



## VIRGIN MARY GIRLS' NATIONAL SCHOOL

Shangan Road,  
Ballymun,  
Dublin,  
D09 T2X6.

Phone: 01-8421614  
Email: [vmargns@eircom.net](mailto:vmargns@eircom.net)  
Website: [www.virginmarygns.ie](http://www.virginmarygns.ie)  
Roll No. 19303W

**2021/2022**

**Please also see “Health and Safety Amendment in light of Covid-19 attached.**

The Board of Management of Virgin Mary G.N.S., charged with the direct government of the school, has prepared this “Health & Safety Statement”, in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

“Health & Safety” within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

### **Health & Safety Statement**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Virgin Mary G.N.S. wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of Virgin Mary G.N.S. recognises that their statutory obligation under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Virgin Mary G.N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to.

**Duties of Employees:**

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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989).

**Consultation and Information:**

It is the policy of the Board of Management of Virgin Mary G.N.S. to consult with staff re safety audits, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

**Hazards:**

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

**Fire:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officers)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear. Other rooms(including storage) and corridor – The last teacher will see they are free of obstruction.
- (vi) Assembly area is designated outside of the building, and the location specified.
- (vii) Exit signs shall be clearly marked.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The Secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner is to check when cleaning.

(ix) Principal shall be responsible for fire drills and evacuation procedures.

(x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- 1) Wet corridors
- 2) Trailing leads
- 3) Computers
- 4) Guillotine
- 5) Projectors
- 6) Fuse Board
- 7) Electric kettles
- 8) Boiler house
- 9) Ladders
- 10) Excess Gravel on school yard
- 11) Protruding units and fittings
- 12) Flat roof of school
- 13) External stores to be kept locked
- 14) Lawnmower plus all garden equipment
- 15) Entrance/Exit of car-park
- 16) Icy surfaces on a cold day
- 17) Mats in hall plus other P.E. equipment
- 18) Windows opening out

**To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):**

- a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- d) All machinery and electrical equipment are fitted with adequate safeguards.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- f) Ladders must be used with another person's assistance.
- g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- i) It is the responsibility of each Teacher using the storage rooms, Aistear Room etc. to ensure that the room is left free from obstructions. Each teacher will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that Resource Room is left in a tidy condition.
- j) Check that all PE and other mats are in good condition.
- k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by Principal and Caretaker.
- l) Check that wooden beams, benches etc. are free from splinters and generally sound.
- m) Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management).
- n) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. (Caretaker).
- o) Check that manholes are safe. (Caretaker).
- p) Check that all play areas, are kept clean and free from glass before use. (Caretaker and Staff).
- q) Check that outside lighting works and is sufficient. (Caretaker).

- r) Check that all builders' materials, caretakers' maintenance equipment, etc. are stored securely. (Caretaker).
- s) Check that refuse is removed from building each day and is carefully stored outside. (Caretaker).

**Constant Hazards:**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Virgin Mary G.N.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

**Electrical Appliances:**

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person (i.e.) maintenance person, the supplier or agent. Before using any appliance, the user should ensure that:

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

**Chemicals:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaners/Principal/Staff where appropriate).

**Drugs And Medication:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that all drugs (if any), medications, etc. be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel.

**Welfare:**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

**Members of staff and students are reminded:**

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

**Highly Polished Floors:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

**Smoking:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that the school grounds shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

**Broken Glass:**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to remove broken glass immediately and to dispose of it appropriately.

**Visual Display Units:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

**Infectious Diseases:**

It is the policy of the Board of Management of Virgin Mary G.N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

**First Aid:****(1): Notices are posted in office detailing:**

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

**(2): All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by all staff. This file is kept in the office.**

The First Aiders (Pamela and Grainne) will ensure that First Aid Boxes are maintained in the school and are properly equipped including a travel First Aid Box for trips and tours. Each First Aid Box will contain the following:

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves

- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Gel for burns
- Frozen ice-packs in freezer of fridge
- Sun Cream

**N.B. Insulin Pencil (if required) will be kept in Parents room in Fridge**

Disposable gloves must be used at all times when administering First Aid.

