

**Scoil Naomh Iosaf Buachaillí  
St Joseph's Boys' National  
School, Rathkeale  
School Roll No.: 18653V**

**Health and Safety  
Statement**

Reviewed and Ratified by the Board of Management, 15<sup>th</sup> of April 2024

(The printed version of this statement is signed by the Board of Management)

## Health and Safety Statement

*The Board of Management of Scoil Naomh Iosef Buachaillí, Rath Caola recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations 1993.*

The following is the school's Health and Safety Statement. It is updated when required. The school also completes regular risk assessments to inform staff of procedures where a risk occurs in the school.

### Fire / Fire Drills

It is the policy of the BOM of Scoil Naomh Iosef Buachaillí, Rath Caola to ensure that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
- All fire equipment is regularly checked and maintained.
- Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
- Instruction is given in the use of fire extinguishers for specific materials/equipment. (to take place in Term 1 2024)
- Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
- An assembly area is designated in the yard.
- Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
- There will be a named person responsible for fire drills and evacuation procedures. – **Mr Mike Curtin**
- The school and equipment are checked by a Fire Officer and all recommendations made by him/her have been implemented.
- Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
- Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- Fire alarm system will be checked and maintained regularly.

- Corridors will remain clear of obstruction.
- Storage areas will be maintained in a tidy and safe condition.

### **CONSTANT HAZARDS**

It is the policy of BOM of Scoil Naomh Iosef Buachaillí, Rath Caola that machinery, kitchen equipment and electrical appliances are used only by competent persons.

- Staff should report any defects immediately
- Electrical boxes on the outside of the building will have hazard-warning labels...
- Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.

#### Chemicals

It is the policy of the BOM of Scoil Naomh Iosef Buachaillí, Rath Caola that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. The cleaner will be instructed in the use of all Chemicals used to clean the school.

Children will not have access to this room. All spills should be cleaned up immediately and wet floor sign to be used when there is a spill.

#### Drugs/Medication

It is the policy of the BOM of Scoil Naomh Iosef Buachaillí, Rath Caola that all medication, drugs etc. be kept in a secure place in the office as per our administration of Medicine policy.

#### First Aid

It is the policy of BOM at Scoil Naomh Iosef Buachaillí, Rath Caola that an employee or employees be trained to apply First Aid. All staff completed Basic first aid training in August 2022. Six staff members also completed admin of salbutamol and epipen training from STAC First aid in school year 2023

- A First Aid box will be available at all times and will be kept within easy access to all staff members.
- A first aid kit and necessary medication pertaining to relevant pupils will be brought on all outings and excursions.
- Protective gloves will always be worn in the event of skin being broken.

- In the event of an accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office and a note will be made on Aladdin.

### Highly Polished or Wet Floors

It is the policy of the BOM of Scoil Naomh Iosef Buachaillí, Rath Caola that floors not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

### **Code of Behaviour**

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. It also aims to minimise the level of risk to pupils and other users of the school.

- The school follows a consistent behaviour policy for general day-to-day management in the classroom and school.
- Some children may require an individual behaviour plan.
- Some children may require supervision depending on the level of identified risk.
- All staff will be trained in the event of any situation where a pupil poses a danger to him/herself or others
- A number of staff will be trained in the use of crisis prevention and restraint where required.

### **Health and Safety in the Classroom**

- Schoolbags will be stored under tables or in an agreed area of the classroom.
- Coats will be hung on coat hooks.
- Floors in both classroom and toilet area are kept dry.
- Care will be taken with electrical cables.
- Staff only will handle electrical equipment.
- Toilet paper, soap and paper towels are supplied in toilet and children are encouraged in best practice in toileting and personal hygiene.
- Medication will be stored in the Office or teacher's filing cabinet under lock and key.
- Children will be familiarized with Fire Evacuation Procedure.
- Medication will be administered only to children whose Parents/Guardians have completed relevant documentation as per administration of medication policy.

- Materials will be stored in such a way as not to create hazards.
- Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed.
- In the event of a situation where a pupil may pose a threat to him/herself or others, pupils will be evacuated to a safe place.
- On school tours all children and adults will have his/her own seat. There will be a minimum of one adult for every 16 pupils on all tours.
- There will be a minimum of one adult per 16 children supervision on school tours.

### **Health and Safety in the School Building**

- Children will have no access to Staff Room unless accompanied by a member of Staff.
- Staff and pupils will walk on corridors and inside school building.
- Children will not be allowed into storage areas unaccompanied
- Corridors will be kept as clear as possible and bins should not obstruct doorways.
- External doors will be kept closed or locked during the school day and children will not open these at any time. Only staff and named volunteers will admit visitors to the building. The entrances will be open for 15 minutes around opening and closing times.
- In the event of a situation where a pupil may pose a threat to him/herself or others, pupils will be moved into their classroom as quickly as possible. Where possible, the pupil will be prevented from entering the building. However, if the pupil succeeds, the classroom door will be made secure while the school calls for assistance to remove the pupil from the premises.
- Storage areas will be maintained in a tidy and safe manner.

### **Health and Safety in School Grounds**

- While on the playground children will always be in full view of supervising staff.
- Children will always be lined up and walked to the playground.
- The teaching staff should lead the children out of the building at recreation and dismissal times.
- The play area should be clearly defined. Staff and pupils should be made fully aware of all hazards.

- The pupils should be informed of out of bounds areas inside and outside the building.
- The main entrance should be secured during the school day.
- In the event of a situation where a pupil may pose a threat to him/herself or others, pupils will be moved into their classroom as quickly as possible. Where possible, the pupil will be prevented from entering the building. However, if the pupil succeeds, the classroom door will be made secure while the school calls for assistance to remove the pupil from the premises.

This policy document was reviewed and ratified by the Board of Management of St Joseph's Boys National School on 15<sup>th</sup> of April 2024

Signed: Natko Horan

Chairperson of the Board of Management

Date: 16/4/24