

Scoil Sailearna, Indreabhán, Co. Na Gaillimhe.

Ráiteas Sábhailteachta

Réamhrá

Sé aidhm an Acht Sábháilteachta, Sláinte & Leasa ag an Ionad Oibre 2005 (SHAWAW 2005), agus Rialacháin SHAWAW (Feidhm Ghinearálta) 2007 ná sábháilteacht, sláinte agus leas chuile fhostaí ar an láthair oibre a chinntiú agus a chinntiú go bhfuil chuile dhuine eile ar an láthair oibre sábhailte freisin.

Baineann an tAcht le fostaithe i mbun chuile chineál oibre agus clúdaíonn sé chuile imeacht a bhíonn ar bun ag **Scoil Sailearna, Indreabhán, Co. na Gaillimhe.**

De réir Roinn 20 den Acht caithfidh an scoil ráiteas sábháilteachta scríofa a réiteach ag léiriú go sonrach cén chaoi a gcinnteofar agus cén chaoi a ndéanfar bainistiú ar shábháilteacht, sláinte agus leas na bhfostaithe ar an láthair oibre.

Déanfar uas-dhátú ar an ráiteas sábháilteachta seo de réir mar is gá, bunaithe ar reachtaíocht nua, aiseolas ón bhfoireann, leasaithe, athrúintí struchtúrtha agus taithí practiciúil. Ina theannta sin, déanfar athbhreithniú bliantúil ar an Ráiteas Sábháilteachta.

Tá an Ráiteas Sábháilteachta seo ar fáil do chuile fhostaí, do thuismitheoirí agus do chonraitheoirí.

Caithfidh chuile fhostaí eolas a chur ar Ráiteas Sábháilteachta na Scoile.
Ráiteas Polasaí Sábháilteachta, Sláinte & Leas ag an Obair.

Sé polasaí **Scoil Sailearna, Indreabhán, Co. na Gaillimhe**, chomh fada is atá sé réasúnach & praiticiúil, sábháilteacht, sláinte agus leas chuile fhostaí a chinntiú agus ina theannta sin a chinntiú nach mbeidh sábháilteacht agus sláinte, daoine nach bhfuil fostaithe sa scoil ach a bhféadfadh tionchar a bheith ag imeachtaí na scoile orthu, i mbaol ach an oiread.

Aithníonn Bord Bainistíochta Scoil Sailearna go sonrath na freagrachtaí ar leith atá ar an mBord de réir Roinn 8 den Acht.

Tá dualgais an fhostóra leagtha amach i Roinn a 8 den Acht mar seo a leanas:

- (1) ***Cinntoidh chuile fhostóir, chomh fada is atá sé réasúnach & praiticiúil, sábháilteacht, sláinte & leas ag an obair, dá chuid fostaithe.***
- (2) ***Gan a bheith claonta do ghinearáltacht fho-roinn (1) clúdaíonn dualgais an fhostóra an méid seo a leanas, go speisialta:***
 - (a) ***ag bainistiú & ag stiúradh imeachtaí oibre, le sábháilteacht, sláinte agus leas na bhfostaithe ag an obair a chinntiú, chomh fada is ata se réasúnach & praiticiúil;***
 - (b) ***ag bainistiú agus ag stiúradh gníomhaíochtaí oibre, sa gcaoi is go seachnófar aon mhí-iompar, a chuirfeadh sábháilteacht, sláinte agus leas na bhfostaithe ag an ionad oibre i mbaol, chomh fada is gur féidir is atá sé praiticiúil.***
 - (c) ***Maidir leis an láthair oibre atá i gceist, ag cinntiú chomh fada is atá sé réasúnach agus praiticiúil –***
 - (i) ***go bhfuil dearadh, soláthar agus cothabháil na háite go maith, le go mbeadh caoi mhaith ar an áit, le go mbeadh sé sábháilte, gan riosca sláinte ag baint leis.***
 - (ii) ***go bhfuil dearadh, soláthar agus cothabháil na háite go maith, agus go ndéantar cothabháil mhaith ar na bealaí isteach agus amach as, le cinntiú go bhfuil siad sábháilte.***
 - (iii) ***Go bhfuil dearadh, soláthar & cothabháil trealaimh, gléasra nó aon earraí eile, sábháilte gan riosca do shláinte;***
 - (d) ***Chomh fada is atá sé réasúnach agus praiticiúil, ag cinntiú sábháilteacht a chuid fostaithe agus ag cosc rioscaí dá sláinte ag an obair, a bhaineann le úsáid aon earra, nó substaint, torann, creathadh, ianúchain nó radaíocht eile nó aon ghníomhaí fisiceach eile;***
 - (e) ***ag soláthar córais oibre atá pleanáilte, eagraithe, curtha i bhfeidhm, cothaithe agus athbhreithnithe mar is cuí, le go mbeidís sábháilte, gan riosca don tsláinte, chomh fada is a bheadh sé sin réasúnach agus praiticiúil;***

