

St. Canice's Girls' School Safety, Health and Welfare Statement



This statement was reviewed, discussed and ratified by the Board of Management in St Canice's GNS during a meeting held in June 2022.

Contents

1. Introduction

- 1.1 Safety, Health and Welfare Policy
- 1.2 Introduction Statement
- 1.3 Rationale
- 1.4 School Profile
- 1.5 Resources for Health, Safety and Welfare

2. Roles and Responsibilities

- 2.1 Roles and Responsibilities Chart
- 2.2 Board of Management
- 2.3 Principal
- 2.4 Safety Officer
- 2.5 Employees
- 2.6 Other school users

3. Implementing Measures

- 3.1 Risk Assessments
- 3.2 Fire and Emergency Procedures
- 3.3 First Aid
- 3.4 Defibrillator
- 3.5 Infectious Diseases
- 3.6 Accident Reporting and Investigation
- 3.7 Accidents in the yard/hall/ classrooms
- 3.8 Safety Instructions and Training
- 3.9 Electrical Appliances
- 3.10 Photocopiers/laminators/IWBs
- 3.11 Chemicals, Solvents, Detergents
- 3.12 Welfare of staff
- 3.13 Communication of Policy

4. Conclusion

- 4.1 Concluding Comment

5. Appendices

1. Introduction

1.1 St. Canice's G.N.S. Safety, Health and Welfare Policy

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

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

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

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

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

1.2 Introduction:

St Canice's Girls' National School Safety, Health and Welfare Statement Policy document, outlines its commitment to effective and successful health and safety management. It contains a statement of intent and organisational details of the arrangements and monitoring systems for Health and Safety management. It was developed in line with the Health and Safety Authority (HAS) guidelines for Primary Schools.

The successful implementation of the statement requires the full support and active cooperation of all staff, pupils, contractors and visitors to the school.

The Safety Statement and Risk Assessments will be reviewed and updated annually, or earlier should the need arise.

This document should be considered in conjunction with other policies of the Board of Management, including and in order of how they will be reviewed:

- Critical Incident Policy
- Child Safeguarding Statement
- SPHE Plan & RSE
- Swimming Policy
- Special Education Policy

The following policies are prepared and ready for review and approval by the Board of Management:

- Administration of Medicines (Medical Conditions)
- School Tour Policy
- Anti-bullying policy
- Code of Behaviour
- Acceptable Usage Policy (AUP),

- Well Being Policy...Underway
- SESE Policy ...Underway
- Droichead/ Induction of new staff---underway
- Hall Rental Licence

The following policies will be prepared and presented to the board for approval.

- First Aid Policy
- Working at height + Manual handling
- Lone working and night work
- Personal protective equipment (PPE) - incl in COVID 19
- Substance Use
- Road Safety Protocol

1.3 Rationale

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work of that of others.

The Tort of Negligence

The tort (a civil wrong) of negligence is the most common tort that impacts on a school. The general definition of negligence is that it is either an omission to do something which a reasonable person would do, or doing an

act which a prudent or reasonable person would not do. Negligence consists of four elements.

These are:

- duty of care;
- the breach of this duty: where the actions/omissions fall below a certain 'standard of care';
- damage: the person suing must have suffered actual loss or injury;
- causation: there must be a connection between the breach of the duty (the way the person acted) and the damage suffered by the person suing.

1.4 School Profile

St. Canice's Girls' National School caters for pupils from Junior Infants to Sixth class. It operates according to the rules of the Department of Education and Skills, under the patronage of the Catholic Archbishop of Dublin. The Patron nominates a Board of Management, with nominees representing the patron, parents, teachers and the local community.

At present there are almost 500 pupils. The staff– includes 24 mainstream teachers, plus SET teachers, a shared Home School Community Liaison (HSCL) (with St Canice's Boys National School) and 1 administrative principal; specials needs assistants, a full time secretary and full time a caretaker.

The physical makeup of the school currently includes – the main school building built in 1963, the small school built in 1943 and a number of prefabs.

From time-to-time other adults such as student- teachers, parents, therapists and coaches may also work in the school. The "main school" is a two-storey building, comprised of 2 offices, a staffroom, a caretaker's room, 14 classrooms and 5 SET rooms the "small school" is a three classroom, single storey building bungalow and the 8 classroom prefabs are also single storey.

