

Contents

Statement of General Policy	page 2
Organisation and Responsibility	page 3
Roles and Responsibilities	page 4-8
Resources	page 8
Hazards Identification, Assessment of Risk and Control Measures in the following areas:	
1. <i>Common areas</i>	
2. <i>Class Rooms</i>	
3. <i>Playground area</i>	page 9 - 21
Workplace Bullying	page 13 - 14
<u>EMERGENCY PROCEDURES</u>	
First Aid	page 22 - 24
Fire Arrangements	page 25 - 28
Annual Review of Health and Safety checklist	page 29 - 36
Safety Rules for Pupils	page 37 - 38
Appendices: Accident Report Form, Accident Form, Cleaning Schedule, Emergency Numbers, First Aid Checklist	page 39 - 45

Statement of General Policy

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 Burrow National School.

The Safety Statement aims

- to create a safe and healthy working environment
- to protect employees from workplace accidents and ill health at work
- so far as is reasonably practicable, to comply with all the relevant health and safety legislation to include the following areas:
 - Provision of a safe workplace
 - Safe access and egress routes
 - Safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment

To Each Employee, Contractor and Visitor:

This document sets out the **Safety Policy** of **Burrow National School Board of Management** and specifies the means provided to achieve that policy. Our objective is to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to contractors and members of the public who may be affected by our operation so far as is reasonably practicable. The success of the policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety at the **Burrow National School**. It is our intention to review this statement in the light of experience and developments at the School facilities. Employees are encouraged to put forward suggestions for improvements to the statement.

Signed:

Date:

Rev. Kevin Brew
Chairman of the Board of Management

Organisation and Responsibility

Ensuring a safe place of work requires the co-operation of all employees and it is thus the legal duty of all employees to take reasonable care for their own safety, health and welfare and of any other person who may be affected by their activities.

The Board of Management and Staff who have supervisory duties must ensure, so far as is reasonably practicable and that all employees:

- Take reasonable care for their safety, health and welfare and any other person who may be affected by their work. This includes the use of personal protective equipment e.g. gloves as required by this safety statement.
- Conduct and operate proper housekeeping and maintenance of the area for which they are responsible.
- Store all materials under their control safely and take account of the hazard of these materials.
- Communicate to the Safety Officer any hazards identified by them.

In Supervisory Capacities

Chairman:

Principal:

Deputy Principal:

Safety Rep. on the B.O.M:

Rev. Kevin Brew

Ms Lynn Harley

Ms Kim Harris

Ms Alison Willoughby

Roles and Responsibilities

Board of Management

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable.

- The provision and maintenance of all places in a condition that is safe and without risk to health.
- The provision and maintenance of safe means of access to and egress from places of work and the playground.
- The provision and maintenance of school and machinery.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees e.g. gloves
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- The continuing updating of the Safety Statement.
- Provision for consultation with employees on matters of Health and Safety.
- That a safety representative is selected from its employees.

The Board of Management recognises that their statutory obligation under legislation extends to employees, pupils, any person legitimately conducting school business and to the public.

The Board of Management of Burrow National School undertakes to ensure that the Safety, Health and Welfare at Work Act 2005 is adhered to.

A safety committee may be established to monitor the implementation of the Safety and Health Policy of Burrow National School and the requirements under the Safety, Health and Welfare at Work Act 2005.

Code of Behaviour

If a pupil's behaviour is not in line with the Code of Behaviour and the school has concerns about the health and safety of others, the Board of Management can recommend parents/guardians to have the child assessed and, if professionally advised, placed according to his/her needs. The school will make every effort to support parents/guardians in obtaining help for their child.

Admissions

If Gardaí or Child and Family Agencies write to the school and give the opinion that the admission of a student would be detrimental on health and safety grounds the school can refuse admission.

Principal

- Responsible for day-today running of Burrow National School.
- To ensure the Safety Statement is suitable and sufficient for the school's activities and operations.
- That time is made available to provide adequate safety and health training.
- Ensure that this statement is available to all members of staff and visitors to school premises.
- To liaise with all staff on health and safety issues to ensure health and safety awareness is fostered throughout the school.
- Ensure that all goods and services provided to the school comply with current safety legislation.
- Ensure that all records relating to the health and Safety of staff including any accidents are maintained.
- To liaise with the parents as appropriate.
- To make full use of the school's Insurance Company advice and assistance whenever necessary.

Safety Officer

The Safety Officer is part of sub-committee which collates and reviews the Safety Statement for the school and in conjunction with the Board of Management addresses the Safety Statement at Board of Management meetings.

- Maintenance of an appropriate security and fire alarm system.
- Employ suitable company to check all fire fighting equipment in the school on an agreed regular basis.
- Perform an annual inspection with the Safety Representative of the school building and yard in so far as practicable to identify any hazards and report to the Principal and caretaker for remedy.

Safety Representative

- To promote safety awareness throughout the school.
- To make representations to an employer on any aspects of safety, health and welfare at work.
- Perform an annual inspection with the Safety Officer of the school building and yard in so far as practicable identify any hazards and report to the Principal and caretaker for remedy.
- Prepare orderly evacuation system in the event of fire or any other event which may require children and staff to leave the school including fire drill etc.
- To check that any major or serious accidents are reported using the Accident Report Form(copies of form are stored in Heather's Office).

All Staff

It is the duty of all staff to co-operate in the operation of this policy as set out in the Safety, Health and Welfare Act 2005 as follows:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omission while at work or undergoing training.
- To co-operate with the Burrow National School in order that the school can comply with relevant Health and Safety legislation.
- Not to engage in improper conduct or behaviour that is likely to endanger their own or others safety having regard to training or instruction given by their employer.
- All staff members who have responsibility for classrooms/rooms are required to ensure in as far as is reasonably practicable that the means of access and egress are safe and without risk to health.
- To report to Principal/Safety Rep. without delay, any defects in equipment, place of work or work system, which might endanger safety, health or welfare of which he/she becomes aware.
- In the event of any staff member being under medical supervision or taking prescribed medication and who have been medically certified fit for work they must notify the Board of Management of any known side effects or temporary physical disabilities which could ensue that would hinder their work performance and which maybe a danger to themselves or their fellow workers.
- Ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health and welfare at work or that of any other person.
- Staff should recognise their role and responsibilities in ensuring that safety is managed within the Burrow National School.
- Smoking is prohibited while at work and within school grounds.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare to persons arising out of work activities.

