



Knocknacarra Educate Together
National School

Health and Safety Policy

This policy has been formulated by Knocknacarra ETNS to provide guidance regarding health and safety considerations for all people in the school community and to comply with legislation and Department of Education and Skills circulars.

Health and Safety Policy – Knocknacarra Educate Together NS – 2017

This Health and Safety Policy has been prepared by the Principal in consultation with the Board of Management and staff members.

NAME OF SCHOOL:	Knocknacarra Educate Together NS	
ADDRESS / TEL.:	Brooklawn House, Galway West Business Park, Western Distributor Road, Galway, H91 TEK4 091 573023	
DESCRIPTION:	Knocknacarra Educate Together is a new and developing national school currently with junior infants to second class. It is an equality-based, co-educational, democratically run, and child-centred school. Acceptance into the school is without regard to gender, creed, ethnic origin or socio-economic background. The school opened in temporary premises on 1 st September 2014.	
NUMBER OF EMPLOYEES:	1 x Teaching Principal <ul style="list-style-type: none">▪ 3 x Class Teachers▪ 2 x Special Needs Teachers▪ 2 x Special Needs Assistants▪ 1 x Part-time School Secretary	
NUMBER OF PUPILS:	104 in 2017-2018 (age range of 4 to 8 years)	
FACILITY INFORMATION:	The school is housed on the ground floor of an office building (built in 2002) comprising 4 rooms, an office/learning support room and an enclosed tarmac yard as well as additional accommodation of one room on the first floor in shared accommodation with Galway Steiner School. There are no science laboratories or sports fields although arrangements are made to use external facilities on occasion.	
MANAGEMENT BODY:	Responsibility for managing the school is vested in the Board of Management.	
EMERGENCY CONTACTS:	Doctor:	Tel. 091 862220
	Hospital / Ambulance:	Tel. 091 544763
	Fire Brigade:	Tel. 999 or 112
	Health & Safety Authority (HSA):	Tel. 1890 289389
	School First Aiders:	Matt Wallen, Áine Ní Chuinneagáin
	School Fire Officer:	Matt Wallen
	Board Safety Representative:	Lynn Morgans
PURPOSE:	This document or Safety Statement describes the school's programme for managing health and safety and is aimed at protecting the school's pupils and employees from accidents and ill health.	
SCOPE:	This Safety Statement is communicated and made available to all the school's employees as defined above. This is the responsibility of the Principal or nominee.	

The policy is available on the school's website. It is also available to outside service providers and representatives of the Health and Safety Authority (HSA) upon request.

LEGAL BASIS:

The 1983 *Safety, Health and Welfare at Work Act* requires every employer to have a written Safety Statement for their workplace. The Safety Statement sets out how the health and safety of all people who visit, attend or work in the school is managed. It is a management blueprint to ensure that all aspects of the working environment comply with health and safety legislation. The Safety Statement is a dynamic document, an action programme, that needs to be reviewed regularly and updated as circumstances change.

Following the 1983 Act, the *Safety, Health and Welfare at Work (General Applications) Regulation 1993* came into force which additionally requires all employers (among other things) to report accidents that result in an employee being absent from work for more than three days. This policy fulfils the requirements of the Health and Safety at Work Act 2005. This policy is extended to the recording of near-misses as well. Likewise, children, parents and visitors to the school are included in the policy.

OWNERSHIP:

It is the responsibility of the Board of Management to ensure that this document is updated as necessary and that it is reviewed annually. In particular, the Board undertakes, in so far as is reasonably practicable, to comply with all relevant health and safety legislation in the following areas:

- Provision of a safe workplace,
- Establishment of safe systems of work,
- Safe access and egress routes,
- Safe handling and use of chemicals (e.g. art/cleaning),
- Safe equipment (including maintenance) and
- Provision of appropriate personal protective equipment (PPE).

KEY ELEMENTS:

This Health and Safety Statement:

1. Identifies workplace hazards.
2. Assesses risks arising from these hazards.
3. Specifies measures taken to eliminate or control hazards identified.
4. Gives details of arrangements made and resources provided for securing health, safety and welfare.
5. Specifies the cooperation required from employees in health and safety matters.
6. Includes names and job titles of people responsible for health and safety.
7. Contains the arrangements for consultation with employees on health and safety matters.
8. Includes details of information available to employees on health and safety.

