

ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

Principal:

Mrs. Cathriona Molloy

LEITER

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BAILIEBOROUGH

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September 2020

Health and Safety Statement

Introductory Statement

This Health and Safety Statement was originally drafted in April 2013 following extensive consultation with the staff and Board of Management of St. Felim's NS. It is usually reviewed annually in Term 3 each year. Due to COVID 19, this review took place in Term 1 2020-2021. This policy was ratified by the Board of Management of St. Felim's N.S. in September 2020.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety Statement.

This document is St. Felim's N.S. (SFNS) programme in writing protecting the Safety Health and Welfare at Work of their employees. It represents SFNS commitment to Safety Health and Welfare at Work and specifies the continuous review of Safety Health and Welfare at Work standards.

This statement has been prepared in accordance with Section 20 of the 2005 Safety Health and Welfare at Work Act. It must be emphasised that the overall responsibility for Safety Health and Welfare at Work begins with the Board of Management at SFNS and then onwards through all levels of staff, which also bear responsibility for their own Safety Health and Welfare at Work. It will be reviewed in accordance with requirement of the 2005 Safety Health and Welfare at Work Act, and whenever required by changes in the organisation, personnel, operating procedures or legislation.

Relationship to the Characteristic Spirit of the School

While preparing the Health & Safety Statement for SFNS, the Board is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's Rules for National Schools. Safety, Health and Welfare within the school is, and has always been acknowledged as a most serious duty incumbent on all members of the school community and one which calls for constant vigilance.

St. Felim's N.S. Health & Safety Policy Statement

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

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

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

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

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

Content of Policy

Description of the Workplace

Name – St Felim’s National School (SFNS)

Geographical Area - Bailieborough and surrounding area.

Business Type – National School. The School is managed on a daily basis under the guidance of the School Principal. Any queries, which may arise and cannot be dealt with by the Principal or school employees are dealt with by the nominated Board of Management.

Numbers of Employees - There are 19 employees, 16 are full time staff and 3 are part-time. These include the Principal, 11 teachers who work in various positions such as Class Teachers, Special Education Teachers, SNAs, Secretary, Cleaner and Caretaker. The school at different times throughout the year may have a number of adult, college or secondary school students on work experience with the staff.

Number of Pupils 2020/2021 - 203

Location: St Felim’s National School is located about two miles outside Bailieborough town on the Cavan Road.

School Buildings: The school consists of eight classrooms – three of the classrooms have ensuite toilets, two of the classrooms have toilets outside the rooms, the other three classrooms at the front of the school are serviced by toilets at either end of the main corridor. The school also consists of three special education classrooms, a staffroom, a principal’s office, a school office, two staff toilets, disabled toilet, an art storage room and cleaner’s storage room. There is a sports hall and equipment store at the end of the main corridor. The hall is currently being used as a classroom due to COVID 19. Outside the school has four hard surface areas and grass areas for playtime.