Caretaker

- To check all equipment and work areas to ensure they are safe to use prior to using them. Where a defect or safety concern is identified ensure suitable to prevent re-use of equipment until it is made safe.
- To liaise with all maintenance and construction contractors employed by the school.
- To co-operate with fire drills.
- To maintain school building and environment in safe condition and to liaise directly with Principal when a safety issue arises.
- To complete regular safety checks for fire alarms, fire extinguisher and heating temperatures.
- Use the correct systems of work and equipment for each activity of job.
- Not to use any equipment or carry out any inappropriate activity so as to affect the safety of the pupils/staff/parents.
- Smoking is prohibited while at work and within school grounds.
- To participate in safety training e.g. Manual handling
- To report immediately accidents, near misses or safety concerns or defects to the Principal.

Cleaning Staff

- To protect their own health and safety and that of any other person likely to be affected by their work.
- To report immediately accidents, near misses of safety concerns or defects to Principal.
- Use the correct systems of work for each activity or job.
- Not to use any equipment or carry out any inappropriate activity so as to affect your safety or that of the pupils/staff/parents.
- Smoking is prohibited while at work and within school grounds.
- To check all equipment and work areas to ensure they are safe to use prior to using them.
- Where a defect or safety concern is identified ensure suitable isolation to prevent re-use of equipment until it is made safe.

Contractors

- All contractors employed by Burrow National School will be required to comply with the requirements of the School Safety Statement.
- The contractor will be required to submit a Safety Statement, safe management system and insurance details prior to commencing work. These must relate specifically to the work being undertaken on the school's behalf.
- Prior to a contractor commencing work the following information will be requested/obtained by the school:
 1. Details of any equipment/materials and systems for protecting the staff and the pupils during the contract and an agreement for storage arrangements of equipment/materials during the work.
 2. Details of staff levels and competencies to complete the required work.
 3. Details of safety management and monitoring proposed for the work.
 4. Emergency plans, safe systems of work, schedule of works etc. for the operation contracted.

Resources

The Burrow National School will make available, so far as is reasonably practicable the resources required to ensure the safety, health and welfare of its employees, pupils and all persons who come on site. In conjunction with this safety statement the Board of Management will provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety and health at work of its employees.

Burrow National School has appointed a Safety Officer for the purpose of maintaining the procedure outlined in this statement to ensure, so far as is reasonably practicable, the safety, health and welfare at work and at school of its employees and pupils.

Training:

The Board of Management of Burrow National School recognises its obligation to provide instruction, training and supervision.

Hazards

A hazard is anything that can cause harm or ill effects to the health of employees and can be summed up under the following categories; physical, human, health, biological and chemical.

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

Main Fuse Board	Boiler House
Photocopier	Trailing Leads
Plug sockets	Kettles and Boiler
Dishwasher	Microwave
Stepladders	Guillotine
Projector	Flat roof of School/falling slates from Hall
Door Mats	Manholes
Computers	C.D. Players
Wet floors	Sinks in Classroom
Car park	Main Entrance to the School in frosty/ snowy weather
Lawnmower	Flooding on Yards
Fire	Kitchen Equipment
Spillage	Slippery Floor Surface
Chemicals	P.E. Equipment etc

Hazards and Precautions to be taken

The following hazards are brought to the attention of all staff:

Fire and Burns:

- The Board will require regular fire drills to be carried out. Details of emergency procedures shall be provided to all teachers/staff. Audible means of giving warning in the event of fire are installed and regularly checked where appropriate.
- Fire extinguishers and smoke alarms shall be provided and correctly sited to meet statutory and insurance requirements.
- Rubbish, waste and dust shall be removed regularly and in a safe manner.
- Electrical installations, equipment and appliances shall be adequately maintained and properly utilised so as to minimise the risk of fire.
- Smoking is prohibited on school premises.
- Electrical equipment shall not be obstructed by clothing or other articles and **shall be switched off** (*where possible*) when not in use or when offices are unoccupied.
- Electrically powered machinery e.g. photocopiers, etc., shall be safely isolated prior to attempting to investigate problems, breakdowns, etc.
- Due care shall be taken by employees while handling tea, coffee and other hot beverages and foodstuffs.
- Exit signs to be clearly marked.

Slips, trips and falls:

- The school and its environs shall be maintained in good condition and free of tripping hazards, e.g. electric cables, telephone wires, poorly fitted or worn floor covering and mats.
- Care shall be taken to ensure that open doors of filing cabinets, press and cupboards do not contribute to tripping and bumping.
- Due care shall be taken when walking or transporting goods, e.g. stationary, files etc., on corridors or through doorways.

- Due care shall be taken when preparing or transporting tea and coffee etc. Spillages of any kind shall be cleaned up immediately.
- Aisles, passageways, platforms shall be maintained in safe condition so far as possible and free of hazardous objects and material.
- Adequate lighting shall be provided.
- All exits must be kept clear at all times.
- Storage areas including P.E. Equipment shall be maintained in safe condition so far as possible and free of hazardous objects and material.

Inadequate Lighting:

- Windows shall be kept clean to ensure maximum utilisation of natural light.
- Internal illumination levels shall be adequate and appropriate to the nature of work to be performed.
- Light fittings and installations shall be kept clean and maintained so to prevent flickering or glare.
- External illumination levels shall be adequate and appropriate to ensure safe means of access/egress to and from the school.

Inadequate Heating:

- Heating shall be provided and maintained at a level suitable to the work performed.

Poor Ventilation:

- Work areas shall be provided with natural ventilation as is reasonably practical.

Severe Weather Conditions:

- Frost/Ice/Snow/Cold Weather: Paths from front gate to school door will be gritted.

Water:

- Signs to be put up indicating whether water is for drinking or non-drinking purposes. Sinks with water suitable for drinking or non-drinking purposes shall be clearly marked.

Visitors:

- Persons coming onto the school grounds must identify themselves clearly to whoever lets them in the door before gaining admittance and then report to the school secretary.

Infectious Diseases:

- It is the policy of the Board of Management of the Burrow National School that all infectious diseases shall be notified to staff and parents and steps taken to ensure the safety of staff and pupils against all such diseases. The Principal and staff will adhere to sound principles of cleanliness, hygiene, hand washing and disinfection. Disposable gloves are for use in all First Aid applications, cleaning tasks etc. Toilets, wash basins and hand dryers are provided.

