



Policy statement on  
SAFETY, HEALTH and  
WELFARE at WORK  
of the Board of  
Management of Scoil  
Mhuire Na nGael,  
Bay Estate, Dundalk, Co.  
Louth.

School Roll Number 19598V

The members of the *Board of Management* of Scoil Mhuire na nGael are:

Chairperson:	Proinsias Ó Cuanaigh
Principal/Secretary:	Lisa Jones
Teacher Nominee:	Jonathan Lyons
Community Nominees:	Fiona McGailey Ann Lee
Parents' Nominees	Tara Nash Niall Kehoe
Patron's Nominee	Fr. Derek Ryan

#### SAFETY COMMITTEE:

BOM Safety Officer	Niall Kehoe
Staff Safety Representative:	John Quinn
Principal:	Lisa Jones
Deputy Principal:	David O'Callaghan
School Caretaker:	Tony Monahan
Special Needs Assistant	Anne Duffy (Stacey Walsh)

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Scoil Mhuire na nGael 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 cooperation 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.

#### OBJECTIVES:

The Board of Management acknowledges its duty, as an employer to:

- (a) To establish standards for Health & Safety management based on risk assessment and legal requirements.
- (b) To implement plans and policies to achieve standards and objectives.
- (c) To measure progress with plans and compliance with standards.

(d) To review against objectives, standards and take appropriate action.

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

- a) 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;
- b) Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c) Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d) 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;
- e) Consult with staff on matters related to safety, health and welfare at work;
- f) 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.
- g) The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- h) There shall be safe access to and from places of work.
- i) Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- j) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- k) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.,
- l) The safety and prevention of risk to health at work in connection with the use of any article or substance.
- m) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- n) Obtaining where necessary, the services of a competent person for the purpose of ensuring the health and safety at work of its employees.
- o) Ensure a health and safety representative is appointed within the staff. (Current rep: John Quinn).
- p) This statement will be communicated to all parties who have an interest in the performance of our safety management system.
- q) Adopt and implement a COVID-19 policy and response plan, as required by the Department of Education, for the safe reopening of the school and for the maintenance of safety protocols and procedures so as to reduce the risk of the spread of COVID-19 in the school community.

- r) This statement will be reviewed annually by the Board of Management to monitor achievement of the overall objective “improved safety and environmental awareness and a reduction in accidents and ill health”. A health and safety audit will be completed by the Health & Safety Officer in consultation with the Principal/ Deputy Principal/ Safety Representative on an annual basis and a report will be presented to and signed off by the B.O.M. at their September meeting.

The Board of Management of Scoil Mhuire na nGael 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.

The Board of Management recognises that its statutory obligations under legislation extends to employees, students and any person conducting school business and the public.

The Principal, Deputy Principal and the Staff Safety Representative will be responsible for overseeing the safety provisions on a daily basis on behalf of the school.

### **Entitlements of Safety Representative (Section 25, Health and Welfare at Work Act, 2005)**

The Safety Representative has the right to:

1. Represent the employees - teachers, SNAs, secretaries, caretaker, etc. - in the place of work in consultation with the employer on matters in relation to Health and Safety
2. Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
3. Receive appropriate training
4. Investigate accidents and dangerous occurrences
5. Investigate complaints made by employees
6. Accompany an inspector carrying out an inspection at the workplace
7. Make representations to the employer on matters relating to safety, health and welfare
8. Make representations to and receive information from an inspector
9. Consult and liaise with other Safety Representatives in the same undertaking

## CONSULTATION & INFORMATION.

It is the policy of the B.O.M. to consult with staff in the preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff and to convey additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in future staff training and development plans.

The Health and Safety Statement is accessible by all staff on the school server/shared Google Drive and is on the school website. A hard copy of the policy is available to any staff member who requests one. A copy of this statement is made available to each substitute teacher in their digital school welcome folder.

## DUTIES OF EMPLOYEES.

It is the duty of each 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 or equipment provided (whether for his/her own use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Principal, Deputy Principal or Staff Safety Representative without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- (e) To read in its entirety this safety statement and to adhere to its contents.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare at work of persons arising out of work activities.

Employees using facilities and equipment provided should ensure that work practices are performed in the safest possible manner.