There is one wheelchair accessible toilet in the main school, one in the small school and one in the prefabs. The entrances to all buildings are wheelchair accessible as are all outdoor areas.

There is a staff carpark at the front of the school, here the gate remains closed to vehicles during school hours.

There are two yards in use at lunch times. The Junior Yard (Junior Infants to 2nd) and the Senior Yard (3rd to 6th)

This statement applies to the use of the school buildings and schoolyards.

**St Canice's Girls' National School,
Seamus Ennis Road,
Finglas,
Dublin 11, D11 C927.**

Telephone: 01 8342072

Email: info@stcanicesgns.ie

School Website:
www.stcanicesgns.ie

St. Canice's GNS is managed by a Board of Management made up of 6 people with the day to day responsibility of running the school lying with an administrative principal, Ms. Dearbhla White.

1.5 Resources for Health, Safety and Welfare

The following resources are in place within the school;

Medical Resources:

- Medical Files identifying pupils with medical needs and appropriate actions to follow in case of illness are available in the Junior and Senior yard, Safety Officer's room (Room 10) and in the main office and staffroom.
- Stocked first aid kits are kept in each yard and in the secretary's office downstairs.
- Epi-pens/ diabetic medical equipment are available in individual classrooms and their location recorded on the medical file.
- Defibrillator is available at the bottom of the stairs in the front hall. Staff members have been trained in its use and are listed beside the Defibrillator
- Inhalers are kept in a specific place in the child's classroom and this place is recorded in the medical file.
- Essential medication as recorded in the medical files of individual children is stored in their classroom in a place specified in the medical file.

Fire Safety:

- Fire Drill Instructions and Procedures are displayed in each classroom, office and staffroom.
- Fire Exit Signs are on display at the relevant exits and Fire Assembly Point signs are on display at the relevant assembly areas.
- Fire extinguishers break glass units and a fire alarm are in place in the school and maintained annually in line with fire safety guidelines. Maintenance records are available.

Locations of Fire Extinguishers:

Bottom Corridor: Opposite Rooms 1 and 4

Top Corridor: Opposite Rooms 8, 11 and Library

Prefabs: Located at the middle doors on the corridor.

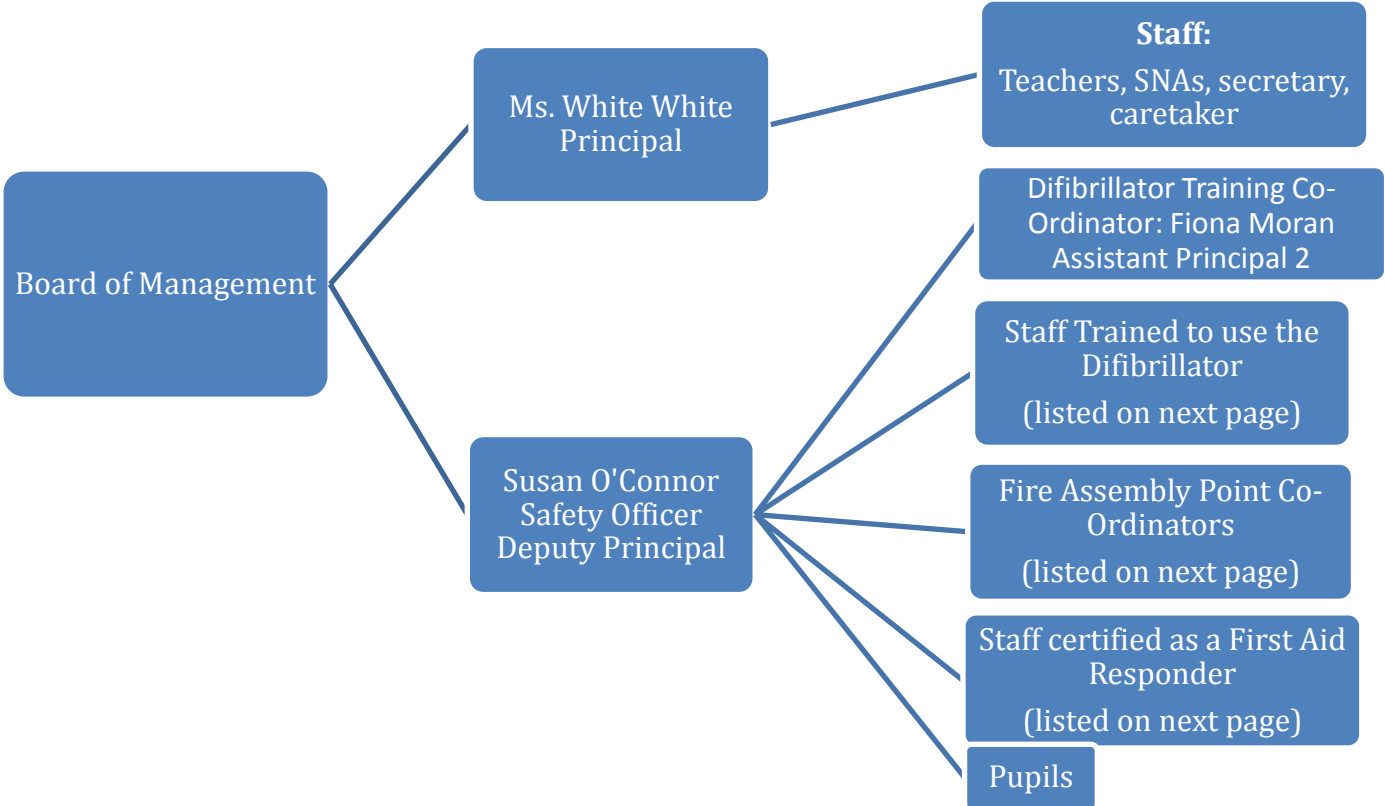
Small School: Outside children's toilets