Pest Control:

- It is the policy of the Board of Management of Burrow National School to engage the services of a pest control company such as (Rentokil) to regulate and control any infestation of rodents which might arise within the school or its environs.

Entrance to School Grounds:

The entrance to the main gate must always be kept free of obstruction in order to facilitate emergency services into the school. To minimise the risk of an accident to both staff and pupils, parents are prohibited from driving into or parking their cars in the car park. Children are requested to use the pedestrian entrance.

Manual Handling:

It is policy of Burrow National School to instruct all employees not to engage in the lifting of heavy weights or bulky objects or to physically lift pupils as both exercises have the potential to cause injury.

All staff will be made aware that if it becomes necessary to lift a load then that staff member must seek help for same.

In the event of a pupil requiring lifting then the assistance of a second staff member must be sought for this purpose.

When lifting:

All employees should observe the following techniques.

1. Stand close to the load
2. Bend your knees and keep your back straight.
3. Grasp the load firmly.
4. Lift with your legs and not your back.

Stress:

Stress can arise when the demands of the job and the working environment on a person exceed their capacity to meet them. Stress is a hazard in most working environments.

The Board of Management in conjunction with the Principal will endeavour to promote a working environment that minimises stress to staff.

Bullying in the Workplace:

The Health & Safety Authority defines bullying as follows:

'Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominates the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and on-going should be regarded as bullying'.

At the centre of our school's response to bullying is the continued development of a positive school climate, which focuses on respect for the individual. The exercise of legitimate functions, in a reasonable and fair manner, does not constitute bullying.

Violence at Work:

Physical force against an individual, verbal abuse, threats and threatening gestures are examples of violence.

The school will ensure that, where possible, staff are not put at risk of violence while performing work duties.

Harassment at Work:

The Burrow National School is committed to providing a work environment free of any kind of harassment. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited. Any incidents of harassment should be reported immediately to the Principal or if necessary, directly to the Chairman of the Board

Hazard Identification Procedures

The following section of the safety statement denotes the hazards identified following a detailed risk assessment within the different areas of the Burrow National School. The risk assessment will be reviewed on a regular basis. Following such a review management shall amend the risk assessment as appropriate.

A hazard is anything that can cause harm or ill effects to the health of employees, staff, pupils and visitors. These hazard statements outline the equipment/facilities or lack of which that have the potential to cause harm, the action to be taken to reduce a potential hazard, whose responsibility it is and an assessment of the degree of risk if the action is not taken.

Risk means the likelihood of a harmful event such as an injury or death occurring from the hazard and is classified within the following categories:

1. Extreme:
Death or serious permanent disability
2. High:
Amputation of limbs, serious damage to spinal cord, serious internal injuries
3. Medium:
Fractures, back injury, dislocation of joints, fingers
4. Low:
Cuts, open wounds, sprains, strains

The areas covered by these hazard identification and risk assessments are:

- Classrooms, Learning Support/Resource rooms
- Corridors, Hall, Staffroom, Reception
- Offices - Principal's/Secretary's
- Toilets
- Burrow Hall
- Parents Shed
- Boiler House, Sports equipment Shed, Caretaker's Shed
- Play Area, Tarmacadam/School garden behind Prefab
- Car park/Pedestrian Entrance

General

Date: June 2012

Review Date: June 2013

	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
1	<p>Manual Handling: Public handling</p> <p>Lifting heavy loads/boxes</p> <p>Lifting any heavy produce</p> <p>Lifting unwieldy packages</p> <p>Physical Education instruction</p> <p>Risk: Back/neck/muscle injury</p> <p>Personal injury</p>	Employees	<p>It is policy of Burrow National School that employees will not lift or move loads that are too heavy for them</p> <p>Instruction in proper handling will be given by a competent person to all staff and a record maintained for each person</p> <p>In the event of a person refusing to take part in manual handling instruction a record of this is maintained and signed by the relevant employee</p> <p>No one person should lift any load, which they feel, is too heavy without assistance</p> <p>Prior to undertaking Physical Education Instruction each employee must adequately undertake warm up exercises</p>	<p>Board of Management</p> <p>Board of Management</p> <p>Board of Management</p> <p>Employees</p> <p>Employees</p>	2
2	<p>Storage of Equipment: Poorly/inadequately stored or poorly maintained equipment</p> <p>Risk: Injury from falling or dangerous articles</p>	Employees Pupils	<p>All equipment used for school purposes will be properly and securely stored and kept out of reach of unauthorised persons and pupils</p> <p>All leads and cables of various items of equipment must be stored in such a manner either tied so as to avoid being pulled resulting in a particular piece of equipment falling</p> <p>All equipment will be maintained in such a manner so as to avoid accidents.</p>	All employees	2
3	<p>Presses/Cabinets/ Filing Cabinets Open doors of presses, cabinets under desk filing cabinets</p> <p>Risk: Trips, falls, cuts and abrasions</p>	Employees Pupils	All doors and drawers will be closed when not in use	Employees	3
<p>Risk Categories: 1 = Extreme 2 = high 3 = medium 4 = low</p>					

3a	<p>Computer Trailing Cable</p> <p>Risk Trips and falls</p>	Employees Pupils	All cables are secured behind computer	Teachers Employees	3
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Main School Building

