

St. Gabriel's Primary School, Health & Safety Statement

It is the policy of St. Gabriel's school, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all employees and further to ensure that persons not in the school's employment, who may be affected by the work activities are not exposed to risks to their safety and health. Every employee must make himself/herself familiar with the school Safety Statement and policy.

In particular, the Board of Management of St. Gabriel's School, recognises its express responsibilities and duties as follows:

(1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(2) Without prejudice to the generality of subsection (1), the employer's duty extends, in particular, to the following:

(a) Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(b) Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;

(c) With regard to the place of work concerned, ensuring, so far as is reasonably practicable:

- the design, provision and maintenance of it 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 it,
- the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;

(d) Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;

(e) Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;

(f) Providing and maintaining facilities and arrangements for the welfare of his or her employees at work;

(g) Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;

(h) Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances;

- (i) Having regard to the general principles of prevention, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (j) Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- (k) Reporting accidents and dangerous occurrences, as may be prescribed, to the Health and Safety Authority or to a person prescribed under section 33, as appropriate, and
- (l) Obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

The school will provide the necessary resources, structures and procedures required to safeguard employees, pupils and visitors against the risks arising from activities in the workplace.

It is the strict duty of all employees to conform to the school safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate their duties if they will be absent for a prolonged period of time.

HEALTH AND SAFETY MANAGEMENT STRUCTURE AND RESPONSIBILITIES:

The Principal, Deputy Principal, Health & Safety Representatives and Fire Warden are responsible, in so far as is reasonably practicable, for ensuring:

- the health and safety of persons working, studying or visiting their school
- that the safety statement is reviewed annually
- that all hazards are identified and risks controlled
- that regular safety inspections / audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken
- that reasonable action is taken in response to any identified risk or concern
- that Accident/Incident Report forms as appropriate are completed for all accidents to staff, pupils, students and visitors in their area of responsibility
- that the Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available
- that a report is completed by the fire warden and necessary changes are implemented after each fire drill/evacuation
- that staff are appropriately trained to carry out their duties safely
- the attendance of staff at designated training courses as appropriate.

EMPLOYEE'S RESPONSIBILITIES

Section 13 of the Act sets out the general duties of employees, as follows:

(1) An employee shall, while at work:

- comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- if reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,
- not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment,
- report to his or her employer or to any other appropriate person, as soon as practicable-
 - i.) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,
 - ii.) any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - iii.) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

CONSULTATION AND REPRESENTATION

It is school policy to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans. A Fire Warden and a Health and Safety representative is appointed on a voluntary or election basis.

HAZARDS/RISKS

To reduce the risks, the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk. Other hazards/risks are in the risk assessment section of the policy.

Access to School

All visitors entering the school premises are required to enter through the front door, report to the office, identify themselves to the Principal or the Secretary and wear a visitor's badge while on school business. When a member of staff permits a visitor to enter the school it is the responsibility of that staff member to ensure that the above procedure is followed. Visitors, including parents, are not be permitted to move around the building unsupervised. Staff members must remain with the visitor or escort them to another member of staff. All contractors must make direct contact with the Principal before initiating any work. Visitors are required to conduct themselves in a safe manner at all times and in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly area. All staff members are required to be vigilant and to escort visitors to the office if they are not wearing a badge.

Chemicals

All chemicals, toner, detergents etc. to be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal, where appropriate). Flammable materials are never stored in the boiler house.

Delph

Broken or chipped delph, pottery or glassware will be carefully disposed of. Glass should never be used in the classroom. Travel mugs with lids should be used to carry hot drinks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person i.e. maintenance person, the supplier or his agent. All appliances should be unplugged when not in use. Defective apparatus should be repaired or renewed. Before using any appliance the user should follow official guidelines issued by the Health and Safety Authority and check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.

- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Cords and leads do not create a trip hazard.

Care should be taken when using cookers, microwaves, toasters, air fryers, kettles etc. Boiling water should never be brought in to classrooms.