## NUT FREE ZONE

As a number of our pupils have severe nut allergies the school has been designated as a *NUT FREE ZONE*. Parents are advised on Open Night of this and reminders are issued to all parents throughout the school year.

## HAZARDS

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

1. Activities outside the classroom.
2. Activities within the classroom.
3. Restricted Areas.
4. Hygiene.
5. Fire.
6. First Aid.
7. Discipline.
8. Welfare.
9. Access to School.

### **1. ACTIVITIES OUTSIDE THE CLASSROOM**

#### SUPERVISION OF PUPILS

- Ref: School Supervision Policy
- Ref: School Code of Behaviour
- Ref: Anti Bullying Policy
- Ref: Child Safeguarding Statement
- Ref: School Tour Policy
- Ref: Action Plan in the Event of Aggressive or Challenging Behaviour

#### SCHOOL ASSEMBLY HALLS

Attention of the teaching staff is directed to Rule 121.4. In all pupil activity involving games, P.E. etc., teachers will exercise prudent judgement on the level of safety required and bring to the notice of the Safety Representative any matter requiring corrective action. Inappropriate use of P.E. equipment can be a hazard.

The climbing frame in the school hall is used for two weeks in each school term. Children are only allowed on the climbing frame under teacher supervision. Pupils assembling in the halls do so under the supervision of their teacher and vacate the hall in single file only when directed by a member of staff.

Pupils are only permitted onto the stage in the P.E. hall when under adult supervision.

### STAFF ROOM

Access to the staffroom can be gained through use of a key code access panel. **No children are permitted into the staffroom at any time.**

Staff members are responsible for the maintenance of a neat and tidy worktop, organisation of resources on shelves to ensure these areas are safe and free of all hazards.

Refuse/waste is removed from the staffroom as required by the school caretaker.

Any faults in this equipment identified by staff to be reported to the staff safety representative.

Burco (water heater) to be turned off at close of activities by school caretaker. This area is clearly marked and the danger of hot surface/hot water highlighted.

Only appropriately qualified and trained personnel will work on the installation or repair of electrical equipment and circuits e.g. sockets, lighting circuits and switches.

Staff members taking hot beverages from the staff room must use travel safety beakers.

### CORRIDORS/SCHOOL FOYER

Floor surfaces will be constantly inspected by staff and tripping hazards corrected. Spillages of all liquids will be cleaned up immediately. Serious spillages will be reported to the caretaker/cleaning personnel who will deal with same immediately or in their absence by the Principal/Deputy Principal. A “wet floor” sign will be positioned to advise staff and pupils of potential danger.

Running in corridors is not permitted and is recognised as a safety hazard. (Ref. School Code of Behaviour).

## SCHOOL GROUNDS

Arrival and dismissal of pupils is supervised by a staff member. (Ref. School Supervision Policy).

A no-running rule is operated in the school grounds with the exception of the playgrounds. (Ref. School Code of Behaviour).

Where a pupil has entered the school grounds he/she does not have permission to leave during school hours unless accompanied by a parent/guardian who must record same in the Sign In/Sign Out book at school reception.

Icy footpaths are salted on frosted mornings prior to school opening (Responsibility of caretaker). Children do not go to the playground if the playground surface is slippery. A decision on whether the children are released to the playground is made by teachers on duty in consultation with the school safety representative.

Children enter the school grounds by the pedestrian entrances at the front of the school or the gate at the rear of the school.

A security barrier has been installed at the main vehicular entrance to the school. The car park is restricted to staff cars, school visitors and Emergency Services. Parents are requested, via the school newsletter, not to drive into the school car park to collect or deliver children. Parents of special needs pupils or children who are injured do not have to observe this request. Signs indicating that the car park is for staff only have been posted at the main gate. It is important that the gate to the Emergency Fire Lane is not blocked. A 'No Parking' section has been allocated.

Special racks are in place at the front and the back of the school to allow children to leave bicycles under CCTV surveillance. All users are reminded to use locks at all times.

Pedestrians are not permitted to enter the school via the main vehicular gate and this is regularly recorded on school newsletters, issued to parents. Pedestrians should use the footpaths at all times and no pedestrians should walk with children through the car park.

