



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 circulars.

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

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.:	An Coimín Mór, Cappagh Road, Knocknacarra, Galway, H91 Y38E 091 590627																
DESCRIPTION:	Knocknacarra Educate Together is a primary national school currently with junior infants to sixth 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. It moved to new permanent premises on 1 st September 2018.																
NUMBER OF EMPLOYEES:	1 x Administrative Principal <ul style="list-style-type: none">▪ 8 x Class Teachers▪ 3 x Special Needs Teachers and one shared teacher▪ 3 x Special Needs Assistants (2 full-time and 1 part-time)▪ 1 x School Secretary▪ 1 x Cleaner																
NUMBER OF PUPILS:	208 in 2023-2024 (age range of 4 to 13 years)																
FACILITY INFORMATION:	The school is housed in a single-story building (built in 1996) comprising 8 mainstream classrooms, 2 offices, a learning support room, a multi-purpose room, a kitchen/staff room, a store room and two courtyards. There is a large tarmac yard, a garden to the rear of the building and at the front, a large green space for sports activities and one pre-fabricated building. The site is shared with Cuan na Gaillimhe CNS who are located in pre-fabricated buildings behind the permanent building. Cuan na Gaillimhe CNS accesses their buildings as explained in the Co-Location Policy agreed between the two schools.																
MANAGEMENT BODY:	Responsibility for managing the school is vested in the Board of Management.																
EMERGENCY CONTACTS:	<table><tr><td>Doctor:</td><td>Tel. 091 862220</td></tr><tr><td>Hospital / Ambulance:</td><td>Tel. 091 544763</td></tr><tr><td>Fire Brigade:</td><td>Tel. 999 or 112</td></tr><tr><td>Health & Safety Authority (HSA):</td><td>Tel. 1890 289389</td></tr><tr><td>School First Aiders:</td><td>Matt Wallen, Áine Ní Chuinneagáin</td></tr><tr><td>School Health and Safety Officer:</td><td>Padraic Hickey</td></tr><tr><td>Fire Safety Officer:</td><td>Eileen Duffy</td></tr><tr><td>Board Safety Representative:</td><td>Aneil Rawat</td></tr></table>	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 Health and Safety Officer:	Padraic Hickey	Fire Safety Officer:	Eileen Duffy	Board Safety Representative:	Aneil Rawat
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 Health and Safety Officer:	Padraic Hickey																
Fire Safety Officer:	Eileen Duffy																
Board Safety Representative:	Aneil Rawat																

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 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 is 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. Staff members 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 an annual basis or as required.

FIRE SAFETY MANAGEMENT:

The day-to-day fire safety management in the school is the designated responsibility of Eileen Duffy who is designated the Fire Officer. The assembly point for the school is located at the wall along the green space and is clearly marked. The emergency exits for evacuation are the emergency exit doors leaving each of the classrooms, the hall and the two front doors. 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.
- Post evacuation instructions in each room.
- 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.
- Test emergency lighting on a termly basis.

SMOKING POLICY:

Knocknacarra Educate Together NS and its environs are a no smoking and no apin 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 including those cases the Principal reported to the HSA (employees only).

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

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	<ul style="list-style-type: none"> - Evacuation procedure posted in each room. - Emergency exits identified and kept clear. - Smoke/fire alarms. - Fire extinguishers in place and serviced. - Illuminated exit signs. - Routine fire drills. - Fire alarm is monitored by the security company. - Door to hatch is connected to fire alarm. - Internal doors are not propped open when rooms are unoccupied. - Emergency lighting tested regularly. - Doors are not left open when rooms are unattended. - Doors that are marked to be locked are kept lock. 	<p>Ensure a fire safety check is completed each term. Emergency lighting is tested regularly.</p> <p>Fire drills completed on a termly basis.</p> <p>Ensure fire extinguishers are serviced annually.</p> <p>Policies are communicated to staff members.</p>	Ongoing	Principal, fire officer and staff.
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 and portable heaters, are switched off at the wall and/or unplugged. - The laptop charging trolley has a mechanism to prevent overheating and shuts off when not charging. As a precaution, it will not be left charging overnight. 	<p>Ensure that these requirements are communicated to all employees and that they are strictly followed, especially to new staff members.</p> <p>Post name and contact number of competent electrician in school office.</p> <p>Convey this to employees, especially as they join the staff.</p>	Ongoing	Safety representative and principal

