



St. Michael's School

Health, Safety & Welfare Policy

St. Michael's School

Health & Safety Policy Statement

INTRODUCTORY STATEMENT

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on the 13th. October 2010.

This Health, Safety & Welfare Statement is prepared in accordance with the following legislation:

- The Safety, Health & Welfare at Work Act 2005.
- The Safety, Health & Welfare at Work (General Applications) Regulations 1993 and subsequent amendments of 2006 and 2007.
- The Safety, Health & Welfare at Work (Construction) Regulations 2006.
- Subsequent Regulations and Amendments.

RATIONALE

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Safety, Health and Welfare Statement. It represents the Board of Managements (BOM's) commitment to safety, health and welfare, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing the safety, health and welfare standards.

The BOM accept its statutory responsibilities, obligation and duty of care as an employer, and wish to document their safety, health and welfare programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL

According to our Mission Statement, St. Michael's School strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health, Safety & Welfare Policy emphasises the importance of the health, safety and welfare of our pupils and that of all school employees. The BOM recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the BOM and sets out the means to achieve the aims of that policy. The BOM's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This Policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The BOM will undertake to carry out a safety audit annually (or more frequently if necessary) and report to staff. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

AIMS

The Aims of this Policy are;

- To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
- To ensure understanding of the school's duty of care towards pupils.
- To protect the school community from workplace accidents and ill health at work.
- To outline procedures and practices in place to ensure safe systems of work.
- To comply with all relevant health and safety legislation in the following areas;
 - * *Provision of safe accommodation for all Pupils.*
 - * *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretakers, household staff, etc.*
 - * *To ensure competent employees, who will carry out safe work practices.*
 - * *Safe access and egress routes.*
 - * *Safe handling and use of hazardous substances and equipment.*
 - * *Safe equipment including maintenance and use of appropriate safety guards.*
 - * *Provision of appropriate personal protective equipment.*

POLICY STATEMENT ON HEALTH, SAFETY AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF ST. MICHAEL'S SCHOOL

This Section of the Policy outlines the general Guidelines covering consultations with staff, hazards in the school, specific procedures, duties of staff members, etc. These are followed by six Appendices giving specific details/procedures to be followed for particular activities, etc.

- 1.1 The BOM will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.
- 1.2 Specifically, the BOM wishes to ensure so far as is reasonably practicable:
 - The design, provision and maintenance of all places in a condition that is safe and without risk to health.
 - The design, provision and maintenance of safe means of access to and egress from places of work.
 - 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 for pupils and dealing with pupils with challenging behaviour when such children are enrolled.
 - The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
 - The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
 - The preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire evacuation, injuries, etc.
 - The safety and prevention of risk to health at work in connection with use of any article or substance.
 - The provision and maintenance of facilities and arrangements for the welfare of employees at work.
 - Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees, e.g. Advisors from the HSE, Fire Officers, Computer Advisers for 'information, communications and technologies', and Advisors regarding equipment, ergonomics, etc.
 - An annual review of this *Health, Safety & Welfare Statement* and a log of issues raised and remedied.
 - The provision of arrangements for consultation with employees on matters of Health and Safety.

- 1.3 The BOM recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business, and the public.
- 1.4 The BOM will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.
- 1.5 The BOM will monitor the implementation of the Health and Safety policies and the requirement under the Safety, Health and Welfare at Work Act, 2005.
- 1.6. The Deputy Principal acts as Health & Safety Officer and the Fire Marshall.

A Safety Officer from the BOM for the term of the Board (four year term) is appointed. The Safety Officer for the BOM for the 2019-2023 Term is James Byrne.

CONSULTATION & INFORMATION

It is the policy of the BOM of St. Michael's School:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health, Safety & Welfare Statement* to all staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in this document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare Policy will form an integral part of any future staff training and development plans.

HAZARDS

All staff will complete the Hazard Control Form (Appendix 1) as hazards are identified. The Hazard Control Form will be posted on the Staff Room Noticeboard. Some hazards can be rectified but others remain constant. The hazards are generally of two categories, as follows:-

1. Hazards that can be rectified or minimised will be dealt with as a matter of urgency. When a Staff Member notices a hazard, he/she will enter the hazard on the Hazard Control Form to notify the Safety Representative, who will rectify the issue and sign with date and time of when the issue was resolved.
2. Hazards that cannot be rectified will also be enter on the Hazard Control Form to notify the Safety Representative, who will clearly indicate the appropriate procedures on the Form.

The BOM in consultation with the employees will review and make recommendations on the elimination of hazards.

SPECIFIC HAZARDS

1. Fire Hazards

It is the policy of the BOM that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- A fire consultant has checked the school and equipment and all recommendations made have been implemented.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- An inventory of fire fighting equipment is given at the end of Appendix 2.
- Regular fire evacuation drills take place at least once a term, (see Appendix 2 for 'Emergency Fire Evacuation Procedures and Evacuation Drills').
- Signs for emergency exit doors and routes will be clearly visible for pupils, staff and visitors.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures for his/her class.
- In the event of an Emergency Evacuation arising from a Fire Hazard situation, the Assembly Area is the Astro Pitch area and a section of the Senior Play Area.

- Those who leave the classrooms/buildings/school generally fall into two categories, as follows:-
 1. Those who leave the classrooms/school for 'outings', etc. should fill in the Outings Book.
 2. For those who leave the classroom for toilet requirements, etc., the class teacher will be aware of their departure and will inform the Deputy Principal of their absence in the event of a class evacuation procedure occurring.
- All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- The position of Deputy Principal has as one of his/her duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and the Health and Safety Representative the above aspects of the policy.

2. Other Hazards

- Safety Representative will be informed and monitor other hazards as they arise.
- Safety Representative will check the items listed in Appendix 3, 'Safety Representatives Checklist'.
- Some classroom windows open out at head level.
- There are goalposts on the school Astro pitch (see Appendix 4, 'Goalpost Safety Plan')
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety, e.g. frost, snow, or ice.
- During particularly inclement weather the BOM reserves the right to close the school if it is felt that a risk is posed to pupils and staff by travelling to or attending school.

CONSTANT HAZARDS

1. Electrical Appliances

It is the policy of the BOM that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the BOM with respect to all chemicals, detergents, etc., that:-

- They be stored in clearly identifiable containers bearing instructions and precautions for their use.
- They be kept in locked areas in appropriate presses.
- Personal protection clothing is provided for use when handling them (where warranted as per manufacturers recommendations).

3. Drugs/Medications

The Administration of Medication Policy is a stand-alone policy for the administration of medication to pupils. This Policy is to cater for pupils where emergency medication is required to safeguard a seriously ill pupils welfare.

4. Wet Floors

It is the policy of the BOM that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, the elimination of the danger/risk of slipping. The only exception is the Dining Room floor which is washed by the household staff as required, and they display the relevant danger signs informing all that the floor is wet.