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at	Controls	Responsibilities	Risk Category
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4	Loose Mats Loose mats will at times become dislodged and crease Risk: Slips, trips and falls	Class Teachers Pupils Employees Visitors	Mats used will have rubber backing so as to avoid slippage or creasing Mats which are worn will be replaced	Board of Management Principal/ Deputy Class Teacher Caretaker	3
5	Broken Tiles: Broken tiles have sharp edges and gives rise to uneven surfaces Risk: Personal Injury	Class Teachers Pupils Employees Visitors	All broken tiles will be replaced so as to avoid accidents	Board of Management Principal/Deputy Class Teacher Caretaker	3
6	Pupils bags: Risk: Trips and falls	Employees/ Pupils	Pupils should be taught and encouraged to store bags in such a manner so as to avoid trips and falls	School Principal Deputy Principal Class Teacher Caretaker	3
7	Presses/Shelving/ Open press doors and drawers can cause injury Risk: Personal injury	Class Teachers Pupils Employees Visitors	All doors and drawers will be kept closed when not in use	Principal Deputy Principal Class Teacher Caretaker	3
8	Chairs/ Tables Chairs/tables which are too low or too high can cause back injury and back strain Risk Personal injury	Class Teachers Employees Pupils	Standard Chairs and tables will be supplied to each classroom. Individual needs will be catered for. Broken chairs and tables will be repaired/replaced immediately	Principal Deputy Principal Class Teacher	3
9	Stacked chairs Stacking too many chairs together can cause them to fall. Risk: Personal injury	Class Teachers Pupils Employees Visitors	Stack chairs to a height that will not cause them to collapse	Class Teacher	3
10	Book Shelves Over stocked book shelves can cause books and folders to fall/shelving to collapse Risk: Personal injury	Class Teachers Pupils Employees	Book shelves will not be over stocked	Class Teacher	3
11	Rubbish/Recycling Bins	Class Teachers Pupils Cleaning staff	Bins will be emptied when considered necessary	Class Teacher	4
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Prefab 1st & 2nd

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
12	Loose Mats Loose mats will at times become dislodged and crease Risk: Slips, trips and falls causing personal injury	Class Teachers Pupils Employees Visitors	Mats used will have rubber backing so as to avoid slippage or creasing Mats which are worn will be replaced	Board of Management Principal/ Deputy Class Teacher Caretaker	3
13	Pupils bags Risk: Trips and falls	Employees/ Pupils	Pupils should be taught and encouraged to store bags in such a manner so as to avoid trips and falls	Board of Management School Principal Deputy Principal Class Teacher	3

14	Presses Open press doors and drawers can cause injury Risk: Personal injury	Class Teachers Pupils Employees Visitors	All doors and drawers will be kept closed when not in use	Principal Deputy Principal Class Teacher Caretaker	3
15	Chairs/ Tables Chairs/tables which are too low or too high can cause back injury and back strain Risk Personal injury	Class Teachers Pupils	Standard Chairs and tables will be supplied to each classroom. Individual needs will be catered for. Broken chairs and tables will be repaired/replaced immediately	Board of Management Principal Deputy Principal Class Teacher Caretaker	3
16	Book Shelves Over stocked book shelves can cause books and folders to fall/shelving to collapse Risk: Personal injury	Class Teachers Pupils Cleaning staff	Book shelves will not be over stocked	Class Teacher	3
17	Rubbish/Recycling Bins	Class Teachers Pupils Employees	Bins will be emptied when considered necessary	Class Teacher	4
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Prefab L.S/Resource

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
18	Loose Mats Loose mats will at times become dislodged and crease Risk: Slips, trips and falls causing personal injury	Class Teachers Pupils Employees Visitors	Mats used will have rubber backing so as to avoid slippage or creasing Mats which are worn will be replaced	Board of Management Principal/ Deputy Class Teacher Caretaker	3
19	Pupils bags Risk: Trips and falls	Employees/ Pupils	Pupils should be taught and encouraged to store bags in such a manner so as to avoid trips and falls	School Principal Deputy Principal Class Teacher Caretaker	3
20	Presses/Shelving/ Open press doors and drawers can cause injury Risk: Personal injury	Class Teachers Pupils Employees Visitors	All doors and drawers will be kept closed when not in use	Principal Deputy Principal Class Teacher Caretaker	3
21	Chairs/ Tables Chairs/tables which are too low or too high can cause back injury and back strain Risk Personal injury	Class Teachers Pupils	Standard Chairs and tables will be supplied to each classroom. Individual needs will be catered for. Broken chairs and tables will be repaired/replaced immediately	Principal Deputy Principal Class Teacher	3
22	Stacked chairs Stacking too many chairs together can cause them to fall. Risk: Personal injury	Class Teachers Pupils Employees	Stack chairs to a height that will not cause them to collapse	Class Teacher	3
23	Book Shelves Over stocked book shelves can cause books and folders to fall/shelving to collapse Risk: Personal injury	Class Teachers Pupils	Book shelves will not be over stocked	Class Teacher	3

24	Rubbish/Recycling Bins	Class Teachers Pupils Employees	Bins will be emptied when considered necessary	Class Teacher	4
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Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low

Burrow Hall

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
25	Chairs / Tables Stacking and moving tables Risk Personal injury	Class Teachers Pupils Employees	Stack chairs to a height that will not cause them to collapse	Principal Deputy Principal Class Teacher Employees	3

Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low

Toilets Boys and Girls

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
26	Wet floors, overflowing sinks, loose toilet seats, broken tiles, loose/damaged mirrors. Risks Trips slips falls cuts and abrasions	Pupils	Toilets are inspected and serviced every day. Strict hygiene standards are applied. Repairs will be carried immediately or toilet will be closed. Cleaning activity will make appropriate use of warning signs.	Principal Deputy Principal Employees	2

Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low

Staff Toilets

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
27	Wet floors, overflowing sinks, loose toilet seats, broken tiles, loose/damaged mirrors. Risks Trips slips falls cuts and abrasions	Employees Visitors	Toilets are inspected and serviced every day. Strict hygiene standards are applied. Repairs will be carried immediately or toilet closed. Cleaning activity will make appropriate use of warning signs	Principal Deputy Principal Caretaker Staff Cleaners	2

Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low

Secretary's Office

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
28	Blocked doorway is dangerous in case of emergency Risk: Personal injury	Employees Pupils Members of the public	The doorway will be kept free from obstruction internally and externally at all times	Secretary Caretaker	4

