

Scoil Aodh Rua agus Nuala



Safety, Health and Welfare Policy 2023.

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

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

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

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

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

Signed: Martin M. Gannon Date: 19/06/2023
Chairperson, Board of Management

Scoil Aodh Rua agus Nuala

Donegal Town, Co Donegal

Safety Statement

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

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if 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 Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Scoil Aodh Rua agus Nuala, Donegal Town wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school in a condition that is safe and without risk to health and safety.
- The design provision and maintenance of safe means of access to and from places of work.
- The design provision and maintenance of plant machinery.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils' challenging behaviours.
- The provision of such information, instruction, training and supervision as is reasonably possible to ensure the health and safety at work of its employees.
- The provision and maintenance of necessary protective clothing or equivalent as is necessary to ensure the safety and health at work of its employees.
- The preparation, revision and ,timetabling of plans for emergencies e.g. fire drills and fire evacuation procedures
- The safety and prevention of risk to health while at work in connection with the use of any article or substance..
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- The provision and maintenance of facilities and arrangements for the welfare of all Employees including the support of other services/agencies.
- The continuing updating of the Safety Statement.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Scoil Aodh Rua agus Nuala recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Scoil Aodh Rua agus Nuala undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 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. If any employee is suffering from an illness or disease that adds to risks they should inform the Principal/Board of Management.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.

- To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- No person will intentionally or recklessly interfere with or misuse any of the relevant statutory provisions or otherwise, 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 safety, health and welfare at Work Act 1989)
- Each employee will ensure that he/she is not under the influence of a toxicant to the extent of endangering their health and safety and that of others around them. Each employee should also submit to any reasonable test for oxidants.
- Each employee should attend such training as may be reasonably required by the Board of Management.

Consultation and Information

It is the policy of the Board of Management of Scoil Aodh Rua agues Nuala:

- To consult with staff in preparation and completion of the Health & Safety Policy Statement and of Hazard control forms.
- To ensure that all staff have a copy of the *Safety Statement* and to publish it on the school website.
- To ensure that any additional information or instructions regarding health, safety and welfare at work will be relayed to all staff as it becomes available.
- To ensure that Health Safety and Welfare at work will be considered in any future staff training development plans.

Risk Assessments.

See Templates for Risk Assessments Attached.

The Board of Management will carry out risk assessments regularly. Staff members will be asked to carry out a risk assessment of their own work area i.e. classroom, pe room etc.

Any identified hazards will be documented and assessed by the Board for risk level and arrangements will be made for the elimination of the hazard/risk.

Hazards

Hazards shall be divided into two categories When a staff member notices a hazard he/she will inform the Schools' Safety Representatives **Mrs Lyons in the Aodh Rua Building and Ms McFadden in the Nuala Building.** Those which can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Specific Hazard - Fire Hazard

In order to minimise the risk of fire the following precautions are adhered to in so far as is possible:

- Smoking is prohibited in the school building. Signs to this effect are displayed at the entrances to the school buildings.
- Flammable substances and toxic or corrosive substances e.g cleaning fluids, photocopying substances etc are correctly labelled and securely stored away from any source of heat.
- Electrical cables are regularly checked by school staff/caretaker and replaced if necessary.
- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, are available, identified and serviced annually by an authorised and qualified person. Each fire extinguisher shall have instruction for its use.

- Staff are familiar with and have been adequately trained in the procedures to be followed when using fire fighting equipment.
- Fire exit doors are kept unlocked and unobstructed whilst people are on the premises.
- The Safety Representative in each building will be responsible for regular fire drills and evacuation procedures which are clearly displayed..
- Fire drills should take place once a term
- Fire alarm systems will be clearly marked and tested regularly to ensure they work and are audible in all parts of the buildings.
- Exit signs will be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer).
- All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit door in her classroom must ensure it is kept clear. PE hall and main door – Principal/Deputy Principal will see they are free of obstruction.
- Assembly areas are designated outside each building and the locations specified.
- This information is displayed in an obvious place in each classroom, along with the list of names of pupils in that class.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.(see further details on electrical equipment further on in this document)
- Teachers are responsible for this in their own classroom.
- The secretary/principal, as appropriate, is responsible for the offices .The staff room is every staff member's responsibility.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Constant Hazards

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.