5. The Code of Conduct

The Code of Conduct is a stand-alone policy which governs expected behaviours and measures used to address misconduct. The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. For the 'Procedure in the Event of an Accident/Serious Illness' refer to Appendix 5.

7. Bullying

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations (2000)'.

8. Dignity at Work.

The school's 'Dignity at Work Statement' is included as Appendix 6. This school is committed to a positive work environment, where work is done in an atmosphere of respect, collaboration, support and fairness.

9. Access to Employees is by Consent

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

10. First Aid

Employees shall receive basic training in First Aid. Additional training will be provided to staff in the administration of emergency medications in relation to Epilepsy and Anaphylaxis. Training will also be provided in the use of the defibrillator.

Basic first aid supplies are available.

There will be an adequate supply of properly equipped First Aid Kits available to the staff at all times. These will contain plasters, cotton wool, First Aid treatment for burns, antiseptic wipes, scissors and gloves.

Ice packs are available in the Cookery Room. However, ice packs should **NOT** be used in the case of a head injury.

First Aid supplies are stored in the following areas:

- First Aid Press in the foyer, adjacent to the key press (key in key press). All additional emergency medications are kept on the top shelf of this press.
- First Aid Press beside the statue of Our Lady at the end of corridor (next to the defibrillator). The key is on the side of the press.
- First Aid Press in the foyer of the Gymnasium Building. The key is on the side of the press.

In addition to the First Aid Presses above, First Aid Kits are kept in the following areas:

- Office.
- Dining Room Kitchen.
- Cookery Kitchen.
- Pottery Room.
- Both School Mini-buses.

All teachers involved in sporting activities have their own First Aid Kit. A First Aid Kit is available from the office for use on School Tours.

An APTI post holder (Ruari McGorman) has overall responsibility for checking and replenishing all First Aid supplies throughout the school.

In the event of a pupil feeling unwell whilst in school, the pupil should be accompanied to the office where the School Secretary will address the situation - see Appendix 5 for specific procedure to be followed.

11. Information regarding the COVID-19 Virus.

The key messages regarding the COVID-19 Virus are as follows:

- Stay at home if you are unwell.
The best way to keep all viruses out of school is to stay at home if you are unwell and until your symptoms have substantially resolved for 48 hours.
- Maintain a good standard of hand hygiene.
- Adhere to good respiratory etiquette.
- Ensure good ventilation arrangements.
- Continue to maintain good levels of cleaning.

OTHER PROCEDURES

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. The ratio of eleven pupils per teacher and SNA will remain. Additional staff may be requested. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in, i.e. the theatre, swimming pool, playground, etc. Also, every effort will be made to ensure that the venue will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to the School Secretary before gaining admittance to the school premises. They must sign the 'Visitor's Book'. Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches, etc. who are delivering workshops to pupils will do so under the supervision and direction of the relevant class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors during the class breaks. The pupils stay in their classrooms, where they can draw, play board games, do other activities, or chat.

4. Emergency Closures

On occasions when the school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators, bus escorts and where applicable the parents/guardians who bring their children to/from the school are contacted. Every effort is made to ensure that all parents/guardians are made aware of the situation through Aladin and the school website.

Transport to the pupils home is arranged. In the event that there is nobody at home for those pupils that travel by school bus, the pupil can stay with a named person(s) in the locality (with their parents/guardians prior written consent). In the event that the named person(s) is not available, contact is made with the school for further guidance

In the ultimate situation the pupil can be left at the local Garda Station where he/she can be collected by the parents/guardians later.

ROLES AND RESPONSIBILITY

Duties of All Employees

1. It is the duty of every employee while at work:
 - a. To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
 - b. To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - c. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - d. To report to the BOM without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.

Duties of Safety Representative

- Conduct an assessment to identify all hazards entered on the Hazard Control Sheet (see Appendix 1).
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.
- The 'Safety Representatives Checklist' is included as Appendix 3.

Duties of Safety Officer

- To liaise with the Safety Representative on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

TIME-FRAME FOR IMPLEMENTATION

The revised policy will be implemented from November 2023.

TIME-FRAME FOR REVIEW

This policy is reviewed annually.

RESPONSIBILITY FOR REVIEW

The BOM will be responsible for reviewing the Policy.

SUMMARY OF POSTS FOR SCHOOL PERSONNEL

This is a Summary of the personnel mentioned above that have been assigned and accepted responsibilities with respect to implementation and monitoring the requirements outlined in this Policy for the Health, Safety and Welfare of all pupils, staff and visitors to the school:-

- | | |
|--|---------------------|
| 1. Health and Safety Officer (Page 4) | Margaret O’Riordan. |
| 2. Safety Officer (Page 4) | James Byrne. |
| 3. Fire Marshall (Page 5) | Margaret O’Riordan. |
| 4. Checking and replenishing First Aid supplies (Page 7) | Ruairí McGorman. |

SUCCESS CRITERIA

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector’s Reports and our safety record as our benchmark for success or otherwise of the Policy.

RATIFICATION AND COMMUNICATION

The Board of Management ratified this Policy on 24 of April 2024

Signed: S. Bernadette Carson (Chairperson, BOM).

The Board does not have adequate resources to disseminate all of its Policies to all the concerned members of the wider school community. The Policy is communicated to the members of the BOM and is available to the wider school community through the school website or available upon request from the school office. All St. Michaels School Policies are available for inspection in the school.

APPENDIX 1

HAZARD CONTROL FORM

Hazard	Action Taken	Date Remedied	Person Responsible

APPENDIX 2

EMERGENCY FIRE EVACUATION PROCEDURES AND EVACUATION DRILLS

1. Introduction

In providing a secure and safe environment, the primary concern of each staff member is to ensure that all pupils under his/her care at the time of an emergency fire evacuation are safely removed from the buildings and assembled at the designated Assembly Area for their class. There are two Assembly Areas, as follows:-

1. In the Astro pitch – 12 classes and an section for Ancillary Staff, etc., as follows:-

St. Peter,
St. Therese,
St. Gertrude,
St. Brendan,
St. Louise,
St. Patrick,
St. Vincent,
St. Catherine,
St. Bernadette,
St. Brigid,
St. Benedict
St. Francis.

Ancillary Staff, Visitors and Contractors.

2. In the play-area (adjacent to the Astro pitch) – 5 classes, as follows:-

St. Anthony,
St. John,
St. Luke,
St. Mark,
St. Matthew.

Evacuations can be of three types:

- Fire emergency evacuation situations.
- Scheduled and notified evacuation situations, i.e. evacuation ‘drills’ for training purposes.
- Un-scheduled and un-notified evacuation situations, i.e. evacuation ‘drills’ for training purposes.

2. Aim

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

3. Guidelines – in Preparation for an Evacuation

- 3.1 The Principal/Deputy Principal/School Secretary will ensure that:-

- The evacuation signal is sounded.
- The appropriate authorities are contacted.

