

HEALTH AND SAFETY STATEMENT



1. Rationale

The Board of Management of Ratoath Senior National School is charged with the direct governance of the school and has prepared this Health and Safety Statement in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

Health and Safety within the school is and always has been, an intrinsic duty of all employees and school community members, and one which calls for constant vigilance.

Safety Statement

The Board of Management brings to the attention of all its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the cooperation of all employees. It should be reviewed as necessary, 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 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.

The Board of Management of Ratoath Senior National School wishes to ensure that as far as is reasonably practical:

- 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.
- Plant and Machinery may be operated safely, insofar as possible.
- Work systems shall be planned, organised, performed and maintained so as to be as safe as possible and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of the Board's employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the health and safety at work of the Board's employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement shall be continually revised by the Board of Management as necessity arises.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made by the Principal for a safety representative.

The Board of Management of Ratoath Senior National School recognises that its statutory obligations under legislation extends to employees, pupils, to any person legitimately conducting school, business, and to the public who are visiting the school.

The Board of Management of Ratoath Senior National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act, 1989 (

http://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety_Health_and_Welfare_at_Work_Act_2005/) are adhered to.

Duties of Employees

It is the duty of every employee while at work:

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

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or item provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see Section 9 of the Safety, Health and Welfare at Work Act, 1989).

Consultation and Information

It is the policy of the Board of Management of Ratoath Senior National School to consult with staff re safety audits, to make a copy available of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

2. Health

Infectious Diseases

It is the policy of the Board of Management of Ratoath Senior National School that steps will be taken to ensure the safety of staff and students against all infectious diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc. Toilets and washing areas shall be provided with an adequate supply of water, soap, paper towels and a facility for the safe disposal of waste.

Drugs and Medication

Drugs and medications will be stored and administered in line with our Administration of Medicines Policy. Medicines are stored in marked and named containers in the press over the sink in the First Aid area of the school secretary's office. Spare inhalers, which will have the child's name clearly marked, may be stored in the bottom drawer of the class teacher's desk.

Members of staff and pupils are reminded:

A person who is under medical supervision or on prescribed medication and who has been certified fit for work or school, should notify the school of any known side effect or temporary physical

disability which could hinder their work or school performance and which may be a danger to either themselves or their fellow workers or classmates. The school will arrange or assign appropriate interventions for the person in the interim. All medical certificates should clearly state the start and end date of the period of certified illness.

Staff and pupils are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

First Aid

All incidents, no matter how trivial, or whether they happen to pupils, employees or members of the public, must be reported immediately. This is necessary to monitor the progress and effectiveness of safety standards and to ensure that proper medical attention is given where required. An Accident Report is to be completed and maintained for the recording of accidents and incidents of a serious nature. These are available in the press over the sink at the First Aid area. All minor incidents and injuries are to be recorded in the book at the First Aid area. Parents/ Guardians are to be contacted following all head injuries, however minor they may appear.

Illness

Children who are ill should only attend school if advised by their doctor. Where a child has not attended a doctor, they should not return to school until they are sleeping and eating normally for at least twenty-four hours. Any infectious illness should be notified to the school immediately. If a child has incurred a serious illness or injury a letter from the parent/guardian must be sent to the class teacher requesting that the child remains indoors for a specific period of time to enable full recovery.

Health Issues

Parents are asked to inform the Principal, in writing, of any physical disability, medical condition, allergy etc. which their child may have or may develop during their time in the school.

Smoking

Ratoath Senior National School and its grounds are a designated non-smoking area.

Chewing Gum

Chewing gum is banned in the school and on its grounds.

Healthy Eating

A good diet and plenty of sleep, fresh air and exercise are essential to the growing child. Allow plenty of time in the morning for your child to eat a healthy breakfast. Choose lunches carefully. Sandwiches and fruit are healthier than sweets and biscuits. Our school has a Healthy Lunch Policy. Do not include sweets or foods or drinks which have a high sugar content in your child's lunch. Cut down on the amount of packaging by refilling a plastic bottle with water or a low sugar diluted drink. Do not give your child glass bottles or containers.