- Electrical Equipment to include Lighting / Plugs/ Sockets/ Leads.
- Wet corridors
- Boiler house
- Ladders
- Excess grit/growth on school yard
- Protruding units and fittings
- Flat roof
- External stores.
- Slabs around perimeter of school
- Icy surfaces.
- Mats in hall
- Windows opening out.
- Storage of school bags
- Stairways, Steps, Ramps..
- Chemicals.
- Drugs / Medication.

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document).

Equipment especially Electrical Equipment:

- Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties.
- Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of school equipment.
- In addition all such equipment is to be used in strict accordance with the manufacturer's instructions and recommendations.
- All equipment especially electrical equipment is fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevance points.

Electrical Equipment.

Lighting.

Electrical outlets are checked to ensure that:

- All light fittings are working and are kept in clean condition.
- Light switches are not broken and appear to be in a safe condition.
- The lighting is adequate for the type of work being undertaken as specified in Circular 24/82

Plugs/Sockets/Leads

Checks are carried out to ensure that:

- Plugs are in good condition with no cracks or pieces missing.
- Sockets are in good condition with no pieces or plugs missing.
- Socket screws and mountings are secure.
- Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp.
- Insulation on leads is not cracked or frayed.
- Leads are without knots or joins and are reasonably free of 'kinks'
- Trailing leads are encased in trunking where possible or cable ties are used to affix cables
- Leads and flexible cables are securely fixed at both equipment and plug ends.

Fixed And Portable Equipment.

Equipment is checked to ensure that:

- Fixed and portable equipment is not damaged and as far as staff is aware is operating correctly.
- Copies of manufacturers' instructions/operating manuals are easily accessible.
- Equipment is only being used for the purpose for which it was intended.
- Where appropriate, all electrical equipment is switched off and, unplugged when not in use.
- All items of electrical equipment are properly and regularly maintained and serv

Chemicals

It is the policy of the Board of Management of Scoil Aodh Rua agus Nuala that all chemicals, photocopier toners detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided e.g. rubber gloves, facemasks to be used when handling them.

(Secretary/Cleaner/Principal/Deputy Principal where appropriate)

Safety Precautions in General Purpose Areas & Classrooms.

- All cupboards, display units /blackboards/whiteboards/projectors/mounted touchscreens are secured to the wall
- Furniture is positioned safely in classrooms
- There is an annual routine for inspecting classroom furniture ,by school principal/ deputy principal/ class teachers. Repair or replacement of these items is carried if hazards are detected.
- Sharp edges or corners on furniture are covered with padding where possible.
- All shelf mountings are secured .
- School bags are stored under the table
- Designated Teachers will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- Care taker/ safety staff representatives/staff members check that benches etc are free from splinters and generally sound, as well as checking that benches are stable and do not wobble when in use.
- All PE and other mats are to be kept in good condition.

Highly Polished Floors/ Wet Floors/ Slippery Surfaces/ Steps

- It is the policy of the Board of Management of Scoil Aodh Rua agus Nuala 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 practically possible the danger of slipping.
- Where floors are wet, warning signs will be displayed.
- Attention is drawn to the possibility of outside surfaces being affected by frost during the winter period.
- On these days entrance points to the school will be restricted and the caretaker will outline and treat the paths to be used before the pupils or staff enter the school grounds.
- The caretaker is immediately notified of spills on school corridors or toilet areas
- Yards will be checked to ensure there are no icy surfaces before children go to the playground.
- Step edges both inside and outside are highlighted and hand rails are fitted.

