



Scoil Naisiúnta Rónáin Naofa Cluain Lua

St. Ronan's N.S., Cloonloo, Boyle, Co. Sligo

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SAFETY STATEMENT

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

St. Ronan's N.S. is a small rural DEIS school. The school building comprises two mainstream classrooms and two special education classrooms. The school is wheelchair accessible and has an accessible toilet.

St. Ronan's N.S. is a two teacher school with a teaching principal, 1 full time Special Education Teacher (SET), 1 part-time (shared) SET and 1 part-time EAL teacher (English as an Additional Language), 1 full time SNA, a part-time secretary and part-time cleaner/caretaker.

This policy requires the cooperation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of St. Ronan's N.S. wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of St. Ronan's N.S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of St. Ronan's N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Duties of Employees:

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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see Safety, Health and Welfare at Work Act 2005).

Consultation and Information:

It is the policy of the Board of Management of St. Ronan's N.S. to consult with staff re. safety audits, to give a copy of the safety statement to all present and future 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 relation to future staff training and development plans.

Hazards:

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire:

It is the policy of the Board of Management of St. Ronan's N.S. that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear. Hall and entrance lobby – Principal will see they are free of obstruction.
- (vi) Assembly area is designated outside of the building, and the location specified.
- (vii) Exit signs shall be clearly marked.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (ix) Principal shall be responsible for fire drills and evacuation procedures.

- (x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- 01: Wet corridors
- 02: Trailing leads
- 03: Computers
- 04: Fuse Board
- 05: Electric kettles
- 06: Boiler house
- 07: Ladders
- 08: Excess Gravel on school yard
- 09: Protruding units and fittings
- 10: External stores to be kept locked
- 11: Lawnmower plus all garden equipment
- 12: Entrance/Exit of car-park
- 13: Garden stores
- 14: Icy surfaces on a cold day
- 15: Mats in hall
- 16: P.E. equipment and gym mats

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

- (a) Access to and operation of cleaning/maintenance equipment is restricted to relevant members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition, all such equipment is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (h) Board of Management will check that floors are clean, even and non-slip.
- (i) Principal and Assistant Principal will check that P.E. equipment is stored securely and is positioned so as not to cause a hazard.
- (j) Check that all PE mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker.
- (l) Check that the bench is free from splinters, stable and is generally sound. (SET Teacher).
- (m) Check that there are no uneven/broken/cracked paths. (Caretaker).
- (n) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker).
- (o) Check that manholes are safe. (Caretaker).
- (p) Check that all play areas are kept clean and free from glass before use. (Caretaker and Staff).
- (q) Check that outside lighting works and is sufficient. (Caretaker/Principal).
- (r) Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Caretaker)

- (s) Check that refuse is removed from the building each day and is carefully stored in the bins. (Caretaker).

Constant Hazards:

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St. Ronan's N.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

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. Before using any appliance, the user should ensure 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.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals:

It is the policy of the Board of Management of St. Ronan's N.S. that all chemicals, detergents etc. 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).

Drugs And Medication:

It is the policy of the Board of Management of St. Ronan's N.S. that all drugs, medications, etc. be kept in the top shelf of the staffroom cupboard, in a separate and secure place and used only by trained and authorised personnel.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

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.

Highly Polished Floors:

It is the policy of the Board of Management of St. Ronan's N.S. that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible,

after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

Smoking:

It is the policy of the Board of Management of St. Ronan's N.S. that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass:

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

Infectious Diseases:

It is the policy of the Board of Management of St. Ronan's N.S. that all infectious diseases shall be notified 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 principals of cleanliness, hygiene and disinfection and have provided disposable gloves 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 dryers/towels and a facility for the safe disposal of waste.

First Aid:

(1): Notices are posted in office and staff room detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2): All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report Book is to be maintained for the recording of all accidents and incidents by the teacher who deals with the child once sent into the school building.

The Assistant Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Bandages and Dressings
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Burn shield
- Cold-packs in fridge

N.B. Insulin Pencil (if required) will be kept in a safe place in the staff room.

Medical Certificate to be provided by the Parents/Guardians of the child(ren) concerned.

Disposable gloves must be used at all times when administering First Aid.

Location of First Aid Boxes:

(1): Staff Room – under sink.

Access to School:

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises must identify themselves to a member of staff before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children:

- (1)** All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2)** Cars are advised to drive slowly in the vicinity of the school when collecting children.
- (3)** Those parking outside the school grounds are advised to accompany children to and from the school gates.
- (4)** Children must produce a written note to the class teacher, if being collected by parent/guardian before the end of the official school day.
- (5)** Children who become ill during the day must be collected at the school entrance; their departure will be noted on the Aladdin Attendance System online by the class teacher.

N.B.:

- (6):** Children will **never** be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/guardian or named other.