29	Loose or over stocked shelving can cause books to fall Risk Personal injury	Employees Pupils Members of the public	Shelving is fixed to wall and will not be overstocked	Secretary Caretaker	4
30	Doors of filing cabinets left open can cause injury Risk Personal harm	Employees Pupils Members of the public	Doors of cabinet should be kept shut when not in use	Secretary	4
31	Improper use of office equipment Risk Personal harm	Secretary	Office equipment will be used in accordance with manufacturer's instructions. Repairs will only be carried out by service engineers	Secretary	4
32	Rubbish/Recycling Bins	Secretary Cleaning staff	Bins will be emptied when considered necessary	Secretary Caretaker	4
33	Shredder	Principal Employees	Used in accordance with the manufacturer's instructions. Faults/repairs will be carried out by qualified engineer. Under no circumstances should staff carry out repairs.	Principal Staff	3
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Reception Hall		Date: June 2012		Review Date: June 2013	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
34	Entrance and Exit A Blocked doorway or doors are dangerous in cases of emergency Risk Personal injury	Employees Pupils Members of the public	The doors in the reception area will be kept free of obstruction at all times.	Principal Deputy Principal All Employees	3
35	Entrance floor mats can cause slips trips and falls Risk Personal injury	Employees Pupils Members of the public	No torn or loose fitting mats will be permitted.	Principal Deputy Principal Caretaker	4
36	Security Uncontrolled access to the school premises invites unwanted intruders. Risk Personal attack on staff and pupils	Employees Pupils	All visitors must use the main entrance. All other doors are secured to prevent unwanted intruders. At the reception the inner door is electronically secured. All visitors must present themselves at the administration office.	Principal Deputy Principal All Employees Secretary	3
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Principal's Office		Date: June 2012		Review Date: June 2013	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
37	Blocked doorway is dangerous in case of emergency Risk Personal injury	Employees Pupils Members of the public	The doorway will be kept free from obstruction internally and externally at all times	Principal Deputy Principal Caretaker	4

38	Loose or over stocked shelving can cause books to fall Risk Personal injury	Employees Pupils Members of the public	Shelving is fixed to wall and will not be overstocked	Principal Deputy Principal Caretaker	3
39	Doors of filing cabinets left open can cause injury Risk Personal harm	Employees Pupils Members of the public	Doors of cabinet should be kept shut when not in use	Principal	4
40	Improper use of office equipment Risk Personal harm	Principal	Office equipment will be used in accordance with manufacturer's instructions. Repairs will only be carried out by service engineers.	Principal	4
41	Shredder	Principal Staff	Used in accordance with the manufacturer's instructions. Faults/repairs will be carried out by qualified engineer. Under no circumstances should staff carry out repairs.	Principal Staff	3
42	Rubbish/Recycling Bins	Employees Cleaning staff Principal	Bins will be emptied when considered necessary	Principal	4
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Boiler House

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
43	Un serviced boiler could cause an explosion Risk Serious personal harm	Staff Pupils caretaker	Boiler is serviced annually by engineer. Record of each maintenance is and will be recorded Boiler is of modern design Boiler room is secured from interference by a heavy duty lock on boiler house door.	Principal Deputy Principal Caretaker	3
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Sports Equipment Room in Burrow Hall

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
44	Equipment not properly stored can fall and cause injury Risk Personal harm	Staff pupils	Pupils are given instruction on how to lift and carry this equipment Remaining equipment not on shelves is stored in bags/ tubs/ nets neatly stacked against left hand side of wall of store.	Employees	4
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Caretaker Shed

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
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45	Cleaning material and Tools Risk Personal Harm, Burns	Caretaker Principal	Shed is kept under lock and key. Access is restricted to caretaker and Principal.	Caretaker Principal	2
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Play area/Tarmacadam/Green Surface

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
46	Children running in the normal course of play can fall. Risk Slips trips and falls	Children	Children are supervised and rough play is forbidden. Where children fall minor injuries are treated. Medical assistance is sought in cases of more serious injury. Children are confined to classrooms during inclement weather	Principal Deputy Principal Staff Parents on Duty	2
47	Debris on Tar macadam area Broken glass, dog fouling and any other foreign matter that can cause harm to children and staff Risk Cuts and infections	Teachers Children Visitors	The tarmacadam regularly inspected and cleaned by caretaker. Dog fouling, broken glass and any other foreign matter are disposed of immediately. Tarmacadam is swept regularly to remove loose grit.	Principal Deputy Principal Caretaker	2
48	Frost and ice can cause tarmacadam to become slippery under foot Risk Slips trips and falls.	Teachers Children Visitors	Tar macadam area is gritted and children prevented from playing on the tarmacadam until conditions are safe	Principal Deputy Principal Staff Caretaker	2
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Car Park

Date: June 2012

Review Date: June 2013

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
49	Vehicles can cause injury Risk Personal injury	Staff Pupils Visitors	Car park area is clearly marked for car parking. Car park entrance is distinct from pedestrian entrance.	Principal Deputy Principal Staff Caretaker	3
50	Car park Uncontrolled access can lead to potential damage of school property and parked vehicle Risk Personal injury	Staff Pupils Visitors	Car park is closed outside school business hours. Only school employees are permitted to drive into the school.	Principal Deputy Principal Caretaker Top Security	3
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

Pedestrian Entrance

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
51	Side Gate school entrance Risk Personal injury slips trips and falls	Pupils Parents	Pathway is kept clear of debris at all times	Caretaker Principal Deputy Principal Staff	3
Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low					

First Aid:-

First Aid Boxes: Located in main school building.

Stocking of *First Aid Boxes*

Persons Responsible are:-

NAME

TITLE

Ms. Ellen Honner

Volunteer Rep.

Contents of First Aid Boxes

Disposable Ice Packs	Elastic Bandage
Hypoallergenic Band Aid	Cotton Wool
Sterile Gloves	Burn Relief Spray/Cream
Cold Compress	Sterile Water
Individually Wrapped Triangular Bandage	Individually Wrapped Disinfectant Wipes
Absorbent Gauze	White open Woven Bandages
Scissors	Lint
Disposable Rubber Gloves	Surgical Dressings

The above is also available in the sick bay in Heather's Office. Ice packs are stored in the fridge. All pupils/ employees return ice-packs to Heather by the end of the day.

PROCEDURES FOR FIRST AID AT BREAK-TIMES

Office arrangements:-

Ms. Heather Traynor administers FIRST AID in the sick bay in her OFFICE

Child/children are sent into office by teacher/parent on duty.

Injuries checked and treated as follows:-

Minor cuts/grazes are cleaned with antiseptic wipes and Savlon and/or plasters applied and child/children sent back out. No note is written for minor injuries.

If the cut is more serious, once again they are cleaned and treated and the child is asked to sit down in sick bay (or outside office if there is no room) until they feel better. Notes are not written for these unless Heather feels it necessary.

Head injuries are treated with ice packs and child/children must stay inside in sick bay or out in hallway until a note is written up for them. If the bump is minor, they are allowed out once the note is completed. Ice packs are not allowed outside but may be brought back to classrooms.

