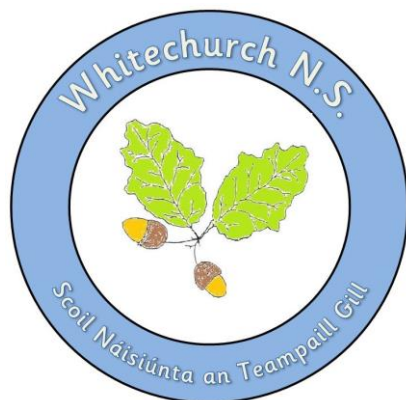


# Health and Safety Statement

## November 2020



**Whitechurch National School**  
Whitechurch Road, Rathfarnham Dublin 16 Ireland

*Scoil Náisiúnta an Teampaill Ghil . Bóthar an Teampaill Ghil . Ráth Fearnáin . BÁC 16*

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## **1. Introduction**

- 1.1 The Board of Management of Whitechurch National School is committed to securing an environment that is as safe and healthy as possible.
- 1.2 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, Safety Health and Welfare at Work (General Applications) Regulations 2007 and The Education and Welfare Act 1998 are applied.
- 1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:
  - (a) the design, provision and maintenance of all places in a condition that is safe and without risk to health.
  - (b) the design, provision and maintenance of safe means of access to and from places of work.
  - (c) the design, provision and maintenance of equipment and machinery, so as to be safe and without risk to health.
  - (d) the provisions of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
  - (e) the provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
  - (f) the provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
  - (g) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure safety and health at work of its employees.
  - (h) the preparation and revision as necessary of adequate plans to be followed in emergencies eg: fire drill, injuries etc.
  - (i) the safety and prevention of risk to health at work in connection with use of any article or substance.
  - (j) the provision and maintenance of facilities and arrangements for the welfare of employees at work.
  - (k) obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
  - (l) the continuing updating of the Safety Statement
  - (m) the provision of arrangements for consultation with employees on matters of Health and Safety.
  - (n) the provision of arrangements for the selection from amongst its employees of a representative.
- 1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students and any person legitimately conducting school business and the public.
- 1.5 The Board of Management of Whitechurch National School will ensure that the provisions of the Safety Health and Welfare at Work Act, 2005 are adhered to.
- 1.6 A Safety Officer elected by the staff and a Safety Officer elected by the Board of Management will monitor the implementation of the Safety and Health Policies of

Whitechurch National School and the requirements under the Safety, Health and Welfare at Work, 2005, Safety Health and Welfare at Work (General Applications) Regulations 2007 and Education and Welfare Act 1988. In the event of a safety officer being absent for a long period of time, another member of staff or member of the Board of Management will be nominated to take his/her place for the time of the absence.

- 1.7 There is an obligation on employees and other personnel to support employers in implementing health and safety measures.

## **2. Communication of the Safety Statement**

The Board of Management has resolved that copies of this Safety Statement be provided in digital format to:

- All existing employees including the Safety Representative and to members of the Board of Management
- All new members of staff and other personnel; caretaker, secretary and cleaners on taking up employment in the school
- All new members of the Board of Management on their appointment to the Board
- All providers of extra curricular activities e.g. hockey, recorder.

Regular reviews should be made of the statement and a safety audit be performed by the Board of Management annually. This audit should be communicated to staff each year.

Any additional information or instructions regarding Health, Safety & Welfare at work not contained in this document will be conveyed to all staff as it becomes available.

The Board is deeply appreciative of the co-operation it receives in the compilation and revision of this Safety Statement and urges its employees to study the document closely.

Suggestions as to how this document might be improved will be gratefully received by the Board of Management at any time and will be given most serious consideration.

## **3. Hazards, Risks and Arrangement**

This section of the Safety Statement is designed to identify the hazards in the school premises, to assess the risks involved and to set out the arrangements made to safeguard safety and health together with the co-operation required from employees.

Moreover, the Board of Management acknowledges the special nature of teachers' work: the teacher acts in 'loco parentis' and as such has a responsibility to ensure the child's safety and also to train the child to share in the responsibility of their own safety

and the safety of others. Safety education must aim to foster a growth of consideration for others and this must be promoted by teacher example and by forms of teacher intervention which encourage the considerate and restrain the thoughtless. Pupils of the school will also learn to respect the qualities of materials, equipment and other objects and thus to handle them safely and with respect. Here, too, teachers and other members of the school staff exert an influence by their actions even more than by their words.

### 3.1 Fire Hazards

<b>Hazards</b> The day to day activities engaged at school could be interrupted by an outbreak of fire.	<b>Risks</b> Risk to injury to pupils /staff	<b>Arrangements</b> - adequate supply of fire extinguishers which will deal with any type of fire - all fire equipment to be identified & regularly serviced at least once per year - regular fire drills to take place each term - fire alarms to be clearly marked - instructions to be given to staff in the use of fire extinguisher for specific materials /equipment - signs to be clearly visible to ensure visitors are aware of exit doors - all electrical equipment to be unplugged or turned off outside office hours and when offices are vacated for lengthy periods. - designated assembly area for fire evacuation is the basket ball court. Fire Drill exits- JI and staff room- fire door beside school garden. 6 <sup>th</sup> Class- water fountain door, 2 <sup>nd</sup> Class- water fountain door, 5 <sup>th</sup> Class- back door, hall- back door and hall fire exits, SI- water fountain door, 4 <sup>th</sup> Class- door beside classroom, 1 <sup>st</sup> Class- classroom fire exit, 3 <sup>rd</sup> Class- main foyer door, SET rooms 1 +2 and offices- main foyer door, prefab- fire exits in prefab. All class teachers bring a class list to check off in the event of a fire alarm.
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### 3.2 Classroom Activities

<b>Hazards</b> The provision of a modern child-centred curriculum necessitates the involvement of children in activity learning and the use of a variety of equipment and materials	<b>Risks</b> Injury may arise from: - minor collisions with furniture. - mishandling of equipment - handling of inappropriate equipment	<b>Arrangements</b> Class Teachers must ensure that: - classroom equipment and furniture is arranged so as to allow adequate circulation space - that broken or damaged furniture be reported to the Safety Officer and Principal and if necessary be placed where it cannot pose a risk to pupils or staff - that learning equipment to be used by pupils is suited to the task, age and ability of the pupils using it - that pupils use only round-ended scissors for cutting - that pupils do not use glass containers or objects containing glass which is liable to breakage - that pupils do not come into contact with hot or dangerous substances (eg: cups of tea, kettle etc) - that only those physically able to do so be asked to carry or move furniture or equipment. In general tables or long pieces of furniture should be carried by two adults and one person should not carry more than two chairs - pupils are encouraged to use correct posture when sitting, standing or lifting objects - pupils store only essential books, equipment in school bags to minimise strain on back. - insecure mountings or unstable storage equipment (eg: laptop trolley, piano) are particularly dangerous and pupils should not be allowed to move any equipment of this type - that all equipment is properly and securely stored on appropriate trolleys or in appropriate cupboards - that pupils do not climb on or under any classroom furniture - that staff, if involved in hanging charts/maps or in other activities involving climbing, use the stepladder provided in the school's storage room - that the guillotine is used only by adults and where it cannot pose a risk to children; that it be stored in the photocopying room when not in use.
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### 3.3 Exits/Entrances, Corridors, Stairs, Doors and Windows