**Location of First Aid Equipment:**

**(1) Staffroom**                      **(2) Kathleens bathroom**    **(3) Inside yard door on windowsill**

**Access To School:**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

### Collecting Children:

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Cars are advised to drive slowly approaching the school. Parents are advised to park outside school grounds and to accompany children to and from the school premises.
- Children must be signed out at the office if being collected by parent/guardian before the end of the official school day. Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record to be kept in the office by the school secretary. Parents collect children from the school office to avoid unnecessary disruption to the class.
- Children will **never** be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/guardian or named other.

## Safe Work Practice Sheet

- 1) Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- 2) Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- 3) Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- 4) The Caretaker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- 5) The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- 6) Caretaker must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- 7) Cleaners and Caretaker, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.
- 8) All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- 9) Employees do not use step-ladders or other ladders without the assistance of a colleague.
- 10) Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- 11) Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
- 12) Employees report defective equipment to the Principal.
- 13) Employees report incidences of uncollected refuse.
- 14) Cleaners and Caretaker read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...
- 15) Staff must not walk about with open cups/mugs of hot drinks.

## The Caretaker and Safety

1. He shall lock all external doors as near as possible to 2.30p.m. each evening.
2. He shall check that all windows are securely locked each evening.
3. He shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, etc. are switched off.
4. He shall ensure that the shed/store is **never** left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.
5. He shall check and keep the boiler house and water tank house locked **at all times**.
6. He shall see that the lawn mowers are in good mechanical condition at all times.
7. The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
8. He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
9. He shall ensure that all **Exit Doors** are kept clear during Concerts, Sales of Work, Meetings etc. **Exit** doors must always be open on such occasions.
10. Along with the Principal, he shall check, at regular intervals that the Fire Alarm System is in working order.
11. The Caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.

12. He shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
13. He shall keep lawns, flowerbeds and pitches in good condition.
14. He shall familiarise himself sufficiently with the school's **Safety Statement** and especially with those parts which are relevant to his own position.

## Fire Drill Organisation

The Principal is responsible for **Fire Safety**. She ensures;

- There are **Fire Drills** at least once per term.
- That the **Fire Alarm System** and **Fire Extinguishers** are in working order.
- The events of Fire Drills are recorded.
- She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

### Fire Drill Organisation Plan

#### Assembly Point:

- The main yard (beside the pedestrian gate- Rediscovery Centre Road)

#### Fire Drill Warning:

- When fire bell sounds there should be **Silence** in the classroom, or wherever you are.

#### Evacuation:

- The teacher is in **sole charge** of his/her own class. Each class exits **in single file in silence**. The Teacher leaves last, making sure all windows and doors are closed. Teachers bring **Emergency Safety Evacuation Class List** along.
- Children attending the Support Teachers (withdrawn from class) are escorted to the Fire Assembly Point by the Support Teacher where they are returned to their class line.
- SNA's are to exit with the class they are working with at the time of the fire drill.
- The first teacher to reach the Evacuation Chair (located outside Room 2) will remove it from the wall, carry it outside, assemble it and place it to the left of the fire door so as not to obstruct anyone's exit.

#### Exit Routes:

- All Classes exit their classrooms by their own external classroom doors.
- Rooms **1, 2, 5 and 6** will exit via **Shangan Road** door.
- Rooms **9, 10,15,16 Library and HSCL Room** will exit via **Coultry Road** door.
- Rooms **7, 8, 13,14,music room, staffroom** will exit via **door to main yard**.
- **Admin. Corridor** will exit via **Main Door**

#### Assembling at Fire Assembly Points:

- **When pupils arrive at assembly point, they should line up, class by class, facing towards the school.**
- The teacher will then **call the names from the Emergency Safety Evacuation Class List** and **report the findings to the Principal.**
- **If a child is missing** his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

## Further Fire Precautions

#### Emergency Lighting and Exit Signs:

At the beginning of concerts, large meetings or whenever crowds are assembled in the Hall, the Principal or her representative (in her absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and **Exit Signs**. This warning should be repeated at intermissions.