Safety and Health Monitoring:

- Policies regarding behaviour in the school and the schoolyard, bullying and administrations of medicines are in place.
- Procedures are in place for the monitoring of visitors /workers to the school. Staff members supervise the doors while they are unlocked during reception time and the school secretary deals with all visitors after this time, during which the doors and the outside gates are closed.
Procedures are in place for the safe entry and collection of children.
- Safety Audits are undertaken and led by the Safety Officer, together with the principal and other relevant staff, in June (annually) and arrange for repairs as necessary. Any repairs or necessary actions arising from these audits will be laid out in an Action plan, prepared by the Safety Officer and presented to the BoM. The Action Plan and framework for setting and reviewing the Action Plan are attached in the Appendices.
- A security company monitors the school and responds to security alarms activated. They arrive to check, if something needs immediate attention Ms. White the principal or Shane the caretaker will be called, they ask should they call the guards and ask principal to attend the St. Canice's GNS

2. ROLES AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELFARE

2.1 The chart below shows the overall Safety Management structure and indicates those with responsibility for safety:



**St. Canice's GNS Staff Training -
Defibrillator / CPR**

Name	Date of Training:	Certified Until:
Ms. Dearbhla White	22/6/2021	June 2023
Muireann Quinn	22/6/2021	June 2023
Martin Kennedy	22/6/2021	June 2023
Karen Brooks	22/6/2021	June 2023
Elaine Mulvey	22/6/2021	June 2023
Laura O'Callaghan	22/6/2021	June 2023
Rachel Hayes	22/6/2021	June 2023
Sean Geraghty	22/6/2021	June 2023
Rebecca Byrne	22/6/2021	June 2023
Eoin O'Callaghan	22/6/2021	June 2023
Conor Hughes	22/6/2021	June 2023
Edwina Brennan	5/10/2021	October 2023
Denise King	5/10/2021	October 2023
Carol Maloney	5/10/2021	October 2023
Ciaran Brennan	5/10/2021	October 2023
Fiona Garvin	5/10/2021	October 2023
Joseph Needham	5/10/2021	October 2023
Susan Coughlan	5/10/2021	October 2023
Sarah Hickey	5/10/2021	October 2023
Eilis O'Cuanacháin	5/10/2021	October 2023

**St. Canice's GNS Staff Training - First Aid
Responder**

Name	Date of Training:	Certified Until:
Ms. White White	March 2022	May 2022
Susan O'Connor	March 2022	May 2022
Elaine Mulvey	March 2022	May 2022
Rachel Hayes	March 2022	May 2022
Conor Hughes	March 2022	May 2022
Fiona Moran	March 2022	May 2022
Ciaran Brennan	March 2022	May 2022
Fiona Garvin	March 2022	May 2022
Sive O'Sullivan	March 2022	May 2022
Kevin Walsh	March 2022	May 2022
Emma Rocket	March 2022	May 2022

Fire Assembly Point Coordinators

Overall:

Ms. White (Will wait in the Junior Yard)

Junior Yard – A Susan O'Connor

Senior Yard – B Maria Murray

Basketball Court – C Muiréad Gaffney

Small School – D Phil Boyle

Coordinators are changed annually, depending on the classroom they are working in.