<p><b>Hazards</b></p> <p>The exit/entrances and corridors are subject to heavy traffic and must be available for rapid emptying of building.</p> <p>Doors, Windows ,Coat-racks</p> <p>Ice/Flooding on yard, steps.</p> <p>The stairwell in the new extension is subject to traffic coming up and down.</p>	<p><b>Risks</b></p> <p>Obstruction of exits. Obstruction of corridors. Risk of falls on/over items especially coats on corridor floor. Risk of hand injuries in banging doorways are particularly subject to this in strong prevailing wind] Attention paid to doors into toilets in infant classrooms &amp; spring closing mechanism to be checked regularly. Risk of injury from damaged doors.</p> <p>Risk of injury from damaged/broken windows</p> <p>Obstruction of corridors</p> <p>Risk of injury from ice/flooding</p> <p>Risk of tripping on stairs.</p>	<p><b>Arrangements-</b> All exits to be opened electronically by the secretary at 8.10 a.m. and then locked again at 8.30am (or in her absence, the Principal/ Deputy Principal). Doors to be opened for break times and home times also. All fire doors must be kept unlocked whilst people are on the premises - All exit doors and exit lights to be regularly checked (serviced by fire alarm/security bell contractors) - Tension of spring closing mechanism of exit doors to be checked regularly by caretaker and adjusted where necessary - Pupils, staff and others to be encouraged to keep corridor free of clutter at all times - Each member of teaching staff to encourage his/her pupils to keep corridor clear especially with regard to coats etc. All staff to report to Safety representative or Safety Officer &amp; Principal cases of: - loose or broken hinges - damaged or sticking catches - broken panels or glass panels (where glass panels are to be replaced wire reinforced glass to be used) A maintenance issues notebook is also kept in the office if anybody wishes to note an item to be repaired.</p> <p>Finger protectors are installed on doors to help lessen the chance of fingers catching in closing doors. Door closers fitted to main doors to ensure soft closing.</p> <p>All staff to report to Safety Representative and Principal cases of: - broken or cracked windows - windows which will not open easily - windows which require cleaning - windows which have broken fastenings A window pole for "Velux" sky-lights is available in classrooms where velux windows are located. This pole is to be operated by adult staff members only and must be stored safely on storage holder screwed to walls. Coat Racks be placed safely in the corridor. Pathways to be kept clear of ice/snow/excess water at all times.</p> <p>All children and adults using the stairs must hold the banister, walk in single file and refrain from running on the stairs.</p>
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### 3.4 Floors

<p><b>Hazards</b> Hazards arising from floor coverings and/or cleaning processes</p>	<p><b>Risks</b> Trips or falls on carpeted or marmoleum covered floors (general classroom area, corridors, office, staffroom, stores) Falls on polished or washed floors ("Wet area" of classrooms, toilets, school hall)</p>	<p><b>Arrangements</b>_Staff must: - ensure that all floors are kept free of obstruction - encourage pupils and others to keep property, materials etc. neatly and tidily - ensure that all spillages are cleaned as soon as possible - note that floors are to be washed by cleaning staff or caretaker only . Cleaners must: - use appropriate cleaning fluids, polishes on floor surfaces - place "wet floor" signs adjacent to wet surfaces. Cables from hoovers must be placed so as to avoid tripping hazards. - Staff must report any damage to floors to principal, safety officer or safety representative immediately.</p>
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### 3.5 Electrical Equipment

<p><b>Hazards</b> Hazards arising from the use of electrical audio visual equipment.</p>	<p><b>Risks</b> Electrical shock from incorrect usage or maintenance. Fire caused by electrical sockets left on/ plugged in when the building is unoccupied.</p>	<p><b>Arrangements</b>- All staff must: - familiarise themselves with the manufacturer's instructions/manuals supplied with each piece of equipment (These are available from the office files) and operate equipment in strict accordance with directions given. - use trailing/extension leads only when absolutely necessary; leads to be appropriate to electrical load carried and to be secured to floor with tape when necessary. - Report loose, dangerous, broken or worn leads, plugs etc. at once to Safety Officer or Safety Representative and Principal - ensure that equipment is properly stored when not in use - ensure that pupils do not use electrical equipment except under teacher supervision – all staff to familiarise themselves with the location of the isolation switches: that for the main school building is adjacent to the alarm control box, that for the prefabs is in the prefab lobby entrance. All electrical sockets have socket covers inserted when not in use. All sockets should be turned off/unplugged at the end of each school day before staff members leave their</p>
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		rooms (except in the case of equipment needing to run continuously eg. fridge freezer, CCTV cameras etc.)
Computers	Danger of electrical shock from incorrect usage.	The Board of Management will endeavour to ensure that all electrical equipment will be serviced /maintained as appropriate. All electrical items to be checked by competent electricians at the legal minimum period- Periodic Electrical Safety Inspection (currently every 5 years).
Hazards involving use of electrical drill	Risk to eyes from flying debris.	Eye protectors/goggles ear muffs provided must be worn when using the electric drill.

### 3.6 Physical Education, Movement and Drama

<b>Hazards</b> General physical education involving as it does gross motor movement of pupils and staff has a number of inherent potential risks.	<b>Risks</b> Risk from inappropriate exercises or activities. Risk from learning environment: Hall. Risk from learning environment: Yard.	<b>Arrangements</b> Teaching staff must ensure that: - activities, games or exercises used in the physical education lessons are appropriate to the age and physical development of the pupils - appropriate 'warm-up' and 'cool-down' activities are incorporated into each lesson. Teaching staff must ensure that the hall is free from dangerous obstructions or items likely to pose a risk to pupils or staff when involved in activities. The following equipment is permitted in the hall: horse, climbing frame, balancing beams/benches, gym mats, pin boards, spring board, ball cage, chairs stacked 3 high, piano and book cupboard. PE equipment to be checked at regular intervals throughout the school year by the staff member with responsibility for PE Equipment. All pupils <u>must</u> wear 'runners' when involved in P. E. activities inside or outside. Teaching staff must ensure that yard is free from dangerous obstructions or items likely to pose a risk to pupils or staff when involved in activities. Equipment permitted in the yard is a dust bin and the two basketball poles which are covered with a protective foam covering.
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	Risk from inappropriate handling or use of gymnastics equipment	The following storage and handling rules to be obeyed by all staff and pupils: - all equipment to be securely stored in cupboards (other than apparatus listed previously which is permitted in hall) - all large balls to be kept securely - equipment to be handled by pupils only when told to do so, and under the supervision of teacher - when assembly of gym equipment is required teacher is to check that all connections/bolts are secure and properly assembled before use - teacher to ensure that gym mats are positioned under/at all pieces of equipment where fall/landings likely. Teachers to familiarise themselves with the most up-to-date lists of activities considered appropriate for various age groups and the recommended 'spotting' techniques.
	Risks from damaged equipment	Any staff member who notices any damage or defect in any PE equipment to report this immediately to the Safety Officer or Principal. A repairs notebook is also kept in the office for staff to note items to be repaired.