Food is to be consumed under supervision in the classroom and must not be brought out to the toilet or to the yard or school field.

Children form their eating habits for life from an early age. They will, of course, always have their own preferences - but parents/guardians can have a lasting influence by starting them on the right road. Eating habits, started in childhood, will influence your child's chances of a healthy life. A good variety of nourishing food is important from the start to ensure a healthy growing child. Children's lunches sometimes tend to be low in fibre and high in fat and sugar. To change a child's eating habits for the better it is best to do so gradually. Start by substituting biscuits with pieces of fresh fruit one

day a week in order to make your child's lunch healthier and better for teeth too. Then move on to two, three four and eventually five days, i.e. the full school week.

We have a number of children in the school who have heightened sensitivities or allergies to certain foods, especially nuts in any form. For these children, eating the wrong food or, in some cases, having such food in their immediate vicinity could cause anaphylactic shock, cause serious illness or prove fatal. In an effort to prevent any of these ever happening, all parents are asked to be extremely careful in preparing their own child's lunch. Please ensure that nuts or nut derivatives in any form are never included. Also, please regularly remind your child not to share or swap lunches. Our school has a 'No Nuts Policy'.

Breakfast

For school children, breakfast is perhaps the most important meal of the day. Not only does breakfast break the child's long overnight fast and help concentration, it also lays down the foundation for healthy eating for the rest of the day. Try a wholegrain or bran-type cereal with chopped fresh fruit on top with milk, an orange or unsweetened fruit juice and some wholemeal bread, toasted or plain.

Lunch

Lunch should provide one-third of your child's food requirements for the day. The simplest and most effective way to plan a healthy lunch is to include in your child's lunchbox one food from each of the four main shelves in the food pyramid. Bread, Cereals, Potatoes; Fruit and Vegetable; Milk, Cheese, Yoghurt; and Meat, Fish and alternatives. Water is the healthiest drink.

Tips to get children to eat more fruit and vegetables

Children often prefer fruit and fruit juice to vegetables – that is alright. As long as they eat a variety of fruit each day, they will get all of the vitamins and minerals they need.

Children love easy to eat fruit like mandarins, small apples and bananas. Keep your fruit basket well topped up.

Children often prefer raw vegetables! So offer carrot or cucumber sticks, tomatoes or any favourite raw vegetable as snacks. These can also be wrapped and put into lunch boxes. To encourage children to eat vegetables hide them! Grate vegetables into stews, soups and casseroles. Offer children sweet vegetables like sweetcorn and carrots in preference to strong tasting vegetables like cabbage or parsnip.

Pizza is very popular with children. Buy supermarket own-brand mini-pizzas and add vegetable and fruit toppings. Add chopped fruit to breakfast cereals. For a simple dessert at any time of the day, chop an apple, banana or orange together for a tasty fruit salad that children will love. Preparing it themselves adds to their enjoyment.

School Lunch Ideas

Fruit and Cheese. Save old cartons and small tubs and fill with cubes of cheese, pineapple and apple (dip apple in lemon juice to avoid going brown) Add fingers of brown bread for a satisfying, healthy lunch. Cheese strings are also popular.

Pitta Pockets. Pitta breads are fun for children. Store frozen and grill lightly or pop into the toaster for a few seconds. Cut a split in the middle and fill with lettuce, tomato, cucumber and chopped cooked meat or tinned fish.

Pizza Slices, topped with vegetables are a tasty filling food.

Mixed Salads. Tuna, sweetcorn and tomato; cheese and coleslaw; egg and onion; meat salads, can be brought to school in little tubs and eaten with brown bread.

Fruit Yoghurts are a good choice. If you like, add more chopped fruit.

Homemade Vegetable soup with brown bread is a great winter warmer. Make soup with half milk and half water for extra nourishment.

3. Hygiene

General Hygiene

High standards of hygiene are required at all times throughout the school. All children should come to school with a clean hand towel in their bags. Parents are expected to train their children towards habits of good hygiene and best practice with regard to the use of toilets, washing of hands and personal neatness and hygiene.