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
3. Portable basketball hoops	Medium	<ul style="list-style-type: none"> - Moved only when children are not in the immediate area. - Placed on level ground and not normally used outside. - Stored in the hall with the basketball hoop facing the wall when not in use. - Ensure the base is filled properly and the supports are tightened. 	<p>Convey this to employees.</p> <p>Disposal and replacement of the defective basketball hoop.</p>	<p>Ongoing</p> <p>Autumn 2023</p>	<p>Principal, guest teachers, staff members, afterschool leaders</p> <p>Principal</p>
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 short 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	As necessary	Principal and related staff
5. Pupils lifting chairs	Low	<ul style="list-style-type: none"> - Children are shown how to carry chairs. - Safe placing of chairs in stacks to facilitate cleaning. 	Demonstration for pupils	At the beginning of each school year and ongoing	Teaching staff, ISAs and pupils

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
6. Floors <i>(preventing slips and falls)</i>	Medium	<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. - Spills in the classroom are cleaned up as soon as is practical. - Slip mats are placed at the main entrance to prevent falls. - Inspect and replace floor areas that present a trip hazard. 	<p>Ongoing communication of responsibilities to staff</p> <p>Ensure caution signs are present and used.</p> <p>Purchase slip mats for second entrance</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Autumn 2023</p>	<p>Principal and staff, including afterschool personnel</p> <p>Principal, cleaner, staff</p> <p>Principal</p>
7. Food & drink in the playground	Low	<ul style="list-style-type: none"> - Food with wrappers and drinks 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. - Children are not allowed to play on the sides of the building or in the area designated for cars. 	Regular reminders, as required	Ongoing	Principal, all yard supervisors
9. Front doors	Low	<ul style="list-style-type: none"> - The door is closed at 9.00 am. - Children are not allowed to open the door at any time except in the event of an emergency or if given permission by a staff member. - The front door next to 6th Class is locked from 9.00 am and a sign directs visitors to enter at the door by the office. 	Securing of school building as required.	Ongoing	Secretary ensures door is secure during school hours after 9.00.

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(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. Boiler/Kettle <i>(Scalding)</i>	Low	<ul style="list-style-type: none"> - Located above the sink in the kitchen and out of reach of small children. - Children are not normally present in the staff room unless staff members are present and the children have been given permission. - If portable kettles are being used outside of the staff room or kitchen, 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.	Autumn 2023 and ongoing	Healthy and safety officer and 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 will be poured out of portable kettles immediately after they are used. 	Supply covered cups for staff room and school fairs/gatherings.	Ongoing	Board of Management, all staff and visitors to the school

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
14. Kitchen	Medium	<ul style="list-style-type: none"> - 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. - Knives are stored safely and out of reach of small children. - A fire blanket is kept in the kitchen. 	Ensure all staff as well as afterschool staff are aware of these procedures.	Ongoing	Principal, teachers, afterschool leaders, parents volunteering on behalf of the PTA
15. Ceiling Tiles and Light Fittings	Medium	<ul style="list-style-type: none"> - Ensure that all roof tiles, in the hall, are fitted correctly. - Replace any defective or damaged light fittings. - Supervision by staff. 	Replace plastic light covers in the front office and outside the SET room.	Autumn 2023	Principal
			Disposal of used light bulbs.	Summer 2023	Principal
			Safety reminders to staff.	Ongoing	All staff
16. Heating system	Medium	<ul style="list-style-type: none"> - Ensure the boiler is serviced annually. - Inspect and replace any faulty radiators. 	Annually in Spring	Spring 2024	Principal
17. 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. 	Safety reminders to staff.	Ongoing	Principal, staff