### 3.7 Assembly Hall and Kitchen

<b>Hazards</b>	<b>Risks</b>	<b>Arrangements</b>
Hall Chairs	Risks of injury when taking out/storing chairs	All arrangements as detailed above under electrical equipment apply. Kettles and water boiler to be operated by staff only. Pupils are not allowed to enter the kitchens.
Kitchen equipment	Risks from electrical equipment and hot substances	All chairs to be stored no more than three high in hall. Warning notices to this effect in hall.

### 3.8 Heating Systems and Ventilation

Hazards	Risks	Arrangements
<p>Boiler house and gas-fired heating system</p> <p>Electrical storage heating in prefab</p> <p>Need for adequate ventilation</p>	<p>Fire -Inadequate ventilation</p> <p>Fire- items placed on top of storage heaters</p>	<p>The Board of Management arrange for an annual service of the heating system each year. All staff must ensure that items are not placed on storage heaters or radiators. No furniture should be against any radiators or heaters. Where electrical heaters are used, only staff members should operate them and they should be placed in a position where no pupil will come into contact with them. (Further arrangements are detailed under fire safety) Section 3.1.</p> <p>Staff must check that windows can be easily opened to allow for adequate ventilation and shades/blinds are in good order. Deficiencies to be reported to Safety Officer or Safety representative and Principal.</p>

### 3.9 Supervision of Pupils, Playground School Yard/Classrooms

Hazards	Risks	Arrangements
<p>Break time activities</p> <p>Hazards involving traffic</p>	<p>Injury from inappropriate pupil activity</p>	<p>Teachers and other staff members must be in a supervisory role in the playground at <u>all</u> times. For example, in the event of a wet breaktime, children will remain in their classroom and a designated member of staff will act in a supervisory role. On a day when the children must return to their classroom as a result of rain all staff who are rostered on to supervise during a wet break will return, immediately, to the relevant classrooms. All staff will assist in bring in the pupils from the yard. If a child is injured in a minor incident in the school yard at breaktime he/she will be sent into the attending staff member on first aid duty, with another child, where the incident will be dealt with appropriately. Please refer to 4.1 as to how major incidents are dealt with. All accidents are recorded in accident report folder located in the office and additional report templates are stored in the first aid room. Post holder</p>

	Traffic injury from cars entering/leaving premises	<p>responsible for playground supervision to arrange rota of duty to be posted in staff room and in each classroom.</p> <p>Rules on traffic management in yard and the picking up/setting down of pupils to be circulated to all parents and staff at the beginning of each school year. A copy of these rules is to be found in Appendix B.</p> <p>Junior Infants are collected from their classroom door at 1.00 p.m. and Senior Infants are collected from their classroom door at 1.00 p.m. First to Sixth class pupils will be collected from the basketball court outside the main building. A staff member will be in a supervisory role outside for a period of ten minutes at the end of the school day. In the event of a child not being collected after the ten minute period, every effort will be made to contact the parent(s) / guardian. All children are collected by a designated parent, legal guardian, family member or carer.</p> <p>6<sup>th</sup> Class pupils, may with the written consent of their parent, leave the school grounds at the end of the day without an adult.</p>
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### 3.10 Office

<b>Hazards</b> Electrical equipment Hazards involving use of computer	<b>Risks</b> Electric shock    Back Pain    Eye strain, arm strain, electrical shock.	<b>Arrangements</b> Appropriate office chair to be provided for office staff. Computer monitors will be placed at a the correct height using raisers if necessary. Equipment to be positioned to ensure no muscular strain is involved -Adequate lighting including directional lamps need to be provided as detailed under computer equipment above.
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### 3.11 Grounds Maintenance

<b>Hazards</b> Lightning and thunder damage.	<b>Risks</b> Injury to person on premises.	<b>Arrangements</b> After weather of a dangerous nature the roof will be visually inspected from the ground to make sure that there is no obvious damage/ risk of falling tiles etc.
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<p>Debris on school playground surfaces.</p> <p>Grass cutting- lawnmower Hedge trimming, strimming etc.</p>	<p>Tripping hazard/ risk of injury on debris on playground surface.</p> <p>Injury from lawnmower or other gardening machines.</p>	<p>Caretaker to inspect the playground surface daily to look for and remove debris.</p> <p>Only the caretaker is to operate the lawnmower/ strimmer/ hedge cutter etc., and not when children are nearby eg. in the playground. Appropriate protective footwear, gloves, ear protection and clothing is to be worn when operating the lawnmower and other gardening mechanical equipment.</p>
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### 3.12 School Tours

<p><b>Hazards</b></p> <p>Educational visits off the school premises</p>	<p><b>Risks</b></p> <p>Risk of injury to pupils and/or staff</p>	<p><b>Arrangements</b> Plans for all school tours must be discussed with and approved by principal. Full details of school tour including venue, activities must be circulated to all parents in advance and their written consent obtained prior to departure. It should be ensured that the coach transporting the children contains seatbelts, is a holder of an operator licence and has valid insurance. Teaching staff and those who are in a supervising role must ensure that the visit does not involve an unacceptable risk of injury to themselves or their pupils. Teaching staff must carry a portable first aid kit (stored with full first aid kit in kitchen). Children, who pose a risk to themselves or others, may not be permitted to go on school outings. Please see School Tours Policy for further information.</p>
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### 3.13 Chemicals

<p><b>Hazards</b></p> <p>Chemicals, detergents</p>	<p><b>Risks</b></p> <p>Risk of poisoning, corrosion to staff and pupils</p>	<p><b>Arrangements</b> All chemicals, detergents to be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a <u>locked cupboard</u> in the hall. Protection should be provided in handling chemicals.</p>
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### 3.14 Drugs/medication

<b>Hazard</b> Drugs/medications	<b>Risks</b> Risk of poisoning to pupils/staff	<b>Arrangements</b> All medication/drugs to be kept in a medical cabinet/ drawer in the school photocopying room. The Board of Management request a written letter/ completed medical form from parents which authorises a teacher to administer medication, which gives detailed instructions on how to use such medications and indemnifies the staff members and Board of Management. These medications should only be administered in an emergency situation. The school Board of Management in conjunction with the teaching staff and P.T.A. has initiated a policy on the administration of medication which is kept under constant review.
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### 3.15 Personal Hygiene