Refuse / Litter

Litter bins are provided in all classrooms. Children are expected to use these for appropriate refuse. Children are expected to bring their own lunch refuse home, especially containers and packaging. Recycle bins are also provided in the school.

Head lice

Head lice are a common problem in primary schools. As your child shares a classroom and playground daily with a large number of other children, it is very easy for head lice to spread. Unfortunately, head lice are extremely mobile and infectious and can pass from one individual to another by head to head contact.

How do you tell when your child is suffering from a head lice infection? The first clue is frequent scratching of the scalp. To check if head lice are present, carefully examine the hair around the back of your child's neck and behind the ears. The best way to find lice and their eggs is to run a fine-toothed comb through damp parted hair, looking carefully for evidence of lice. Since head lice shy away from light, you may only see their empty egg shells (nits), which are small whitish ovals of equal size attached to the hair shaft.

You should check your child's hair regularly in this way for head lice - if your child has contacted lice you should inform the school and treat the hair immediately. Everybody, including you, other members of the family and school friends, who have been in contact with your infected child should be checked for lice infections. The reality is that anybody your infected child has been in contact with could catch head lice. Head Lice are not choosy about what type of hair they go for. In fact, they tend to prefer clean rather than dirty hair. All long hair should be tied back securely.

Head Lice are very easy to treat - lotion or shampoo treatments can be bought from the pharmacies without a prescription.

Cleaning the School

The caretaker and the contract cleaners are in charge of the cleanliness of the interior of the school, subject to the authority of the Board of Management. The caretaker is also in charge of the cleanliness of the school grounds.

When any member of staff becomes aware of any situation which they may deem to be hazardous to the safety, health and welfare of staff members and/or children e.g. blocked toilets, faulty furniture etc. they must notify the caretaker and/or the principal and, if necessary, make a log of the issue in the maintenance book which is kept in the staff room at the notice boards.

All staff are aware of the location of the fire extinguishers and know how to use them. They are aware of the numbers to dial to summon the fire brigade or ambulance (999 or 112) if necessary. The school's eircode is A85 ET29.

4. Safety

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 will be put in place to manage them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of Ratoath Senior National School that:

- That the Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the types of fire likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher will have instructions for its use.
- A fire drill will take place once a term.
- Fire alarms shall be clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 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 must ensure that the exit from his/her classroom is kept clear. The area around the main entrance lobby, the P.E. hall and all other doorways in the lobbies must be kept clear.
- Assembly area is designated outside of the building, and the locations are specified.
- Each staff member should know their assembly point.
- Exit signs shall be clearly marked.
- All electrical equipment not permanently wired shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classrooms. The secretary and Principal, as appropriate, are responsible for their own offices. The staff room is every staff member's responsibility on a rota basis. The cleaners shall check when cleaning.
- All staff shall be responsible for fire drills and evacuation procedures.
- All recommendations made by the safety officer and the Fire Officer in addition to these provisions shall be implemented.

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

- Wet corridors
- Wet P.E. hall
- Trailing leads
- Computers
- Guillotine
- Interactive Screens
- Fuse Board
- Electric kettles
- Hot drinks in non-travel cups
- Boiler house
- Server Room
- Ladders and step ladders
- Excess gravel on school yard
- Moss on school yard
- Protruding units and fittings

- Windows opened fully
- Cleaners' Room and cleaner's presses to be kept locked
- Garden equipment
- Car – park and set-down area
- Container
- Icy surfaces on a cold day
- Back yard flood potential
- Mats in the hall in addition to other P.E equipment
- Basketball posts
- Fallen branches/leaves

To minimise these dangers the following safety and protective measures must be adhered to (see duties of employee in this document):