Safe Work Practice Sheet

- (1) Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- (2) Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- (3) Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- (4) The Caretaker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- (5) The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- (6) Caretaker must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- (7) Cleaners and Caretaker, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc..
- (8) All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Carbon Dioxide fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- (9) Employees do not use step-ladders or other ladders without the assistance of a colleague.
- (10) Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- (11) Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
- (12) Employees report defective equipment to the Principal.
- (13) Employees report incidences of uncollected refuse.
- (14) Cleaners/Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...
- (15) Teaching Staff or other employees must not walk about with uncovered cups/mugs of hot drinks.
- (16) Every staff member is responsible for closing all windows and unplugging appliances in their room.
- (17) The last staff member to leave the school building will ensure the windows and doors are locked and the alarm is set.

The Caretaker and Safety

- (1) The caretaker shall check regularly that the Switch Board is free from all foreign objects.
- (2) The caretaker shall ensure that the Boiler House is **never** left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.
- (3) The caretaker shall check and keep the boiler house and oil tank locked **at all times**.
- (4) The caretaker shall check that there is an adequate supply of Heating Oil in the tank at all times.
- (5) During exceptionally frosty weather, the caretaker shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
- (6) The caretaker shall grit a path from the car park to the main door.
- (7) During holiday times, the caretaker shall keep the mains water controls in the “OFF” position.
- (8) The caretaker shall see that the lawn mower is in good mechanical condition at all times.
- (9) The caretaker shall make themselves familiar with all fire controlling equipment on the premises, know where it is located and how to use it.
- (10) The caretaker shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
- (11) Along with the Principal, the caretaker shall check, at regular intervals, that the Fire Alarm System is in working order.
- (12) The Caretaker shall check the emergency lighting at regular intervals.
- (13) The caretaker shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
- (14) The caretaker shall keep lawns and planting beds in good condition.
- (15) The caretaker shall familiarise themselves sufficiently with the school’s **Safety Statement** and especially with those parts which are relevant to their own position.

The Principal is responsible for **Fire Safety**. He/she organises;

- a) **Fire Drill** at least once per term.
- b) Sees that the **Fire Alarm System** and **Fire Extinguishers** are in working order.
- c) Records the events of Fire Drills.
- d) The Principal has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

Fire Drill Organisation

1: Assembly Point: Shelter

2: Fire Drill Warning:
When fire bell sounds there should be **Silence** in the classroom, or wherever you are.

3: Evacuation:
The teacher is in **sole charge** of his/her own class. Children line up in their classroom as instructed by the class teacher, leaving coats and bags behind. A member of staff opens the external door and takes the lock off the keypad. Each class exits **in single file** in **silence**. Classes line up outside the building and wait for their class teacher. Teacher leaves last, making sure all windows and doors are closed. Teacher should bring the class **roll** along with them.

4: Exit Routes:	Senior Room	use Senior Room Door
	Junior Room	use Junior Room Door
	SET Rooms	use Junior Room Door
	Office/Staff Room	use Senior Room Door

5: Assembly: **When pupils arrive at assembly, they should line up in silence, class by class, facing towards the school**

The **teacher** will then **call the roll** and **report** the findings **to the Principal**. **If a child is missing** his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

Shelter	Senior Room pupils, CT and SNA	Junior Room pupils, CT and SET
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CT = Class Teacher

(3) Location of Fire Extinguishers:

Fire Point 1:

Hall (opposite accessible toilet):

Carbon Dioxide safe for use on electrical fires.

Safe for use on flammable liquid fire.

Fire Point 2:

Hall (opposite accessible toilet):

Foam AFFF safe for use on flammable liquid fires.

Safe for use on wood, paper, textiles etc.

Staff are aware of the location of the Fire Extinguishers and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

(4) The Main Traffic Entrance:

The parents are reminded at regular intervals in the newsletter that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **Entering** and especially when **Leaving** the school grounds.

(5) Cleaning the School (Hygiene):

The caretaker is in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of “wet” areas, washing of sinks, toilet bowls, hand basins etc. is undertaken when the school is not in operation.

When the caretaker or any member of staff becomes aware of any situation which they may deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Principal or Staff Safety Representative.

Hazards

Identifying Hazardous Areas for Children:

- (a) The shed and boiler house.
- (b) The cleaner’s cabinet between staff toilet and accessible toilet.
- (c) The switch cabinet in main entrance hall.
- (d) The staff room
- (e) The car park
- (f) The office

Precautions:

- 1:** Those six areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
- 2:** The cleaners’ cabinet, shed and boiler house shall be kept locked at all times.
- 3:** First Aid Equipment must be stored in the Staff Room.
- 4:** Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., Hoover, computers, radios etc.
- 5:** Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing field etc.
- 6:** The Caretaker has been asked by the Principal to remedy such hazards **immediately** when they come to his notice or are brought to his attention by any staff member, or other school employees.

