

**Scoil Cholmcille**  
**Newtowncunningham**  
**Lifford**  
**Co. Donegal**  
**F93 WN51**



**Roll No: 16820E**  
**Phone: 074-9156308**  
**Email: scoilcholm@gmail.com**  
**www.scoilcholmcilleneuve.ie**

## **Health & Safety Policy Statement**

### *Introductory Statement*

This policy statement was adapted to the current format in accordance with the advice offered by Allianz following and advisory inspection. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the Parents' Association and ratified by the Board of Management in August 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 (BOM)'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 BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

### *Relationship to Characteristic Spirit of the School*

Scoil Cholmcille strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management of Scoil Cholmcille recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of the Board of Management of Scoil Cholmcille and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit when necessary and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. 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 recurrence of such accidents and ill-health.

### *Aims*

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
  - ✓ Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
  - ✓ To ensure competent employees, who will carry out safe work practices
  - ✓ Safe access and egress routes
  - ✓ Safe handling and use of hazardous substances and equipment
  - ✓ Safe equipment including maintenance and use of appropriate guards
  - ✓ Provision of appropriate personal protective equipment.

### *Guidelines*

**Policy statement** on Safety, Health and Welfare at Work of the Board of Management of Scoil Cholmcille, Newtowncunngham.

- 1.1 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.
- 1.2 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:
  - The design, provision and maintenance of all places in a condition that is safe and without risk to health.
  - The design, provision and maintenance of safe means of access to and egress from places of work.
  - The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
  - The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
  - The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
  - The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
  - The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc.

- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the Allianz, HSE, Fire Officers, ICT Advisors re: equipment, ergonomics etc.
- A review of this Health & Safety Statement and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

1.3 The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.4 The Board of Management of Scoil Cholmcille will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

1.5 The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Scoil Cholmcille and the requirement under the Safety, Health and Welfare at Work Act, 2005.

1.6 The Board of Management will appoint a Safety Representative from the School Staff, and a Safety Officer from the BOM.

(David Lee is the Safety Representative and Board Member, Nicola McCarthy is the Safety Officer for the term 2019-2023)

### *Consultation and Information*

It is the policy of the Board of Management:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the Health & Safety Statement to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

### **Hazards**

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. When a Staff Member notices a hazard, he/she will use the normal procedures to notify the caretaker (leave a

note on his door) who will rectify the issue. Those hazards that cannot be rectified quickly will be notified to the Safety Representative (David Lee) who will complete a Hazard Control Form.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

### ***Specific Hazards***

#### **1. Covid – 19**

The BoM has drawn up a Covid-19 Response Plan outlining Control Measures to minimise the risk of Covid-19 transmission within the school community. A separate Risk Assessment has been compiled to minimise the risk of being exposed to Covid-19.

#### **2. Fire**

It is the policy of the Board of Management that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least twice a year. (See Appendix 1 for Fire Evacuation Procedure)
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- An assembly area is designated (Grass Area at front of School)
- Those leaving buildings/classrooms should let someone know.
- Exit signs are clearly marked.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- The Safety Representative, as part of his duties as Assistant Principal will oversee the above aspects of the policy.

#### **3. Electrical**

- It is the policy of the Board of Management that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.
- Repairs and replacements to the Fuse Room and Distribution board are to be carried out by a qualified electrician or Principal or a person delegated by the Principal.
- The office photocopier is to be by staff only. All staff must be shown how to clear paper jams.

#### **4. Chemicals and Equipment**

- It is the policy of the Board of Management that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and locked in the Cleaners' Store Room, and protection provided for use when handling them.
- Lawnmowers, ladders and other equipment associated with school maintenance will be stored and locked in the Caretakers' Store Rooms.
- Computers, laptops and ipads are stored safely by each teacher.

## **5. Drugs/Medications**

It is the policy of the Board of Management that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication. The procedure in such cases is included as Appendix 2.

## **6. Wet Floors**

It is the policy of the Board of Management that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During heavy weather condensation can cause tiled areas to become slippery.

## **7. Heating and Ventilation**

The heating system should be regularly serviced and maintained in good order. The Boiler House is to be kept locked at all times. Clock adjustments, heat adjustments etc should be carried out by the caretaker/principal or person designated by the principal. Children must not be allowed to climb on the oil tanks.

## **8. Doors and Windows**

All windows which open out at head level are to be kept closed while children are in the playground. Doors should not be allowed to swing freely. Windows should be checked regularly to ensure that they are not broken or cracked. Windows should be cleaned regularly. There should also be servicing of window blinds as required.

## **9. Playground**

Boundaries in the school yard have been defined and children are required to respect them. Climbing on walls, green border fence, school gates, shelters and basketball fixtures is prohibited. A rota for teacher yard supervision duty will be displayed in the staff room.

## **10. The Code of Behaviour**

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

## **11. Accidents and Injuries**

However vigilant the school staff are in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5. Serious Incidents/accidents are recorded in the Incident Report Book which is kept in the secretary's office. These records are written by the staff member involved in treating/witnessing incidences.

## **12. Bullying**

The Scoil Cholmcille Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with issues with adults are included in our 'Dignity at Work Policy'.