- Access to and operation of equipment/plant is restricted to qualified members of staff, whose job function is that of running, maintaining, cleaning and monitoring particular types of equipment/plant in the course of their normal duties. Copies of this Safety Statement will be made available to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the school's Safety Statement and shall adhere to its provisions.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable, the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders should only be used by the caretaker.
- Pupils are not allowed to bring glass bottles to school. If glass is broken, remove it immediately on discovery.
- The Board of Management will check to see that floors are clean, even and non-slip as part of the Safety Audit.
- P.E equipment is stacked securely in the P.E Hall storeroom and is positioned so as not to cause a hazard. The P.E Hall and storeroom are to be left tidy and in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by the principal, caretaker and staff Health and Safety post holder will take place. Teachers will be required to complete the end of year classroom audit and return it to the principal.
- Check that the wooded beams and benches are free from splinters and are stable and in good order.
- Check that there are no uneven, broken or cracked paving slabs in the carpark.
- Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well-maintained.
- Check that the manholes are safe.
- Check that the outside lighting works and is sufficient.
- Check that all equipment and external stores are safe and locked securely.
- Check that all play areas are kept clean and are free from glass before use.
- Check that refuse is removed from the school premises each day and that it carefully stored in the bins at the staff car park beside the shed.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of Ratoath Senior National School that machinery, kitchen equipment and electrical equipment are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person. Before using any appliance, the user should ensure that:

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

Chemicals

It is the policy of the Board of Management of Ratoath Senior National School that all chemicals, photocopier toner, detergents etc. can be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection to be used when handling these items.

Welfare

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

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

Highly Polished Floors

It is the policy of the Board of Management of Ratoath Senior National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside grounds, surfaces and drainage channels being affected by frost in cold weather.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal or the caretaker so that it may be immediately removed.

Access to School

All staff members sign in on the sheet in the staff room every morning. Permission must be sought from the principal if a staff member needs to leave the school premises before 3.00p.m. In as much as is compatible with the practical layout of the school, anyone entering the school premises, shall be required to identify themselves to the principal or the school secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the principal or the secretary before initiating any work on the premises and shall be shown a copy of the Health and Safety Statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided where possible during school hours and shall at 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 their nominated agent and shall mark such hazard with warning signs or other suitable protection.

Travelling to and from School

Children must walk when entering or leaving the school and must use the footpaths on the roadway and in the school. Cyclists and those using scooters must dismount and walk when entering or leaving the school.

Collecting Children

- All parents/guardians/carers, in the interest of safety, must obey all signs upon entering the school grounds.
- Cars are advised to drive slowly on entering the school grounds when collecting children.
- The school must be informed if a child is being collected by a parent/guardian/carer before the end of the official school day. In such circumstances parents should inform the school in advance through Aladdin or through the pupil's class diary and are also requested to sign their children out of school. If possible, collection at break times should be avoided.
- Children who become ill during the school day must be signed out by a parent/guardian, when being collected. This record is to be kept in the office by the school secretary.

Safe Work Practice

- Cleaners must wear work gloves when wringing out wet mops and when handling detergents to prevent dermatitis.
- Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- Teachers are asked to wear gloves when dealing with children's wounds. This is especially important when there is blood involved.
- The caretaker must wear protective eye covering when using the strimmer, hedge clippers or other such equipment.
- The caretaker must wear protective gloves when using weed-killer or other chemicals that are considered damaging or likely to cause dermatitis.
- The caretaker must wear a protective mask to prevent the inhalation of gases while using chemicals such as weed-killer and others.
- The teachers, SNAs, secretary, caretaker and cleaners or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could be the cause of a trip.
- All staff members and other employees are familiar with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. Staff training in the use of these will be arranged periodically.
- Employees do not use step-ladders or other ladders without the assistance of a colleague.
- Employees are to inspect step-ladders for loose steps, non-rigidity and proper locking bars before use.
- The caretaker should not stand on chairs which are placed on tables, when changing light bulbs, dusting or hanging charts.
- Employees should not stand on chairs which are placed on tables when hanging charts.
- Employees should report defective equipment to the principal and the caretaker.
- Employees should report incidences of uncollected refuse.
- The cleaners and the caretaker should read the instructions and warnings on containers before using the contents. They follow the instructions re. washing of eyes if affected by splashing, use of protective masks and wearing of gloves.
- All staff must use covered containers for hot drinks when outside the staffroom.