- 3.2 The Deputy Principal will:-

- Ensure that each staff member is aware of the designated routes for evacuation of pupils.
- Ensure that Evacuation Routes are clearly displayed in each classroom.
- Monitor the orderliness and speed of evacuation drills.
- Receive a Report from each Teacher stating that/if all pupils and staff members from his/her class are accounted for.

- 3.3 Each staff member will:

- Sign the Daily Attendance Record Book on arrival to work each day. Absences are entered in this book each day and the Deputy Principal takes note of these absences. This is normal procedure for staff attendance/presence each day, but it is essential information in the event of a fire emergency situation occurring in order that all personnel can be accounted for.

- Be familiar with the Fire Evacuation Procedures and Fire Drill so that he/she may confidently follow through the procedures.
- Be aware of the designated route to evacuate the pupils in his/her care to the appropriate Assembly Area.
- Take the Roll Book (if feasible) when evacuating the classroom. This is the responsibility of the teacher.
- Familiarise the pupils with as much of the procedures as is necessary.

4. Emergency Fire Evacuation Procedure

4.1 Sequence

- Raise the Alarm.
- Call the Fire Brigade.
- Evacuation, Assembly and Roll Call.
- Tackle the Fire.

4.2 Alarm

The alarm/evacuation signal will be activated.

4.3 Call the Fire Brigade

The Principal/Deputy Principal/School Secretary will contact the emergency services. On arrival the emergency services will be informed by the Principal/Deputy Principal/School Secretary of:-

- The location of the fire/threat.
- If everyone is accounted for.
- Where anyone unaccounted for may be.

4.4 Evacuation, Assembly and Roll Call

On hearing the evacuation signal, each teacher will:-

- Inform the pupils which evacuation route to use.
- Collect the class roll, if feasible.
- Lead the pupils to proceed in an orderly brisk manner to the appropriate Assembly Area.
- Instruct the class SNA to follow the class at the rear, **closing the door(s) of the classroom/evacuation route which will not be used again.**
- Each class to line-up in the area designated for their class in the Assembly Area.
- At the Assembly Area, check the class roll to account for pupils present.
- Inform Deputy Principal that/if all pupils are present.
- Wait in the Assembly Area for clearance to leave.

Note:- In the event that the Classes designated route to their Assembly Area may not be accessible due to fire, etc., the Teacher should quickly determine the appropriate alternative evacuation route taking into consideration the safety of the pupils and staff and the speed with which the evacuation can take place.

Deputy Principal will:

- Receive a report from each Teacher.
- In the event that there may be a pupil(s) or a staff member(s) missing, the Deputy Principal will direct a staff member as to what action to take, if feasible.

4.5 Tackling the Fire

Circumstances will dictate whether any fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, the safe evacuation of all personnel will be the primary concern.

5. Fire Evacuation ‘Drill’ Procedure

- 5.1 A Test Fire Evacuation Drill Procedure will be held once per term. It will be carried out according to the ‘Emergency Fire Evacuation Procedure’ above, with the exception of ‘Calling the Fire Brigade’ and ‘Tackling the Fire’.

A record of all ‘fire evacuation drills’ will be kept by the Deputy Principal. These records will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Also, the Deputy Principal will inform staff and pupils of their efficiency following the evacuation drill.

6. Testing Alarms

- 6.1 The Fire Alarm system is tested once per term outside of school hours, and during these test procedures ensure that it works and is audible in all parts of the school buildings.

7. Fire Evacuation Routes

- 7.1 a. The Fire Evacuation Routes from the Class Rooms, etc. are described below and the layout of these Evacuation Routes are shown on the map at the end of this Appendix. An A3 size print of this map will be picture-framed and wall mounted in each Class Room.

Also, during an Evacuation Procedure (either an Emergency Evacuation Procedure or an Evacuation Drill Procedure), the designated position for each class in the Assembly Areas is shown on the Diagram at the end of this Appendix.

- b. The Fire Evacuation Routes are shown as evacuation routes from the Class Rooms, the Foyer, the Offices, the Assembly Hall and some other rooms. Those pupils/staff evacuating from other areas such as toilets, etc. should use the evacuation route from the adjacent Class Room.
- c. Note:- The Evacuation Routes described below from the Library, the Pottery Room, the Boiler Room and the Toilets in the Gymnasium Building will be subject to alterations being carried out at the entrance to the Gymnasium Building.

- 7.2 The Evacuation Routes are as follows:-

- Reception Area at Front of School

Visitors arriving during a Fire Evacuation procedure should not be admitted to the school.

However, visitors already in the school should be escorted to the Assembly Area as follows:-

- a. Visitors already in the Office or Foyer area should exit under the directions of a Staff Member along the emergency exit route for the Office or Foyer area.
- b. Visitors already in a school Classroom should exit the classroom under the directions of the Teacher along the emergency exit route for that classroom.

- St. Mark & St. Luke

Staff/pupils should exit the classrooms via the emergency exit doors which lead out to the green play-area. They should turn right and walk briskly along the green play-area towards the Assembly Areas. Staff open the gates at the top of the ramp. Staff/pupils proceed down the ramp and along beside the railings. Enter the main school play-area through the gates on the right and proceed to the Assembly Area in the play-area and line up at the positions assigned to their classes.

- Foyer, Principal’s Office & Secretary’s Office

Pupils, staff and visitors should exit the Foyer and Offices via the double doors which lead out to the green play-area. They should walk briskly along the green play-area towards the Assembly Areas. Staff open the gates at the top of the ramp. Staff/visitors proceed down the ramp and along beside the railings. Enter the main school play-area through the gates on the

right and proceed to the Assembly Area in the Astro pitch and line up at the positions assigned to them.