<b>Hazards</b> Improper use of facilities. Childhood infection	<b>Risks</b> Risk of infection. Risk from headlice, worms, impetigo etc.	<b>Arrangements</b> Staff and pupils use different toilets - In each toilet an appropriate supply of water, towels, paper, and sanitary disposal units (if appropriate) should be provided and checked daily - Toilets and wet areas to be cleaned daily by cleaner - Pupils and staff advised to use proper hygiene procedures - Parents to notify principal (in confidence) if infectious disease or infection has occurred - All parents to be issued with guidelines on the treatment of such an infection and the future prevention of such an infection.  The school will send home any pupils displaying symptoms of infectious illnesses and will insist that pupils are kept home from school until the risk of infection has passed. The school understands that childcare can be an issue for some families but the school's first duty of care must be to prevent other pupils and staff members becoming ill also.
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### 3.16 Working at Height

<b>Hazards</b> Falling from or tripping over a ladder	<b>Risks</b> Risk of injury	<b>Arrangements</b> The use of a suitable step ladder(s) is available and use of same is compulsory. Ladders should only be out when in use and should not be used when pupils may trip over them. Ladders should not be left out unattended. Staff using a ladder should ensure that it is in good working order and steady before use. Staff using a ladder should ensure that they remain on the steps of the ladder and do not lean out over the ladder as it may become unstable. Examples of activities where working from a height becomes necessary-hanging posters or accessing high shelves.
Roof maintenance/ repair/ inspection	Risk of fall/ injury	Necessary maintenance work on the roof should only be carried out in pairs and use of ladders should follow the same protocol as above. If carrying out maintenance/ inspection/ repair work on the roof, the person carrying out such work should ensure that all surfaces are stable and in good repair before standing on them.

### 3.17 Shelving Storage

<b>Hazards</b> Items falling from shelves/ Shelves falling over	<b>Risks</b> Injury	<b>Arrangements</b> Teachers/Employees should not store heavy items on or near the top of storage shelves. These should be stored from the bottom up. Shelving needs to be kept tidy to prevent items falling. Free standing shelving in hallways/classrooms should be secured where possible to prevent them falling over
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### 3.18 Cleaning Supplies Room

<b>Hazards</b> Tripping over equipment/ access to cleaning chemicals	<b>Risks</b> Injury	<b>Arrangements</b> The cleaning supplies room should be locked at all times when not in use. Equipment should be stored tidily and
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		safely. The school cleaner ensures that the cleaning supplies room is kept in good order.
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### 3.19 Mats

<b>Hazards</b> Tripping over a mat	<b>Risks</b> injury	<b>Arrangements</b> Mats in the school are regularly checked to ensure they are not becoming unravelled or upturned and therefore a trip hazard.
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### 3.20 Toilet Floors

<b>Hazards</b> Slipping on a wet surface	<b>Risks</b> injury	<b>Arrangements</b> Toilet floors are checked regularly for surface water. Pupils are told to inform staff if there is a wet patch on a bathroom floor.
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### 3.21 Bins

<b>Hazards</b> Bins set on fire/ injuries from contact with bins	<b>Risks</b> Injury/ fire hazard	<b>Arrangements</b> Refuse and recycling bins are secured far away from the school building (but within the locked school gates) and the wheels are placed in the locked position. Pupils do not play near the bins- out of bounds area.
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### 3.22 Basketball Poles

<b>Hazards</b> Running into basketball poles	<b>Risks</b> injury	<b>Arrangements</b> The upright stands for the basketball rings are protected with padded material to soften impact in the event of someone falling against them. These are checked regularly by the caretaker to ensure they remain at sufficient height.
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### 3.23 Drain/Manhole Coverings

<b>Hazards</b> Tripping over unstable edges	<b>Risks</b> injury	<b>Arrangements</b> Drain covers & manhole covers are monitored by the caretaker to ensure they do not become a trip hazard when loose, jagged or upturned.
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### 3.24 Boiler Room

<b>Hazards</b> Loose items catching fire	<b>Risks</b> Fire in the event of malfunction	<b>Arrangements</b> Combustible items are removed from the boiler room by the caretaker and if still required stored safely elsewhere or otherwise suitably
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## 4. Organisation

### 4.1 Accident Procedures (Please see also the school's Accident and Injury Policy)

1. A first aid kit is available at all times in the Hall Kitchen. The contents are checked and replenished if necessary once per term or as necessary by the designated member of staff. Children with minor injuries should be brought to the staff member on first aid duty area during breaktimes where injuries will be dealt with and recorded.

2. If the injury has involved a child and the injury is other than a very minor one the principal or another member of staff shall attempt to contact the parents/guardians of the child by telephone so that they may collect the child and bring him/her to a physician of their choice. An updated register of parental contact numbers is available in the school office.

3. If contact with parents is not possible then the principal or staff member may contact emergency medical services.  
Transport to hospital should be by ambulance only, and a member of staff should accompany the child in loco parentis.

4. Members of staff should note the following resolutions of the Board of Management re the recording of accidents:

- (a) An Accident Report Folder is kept in the school office for the purpose of recording the occurrence of accidents involving pupils and/or staff of the school.
- (b) All members of staff involved in an accident, or who witness an accident, or who assist in remedial action taken following an accident, or who are acting in a supervisory capacity when an accident occurs, are required to enter at the earliest possible opportunity a signed report in the Accident Report Folder in the school office.

Accident record to include:-

- date, time and place of accident
  - name(s) of those involved in accident
  - name(s) of the injured party/parties
  - name(s) of person(s) in supervisory capacity
  - an account of the circumstances of accident
  - nature of injury
  - remedial action taken
  - any other relevant details
- (c) The Accident Report Folder will be retained in the school and will not be taken from the school premises without the authority of the Chairperson of the Board of Management. GDPR applies (See also the school's Data

#### 4.2 Fire Safety

1. The following fire safety regulations are displayed throughout the building and are to be strictly adhered to:
  - **Fire Alarm**  
On discovery of a fire, sound this alarm signal at once by breaking glass button. Do not panic or rush about the building shouting 'FIRE'
  - **On hearing the alarm**
    - (a) when in class: Orders will be given by the teacher or other person in charge. Follow them strictly. If teacher is not present, follow the orders underneath.
    - (b) when not in class:  
Form a single file line and go by the most direct route to the designated place of assembly.
  - **At all times**  
Do not run  
Remain silent so as to hear important instructions  
Do not attempt to pass others  
Do not return for anything you have forgotten
  - **Place of assembly**  
Basketball court
2. Members of staff should note the following:  
Fire instructions  
The fire alarm signal is break/glass button  
The place of assembly is the basketball court  
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 emergency services are called immediately.
  - Persons in charge of classes will bring their class list and supervise the class moving in an orderly manner to the assembly point by an exit route away from the fire.
  - If child(ren) is in the presence of the learning support teacher, the resource teacher, the recorder teacher, the drama teacher when alarm sounds the child(ren) will accompany the teacher in question to the designated assembly area and join their appropriate class or group.  
Class lists should be brought from the school so that the class teachers can check off the pupils who are outside to see if anyone is missing.
  - Other members of the staff will immediately make their way to the assembly point.
  - There must be no rushing or overtaking on the way to the assembly point.

- As soon as classes and groups are assembled each teacher and senior member of a group will take a roll call or count and report to the principal teacher if anyone is missing.
- If any person is found to be missing, an immediate check must be made by the staff.
- No other person must leave the assembly point to recover clothing, books etc. until permission has been given - in case of a drill by the principal teacher - in the case of a fire by the fire 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.