### Water Mains

The mains water supply, underground water storage tanks located at the front of the school store water for use in the event of a fire. **Location marked in the Senior Yard.**

### Location of Fire Extinguishers:

<u>LOCATION</u>	<u>FOAM</u>	<u>QTY.</u>	<u>CARBON DIOXIDE</u>	<u>QTY.</u>
Bottom of main stairs	Foam	2	Carbon Dioxide	1
Corridor Room 8	Foam	1	Carbon Dioxide	1
Staffroom	Foam		Carbon Dioxide	1 (small)
			Fire Blanket	1
Corridor Room 15	Foam	1	Carbon Dioxide	1
Top of main stairs	Foam	2	Carbon Dioxide	1
Corridor Room 1	Foam	1	Carbon Dioxide	1
Corridor Offices	Foam	1	Carbon Dioxide	1
Cookery Room 11	Foam		Carbon Dioxide	1 (small)
			Fire Blanket	1

### The Main Traffic Entrance:

Parents are reminded both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **entering** and especially when **leaving** the school grounds.

### Cleaning the School (Hygiene):

The Cleaner(s) are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker and/or the Principal.

They are aware of the location of the Fire Extinguishers and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

## Hazards

### Identifying Hazardous Areas for Children:

- The Pump House and Boiler House in Boys School Yard.
- The Staffroom.
- The Cleaners Room.
- The Car Park.

### Precautions:

- 1: Those areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
- 2: The Cleaners' Room, the Pump House and Boiler House shall be kept locked at all times.
- 3: First Aid Equipment must be stored in the Staff Room & Secretary's office.
- 4: Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., Hoover, computers, radios etc.
- 5: Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the Principal, Deputy-Principal or Staff Safety Representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
- 6: The Caretaker has been asked by the Principal to remedy such hazards **immediately** when they come to his notice or are brought to his attention by any staff member, or other school employees.

### Identifying the Hazards:

Teachers, SNA'S and ancillary staff (Caretaker, Secretary, Cleaners) are requested to conduct a **Periodic Safety Check** of their classrooms and/or workplace and to effect or to request immediate corrective action.

The **restricted areas** in our school are as follows:

The Boiler House and Pump House which may contain weed control chemicals, machinery and tools etc., the cleaners' room, the interior of the school during break/lunch times – rooms, corridors, toilets (except with permission), the car parking areas and all lawns, flowerbeds and footpaths at the front of the school. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on her behalf.

**Hygiene** is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

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

- 1: Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- 2: Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
- 3: Restricted areas – mentioned previously.
- 4: Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. etc. There will be lessons on teeth care, RSE in all classes, the Stay Safe Programme, etc.
- 5: Fire Drill
- 6: First Aid

Our teachers are **Professional People trained** to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff members' knowledge. Generally each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help the Teacher on yard with First aid.

It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, the deputy Principal, or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to a doctor in **Ballymun Civic Centre**.

**ALL head injuries will be reported to parents.**

Parents are not allowed to drive cars in the school yard when delivering or collecting their children. Buses are not allowed into the school yard.

**The Staff's Safety Representative:**

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a **Safety Representative** will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. **The present Safety Representatives are Patricia Nolan and Cliona Creedon.**


**The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.**

**This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.**


## Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management of Virgin Mary G.N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

### Signed on behalf of the Board of Management:

Chairman:   
Mr. Pat Kenny

Date: 19 Oct 2021

Principal:   
Niamh Cuthbert

Date: 19/10/2021

Safety Officers: \_\_\_\_\_

Date:

(Nominee of B.O.M.)

Safety Representatives: \_\_\_\_\_

Date:

\_\_\_\_\_  
Patricia Nolan Cliona Creedon  
(Nominee of Staff)

## Appendix 1:

### Classroom and Internal Rules

1. Follow instructions given by Teachers and/or Principal, at all times.
2. Sit properly on chairs, all four legs on the floor.
3. School bags under tables, neatly stored
4. Walk ways in classrooms must be kept clear.
5. Hang all coats, jackets, gear bags etc. on hooks, in the cloakrooms provided. The wearing of coats, scarves or gloves in class is prohibited.
6. During wet days, pupils must remain seated for both breaks – rainy day activities are available in all classrooms. Any activity that requires moving around the classroom on rainy days will require approval by the Principal and organisation by the Class Teacher.
7. No rulers, scissors, mathematical instruments etc. to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
8. Use all classroom and P.E. equipment, according to teacher's instructions. All equipment needs to be returned to its correct location.
9. Never bang a door closed – be mindful of others.
10. When moving around the school, **always walk, never run.**
11. Walk on the right hand side of the corridors.
12. Watch where you are going – don't look behind you while walking.
13. At all times, think of your own safety and the safety of others – especially younger and smaller pupils.