- St. John & St. Anthony
Staff/pupils should exit the classrooms into the Corridor and proceed through the emergency exit door (beside the Shower/Toilet Room) which leads out facing the car park area. They should turn left and walk briskly passing outside St. Francis classroom and the Staff Room, then up the steps and continue on past the Phoenix Room, then down the steps to the main school play-area, proceed to the Assembly Area in the play-area and line up at the positions assigned to their classes.
- Assembly Hall
 - A. General Area – Body of Hall
Staff/pupils should exit the General Area of the Assembly Hall via the double doors to the Foyer or the single door to the Corridor, and proceed via the Foyer and through the double doors which lead out to the green play-area. They should walk briskly along the green play-area towards the Assembly Area. Staff open the gates at the top of the ramp. Staff/pupils proceed down the ramp and along beside the railings. Enter the main school play-area through the gates on the right and proceed to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
 - B. Stage
Staff/pupils should exit the Stage in the Assembly Hall via the emergency exit door on the Stage, down the steps and walk briskly passing outside St. Francis classroom and the Staff Room, then up the steps and continue on past the Phoenix Room, then down the steps to the main school play-area, proceed to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
- St. Peter, St. Gertrude, St. Brendan, St. Louise & Staff Room
Staff/pupils should exit the classrooms and Staff Room into the Corridor and walk briskly down the corridor towards the Statue, turn left and exit the building via the double doors which lead out to the green play-area, turn right and proceed towards the Assembly Area. Staff open the gates at the top of the ramp. Staff/pupils proceed down the ramp and along beside the railings. Enter the main school play-area through the gates on the right and proceed to the Assembly Area in the Astro pitch and line up at the positions assigned to their classes.
- St. Patrick, St. Vincent & Cookery Kitchen
Staff/pupils should exit the classrooms, etc., into the Corridor walk briskly and exit the building via the door outside St. Vincent classroom, turn right towards the Phoenix Room, then turn left, down the steps to the main school play-area and proceed to the Assembly Area in the Astro pitch and line up at the positions assigned to their classes.
- St. Thérèse, Computer Room, Deputy Principal Office & Blue Room
Staff/pupils should exit these rooms, go to the main corridor, turn left and left again and proceed through the emergency exit door (beside the Shower/Toilet Room) which lead out facing the car park area. They should turn left and walk briskly passing outside St. Francis classroom and the Staff Room, then up the steps and continue on past the Phoenix Room, then down the steps to the main school play-area, proceed to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
- St. Matthew
Staff/pupils should exit the room, via the emergency exit door which lead out to the green play-area. They should walk briskly along the green play-area towards the Assembly Area. Staff open the gates at the top of the ramp. Staff/pupils proceed down the ramp and along beside the railings. Enter the main school play-area through the gates on the right and proceed to the Assembly Area in the play-area and line up at the position assigned to their class.

- Dining Room, Resource Room & Kitchen
Staff/pupils should exit these rooms, via the emergency exit doors in the Dining Room which lead out to the green play-area. They should walk briskly along the green play-area towards the Assembly Area. Staff open the gates at the top of the ramp. Staff/pupils proceed down the ramp and along beside the railings. Enter the main school play-area through the gates on the right and proceed to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
- Phoenix Room
Staff/pupils should exit this room, turn right and down the steps to the main school play-area, and walk briskly to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
- Woodwork Room
Staff/pupils should exit the building via the emergency exit door, then down the steps leading into the school play-area. Then walk briskly to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
- Gymnasium Room
Staff/pupils should exit the building via the emergency exit door, then down the ramp leading to the Basket Ball Pitch. Then walk briskly to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).
- Toilets in Gymnasium Building
Staff/pupils should exit the Toilet Area of the Gymnasium Building by going down the steps and out through the double doors towards the play-area, turn right and walk briskly to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).

Refer to Clause No. 7.1 c.

- Boiler Room
Staff/Contractors should exit the Boiler Room, go up the steps, turn right, enter the Gymnasium Building, turn left and go down the steps and out through the double doors towards the play-area, turn right and walk briskly to the Assembly Area in the Astro pitch and line up at the positions assigned to them.

Refer to Clause No. 7.1 c.

- Pottery Room
Staff/pupils should exit the Pottery Room and enter the Gymnasium Building turn left and go down the steps and out through the double doors towards the play-area, turn right and walk briskly to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).

Refer to Clause No. 7.1 c.

- Library
Staff/pupils should exit the Library and enter the Gymnasium Building turn left and go down the steps and out through the double doors towards the play-area, turn right and walk briskly to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).

Refer to Clause No. 7.1 c.

- Cois Life Building Rooms – St. Catherine, St. Bernadette, St. Brigid, St. Francis & St. Benedict
Staff/pupils should exit the building via the Main Entrance/Exit door, turn right and walk briskly past the Phoenix Room, then down the steps to the main school play-area, proceed to the Assembly Area at the Astro pitch and line up at the positions assigned to their classes.

- Cois Life Building Room – Room 5
Staff/pupils should exit the building via the emergency exit door in the classroom, turn right and walk briskly past the Phoenix Room, then down the steps to the main school play-area, proceed to the Assembly Area in the play-area and/or in the Astro pitch, as appropriate for their class(es) and line up at the position(s) assigned to their class(es).

7.3 All the Emergency Exit Doors are non-lockable with respect to opening from the inside. They are fitted with either a panic push-bar or a thumb-operated rotating knob; thus providing easy exit to the Emergency Evacuation Routes.

The Emergency Exit Doors (and some other doors) are in the following Class Rooms/Areas:-

#	Classroom/Area	Door Type	
Main School Area	1	Foyer – doors to grass play area.	Double doors with thumb screws.
	2	St. Mark Class Room.	Double doors with thumb screws.
	3	St. Luke Class Room.	Double doors with thumb screws.
	4	Door beside Shower Room.	Single door with thumb screw.
	5	Assembly Hall – double doors to Foyer.	Double doors to Foyer and double doors to Corridor.
	6	Assembly Hall – double doors to Corridor.	<i>These are not emergency exit doors. See Note 'A' below.</i>
	7	Assembly Hall – exit from Stage to external steps.	Single door to external steps with push bar.
	8	Assembly Hall – exit from Stage to Corridor.	Single door XXXXXXXXX
	9	End of Main Corridor – doors to green play-area.	Double doors with thumb screws.
	10	End of Main Corridor – doors to Phoenix Room area.	Double doors with thumb screws.
	11	End of Short Corridor at St. Vincent Class Room.	Double doors with thumb screws.
	12	St. Matthew Class Room.	Single door (thumb screw required).
	13	Dining Room.	2 No. separate single doors with push bars.
Cois Life Building	14	Cois Life Building – main doors.	Single door (thumb screw required).
	15	Cois Life Building Corridor, door facing St. Louise Centre.	Single door with push bar. <i>This door is not on a designated emergency evacuation route.</i>
	16	Cois Life Building Room 5.	Single door with push bar.
Gymnasium Building	17	Gymnasium Building – main doors.	Double doors with thumb screws.
	18	Doors in Gymnasium Building facing Library.	Double doors with thumb screws. <i>See Note 'A' below.</i>
	19	Woodwork Room.	Single door with push bar.
	20	Gymnasium Room.	Single door with push bar.
	21	Pottery Room.	2 No. separate single doors (thumb screws required).
	22	Boiler Room.	Single door (thumb screw required).
Other Rooms	23	Phoenix Room.	Single door with thumb screw.
	24	Library.	Double doors (thumb screw required).

Note the following:-

- A. The following doors and gates should be **unlocked** during the **complete school day**;
- The double doors from the Assembly Room to the Foyer.
 - The double doors from the Assembly Room to the Corridor.
 - The doors in the Gymnasium Building facing the Library (thumb screws to be unlocked).
 - The gates at the top of the ramp.
 - The gates on the railings near the bottom of the ramp to the main play-area.

- B. When the Gymnasium Room and the Woodwork Room are not in use, the emergency exit doors should be closed.
When the Gymnasium Room and the Woodwork Room are in use, the emergency exit doors should be closed during the mid-morning break and at lunchtime.