3. A fire drill is to be held at least once per term; the date, time and weather condition to be noted in the office diary and Leabhar Tinrimh by the Principal or Deputy-Principal.

4. **Fire Protection:**

- (a) Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.

- (b) All fire fighting equipment is regularly tested and serviced by specialised contractors.

- (c) Training of the staff in the use of fire extinguishers is provided.

- (d) All fire exits are marked using the standard symbols. In the kitchen and office dry powder extinguisher(s) are located to safeguard against electrical fire.

- (e) The smoke alarm is tested regularly.

- (f) Emergency lighting is tested regularly.

5. **Fire Prevention:**

- (a) Fire safety inspections are carried out annually by Sharp Group.

- (b) Liaison with relevant authorities takes place at regular intervals i.e. Fire Brigade Officers, Insurance Officers.

- (c) Staff have been instructed in the use of existing fire-fighting equipment by a representative from Sharp Group

### 4.3 **Flooding**

- (a) In the event or situation of flooding arising, it has been agreed that all pupils and staff will remain in the school building until the appropriate authorities arrive.

- (b) The staff will then be guided by these authorities and take direction from them.

- (c) We would ask that parents do not arrive at the school, trying to gain access to

their children and to take them home.

- (d) If this situation were to arise, the staff would follow the direction of the authorised authorities in this field.
- (e) Every attempt will be made to keep parents informed.

#### **4.4 Bullying/Harassment**

1. There are certain behaviours which are not acceptable among members of the school community and which create negative relations. The Board does not condone workplace bullying, sexual harassment, rudeness, aggressiveness, offensive language, threatening or intimidating behaviour, victimisation and harassment. The Board has adopted the school's Mobile Phone Policy. In the event of a child being bullied please refer to the school's Code of Behaviour and the Anti Bullying Policy. In relation to adult bullying/ harassment the following procedure is designed to address this issue:

- (a) The party who considers that he/she is being bullied/harassed should decide to address the matter.
- (b) The party who considers that he/she is being bullied/harassed should request a meeting with the other party, in order to discuss matters.
- (c) The principal teacher may then intervene if necessary and try to resolve the matter.
- (d) It is open to any of the parties to refer the matter to the Board of Management for investigation.
- (e) Any assault on a teacher or other staff member will be dealt with according to the Code of Behaviour and as provided for in Rule 130 (5) of Rules for National Schools. The Board of Management will follow the procedures outlined in circular (40/97) of the Department of Education and Skills.

2. Mobile Phone Policy- please note that the school operates a Mobile Phone Policy. Please see school plan folder in the office or the school website for details.

*For further details on procedures to be followed please refer to the Irish National Teachers' Organisation Publication "Working Together Procedures and Policies for Staff Relations."*

*In the event of assaults on school employees please refer to Circular 40/97 issued by the Department of Education and Science (Appendix B)*

#### **4.5 Duties of Employees**

- 1. 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 anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at

- work.
- (d) to report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
  3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.
  4. It is the responsibility of the staff of the school to ensure, so far as is practical, that the school I.T. equipment is not used for unauthorised purposes. It is the responsibility of each individual to be aware of regulations. Ignorance of the regulations is not acceptable as an excuse or defence and each user is responsible for the content and use of his/her own equipment. Unauthorised/ illegal use may lead to disciplinary action or prosecution. The computer is the property of the school and is not intended for any other use.
  5. Staff members working alone on school premises outside of school hours are required to notify a responsible adult of their intention to be on the school premises and on their departure.
  6. Designated keyholders responding to the alarm monitoring company should request that the keyholding company also respond.

#### **4.6 Staff Training**

Regular training in issues relating to good Health and Safety practice is provided to staff where relevant. Training includes a whole staff first aid course completed every two years, a manual handling course completed every two years and other regular updates, reminders and staff discussions as part of staff meetings.

#### **4.7 Safety Officer**

Employees must elect one of their own members to act as a Safety Officer. The name of this Safety Officer is to be posted on the Staff Room notice board. The teaching staff will appoint a Safety Officer at the beginning of each school year. The current Safety Officer is **Ms. Laoighse de Búrca**. A copy of the INTO booklet 'Safety Representative' is appended to this safety statement. Appendix C.

#### **4.8 Duties of Visitors**

A visitor is anyone who enters the premises apart from pupils and staff members.

All visitors should report to the school secretary/principal at the main reception office.

Under the Department of Education and Skills guidelines (circular 40/97)

the practice of parents approaching classrooms directly during teaching time is discouraged.

- If a visitor approaches a member of staff engaged in out of classroom activities e.g. P. E. or breaktime, the teacher should immediately request the Principal to engage with the visitor.

#### **4.9 Responsibility**

The Board of Management in accordance with its requirements under the Safety Health and Welfare at Work Acts, 1989 & 2005 and The Education and Welfare Act 1988 have appointed a member of the Board of Management as Health and Safety representative (Ms. Pat Marchant) and the Principal with delegated responsibility for safety in the school, who together with the Safety Officer Ms. Laoighse de Búrca, shall conduct an examination of the building and premises at least once annually. In the event of one of the safety officers being absent for a long period of time another member of staff will fill in his/her absence. Everybody in the school is responsible for ensuring good safety, health and welfare within the school. This includes teachers, SNA's, students, visitors and contractors.

#### **4.10 Safety Notice**

The following Safety Notice signed by the Board of Management shall be displayed in the school building:

*The Board of Management of Whitechurch National School is committed to securing an environment that is as safe and healthy as possible. It wishes to ensure the safety, health and welfare at work of its employees and pupils and to safeguard other persons who are non-employees but who may be affected by the activities of the school.*

Please read and obey the safety notices and warnings which have been displayed for your protection.

#### **5.0 Consultation & Revision**

This Safety Statement shall be reviewed when necessary and at least once annually. Staff members are asked to submit items for consideration at any time, but particularly in advance of the yearly review of the Safety Statement. Following amendments to the statement, copies of the revised document will be circulated to all personnel, placed on the school website and sent to all outside agencies who use the school.

**Ratified by Board of Management on:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Chairperson, Board of Management**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Principal**



## **Appendix A**

### Pupil guidelines for behaviour in yard

#### ***When I go out to break***

- I will walk out quietly. Nobody will trip over me or push me if everyone obeys the rule.
- I will remain in the yard until I am allowed to return to the classroom
- Our friends, parents and teachers like to see us happy and being friendly to others.
- I will not leave the school grounds without the permission of my teacher.
- I will not climb on walls or gates.
- If I have a problem, I will talk to a teacher on duty.