Stairways /Steps./Ramps/Passages

These areas are checked to ensure that:

- Steps are highlighted both inside and outside the buildings.
- Stairways are fitted with railings.
- Steps are not worn broken or slippery,
- Ramps have a handrail fitted .
- Passages are adequately lit
- Floor surfaces are even and not slippery.
- Litter or rubbish is not allowed to accumulate .
- There is no furniture obstructing the passage ways
- Mats are not fitted in such a way as to be tripping hazards.

Doors and Windows.

These areas are checked to ensure that:

- Doors are unobstructed.
- There are no doors with:
 - loose or broken hinges
 - damaged or sticking catches,
 - Broken wood panels or broken glass panels ,
 - loose or stiff handles
- Doors are not allowed to swing freely without restraint eg slow closing mechanisms installed if needed .

- Windows are not broken or shattered.
- Windows open freely without undue force being applied.
- Windows do not have broken catches
- Windows do not jut out dangerously when opened
- Windows are cleaned regularly.

Heating and Ventilation

These areas are checked to ensure that:

- The heating system is regularly serviced and maintained in good order.
- The heating system is adequate to comply with the requirements of circular 24/28.
- Where windows or large areas of glass are facing direct sunlight there is provision made for shading e.g. blinds are fitted
- Windows can be easily opened to allow for adequate ventilation

Broken Glass.

The Board of Management shall minimise the danger arising from broken glass.

- Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.
- The school yards are checked each morning by the caretaker and any litter, broken glass etc is removed
- Avoid use of glass bottles where possible by pupils.

Visual Display Units.

It is the policy of the Board of Management of Scoil Aodh Rua Agus Nuala that all the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Non-Teaching Areas.

Offices.

- Substances for use with photocopying are stored properly.
- There are secure / lockable filing cabinets/ presses for storing confidential documents.

Kitchen Areas /Staffroom.

- The kitchen area is kept clean.
- The kitchen floor is free of spills etc
- First Aid Box is available in kitchen area.
- Equipment is adequately guarded and in safe working order.

Staff Facilities.

- The staffroom is clean and well lit.
- The staffroom is adequate for numbers to be accommodated and sufficient seating is provided.
- There is provision for tea / coffee to be made and drinking water is available.
- There are adequate toilet, cloakroom facilities and storage facilities for personal belongings
- Staff sanitary facilities are suitable, sufficient and properly cleaned.

Outside Areas

- Caretaker checks that there are no uneven/broken/cracked paving slabs. These are replaced or repaired as deemed necessary by the Board of Management.
- All roofs, guttering, drains pipes etc as far as can be seen are sound well maintained and cleaned regularly.

- Manholes are checked and covers replaced as needed. Excessive grit/growth/leaves is removed regularly from the school grounds
- All play areas are kept clean and free from glass before use. Caretaker checks yards each morning and removes any litter or dangerous debris/materials.
- All outside lighting is checked regularly to ensure it works and is sufficient.
- During frosty weather all paths and steps leading to entrances are treated before the pupils enter the school grounds.

Health Safety Precautions.

School Hygiene

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, cleaning agents sanitizers etc in each classroom for cleaning purposes and First Aid applications
- Toilets areas, classrooms, PE halls and staffrooms are provided at all times with an adequate supply of hot water, soap, sanitisers, disposable towels and a facility for the safe disposal of waste.
- Refuse is removed from the building each evening and carefully stored outside for collection on a weekly basis outside.
- The school buildings are cleaned each day.
- Mac Environmental Pest Control Services are contracted by the Board of Management to inspect the buildings and outside environs on a regular basis.

Healthy Eating.

See Scoil Aodh Rua agus Nuala,s Policy on Healthy Eating Policy.

Managing Specific Health Issues & Administration of Medication.

- The school enrolment form asks parents/guardians to identify any allergies/illnesses that are specific to their child..
- The principal will inform all staff members if there are any specific health issues in relation to certain pupils.
- It is the policy of the Board of Management of Scoil Aodh Rua agus Nuala that no drugs/medications be administered to pupils by members of school staff except in exceptional circumstances where emergency medication is required to safeguard the child's welfare and health.
- A medical care plan is drawn up by the parents and the child's doctor and forwarded to the school .