TEACHER/EMPLOYEE DUTIES:

1. To take reasonable care for their own safety, health and welfare and that of others who might be affected by their acts or omissions. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures.
2. To co-operate with the employer or any other person to enable the employer or any other person to comply with statutory obligations.
3. To use any suitable appliance, protective clothing, equipment or other means provided for securing their safety, health or welfare.
4. To be present for and to participate in the annual review of the policy involving all staff members.

5. To report to the Principal or the BoM any defects of which they become aware in the building, equipment, place of work or system of work which might endanger safety, health or welfare. This is communicated through the use of the “near-miss” accident/incident record sheet.
6. Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or other means provided to ensure their safety, health and welfare.
7. The designated Safety Representative from the Board of Management, along with the Principal, will carry out a formal inspection of the school on a termly basis.

FIRE SAFETY MANAGEMENT:

The day-to-day fire safety management in the school is the designated responsibility of Principal Matt Wallen who is designated the Fire Officer. The assembly point for the school is located in the car park next to a laneway that leads to Bóthar Stiofán. The emergency exit for evacuation on the ground floor are the double doors at the back of the school unless obstructed. The emergency exit from the first floor is via the metal staircase at the back of the school. During drills and evacuations, children are led by teachers in an orderly fashion to the assembly point, and roll call is taken.

Fire Officer Responsibilities:

- Ensure that all fire exit points are clearly marked and kept free of obstruction at all times and are effective as escape routes (e.g. unlocked) during school occupation.
- Organise regular (once-a-term) fire drills during the school year.
- Conduct fire safety inspections and assess potential fire hazards once a term.
- Ensure that fire extinguishers are provided and appropriately sited to meet statutory and insurance requirements (where specified). Ensure that all fire-fighting equipment is serviced at least once a year by specialist personnel.

SMOKING POLICY:

Knocknacarra Educate Together NS and its environs are a no smoking area

ACCIDENT/INCIDENT REPORTING:

Internal:

All on-site accidents (involving employees, contractors, pupils, parents, visitors, members of the public or others) must be reported, no matter how trivial. This includes potential incidents, referred to as near-misses, which must also be reported. Each teacher or member of staff will record details of any accident or near-miss occurring in their area of responsibility as well as any associated follow-up actions. All entries should be recorded on an accident/incident form which is retained in the Principal’s office. The Board of Management will be informed in the event of a serious incident/accident involving a child or adult, particularly those that are deemed serious enough to require informing the insurance company. At each Board meeting, the Principal will submit a summary to the BoM of any accidents or work-related ill-health that occurred during the term including those cases the Principal reported to the HSA (employees only).

External:

An accident will be reported to the school’s insurance company when deemed necessary.

Details of the following types of accidents will also be reported to the HSA using Form IR1:

1. An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
2. An accident sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their employment for **more than 3 calendar days not including the date of the accident**.
3. An accident to any person not at work **caused by a work activity**, which causes loss of life or requires medical treatment.

PHYSICAL HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
1. Fire	Low	<ol style="list-style-type: none"> 1. Emergency exits identified and kept clear 2. Smoke/fire alarms 3. Fire extinguishers 4. Illuminated exit signs. 5. Routine fire drills 	Ensure a fire safety check is completed each term. Ensure fire extinguishers are serviced annually. Fire drills completed on a termly basis.	Ongoing	Principal
2. Electricity	Low	<ul style="list-style-type: none"> - Employees are required to promptly report any defective equipment or installations (e.g. switches, sockets, etc.) to the Principal & where possible to remove from service. - Maintenance of electrical installation & equipment will only be done by a qualified electrician. - Use of extension leads only when necessary and to be taped down to prevent a potential trip hazard. - Ensure items, particularly chargers, are switched off at the wall and/or unplugged. 	Ensure that these requirements are communicated to all employees and that they are strictly followed, especially to new staff members. Post name and contact number of competent electrician in school office. Convey this to employees, especially as they join the staff.	Ongoing	Safety representative and principal
3. Basketball hoop	Medium	<ul style="list-style-type: none"> - Moved only when children are not in the immediate area. - Placed on level ground outside and not used during windy conditions. - Ensure the base is filled properly. 	Convey this to employees.	Ongoing	Principal, guest teachers, staff members
4. Lifting of children/equipment/furniture (<i>preventing back injuries</i>)	Low	<ul style="list-style-type: none"> - Tables to be carried by two persons who will hold them on the long sides. - Children requiring lifting, as specified in an Individual Education Profile, will be assisted by designated individuals. 	Manual handling information or training, as appropriate; incorporated into new employee training	Manual handling training in Autumn 2017	Principal and all staff