#### ***When the bell rings***

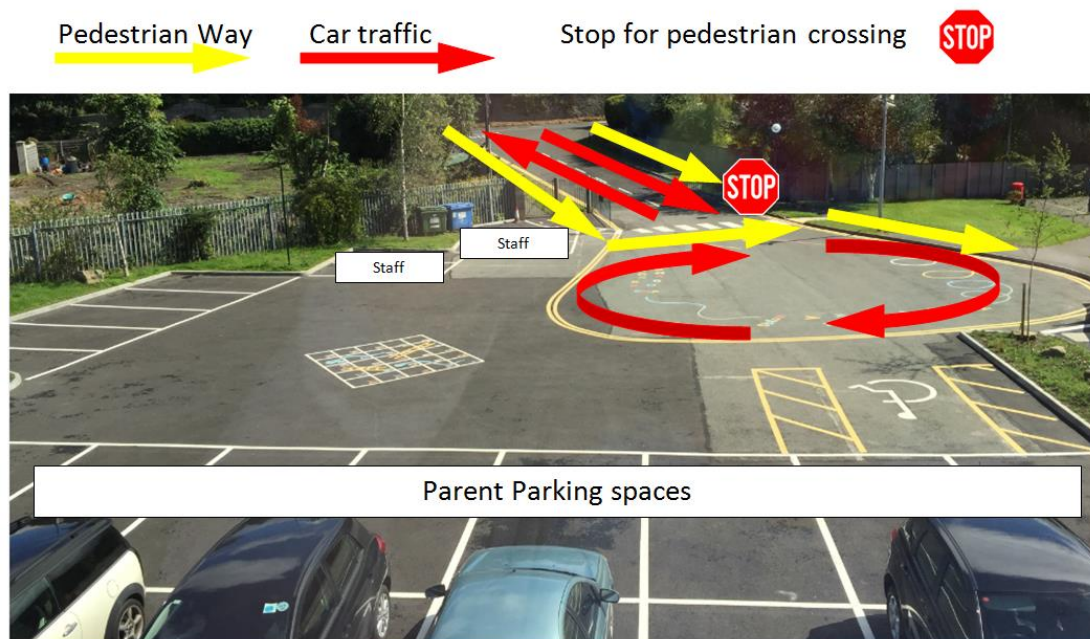
- I will line up quietly and neatly with my class. I will stand in line and wait for my teacher to collect the class.
- I will walk in single file to my classroom so no accidents will happen.
- I will wait quietly at my desk.
- If I am first in line I will hold the exterior door until all the children walking behind me are in the building.
- Visitors to the school will be really impressed if I hold doors open for adults.

## Appendix B- Parking Guidelines at the School

Parking places at the school are very limited and the driveway can be extremely busy. If everyone follows a few simple rules, all will be able to park safely – just one thoughtless driver ignoring the rules creates havoc and endangers the lives of our children. Traffic congestion will always be a problem at school arrival/collection times, but it can become a smaller problem with a little consideration.

### In the interest of children's safety please follow these rules:

- If you are the first to arrive at the school, please enter the driveway, continue to the roundabout, turn around and drive back out the driveway, parking as near as possible to the Whitechurch Road end of the driveway (See diagram).



As other cars arrive they should continue until one side of the driveway is full (do not park on the side with double yellow lines)

- **You must stop for the pedestrian crossing- pedestrians have right of way here.**
- If parking spaces on the driveway are full, please park on Whitechurch Road and walk on the footpath to collect your child/ children.
- There are now also some extra parking spaces within the school grounds for parents. Please do not park where there is no parking space marked out.
- Please do not park in the gateways or entrances of the private houses on either side of the school.
- Please do not park on double yellow lines.
- Please accompany your child/children from the doorway of the school to your car, once collected children must not be allowed to leave your car, to play on the driveway, footpaths or road.
- Please set a good example and do not walk your child(ren) across the middle of the roundabout- please use the footpaths and pedestrian crossing. It is very difficult for children to learn to use the paths safely, if adults around them are ignoring the rules!

## Drop Off Zone Procedures

In order to ease some of the heavy traffic and parking congestion at the school, we have introduced a 'Drop Off Zone' inside the school grounds. This 'Drop Off Zone' can be used by pupils (1<sup>st</sup>-6<sup>th</sup> Classes) who are ready to get out of their cars and go to their classroom themselves. This means that those parents/ guardians do not have to park at the school. Junior and Senior Infant pupils may use the 'Drop Off Zone' if they have an older sibling who will bring them in to their classroom and their parents are happy for them to do this. Infants should not be left unaccompanied in the school grounds to make their own way in.

The area to be used for the 'Drop Off Zone' is located in front of the new extension directly beside the path that leads to the front door of the school. This means that pupils using the 'Drop Off Zone' will be able to get out of their cars and walk safely using the path into the school. In the picture below, the 'Drop Off Zone' is marked by the orange box and the pedestrian path to the school is marked by the red arrows.



Of course, if you need to come into the school building with your child, you should park in the laneway or on the road outside the school grounds. Once the 'Drop Off Zone' is operational, there will be no parking inside the school grounds in the mornings to allow space for the 'Drop Off Zone' to operate safely. Only staff cars will be allowed to park inside the school grounds as these arrive before the school is open to children. These staff cars already take up most of the marked spaces within the school grounds so this arrangement does not greatly affect too many families. We would hope that as a result of the reduction in cars parking, there will be more available spaces nearer to the school. A minority of cars are still parking in areas of the playground where there are no marked spaces. We have never allowed this and have repeatedly asked parents not to park in unmarked spaces for Health and Safety reasons.

At home times, we will still allow parking in marked spaces only as it is not practical to have a collection zone in place of the 'Drop Off Zone'.

All pupils are regularly reminded how to use the 'Drop Off Zone'. To help promote this initiative, any pupils who use the 'Drop Off Zone' during the school's Traffic Awareness Week, will receive a raffle ticket for a prize draw at the end of the week.

**'Drop Off Zone' Rules:**

- Cars drive into the school grounds using the current roundabout system. Those using the 'Drop Off Zone', pull into the area marked in orange on the picture.
- Only cars with pupils ready to get out immediately can pause at the 'Drop Off Zone'.
- School bags and lunch boxes must be ready with the children at their feet/ on their knees.
- Only use the left side doors of the car to get out (side nearest the school building).
- No stopping to open boots.
- Drivers may get out of their cars quickly to open doors where a child lock is in place.
- If you are not ready to get out quickly at the 'Drop Off Zone', then you need to go out of the school and park.
- Children are not to get out of their cars at any other place apart from the 'Drop Off Zone'. Double yellow lines are there for a reason and mean- No stopping or parking!
- The 'Drop Off Zone' is only for pupils from 1<sup>st</sup>-6<sup>th</sup> Classes. Infants may also use it if they are accompanied by an older sibling with parental permission.
- The 'Drop Off Zone' will operate in the mornings from 8.08am until 8.25am only. Usual parking arrangements will apply at home times.
- Please note that the Board of Management does not allow pupils to enter the school grounds before the school is open to receive pupils for insurance reasons.
- Please make sure that anyone who drops your child to school is familiar with these rules.