If a child is very distressed or bleeding heavily, the class teacher comes out to them or if they are not available, help is sought from one of the other teachers.

When a note is written up, a copy is kept on file and the original is given to the child. The copy is held in a black folder in Heather's Office.

Teachers should check at the end of each break to see if any of the pupils have had accidents during break and then check their notes for accuracy.

PROCEDURE FOR CALLING AN AMBULANCE FOR A CHILD

In the event of a child becoming ill or being involved in a serious accident, every possible effort will be made to contact the pupil's parents or the person delegated to take responsibility for the pupil.

If a child is seriously injured in the classroom, the teacher notifies the teacher next door who reports the incident to the office. If necessary the Principal or secretary or class teacher will ring for an ambulance. Arrangements will be made to take the other children out of the classroom. The injured child stays with a member of staff qualified in the administration of First Aid, until the arrival of his/her parents / guardians or the ambulance. If parents / guardians cannot be contacted, a teacher is delegated to accompany the child to hospital in the ambulance.

IF TEACHER REQUIRES AN AMBULANCE

If a teacher has a serious accident or illness, a child should report to the teacher next door. **All pupils will be informed at assembly at the beginning of each term of the need to report to the teacher next door in the case of serious accident or illness to the class teacher.**

The teacher next door sends a message to the office. Either the Principal or the secretary will ring for an ambulance if deemed necessary.

The teacher next door takes the children out of the injured teacher's classroom. A staff member qualified in the administration of First Aid stays with the injured / ill teacher until the ambulance or medical aid arrives. A member of staff will be delegated to travel with the injured / ill teacher in the ambulance.

Procedures for dealing with Children who are sick:

Minor Sickness: If a pupil is too sick to comfortably remain in the school classroom and participate in the activities of the normal school day, the parent or guardian is telephoned with a view to collection, and being brought home. If no contact is able to be made, the Class Teacher keeps the pupil with her/him, until such contact is made. .

In the case of **sudden serious sickness** a decision is made about the need for immediate hospital attention or otherwise. If hospital attention is needed, an ambulance is called immediately, and then the parent is informed. First aid is administered in accordance with good practice.

Administration of Medicine:

See policy document for specific procedures.

FIRE ARRANGEMENTS

In case of fire, the alarm can be raised at any of the BREAK-GLASS units at the following locations:-

BREAK-GLASS UNIT

LOCATION:

1. At back door of the main school building (outside the Principal's Office)
2. At entrance of the main school building
3. At entrance of the Burrow Hall
4. Two break-glass units in the corridor of 3rd & 4th areas
5. In Burrow Hall, inside main door and at back Exit

In the case of fire the alarm sounding, all staff and pupils should proceed immediately to their designated assembly point.

The designated assembly point is:

At end wall of school facing main road

Procedures to Activate Fire Alarm

1. Phone Top Security/Give Code
2. Place black key in break glass unit at entrance of the main building of school
3. Put the key into the Fire Panel behind Heather's desk
4. Turn to ARM control
5. Press SILENCE ALARM
6. Press RESET ALARM
7. Reset Burglar Alarm (type in code)

If False Alarm sounds, advise Top **Security**, check building.

Pupils must file to their assembly points.

The Safety Rep. may use the school bell to signal FIRE DRILL

Fire Extinguishers

Fire Extinguishers are maintained by Fire Force, Tel: 8474491, 087 2632709 at the following locations: In Burrow School:

Type of Fire Extinguisher	Location
Foam	Heather's Office-at sick bay
Fire Blanket & 1kg Dry Powder	Principal's Office
Fire Blanket & 1kg Dry Powder	Staff Kitchen
6 litre Foam Spray Extinguisher	Pigeon Hole Area
Fire Blanket & 1 kg Dry Powder	Senior Infants Classroom
6 litre Foam Spray Extinguisher	At S.I. Toilets
Fire Blanket & 1 kg Dry Powder	Junior Infants Classroom
6 litre Foam Spray Extinguisher	At J.I. Toilets
Fire Blanket & 1 kg Dry Powder	In 5 th Classroom
6 litre Foam Spray Extinguisher	Corridor between 5 th & 6 th Class
Fire Blanket & 1 kg Dry Powder	In 6 th Classroom
6 litre Foam Spray Extinguisher	Outside 3 rd Classroom
Fire Blanket & 1 kg Dry Powder	In 3 rd Classroom
Fire Blanket & 1 kg Dry Powder	In 4 th Classroom
6 litre Foam Spray Extinguisher	In 4 th Classroom
Fire Blanket & 1 kg Dry Powder	In Resource Classroom
2kg Carbon Dioxide	In Computer Room
Fire Blanket & 1 kg Dry Powder	In Resource Prefab
2kg Carbon Dioxide	In Resource Prefab Corridor
Fire Blanket & 1 kg Dry Powder	In Learning Support Prefab
Fire Blanket & 1 kg Dry Powder	In 1 st Classroom at Fire Exit
Fire Blanket & 1 kg Dry Powder	In 2 nd Classroom at Sink
6 litre Foam Spray Extinguisher	In 2 nd Classroom
	Burrow Hall

4.5kg Foam Spray Extinguisher	Under Sound System
Fire Blanket	In Burrow Hall Kitchen
2kg Foam Spray Extinguisher	In Boiler House

Fire Force is employed to assist in selection of extinguishers and to familiarise all staff in their operation. Training records and annual extinguisher inspection records are maintained by the Safety Officer

FIRE INSTRUCTIONS

Each member of staff should be given a copy of instructions every year

FIRE INSTRUCTIONS:

The Fire Alarm Signal is: Bell Sounded

Place of Assembly: Specific areas in yard for each class.
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GATEWAYS or PASSAGES to school must not be BLOCKED.

IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL.

On Hearing the Fire Alarm:

The Senior Teacher in charge will be responsible for ensuring that the *FIRE BRIGADE* is called immediately.

FIRE BRIGADE PHONE NUMBER: 999/112

- Persons in charge of classes will take up their *ROLL BOOKS* and marshal the class in an orderly manner to the assembly point by an exit route away from the fire.
- Pupils will stand up and place their chairs and bags on the desks as this will ensure clear passageways.
- Form single file and go by the most direct route to the appointed area.