Fire Fighting

The building is fitted with a fire detection system, alarms and smoke detectors. Portable fire extinguishers are located in every corridor and at the main entrance. Equipment is checked on a regular basis and evidence of these checks is recorded. Staff members are trained in the use of the various types of fire fighting equipment and the evacuation procedure. General tidiness and correct rubbish disposal is practised to prevent fire. Fire and evacuation drills are held at least once every term. All escape routes, exits and fire points are highlighted and kept clear of any obstruction. A visual inspection of the fire alarm system is carried out weekly by our caretaker. The system is tested routinely by the caretaker of St. Raphael's school, with whom we share the alarm. See Appendix 1 "Evacuation Procedures" for further information.

First Aid and Injury / Illness Management

The school recognises its responsibility for the provision of occupational First Aid training complying with the requirements of the Safety, Health & Welfare at Work (General Application) Regulations, 2007.

First Aid: The First Aid station is located in the secretary's office/room to the rear of the office. There are two first aid kits located here, one of which doubles as an off-site kit, available for sporting events and school trips. Disposable gloves must be used at all times in administering First Aid. The first aid box contains plasters, cream for treatment of wasp stings, tape, disinfectant, eye lotion, antiseptic cream, gauze or cotton bandage, antiseptic wipes, and scissors.

Medication: Medication is administered in accordance with our Administration of Medication policy and when Parents have completed all the relevant documents. Medication is stored in the Secretary's office in accordance with our Administration of Medication policy. Medical profiles for children with serious conditions are stored in the yard folder and displayed on the staff room notice-board with permission from the parent.

Reporting: All serious accidents should be reported immediately to a senior member of staff (Principal, Deputy or Assistant Principal). All accidents and incidents (near misses) should be reported to the Principal and Safety Officer and logged in the accident report book. The relevant form: Accidents involving pupils/employees/other persons should be completed. All head injuries, however minor, are recorded and reported to parents on the same day. Some accidents should be reported to the Health and Safety Authority (HSA) – see below.

Floor Surfaces

Floor surfaces should be monitored by staff and trip hazards corrected. Spillages of all liquids should be cleared up as soon as they are noticed by any staff member. When

necessary help may be sought from a cleaner, caretaker or other staff member. Serious spillages will be reported to the caretaker immediately. Wet floor signs should be used as appropriate. In winter, salt will be spread, by the care-taker, on outdoor areas as required. The use of liquids in classrooms should be supervised. Corridors should be kept clear of trip hazards.

Health of staff members

Staff members are requested to notify the Principal if they have any health issues, which put them or others at risk while carrying out their role in the school. Staff members are required to follow DES and Public Health advice regarding infectious diseases, including Covid 19. Members of staff and students are reminded:

- (a) A person 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 and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.
- (c) In the interest of her own health & safety any staff member who is pregnant should notify the Principal of this as soon as possible.
- (d) Staff members may not present for work for any period of time during which they have been certified as unfit, by a medical practitioner.

Infectious Diseases

All infectious diseases shall be notified as advised by the HSA and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided appropriate materials for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, hand driers and a facility for the safe disposal of waste. For policy and procedures related to Coronavirus see the Covid 19 Response Plan, Covid 19 Policy Statement and Covid 19 Risk Assessments.

Injury / Incident Reporting to HSA

The primary aim of accident reporting is to identify the causes and prevent the recurrence of such events. The notification of the following accidents or dangerous occurrences to the Health and Safety Authority (HSA) is also a legal requirement. Accidents should be reported promptly by form or by phone (01 6147000) if urgent. See: https://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Accident_and_Dangerous_Occurrences_Reporting.pdf

The following must be reported:

- (a) The death of any employed or self-employed person, which was caused by an accident during the course of their work.

(b) An injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)

(c) A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.

(d) A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

Advice may be sought from the school's insurance company and accidents reported to the HSA should also be reported to the school's BoM.