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
18. Art materials (e.g. dyes, glues, paints, acids, Tippex) (Skin/respiratory /ingestion/eye hazards)	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
19. Cleaning chemicals & solutions	Medium	<ul style="list-style-type: none"> - Chemicals, cleaning solutions stored in the cleaning store room on high shelves and out of reach of children. - The store room with cleaning supplies is kept locked. 	<p>Provide training as appropriate</p> <p>Ensure cleaning store room is kept locked.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Principal, cleaner and staff</p> <p>Principal, secretary and cleaner</p>
20. Hot water taps are clearly marked	Low	<ul style="list-style-type: none"> - Use of hot water is limited and separate taps are located in all sinks. 	<p>Set timing for hot water related to food preparation and handwashing</p> <p>Install a special heater for washing dishes</p>	<p>Ongoing</p> <p>Summer 2023</p>	<p>Principal, afterschool leaders</p> <p>Principal</p>
21. Car park	Medium to High	<ul style="list-style-type: none"> - Children are not allowed to walk independently through the car park. - Only staff members may enter the parking area. - Pedestrians enter the school through the second gate only. - The gate is closed at 8.50. The staff on yard duty will ensure it is closed at the beginning of small break. - The gate is closed whenever children are at free play in the yard. 	<p>Communicate protocols to parents and children.</p> <p>Creation of a designated crossing pathway between the school and the prefab. Lines in the carpark will also be repainted.</p>	<p>In the newsletter and upon enrolment</p> <p>Autumn 2023</p>	<p>Principal and teachers, parents</p> <p>Principal</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
22. Drop-off and collections	Medium	- The school works with parents and Cuan na Gaillimhe CNS to establish a drop-off and collection protocol and to remind parents of their responsibilities to ensure safety on the public roads and pathways.	Meeting with parents organised to create an agreed protocol between the schools and parents	August 2023	Principals, parents
		- Infants are collected by parents at the exterior classroom doors. All other children are collected in the school yard unless they have permission to leave independently (children from 3 rd Class and up or their siblings, with annual parent permission).	Ongoing reminders to parents	As required	Principals, parents
		- For special events, especially involving infants to 2 nd Class, children will be monitored closely when leaving with only one access door being used a staff member ensuring that children are with a parent, guardian or designated adult only.	Permission form for leaving independently	August annually	Principal, secretary, parents
		- Children of all ages who leave early must be signed out by a parent or guardian.	Clear protocols for special events	As required	Supervising teachers
23. Tools and other potentially dangerous items	Medium	- Tools and other dangerous items for use by adults are kept in the office in a locked cabinet or locked teachers' desks.	Regular vigilance by staff members	Ongoing	Principal and staff
24. Environmental Tobacco Smoke	Low	- No smoking (including vaping) is permitted in the school building or on the grounds.		Ongoing	Principal, all staff and visitors

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
25. 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. - Corridors are kept clear except for the safe placement of the book trolleys. - The storage areas are kept tidy. - Children are not permitted to enter the store rooms unattended, and they are kept locked. 	<p>Regular checks by all staff members.</p> <p>Installation of hook for store room keys.</p>	<p>Ongoing</p> <p>September 2023</p>	<p>Principal and staff</p> <p>Principal</p>
26. Blinds	Low	<ul style="list-style-type: none"> - New blinds are now installed with short chains that are attached to the walls. 	<p>Check for maintenance.</p>	<p>Annually</p>	<p>Principal</p>
27. Gardens and outdoor spaces	Low	<ul style="list-style-type: none"> - Ensure garden areas are kept neat and free of hazards. - Relocate large rocks to areas away from the yard. Remove stones on a regular basis from the yard. - Repair new parts of the pitch with exposed rock by covering with dirt and re-seeding grass. - Ensure pathways are clean and any unrequired materials are removed. - Ensure drain holes are protected with grates. 	<p>Repair new bare spots and holes in the pitch.</p> <p>Dispose of old surveillance cameras.</p> <p>Replace any grates over drain holes and secure a broken downpipe.</p> <p>Repair tarmacadam outside Junior Infants and other patch repairs.</p> <p>Remove nails in wooden post in the courtyard.</p>	<p>Ongoing</p> <p>By Sept 2023</p> <p>Sept 2023</p> <p>Winter 2023</p> <p>Sept 2023</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
28. Roof	Medium	- Complete roof repair project in the internal courtyards, monitoring for any residual leakage and ensuring that mould and water damage is repaired.	Follow up on the emergency works project that has been completed.	Autumn 2023	Principal and Board of Management, project consultant
29. Animals (pupils approaching/petting animals that have entered the school grounds).	Low	- Supervision by staff.	Communicate hazards to staff and school community.	Ongoing	All members of staff.