WALK BE SILENT STAY IN LINE
--

DO NOT - attempt to leave the line

DO NOT - enter toilets

DO NOT - bring your school bag, coat or other personal property

- Other staff members will immediately make their way to the assembly point.
Any pupil not with his/her class or group when the alarm sounds will make his/her way direct to the assembly point and join appropriate class or group.
- The searching of toilets or other rooms should be the duty of the teacher or other member of the staff on leaving the classroom.
- There must be no rushing or overtaking on the way to assembly point.
- As soon as classes and groups are assembled, each teacher and senior members of a group will take a roll-call or count and report to the Principal Teacher if anyone is missing.
- **NO** other person must leave the assembly point until permission is given.
 - In the case of a **DRILL** by the Principal Teacher.
 - In case of a **FIRE BY THE** Fire Brigade Officer in charge.

These instructions are not intended to preclude an immediate attack on the fire with the available appliances, where this can be done without personal risk.

CLASS IN BURROW HALL/COMPUTER ROOM WHEN ALARM SOUNDS

1. Assemble as in classroom.
2. Door holders take up positions.
3. Proceed via main door/Fire Exit to assembly points.

CHILDREN NOT WITH A TEACHER (e.g. children on message) WHEN THE FIRE ALARM SOUNDS ARE TO WALK SILENTLY TO THEIR CLASS ASSEMBLY POINTS VIA THE NEAREST EXIT

Annual Review of Health and Safety Statement

September 2014

It is the policy of Burrow National School that the Health and Safety Policy Statement be reviewed on an annual basis and updated if necessary.

To this effect, on an annual basis, the Health and Safety Representative and the Safety Officer will check that the following and report to the Principal and caretaker any hazards for remedy.

1.CIRCULATION AREAS

PASSAGES: Check that:-

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

DOORS AND WINDOWS: Check that:-

- doors are unobstructed;
- there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- doors are not allowed to swing freely without restraint;
- windows are not broken or cracked;
- windows open easily without undue force being applied;
- windows do not jut out dangerously when open;
- windows do not have broken fastenings or cords;
- windows are clean

HEATING AND VENTILATION: Check that:

- where there are large areas of glass facing direct sunlight, there is provision for shading e.g. blinds;
- windows can be easily opened to allow for adequate ventilation.
- heating system is maintained.

FIRE SAFETY: Check that:

- the fire exits and escape routes are clear from obstructions;
- fire doors are kept unlocked and unobstructed whilst people are on the premises;
- all designated fire exits are clearly marked;
- evacuation procedures are clearly displayed;
- staff and children are familiar with evacuation procedures;
- staff are familiar with and have been adequately trained in the procedure to be followed when using fire-fighting equipment;
- there have been practice evacuations/fire drills held three times a year;
- fire doors open outwards and are not held or wedged open;
- the fire-fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers' recommendations;
- the fire alarm system and smoke alarm are tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
- Flammable substances e.g. cleaning fluids, photocopying chemicals etc. are stored correctly, away from any sources of heat.

LIGHTING: Check that:-

- all the light fittings are working and are kept in a clean condition;
- light switches are not broken and appear to be in a safe condition;
- the lighting is adequate for the type of work being undertaken.

PLUGS/SOCKETS/LEADS: Check that:-

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- socket screws and mountings are secure;
- sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads is not cracked or frayed;
- leads are without knots or joins and are reasonably free of 'kinks';
- leads are the correct length for the equipment being used;
- there are no trailing leads;
- leads and flexible cable are securely fixed at both equipment and plug ends.

EQUIPMENT: Check that:-

- fixed and portable electrical equipment is not damaged and as far as can be ascertained, is operating correctly;
- equipment is only being used for purposes for which it was intended;
- where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- on/off indicator lights function correctly;
- equipment incorporating heating has a thermal safety cut-out in addition to a thermostat.

BURROW HALL: Check that:-

- floors are clean, even, non-slip and splinter proof
- P.E equipment is stacked securely and positioned so as not to cause a hazard;
- check furniture, floors, apparatus, equipment and fittings;
- wooden beams, benches etc. are free from splinters and generally sound.

THE STAGE: Check that:-

- steps are not damaged;
- steps have an adequate handrail;
- stage lighting is properly wired and earthed, and stored correctly when not in use;
- curtains run freely.

2.NON-TEACHING AREAS

Staff Facilities: Check that:-

- the staffroom kitchen is kept clean;
- the staffroom is clean, warm and well lit;
- the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided;
- there is provision for tea and coffee to be made;
- staff sanitary facilities are suitable, sufficient and properly cleaned.

OFFICES: Check that:-

-substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated.

BOILER ROOMS: Check that:-

- all safety devices in the boiler room are in proper working order;
- the boiler is regularly maintained by a competent person;
- all cleaning materials, particularly those which might be hazardous, are securely stored.

HYGIENE: check that the following are available:-

- Soap;
- Hand drying facilities;
- Hot water;
- toilet paper;
- litterbin per classroom;
- provision for disposal of sanitary facilities in staff toilets, 3rd, 4th, 5th & 6th toilets;
- safe, suitable, sufficient and properly cleaned sanitary facilities.

OUTSIDE AREAS: Check that:

- there are no uneven /broken/cracked paving slabs;
- outside steps are secure, with a firm fixed handrail;
- all play areas are kept free of leaves;
- outside play/PE appliances are securely anchored;
- basketball posts are covered appropriately;
- outside lighting works and is sufficient;
- all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- caretaker's maintenance equipment etc are kept securely.