St. Felim’s National School Staff

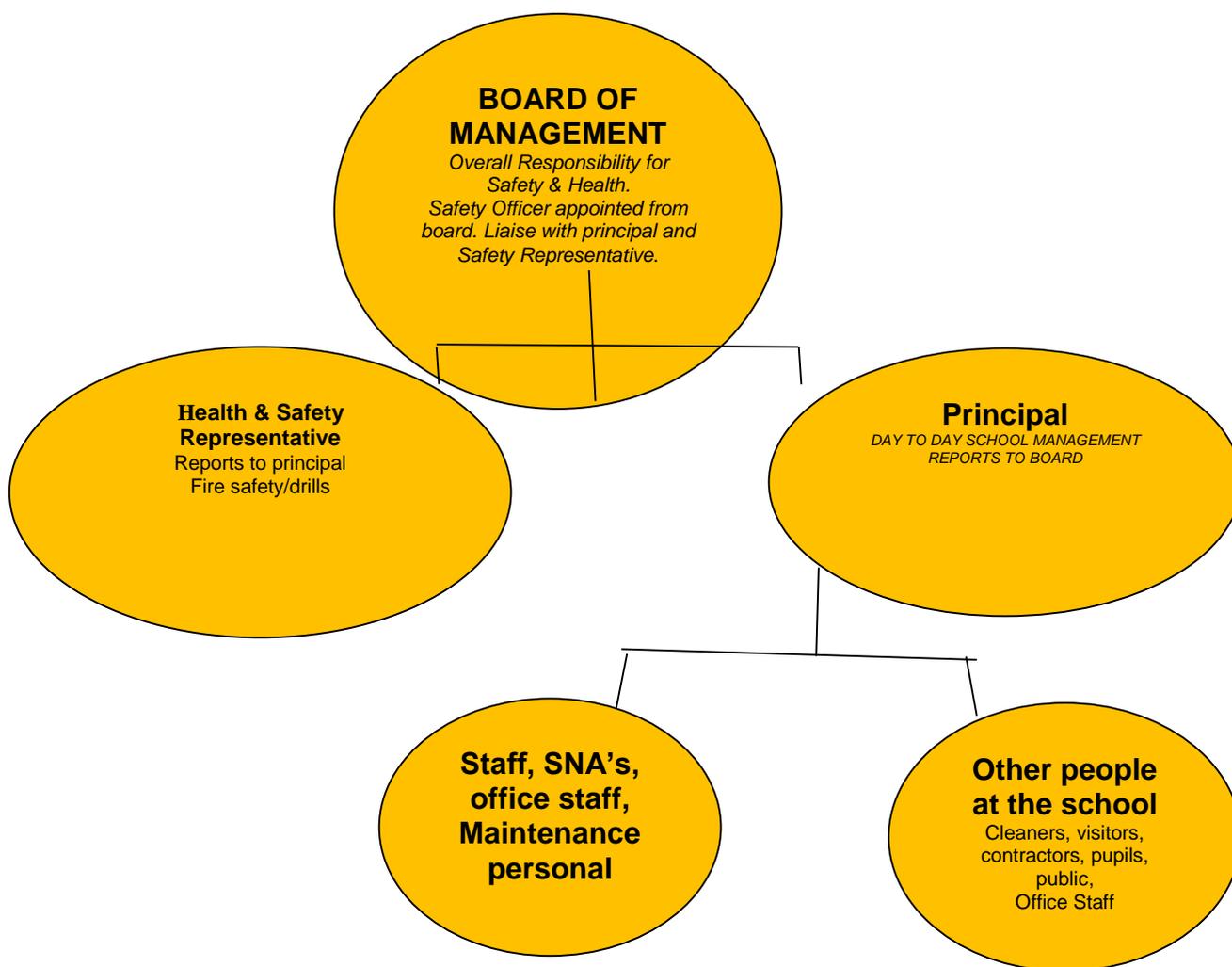
<i>Principal</i>	Mrs. Cathriona Molloy
<i>Deputy Principal</i>	Mrs. Eilís Keegan
<i>APII Post Holder</i>	Mrs. Valerie Donohoe (SET)
<i>APII Post Holder</i>	Mrs. Róisín McDonnell
<i>Class teachers</i>	Mrs. Tara Kelly/Ms. Emma McShane
	Mrs. Annette Purcell (on career break)
	Mrs. Martina O’ Connor
	Mrs. Lisa Sharkey
	Ms. KerrieAnne Moynagh
	Ms. Jane McGuinness
	Mrs. Martina Smyth
<i>Special Education Teachers</i>	Mrs. Katie Roache / Mr. Cathal Roache (Job Share)
	Ms. V. Leahy (<i>Part-time</i>)
<i>SNAs</i>	Mrs. Julie Phillips & Mrs. Sinéad Fleming (Job Share)
	Mrs. Lucia Sheridan
	Mrs. Jean Brennan
<i>School Secretary</i>	Mrs. Marie Brady
<i>Cleaner (Part-time)</i>	Mrs. Teresa Tierney & Mrs. Eileen McGuinness
<i>Caretaker (Part-time)</i>	Mr. John Paul Leddy

St Felim's National School Board of Management

<i>Chairperson & Bishop's Nominee</i>	Mr. Gerry Sheanon
<i>Principal & Secretary</i>	Mrs. Cathriona Molloy
<i>Treasurer & Community Nominee</i>	Mrs. Geraldine Clarke
<i>Parent's Nominee</i>	Mr. Pdraig Sheridan
<i>Parent's Nominee</i>	Ms. Catriona Clarke
<i>Teacher's Nominee</i>	Mrs. Martina Smyth
<i>Bishop's Nominee</i>	Fr. Ultan McGoohan
<i>Community Representative</i>	Mr. Francis Tierney (Safety Officer)

The current board was elected in December 2019. The board of management serves a term of four years.