Additional Training

Type	Staff	Timing
Induction training	All new members of staff.	As required at the start of their employment.
Manual handling	Secretary Caretaker SNAs	As required
Fire Drills/ Evacuation Procedures	All Staff and pupils	Twice Termly
Use of Fire extinguishers	All Staff	Annually
Child Protection Procedures	All Staff	As required. Certified by Túsla

2.2 Board of Management:

It is the Board of Management's responsibility to ensure the following:

- A Safety Statement is developed, maintained, and implemented.
- All work is carried out in accordance with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005, and all reasonable and practicable measures are taken to avoid risk to staff, pupils or others who may be affected.
- The school has written risk assessments.
- Safety, health and welfare objectives are set.
Regular reports on safety, health and welfare matters, including actions required resulting from Safety Audits are reviewed and matters arising from same are discussed.
- The Safety, Health and Welfare statement are reviewed annually, or when changes that might affect workers' safety, health and welfare occur.
- Adequate resources are allocated to deal with safety, health and welfare issues.
- Board members should retain a copy of this document.

2.3 Principal

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including;

- Complying with the requirements of the 2005 Act;
- Managing safety, health and welfare in the school on a day-to-day basis.
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed, recorded in the Accident/ Incident file. Where appropriate, the HSA is informed.
- Coordinating fire drills, training, etc. with the relevant assistant principal
- Ensuring firefighting equipment is tested annually.
- Conducting safety audits with the safety officer.
- Ensuring all contractors provide a safety plan to the school before commencing work.

2.4 Safety Officer

It is the Safety Officer's responsibility, as the designated person for Safety and Health, acting on behalf of the Board to ensure the following:

- in consultation with the Principal, a Safety Statement is developed and continually maintained and updated as required.
- the Safety Statement, together with additional information or instructions as they become available, is made available to all present and future staff.
- any items of health and safety requiring attention are brought to the attention of the principal/Board of Management.
- a medical file, containing medical issues, protocols for administration of medicines, contact details, photos to identify children with specific medical needs is prepared, updated and available at all times.
- give direction to secretary to ensure that an adequate supply of first aid kits for use on school trips and supplies for First Aid Boxes be available.
- as far as reasonably practicable, take account of any representations made on the subject of safety by the employees.
- all possible co-operation is afforded to inspectors and officials of the relevant bodies concerned with safety and health standards.
- in consultation with Ms. Fiona Moran, training for staff regarding First Aid and Use of Defibrillators is organized and kept up to date.

2.5 Employees

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to;

- retain a copy of this document.
- co-operate with school management in the implementation of the safety statement;
- inform pupils of the safety procedures associated with individual subjects, rooms, yard, hall or tasks
- Ensure all activities are planned so they may be carried out safely.
- check classroom/office/immediate work environment to ensure it is safe and free from fault or defect

- Ensure all electrical appliances are turned off at the mains before going home.
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work.
- Report without delay, any health and safety issues or concerns to the school Safety and Health officer. Work according to the premise of: **Spot it, Sort it, Can't Sort it, Report it.**
- Never intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Attend such training as may be required by the Board of Management.
- Staff are not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any staff member found breaking this rule will be liable to disciplinary procedures up to and including dismissal.
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace.
- New employees are given induction on the safety and health practices in the school
- Staff may address Safety, Health & Welfare concerns to the Safety Officer and if they feel their concerns are not addressed may bring concerns directly to the Board.

2.5.1 Individual Roles: These are staff members with specific roles regarding Safety, Health and Welfare

- Ms. Fiona Moran: Organise Defibrillator Training for staff members.
- Ms. Francesca Purdy (SNA) replenish First Aid Kits and keep SNA and Safety Officer informed of the need to order new stock.
- Ms. Susan Coughlan (SNA) Order stock to replenish First Aid Kits.