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
5. Pupils lifting chairs	Low	<ul style="list-style-type: none"> - Children are shown how to carry chairs. - Safe placing of chairs on desks to facilitate cleaning. 	Demonstration for pupils	At the beginning of each school year and ongoing	Teaching staff and SNAs
6. Wet Floors <i>(preventing slips and falls)</i>	Low (the majority of the school is carpeted)	<ul style="list-style-type: none"> - Floor washing in the bathrooms only at off-peak traffic times - Caution sign put out before, during and after mopping 	Ongoing communication of responsibilities to staff; purchase of new caution sign	Ongoing	Principal and staff, including afterschool personnel
7. Food & drink in the playground	Low	<ul style="list-style-type: none"> - Food and drink are not allowed to be brought to the yard. 	Reminders given to each class on a regular basis.	Ongoing	All yard supervisors
8. Yard safety	Low	<ul style="list-style-type: none"> - Gates are kept closed to specific areas in the yard - Light pole access is covered and secured with tape as a temporary measure; liaise with landlord to rectify for the long-term 	Replace tape on cover to light access panel; liaise with landlord to achieve permanent solution	Immediately	Principal
9. Front door	Low	<ul style="list-style-type: none"> - Front door has an electro-magnetic security system. - The door is closed at 9.00 am. - Children are not allowed to unlock the door at any time. 	Door lock does not work consistently and requires servicing	Summer	Principal to liaise with the landlord and/or electrician; teachers ensure door is secure during school hours after 9.00.

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
10. Footwear	Low	<ul style="list-style-type: none"> - Pupils are not allowed to wear flip flops (sandals with a back strap are acceptable) or shoes with heels higher than 1 cm. - Appropriate shoes are to be worn for PE lessons. 	Parents to be reminded of this in the newsletter and the parent handbook upon enrolment.	Ongoing	Principal and all teaching staff
11. Workstation Ergonomics and VDUs (<i>Neck/back/hand/injuries / headaches</i>)	Low	<ul style="list-style-type: none"> - Limited use of VDUs - Suitable ergonomically designed chairs 	If >6 hours/week provide information on risks and assess ergonomics of work station. Conduct intermediate eye testing every 3 years.	Reviewed annually	Principal, secretary
12. Kitchen Boiler/Kettle (<i>Scalding</i>)	Low	<ul style="list-style-type: none"> - Located in corner at end of worktop and within the fenced-off area. If brought out of the staff room, they are used only under the direct supervision of a staff member and immediately returned after use. 	Put up caution sign (e.g. "hot surface/boiling water") in the kitchen and whenever kettles are used in other locations other than in the staff room.	Ongoing	All staff
13. Hot liquids	Low	<ul style="list-style-type: none"> - Covered cups outside of the staff room (during designated breaks) and when children are present. - Children are not allowed to carry cups containing hot liquids. - Hot water in the kettle will be poured out at the end of break. 	Supply covered cups for staff room and school fairs/gatherings.	Ongoing	Board of Management, all staff and visitors to the school

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
14. Cooker	Medium	<ul style="list-style-type: none"> - The cooker and all related equipment is in a fenced-off area in which children are not allowed to enter. - The cooker is switched off at the wall whenever it is not in use. - Children are not allowed near the cooker when it is being used. - Towels or oven mitts are used at all times to prevent burns. 	Ensure all staff as well as afterschool staff are aware of these procedures.	Ongoing	Principal, teachers, afterschool leaders
15. Ladders	Medium to High	<ul style="list-style-type: none"> - Use of ladders in a safe manner. Avoid standing on chairs. - Not to be placed on uneven surface. 	Purchase a new ladder. Safety reminders to staff.	Ongoing	Principal, caretaker, other staff
16. Art materials (e.g. dyes, glues, paints, acids, Tipex) <i>(Skin/respiratory/ingestion/eye hazards)</i>	Low	<ul style="list-style-type: none"> - Adequate ventilation - Use chemical protective gloves, as required. - Protective clothing worn. - Superglue not allowed. 	Communicate hazards to users and ensure safe storage.	Ongoing	Principal, class teachers
17. Cleaning chemicals & solutions	Medium	<ul style="list-style-type: none"> - Chemicals, cleaning solutions stored in kitchen (highest shelf out of reach of children) or the staff bathroom that is kept secure using a latch that is out of reach of children and within a locked cabinet. 	Provide training as appropriate	Ongoing	Principal, cleaners and staff
18. Hand driers and hot water taps	Low	<ul style="list-style-type: none"> - Electric hand driers switched off. - Replace warning signs regarding hot water from taps. 	Check toilets regularly and replace signage as required.	Ongoing	Principal