Moving Vehicles/Parking/Use of staff cars

The main entrance gate is supervised both morning and evening as far as practicable. Drivers are required to drive slowly on the school grounds and comply with all signage. Particular care should be taken when parking or moving from a parked position. Due to high volume of pedestrian traffic, vehicles may not exit the school grounds for ten minutes after dismissal (home-time) for children. If staff/visitors wish to leave at 12/1.30/2.30 they are requested to park off site. In emergencies, support in leaving the grounds safely should be sought from the caretaker.

There is limited parking available at the front of the school for staff cars only. Owners should note that vehicles are parked on the premises at their own risk and are not the responsibility of the Board of Management. Any injury or damage to staff members cars whilst parked on the school grounds is a matter for the car owners own motor insurance.

Cycling, skate-boarding, scooting etc. is not permitted on the school grounds.

Vehicles may enter the play areas in exceptional circumstances and only with permission from the caretaker or Principal.

The use of staff cars to transport colleagues, children or parents is limited to exceptional circumstances only and in consultation with the Principal. Public transport, hired vehicles and taxis should be used in the first instance where possible. This may involve the school paying for a bus or a taxi or accompanying a child/adult in a taxi.

Manual Handling

A training course is organised for caretaking staff on 'manual handling' every 3 years. Other staff members e.g. SNAs/cleaners will also be trained as required.

Smoking

The school building and grounds is a non-smoking area to avoid the hazard of passive smoking for staff and pupils and the danger of fire caused by careless disposal of matches or cigarettes.

Supervision

- Class times: Teachers are expected to be with the class at all times. If a teacher needs to leave the classroom briefly the children should be assigned quiet work, reminded to remain seated and the teacher next door should be asked to supervise both rooms. Both classroom doors must be left open. All break times indoors and outdoors will be supervised on a rotational basis.
- School trips: Teachers must always have a second adult to accompany the class when they leave the school premises. If there is an SNA in the class they may visit local amenities such as church, park, swimming pool etc without a third adult. Classes without SNA support may team up with another class for local trips. For outings that require transport the children must have a higher than normal level of supervision. There must always be adequate supervision. Bus companies must complete a safety compliance form before being engaged to transport students. See School Trips policy for further details.
- Before school: Children are supervised before school for 15 minutes daily, from 8.35 to 8.50. Two teachers and all available SNAs are present on a rotational basis for this purpose. The Board of Management does not accept responsibility for pupils dropped off earlier than 8.35 am.
- After school: Dismissal time is 1.30pm for Infants and 2.30pm for 2nd to 6th classes. Parents who wish to have their children escorted home should make their own arrangements. The person to escort them should be at the school not later than 1.40pm/2.40pm as the school cannot accept responsibility for looking after the children after that time. Parents/guardians are requested annually to list the names of people with permission to collect their child from school. In the event that a child is not collected Staff will endeavor to contact parents. If an appropriate adult cannot be contacted the child will be walked to the local Garda station.

Work Equipment

All machinery should be used in line with safety instructions and manufacturers specifications. Paper shredders, photocopiers, fax machines, printing machines etc. will be used in accordance with safety instructions and suppliers instructions and will be maintained in good condition at all times. Employees should take all due care when using ladders. Defects to equipment should be reported to the Health & Safety Representative or Principal and will be repaired or serviced by qualified persons only. Tools used by caretaker or others should be used safely and stored appropriately.

Work areas, Classrooms, School corridors etc.

Staff will be responsible for keeping classrooms and work areas safe and free of all hazards. Sharp implements such as knives or guillotines should not be brought into the classroom and should be stored away from children. Potentially dangerous products

should be used minimally and stored in locked cleaning cupboards. Steps are kept in all storage cupboards for access to high shelves or displays. They must be used to reach over-head height and should be replaced for the use of others. It is the responsibility of management to provide a healthy working environment for employees. It is the responsibility of employees to use facilities provided by management to ensure a healthy environment is maintained for children and adults e.g. correct ventilation, temperature, lighting etc.