## **Appendix 2:**

### **Rainy Day Rules**

1. During wet days, pupils must remain seated during their break – rainy day activities are available in all classrooms. Any activity that requires moving around the classroom on rainy days will require approval by the Principal and organisation by the Class Teacher.
2. No rulers or any other dangerous implements in pupils' hands.
3. Other electrical implements plugged out.
4. Pre-arranged groups for activities before Class Teacher leaves the room.
5. Sit down properly – four legs of chair on floor at all times.

### Appendix 3:

## Yard Rules

1. Play safely – no rough play or “pretend fighting”.
2. Stay in designated zone of the yard.
3. Don’t enter the school without permission or a pass.
4. Report any problems/incidents to the teachers on yard duty.
5. No swinging off or climbing the benches & tables.
6. No swinging out of coats/hoods.
7. No throwing of clothes, hats, bags, shoes pebbles, etc.
8. Only yard equipment allowed for games, on yard.
9. **“Yard Out of Bounds” areas:**
  - The corners of the yards where Junior & Senior yard meet. This is a blind spot.
  - The car-park.
  - All grass areas during wet weather.

## Identification and Assessment of Hazards

**Date:** September 2021  
**Area:** Classroom Hazards

<b>Hazard</b>	<b>Location</b>	<b>Risk</b>	<b>Suggested Remedy</b>
Chairs	Classroom	Swinging Falling Off	Push in before leaving table Carry school bags in hand Each evening stack chairs to one side to facilitate cleaning/put on tables.
School Bags	On the floor On the backs of chairs	Tripping over them	Store under the tables and in cloakroom (infants-2 <sup>nd</sup> )
Wet Floor	Toilet Wet Area	Slipping	Wet floor signs Check often and keep a supply of newspaper
Movement from classroom	From classroom to classroom, yard etc.	Falling, running etc.	Walk in straight lines, without pushing etc.
Running, rushing	Within classrooms	Falling and hitting heads off furniture or one another	Rule-always walk Constant reminder by teacher to pupils
Storing Books/ School Equipment	Shelves, Windows	Tripping over them, equipment falling	Store all books and equipment in a safe manner
Cables	Cables of IWB, CD players etc.	Tripping over them, electric shock	Ensure cables are not near walk ways, always put away after use Do not store electrical equipment on the floor
Coats, scarves	Classroom	Tripping over them	Hang up coats and scarves on the coat hooks provided in the cloakroom

## Identification and Assessment of Hazards

**Date:** September 2021

**Area:** Internal Hazards

<b>Hazard</b>	<b>Location</b>	<b>Risk</b>	<b>Suggested Remedy</b>
Landing mats and small mats	In exit corridors	Tripping Hazard Exit blocked	Regularly check mats for wear and tear
Outside doors	All exits	Door slamming	Ensure all doors are latched open and/or closed properly
Blocked exits	All exits	Blocked exits	Store chairs, benches and desks away from doors
PE equipment on ground	Storage Room (top of stairs) Under saird	Tripping	Store all equipment in the shelves provided
Chemicals	Cleaners Room	Toxic, poisonous substances	Lock room, restricted access
Wet Floors	Corridor	Slipping, falling	Ensure mats are in the correct location
Storage of chairs, benches, etc.	Corridor	Can cause injury if the pupils walk into them or trip over them.	Remove all furniture from the room when it is being used for PE or place cones so that children keep clear of furniture. Do not stack benches.
Burns/scalds	Staffroom	Burns/scalds	This room is for staff only.
Burns/scalds	Cookery Room	Burns/scalds	This room is for use only under the supervision of staff.

## Identification and Assessment of Hazards

**Date:** September 2021

**Area:** Yard Hazards

Hazard	Location	Risk	Suggested Remedy
Hedge	Yard boundary	Thorns, cuts	Prune and tidy regularly
Loose gravel on yard (tarmac)	All tarmac areas	Fall, cuts, scars	Apply for funding to resurface the yard
Manhole covers when wet	Yard	Slippy	Replace/re-coat if necessary
Excess water/mud on the yard	Both yards – wet days	Slipping, falling	Put out cones as a temporary measure and check with Caretaker re. drainage