8. Fire Fighting Equipment

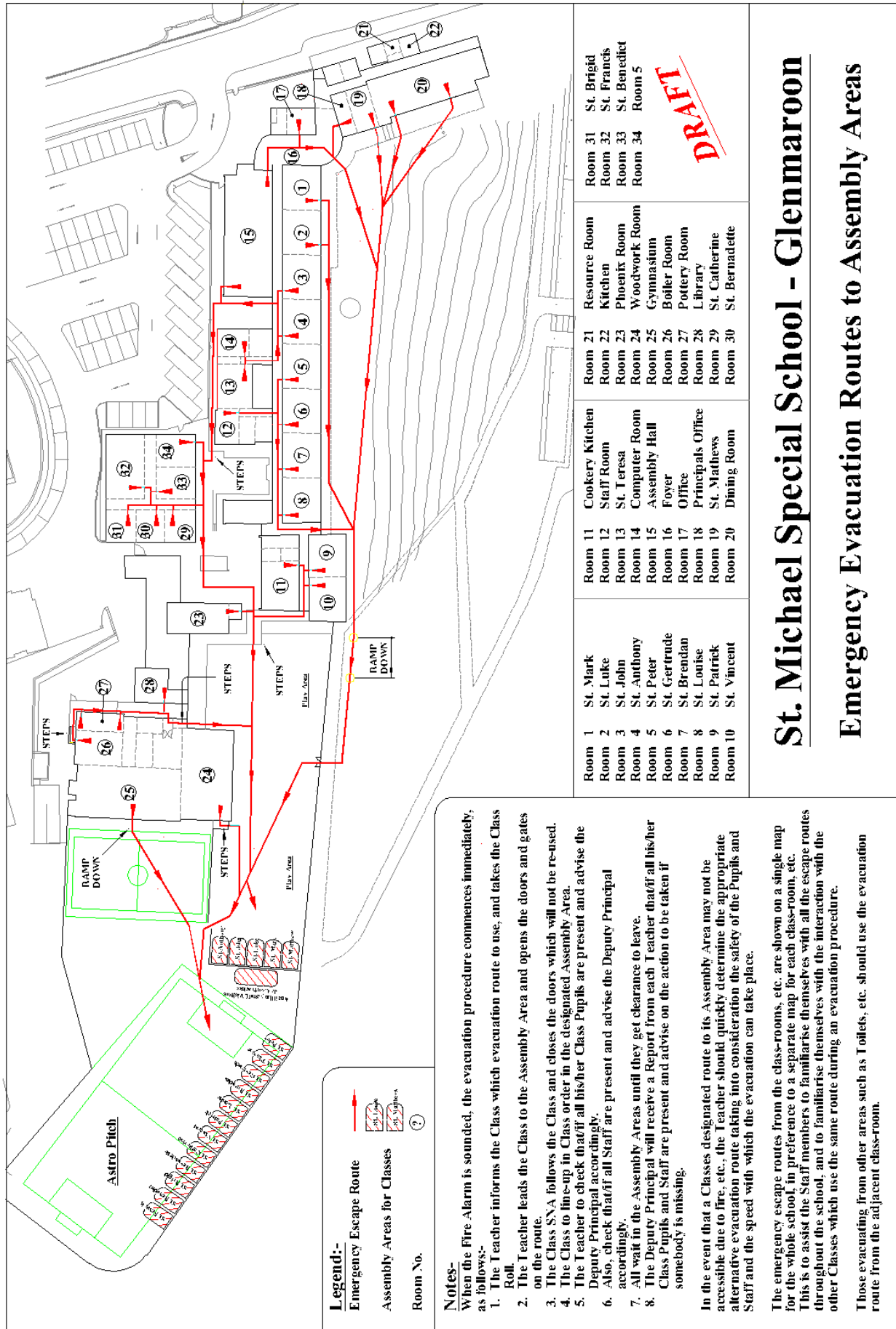
8.1 Fire fighting equipment, i.e. fire extinguishers and fire blankets, are as recommended by the fire consultant and are located in accordance with the consultants recommendations.

There is one fire hose reel in the Gymnasium Building.

An inventory of the fire fighting equipment is shown on the following Table.

Inventory of the Fire Fighting Equipment		
#	Area	Fire Fighting Equipment
Main School Area	1	Main Entrance, Foyer
		2 kg. CO ₂
		6 ltr. Foam
	2	Reception Office
		2 kg. CO ₂
	3	Corridor, at Dining Room
		2 kg. CO ₂
		6 ltr. Foam
	4	Dining Room
		2 kg. CO ₂
		1.0 m x 1.0 m Fire Blanket
	5	Kitchen, near Dining Room
		2 kg. CO ₂
6	Boiler Room, at end of Dining Room	
7	Assembly Hall, at door to Corridor	
	2 kg. CO ₂	
	6 ltr. Foam	
8	Computer Room	
	2 kg. CO ₂	
9	Corridor, beside Shower Room	
	2 kg. CO ₂	
	6 ltr. Foam	
10	Staff Room	
	2 kg. ABC Powder	
	1.0 m x 1.0 m Fire Blanket	
11	Staff Kitchen	
	2 kg. ABC Powder	
12	Main Corridor, beside Statue.	
	2 kg. CO ₂	
	6 ltr. Foam	
13	Cookery Kitchen	
	2 kg. CO ₂	
	6 ltr. Foam	
Cois Life Building	14	Cois Life Building Main Entrance
		2 kg. CO ₂
	6 ltr. Foam	
15	Cois Life Building Fire Exit (at end of Corridor)	
	2 kg. CO ₂	
	6 ltr. Foam	
Gymnasium Building	16	Lobby
		2 kg. CO ₂
		6 ltr. Foam
		30 m Fire Hose Reel
	17	Woodwork Room
	6 ltr. Foam	
18	Pottery Room	
	6 kg. ABC Powder	
19	Boiler Room	
	6 kg. ABC Powder	
	6 kg. Auto ABC Powder	
Other Rooms	20	Phoenix Room
		2 kg. CO ₂
		6 ltr. Foam
21	Library	
	2 kg. CO ₂	
	6 ltr. Foam	

Map of Emergency Fire Evacuation Routes



Legend:-
 Emergency Escape Route
 Assembly Areas for Classes
 Room No.

- Notes-**
 When the Fire Alarm is sounded, the evacuation procedure commences immediately, as follows:-
1. The Teacher informs the Class which evacuation route to use, and takes the Class Roll.
 2. The Teacher leads the Class to the Assembly Area and opens the doors and gates on the route.
 3. The Class SNA follows the Class and closes the doors which will not be re-used.
 4. The Class to line-up in Class order in the designated Assembly Area.
 5. The Teacher to check that/if all his/her Class Pupils are present and advise the Deputy Principal accordingly.
 6. Also, check that/if all Staff are present and advise the Deputy Principal accordingly.
 7. All wait in the Assembly Areas until they get clearance to leave.
 8. The Deputy Principal will receive a Report from each Teacher that/if all his/her Class Pupils and Staff are present and advise on the action to be taken if somebody is missing.