Caretaker Duties

- The caretaker will ensure that all gates, with the exception of the two main gates, are securely locked each evening.
- The caretaker will check that the burcos in the staffroom and the heating system are switched off every evening.
- The caretaker will ensure that the container, the boiler room and outdoor storage room are never left unlocked and that weed-killers and insecticides are never left in a prominent or easily accessible position.
- During exceptionally cold weather, it should be ensured that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
- The caretaker shall be on the lookout at all times for risk situations and shall repair faults or report them to the principal.
- The caretaker shall familiarise himself with the school's Safety Statement and especially those parts which are relevant to his own position.

Fire Safety

- A Fire Drill will be organised at least once a term and will be recorded.
- The fire alarm system and fire extinguishers will be monitored regularly.
- A fire drill organisation plan will be displayed in each room in the school and in the lobby areas.

Fire Drill Organisation

1. Assembly Points

Each class will assemble at their appointed assembly point on the rear yard as indicated on the fire Escape Route Map.

2. Fire Drill Warning

When the fire alarm sounds, silence is expected.

3. Evacuation

The class teacher is in sole charge of their class.

Teacher ensures that all windows and doors are closed and that the toilets are checked.

Teacher should bring their class list or if not in their classroom, pupil list from outside their door.

4. Assembly

When classes arrive at their assembly points, they should line up class by class at their corresponding number on the back yard.

The teacher will then call the roll and report the findings to the secretary.

SEN teachers are responsible for children in their care for the duration of the fire drill. They must also report to the secretary and inform the class teacher of the children they have in their care.

SNAs should exit with the class with whom they are working at the time of the fire drill.

Emergency Lighting and Exit Signs

At the beginning of any events taking place in the school hall where a large crowd has assembled, attention should be drawn to location of emergency lighting and exit signs.

External Fire Hydrant and Water Mains

The fire hydrant is clearly marked 'H' and located on the main footpath leading up to the school's main entrance door.

The water control is outside the school main gates on the Fairyhouse Road.

Location of Fire Extinguishers	Type
Staff Room	CO2 and fire blanket
Inside main entrance	CO2 and AFFF Foam
Hall	CO2 and AFFF Foam
Mixed lobby	CO2 and AFFF Foam
3 rd Class lobby	CO2 and AFFF Foam
Top corridor	CO2 and AFFF Foam
5 th Class lobby	CO2 and AFFF Foam
Extension lobby upstairs	CO2 and AFFF Foam
Extension lobby downstairs	CO2 and AFFF Foam
6 th Class lobby	CO2 and AFFF Foam

Fire Points containing fire extinguishers are located strategically around the building.

Fire doors throughout the building should be kept closed at all times.

We have a defibrillator in the school, located in the school office, beside the sink in the First Aid area.

The Main School Gates

Parents are reminded at regular intervals by the Board of Management that the main entrance gates and the car park barrier should never be blocked by cars. This is to facilitate the emergency services such as ambulance and fire brigade and also to ensure the safety of the children when entering and exiting the school grounds.

Hazards

Identifying Hazardous Areas for Children

- The server room
- The cleaners' room
- The container
- The caretaker's room
- The garden shed
- The car park
- The staff room
- The boiler house
- The gas mains

Precautions

- Those areas are strictly out of bounds for the children at all times except when accompanied by a staff member.
- The cleaner's room and the boiler house shall be kept locked at all times.
- First Aid equipment is stored in the school office.
- All staff are expected to be vigilant at all times, and to report to the principal or deputy-principal any hazards which may come to their attention on the school premises - in rooms, corridors, toilets, hall, yards, playing field etc.
- The caretaker is asked by the principal to remedy such hazards immediately when they come to his notice or are brought to his attention by any staff member or other school employees.

Identifying the Hazards

Teachers, SNAs and ancillary staff (secretary, caretaker and cleaners) are requested to conduct a periodic safety check of their classrooms and/or workplace and to effect or request immediate corrective action when required.