Identifying the Hazards – Section 12 (3):

Teachers and ancillary staff (Caretaker/Cleaner, Secretary) are requested to conduct a **Periodic Safety Check** of their classrooms and/or workplace and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keeps a **written record** of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the Caretaker/Cleaner and to the Secretary.

The **restricted areas** in our school are as follows:

The Boiler House which may contain weed control chemicals, machinery and tools etc., the cleaners' cabinet, the interior of the school during break/lunch times – rooms, corridors, toilets (except with permission), the areas beyond the school boundaries, car parking areas and the Secretary's Office. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on his/her behalf.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- 1:** Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- 2:** Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
- 3:** Restricted areas – mentioned previously.
- 4:** Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. There will be lessons on teeth care, RSE, the Stay Safe Programme, etc.
- 5:** Fire Drill
- 6:** First Aid

Our teachers are **Professional People trained** to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff members' knowledge. Generally, each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. Ms. Jordan is in charge of First Aid Equipment.

It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, the deputy Principal, or some other teacher in their absence will summon aid if deemed necessary.

Parents are not allowed to drive cars in the school yard when delivering or collecting their children. Buses are not allowed into the school yard.

The Staff's Safety Representative:

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 1989, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a **Safety Representative** will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present **Safety Representative is Ms. Jordan.**

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Classroom and Internal Rules

- 01:** Follow instructions given by SNA, Teachers and/or Principal, at all times.
- 02:** Sit properly on chairs, all four legs on the floor.
- 03:** School bags, neatly stored.
- 04:** Walk ways in classrooms must be kept clear.
- 05:** Hang all coats, jackets, on the backs of chairs in the Senior Room and on hooks in the Junior Room.
- 06:** During wet days, pupils must sit during 11o'clock break and/or lunch break - no moving around room allowed in the Senior Room.
- 07:** No rulers, scissors, mathematical instruments etc. to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
- 08:** Use all classroom and P.E. equipment, according to teacher's instructions.
- 09:** Never bang a door closed – be mindful of others.
- 10:** When moving around the school, **always walk, never run.**
- 11:** Watch where you are going – don't look behind you while walking.
- 12:** At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

Wet Day Rules

- 01: No rulers or any other dangerous implements in pupils' hands.
- 02: Only go to toilet or leave the room with teacher's permission, except in case of emergency.
- 03: Access to computers at teacher's discretion.
- 04: Pre-arranged groups for activities before teacher leaves the room.
- 05: Sit down properly – four legs of chair on floor at all times.

Yard Rules

- 01: Play safely – no rough play or “pretend fighting”. All children must keep hands to self.
- 02: Stay in designated area of the yard.
- 03: Stay off the grass during inclement weather.
- 04: Don't enter the school without permission.
- 05: Report any problems/incidents to the teacher on yard duty.
- 06: No swinging off basketball stands/goals.
- 07: No swinging out of coats/hoods.
- 08: No throwing of clothes, hats, shoes, pebbles, etc.
- 09: If a ball goes outside the school boundary, the teacher on yard duty must be told. **Do not** go out after the ball.

Identification and Assessment of Hazards

Date: 2023

Area: Interior Hazards:

Hazard	Location	Risk	Suggested Remedy
Mats	In hallway	Tripping Hazard	Ensure mat is flush to floor
External Door Stoppers	Exit doors	Tripping Hazard	Store neatly Remind children to be vigilant
Drawing Pins	Classrooms Hallway	Stocking feet Bare feet	Use white-tack

Area: Yard Hazards:

Hazard	Location	Risk	Suggested Remedy
Hedgerows Trees	Grass Area Yard	Branches sticking out	Prune and tidy
Metal drain covers	Across the yard	Fingers being put in	Remind children to be vigilant
Manhole covers when wet	Yard	Slippy	Remind children to be vigilant Mark with a cone when wet Replace or re-coat
Debris behind the shed	Shed	Injury, infections, rats	Clean out completely
Compost bins	Beside shelter	Children climbing on it Putting hands in Bees/wasps/ rats	Remind children to be vigilant Keep area tidy Use lid
Water butt	Beside shelter	Children climbing on it Children falling into it Opening tap	Remind children to be vigilant Put a lock on it
Water hose	Beside shed	Tripping Hazard	Remind children to be vigilant Ensure hose is stored appropriately
Raised Beds	Grassy Area	Tripping / Climbing Hazard	Remind children they are not allowed to climb/play on them
Gaps in fence	Along river	Injury/ Trespassers	Repair gaps

Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management of St. Ronan's N.S in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson:

Fr. Joe Caulfied

Date:15th May 2023

Principal:

Maria-Goretti Surlis

Safety Officer:

**Deirdre McKeon
(Nominee of B.O.M.)**

Safety Representative:

**Michelle Jordan
(Nominee of Staff)**