- (f) *ag soláthár áiseanna agus socraithe ar mhaithe le leas a chuid fostaithe ag an ionad oibre & ag déanamh cothabháil orthu.*
- (g) *ag soláthar an eolais, na treorach, na traenála a theastaíonn, le sábháilteacht, sláinte agus leas a chuid fostaithe ag an ionad oibre a chinntiú, chomh fada is atá sé sin réasúnach agus praicticiúil.*
- (h) *ag dearbhú agus ag cur i bhfeidhm na mbearta sábháilteachta, sláinte &, leasa riachtanacha, le sábháilteacht, sláinte & leas a chuid fostaithe a chosaint nuair atá an Bord ag aithint contúirtí agus ag déanamh measúnu rioscaí faoi roinn 19 nó ag réiteach ráiteas sábháilteachta faoi roinn 20 agus ag cinntiú go bhfuil na bearta ag cur cúinsí a bhíonn ag athrú, san áireamh;*
- (i) *ag tabhairt aird ar na prionsabail ghinearálta le contúirtí a sheachaint, a chosc agus a theacht rompu. San áit nach féidir rioscaí a smachtú nó a ghearradh amach go hiomlán, nó i gcúinsí áirithe mar atá leagtha síos, ag cur éadaí cosanta, trealamh etc. ar fáil agus ag déanamh cothabháil orthu, chomh fada is atá sé sin réasúnach agus praicticiúil, le sábháilteacht, sláinte agus leas na bhfostaithe ag an obair, a chinntiú.*
- (j) *ag réiteach pleananna & nósanna imeachta fóna atá le leanacht i gcás éigeandála nó sa gcás go bhfuil contúirt dháiríre ag gabháil tarlú agus ag déanamh athbhreithniú orthu más cuí.*
- (k) *ag déanamh tuairisciú ar thimpistí nó ar eachtraí contúirteacha mar atá leagtha síos, don Údarás Sláinte & Sábháilteachta nó do dhuine atá ainmnithe faoi roinn 33, más cuí, agus*
- (l) *ag glacadh le seirbhísí duine inniúil nuair is gá (más faoi chonradh é nó murab ea) le sábháilteacht, sláinte agus leas na bhfostaithe ag an obair a chinntiú chomh fada agus is atá sé sin réasúnach agus praicticiúil.*

Cuirfidh an scoil ar fáil na hacmhainní riachtanacha, na struchtúir agus na nósanna imeachta atá ag teastáil, le fostaithe, daltaí agus cuairteoirí a chosaint in aghaidh rioscaí a tharlaíonn de bharr imeachtaí san ionad oibre.

Tá sé mar dhualgas tábhachtach ar chuile fhostaí, cloí le polasaithe sábháilteachta agus nósanna imeachta na scoile agus glacadh lena gcuid freagrachtaí faoi mar atá leagtha amach sa gcáipéis seo agus de réir aon reachtaíocht ábharthach eile.