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
19. Kitchen	Medium	<ul style="list-style-type: none"> - Access to the oven, dishwasher, kettle and knives is limited by a white fence and children are reminded not to enter the area without specific permission from a member of staff. - Cutlery, particularly sharp knives, is stored properly. - A fire blanket is kept in the kitchen. 	Ensure policy limiting access is communicated on a regular basis; ensure that gates are closed, especially during food preparation periods. The lino needs to be resecured.	Ongoing September 2017	Principal, school staff as well as afterschool employees After-school leaders
20. Car park	Medium to High	<ul style="list-style-type: none"> - Children are not allowed to walk independently through the car park. - All children are collected by parents in the school yard, at the front door or in the classroom. 	Communicate protocols to parents and children	Annually in the newsletter and upon enrolment	Principal and teachers, parents
21. Tools and other potentially dangerous items	Medium	<ul style="list-style-type: none"> - Tools and other dangerous items for use by adults are kept in the office in a locked cabinet or in locked teachers' desks. 	Regular vigilance by staff members	Ongoing	Principal and staff
22. Environmental Tobacco Smoke	Low	<ul style="list-style-type: none"> - No smoking permitted in school building or grounds. 		Ongoing	Principal, all staff and visitors
23. Storage	Low	<ul style="list-style-type: none"> - Items are stored in classrooms, public spaces and the office safely to prevent trip hazards. - Any items stored on shelves or cabinets must be placed safely in a way that is unlikely to fall. 	Regular checks by all staff members	Ongoing	Principal and staff

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MEDICAL HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
24. Infectious diseases (viral & bacterial)	Medium	- Measures taken in line with HSE recommendations.	Routinely inform parents of notification requirement in parent handbook and in the newsletter.	As concerns arise	Principal
25. Allergies	High	- All parents are encouraged to inform the school of any allergies. - At present, a nut allergy has been reported in the school.	Inform parents that nuts can no longer be brought into the school in the weekly newsletter. Put warning signs on classroom doors.	September 2017 September 2017	Principal, parents Class teachers
26. Infectious conditions (e.g. head lice, scabies)	Low	- Notification procedure including details of mode of transmission and treatment.	Inform parents in a letter to all affected classes.	As concerns arise	Principal and class teachers
27. Contact with body fluids (e.g blood)	Medium	- Protective gloves are available and are used at all times when there is the potential of contact with body fluids.	Gloves kept in the staff bathroom and in the first aid kit	Ongoing	Principal, Board of Management, designated First Aiders
28. Medicine administration	Medium	- Parents must complete an indemnity form for any medicine (including inhalers) to be administered. - Medicines are stored securely in teachers' desks.	Distribute appropriate forms from the Substance Use Policy	Ongoing	Principal, secretary, teachers

RESPONDING TO ACCIDENTS AND INJURIES

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
29. Accidents and Injuries	Medium to High	First Aid: - A First Aid Kit is kept in the staff bathroom and taken outside at every break. The First Aid Kit contains: roller bandages, slings, lint, steri-strips,	Refresher training for teachers	By Spring 2017	Principal, Board of Management

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
29. Accidents and injuries (continued)		<p>swabs, plasters, surgical tape, topical irrigation solution, cotton buds, cotton wool, scissors, safety pins, burn cream, gloves and ice-packs in cold storage. The kit is restocked regularly by First Aiders.</p> <ul style="list-style-type: none"> - Disposable gloves are stored in the staff bathroom and in the first aid kit. Gloves are worn to treat injuries and discarded safely after use. - The Board of Management offers First Aid training to staff as part of its commitment to Staff Training and Development. <p><u>Minor Accidents/Injuries:</u></p> <ul style="list-style-type: none"> - Cuts to knees, elbows or hands, grazes or bruising come under the heading of minor injuries. - Cuts are cleaned using water. A hypoallergenic plaster may be applied. Ice packs are applied to injuries that may result in bruising. The use of plastic gloves is advised at all times. Children may rest if necessary. <p><u>More Serious Accidents/Injuries:</u></p> <ul style="list-style-type: none"> - The First Aider will confer with the class teacher and/or Principal/Deputy Principal to decide if competent medical advice or treatment is required. - The teacher or principal will phone parent/guardian of children who have a more serious injury requesting them to come to the school. - If the school is unable to contact parent/guardian a local G.P. whose name and number is in the school office is phoned. The First Aider will wait with the injured child ensuring s/he is comfortable. If the G.P. is unable to attend the school, the First Aider and Principal/Deputy Principal will decide if the child should travel to hospital by taxi or ambulance. The child will be accompanied by a member of staff. <p><u>Very Serious Injuries</u></p> <ul style="list-style-type: none"> - If any injury is considered very serious requiring immediate professional help an ambulance will be summoned immediately and parents/guardians will be contacted. 	(Áine and Matt have FETAC Level 5 Occupational First Aid)		(to provide training), designated First Aiders.

