



Health and Safety Statement

This policy has been formulated by Rathcoole ETNS to bring to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

Introductory Statement

The Board of Management of Rathcoole ETNS 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 cooperation 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 (B.O.M.) Safety Officer 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.

Rationale

The Board of Management of Rathcoole Educate Together National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

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

Aims

The Board of Management of Rathcoole Educate Together National School 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.
- 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 as far as is reasonably possible, so as to ensure the health and safety at work of all 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 Staff Health and Safety Officer.

School Profile

Rathcoole Educate Together National School is located in temporary accommodation in Newcastle. Currently it has a staff of 1 principal, 6 mainstream class teachers, 2 ASD class teachers, 3 SET, 14 Ana's, 1 part-time secretary and a cleaner. At present there are 135 pupils enrolled in the school. The school at different times throughout the year also has a number of adults, third and second level carrying out work experience with the staff throughout the year.

SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff. In particular, The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice.
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide information, training, instruction, and supervision where possible, to enable staff to perform their work safely and effectively.
- Make available all applicable safety or protection devices, information, instruction, training, and supervision where possible to generate a safe place of work.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.
- Consult with staff on matters related to safety, health, and welfare at work.
- Manage the Covid 19 pandemic information, policies and promote the safe return to schools.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

The Rathcoole National School's working copy of the Safety Statement is located on file in the Principal's office and on the school website. It will be available for viewing by any employee. The Safety Statement is introduced to all new employees at their *Induction Training*.

Signed:.. Health and Safety Officer (Board of Management)

Date:

Roles and Responsibilities Employees

It is the duty of every employee while at work:

1. 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.
2. 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.
3. 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.
4. To report to the Board of Management (Staff Health and Safety Officer) without unreasonable delay, any defects in the building, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
5. To ensure they stay up-to-date with the school's Health and Safety policy.
6. To follow all Covid 19 guidelines and procedures set out in the schools Covid Plan.

No person will intentionally or recklessly interfere with or misuse any appliance, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or 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).

Board of Management

The overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. Management and all other staff within the School will support the members of the Board of Management to ensure implementation of the Health and Safety Statement. The B.O.M. will meet on a periodic basis to discuss health and safety issues within the School. Specifically they will:

- Appoint a B.O.M. Health and Safety Officer from within the Board of Management.
- Arrange for the appointment of a Staff Health and Safety Officer from within the staff.
- Support the Principal in her role as the 'day-to-day manager' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable the Health and Safety Statement to be reasonably implemented.
- Support the Health and Safety Officer, Principal, and all members of staff.
- Ensure that the Health and Safety Statement and all procedures pertaining to this statement are communicated adequately to staff.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- To oversee that the Covid 19 Plan is being adhered to.

Health and Safety Officer on the Board of Management, and the Principal/Deputy Principal

The B.O.M. Health and Safety Officer shall keep the B.O.M. informed of concerns and updates to the Health and Safety policy. The Health and Safety Officer via the Principal as the 'day-to- day manager' of the school shall:

- Monitor the competence of all members of staff under the administration of the B.O.M. to carry out their work safely and follow procedures if he/she has any concerns. The Principal shall ensure all staff are fully aware of any potential hazards in their job to themselves and others.
- Arrange to evaluate the effectiveness of the Health and Safety Statement on an annual basis.
- Ensure that the responsibility of Health and Safety is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire-safety equipment (e.g. fire extinguishers, fire alarms, fire doors, lift, break glass units, fire blankets) is available, tested on an annual basis and replaced when used or defective.
- Make first aid training available to all staff every 2 years.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have an up-to-date safety statement available
- Require an up-to-date Safety Statement from any employers from whom the School contracts services.
- Procure advice and assistance wherever necessary from the Health and Safety Authority.
- Take heed, together with remedial action, on any Health and Safety matters brought to the attention of the Board of Management.
- Ensure that newly appointed staff and regular volunteers have up-to-date garda vetting.
- To check and respond to Covid 19 response plan as needed.