In the event that a Class designated route to its Assembly Area may not be accessible due to fire, etc., the Teacher should quickly determine the appropriate alternative evacuation route taking into consideration the safety of the Pupils and Staff and the speed with which the evacuation can take place.

The emergency escape routes from the class-rooms, etc. are shown on a single map for the whole school, in preference to a separate map for each class-room, etc. This is to assist the Staff members to familiarise themselves with all the escape routes throughout the school, and to familiarise themselves with the interaction with the other Classes which use the same route during an evacuation procedure.

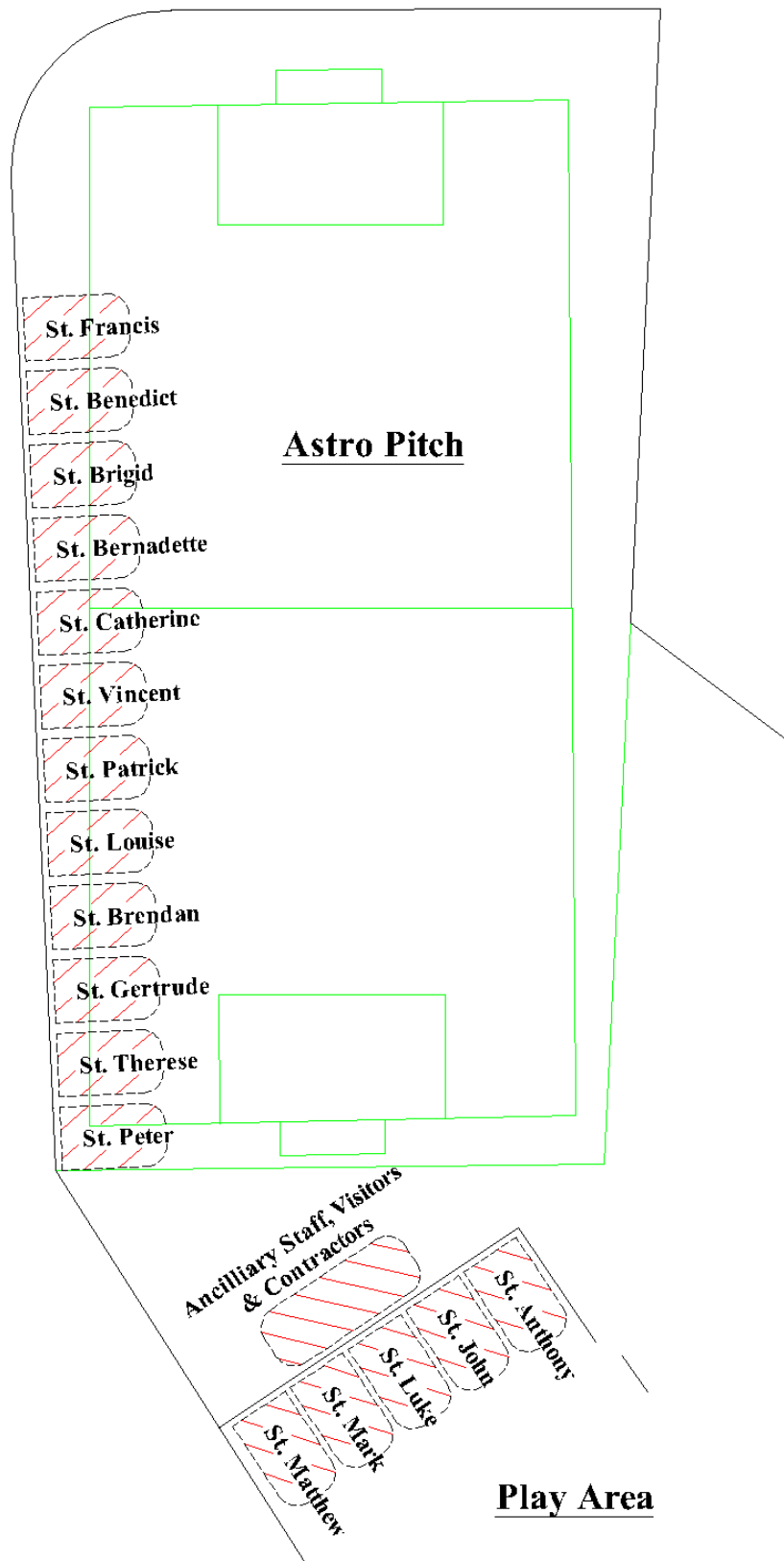
Those evacuating from other areas such as Toilets, etc. should use the evacuation route from the adjacent class-room.

Room 1	St. Mark	Room 11	Cookery Kitchen	Room 21	Resource Room	Room 31	St. Brigid
Room 2	St. Luke	Room 12	Staff Room	Room 22	Kitchen	Room 32	St. Francis
Room 3	St. John	Room 13	St. Teresa	Room 23	Phoenix Room	Room 33	St. Benedict
Room 4	St. Anthony	Room 14	Computer Room	Room 24	Woodwork Room	Room 34	Room 5
Room 5	St. Peter	Room 15	Assembly Hall	Room 25	Gymnasium		
Room 6	St. Gertrude	Room 16	Foyer	Room 26	Boiler Room		
Room 7	St. Brendan	Room 17	Office	Room 27	Pottery Room		
Room 8	St. Louise	Room 18	Principals Office	Room 28	Library		
Room 9	St. Patrick	Room 19	St. Mathews	Room 29	St. Catherine		
Room 10	St. Vincent	Room 20	Dining Room	Room 30	St. Bernadette		

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St. Michael Special School - Glenmaroon Emergency Evacuation Routes to Assembly Areas

**Designated Areas for Classes in Assembly Areas
following an Emergency Evacuation**



APPENDIX 3

SAFETY REPRESENTATIVES' CHECKLIST

1. CIRCULATION AREAS

1.1 Steps & Ladders

Check that:

- 1.1.1 steps are fitted with secure handrails;
- 1.1.2 steps are adequately illuminated;
- 1.1.3 steps are not worn, broken, or slippery;
- 1.1.4 ladders are in good condition and safe for general use;
- 1.1.5 the access ladder to the roof of the Cois Life Building is:-
 - a. securely locked in position when not in use.
 - b. held in a secure position when being used for access to the roof.

1.2 Passages

Check that:

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately illuminated;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc., are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.3 Doors and Windows

Check that:

- 1.3.1 doors are not obstructed;
- 1.3.2 door locks engage with receivers when closed;
- 1.3.3 doors with glass panels have toughened or laminated glass;
- 1.3.4 there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fasteners or cords;
- 1.3.11 where necessary, a window pole is available.

2. HEATING AND VENTILATION

The heating for the school is provided by two separate heating systems. These heating systems are as follows:-

1. The oil-fired boiler unit in the Boiler Room in the Gymnasium Building provides heat for the Gymnasium Building, the Phoenix Room, the Main School Building, the Foyer and the Cois Life Building.
2. The gas-fired boiler unit in the Boiler Room at the south end of the Dining Room provides heat for the Principals Office, St. Matthews Classroom, the Dining Room, the Corridor and the Kitchen, Toilets, etc.
3. Refer to Section 13-3 regarding the Boilers.