The Board of Management and staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- Teachers will exercise professional judgement on the level of safety required when attending activities outside school premises and bring to the notice of the principal any matter requiring corrective action.
- Pupils are trained to attend to their own safety and that of others on hazards with potential for injury and activities involving the use (or misuse) of rulers, scissors, mathematical instruments etc.
- Restricted areas – previously mentioned.
- Hygiene – pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. The Stay Safe programme, Walk Tall and Weaving Wellbeing programmes are taught as part of Social, Personal and Health Education (SPHE).
- Fire Drill
- Administration of Medicines
- Lift is serviced at regular intervals throughout the year with a follow-up from the Allianz engineer
- The boiler is serviced annually.

Teachers are professionals trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. They are in loco parentis. However, some accidents may occur.

In the event of an accident, it is the schools' policy to assess the situation, keep the child in question as calm and comfortable as possible and call for their parents and/or the emergency services.

In accordance with section 13(3) of the Safety, Health and Welfare at Work Act (2005) a member of staff (post holder) will conduct consultations with the principal or with the Board of Management pursuant to this section.

Classroom and Internal Rules

Be Safe, Be a Friend – Bí Slán, Bí Cairdiúil

- Follow instructions given by the teachers and/or principal at all times.
- Sit properly on chairs, all four legs of the chair on the floor.
- School bags should be stored safely under the tables. Books and copies in current use should be stored in the children's boxes. Extra books and copies should be stored in class cubby holes or on shelving.
- Walkways in classrooms must be kept clear.
- All coats and jackets should be hung on the hooks provided. During wet days, pupils will participate in supervised active breaks, playing games.
- Use all classroom and P.E equipment, according to the teacher's instructions.
- When moving around the school, always walk, never run.
- Keep to the left when on the corridors.
- Watch where you are going – do not look behind while walking.
- At all times, think of your own safety and the safety of others, especially younger and smaller pupils.

Yard Rules

Be Safe, Be a Friend – Bí Slán, Bí Cairdiúil

- Play safely – no rough play or ‘pretend fighting’.
- Stay in your designated area of the yard.
- Do not enter the school without the permission of the teacher or SNA on yard duty.
- Report any problems or incidents to the teachers on yard duty.
- No swinging off basketball posts, rails or trees.
- No swinging out of coats or hoods.
- No throwing of clothes, hats, shoes or pebbles etc.
- If the ball goes out of your designated yard area, e.g. into the car park or the Nature Walk, the teacher on yard duty must be told. Do not go after the ball.
- Out of bounds areas – steps, inside cages, bushes, Nature Walk.

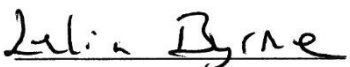
Use of Cameras and Mobile Phones


Children are not allowed to have mobile phones on the school premises. (Please refer to the Policy on the use of Mobile Phones and Electronic Devices). In the interests of protecting all children, use of cameras/camcorders or any recording device by parents/guardians and/or children/visitors, is strictly prohibited on the school premises or at school related events.

Any photographs or recordings at school events taken by school staff are used for school purposes and parental/guardian written permission is sought in advance of the school event on the School Consent Form.

Ratoath Senior National School does not take responsibility for photographs or recordings of school events that are uploaded onto any/all Social Media Sites.

This Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

Signed: 
Chairperson of Board of Management
Date: 7th February 2024


Principal
7th February 2024

Appendix I
Identification and Assessment of Hazards

Date: January 2024

Area: External

Hazard	Location	Risk	Suggested Remedy
Bins	Side of Ratoath Junior National School.	Can be used as a climbing aid or to start a fire.	The caretaker will supervise the emptying of classroom bins each evening at 2.00p.m. and bins to be kept locked.
Yard Steps	Rear of basketball courts.	Children may slip and fall due to change in level.	The nosing on steps should be painted using a non-slip coating in order to highlight changing levels. This needs to be done annually.
Drains	All around the school	Flooding	Check regularly to free drains of leaves and debris
Surface of playgrounds	Tarmac and grass play areas around the school.	Trip and fall hazard, particularly when moss develops on the tarmac.	Regular checks and moss removed whenever necessary.
Nature Walk	All around the school.	Trip and fall hazard. Cuts from briars.	Regular checks and maintenance as necessary.
Car Park	At the front of the school.	Cars moving in the car park.	Teacher presence in the area. Regular reminders from the board of Management re. car park etiquette.
Step on 3 rd /4 th class playground	3 rd /4 th class playground.	Children may fall due to change in level.	The nosing on steps should be painted using a non-slip coating in order to highlight changing levels. This needs to be done annually.