Má tá aon bhall foirne (a bhfuil freagrachtaí sonracha acu do shábháilteacht, sláinte agus leas na bhfostaithe) as láthair ar feadh tréimhse fada, tá sé de dhualgas orthu na freagrachtaí sin a roinnt amach i gceart ar dhaoine eile

Struchtúr Bainistíochta Sláinte & Sábháilteachta agus Freagrachtaí:
Health and Safety Management Structure and Responsibilities:

Tá an Príomhoide, an Príomhoide Tánaisteach, na hIonadaithe Sláinte & Sábháilteachta agus an Maor Dóiteáin freagracht as a chinntiú, chomh agus gur féidir is go bhfuil sé réasúnach:

- 1) sláinte agus sábháilteacht na ndaoine atá ag obair nó ag staidéar sa scoil, nó ar cuairt chuig an scoil;
- 2) a chinntiú go ndéantar ath-bhreithniú ar an ráiteas sábháilteacht ar a laghad uair sa mbliain;
- 3) a chinntiú go n-aithnítear na contúirtí agus go gcoinnítear na rioscaí faoi smacht;
- 4) a chinntiú go ndéantar scrúdú/iniúchadh sábháilteachta go rialta le cinntiú go bhfuiltear ag cloí leis an Ráiteas Sábháilteachta agus leis na riachtanais dhleathacha agus le cinntiú go gcuirtear bearta rialaithe i bhfeidhm ina dhiaidh sin, de réir mar is gá;
- 5) chuile thimpiste a tharlaíonn do fhoireann na scoile, do dhaltaí agus do chuiditheoirí a fhiosrú san áit a bhfuil siad freagrach agus an Tuairisc Timpiste / Eachtraí a líonadh amach de réir mar is gá;
- 6) A chinntiú go gcuirtear i bhfeidhm na nósanna imeachta re. Aslonnú agus Gar-chabhair agus a chinntiú go bhfuil a ndóthain pearsanra (maoir dhóiteáin / daoine le gar-chabhair) ar fáil;
- 7) A chinntiú go bhfuil an fhoireann traenáilte i gceart lena gcuid dualgais a chomhlíonadh go sábháilte;

- 8) A chinntiú go bhfreastalaíonn an fhoireann ar chúrsaí traenáilte ainmnithe nuair is cuí.

Freagrachtaí na bhFostaithe

Tá dualgais ghinearálta na bhfostaithe leagtha síos i Roinn a 13 den Acht, mar seo a leanas:

(1) Nuair atá an fostaí ag an obair, caithfidh sé/sí

a) cloí leis na fórála reachtúla ábhartha mar is cuí agus a bheith sách cúramach, lena s(h)ábháilteacht, a s(h)láinte agus a leas a chosaint, chomh maith le sábháilteacht, sláinte agus leas aon duine eile, a d'fhéadfadh gníomh nó faillí an fhostaí ag an obair, tionchar a imirt orthu.

b) a chinntiú nach bhfuil sé/sí faoi thionchar an óil chomh mór is go gcuirtear a s(h)ábháilteacht, a s(h)láinte agus a leas fhéin, nó sábháilteacht, sláinte agus leas aon duine eile, i mbaol.

c) Má tá sé réasúnach don fhostaitheoir é a iarraidh, a ghabháil faoi thástáil do thionchar an óil (a bheadh comhréireach, réasúnach) a bheadh leagtha síos, faoi stiúir dochtúra cláraithe, inniúil.

d) chuile chomhoibriú a thabhairt don fhostaitheoir nó d'aon duine eile, le go bhféadfadh an fhostaitheoir (nó an duine eile) cloí leis na socruithe reachtúla ábhartha, mar is cuí.

e) gan a bheith dhá (h)iompar fhéin ar aon bhealach mí-chuí a d'fhéadfadh sábháilteacht, sláinte agus leas ag an obair an fhostaí nó aon duine eile a chur i mbaol.

f) freastal ar cibé traenáil nó a ghabháil faoi cibé measúnú a d'fhéadfadh an fostóir a iarraidh go réasúnach a bhainfeadh le sábháilteacht, sláinte agus leas ag an obair nó a bhainfeadh le obair a bheadh ar bun ag an bhfostaí.