REPORTING/RECORDING:

It is the responsibility of employees to report any hazards/risks, incidents or concerns. We ask that employees adapt the following approach:

SPOT IT, SORT IT, CAN'T SORT IT, REPORT IT

All incidents will be recorded in writing by the staff member/s involved and passed on to the Principal and the Health and Safety Representative. Incidents of Concern are reported to the B.O.M. Health & Safety is a standing item on all BoM meeting's agenda.

RELATED POLICIES, PROCEDURES AND FORMS

- Admissions Policy
- Anti-Bullying Policy (Children)
- Administration of Medication & Management of Chronic Health Conditions
- Acceptable Use of I.T. Policy (Email, Internet & Websites)
- Child Safeguarding Statement
- Code of Behaviour
- Critical Incident Policy
- Educational Trips Policy
- Fire Drill Procedures
- Healthy Eating Policy
- Supervision Policy
- Special Educational Needs Policy (SEN)
- Substance Use Policy
- Accident Report Form
- Dangerous Occurrence Report Form

APPENDECIES

- I. Evacuation Procedures
- II. Risk Assessments:
 - 1) The Premises
 - 2) Administering Medication
 - 3) Putting Up Displays
 - 4) Opening / Closing Windows & adjusting Blinds
 - 5) Lone Working
 - 6) Caretaking Duties
 - 7) Electrical

- 8) General Storage
- 9) Snow & Ice
- 10) Use of Stepladders / Fluorescent Tube Replacement
- 11) Use of Ladders
- 12) Office Use
- 13) Accessing Office Filing & Storage
- 14) Cleaning
- 15) Vehicles On School Site
- 16) Play Areas & Lunch and Break-time Supervision
- 17) Contractors on Site
- 18) Adult Anti – Bullying Policy
- 19) Covid 19 Risk assessment

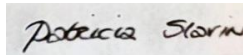
PERSONS WITH RESPONSIBILITY FOR HEALTH & SAFETY:

Health & Safety Officer ----- Ms. Loretta Dunphy
 Health & Safety Representative ----- Ms. Suzanne Smyth
 First-Aider -----Ms. Loretta Dunphy (All teachers & SNAs have basic first aid training)
 Management of First Aid Supplies ---- School Secretary
 Health & Safety Consultant ----- Most recently: Olive Safety

REVIEW

This statement shall be regularly reviewed by the Board of Management in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority. It will be updated as necessary in light of new legislation, staff feedback, alterations, structural changes and practical experience and at least within 4 years. In addition, the Risk Assessments will be reviewed annually.

SIGNATURE



Chairperson of Board of Management

Date: 8/04/2025

Evacuation Procedures

- The person discovering the fire/emergency shall raise the alarm by pushing the nearest fire alarm button or informing the principal, secretary or caretaker.
- When the alarm sounds all occupants should immediately walk to the classroom door.
- Adults are encouraged to bring their phone & keys IF they are immediately accessible.
- Teacher should bring the class list, collected from its place by the door as the class exits.
- Children leave the classroom at the signal from the teacher, who leaves last & closes door.
- Everyone should walk in silence to the appointed (or nearest) exit door.
- Classes should line up at their assembly point i.e. under their room number in the sheds.
- Call the roll. Check Aladdin via phone if possible or necessary.
- The first adult to reach each door should open both sides to allow faster exit
- Without putting themselves in danger, the Caretaker will check children have been evacuated from upstairs and downstairs. The Principal will check that the Downstairs Cleaning Cubby, Pre-school Office and Infant Toilets have been evacuated. The Deputy Principal will check that the Downstairs Toilets (Red) have been evacuated. The Secretary will check the Staffroom, Staff and Visitor Toilets have been evacuated.
- Children who attend Learning Support classes will leave the building with the Special Education Teacher and s/he will bring them to join their own class in the yard.
- SNA's will help their class to leave. Priority should be given to the assigned child, unless that child is in the care of another adult.
- Secretary will bring a staff list, and will check that all staff have evacuated.
- Children who are at the toilet etc. join their class at the exit door or in the yard. On exiting the building teachers check that all of the class have left the building.
- If the class are in the P.E. hall, they should leave through the fire exit door beside the hall.
- Due to staff absences there may be extra children in a class. These children are the responsibility of the teacher in whose class they are placed on that day. Their evacuation and assembly should be monitored by that teacher.
- Visitors to the school and non-classroom based staff should leave by the nearest exit and assemble at the green assembly point, located on shed beside exit door 6
- Do not re-enter the building until told to do so by the Principal or Fire Officer.