## **13. First Aid**

It is the policy of the Board of Management that: -

- Employees will be trained to apply First Aid to pupils and other employees.
- All required remedies and equipment are made available for first aid function.
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff.
- The First Aid box is located in the Staff Room.
- First Aid is to be administered by staff members.
- If a pupil is sick contact will be made with his/her parents in the first instance. If parents/guardians are uncontactable then other adults on the child's contact list will be called. No pupil may leave the premises unless suitable arrangements have been made with adults on the child's contact list.

### ***Other hazards***

- The surface of some of the playing areas is uneven, mucky and potentially hazardous.
- Some classroom windows open out at head level.
- On occasions the tiled surface toilets become slippery due to condensation and pose a risk.
- There are goalposts on the school football pitch, these will be anchored securely to the ground at all times during use, and will be stored securely beside the storage container when not in use.
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

### ***Other Procedures***

#### **1. Educational Tours and School Trips – On hold during the Response Plan**

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim to have two adults accompany every group of children. Every effort will

be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff. See School Tour and Excursions Policy.

## **2. Visitors to the School – New guidelines for the duration of the Response Plan**

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children must have appropriate qualifications and Garda vetting. It is the policy of the school that all pupils are supervised by teachers during workshops with external professionals.

## **3. Wet Days**

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat.

## **4. Emergency Closures**

On occasions when it becomes necessary to close the school for safety reasons, all parents and staff are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin Connect and/or local media. On occasions that the school must close after the school day has begun then parents and childminders will be contacted.

## ***Success Criteria***

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

## **Roles and Responsibility**

### **Duties of all 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 an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
  - (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 and 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 might become 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 and welfare 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.

### **Duties of Safety Representative**

- Liaise with the caretaker to identify possible risks and eliminate any hazards identified
- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

### **Duties of Safety Officer**

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

### ***Implementation***

The revised policy will be implemented from September 2020.

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of ratification. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

### ***Review***

This policy will be reviewed as necessary and/or in the light of any building or structural changes to the school. The BOM will be responsible for reviewing the policy.

### ***Ratification and Communication***

The Board of Management ratified this policy at their meeting on: 24.08.2020

Signed: \_\_\_\_\_, (Chairperson, BOM)

Signed: \_\_\_\_\_, (Principal)



## APPENDIX 1

### FIRE EVACUATION PROCEDURE

#### **Sequence**

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

#### **Aim**

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

#### **Alarm**

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm by pressing the alarm.

#### **Call the Fire Brigade**

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

#### **Evacuation**

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher who will bring the class sheet and close the classroom door and any other doors used to exit. The principal will, if safe to do so, 'sweep' the main building to ensure no pupils remain in toilet or other areas. She will carry the school register to the assembly area. The Deputy Principal will, if safe to do so, 'sweep' the Senior Building and SET building to ensure no pupils remain in toilet or other areas.

## **Assembly**

The place of assembly is the Grass Area at the front of the school and all classes will stand together in lines according to class. If this area becomes unsafe, supervised evacuation from the school grounds will be by the back gate into field next to the school.

## **Roll Call**

Immediately the classes have mustered at the place of assembly, a roll call or count will be taken, from the class sheet. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access being overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

## **Attacking Fire**

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

## **Fire Drills and Testing Alarms**

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

## APPENDIX 2

### ADMINISTRATION OF MEDICATIONS

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed. See Administration of Medication Policy.

**APPENDIX 3**

<b>HAZARD CONTROL FORM</b>			
<b>Hazard</b>	<b>Action Taken</b>	<b>Date Remedied</b>	<b>Person Responsible</b>

**APPENDIX 4**

**SAFETY REPRESENTATIVES' SAFETY CHECKLIST** \_\_\_\_\_

Date: \_\_\_\_\_

Areas			
<b>Corridors</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Floor surfaces are even and are not slippery			
Passages are adequately lit			
Litter or rubbish has not been allowed to accumulate			
Mats, etc, are not positioned in such a way as to be tripping hazards			
There are no areas of loose, flaking or damaged paint, plaster or plasterboard.			
<b>Doors and Windows</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Doors are unobstructed			
Doors with glass windows have toughened or laminated glass			
Doors with a fire resistance requirement have wire reinforced glass;			
There are no doors with:			
• loose or broken hinges			
• damaged or sticking catches			
• broken wood panels or glass panels			
• loose or stiff handles			
Doors are not allowed to swing freely without restraint			
Windows are not broken or cracked			
Windows open easily without undue force being applied			
Windows do not jut out dangerously when open			
Windows are cleaned regularly			
Windows do not have broken fastenings or cords			
Where necessary, a window pole is available.			
<b>HEATING AND VENTILATION</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
The heating system is regularly serviced and maintained in good order.			
The heating system is adequate to comply with the requirements of circular 24/82			
Where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. blinds			
Windows can be easily opened to allow for adequate ventilation			