CCTV – All close vicinity areas of the school grounds are monitored 24 hrs. Notices to this effect are displayed at the front gate and around the perimeter of the school building.

The green area is maintained by our school caretaker. Prior notice of grass cutting is to be given to the School Principal.



Drainpipes, guttering and manholes are to be inspected regularly by the caretaker and repairs carried out as necessary.

Parking Bay for buses is clearly marked at the front of the school. Road markings also indicate to motorists the location of the school, hence the need to exercise caution in this area. Safety railings have been mounted to increase pupils' safety.

### SCHOOL PLAYGROUNDS

Supervision is provided at school assembly time (8.40 a.m. – 9.00 a.m.), at break times (10.30-10.40 / 10.50 - 11am) and at lunch time (12.00 – 12.30 / 12.40 – 1.10 p.m.). All supervisors wear high viz vests for easy identification. Ref: School Supervision Policy.

First Aid is administered during all breaks from a classroom facing onto the junior yard. Children who attend first aid are given a note to inform parents of same. Parents are contacted by phone call in the event of a serious injury.

The disabled access ramp in the senior yard is outside the boundary of the play areas.

A two-tier bell system is in operation in both playgrounds at the end of each recreation period. The teacher rings the bell and pupils "freeze". On the second bell pupils walk to their respective class lines. (Ref. School Code of Behaviour).

Permission will be given by supervising teacher to use specific toilets during play time but where possible children should use the bathroom before going to the yard.

### SCHOOL TOUR

A risk assessment is conducted before any school trip is organised and adequate supervision is put in place. (Ref. School Tour Policy)

### SCHOOL OFFICES

A key code access panel is in place in the Principal's office.

In the event of an individual becoming challenging or aggressive during a meeting in the Principal's office she may activate the school's panic alarm system.

Any faults in electrical equipment to be reported to the Staff Safety Representative.  
Any defects in furniture should be reported to the school caretaker.

Photocopier/Guillotine/laminator to be used by adults only.

Electrical heaters/laminators etc., to be unplugged when not in use.

## OUTSIDE CONTRACTORS

All Contractors working on site must produce a safety statement to the B.O.M.

Every effort has been made in compliance with Health & Safety regulations to ensure the safety of the entire school community and the workers on the site.

It is BOM policy that any person working on the site of Muire na nGael inform the Principal/Deputy Principal in advance. This is particularly pertinent for lone workers who may be working out of school hours.

## **2. ACTIVITIES WITHIN THE CLASSROOM**

Teachers have the responsibility to ensure that their classrooms are safe environments and hazard free as far as is reasonably practical, for themselves, their pupils and for any visitors or work personnel who may be on site.

Activities involving the use of tools of any kind e.g., scissors, pointed implements i.e. compass, divider etc., must be carried out under adult supervision at all times.

Glass jars/ bottles present an injury risk and may only be used by children under adult supervision.

A Red Card system is in operation in the school. Each teacher has 2 red cards. In the event of an emergency in the classroom e.g. a child collapses, the class teacher gives the red cards to two assigned children who bring the red cards to the school office and to an assigned neighbouring teacher. This ensures the class teacher will receive adult support and assistance as soon as possible.

Electrical Equipment in classrooms to be plugged in/out only by an adult. Any faults to be reported to the IT co-ordinator or post holder for audio visual equipment.

School guillotine and laminator to be used by adults only.

Classroom exit doors to be free from obstruction at all times.

Classroom furniture to be monitored regularly by all staff and any defects are to be reported to the school caretaker.

Movement of school furniture – children will only be directed to undertake activities which are safe and under adult supervision. Pupils carrying their classroom chairs to another classroom, in the absence of their teacher will be instructed to keep the chair legs pointing to the ground to reduce risk of injury to another person.

Pupils are requested to keep their classroom clean and tidy, not to lie back/swing on their chairs, and to keep their school bags under their desk to reduce risk of tripping by another person.

Pupils are encouraged to leave schoolbooks, which are not required for homework in school, to reduce the weight of their school bags.

Tiled area in classrooms is only washed after school hours.

Pupils are encouraged to bring home as much waste material as possible to recycle at home. This reduces the amount of waste material stored at school.