See Scoil Aodh Rua agus Nuala's Policy on the Administration of Emergency Medicine

Relating to Members of Staff and Pupils

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

Becoming ill at School/ Infectious Diseases

- If a pupil becomes ill during school hours the parents/guardians are contacted and a decision is made as to whether the pupil should remain at school or go home.
- It is the policy of the Board of Management of Scoil Aodh Rua Agus Nuala that all infectious diseases shall be notified to staff and parents.
- In the event of an outbreak of a contagious/infectious disease, the principal will consult the Public Health Doctor / Nurse and also the **Infection in School HSE Manual- A Manual for School Personnel 2006**

Head Lice Infestation.

If the school is made aware that a pupil has contacted a headlice infection a letter is sent to all parents of pupils in that class informing them of the outbreak and the procedures that should be followed.

School Policies in Place to support the Health Safety And Welfare of Pupils and Staff.

The school has a number of policies in place to support the health safety and welfare of the pupils and staff

Code Of Discipline
Supervision Policy .
Anti- Bullying Policy,
Anti -Cyber Bullying
Child Safeguarding Policy.
Anti Harrassment Policy
Critical Incident Policy
Swimming Policy
Data Protection

Other Procedures in place to support the Health and Safety of Pupils

Staff Vetting Requirements.

- All teaching staff members staff permanent and temporary are vetted by the Teaching Council before commencing employment.
- SNA staff members and all ancillary staff members are vetted through the relevant bodies .
- Students on work experience are also requested to forward their vetting disclosure to the school before their placement start date.

Dismissal / Collection of Pupils.

- When enrolling a pupil parents /guardians are asked to identify a contact person in the event that the parents/ guardians are not contactable should a pupil need to be collected.
- Pupils will not be released to an unknown person without parents /guardians consent.

Educational Trips/ Outings.

- Educational Trips will be booked with a reputable, properly insured coach service.
- Adequate supervision will be provided.
- Parental consent will be sought before pupils go on school tours,

Visitors to the school.

- The entrance doors to each building are operated by means of a buzzer system
- Persons entering the school must identify themselves
- Visitors to the school must observe and obey all safety signs displayed throughout the school.
- In the event of a fire or emergency evacuation process the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor must be reported to the staff member /principal/deputy principal and the accident form will be completed and filed .
- Educational Reps are asked to leave their contact cards and catalogues with the school secretary.
- Copies of this Safety Statement will be sent to all contractors prior to their contract by the Board of Management and they must adhere to its provisions
- All contractors should make direct contact with the principal /deputy principal before initiating any work in the school pre

- When workmen are working in the school premises using drills or cutting equipment which emits a loud noise protective ear covering must be worn.
- If this work poses a threat to the health and safety of pupils and / or staff it must be carried out outside of school hours
- All outside facilitators, teachers, coaches etc who are delivering workshops must be vetted and must work under the supervision and direction of the class teacher.

Access to Employees is by Consent.

- When an employee feels at risk or threatened by a particular person on school property this must be drawn to the attention of the Board of Management.
- The BOM will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Other Considerations.

Wet Days.

On wet days or during inclement weather periods pupils will be supervised indoors.

Emergency Closures.

Parents will notified by Text-a - Parent in advance of school start time.

Procedures in place for dealing with Accidents and Injuries.

Roles and Responsibilities:

- The overall responsibility for the day to day management of school supervision /routines etc rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time.
- The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

However vigilant the school staff is in relation to pupil safety, and supervision accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries.

Evaluation:

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment
- Positive feedback from staff, parents, children
- Continual yard observation of behaviour by all staff engaged in supervision duties
- Monitoring and evaluation at staff meetings.

Procedures to be followed when dealing with School Accidents/Injuries.