g) ag tabhairt aird ar a c(h)uid traenála agus ar threoracha an fhóstóra, ag baint úsáid cheart as aon earra nó substaint atá curtha ar fáil don fhostaí nó ar mhaithe le sábháilteacht, sláinte agus leas an fhostaí ag an obair, gléasra nó éadaí cosanta san áireamh.

h) Na rudaí seo a leanas a thuairsciú don fhóstóir nó d'aon duine feiliúnach eile chomh luath is gur féidir é -

(i) aon obair atá ar bun nó aon obair gur dóigh go mbeadh ag tarlú, ar bhealach a d'fhéadfadh sábháilteacht, sláinte agus leas an fhostaí ag an obair nó sábháilteacht, sláinte nó leas aon duine eile a chur i mbaol.

(ii) aon locht nó fabht ar láthair na hoibre, sa gcóras oibre, aon earra nó substaint a d'fhéadfadh sábháilteacht, sláinte agus leas an fhostaí ag an obair nó sábháilteacht, sláinte nó leas aon duine eile a chur i mbaol, nó

(iii) aon sárú ar na forálacha reachtúla ábharthacha a d'fhéadfadh sábháilteacht, sláinte agus leas an fhostaí ag an obair nó sábháilteacht, sláinte nó leas aon duine eile a chur i mbaol, a bhfuil an fostaí ar an eolas faoi.

(2) Ní dhéanfaidh fostaí bréaglériú don fhostaitheoir, ó thaobh leibhéal traenála de, nuair a bheas sé/sí ag dul faoi chonradh fostaithe, mar atá leagtha síos i bhfo-roinn (1) (f).

Dul i ngleic le Dóiteáin:

Tá córas braite dóiteáin freagrach feistithe sa bhfoirgneamh, le aláraim agus brathadóiri deataigh;

Tá traenáil faighte ag chuile bhall foirne in úsáid na cineálacha difriúla trealamh comhraicthe dóiteáin agus sa nós imeachta aslonnaithe.

Beidh druileanna tine agus aslonnaithe ann a laghad uair sa téarma.

Coinneofar glan na bealaí éalaithe agus ní bheidh aon bhac sa mbealach.

Garchabair agus Gortú / Bainistiú Tinnis:

Aithníonn an scoil an fhreagracht atá uirthi traenáil Gar Chabhrach ceirde a chur ar fáil, ag cloí le riachtanais Rialacháin Sábháilteachta, Sláinte & Leas ag an Obair (Feidhm ghinearalta), 2007;

Tá málaí/boscaí garchabhrach ar fáil san oifig ó thuaidh. Tá an dara pacáiste ann, ceann acu gur féidir a thabhairt as chuig imeachtaí spóirt agus turais scoile. Baill shinsearacha den fhoireann amháin a dháilfeas amach cógais leighis le cead na dtuismitheoirí ach amháin i gcás cógais leighis éigeandála (epipens etc.) a fhéadfas múinteoir an dalta a thabhairt.

Iarrfar cúnamh leighis láithreach do ghortaithe don chloigeann nó do ghortaithe níos tromchúisí;

Ba cheart chuile thimpiste, neastimpiste agus eachtra a thuairisciú don phríomhoide agus don Oifigeach Sábháilteachta agus iad a chlárú sa Tuairisc Timpistí.

Tuairisciú Gortaithe / Eachtraí & Fiosrúchán

Sí an phríomh-aidhm le tuairisciú timpistí ná na cúiseanna a aithint agus stop a chur lena leithéide ag tarlú arís.