### **3. RESTRICTED AREAS**

The following areas of the school have restricted access:

- Staff toilets
- Caretaker's Stores
- Cleaners' Store
- Laundry Room
- External Store in main building
- Old Boiler House

External Store - Access restricted to caretaker and principal/ deputy principal. No flammable liquids to be stored here.

Ladders must be used with another person's assistance. Ladders must be stored in one of the above locked stores.

Trolleys to be used to transport heavy items.

All caretaker and cleaners' materials are to be stored neatly and securely in their respective stores.

Safety Data Sheets for all chemicals to be filed in the Safety Folder in the main school office and a copy kept in the caretaker's store.

#### 4. HYGIENE

Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all in the school. Good hygiene is especially important to reduce the risk of spreading any infectious diseases among the school community.

Teachers are requested to train their pupils in good hygiene practice (S.P.H.E. programme/Public Health Advice/DES). Where a teacher has a concern about a child's personal hygiene the class teacher will discuss this with the parent. If the teacher continues to have a concern he/she will discuss the matter with the Principal (Designated Liaison Person) and they will decide, as mandated persons, if they need to make a referral to Tusla.

It is the policy of the B.O.M. that all infectious diseases shall be notified to parents of children in the same class and steps taken to ensure the safety of staff and students against these diseases. Standard notes from the "Infections in Schools" book are issued to parents when an incident is reported to the school e.g., swine flu notification, note re head lice. For any confirmed cases of COVID-19, school management will follow the advice and instructions of the HSE/Public Health.

The Board of Management will endeavour to minimise the risk of infection by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid and cleaning tasks.

All classes are cleaned daily (responsibility of cleaning staff).

All sinks in toilet areas are cleaned daily (responsibility of cleaning staff).

Sinks and whiteboards in classrooms are the responsibility of the class teacher.

All classroom toilets cleaned daily (responsibility of cleaning staff)

Hand towels, toilet paper and soaps are replaced in toilet areas as necessary (responsibility of Caretaker / Cleaning staff).

Sanitary towel provisions are in place in all 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class toilets and in the ladies' toilets.

All bins are emptied daily (Responsibility of caretaker).

*In response to COVID-19, a detailed cleaning schedule has been drafted and distributed to all cleaning staff to ensure that adequate levels of cleaning are taking place to reduce*

*the spread of infection and that the Board of Management is compliant in accordance with guidance from the Department of Education and the Health Protection Surveillance Centre.*

## **5. FIRE**

All necessary firefighting equipment will be provided in accordance with the requirements of the local Fire Authority. A termly check will be carried out by the Fire Alarm maintenance contractor (SAV Electrical). Records of checks to be kept in the School Fire Log File.

Existing firefighting equipment will be inspected annually by a competent authority and a certificate issued.

A report will be prepared and presented to the B.O.M. at their first meeting each academic year.

A copy of the school plan and contact numbers have been given to the local fire authority.

Fire alarm is checked weekly and data recorded in the school's fire safety log (Responsibility of caretaker).

### **RESPONSIBILITY OF STAFF SAFETY REPRESENTATIVE**

- Ensure emergency exits and assembly points are clearly marked.
- Ensure corridors and fire exits are clear. Conduct regular checks.
- Conduct a fire drill familiarisation programme for staff and pupils annually (September/October) including new staff induction.
- In consultation with the safety committee arrange a fire drill at least once per term.
- Ensure fire alarms are clearly marked.

### **RESPONSIBILITY OF EMPLOYEES**

- Be familiar with school fire drill procedure.
- Conduct regular lessons re fire safety with pupils
- Be familiar with fire-fighting equipment located near your place of work.
- Fire extinguishers should only be removed from their wall brackets in an emergency.
- Ensure all fire exits are clear.
- Ensure roll call is taken by 9.50 a.m.

- Ensure that fire doors remain unlocked while classrooms are occupied.
- On activation of fire alarm evacuate by nearest exit and do not return to the building.
- To aid Fire and Rescue Services, doors should be closed on exit from classes to prevent spread of smoke and fire.

### FIRE ASSEMBLY POINTS

#### Assembly A

Front of School – leading from Infant Rooms to Perimeter Fence at Emergency Fire Lane side.