MEDICAL HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
30. 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
31. Allergies	High	- All parents are encouraged to inform the school of any allergies. This is specifically asked on enrolment forms. - At present, there is a nut allergy reported in the school. - For special occasions involving food, the school will always endeavour to have an alternative for children with allergies	Follow-up any allergies listed on enrolment forms and ensure this is added to Aladdin and all relevant staff have been informed. All whole nuts should be brought to the school for any occasion. Reminders are in the newsletter. Ensure teachers are informed and prepare an alternative. Parents are asked if a child has an allergy at the time of enrolment. Parents are responsible for informing the school of allergies.	Ongoing Ongoing	Principal, parents, staff members, afterschool leaders Parents reminded in newsletters; signs posted Classroom teachers

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
32. 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
33. 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
34. Medicine administration	Medium	- Parents must complete an indemnity form for any medicine (including inhalers, tablets or injections) to be administered. - Parents are responsible for informing the school of any dosage/administration changes or when the medication is no longer required. - Medicines are stored securely in teachers' desks.	Distribute appropriate forms from the Substance Use Policy as required and file them accordingly. Ensure staff are aware of procedures and responsibilities if they are involved in medicine administration.	Ongoing	Principal, secretary, teachers, ISAs

RESPONDING TO ACCIDENTS AND INJURIES

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
35. Accidents and Injuries	Medium to High	First Aid: - A First Aid Kit is kept in the front office. The First Aid Kit contains: roller bandages, slings, lint, steri-strips, 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.	Refresher training for teachers (Áine and Matt have FETAC Level 5)	Autumn 2023	Principal, Board of Management (to provide training),

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
35. Accidents and injuries (continued)		<ul style="list-style-type: none"> - Disposable gloves are stored with the first aid kit. Gloves are worn to treat injuries and discarded safely after use. - Matt and Áine are occupational first aiders. ISAs have completed a 2.5 hour short course. <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 by staff members because it requires immediate professional help an ambulance will summoned immediately, the First Aider and principal will be informed and parents/guardians will be contacted. - If the First Aider and principal consider the accident serious enough to warrant hospital attention and it is not possible to contact 	Occupational First Aid)		designated First Aiders.

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
35. Accidents and injuries (continued)		<p>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.</p> <ul style="list-style-type: none"> - 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 (see Staff Induction Policy). <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. 			

HUMAN FACTOR HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
36. Anti-social behaviour of employees / pupils	Low	- Annually review Code of Behaviour and Anti-Bullying Policy.	Review Code of Behaviour annually.	Autumn 2023	Board, principal, all staff
37. Anti-social behaviour of parent or unwanted visitor	Low	- School policies on bullying/harassment. - Exterior doors locked during school hours. - Anyone who does not have permission to be on site of any age will be asked to leave, particularly when pupils are present. - Ensure security cameras are operational. -	Monitor the door security Repair any faulty cameras.	Ongoing Summer 2023 and ongoing	Board of Management, principal, all staff Principal, Board of Management
38. Sustained stress due to deficient work systems/conditions (e.g. ill-defined responsibilities/ lack of accountability)	Medium	- 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, post-holder with responsibility for staff well-being.	Ongoing	The Principal and post-holder with responsibility for staff well-being.