Health and Safety Checklist for Classrooms June 2014

Class:

Teacher's Name:

Hazard	Issue	Yes	Further Action Needed
<p>Movement around the classroom (slips and trips)</p>	<p>Is the internal flooring in a good condition? Are there any changes in floor level or type of flooring that need to be highlighted? Are gangways between desks kept clear? Are trailing electrical leads/cables prevented wherever possible? Is lighting bright enough to allow safe access and exit? Are procedures in place to deal with spillages, e.g. water & blood from cuts? For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails</p>		

<p>Furniture and fixtures</p>	<p>Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving? Is furniture in good repair and suitable for the size of the user, whether adult or child? Is portable equipment stable, e.g. a TV set on a suitable trolley?</p>		
<p>Manual handling</p>	<p>Have trolleys been provided for moving heavy objects, e.g. computers?</p>		
<p>Computers and similar equipment</p>	<p>Have pupils been advised about good practice when using computers?</p>		

<p>Electrical equipment and services</p>	<p>Are fixed electrical switches and plug sockets in good repair? Are all plugs and cables in good repair? Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.) Has any damaged electrical equipment been taken out of service or replaced?</p>		
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<p>Fire</p>	<p>If there are fire exit doors in the classroom, are they: Clearly marked; unobstructed; kept unlocked; and easy to open from the inside? Is fire-fighting equipment in place in the classroom? Are fire evacuation procedures clearly displayed? Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?</p>		
<p>Workplace (ventilation and heating)</p>	<p>Does the room have natural ventilation? Can a reasonable room temperature be maintained during use of the classroom? Are measures in place, for example blinds, to protect from glare and heat from the sun?</p>		
<p>Additional Issues</p>			

Further action needed

Hazards noted:

Action taken and when:

Signed:

FOR OUR DAILY SAFETY

HEALTH AND SAFETY

TEN BASIC RULES

- 1.No running indoors or running dangerously in the yard.
- 2.Classes should always move in single file in the classroom, in the corridor, in the assembly hall and to and from the yard.
- 3.In the classroom, aisles should be kept clear of bags, boxes etc.
- 4.Pupils should never climb on surrounding walls, sheds or basketball posts.
- 5.Pupils should not balance chair on two legs whilst sitting.
- 6.A safe distance should be kept from the pupil in front of and behind you in the line.
- 7.No rough or boisterous play at break times.
- 8.Personal hygiene is important. Wash and dry hands after using the toilet.
- 9.Use disposable tissues when you have a runny nose.
- 10.Keep your uniform clean and tidy and make a big effort to keep your classroom tidy.

Regulations to be observed by all Pupils For the General Safety of all in School

Not permitted:

- Climbing on all walls, steps, basketball poles, sheds, railings, gates or trees.
- Bicycles, scooters, roller blades, etc. may not be used on the school grounds. Bicycles, etc. should be wheeled to the bicycle racks provided.
- Playing around Staff cars.
- Lifting or carrying of any children, by any children in the school yard.
- Leaving school grounds during school hours unless accompanied by an adult.
- Playing of dangerous or rough games.
- Mock fighting or wrestling.
- Use of impolite language.
- Access to any non-paved area (except walk-and talk when supervised).

Gross Misbehaviour is considered as follows:

*Examples of **Serious** Misbehaviour:*

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation).
- Behaviour that interferes with teaching and learning.
- Threats or physical hurt to another person.
- Damage to property.
- Theft.

*Examples of **Gross** Misbehaviour:*

- Assault on a teacher or pupil.
- Serious theft.
- Damage to property.

Playing Area:

- Due to the confined space in the yard, children running about should take due care.

Games:

- No ball-games, with the exception of organised activities.

School Property:

- School property and equipment must be treated with respect.
- The cost of wilful damage will be met by those responsible.

Assembly:

- ALL children are expected to line up and walk into class in an orderly fashion for the commencement of classes.

ACCIDENT REPORT FORM

The following particulars of ALL accidents that require hospitalisation must immediately be reported to the Chairperson of the Board of Management.

QUERY	REPLY
1.Place where Accident occurred:	----- -----
2.Date and Time of Accident:	----- -----
3.State cause of Accident:	-----
4.Give detailed account of accident stating as fully as possible the nature and result:	----- ----- ----- -----
5.Did the injured person cease class/work?	----- -----
6.Name and Address of person injured:	----- -----
7.Name and Address of witness of accident:	----- -----
8.Signature of person in charge at time when the accident occurred:	----- ----- ----- -----

Signature of Principal

Date

The Insurance Company issues a Report Form. It is useful to have copies of the Form available to the Principal of the school.

Copy of this form will be kept in the folder that is located in the Medication drawer in Principal's Office.

**Burrow National School
Sutton, Dublin 13.**

ACCIDENT FORM

YOUR CHILD

HAD AN ACCIDENT IN SCHOOL TODAY

**PLEASE CHECK THE AFFECTED AREA THOROUGHLY AND
CONSULT A DOCTOR IF YOU FEEL IT IS NECESSARY.**

SIGNED: _____

DATE: _____

Original copies are sent home with the child. A photocopy is kept in a folder in Heather's Office.

Schedule of Cleaning in the Burrow N.S. June 2014

Daily Cleaning schedule

All rooms are hoovered

All floor surfaces are washed

Empty bins and bring in bins from outside

Replace toilet rolls and hand towels in rooms

Staff room is cleaned

Junior and Senior Infants desks are washed

All bathrooms and toilets are cleaned and floors washed

Sink Rota				
Monday	Tuesday	Wednesday	Thursday	Friday
Learning Support, Resource	3rd/4th Resource	5th/6th	1st/2nd	Jnr/ Snr Infants

The computer room and the Burrow Hall are assigned a particular day.

The Staff room on occasions requires additional cleaning.

Teachers can make requests to the Principal for additional cleaning that is required. E.g. Sills on request

Plan of location of Emergency Assembly Points for Burrow National School

Emergency Telephone Numbers

The Emergency telephone numbers are posted on the wall inside the entrance door or the Staff Room.

E.S.B.	8421122 /1850 372999 (24 Hours)
Bord Gais	6712455 / 1850205050 (24 Hours)
Fire Brigade	999/112
Gardai	999/112
Howth Station	<u>6664900</u>
Ambulance	999/112

School Key Holders	Rev. Kevin Brew: <u>018323019</u>
Maintenance Officer:	Derek Fennell: 01 <u>8393053</u>
Fire Alarm	Dave Cotter: <u>087 0515888</u>

Top Security (Burglar Alarm)01 4507777

Hospital: Temple St.	01 878 4200
Beaumont (A & E)	01 8092714
Dr Mark Holmes:	01 8321444
Dr Kelly:	01 8323621
Dr Gilliland:	01 8326438
Health & Safety Authority:	1850 252923

<u>Local Pharmacies:</u>	
McCartans:	01 8322240
Sutton Cross Pharmacy:	01 8660178

This policy will be reviewed at regular intervals.

This policy was ratified by the Board of Management on:

A handwritten signature in black ink, appearing to read "W.K.M. Brew", is written above a horizontal line.

**Rev. Kevin Brew
Chairperson
Board of Management**

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