Identification and Assessment of Hazards

Date: January 2024

Area: Internal – Classroom Hazards

Hazard	Location	Risk	Suggested Remedy
Chairs	Classroom	Swinging Falling off the chair	Push in chair before leaving the table. The four legs of the chair are to remain on the floor at all times.
School Bags	Under the tables	Tripping over the bags	Reminders to keep the bags under the tables and not on the main walkways around the classroom.
Wet Floor	Toilet/classroom sink	Slipping	Check often and keep a supply of blue paper roll.
Movement from classroom	From classroom to classroom, hall, computer room, seomra scéalaí, yards	Falling, running	Walk in straight lines on the corridors keeping to one side. Remind the children often. No pushing.
Running and rushing	Within classroom	Falling and hitting heads off one another or the furniture.	Remind the children to move safely in the classroom. Children are to be reminded of the classroom rules during supervised wet day play breaks.

Identification and Assessment of Hazards

Date: January 2024

Area: Internal –Interior Hazards

Hazard	Location	Risk	Suggested Remedy
Mats	At exits	Tripping hazard	Mats to be secured to floor. Mats to be checked regularly and replaced when necessary.
Cleaning Supplies	Cleaners' storeroom, presses and over presses in lobby areas.	Ingesting/inappropriate use of cleaning supplies.	Cleaners' store room and presses to be locked. Only paper supplies to be kept over the presses.
External fire doors which children use to enter and exit the building.	External fire doors, throughout the school, which children use to enter and exit the building.	Doors slamming and breaking more readily due to daily use.	Reminders Appointing children to hold the doors open Doors to be kept closed when not in use. Regular checks for damage.

Internal fire doors	In corridors	When exit doors are open a wind tunnel is created.	Keep doors closed as much as possible.
Server Room	Downstairs beside the cleaners' room.	Fire Injury	Server Room is out of bounds to all children. It is accessible to designated staff only.
P.E Store Room	P.E Hall	Doors slamming. Equipment not stored correctly.	Equipment storage to be monitored regularly by post holder. Teachers to tidy up after use. Two children from each class are appointed to put equipment away and tidy up after P.E classes.
P.E Hall	P.E Hall	Slipping Benches	Check that the floor is not damp due to rain or condensation. Keep benches against the walls during class except when in use.
Toilets	Throughout the school	Surface water. Inappropriate behaviour	Monitored daily. Teacher supervision.
Burcos	Staff Room	Scalding	Careful use. First Aid is available in the school office adjacent to the staff room.
Hot Beverages	Around the school	Scalding	No hot drinks to be taken outside the staffroom unless suitable containers with lids. Drinks containers should not be taken to the yard by staff on yard duty.
Lift	Downstairs near the staff room	Lift breaking	Regular servicing. Supervised usage.
Shelving	Throughout the school.	Improper stacking of shelves may result in injury from falling objects. Over-stacked shelves may break.	Bookshelves are to be kept neat and tidy. Regular monitoring by all staff.

Appendix II

Accident Report Form

1. Name injured pupil/person	
2. Class Teacher of injured pupil	
3. Date and time of accident	
4. Place where accident occurred	
5. State cause of accident	
6. Give detailed account of accident	
7. Did the injured pupil/person go home?	
8. Name of witness to accident	
9. Action taken as a result of accident	
10. Date when injured party return to class /work	
11. Signature of person supervising at time when accident occurred	
12. Signature of teacher on First-Aid duty	
13. Signature of Principal Teacher	
14. Date	