SUPERVISION/CHILD PROTECTION PROTOCOLS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
39. Children arriving late or collected early during school hours	Medium	- 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
40. Children walking/cycling to and from school independently	Medium	- Children must be in third class or above to travel unaccompanied or leave the school grounds independently if parents grant permission. - Siblings of children from third class and above who are in 1 st and 2 nd Class may leave with their older siblings if parents give explicit permission in writing.	Annual permission request using Aladdin Connect. From Sept 2024, the revised permission will include wearing helmets when using e-scooters.	Autumn annually and as required	Secretary and class teachers
41. Sports supervision – <i>(Physical knocks, falls, etc.)</i>	Medium	- Refer to the PE Curriculum Plan. - Use of outside professionals where possible. - Keep groups small. - Use equipment provided properly. - Proper instruction to persons using equipment. - Protectors are in place on the outside basketball hoops.	Record all accidents on an incident/accident record sheet. Replace equipment.	Ongoing Ongoing	All staff including guest teachers PE Coordinator and principal

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
42. 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 electronic permission forms sent electronically via Aladdin Connect. - A mobile and a first-aid kit are brought on any off-site event. - Children and adults must wear safety belts when travelling. 	Complete permission forms, as required.	Ongoing	Teachers, secretary
43. Yard supervision	Medium	<ul style="list-style-type: none"> - Adequate supervision is provided during breaks. - The play area is a large open tar macadam area. 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 taken seriously and dealt with in accordance with the Anti-Bullying Policy. - 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 teachers 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 substitute teacher will do the yard supervision. If both teachers assigned duty are absent, a regular member of staff will do yard supervision, taking into account who has already completed yard supervision that day. For staff absences that are not substitutable, including training, meetings and EPV days, staff must organize a swap to cover their duty. 	<p>Routine reminders of protocols for both students and staff members.</p> <p>Supervision rota</p> <p>Arrange cover for absences</p>	<p>Regularly review safe play.</p> <p>Termly</p> <p>As required</p>	<p>Principal, teaching staff, yard supervisors, SNAs</p> <p>Principal</p> <p>All staff</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
43. (cont.) Yard supervision		<ul style="list-style-type: none"> - In years where there are additional temporary teachers employed, a rota is devised to include/accommodate their supervision duty. - Equipment is used with clear expectations for safety clearly explained and zones established. - Children are allowed to return to the school for the toilet, using the two across from the office. Permission is required to leave 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. 			
44. Indoor yard supervision	Low	<ul style="list-style-type: none"> - When all students are required to be indoors, the teachers on yard duty will set up indoor play activities in the classrooms and float, with ISAs present in as many classrooms as possible. 	Ensure staff and students are aware of procedures.	Ongoing	Principal, teachers who supervise
45. 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. Except for the first few weeks of junior infants when the new infants can enter the classroom directly, children stand in their lines in the yard. If raining they will be supervised in the hall. The school day begins at 8.50. - At the end of the day, teachers escort the children to the yard. Children remain with the supervising teacher until a parent collects the child in the yard unless they have permission to leave independently. - Any children who are not collected by 13.40 or 14.35 will be supervised by designated staff members until they are collected. A phone call will be made to the parents, as required, to ensure each child is collected. - 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. 	Communicate procedures via a whole-school assembly and to parents through the school newsletter. Policies are reviewed and adjusted accordingly.	Ongoing	Principal, teachers doing supervision

Health and Safety Policy – Knocknacarra Educate Together NS – 2023

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
46. Student absences	Low	<ul style="list-style-type: none"> - In the case of any unexplained absences, a phone call will be made to the parents/guardians to ensure all children arrive safely to school. - Parents should send inform the school for absences that are planned by using Aladdin Connect. 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

EVENT MANAGEMENT

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
47. Risk assessment for events taking place outside of normal school activities (i.e. Open Evening, Spring Fair)	Medium	<ul style="list-style-type: none"> - A list of potential risks will be identified. - Plans will be put in place to mitigate against identified risks. - A form (see Appendix B) is completed listing ways to prevent risk. 	Complete risk assessment for future events.	Ongoing	Principal

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 2024. This review process will be conducted by the health and safety officer in consultation with the safety representative from the Board of Management and the staff. The current policy was ratified on the date below.

SIGNED: Paul Adams, chairperson

DATE: 13/09/2023

APPENDIX A
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:

APPENDIX B
Knocknacarra Educate Together NS
Event Risk Assessment

Event: _____

Event Description:

Location(s): _____

Date and Time: _____

Significant Hazards	Who Might Be Harmed	Likelihood of Harm	Control Measures	Residual Risk

Person Completing this Assessment: _____

Signature: _____

Date: _____

Appendix C Fire Evacuation Plan