# Appendix C



**Note: This electronic version was re-typed from the original in March, 2006**

**Circular 40/97**

**AN ROINN OIDEACHAIS**

**DEPARTMENT OF EDUCATION**

**PRIMARY BRANCH**

**CIRCULAR LETTER TO BOARDS OF MANAGEMENT AND PRINCIPALS OF NATIONAL SCHOOLS**

## **ASSAULTS ON TEACHERS/SCHOOL EMPLOYEES**

The Minister for Education wishes to bring to the attention of the school authorities his concern at the increase in the incidents of assaults on staff in primary schools. Violence in the workplace is an issue of grave concern for employees and employers alike. As in other workplaces, school employees are also the victims of violence in the workplace. During the course of their work, school staff may be at risk from violence in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or intruders.

The Minister is anxious that every effort would be made to create and maintain a culture in schools where acts of violence are not tolerated and where incidents, when they do occur, are effectively and speedily dealt with.

In this context, the Department of Education wishes to draw the attention of Boards of Management to the following issues:

- the Board's duty to provide a safe place of work for employees
- measures to be taken to prevent or minimise the risk of assaults to teachers or other staff employed in schools
- measures to be taken in support of staff who have been assaulted or threatened with assault; and ensuring that appropriate action is taken to safeguard against a recurrence.

### **1 Board's Duty to provide a Safe System of Work**

The Safety, Health and Welfare at Work Act became operative on 1 November 1989. It is an important piece of legislation for Boards of Management and for those who work in schools, as schools and colleges were brought under the scope of safety legislation for the first time.

The Safety, Health and Welfare at Work Act 1989 requires employers to ensure the safety and health of their employees. It requires employers to draw up a Safety Statement:

- Identifying the hazards
- Assessing the risks to health and safety
- Putting in place appropriate safeguards

In the Education Sector violence should be considered as a potential hazard and assessed accordingly and where there is a risk to health and safety from violence appropriate safeguards must be put in place. Account should be taken of the specific circumstances that pertain in each school.

There should be consultation with those at risk concerning the measures to be taken and monitoring their effectiveness. Information should be given to staff on protection and preventative measures which are essential.

The Safety, Health and Welfare at Work (General Applications) Regulations 1993, provides that the Health and Safety Authority must be notified when an accident/ incident occurs in the workplace which requires treatment from a registered medical practitioner or treatment in hospital. An accident or incident which results in an employee being absent from work for 3 days or more must also be reported to the Authority.

## **2 Preventative Measures**

Boards are urged to consider and implement measures which would prevent or minimise the risk of assault to the employees of the Board. The effectiveness of agreed procedures should be reviewed where necessary.

### **(a) External Liaison**

Bearing in mind that communication between home and school should be frequent, open and positive, Boards in consultation with the principal and staff of the school should promote good practice for the conduct of communication between home and school.

In this context schools should develop and circularise to parents, policies to deal with the following matters:

- Admitting parents/visitors to the school

Parents who wish to have a consultation with a class teacher should be encouraged to make a prior appointment with the relevant teacher. In urgent cases where a pre-arranged appointment is not appropriate, parents should be encouraged to report in the first instance to the school secretary/principal. The practice of parents approaching classrooms directly during teaching time should be discouraged. Specifically, access to teachers should be on an "appointment only" basis where the circumstances of a meeting are likely to provoke a confrontation.

- Parent/teacher meetings

Arrangements for the conduct of formal parent teacher meetings should be addressed in the School Plan. Parents should be given adequate notice regarding the timing of such meetings and encouraged to raise issues of concern. Where sensitive issues are the subject of discussion, arrangements should be made for conducting such interviews in privacy. Conducting interviews at the classroom door, while simultaneously supervising a class of children is not conducive to open communication. Particular care should be taken to ensure that parent/teacher consultations do not take place within the hearing of other pupils and/or parents.

- Code of Discipline

Under the terms of Circular 20/90 schools are requested to develop a Code of Behaviour and Discipline for Pupils. This Code should be developed by the principal and staff in consultation with parents and approved by the Board of Management. Once finalised, this Code should be notified to parents. Any sanction imposed on a pupil should be in accordance with the Code of Discipline.

Procedures for suspending pupils should be clearly set out in the school's Code of Discipline and should be adhered to.

- Complaints Procedure

Boards of Management should have in place a clear procedure for the processing of potential complaints. Some Managerial Associations have already negotiated such a procedure with the INTO. The terms of the complaints procedure should be notified to parents and parents should be encouraged to utilise stages of the procedure where necessary.

## **(b) Internal Procedures**

The issues of internal school procedures should also be discussed from time to time at staff meetings. Staff should be familiar with all relevant procedures.

In circumstances of increased risk (e.g. schools for young offenders) training should be provided for staff:

- in identifying potentially violent situations, and
- in calming down potentially violent situations.

Specific examination should be given to circumstances where staff are:

- working alone on the school premises
- working in an isolated part of the school premises
- engaged in out of class activities
- working with pupils with behavioural difficulties
- engaged in home visiting.

## **3 Steps to be followed in the event of an assault**

Boards should develop a clearly defined procedure to be implemented in the event of an assault on an employee. This policy should include a clear commitment on the Board's part to be fully supportive of staff who have been subject to violence.

It is accepted that judgement will have to be exercised in each case. However, the following elements should be included in each procedure

- (i) The incident should be immediately reported to the principal teacher/other colleague.

The details of the incident should be recorded in an Incident Book kept for this purpose in the workplace. Situations in which members have been intimidated or threatened with physical violence should also be recorded.

- (ii) Where necessary immediate medical assistance should be sought.
- (iii) The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the teacher who was assaulted.
- (iv) The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board should take place. The Board should notify its legal advisors of the assault. The Board's insurance company should also be notified.
- (v) Where the assault is by a pupil the matter should be dealt with in accordance with the school's Code of Discipline and as provided for in Rule 130(5) of the Rules for National Schools.
- (vi) Repeatedly aggressive pupils should be referred, with the consent of parents, for psychological assessment in order to assess the pupils' social and emotional needs and to determine how these can be best met.

- (vii) Where the assault is committed by a parent/guardian, the parent/guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently the Board should correspond with the parent/ guardian stating:
- that the Board considers the assault unacceptable
  - what action the Board intends to take
  - outlining what pre-conditions should be met before access to the school is restored.
- (viii) Applications for leave of absence, in relation to a member who has been assaulted, should be forwarded to Primary Payments Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath. Each application will be assessed on its merits.
- (ix) Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the Board of Management under the extended school Protection Policy.

John Dennehy,  
Assistant Secretary.

September 1997.