Roles and Responsibilities for Health and Safety



Health & Safety is everyone's responsibility. This flow chart reflects our schools approach to the promotion and development of safety and health in schools.

Roles and Responsibilities

Roles and Responsibilities as an Employer:

(Ref: Section 8 2005 Safety Health and Welfare at Work Act & Part 1 Pg. 24 Guidelines for Managing Health, Safety and Welfare in Primary Schools)

The Board of management of SFNS will

- Comply with its legal obligations as employer under Section 8 of the 2005 Safety Health and Welfare at Work Act
- Provide and maintain a workplace that is safe
- Prevent improper conduct or behaviour
- Appoint a Health and Safety Officer from within the Board of Management
- Appoint a Health and Safety representative from within the staff
- Ensure that the school has written risk assessments and has an up to date safety statement
- Reviews the implementation of the school's management systems and the safety statement
- Allocate adequate resources to deal with health and safety issues
- Review the safety statement annually and when changes that might affect workers' safety and health occur
- Receive regular reports on safety and health matters and matters arising from the same are discussed
- Provide adequate welfare facilities
- Ensure the provision of adequate instruction, training and supervision and any necessary information
- Provide and maintain suitable personal protective equipment where risks cannot be eliminated, or where such risk is prescribed
- Prepare and, where necessary, revise plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger
- Report accidents and dangerous occurrences to the Authority as may be required in Regulations under the Act
- Obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees
- Complete the safety and health audit tool annually

Roles and Responsibilities of Principal & Health and Safety Officer - Cathriona Molloy:

(Ref: Part 1 Pg 25 Guidelines for Managing Health, Safety and Welfare in Primary Schools)

- To comply with the requirements of the 2005 Act
- To manage safety, health and welfare in the school on a day to day basis.
- Ensure that all staff members have been made aware of their roles and responsibilities and fully understand them.
- To report to the Board of Management on safety, health and welfare performance.

- To ensure that all accidents and incidents are investigated and all relevant statutory reports completed.
- To complete a safety and health audit of the school on an annual basis. See Appendix 3.
- To revise risk assessments and safety statements following review and amend if necessary.
- To organise a fire drill on a termly basis and ensure that all fire-fighting equipment is available, tested on an annual basis and replaced when defective
- To ensure that adequate first aid provisions are in place.

Roles and Responsibilities as an Employee Teachers/ SNAs/Non-Teaching Staff:

(Ref: Section 13 2005 Safety Health and Welfare at Work Act & Part 1 Pg 25 Guidelines for Managing Health, Safety and Welfare in Primary Schools)

Every employee at work shall:

- Comply with safety and health legislation, both in the 2005 Act and elsewhere
- Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate
- Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work
- Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person
- If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act
- Not engage in improper conduct or behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare
- Attend health and safety training as required by employer
- Taking account of the training and instruction given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection
- Report any dangerous practices, situations or near misses to the principal and safety representative on staff
- Ensure that safety rules and procedures are adequately communicated and fully understood by pupils
- Inspect their classrooms and work areas to ensure it is safe and free from fault or defect

Roles and Responsibilities of Employer's to Persons other than their Employees:

- Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare

Roles and Responsibilities of Other School Users:

(Ref: Part 1 Pg 25 Guidelines for Managing Health, Safety and Welfare in Primary Schools)

- Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Roles and Responsibilities of Contractors:

(Ref: Part 1 Pg 25 Guidelines for Managing Health, Safety and Welfare in Primary Schools)

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

- SFNS will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- SFNS will provide the school regulations and instructions relating to safety and health
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out
- The contractor must make direct contact with the Principal or other person nominated by the employer, before initiating any work on the school premises
- Any noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary
- The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or other person nominated by the employer, and shall mark any such hazard with warning signs

Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair: *(Duration of work does not exceed 30 days or 500 person days)*

- The board of management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered.
- The contractor and the principal and/or safety officer of Board meet before the project commences to ensure communication links are established before work starts and throughout the contract.
- The contractor should advise the principal and/or safety officer about the likely duration of the work and any possible hazards, and how these will be addressed.
- The contractor should also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken.
- Likewise, the principal should advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Substantial building works e.g. extension to school building: *(Duration of work does exceed 30 days or 500 person days).*

The Board of Management must:

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;

- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information;
- notify the HSA of the appointment of the PSDP on Approved Form AF1 “Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”;
- retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