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
29. Accidents and injuries (continued)		<ul style="list-style-type: none"> - If the First Aider and principal consider the accident serious enough to warrant hospital attention and it is not possible to contact parents/guardians, then staff will act <i>in locus parentis</i>. The emergency services will be contacted and the child will be accompanied by a member of staff to hospital. The school will continue trying to make contact with the family. - Forms granting permission to take a child to hospital are signed at enrolment. In the event of a pupil being taken to hospital, it is the responsibility of the parent/guardian to pay the associated fees until any insurance claims are resolved. A child needing hospital treatment will be accompanied by a staff member who will stay with the child until parents/guardians arrive. - Contact telephone numbers are available through the Aladdin system and accessible from any internet connection in addition to a paper copy kept in the school office. - Contact details are updated annually in September. - Temporary/Substitute teachers will be informed of the procedures for dealing with accidents and injuries through the Quick Reference for Substitute Teachers. <p><u>Record Keeping:</u></p> <ul style="list-style-type: none"> - Accidents and injuries other than the usual cuts and grazes are reported on an accident/incident form which is kept in the principal’s office. The accident is noted, decision taken, signed and dated by the duty teacher/class teacher/First Aider as appropriate. - In the event of serious or significant accident or injury the Principal/Deputy Principal will inform the school’s insurers and The Health and Safety Authority in line with the requirements of that body. 	Update Create Quick Reference	Sept 2017 By Sept 2017	Principal Principal

HUMAN FACTOR HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
30. Anti-social behaviour of employees / pupils	Low	<ul style="list-style-type: none"> - Annually review Code of Behaviour and Anti-Bullying Policy. - Draft other appropriate policies regarding behavior of adults 	Review Code of Behaviour annually. Write additional policies.	Spring 2017	Board, principal, all staff
31. Anti-social behaviour of parent or unwanted visitor	Low	<ul style="list-style-type: none"> - School policies on bullying/harassment. - Exterior doors locked during school hours with access provided via the classroom. 	Ensure policies are written & communicated. Establish protocol for intruder.	Protocol written in Autumn 2016	Board of Management, principal, all staff
32. Sustained stress due to deficient work systems/conditions (e.g. ill-defined responsibilities/ lack of accountability)	Medium	<ul style="list-style-type: none"> - Recognise that pressures of work can trigger stress-related illness and this does not indicate weakness or incompetence. - Recognise potential stressors. - Ensure policies account for individual personalities, leadership styles, management philosophy & school culture. - Increase awareness of stress problems. - Establish good communication channels. - Develop a supportive culture. - Improve the physical work environment. - Provide opportunities for staff development. 	The principal, or another designated member of the in-school management team, will be assigned responsibility for staff well-being.	Ongoing	Principal