#### Assembly B

Senior Play Yard leading from Computer Room side to perimeter fence leading to exit at rear of school

#### Assembly C

Junior Play Yard leading from Staffroom / Library / School Foyer / orange exits / green exits / purple exits to Perimeter Fence leading to exit at rear of school

#### Assembly D

Leading from classes on New Halla side and Learning Support Rooms to Green Recreational Area (Pitch)

### EVACUATION PROCEDURE

- 1) Alarm bell activated.
- 2) In the event of a fire the school secretary (under direction of school management) alerts emergency services.
- 3) Teachers and pupils evacuate the building through the nearest fire exit and walk to the assigned assembly point in a calm manner.
- 4) The SET team takes groups or individuals in their care and return them to their class's designated assembly point. SNAs to go with child(ren) being supported to their class assembly area.
- 5) Non-teaching staff leave by nearest exit and go to the assigned assembly point if safe to do so.
- 6) School secretaries take safety file and visitors sign-in/out book from the office and assemble at the main gate.
- 7) School visitors exit the building at nearest exit and assemble with school personnel at their assigned assembly point.

- 8) Teachers and classes in the GP Room and P.E. Hall are to go to designated Fire Assembly point as stated on Fire Exit Door in these locations.
- 9) Principal updates emergency services on arrival, as to the location of the fire.
- 10) Teachers perform a head count and may access the attendance for their class on Aladdin if possible. Teachers remain at the head of their class line and report to the staff member assigned to check their class, if any child is unaccounted for.
- 11) Teacher reassures pupils that they are in no danger.
- 12) Staff assigned to check completed headcounts report any absences to the Principal who updates the Fire Officer on arrival.
- 13) In the event of a fire drill, only return to the building when directed by the Fire Safety Representative/Principal.
- 14) The School Safety Representative will sound the 'All – clear signal with three whistle blasts.

Following each fire drill a report will be drafted by the Safety Representative, Principal, and Deputy Principal, and a follow up meeting will be held to address how we can improve on our safety measures in this regard.

#### WHAT TO DO IF YOU DISCOVER A FIRE

If the fire is a small one i.e. small fire in a bin, should only be extinguished if low risk to personal injury.

#### IF THE FIRE IS A SERIOUS ONE

Activate the fire alarm immediately and exit through the nearest exit point. The Principal/School Safety Representative will advise the secretary if it is necessary to call the emergency services.

#### POINTS TO REMEMBER

- Always obey instructions of the Fire Officer.
- Do not endanger yourself.
- Once out, stay out!
- Close doors as you leave.

## 6. FIRST AID

#### CONTACT DETAILS

In the event of an accident or serious injury it is the policy of Scoil Mhuire na nGael to contact the parent/guardian. All contact details are easily accessible on Aladdin, the school's management system. Contact details for parents, and an emergency contact number (in the event of being unable to contact parents) is required on the Admissions Application form. It is the parents' responsibility to ensure the school has up to date contact details for their child and if unable to accept a call from the school during the school day (8.30am – 3pm) to advise the school of a nominated person who should be contacted in their absence.

### MEDICAL INFORMATION ON PUPILS

Once a place has been offered to a pupil their parents/guardians are required to give details of any medical condition their child may have e.g., allergies, speech, hearing, vision, problems etc. This information is updated annually and is recorded on our Aladdin database.

### PROCEDURES FOR DEALING WITH CHILDREN WHO ARE SICK OR INJURED

- **MINOR SICKNESS:** If a pupil is too sick to remain comfortably in school and participate in the activities of the normal day, the parent/guardian is contacted with a view to collection and the child being brought home.
- **MINOR INJURY:** If a pupil is injured, first aid is administered by a First Aid Officer. All children treated for first aid are issued with a note to inform parents/teachers re same. It is the policy of the school in line with first aid practice not to retreat any injury that has previously been treated.

### IN THE EVENT OF SUDDEN SERIOUS SICKNESS OR OF SERIOUS INJURY

The School Safety Representative and Principal are called to the scene and a decision is made about the need for immediate hospital attention or otherwise. If hospital attention is required, an ambulance is called immediately and the parent is then informed. First aid is administered in accordance with good practice.

### ADMINISTRATION OF MEDICATION

Parents are advised regularly on school newsletters to keep children at home if they present with illness.