2.6 Other school users

Other school users such as pupils, parents, volunteers, visiting speakers, sales personnel and all other visitors must comply with school regulations and instructions relating to safety, health and welfare. All visitors must sign in at the secretary's office.

2.6.1 Large scale works contractors:

Contractors must comply with statutory obligations as designated under the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007* and any other relevant legislation such as the *Safety, Health and Welfare at Work (Construction) Regulations 2006*.

- The relevant parts of the safety, health and welfare statement and safety file, will be made available, to any contractors working in the school, on behalf of the school.
- The school regulations and instructions relating to safety, health and welfare, will be provided to contractors.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- Contractors must make available their public liability insurance certificates before commencement of work.
- If the school is sharing a workplace with a contractor, it must co-operate and coordinate school activities, in order to prevent risks to safety, health and welfare at work.

2.6.2 Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

- The Board of Management, by being informed by Ms. White, must

ensure the contractor is competent. This means the contractor is suitably qualified and experienced and is registered with the Construction Industry register of Ireland (CIRI)

- The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. At this point the caretaker will become the main point of contact for the contractor. The contractor must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise the principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

3. Implementing Measures

3.1 Risk Assessments

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit carried out by the Safety Officer along with relevant staff, including the Principal and Caretaker.

The Safety Officer, along with relevant staff, through their risk assessment will;

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimise the risk
- Consult with employees

A detailed risk assessment of the various areas within the school is available in Ms. White's Office.

The Board will make use of advice available from these audits, risk assessments and such sources as the Department of Education, relevant national authorities such as the National Authority for Safety

Health and Welfare at Work and Dublin Corporation Fire Prevention Section.

Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits.

3.2 Fire and Emergency Procedures

A Fire and Emergency Plan has been prepared covering the building. A copy of the plan is attached to this safety statement. The plan sets out the emergency safety arrangements and evacuation plan. It is available in Appendix 1

3.3 First Aid

There are comprehensive First Aid Boxes available in the

- Secretary's office
- Junior Yard
- Senior yards

These are placed there and removed in the evening by an SNA. The following is a list of essential supplies:- plasters, antiseptic Wipes, scissors, nappy bags, disposable gloves and tissues. Disposable gloves must be worn at all times when administering First Aid.

A smaller version of the above kits are available for school tours.

First Aid Training has been made available to the staff. Certified First Aid Responders have been trained. (See table 2.1)

3.4 Defibrillator

The school has a defibrillator and staff have been trained. (See table 2.1)

3.5 Infectious Diseases

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Separate toilets with hot and cold water, a disposal unit and soap are available for staff.

3.6 Accident Reporting and Investigation

All accidents/near misses to persons (staff/contractor/visitors), however slight, must be recorded on the appropriate accident form by the people who witness it. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred. The official accident record forms are held in the Principal's office forever.

All accidents are investigated and any corrective action required is implemented in order to help prevent a similar occurrence.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the principal on Form IR1 or IR3 (www.hsa.ie). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

3.7 Accidents in the yard/hall/ classrooms

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to Marsh Ireland, the insurance broker for the school.

Children are all covered by 24 hour pupil insurance.

3.8 Safety Instruction and Training

In accordance with legislation, the Board of Management commits to providing instruction and training to its employees, in relation to health and safety at work.

In accordance with statutory obligations, St Canice's Girls' School will provide training in the following circumstances:

- On recruitment
- The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work.
- The introduction of new technology.
- Refresher training as required, e.g. First Aid Responders are required to renew their training every 2 years.

A record will be kept of all training, information and briefing sessions, which will include a record of those in attendance with signed attendance sheets. A schedule of dates when refresher training is due will also be maintained. Further details are available in 2.1

3.9 Electrical Appliances

Electrical appliances, machinery and kitchen equipment should only be used by competent persons. . Arrangements will be made for all electrical appliances to be checked on an annual basis by a competent person, i.e. a maintenance person, the supplier or his agent.

Before using any appliances, the user should check that: -

- All safety guards which are a normal part of the appliance are fitted and are in working order
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug-tops are used and fitted with the correct fuse.

3.10 Photocopiers/laminators/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

3.11 Chemicals, Solvents, Detergents,

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked storage area and protection for their use will be provided. Contract cleaners are employed in the school and they provide their own supplies for cleaning.