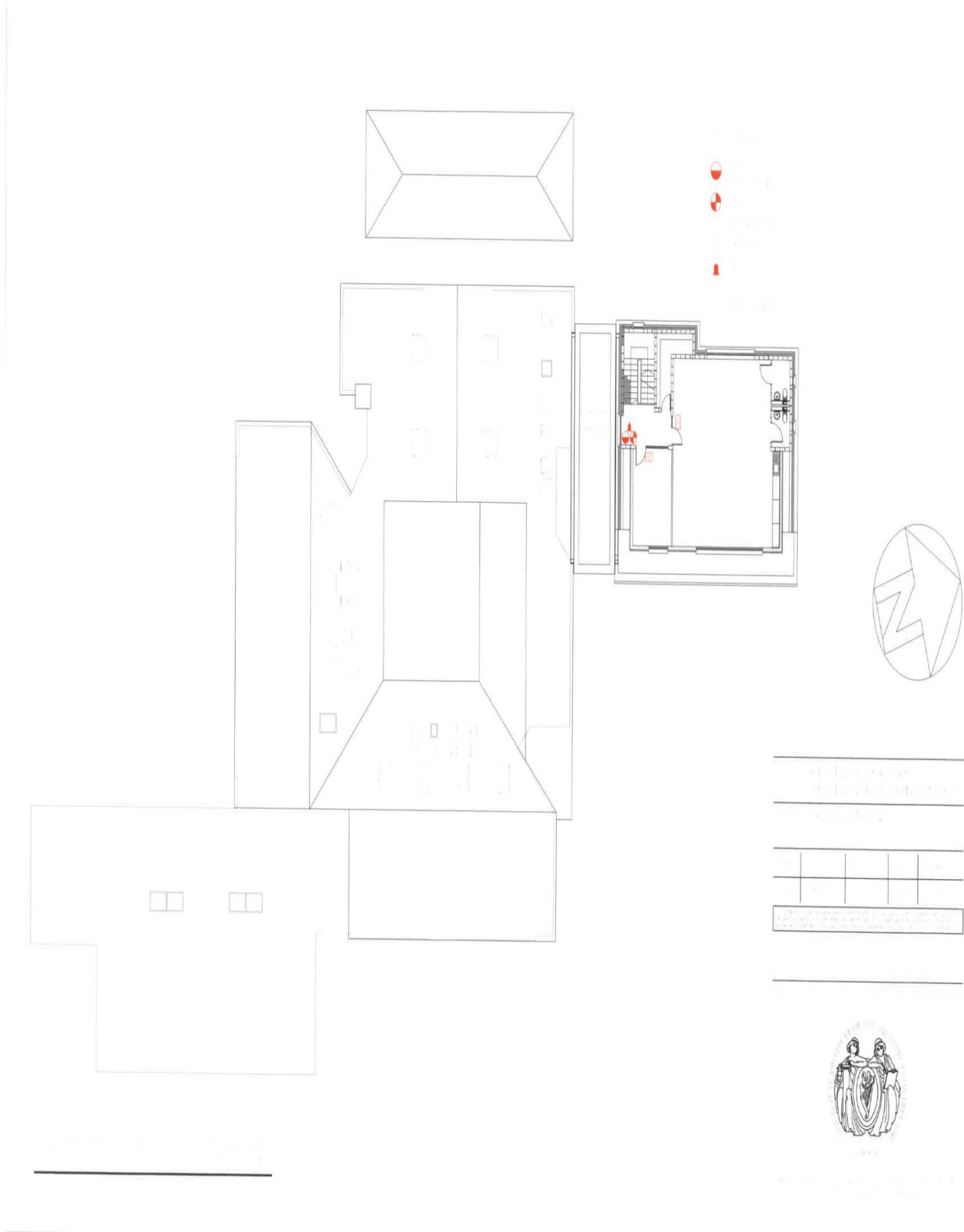


**Appendix D: WHITECHURCH N.S. GENERAL HEALTH & SAFETY INSPECTION CHECKLIST (CARRIED OUT WEEKLY BY CARETAKER)**

Inspected By:			Date:	WHITECHURCH N.S. GENERAL HEALTH & SAFETY INSPECTION CHECKLIST
Y	X	O		<b>Y = No hazard observed</b> <b>X = Corrective action required</b> <b>O = Work order submitted or Hazard Corrected</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>THERMOSTATS</b> – check all thermostats are turned up to the correct position-maximum temperature.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>ALARM SENSORS</b> – ensure all sensors are dust and cobweb free.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>GENERAL HOUSEKEEPING</b> and a sanitary workplace is necessary. Corridors should be kept clean and unobstructed. Storage of supplies and/or equipment should be in a safe, neat, and organised manner to prevent fires, trips, slips, falls, or to prevent stored materials from falling. All work areas should be free from any condition that would create a fire, cause injury, and / or emergency evacuation hazard.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>FIRE EXTINGUISHERS</b> , where installed, must be mounted on the wall where all room occupants can find it in an emergency. The extinguisher must be in-service, fully charged, and not blocked. A 3 ft. clearance is required in front of and around all extinguishers. Do not hang items on fire extinguishers such as coats, hall passes, and backpacks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>FIRE ALARMS (ALARM PANELS &amp; MANUAL PULL STATIONS)</b> require at least 3 ft. of clearance in front of and around the devices. Do not paint, block, or cover alarm equipment with cloth or paper.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>DECORATIVE PAPER</b> and student artwork must not cover electrical outlets, switches, alarms, electrical panels, heating or ventilation systems, etc. Do not place or hang anything combustible on doors, windows, ceilings, light fixtures, or from wall-to-wall using wires, cables, or string.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>ELECTRICAL SOCKETS</b> – any unused sockets must have a safety cover
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>ELECTRICAL CABLES</b> – are these neat and tidy in a cable tidy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>TOILETS</b> – are all bathroom areas in good repair? Do all toilets have a brush, towel and soap?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>ACCESS TO EXITS</b> must be maintained at all times. Do not block front or back doors of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathway to exit doors must be as wide, or wider, than the door itself. Carts, desks, cabinets, equipment, etc. should not impede the evacuation process in an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>CHEMICAL SAFETY</b> all hazardous or toxic chemicals must be stored out of the reach from children or in lockable cabinets. All containers (including water) must be properly labelled with chemical name.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>VENTILATION SYSTEMS &amp; HEATERS</b> work and shall not be covered or blocked. Do not cover or block heater access doors, air vents, air intakes, etc. Do not store anything within three feet (3) of a heater or ventilation system. Equipment should not be stored on top of radiators, posters should not be stuck to radiators.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>KITCHEN</b> appliances safe and secure, switches are off (except for fridges and freezers), access to kitchens is restricted, doors closed and all cutlery/ delph is tidied

			away.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>STORAGE ROOMS</b> such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage of combustible materials. Do not block access to this equipment and maintain a 3 ft. clearance in front of and around the equipment at all times.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LADDERS/ STEPSTOOLS</b> should be available for use and stored safely in their designated areas. Staff should always use a ladder or a stepstool and never stand on desks, chairs, boxes, or other items.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>STORAGE CUPBOARDS</b> – is all equipment stored safely?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>P. E. EQUIPMENT IN HALL</b> – stored safely in corner? Chairs stacked neatly (no more than 3 per stack)
<p><b><i>Please submit a signed off copy of H+S checklist to school secretary on completion. Any work/repairs required – notify principal and seek approval. Principal should approve all requests for equipment / supplies in advance.</i></b></p>			

**Appendix E: Fire Safety Map- Ground and First Floors**



**Fire Safety Map Ground Floor**