Resources for Health & Safety in the School

SFNS will dedicate the appropriate resources and welfare facilities necessary e.g. time, finances, equipment or personnel to ensure in so far as is reasonably practicable for the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources are in place:

- SFNS will provide each new employee on commencement of employment with the necessary information and guidelines on basic safety knowledge before they commence work.
- At the beginning of each year emergency procedures will be revisited and employees will be made aware of their responsibilities in relation to Health & Safety.
- Staff shall receive manual handling training as necessary and if required.
- A fully stocked first aid kit is located in the school office. An accident book is also available in the office. Staff are requested to record the circumstances and treatment given to serious injuries in school (i.e. other than minor cuts and bruises)
- Parent’s names and contact details are available on the school database Aladdin. Parents are asked to keep these details up to date using the Aladdin Connect App or by informing the school of any change of address or phone number.
- Smoking is prohibited on the grounds of the school.
- Fire-fighting equipment is available throughout the school. This equipment has been chosen and sited applicable to fire risk. This equipment is serviced annually.
- Emergency lighting is in place throughout the school.
- Signs are in place throughout the school and external areas to provide directional information, emergency exits, fire assembly points and identification of any hazards.
- The yearly letter sent out to the parents outlines the safety measures in the car park.
- Visitors entering the school must use the intercom system.
- Children are supervised in the morning, at break time and in the evening.
- Toilets shall be provided with an adequate supply of water, soap and paper towels/ hand dryers.

Role	Persons Responsible
Provision and Stocking of First aid Boxes	Marie Brady
Liaising With Insurance Companies	Cathriona Molloy & Marie Brady
Notification of reportable accidents to HAS	Cathriona Molloy
Ensuring Testing and Maintenance of fire-fighting equipment	Board of Management
Provision of soap, toilet rolls	Teresa Tierney/Eileen McGuinness

Health & Safety Training

SFNS is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment.

School Management Systems

The Board of Management of SFNS has drawn up the following policies in response to their responsibilities in relation to the Health, Safety and Welfare of the pupils in SFNS. These policies are closely adhered to by all staff of SFNS. The policies are part of the whole school plan of SFNS and are all available in the Principal's office. Some of them are also available on our school website www.thevalens.com.

The policies which are closely linked to the Health, Safety and Welfare of pupils are:

- Child Safeguarding Statement
- Code of Behaviour
- Anti-Bullying Policy
- Admissions Policy
- Supervision Policy
- Internet Acceptable Use Policy
- Distance Learning Policy
- Administration of Medicines Policy
- Substance Use Policy
- Intimate Care and Toileting Policy
- CCTV & Data Management Policy
- Data Protection & Record Retention Policy

SFNS also has a variety of school management systems in place to ensure the safety and wellbeing of staff, pupils and visitors on a day to day basis.

Out of school activities

Permission is sought for all excursions.

1. Careful instructions re. road safety and personal safety will be given in advance to pupils.
2. Adequate supervision will be provided for the trip.

School Car Park

Parents are asked to pick their children up from the car park adjacent to the school. Parents of children in 1st and 2nd class (and their older siblings) are requested to collect their children at 2.40pm. Parents of children in 3rd-6th class are requested to collect their children at 2.50pm. Parents are requested to remain at their car and the children will be directed safely to them by staff members on duty. This information is communicated to the school community each September. Parents are discouraged from parking along the main road at the front of the school.

Buses are parked in the playground on the town side of the school. Children from 1st – 4th class' line up at the infant door and are escorted to the buses by a staff member. Children in 5th & 6th class leave through the door at the new classroom and are supervised by an SNA when making their way to the bus.

Children are not permitted to walk or cycle from school without written consent from their parents.

Infectious Diseases

Parents should notify the school if their child is suffering from any infectious disease. The school shall then follow the correct procedure as set out by the Department of Education guidelines. All necessary steps shall be taken to ensure the safety of staff and students against all such diseases.

The school will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

Restricted areas

The restricted areas of our school are as follows:

The Boiler Room	The car park.	School Office
The Store Room in the Assembly Hall	The Stage in Hall.	Principal's Office
The Oil Tank	The Art Room	Special Education Classrooms
The Staff Room	Staff Toilets	The Cleaner's Store
Flower Beds	Areas around the outside gates	Area behind the Junior Infant classroom
Green Schools Area		

These areas are restricted unless authorised by a Staff member.