SUPERVISION/CHILD PROTECTION PROTOCOLS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
33. Children arriving late or collected early during school hours	Medium	<ul style="list-style-type: none"> - Parents must sign-in or sign-out children who arrive outside of the normal arrival and dismissal times. 	Parents informed of this practice in the parents' handbook and newsletter.	Ongoing	All staff and parents
34. Sports supervision – (<i>Physical knocks, falls, etc.</i>)	Medium	<ul style="list-style-type: none"> - Use of outside professionals where possible. - Keep groups small. - Use equipment provided properly. - Proper instruction to persons using equipment. 	Record all accidents on an incident/accident record sheet.	Ongoing	All staff including guest teachers and coaches
35. Off-campus tours/outings	Medium	<ul style="list-style-type: none"> - Refer to the Off-Site Learning Experiences Policy. - A minimum of two designated adults, one of whom is a teacher, must be present for any off-campus activity. - Students use a buddy system when walking. - Visits in the vicinity (within walking distance of the school) are covered by a general permission from parents. - Other tours will require specific permission forms. - A mobile and a first-aid kit are brought on any off-site event. - Children and adults are required to wear safety belts when travelling. 	Write permission forms, as required.	Ongoing	Teachers, secretary
36. Yard supervision	Medium	<ul style="list-style-type: none"> - Supervision is provided during the following breaks: 10.50–11.00 and 12.30–13.00. - The play area is a large open tar macadam area. It includes a small garden and a play house. - Pupils are expected to behave properly at all times (see Code of Behaviour). It is the responsibility of the teachers on yard duty to administer sanctions for misbehaviour. All matters of bullying are 	Routine reminders of protocols for both students and staff members.	Regularly review safe play during circle time as well as ongoing	Principal, teaching staff, yard supervisors, SNAs

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
36. Yard supervision (cont.)		<p>taken seriously and dealt with in accordance with the Anti-Bullying Policy.</p> <ul style="list-style-type: none"> - Children are made aware of acceptable games and activities through discussion in the classroom and at assembly. - An accident/incident report form is completed to record accidents. The teacher on duty will inform the class teacher and principal. - The supervision rota is created annually. It is displayed in the staffroom and each teacher is given a copy. - In the event of a planned teacher absence the teacher arranges to swap supervision duties with another teacher. In years where there are additional temporary teachers employed, a rota is devised to include/accommodate their supervision duty. - Infants are allowed to return to the school for the toilet. Permission is required before leaving the yard. - When the bell rings signalling the end of break time, pupils get into their 'líne' and are escorted back to their classroom in an orderly manner by their class teachers. 	Supervision rota	reminders. Termly	Deputy Principal
37. Indoor yard supervision	Low	<ul style="list-style-type: none"> - When all students are required to be indoors, the teacher on yard duty will set up indoor play activities in the classrooms. 	Ensure staff and students are aware of procedures.	Ongoing	Principal, teachers who supervise
38. Supervision at the beginning and end of the school day	Low	<ul style="list-style-type: none"> - A breakfast club is available for children from 8.00. - Pupils may be dropped off beginning at 8.40. They enter the classrooms. The official school day begins at 8.50. - At the end of the day, teachers escort the children to the yard. Children remain with the class teacher until a parent collects the child in the yard. On a wet day, parents will collect the children in their classrooms. - Any children who are not collected by 13.35 or 14.35 will be escorted back to the junior infant classroom where they will be 	Communicate procedures via a whole-school assembly and to parents through the school newsletter. Policies are reviewed and adjusted	Ongoing	Principal, teachers doing supervision

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(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
37. Supervision at the beginning and end of the school day (cont.)		<p>supervised until they are collected. A phone call will be made to the parents, as required, to ensure each child is collected.</p> <ul style="list-style-type: none"> - Children attending the after-school clubs walk to the classroom for their activity. They will be supervised by the after-school club leaders throughout the session and until they are collected. 	accordingly.		
39. Student absences	Low	<ul style="list-style-type: none"> - In the case of any unexplained absences by 9:30, a phone call will be made to the parents/guardians. This is to ensure all children arrive safely to school. - Parents should send in a note to the class teacher for absences that are planned. For unexpected absences, parents are asked to email, text or phone the school. More details can be found in the Attendance Policy. 	Use Aladdin and printed phone lists to assist with this policy.	Ongoing	Principal, teachers, parents

RATIFICATION AND REVIEW

This Health and Safety policy is reviewed annually and ratified by the Board of Management. It will be reviewed on an annual basis and no later than September 2018. This review process will be conducted by the principal in consultation with the safety representative from the Board of Management and the staff. The current policy was ratified on the date below.

SIGNED: _____
Louise Shields, chairperson

DATE: _____

**Knocknacarra Educate Together NS
Incident/Accident/Near-Miss Record Sheet**

Name of Person(s) Involved: _____

Position in the School (Staff) or Class (Child): _____

Date: _____

Time: _____

Location: _____

Description of Accident/Incident/Near-Miss (*please circle appropriate heading*)

Supervising Staff: _____

Action Taken

Names of people informed (indicate when they were informed):

Principal:

Teachers:

Parents:

Special Needs Assistant:

Others:

Signed: _____ Date: _____

Further Action Taken by the Principal or Designee