Teachers

All Teachers are responsible for creating a genuine culture of safety within the school.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils.
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- Regularly examine their areas in a walk-through inspection to ensure they are compliant with health and safety standards.
- Regularly check their first aid packs and restock if needed.
- Teachers will follow Health and Safety procedures on any outings outside of the school grounds and follow relevant procedures as outlined in RETNS' school tour policy. (drafting)
- Ensure that Covid 19 procedures are being adhered to.

Staff Health and Safety Officer

The Staff Health and Safety Officer is responsible for coordinating, supervising, and managing the Safety, Health and Welfare matters dealt with in the Safety Statement.

They will:

- Complete a safety inspection of the school premises on an annual basis.
- Organise a fire drill on a termly basis.
- Assist the principal in regular maintenance checks on break-glass units and update the log book accordingly.
- Ensure that adequate First Aid provisions and arrangements are in place.
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided.
- Review risk assessment and Safety Statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.

Parents/Guardians

Parent participation is actively encouraged in Rathcoole ETNS and parents are often on-site during the school day to get involved in activities within the classroom. This may be hard to achieve with Covid restrictions at the moment. Parents who are visiting a classroom shall:

- Sign-in the 'Visitor sign-in book' at Reception or through the Google Forms system
- Proceed to their child's classroom only if visiting for any reason
- Follow any safety instructions given by the members of staff in their child's classroom
- Observe and obey all safety information signs posted throughout the school
- Refrain from interfering with any equipment or hazardous materials stored or used on site even if left unattended
- Report any accidents, however minor, to a member of staff and the appropriate accident form will be completed
- In the case of a fire or emergency evacuation activation - evacuate the building with the class they are visiting as per the class teacher's instructions
- To follow all Covid 19 measures when collecting children and sending children to school as outline in the Covid 19 plan

Visitor Control

A visitor is defined as any non-staff member who enters the school grounds for a non-routine meeting or event.

- The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.
- In the event of a fire, or emergency evacuation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the school and follow all Covid 19 protocols.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended

Contractor Control

A contractor is defined as anyone who undertakes or carries out work either him/herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff are not affected by the operations of the contractor. All contractors who wish to work for Dublin South City Educate Together must provide the following items to the Principal:

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.
- Follow all Covid 19 protocols.

Anti-bullying and Anti-Harassment Policy

Rathcoole Educate Together is committed to providing a working environment free from harassment of any kind and to protecting the dignity of every individual at work. Rathcoole ETNS recognises that conflict may occur and can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

Rathcoole ETNS will ensure that any complaints are properly and fairly investigated and dealt with in an appropriate and measured way according to the complaints procedure. As far as Rathcoole ETNS is concerned any source of harassment,

whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable. Staff members are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and the school will proceed with the steps outlined in the complaints procedure only with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report any unwanted behaviours.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

Stress at the Workplace

Rathcoole Educate Together National School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceeds the capacity of staff members to meet said demands. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Highly demanding tasks

Rathcoole Educate Together National School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- Management will provide opportunities for staff to relax and to improve coping strategies through professional learning, school activities and the provision of employee assistance programme via Inspire, through the Department of Education and skills.

Consultation and Information

It is the policy of the Board of Management of Rathcoole Educate Together National School to consult with staff in preparation and completion of an annual Health and Safety Audit, to make a copy of the safety statement available to all present and newly appointed 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 any 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 listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained **by the principal or fire safety officer.**

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller: If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

It is the policy of the Board of Management of Rathcoole Educate Together National School that:

1. 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.
2. The Principal will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (All Staff)
5. All doors, corridors, and stairwells shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in their classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
6. A plan of the school shows assembly points outside the school (BOM).
7. Assembly areas are designated outside each building, and the locations specified. (BOM and Principal)
8. 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 to check when cleaning.
9. Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire (Principal).
10. Principal and Staff Safety Officer shall be responsible for fire drills and evacuation procedures.
11. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

If you come across a Fire

Should a fire occur in any area of the school, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the appropriate extinguishers and hoses etc. DO NOT PUT YOURSELF AT RISK.
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the building and move towards the Assembly Point
- Call the Fire Brigade