Visitor Control

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- A visitor to the school must sanitise their hands at the designated sanitising station at the main door of the school and wear a face covering.
- The visitor must declare themselves to the school secretary by ringing the intercom system.
- The visitor must sign the visitor log at the secretary's office on entry to the school.
- The visitor will not carry out any work and will be accompanied by a member of staff as far as practicable during the visit.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and an appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.
- Visitors must sign out when leaving the premises.
- Any parent wishing to collect their child early must go to the school office and sign their child out. Parents are not permitted to go to their child's classroom without permission.

Contractor Control

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor.

All contractors who wish to work for SFNS must provide the following items to the Principal:

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

Contractors must:

- Sanitise their hands at the designated sanitising station at the main door of the school and wear a face covering.
- Declare themselves to the school secretary by ringing the intercom system.
- Sign out when leaving the premises.

Pregnant Employees

SFNS will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly, when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

Manual Handling

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate

In lifting loads employees are asked to consider:

- Ensure passageway for your journey is clear i.e. no obstructions, doors are open etc
- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

Visual Display Units (VDU's)

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

Lighting Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

Reflection & Glare Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available. Eye tests will be facilitated for the school secretary and funded by the BoM annually.

Workstation The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the school secretary and other staff where appropriate. Staff members are also advised to have regular eye tests.

Food Safety

A staff room will be equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are asked to observe good practice, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

Electrical Appliances Safety

Arrangements will be made for all appliances to be checked on a regular basis by a competent person. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances (e.g. interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Stand-alone heaters in teachers' rooms are turned off at break times and when the teacher is not in the room (at PE...)
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Interactive whiteboards are unplugged when filters are being cleaned.

Chemical/Cleaning Products Safety

It is the policy of SFNS that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage. Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

Emergency Procedures, Fire-Safety, First-Aid, Accidents and Dangerous Occurrences

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall "prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious or imminent danger."

Critical Incident Management Plan

SFNS has a critical incident management plan in place to deal with any incident or sequence of events, which overwhelms the normal coping mechanisms of the school and disrupts the running of the school. This plan is located in the Principal's Office on the book shelf in a folder marked 'Whole School Plan'.

Emergency Evacuation

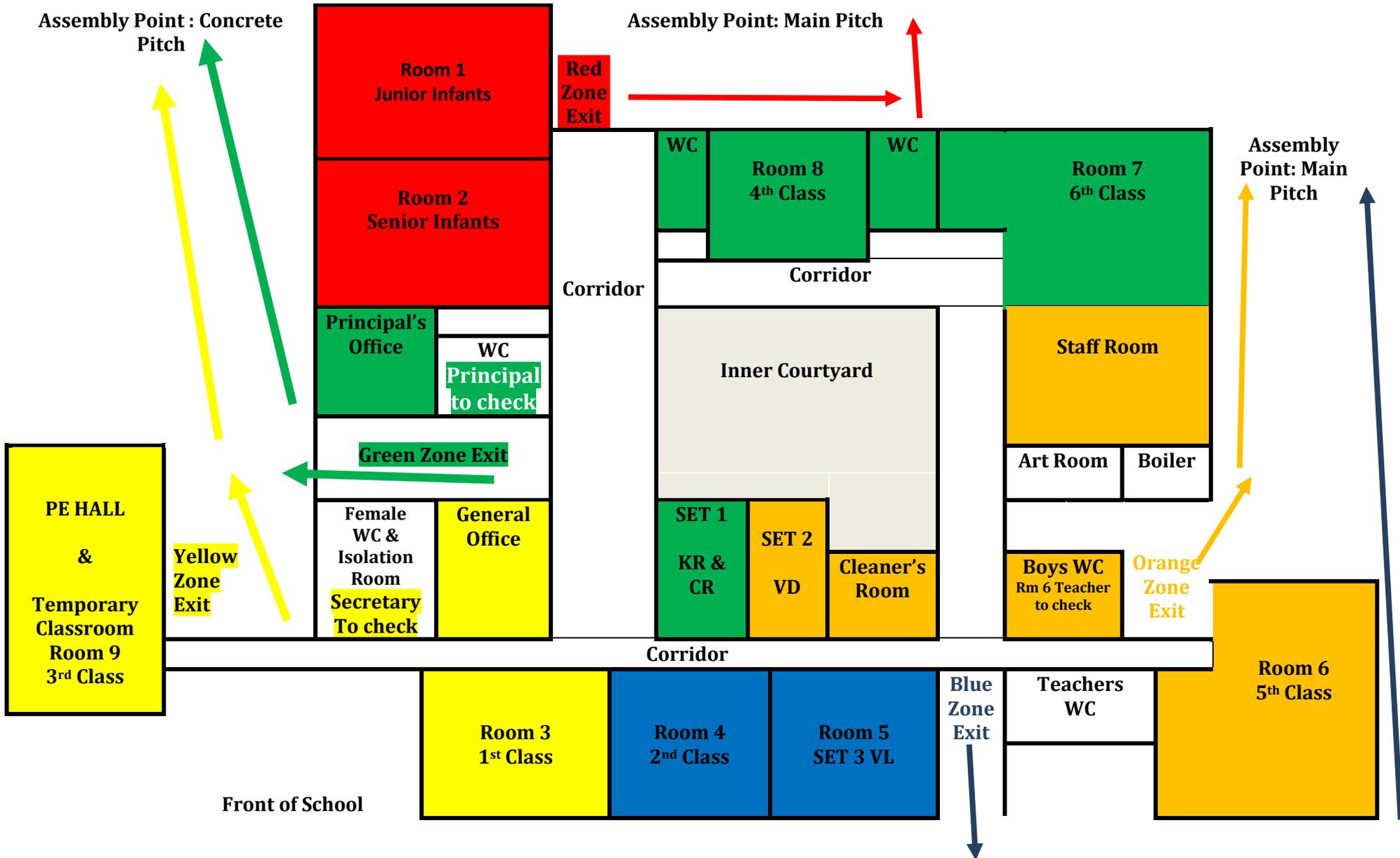
An Emergency Evacuation Procedure has been established at SFNS. An "Evacuation Procedure in case of fire" has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services.