Parents who require administration of prescribed medication for their child must give written consent. Prescribed medication will not be administered without the specific authorisation of the BOM. (Ref: Policy on Administration of Medication)

No staff member will be required to administer medication to a pupil.

The instruction for use of Epipens and Insulin Therapy is given to all SNAs, relevant class teachers, the SEN co-ordinator and the school's First Aid personnel.

Photographs of children who have a serious medical condition are on display in the staffroom and the Principal's office. (Ref: Policy on Administration of Medication.)

Safe storage of medicines is provided by the post holder responsible for First Aid/Health and Safety (S. Grant). If a child needs to carry their medication in their school bag, the parent must inform the class teacher and complete relevant form – Ref. Policy on Administration of Medication.

### FIRST AID BOXES

First aid boxes are located in strategic locations around the school.

It is the responsibility of the designated post holder to ensure all first aid boxes are replenished as required. First aid boxes should contain an adequate supply of:

- Plasters
- Cotton bandages
- Tape
- Triangular bandages
- Antiseptic wipes
- Tweezers
- Scissors
- Cream for treatment of burns

A cold compress is available in a fridge in the staff room, the library and in Mr Quinn's room.

### REPORTING, RECORDING INCIDENTS/ACCIDENTS/ILLNESS

Major incidents, accidents or illness are recorded in the school incident report book which is located in the secretary's office.

The incident report log (kept in the school office) lists the name of the injured party, date of incident and the nature of injuries/illness.

If a student or a member of the public is injured as a result of a work activity, and requires medical treatment by a registered medical practitioner this must be reported to the HSA.

Students' injuries as a result of a play yard activity (non-work related activity) are not reportable to the HSA. Such treatments which require medical treatment by a GP/hospital are reported to the school's insurance company.

Accidents, whereby an employee cannot perform their normal work duties for more than three consecutive days, not including the day of the accident are reportable to the HSA.

In the event of a fatality the HSA, the Gardaí and the Emergency Services will be contacted immediately and the scene left undisturbed as per HSA regulations.

Procedures and plans for dealing with a critical incident in the school is documented in Critical Incident Policy. (Ref. Critical Incident Policy)

## **7. DISCIPLINE**

Under Rule 123(4) and Circular 16/73 from The DES, the school principal is responsible for the discipline in the school generally, the control of other members of staff, including the co-ordination and effective supervision of their work, the organisation of the school and other matters relating to the work of the school.

In Muire na nGael we take great pride in the high levels of discipline we maintain in our school. At all times the health safety and welfare of our staff and students is paramount.

The school will undertake a week focusing on "A Friendship Week/Anti-Bullying Week" each year. An information night for parents may also form part of this week with a particular emphasis on cyber bullying.

The Deputy Principal has responsibility, on behalf of the principal, for ensuring the implementation of the School's Code of Behaviour and for its review.

A 'Pupil of the Week' scheme operates in each class in the school and aims to promote positive behaviour in our pupils.

## 8. WELFARE

Scoil Mhuire na nGael is committed to the health, welfare and safety of its children, employees and to the visiting personnel, and take all necessary action to safeguard their well-being.

The following programmes are undertaken in our school: S.P.H.E. curriculum, Stay Safe Programme, Walk Tall Programme, R.S.E. Programme and KiVa anti-bullying programme. Ref: Substance Abuse Policy.

The school has also engaged with outside agencies to provide Safety Talks for pupils – Community Gardaí (Halloween Safety, Stranger Danger, Road Safety, Cyber Bullying,) IE Programmes (Self Esteem, Peer Pressure, Anti-Bullying etc.) RSA (road safety) Dundalk Fire Services (Fire safety talks).

### COLLECTION OF CHILDREN

Children must be collected promptly at the end of the school day. If there are repeated incidents of late collections, the Principal will advise parents that it is causing concern and that repeated failure to collect children on time may be reported to Tusla. Tutors undertaking after school activities are responsible for the children attending their classes and must wait until all children are collected from the school before they leave the building.