If you hear the Fire alarm;

- EVERYONE OUT of the building using the nearest escape routes. Class teachers bring class lists with them. WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- Move to the Assembly Points (Located in the far play area by the letter S). Class teachers call the roll and hold up the green card or red card. Green card indicates everyone is accounted for where red card indicates that there are people not accounted for. In the case of a red card, the teacher must inform the emergency site controller immediately.
- Wait for direction from the Emergency Site Controller

Identified Hazards

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. Stairs

2. Wet corridors
3. Gas/Oil tanks
4. Trailing leads
5. Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess gravel on school yard
13. Protruding units and fittings
14. External store to be kept locked
15. Lawnmower
16. Slabs around perimeter of school
17. Garden stores
18. Icy surfaces on a cold day
19. Mats in classrooms
19. Unsecure doors
20. Items blocking stairs
21. Items blocking access to storage in classrooms

22. Items blocking pathways around classrooms

23. Leaks in ceilings or bathroom fixtures

25. Children not crossing at pedestrian crossings or cars driving across the crossing.
26. Occasional sharp objects found on school grounds

Safety Protective Measures

To minimise these dangers the following safety/ protective measures must be adhered to in addition to the duties of employee pages 1-2 of this document.

1. Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment appropriate to their position. (BOM Safety Officer)
2. All machinery and electrical equipment are fitted with adequate safeguards. (BOM Safety Officer)
3. Precautionary notices, in respect of safety matters are displayed at relevant points. (Staff Safety Officer)
4. Ladders must be used with another person's assistance. (all staff)
5. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery (All staff)
6. All staff will replace equipment in storerooms securely and positioned so as not to cause a hazard.
7. Check that all PE and other mats are in good condition. (all staff)
8. Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (B.O.M. Health and Safety Officer) Hazards related to heating and plumbing issues will be reported to the principal and dealt with in an efficient manner.
9. Check that all play areas, especially sand pits, are kept clean and free from glass before use. (All staff)

10. Check that outside lighting works and is sufficient. (Board of Management)
11. All staff will ensure that all classrooms and corridors are kept free of clutter, trailing leads or any items inhibiting movement around the school building. (all staff)

12. Sharp objects and chemicals (e.g. surface sprays etc) will be kept out of reach of children (all staff, and cleaners)

13. Paths, carpark, and drive-through area will be salted on icy days where possible (caretaker)

14. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Staff Health and Safety Officer).

15. Check that refuse is removed from building each day and is carefully stored outside. (Principal, staff, and cleaners).
16. Wet floor signs will be displayed when the floor is wet (All staff, and cleaners)

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of Rathcoole Educate Together National School 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, maintenance person, the supplier or his agent. Before using any appliance, the user should check 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.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Rathcoole Educate Together National School 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/Cleaner/Principal where appropriate)**

Drugs and Medication

It is the policy of the Board of Management of Rathcoole Educate Together National School that all etc be kept in a secure cabinet/drawer. Administration of medication is only to be carried out or supervised by staff members as outlined in a completed 'Administration of Medication Plan', as specified in the 'Administration of Medication' policy and authorised by the Board of Management.

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 always. Adequate facilities for waste disposal must be available. An adequate supply of and cold water, towels and soap and sanitary disposal facilities should be available.

Members of staff and students are reminded:

1. 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.
2. 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 Rathcoole Educate Together National School 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 and surfaces being affected by frost in cold weather.

Smoking /Vaping

It is the policy of the Board of Management of Rathcoole Educate Together National School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Infectious Diseases

It is the policy of the Board of Management of Rathcoole Educate Together National School that all members of the school community shall be notified in the case of an outbreak of an infectious disease 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. Any faulty equipment must be identified to the caretakers.

Manual Handling

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether help is necessary. Training in correct manual handling techniques will be provided as appropriate

Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters, or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

First Aid

It is the policy of the Board of Management of Rathcoole Educate Together National School that, where possible, some members of staff shall be trained to provide basic First Aid to staff and pupils. Training is given every second year.