- When a teacher /sna witnesses an accident involving a pupil or other employee ,or when an accident or minor/serious illness is brought to the notice of a teacher the following procedures will be followed
- The teacher will ascertain the seriousness of the injury/illness

Minor Accidents/Injuries.

- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation
- The injured party is initially looked after by the teacher on yard duty.
- If deemed necessary, the child will be taken to the staff room.
- No medicines are administered but cuts are cleaned with anti-septic wipes and gauze or lint bandages applied if deemed appropriate.
- The use of plastic gloves is advised at all times.

- Parents are notified as a matter of protocol either by phone or note in pupil's journal.
- Parents are always contacted if pupils receive a head injury no matter how slight.

More Serious Accidents/Injuries

- If considered safe to do so, the injured party is taken to the classroom/staffroom.
- Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.
- Full report of accident plus sketch of area where accident happened is recorded in the accident form.

Very Serious Accidents/ Injuries

In the event of a very serious injury, parents/guardians are immediately contacted.

If the considered opinion of the staff is that immediate professional help is required, the doctor and ambulance is called.

On rare occasions should the parent not be contactable the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option.

If for any other reason a teacher is in doubt about a child's health or well-being the parent/guardian is notified.

Minor Cuts and Bruises

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Gauze or lint is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents
- Helmets are worn for hurling

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained

Faints and Shocks

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The event is subsequently recorded in the Accident Book

Severe Bleeding

- Act instantly – Go, Go, Go!
- Set or lie the injured party down
- Press down on wound using gloves
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly

- Treat for shock
- GET HELP!
- Contact parents
- If very serious contact casualty immediately
- Record in accident book

Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with cold running water
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn use a special burn gauze/burneze

Unconsciousness

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Other children are kept away

Stings/Bites

- Waspeze is applied.
- If case is serious, parent/s are contacted'

The following supports /resources have been put in place to support staff when dealing with accidents /injuries

- All Teaching and SNA staff have completed Basic First Aid Training including CPR in 2023.
- This also included training in the use of an EpiPen.
- There is a defibrillator in each campus.
- SNA staff have completed training in the management of pupils with Diabetes.
- This training is facilitated annually by the HSE and is child specif
- Medical Personnel contact numbers are displayed in the staffroom.
- Parents / Guardians Contact details are available on Alladin
- Accident / Incident Report Template Forms are kept in a box file in each staffr
- Medical Personnel contact numbers are displayed in the staffroom.
- Parents / Guardians Contact details are available on Alladin
- Accident / Incident Report Template Forms are kept in a box file in each staffroom.
- There is an ice-pack for each class stored in the fridge.

Contents of First Aid Box:

- Alcohol Wipes
- Non-Allergic Plasters
- Non-Allergic Tape
- Gauze Dressing
- Tweezers
- Scissors
- Disposable Gloves
- Hand Sanitiser.
- Sling

The First Aid boxes are is kept in strategic areas of the school - the staffroom in the Aodh Rua Building and in the office in the Nuala Building., and special needs staff area All staff members are aware of

these locations. The contents of these boxes are replenished when deemed necessary by the Principal on the request of the Health and Safety Officer.

Record Keeping:

All accidents/injuries are recorded on the School's Accident /Incident Template which is located in a box file in the staff room of each building. The teacher on duty (if the accident occurs at break times) is responsible for recording the accident. If the accident occurs in the class the class teacher is responsible for this. The report should include the date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, sketch of the area procedures followed by staff etc. Very serious injuries will be notified to the schools insurers - Sometimes a more comprehensive report will be written by the teacher if warranted. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of Scoil Aodh Rua agus Nuala in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson: Mark McGowan

Date: 19/06/2023

Principal: Markie Doherty

Date: 8/9/23.

Safety Officer: Breege McFadden

Date: 19/6/23

Nominee of Staff- Nuala Building

Safety Officer: Conane Lyons

Date: 8/9/23

Nominee of Staff – Aodh Rua Building