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

St. Felim's National School Fire Evacuation Plan



Fire Assembly Points

Main Pitch – Red, Orange & Blue Zone

Concrete Pitch – Yellow & Green Zone

If you come across a Fire:

Should a fire occur in any area of St Felim's N.S, the following actions should be taken:

- Raise alarm. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc.

DO NOT PUT YOURSELF AT RISK.

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the Building & Move towards the Assembly Point
- Instruct office staff to call the Fire Brigade by calling 999 or 112

If you hear the Fire alarm:

- Teachers assemble **their class in a line in their classroom.**
 - Check toilets.
 - Close windows if time allows.
 - Bring Class List /Phone
- Classes leave their room without delay in an orderly fashion following the pre-practised route for their class and exit the building by the appropriate colour coded exit route. **CLOSE DOOR ON EXIT FROM CLASSROOM.**
- **WALK** QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- **DO NOT RETURN** for anything you have forgotten.
- Close Fire Exit Doors from the school.
- Children with special education teachers exit the school with that teacher and join class at the assembly area.
- Move to the fire assembly point on the school pitch.
- Once at the Assembly Point (The School Pitch). Each class teacher should call the roll.
- Wait for direction from the Principal or Deputy Principal

If your exit route from the school is blocked by fire please take the nearest alternative route.

Fire Protection Statement

The Board of Management of SFNS have taken all reasonable measures to guard against an outbreak of fire on our premises and we promise to ensure in so far as is reasonably possible the safety of all persons on the premises in the event of a fire.

Measures already adopted:

1. Exit doors free access and egress
2. Electronic Fire Alarm – serviced as required
3. Fire extinguishers positioned at designated areas in the building.
4. No smoking signs
5. A well-positioned fire point
6. Electrical work certified by electrician
7. PAT – Portable Appliance testing carried out
8. One member of staff with special responsibility for fire drill.
9. All staff trained in fire drill and fire safety.
10. Fire drill procedure posted in every room
11. Plan of school sent to the Local Fire Brigade so they are familiar with the building

Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<u>Test/Inspection/Examination</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	12 Monthly	External – Contractor
Emergency Lighting	12 Monthly	External - Contractor
Fire Alarm	12 Monthly	External - Contractor

Records of these statutory examinations or tests can be found in an appendix attached to this policy. The Fire Certificate shall be displayed on the wall outside the secretary's office.

First Aid Procedures

First Aid Supplies:

A First Aid box is located in the main school office. Another First Aid bag for use on school tours, sporting events etc. is kept in the storage room in the main school hall. Marie Brady has the responsibility of checking that the first aid kits are stocked regularly.