Exit Routes

NOT USED AS EXIT DURING FIRE DRILLS

1A

24, 25, 26

1, 2, 20, 21

3, 4, 5, 6, Offices,

7, 8, 9, 16, 17, 19

10, 11

9, 12, 13, 14

Door No. 0

Door No. 1

Door No. 2

Door No. 3

Door No. 4

Door No. 5

Door No. 6

Door No. 7

ROOMS 20 TO 26 NEED TO USE WHICHEVER EXIT DOOR HAS FEWER CHILDREN AT THAT TIME

Door No 0:	Main entrance at front of school.
Door No 1:	Side of school, near grey gates. Between 1A & Basement.
Door No 2:	Junior Infants door facing the bin shelter in sheds.
Door No 3:	Door facing the yard, near 1A , opposite Basement & R.H.S stairs.
Door No 4:	Door facing the yard, opposite front door of school.
Door No 5:	Door facing the yard, beside ASD class (room 7)
Door No 6:	Door between St. Gabriel's & St. Raphael's, leading to the hall.
Door No 7:	Door at back stairs from Library – leads to front of school

Room Index

Toilets	Yellow Block (R.H.S) (D.S)
1A	Resource classroom (D.S)
1.	Classroom (D.S)
2.	Classroom (D.S)
3	Classroom (D.S)
4.	Vice-Principals Office (D.S)
4A	Visitor/Gents Toilet (D.S)
4B	Staff/Ladies toilets (D.S)
4C	Cleaning Cubby (D.S)
5	Staffroom (D.S)
5A	Home School Community Liaison Office (D.S)
5B	Maths Resource Cubby (D.S)
5C	Secretary's Office (D.S)
5D	Principal's Office (D.S)
5E	PE Equipment Cubby (D.S)
6	Meeting Room (D.S)
7	ASD Classroom (D.S)
8	Sensory Room (D.S)
Toilets	Red Block (L.H.S) (D.S)
Toilets	Blue Block (Far L.H.S) (U.S)
9	Resource Classroom (U.S)
10	Resource Classroom (U.S)
11	Library (U.S)
12	Classroom (U.S)
13	Classroom (U.S)
14	Classroom (U.S)
15	Resource Classroom (U.S)
16	Reading Tree Book Cubby (U.S)
Toilets	Mauve/Purple Block (L.H.S) (U.S)
17	Resource Classroom (U.S)
18	Classroom (U.S)
19	Classroom (U.S)
20	Classroom (U.S)
21	Classroom (U.S)
21A	Book Rental Scheme Cubby (U.S)
21B	Cleaning Cubby (U.S)
23	Student Kitchen/Resource room (U.S)
24	Classroom (U.S)
25	Classroom (U.S)
26	Classroom (U.S)
27	Drama Room (U.S)
27A	Cleaning Materials Store Room (U.S)
Toilets	Turquoise block (R.H.S) (U.S)
Lower Level	Basement (D.S)

*(D.S) – Downstairs *(U.S) – Upstairs *(R.H.S) – Right Hand Side *(L.H.S) - Left Hand side