### RESPECT AND DIGNITY (Prevention of Bullying)

Scoil Mhuire na nGael is committed to ensuring that the school is free from all forms of bullying and associated behaviour to teachers, SNAs, pupils and ancillary staff. This will be done through proactive and robust strategies, which will ensure that staff is aware of their responsibilities in keeping the school a safe environment free from bullying. All staff working in Muire na nGael have a right to be treated with dignity and respect. Any complaints will be treated with fairness, sensitivity and in a confidential manner.

- Ref: Code of Dignity at Work
- Ref: Anti-Bullying Policy

The Code of Dignity at work charter is framed and on display in the reception area of the school.

### SCHOOL ATTENDANCE

There is a strong tradition of good attendance at Muire na nGael. The school informs parents of its obligation to report absences of more than 20 days to Tusla. Ref: School

Attendance Policy. An automated text message is sent to parents to inform them that their child has missed 15/20/25/30... days at school in any academic year. Certificates to reward high standards of attendance are awarded at our June assemblies. The Parents' Association also sponsor prizes for children with full attendance.

Contact Details for all staff and students are available on Aladdin, the school's management system and staff details are also on file in the Principal's Office. A hard copy of all pupil addresses and contact phone numbers are also kept on file, for use in the event of the internet not working in the school.

Where a member of staff requests confidentiality in discussing a matter with the Principal/Deputy Principal this will be strictly adhered to, except in the event of an emergency where the information is of vital importance.

Where a student makes a disclosure to a member of staff this must be reported immediately to the school designated liaison person. The names of the school's DLP (Lisa Jones) and the Deputy DLP (David O'Callaghan) are on display in the school foyer.

Where a teacher feels concerned about a child's welfare he/she will comply with the procedures outlined in the Children First National Guidance 2017.

School Staff room is for staff recreation purposes and is equipped with modern conveniences and a water dispenser courtesy of the B.O.M..

## **9. ACCESS TO SCHOOL**

A security barrier is in place at the vehicular entrance. Staff members have fobs to gain access. Visitors to the school advise office staff via the intercom that they wish to gain access.

A security key code is in operation to restrict access to the school building. Visitors to the school must report to the secretary's office on arrival and must sign in/out in the visitor's book.

Children who have to leave school to attend medical appointments or for other reasons must be collected by a parent/guardian/personnel authorised by parent/guardian and signed out, in the Sign In/Out book in the school reception.

Visiting personnel should not be left in sole supervision of pupil/pupils.

## **REPORTING/RECORDING HAZARDS**

It is the responsibility of employees to report any hazards/risks, problems or concerns to the Staff Safety Representative, School Principal or Deputy Principal.

*“SPOT IT, SORT IT, CAN'T SORT IT, REPORT IT”.*

The Safety Representative will issue hazard control forms to staff once a year. Any problems/risks/hazards are dealt with, if possible by the staff safety representative or caretaker in consultation with the Principal. If it is not possible the report should be forwarded to the B.O.M. who will subsequently deal with the matter.

All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the reoccurrence of such accidents or ill health.

#### HEALTH AND SAFETY RELATING TO COVID

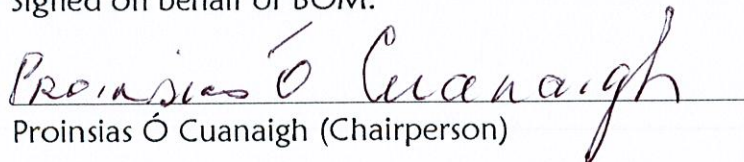
The Board of Management of Scoil Mhuire na nGael have ratified and adopted the COVID-19 policy and the school response plan. A risk assessment relating to COVID-19 is ongoing in the school and is reviewed regularly. Safety procedures to be implemented in the school are available for view in the school's COVID response plan, in addition to the school reopening plan which was sent to all staff upon the reopening of the school. The effectiveness of these procedures are reviewed and amendments are made, where necessary, to ensure their effectiveness in reducing the risk of the spread of infection.

#### REVISION OF THIS SAFETY STATEMENT

This statement shall be revised annually by the B.O.M. of Scoil Mhuire na nGael.

This policy was reviewed and ratified by the B.O.M. on the 6<sup>th</sup> of October 2022 and will take immediate effect.

Signed on behalf of BOM:

  
Proinsias Ó Cunaigh (Chairperson)

Date: 6<sup>th</sup> October 2022