Check that:

- 2.1 the heating systems are maintained in good order;
- 2.2 the heating systems are adequate to comply with the requirements of Circular 24/82;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
- 2.4 windows can be easily opened to allow for improved ventilation (see also Item No. 1.3.8).

3. FIRE SAFETY

Check that:

- 3.1 the emergency exit doors and escape routes are clear from obstructions;
- 3.2 the emergency exit doors open outwards and are not held or wedged open;
- 3.3 the emergency exit doors and routes are clearly marked;
- 3.4 the emergency evacuation routes to the Assembly Areas are clearly displayed in each classroom.
- 3.5 staff and pupils are familiar with the emergency fire evacuation procedures;
- 3.6 practice fire evacuations 'drills' are held at least once per term;
- 3.7 fire fighting equipment are checked/serviced in accordance with the manufacturers recommendations;
- 3.8 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.9 the fire alarm system is tested once per term outside of school hours, and during these test procedures ensure that it works and is audible in all parts of the school buildings;
- 3.10 flammable substances, e.g. cleaning fluids, photocopying chemicals, etc., are stored correctly, away from any sources of heat.

The checking, with appropriate remedies as needed, of the items listed in 4.1, 4.2, 4.3 and 4.4 below which relate to 'electrical equipment', will be positive with respect to fire safety.

4. ELECTRICAL EQUIPMENT

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- 4.1.1 equipment is correctly wired and earthed;
- 4.1.2 plugs are correctly wired;
- 4.1.3 use fuse ratings that are correct for the equipment being used;
- 4.1.4 the mains supply is still capable of meeting the maximum demand;
- 4.1.5 the distribution systems (i.e. sockets, bench supplies, etc.) are suitable for the type of work being carried out;
- 4.1.6 the isolating switches are well-sited/accessible, marked/identified and known to the staff;
- 4.1.7 residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

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

4.3 Plugs/Sockets/Leads

Visually check that:

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to dampness;
- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joints and are free of 'kinks';
- 4.3.8 leads are the correct length for the equipment being used;
- 4.3.9 there are no trailing leads;
- 4.3.10 surge protection adaptors are being used and not overloaded;
- 4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

- 4.4.1 fixed and portable electrical equipment is not damaged, and is operating correctly;
- 4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;
- 4.4.3 equipment is only being used for purposes for which it was intended;
- 4.4.4 where appropriate, all electrical equipment is switched off and unplugged when not in use;
- 4.4.5 mains isolating switches are easily accessible and known to staff;
- 4.4.6 on/off indicator lights function correctly;
- 4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.8 equipment containing liquid has a leakage detector;
- 4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

5. USE OF GAS

Check that:

- 5.1 the gas installation for the gas-fired boiler is checked regularly.

6. FIRST AID

Check that:

- 6.1 the notice is posted in the Office detailing:-
 - procedure for calling ambulances, etc.;
 - telephone number of local doctor, Gardai, hospital;
 - procedure for dealing with individual pupils emergencies due to known conditions/allergies, etc.;
- 6.2 first aid boxes/kits are readily available and adequately stocked;
- 6.3 the accident book is readily available and kept up-to-date.

7. GENERAL PURPOSE CLASSROOMS

- 7.1 Look again at Sections 1, 2, 3 and 4 of this Appendix.

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 cupboards and presses are stable;
- 7.4 fixed blackboards/whiteboards and display units are stable;
- 7.5 classroom furniture is not damaged;
- 7.6 wherever possible, there are no sharp edges or corners on the furniture;
- 7.7 furniture is positioned safely;
- 7.8 all shelf mountings are secure.

8. ART FACILITIES - IN CLASS ROOMS

Check that:

- 8.1 safety rules are clearly displayed in all art rooms;
- 8.2 chairs and stools are secure;
- 8.3 floors are in good condition and are non-slip;
- 8.4 guillotines are fitted with an approved safety guard which can be locked;
- 8.5 floors are swept regularly and studios washed down at least every term;
- 8.6 materials and partly finished work are stored safely.

9. COOKERY ROOM

Check that:

- 9.1 floor is in good condition and non-slip;
- 9.2 working surfaces are in good condition and are impermeable;
- 9.3 refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;
- 9.4 there is a wash basin/sink with hot water, soap and disposable towels for washing hands prior to handling foods;
- 9.5 all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

10. WOODWORK ROOM, POTTERY, LIBRARY & PHOENIX ROOM

Check that:

- 10.1 floors are in good condition and are non-slip;
- 10.2 working surfaces are in good condition and are impermeable;
- 10.3 chemicals and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check;
- 10.4 materials, tools and equipment are stored safely, locked away and used only under supervision;
- 10.5 pupils do not cross any taped-off areas near machinery;
- 10.6 wood off-cuts and sawdust are cleared from around the areas being worked in.

11. GYMNASIUM

Check that:

- 11.1 floors are in good condition and are non-slip;
- 11.2 all brackets, securing ropes, wall bars, etc. are secure;
- 11.3 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 11.4 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 11.5 wooden beams, benches, etc. are free from splinters and are generally in good order;
- 11.6 vaulting horses, beams and benches are stable and do not wobble when in use;

12. ASSEMBLY HALL

Check that:

- 12.1 floor is in good condition and is non-slip;
- 12.2 the steps to the stage are not damaged;
- 12.3 the stage lighting is properly wired and earthed, and portable lights are stored correctly when not in use;
- 12.4 the curtains on the stage move freely.

13. NON-TEACHING AREAS

13.1 Offices

Check that:

- 13.1.1 substances for use with photocopying/duplicating machines are stored correctly;
- 13.1.2 that the rooms/areas where photocopying/duplicating machines are operated are adequately ventilated;

13.2 Dining Room & adjacent Kitchen

Check that:

- 13.2.1 the Dining Room and Kitchen are kept clean;
- 13.2.2 the Kitchen floor is sound and non-slip, especially when wet;
- 13.2.3 procedures are in place for promptly drying floors when wet;
- 13.2.4 first-aid box/kit is available in the Kitchen;
- 13.2.5 equipment is adequately guarded.

13.3 Boiler Rooms

Check that:

- 13.3.1 the oil-fired boiler unit in the Boiler Room in the Gymnasium Building is serviced annually;
- 13.3.2 the gas-fired boiler unit in the Boiler Room at the south end of the Dining Room is serviced annually.
See also Item No. 5 'Use of Gas' in this Appendix.
- 13.3.3 all safety devices in the Boiler Rooms are in proper working order;
- 13.3.4 there is no combustible waste stored in Boiler Rooms, or elsewhere (e.g. oily rags, etc.);
- 13.3.5 all cleaning materials, particularly those which might be hazardous, are securely stored;

13.4 Staff Facilities

Check that:

- 13.4.1 the staffrooms are clean, warm and well illuminated;
- 13.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books, etc.;
- 13.4.3 the staffroom is large enough for the numbers being accommodated;
- 13.4.4 sufficient seating is provided with comfortable upright chairs and tables;
- 13.4.5 there is provision for tea and coffee to be made;
- 13.4.6 staff sanitary facilities are suitable, sufficient and properly cleaned;

13.5 Hygiene

Check that the following are available:

- 13.5.1 hot water;
- 13.5.2 soap;
- 13.5.3 hand drying facilities;
- 13.5.4 safe, suitable, sufficient and properly cleaned sanitary facilities;
- 13.5.5 toilet paper;
- 13.5.6 litter bin per classroom;
- 13.5.7 provision for disposal of sanitary towels.