These are also kept in a locked area.

Staff are not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any staff member found breaking this rule will be liable to disciplinary procedures up to and including dismissal.

3.12 Welfare of staff

To ensure the continued welfare of employees, staffroom and bathroom facilities are provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.

A dignity in work policy is being designed, in consultation with staff in the school. The Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work related illness in Ireland and are associated with the longest absence from work.

Through the means of staff and peer support, staff will be supported through illness and or injury.

In addition the school community will seek to develop a culture where a sense of belonging and connectedness is fostered.

A wellbeing plan is currently being developed under the umbrella of DEIS plans.

Spectrum Life has been appointed, following a public tender process, as the new provider of the Employee Assistance Service for teachers and other school staff.

The service is to be labelled as “Wellbeing Together/Folláine le Chéile”.

3.13 Communication of Policy

Hard copies of this policy will be available in the Principal’s Office. It

will also be available in digital form on teams. It will be published on the school website.

The Board of Management will undertake a review of Safety, Health and Welfare issues annually and any changes will be communicated to staff. Information will also be disseminated using the public address system, Aladdin. Parents and guardians will receive updates via Aladdin emails and text message.

Safety, Health and Welfare is on the agenda at staff meetings and issues may be raised, should somebody have a concern.

A copy of the Health and Safety Authority “Guidelines on Managing Safety, Health and Welfare in Primary Schools” is available online at www.hsa.ie. and in the Principal’s Office.

Concluding Comment

The Safety Statement has been based on conditions existing in the premises of the school at the time of writing. The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Appendix 1

FIRE DRILL (Overview)

- Teachers should be the **last** person to leave the classroom to ensure that everyone has left safely. A sensible line leader should be appointed to lead the line outside. Children should line up in their pods as they usually do. If there is a child with specific needs, they must be accompanied by an adult.
- SET/ SNA working in the classroom at the time should accompany the class to the assembly point for that class.
- Make sure to bring **class list** in box outside class door with you.
- Once outside teacher's call their roll and notify the co-ordinator if any child is missing.
- Co-ordinators notify Ms White if a pupil is missing/all children are accounted for. (Ms. White will be in the Junior Yard)

On hearing the **Fire Warning Siren**:-

ASSEMBLY POINT A (Shelter in Junior Yard)

Rooms 1, 2, 3, 4, Exit by front door (**Fire Exit A**) into the junior yard and go to assembly points **A10, A9, A8 and A7 (Junior Yard)**

Rooms **1** and **2** walk to the right of the corridor.

Rooms **3** and **4** walk to the left of the corridor.

Rooms 8, 9, 10, 10A Exit down the front stairs and out the back door (**Fire Exit B**) To assembly points **A6, A5, A4, A3 (Junior Yard)**

Rooms **8** and **10** walk to the right of the corridor.

Rooms **9** and **10A** walk to the left of the corridor.

Rooms 20, 21, Exit by main prefab door (**Fire Exit I**) into the junior yard and go to assembly points **A2, A1 (Junior Yard)**

Room **21** walks to the right of the corridor.

Room **20** walk to the left of the corridor.

Ms. White, Mary Howard, Shane, Pauline, HSCL, Vanessa

Exit out the back door (**Fire Exit B**) to assembly point **POINT A11**

ASSEMBLY POINT B (At the railings near the church grounds.)

ROOM **5, 6, 7**, Exit by door (**Fire Exit C**) into the Senior Yard and go to assembly points **B1, B2, B3 (Senior Yard)**

Rooms **5** and **6** walk to the left of the corridor.

Room **7** walks to the right of the corridor.

Rooms **22, 23** Exit by back prefab door (**Fire Exit J**) into the Senior Yard and go to assembly points **B4, B5 (Senior Yard)**

24, 25, Exit Classroom into the Senior Yard and go to assembly **B6, B7 (Senior Yard)**

Rooms **22** and **23** walk down the ramp

Rooms **24** and **25** walk down steps outside their rooms.

ASSEMBLY POINT C (Basketball Court)

Rooms **11, 12, 13, 14, 15, and anyone using the Library** Exit down the back stairs and out the fire door (**Fire Exit D**) opposite stairs at Room 7 to assembly points **C7, C6, C5, C4, C3, C2 (Basketball Court)**

Rooms **15** and **12** walk to the left of the corridor.