Further advice on heating and ventilation is given in the next section.			
<b>FIRE SAFETY</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
The fire exits and escape routes are clear from obstructions			
Fire doors are kept unlocked and unobstructed whilst people are on the premises			
All designated fire exits are clearly marked			
Evacuation procedures are clearly displayed			
Staff and children are familiar with evacuation procedures			
Staff are familiar with and have been adequately trained in the procedure to be followed when using firefighting equipment			
There have been practice evacuations/fire drills held at least once per term			
Fire doors open outwards and are not held or wedged open			
Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions			
The firefighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations			
The fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building			
Flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.			
More detailed advice on fire safety is given in the next section.			
<b>ELECTRICAL EQUIPMENT</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<b>General</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:			
Equipment is correctly wired and earthed			
Plugs are correctly wired			
Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).			
The mains supply is still capable of meeting the maximum demand			

The distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out			
The isolating switches are marked, well-sited, accessible and known to staff			
Residual current (earth leakage) circuit breakers are used where appropriate.			
<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Visually check that:</i>			
All the light fittings are working and are kept in a clean condition			
Light switches are not broken and appear to be in a safe condition			
The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.			
<b>Plugs/Sockets/Leads</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Visually check that:</i>			
Plugs are in good condition with no cracks or pieces missing			
Sockets are in good condition with no cracks or pieces missing			
Socket screws and mountings are secure			
Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp			
Indicator lights on sockets function correctly			
Insulation on leads is not cracked or frayed			
Leads are without knots or joins and are reasonably free of 'kinks'			
Leads are the correct length for the equipment being used			
There are no trailing leads			
Surge protection adaptors are being used and not overloaded			
Leads and flexible cable are securely fixed at both equipment and plug ends.			
<b>Equipment</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly			
Copies of manufacturers' instructions/operating manuals are easily accessible			
Equipment is only being used for purposes for which it was intended			
Where appropriate, all electrical equipment is switched off and, unplugged when not in use			
Mains isolating switches are easily accessible and known			

to staff			
On/off indicator lights function correctly			
Equipment incorporating heating has a thermal safety cut-out in addition to a thermostat			
Equipment containing liquid has a leakage detector			
All items of electrical equipment are properly and regularly maintained and serviced.			
<b>USE OF GAS</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>There are currently no gas installations in the school.</i>			
<b>FIRST AID</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Notices are posted in prominent positions detailing:			
• Procedure for calling ambulances etc			
• Telephone number of local doctor, gardai, hospital.			
Procedure for dealing with individual pupils emergencies due to known conditions/allergies etc			
First aid boxes are readily available and adequately stocked			
The accident book is readily available and kept up-to-date.			
<b>GENERAL PURPOSE CLASSROOMS</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Look again at sections 1-4			
<i>Check that:</i>			
Hazards are not arising from overcrowded classrooms			
All cupboards, fixed blackboards, display units are stable			
Classroom furniture is not damaged			
Wherever possible, there are no sharp edges or corners on the furniture			
Furniture is positioned safely			
All shelf mountings are secure.			
<b>ART TROLLEY</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Floors are in good condition			
Guillotines are fitted with an approved safety guard which can be locked			
Floors are swept regularly and studios washed down at least every term;			
Materials and partly finished work are stored safely.			
<b>KITCHEN</b>			
<i>Check that:</i>			
Floors are in good condition			
Working surfaces are in good condition and are impermeable			



Refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;			
There is a wash basin with hot water, soap and disposable towels for washing hands prior to handling foods;			
All cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.			
<b>HALLA</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Floors are clean, even, non-slip and splinter proof			
All brackets securing ropes, wall bars etc are sound			
PE equipment is stacked securely and positioned so as not to cause a hazard			
There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings			
Wooden beams, benches etc are free from splinters and generally sound			
Beams and benches are stable and do not wobble when in use			
<b>NON-TEACHING AREAS</b>			
<b>Offices</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that:</i>			
Substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated			
<b>Staff Room</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
The kitchen/dining area is kept clean			
The kitchen floors are sound and non-slip, especially when wet			
First aid boxes are available in the kitchen area			
Equipment is adequately guarded			
The staffroom is clean, warm and well lit			
The staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating			
There is provision for tea and coffee to be made			
Staff sanitary facilities are suitable, sufficient and properly cleaned.			
All cleaning materials, particularly those which might be hazardous, are securely stored			

In the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.			
<b>Hygiene</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
<i>Check that the following are available:</i>			
Soap			
Hand drying facilities			
Hot water			
Toilet paper			
Litter bin per classroom			
Provision for disposal of sanitary towels			
Safe, suitable, sufficient and properly cleaned sanitary facilities.			
<b>Outside Areas</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
There are no uneven/broken/cracked paving slabs			
Outside steps are secure, with a firmly fixed handrail			
Roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained			
All play areas, are kept clean and free from glass			
Outside play/PE appliances are securely anchored			
Holes for goalposts, netball posts, tennis posts are covered when posts are not in position			
Outside lighting works and is sufficient			
All parking facilities for cars and cycles are safe in regard to the presence of pedestrians			
All builders' materials, caretakers' maintenance equipment etc are kept securely.			

## APPENDIX 5

### PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
- If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school. In such circumstances, repeated attempts will be made to contact parents.
- Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils/adults to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.