called.</p> <p>Follow HSE guidelines for suspected case of Covid 19 infection. If pupil is very unwell, emergency services are called.</p>
<p>Administration of Medicine</p> <p>Administration of First Aid</p>	L		<p>Review policies in line with Covid 19 requirements</p> <p>Equip an isolation area with chair, screens, PPE and cleaning and sanitising materials.</p>
Students participating in work experience	L	Risk of infection	<p>RTW health check completed</p> <p>Induction, supply with necessary PPE</p> <p>Assign to specific class group, avoid crossover between classes.</p>
School transport arrangements including use of bus escorts	M		<p>Bus drop off and collection changed to Community centre car park.</p> <p>Pupils can wear face coverings while on the bus if they so choose.</p> <p>Clearly identify bus parking space along the school field fence.</p>
School outings	M		
Visitors / contractors / suppliers	L		<p>Set up meeting area in old 4th classroom – close to front entrance</p> <p>Plan meetings by appointment only</p> <p>Ask visitor to wait in their car until principal/staff member is available.</p> <p>Ask visitor/contractor/supplier to confirm they do not have symptoms of Covid 19 infection.</p> <p>Arrange space to maintain 2m distancing</p> <p>Record details in tracing record</p> <p>Hand sanitiser</p> <p>Sanitising surfaces following meeting</p>

			Use of PPE where appropriate
Staff breaks	L	Maintenance of required distancing Cross contamination of furniture, kitchen utensils, crockery etc	Hand sanitising, Sanitising of surfaces between breaks Continue current staggered breaks Use current 5th classroom, with additional tables. Staff retain lunch containers in classroom, where possible Individualised crockery for use by identified staff, to be placed on trolley for dishwasher.
Hand washing/sanitising equipment	L		Purchase and install sanitiser dispensers at all entrances/exits to school, classrooms, staffroom, offices. Purchase and install hand soap dispensers in all toilets, handwashing areas, and staffroom Purchase and install paper towel dispensers in all hand washing areas and toilets not equipped with hand dryers.
Cleaning equipment	L		Purchase a new washing/drying machine for laundering non-disposable cleaning cloths, tea towels etc on site. Purchase additional vacuum cleaner and cleaning trolley and equipment for additional classrooms in community centre
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Use of external personnel to supplement curriculum	M		
Teacher absences (CPD and other)	M	Non replacement of teacher resulting in overcrowding of classrooms due to splitting classes Non-supervision of class	Follow up to date guidelines for approved substitution For less than 24 weeks use cluster panels etc as established by DES CPD cover – non-replacement cover use of SET

		Risk of infection Maintenance of required distancing cross contamination of surfaces	No substitution staff available use of SET Use of PPR and hand hygiene. Sanitise surfaces before and after use.
Use of school premises by other organisation during school day	L	Risk of infection cross contamination of surfaces	School premises will not be used by other organisations unless for essential teacher training with school closed to pupils and sanitisation completed following the event.
After school use of school premises by other organisations	L	Risk of infection cross contamination of surfaces	School premises will not be used by other organisations unless for essential teacher training or school related business e.g. BOM and PA meetings and sanitisation completed following the event.

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on *[insert date]*. It will be reviewed as part of the school's annual Health and Safety Risk Assessment .

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management