Rooms **13, 14 and 11** walks to the right of the corridor.

Room **16 and any class using the hall** Exits through the hall (**Fire Exit E**) beside the stage and goes to assembly point **C2 (Room 16 share with Library) and C1 (Basketball Court)**

ASSEMBLY POINT D (To the front of the small school)

Room **17** Exits by fire exit door (**Fire Exit F**) To the front of the small school to assembly point **D1**

Room **18** Exits by door (**Fire Exit G**) Main door of the small school and walks to the front of the small school to assembly point **D2**

Room **19** Exits by door (**Fire Exit H**) opposite staffroom, to the front of the small school to assembly point **D3**

Anyone using the **Sensory Room** Exits by door (**Fire Exit H**) opposite staffroom, to the front of the small school to assembly point **D3 (Shared with Room 19)**

Rooms **26** and **27** Exit by classroom door and go to assembly points **D4** and **D5** to the front of the small school.

Room **26** use the old gate to the left and Room **27** use the new gate beside the playground to the right.

Office –To call the Fire Brigade

Ms. White Will be at assembly point **A** Junior Yard

SET and SNAs Go to assembly point with the class they are with and inform the coordinator

Location of Assembly Points, Fire Exits and Fire Extinguishers

Assembly Points **A (1-11)** Junior Yard (Shelter & Railings)

B (1-7) Senior Yard (Railings at church)

C (1-7) Basketball Court (Railings)

D (1-5) In front of Small School

Main Building

Fire Exit Signs – “A” Front Door of School
“B” Back Door at Staffroom
“C” Back Door to Senior Yard
“D” Fire Exit Outside Room 7
“E” Emergency Exit by the stage in Hall

Small School

Fire Exit Signs – “F” Beside Room 17
“G” Main Door to Small School
“H” Door opposite Staffroom

Prefabs

Fire Exit Signs – “I” Door Facing Junior Yard
“J” Fire Door Facing Room 24 & 25

Coordinators

Overall: Ms. White (Will wait in the Junior Yard)

Junior Yard –A Susan O'Connor

Senior Yard – B Maria Murray

Basketball Court – C Muiréad Gaffney

Small School – D Phil Boyle

Locations of Fire Extinguishers:

Bottom Corridor: Opposite Rooms 1 and 4

Top Corridor: Opposite Rooms 8, 11 and Library

Prefabs: Located at the middle doors on the corridor.

Small School: Outside children's toilets

Class Lists box outside of classroom

Appendix 2 : **Evacuation Plan**

1. **Rationale:**

This plan outlines the key aspects of our school evacuation plan. Copies are circulated to all staff members and displayed in their classroom. Lists for roll call are kept outside each classroom door.

2. **Responsibilities:**

- Principal/Deputy Principal: In the event of a fire the principal/deputy principal ensures that the school is cleared and that the Emergency Services are called if necessary.
- Safety Officer: Susan O'Connor ensures that the evacuation plan is up to date and is circulated to all members of staff. She gives periodic reminders at staff meetings and informs staff when the first Fire Drill of the year will be held. Another unexpected fire drill will be organised soon after. She will ensure that new members of staff are given the evacuation plan and that copies are available in each classroom.
- Staff: In the event of a fire drill or fire, it is the responsibility of each class teacher to ensure that their class are accounted for. Each teacher is responsible for taking the class list from the file outside their door to be taken with them in the event of a fire drill or real fire. It is also the teacher's role to train the pupils early in the year how to exit the classroom and school building quickly and safely and to familiarise them with their nearest exit.
- In the event of a fire/ fire drill, teachers report any missing pupils to the Fire Drill Co-Coordinator at their assembly point. (see Figure 2.1 page 12 for current coordinators names) They will in turn notify Ms. White, who will be in the junior yard. Folders of relevant resources, including class and staff lists are kept by the Co-Coordinator in the box file outside their door and

brought with them on exiting the building.

- Contractors: A copy of the school's health and safety plan will be given to any contractors working in the school.

3. Training for Staff:

- Staff are given reminders at the start of the school year to check their evacuation plan and to familiarise themselves with their nearest exit. All teachers are provided with a copy of the school evacuation plan and fire drill procedures are explained to them.