13.6 Outside Areas

Check that:

- 13.6.1 there are no uneven, broken or cracked paving slabs;
- 13.6.2 outside steps are secure, with secure handrails;
- 13.6.3 roofs, gutters, drain pipes, etc. are, as far as can be seen, secure and well maintained;
- 13.6.4 all play areas, are kept clean and free from glass;
- 13.6.5 outside play/PE appliances are securely anchored;
- 13.6.6 holes for goalposts and netball posts are covered when posts are not in position. See also Appendix 4, 'Goalpost Safety Plan';
- 13.6.7 outside lighting works and is sufficient;
- 13.6.8 all parking facilities for cars and cycles are safe with regard to the presence of pedestrians;
- 13.6.9 all builders' materials, caretakers' maintenance equipment, etc. are kept secure;
- 13.6.10 Designated bus parking area is kept clear for buses dropping off and collecting pupils to and from the school.

APPENDIX 4

GOALPOST SAFETY PLAN

Guidance for the general procurement, installation, maintenance, storage and other related matters.

1. Procurement: All new goalposts purchased shall comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS-8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
2. Before using the goalposts, ensure that they are secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
3. Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking/securing devices are in good working condition.
4. Check that the equipment for securing the product is intact and in good working order.
5. When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goal posts should be carried out by sufficient number of persons.
6. Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
7. When dismantling goalposts, follow the manufacturers dis-assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate tripping hazards.
8. Portable goalposts should be dismantled or removed to a secure area when not in use. This should be in compliance with the manufacturers recommendations for dismantling and storage.
9. Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
10. Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the manufacturer recommendations are followed.
11. Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

APPENDIX 5

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

1. Pupil(s) who is Sick.

A pupil who is sick and clearly unwell should not be in school. In such circumstances the Principal is within her right to ask the parents/guardians to keep the pupil at home.

In the event of a pupil feeling unwell whilst in school, the pupil should be accompanied to the office where the School Secretary will address the situation. An Accident/Illness Report must be completed in relation to the pupil in question.

2. In the event of an Accident.

In the event of an accident to a pupil, or member of staff, the following guidelines must be adhered to:

- Instigate immediate First Aid action.
- If necessary, bring the pupil/staff member to the Assembly Hall.
- Pupil must be referred to Principal/Deputy Principal if anything other than minor attention is required.
- If movement is restricted or unwise, the injured party must be supervised and remain at the scene of the accident and the Principal/Deputy Principal must be contacted.
- After a period of observation, a decision will be made by Principal/Deputy Principal if contact should be made with parents/guardians.
- Parents/Guardians will be advised of a son/daughter who has been involved in an accident or injured requiring medical attention. Contact with the parents/guardians is made by Principal/Deputy Principal/School Secretary.
- In urgent cases, it might be necessary to phone for the ambulance – see ‘Calling an Ambulance’, below.

3. Calling an Ambulance.

- In urgent cases, it might be necessary to phone for the ambulance directly from the nearest phone. If this occurs the person phoning the ambulance must then phone the office (Phone No. 200) immediately to let them know. If the Secretary is promptly advised of the location and details of the incident, valuable time will not be lost.
- The following information will be required when dialling 999 or 112 for an ambulance:
 - * School telephone number - 01-820.1859.
 - * Full address of school.
 - * School’s Eircode - D20 A072.
 - * Nature of injury.
- Until help arrives the pupil/staff member must be attended to continuously.
- Two copies of the Report of the accident will be photocopied from the Accident/Illness Book; one copy for the pupil/staff member and one for the ambulance crew.
- The class SNA will normally be the staff member who will accompany the pupil(s) to the hospital. If the class SNA is unavailable, the SNA on rota-duty will assume this responsibility.

4. Accident/Illness Book.

- Record all accidents/illness in the Accident/Illness Book.
- The Accident/Illness Report must be completed by the staff member who witnesses the event and/or attends to the pupil(s)/staff member(s) concerned.
- Should an accident occur without a witnesses, the teacher on duty at the time of the accident is responsible for getting the details of the accident and reporting the accident to the office.
- Staff completing the Form in the Accident/Illness Book must then inform the class teacher/teacher on duty of the report and this teacher signs the report Form.

- After completing this Form, the Book must be returned to the office to be checked by Principal/Deputy Principal.
- The white copy will be issued from the office to the pupil, or posted to his/her home, and the duplicate will be retained in the Accident/Illness Book.
- In the event of the injured party being taken to hospital, the report will be photocopied twice, one copy for the pupil/staff member and one for the ambulance crew – see ‘Calling an Ambulance’ above.
- Information recorded must be a factual account of what took place.
- Accurate and prompt reporting is essential at all times.
- A copy of the Form in the Accident/Illness Book is shown at the end of this Appendix.

5. General.

- Staff are asked not to make medical judgements or give opinions regarding the accident/illness.
- Other pupils and staff not involved in the care of the injured party must not congregate at the scene.
- Names of witnesses, staff on duty or nearby should be advised/reported to the office.

6. Insurance

All accidents are reported to the School’s Insurance Company.

APPENDIX 6

DIGNITY AT WORK:

BUILDING & MAINTAINING A POSITIVE & EFFECTIVE WORK ENVIRONMENT

The BOM of St. Michael's has adopted the following as part of the school's Health, Safety & Welfare Statement.

This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

A. Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/Departmental Circulars/ INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on '*Assaults on Staff in Primary Schools*' will be utilised as appropriate.

B. What is Workplace Bullying and Harassment?

The BOM adopts the following definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation, etc.). Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person*".

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected and prevails.

C. A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment which is characterised by:-

- Our Catholic Ethos and Philosophy.
- A supportive atmosphere.
- Good and open communication (e.g. through opportunities at regular staff meetings).
- Appropriate interpersonal behaviour.
- Collaboration.
- Open discussion and resolution of conflict.
- Recognition, feedback and affirmation as appropriate.
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures).

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats like the one he/she witnessed, and this should be done in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 - will also include a commitment to a positive work environment, in light of the Employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent "*improper conduct or behaviour*" likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment, and as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

D. Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:-

- Verbal abuse/insults, undermining remarks.
- Excessive monitoring of work.
- Withholding work-related information.
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

E. What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the BOM will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

F. Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.