The following ****First Aid Notice**** will be posted in a visible location for all staff

This notice is provided to inform staff of the arrangements for giving first aid and emergency procedures in the school. Please read and familiarize yourself with the following information.

1. Arrangements for Giving First Aid:

The following staff members are trained in first aid and should be contacted in the event of an emergency:

Deirdre Harrington
Aoife Prendergast
Céire....
Carol Walsh
Liz Porter
Mary
Lisa

Injuries or Illness: In case of any injury or illness, contact the nearest first aider immediately. First aid should only be provided by trained individuals.

First Aid Kit Usage: First aid kits should only be used for minor injuries. For serious injuries where an individual is unconscious follow the procedures after section 2.

2. Location of First Aid Boxes

Main Staff Room: On the shelf above fridge

School Office: [Exact Location]

Classrooms: [Exact Location, e.g., "Inside the teacher's cabinet near the door"]

Other Locations: Extra first aid materials are available in drawers in the hallway opposite secretary's office.

Each box is regularly stocked and maintained with essential first aid supplies. Please inform Health and Safety Officer (Darren Sheils) if the kit is missing any items.

3. Procedure for Calling an Ambulance:

In case of a severe injury or illness that requires immediate medical attention:

1. Clear the area of all children and staff not involved
2. Ask for a trained first aid individual immediately
3. Call 112 or 999 immediately

2. Provide the following information:

Rathcoole ETNS D22 PVY3

Nature of the injury or illness

Details of any first aid already administered

Number of people involved

Age, Gender, Conscious, Breathing normally, if trauma; severe bleeding? Yes/No

Stay on the phone until the dispatcher tells you to hang up.

Ensure the person is attended to until professional help arrives. Inform the school office and any trained first aiders.

4. Emergency Contact Numbers:

Local Gardaí (Police): 01 666 7900

Nearest Hospital: Tallaght University Hospital (01) 414 2000

Emergency Services (Ambulance, Fire, Gardaí): ****112**** or ****999****

Please ensure that you are familiar with the location of the first aid kits and the procedures outlined above. In case of any questions, contact the school office or the designated first aid coordinator.

This notice is to be posted in all offices, staff rooms, and classrooms.

The Principal and Staff Health and Safety Officer will see that there will be maintained in the school a properly equipped available to staff at all times containing:

- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Sticking plasters

Disposable gloves must be used at all times in administering First Aid and all medical items used (plasters, wipes etc) must be disposed of appropriately.

Covid 19 plan is adhered to in relation to the isolation room and procedures that follow.

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 and sign the visitors book or online tracing form 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. No-one will be admitted to the building unless prior appointment is authorised.

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/her workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

All individuals, in the interest of safety, must obey all signs upon entering the school grounds.

The school uses a code word system for collecting children. The parents/caregivers must inform us if there is someone different collecting them and that person must be able to say the code word.

Revision of Safety Statement

This statement shall be regularly revised by the Board of Management of Rathcoole Educate Together National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Roles for 2025/2026 School Year:

Principal: Gemma Maher **BOM Health and Safety Officer:** tbd **Staff Health and Safety Officer:** Sarah Kelly **Secretary:** Michelle Clarges

Policy statement in accordance with The Safety, Health and Welfare Act 2005

Appendices

Appendix 1: Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Yard at home time

Assessor's Name: Gemma Maher

Assessment Date: 23/8/23

Parking, drop off and collection due to no traffic plan.

Persons at risk : Staff and students

Risk potential

High

Risk with controls Control measures to eliminate or reduce risk – waiting on the ETB and the Department to come up with a plan. Children to get the bus where possible or walk on site.

Person(s) Responsible

Principal liasing with Buildings in ET and DOE

Appendix 2: Accident Report Form

Rathcoole ETNS Accident Report Form	
The particulars of all accidents must be entered below and reported promptly to the Board of Management.	
Place where accident occurred:	
Date and time of accident:	
State cause of accident:	
Give detailed account of accident:	
Did the injured person cease work/class?	Yes No
Name of person injured	
Name of witness (if applicable)	
Signature of person in charge at time of accident:	

Principal's signature: _____ Date: _____ 21