4. Training for pupils:

- Through regular fire drills the pupils receive annual training in evacuating the building. The pupils are trained to:
 - Leave all possessions behind.
 - Swiftly and quietly exit the classroom and to proceed to their nearest exit.
 - Join the nearest line if they are in the toilets or on a message when the fire alarm goes off.
 - Pupils who are attending Learning Support when the fire alarm goes off will exit the building with their learning support teacher and stay with him/her at the designated assembly point.

5. Evacuation procedures:

- Upon hearing the fire alarm pupils and staff quietly exit the building through their nearest exit.
- The class teacher is last to leave the classroom and closes the door. By prior arrangement some teachers work in pairs, where one teacher leads the way out while the neighbouring teacher checks both rooms and closes the doors. The teacher brings her/his class list with her/him.
- Pupils and staff move to their designated assembly points where they quietly line up.
- A roll call is carried out by the class teacher to determine all pupils are present.

- Any missing children/ children gone to SET are reported to the assembly point co-ordinator.
- Assembly point co-ordinator reports to Ms. White who will be at assembly point A (Junior Yard)
- Nobody is to leave the Assembly point until the ALL CLEAR is given by Ms. White, Principal.

6. Fire Drill Procedures:

- Alarm Sounds
- Roll: Teachers bring class list.
- School is evacuated (timed by Principal)
- Calling Emergency Services: The Principal or Deputy Principal or member of staff who comes upon a fire raises the alarm at a Glass Break point.
- Gate Keys for yard gates: In the event of a real fire the break glass alarm inside the front door would unlock the front gate that requires a fob automatically. For the purpose of fire drills there is a fob hanging in the junior cloakroom between the lockers so that staff have quick access to it.

7. Signage:

- Clear Emergency signage is present over all the Emergency exits.

Appendix 3

Fire Safety Equipment

St. Canice's Girls' School is a two-storey building with two additional accommodation areas -The Small School and the Prefabs. It has the following systems for fire detection and control:

Detection

In the small school and prefabs ceiling mounted smoke/fire detectors are fitted, several to each floor. In the event that a fire is detected, the alarm will sound throughout the building. This is the signal to evacuate the school via the nearest exit route. In the main building, break glass units are available and battery operated smoke detectors.

Fire Call Points

Break-glass Fire Call Point units are strategically located near exit routes. Breaking the glass sounds the alarm and alerts all the building occupants. The "glass" will break readily using elbow, fist or any small implement. The call points are coloured red with a small glass front.

Fire Fighting Equipment

All areas of the school are provided with portable fire extinguishers. Two types are provided – AFFF Foam for wood, paper, textiles and flammable liquids and CO₂ for electrical fires.

The extinguishers are located at or near the escape routes with extra extinguishers in the staff room.

Locations of Fire Extinguishers:

Bottom Corridor: Opposite Rooms 1 and 4

Top Corridor: Opposite Rooms 8, 11 and Library

Prefabs: Located at the middle doors on the corridor.

Small School: Outside children's toilets

All firefighting equipment is inspected annually by the suppliers or by

persons contracted to do so on their behalf.

Procedure

- Alert other occupants and break glass in the nearest Break Glass Fire Call Unit
- DO NOT USE WATER OR FOAM ON LIVE ELECTRICAL APPARATUS
- Secretary: Telephone the Fire Brigade

immediately:

- Lift the receiver and dial 999
- Give operator your telephone number and ask for "Fire Services"
- When the Fire Brigade replies, clearly state **Fire at St. Canice's Girl's School and give Eircode D11 C927**
- Do not hang up until the fire services have the address.

Appendix 4

Staff Training Record

Training Course: _____

Date of Course: _____

Course Provider: _____

Signatures of attendees	Names of attendees

Appendix 5

Emergency Phone Numbers

Emergency Services	999 or 112
Finglas Garda Station	01 6667500
Poisons Information Beaumont Hospital	01 8092566
Temple Street Hospital	01 8784274
Chairperson BOM, Mr. Eoin Ó Broin	*****
INTO	01 8047700
CPSMA	01 6292462
Parish Priest Fr. Richard Hyland	*****
Educational Welfare Officer	01 7718813
DES	01 8896400
National Educational Psychological Services	01 8892700
Follaine le Cheile	1800 411 057 or Whatsapp Hi to 087 369 0010
Principal	*****