Accident Book:

An accident book is located in the office. Staff should record the circumstances and treatment given to children involved in a serious accident. (i.e. other than minor cuts and bruises.)

Contacting Parents:

Parents should be contacted immediately in the event of a serious accident or injury.

First Aid Training

All staff will be trained in First Aid for Schools. Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years. All staff were trained in August 2019.

Accident Reporting & Investigation Procedure

In the event of a serious accident/incident the following procedures must be adhered to:

Inform the Principal immediately.

The Principal or other nominated persons must take charge of the situation as follows:

1. Observe accident location and condition of the injured person.
2. If there is risk of further injury being incurred move injured person to a safe location but only if there is no risk of causing further injury in doing so.
3. Call for immediate medical assistance or emergency service.
4. See that the nominated First Aider if safe to do so administers First-Aid etc.
5. If ambulance is called make sure exact location is given and that ambulance can access site as near as possible to the injured person, without endangering themselves
6. Notify parents, and/or relative when not a child.
7. Establish location of nearest hospital.
8. Obtain all Information immediately about the accident and what were its causes.
9. Take witnesses statements; write them down as they are given. Record in accident book. (Office)
10. If possible, take sketches / photographs of area where the accident happened.
11. If the Health & Safety Authority (H.S.A) or company Safety Representative are to inspect site and location of accident, do not move anything unless further serious risks have to be avoided.
12. If, as a result of the accident the employee is out of work for more than 3 working days the H.S.A must be notified using the IR1 Form which may be obtained from the office or filled online.

Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade		112 or 999
Local Ambulance		112 or 999
Garda Síochana	Bailieborough	042 9665102
Dr Paddy Halligan	Bailieborough	042 9665566
Dr. Cronin	Bailieborough	042 9665487
Fr. Ultan McGoohan	Bailieborough	087 7673894
Peter McKenna Dentist	Bailieborough	042 9665802

These contact numbers are available in the school office.

Risk Assessment

Section 19 of the 2005 Safety Health & Welfare at Work Act specifies that, “Every employer shall identify hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks.”

Each year the Board of Management should carry out a risk assessment following the steps outlined below:

Steps to Risk Assessment

Risk assessments can be conducted by following three simple steps

1. Identify the hazard by carrying out a walk-through of the area to be assessed
2. Evaluate the risk level in proportion to the hazard as low, medium or high risk
3. Put in place appropriate control measures to eliminate or minimise the risk

All risk assessments carried out will be kept on file. Assessments will be reviewed when it is suspected that the assessment is no longer valid or there is a significant change in the activity that directly affects the risks involved i.e. new work equipment. It is advisable to review all assessments on an annual/biannual basis to ensure that all aspects are covered and no new hazards have been introduced since the last assessment.

A risk assessment was carried out in SFNS in Term 1 2020/2021. The following areas were covered in the Risk Assessment. (See Appendix 1)

- Classrooms & Special Education Rooms
- General School
 - Playground/Outside Areas
 - Student Considerations
 - Health Issues
 - Fire
 - Car Park
 - Staff
- General Purpose Room
- Cleaning
- Maintenance
- Staff Room

Communication and Consultation

The safety statement will be brought to the attention of all staff upon commencement of employment as per Section 20(3) of the Safety, Health and Welfare at Work Act 2005. All staff are required to read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

The safety statement will be available for parents to view on request in the Principal’s office.

Measuring Performance

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust.

This will be measured against agreed standards such as:

- Legislative requirements;
- The school safety and health policy and the written risk assessments contained in the safety statement;
- Safety and health objectives, as part of the school plan
- Health and Safety items will be discussed at Board of Management meetings as and when required

Implementation and Review

Roles and Responsibilities:

The whole staff is responsible for the implementation of this Health and Safety Statement. It will be implemented with immediate effect of it being ratified by the Board of Management. The Board of Management will receive regular updates from the Principal in relation to this.

Ratification and Communication

This policy was initially drafted in 2013 and then reviewed and updated in Term 1 2020/2021 by the staff and Board of Management. It will be reviewed annually or as the need arises as outlined above.

This policy was ratified by the Board of Management on 29/09/2020.



Signed _____
Gerry Sheanon (Chairperson B.O.M.)



Signed: _____
Cathriona Molloy - Principal