Is dualgas reachtúil freisin é an tÚdarás Sláinte & Sábháilteachta (HSA) a chur ar an eolas faoi na timpistí nó na heachtraí contúirteacha seo a leanas:

- (a) ***bás duine ar bith fostaithe nó dó duine ar bith féin-fhostaithe a tharla de bharr timpiste le linn a gcuid oibre;***
- (b) ***gortú a tharlaíonn don fhostaí ag an obair, a stopfadh an duine fostaithe, nó an duine féin-fhostaithe, ó bheith ag comhlíonadh a gcuid gnáth-dhualgais oibre ar feadh breis is 3 lá, gan lá na timpiste san áireamh. Bheadh Dé Sathairn & Dé Domhnaigh san áireamh anseo. (Mar shampla, má bhaineann gortú Dé Ceadaoin do dhuine nach n-oibríonn go hiondúil ag an deireadh seachtaine ná ar lá saoire bainc, agus má fhilleann an té sin ar an obair an Luan dar gcionn, d'fheadfaí an timpiste sin a thuairisciú.)***
- (c) ***bás, nó gortú a dteastaíonn cóir leighis dochtúra claraithe uaidh, nach dtarlaíonn nuair atá duine ag an obair ach a bhfuil baint aige le gníomhaíocht oibre nó leis an ionad oibre.***

Ní gá bás nó gortú a tharlaíonn de bharr gnáth chóir leighis (eg. obráid nó cógas) a thuairisciú.

- (d) ***timpiste bóthair a fhreagraíonn do chritéir (a) agus (b) thuas.***

Ní thiocfadh timpiste a tharlaíonn nuair atá duine ag taisteal chuig an / ón obair faoi seo.

Am sosa & Am Lóin:

Déanfar maoirseacht ar an gclós ag chuile am sosa agus am lóin.

Déanfar maoirseacht ar bhonn róta.

Déanfar maoirseacht ar chuile ghníomhaíocht taobh amuigh.

Beidh róta maoirseachta crochta sa seomra foirne.

Ag tiomáint feithiclí:

Tá neart áit pháirceála ar chúl agus ar thaobh na scoile. Tá áit ar leith leagtha amach do bhusanna le páirceáil.

Ba chóir mairseacht a dhéanamh ar an gcarr-chlós ar maidin is tráthnóna. Nuair is feidir ba chóir trácht choisithe a bheith scoite amach ó fheithiclí ata ag gluaiseacht.

Níl cead a bheith ag rothaíocht taobh istigh de gheataí na scoile.

Níor cheart earraí a thabhairt isteach isteach sa scoil ach amháin ag am ranga nó tar éis am scoile. Níor cheart earraí a thabhairt isteach ariamh i rith am sosa nó am lóin.

Daoine le Freagracht le Sláinte & Sábháilteacht:

Príomhoide -----Fearghas MacLochlainn

Príomhóid Tánaisteach ----- Caitriona Uí Bhéarra

Oifigeach Sláinte & Sábháilteacht ----- Ruairc Ó Tuairisg

Ionadaí Sláinte & Sábháilteacht. ----- Luisne Ní Neachtain

Maor Tine ----- Luisne Ní Neachtain

Gar-chabhair ----- chuile mhúinteoir ar chúram clóis

Comhairleoir Sláinte & Sábháilteacha ----- Tony Clarke, Ball IOSH.

Hibernian Health & Safety Consultants

Sínithe: *Máirtín Ó Ceallacháin.*
7/2019.

(Cathaoirleach an Bhoird Bhainistíochta)

Dáta: 15/

Appendices

Measúnú Rioscaí

- 1) **An Foirgneamh**
- 2) **Ag tabhairt amach leigheas**
- 3) **Seomraí Ranga**
- 4) **Ag cur suas taispeántais**
- 5) **Oscailt / Dúnadh Fuinneoga & ag socrú dallóga**
- 6) **Obair Aonair**
- 7) **Dualgais Chothabhála**

- 8) **Leictreach**
- 9) **Stóráil Ginearálta**
- 10) **Sneachta & Leac Oighear**
- 11) **Úsáid Dréimírí Taca / Ag Athrú Soilse Fluaraiseach**
- 12) **Úsáid Dréimírí**
- 13) **Úsáid na hOifige**
- 14) **Rochtain Comhaid Oifige & Stóráil Glantachán**
- 15) **Feithiclí ar shuíomh na scoile**
- 16) **Clós Spraoi & Maoirseacht ag Am Sosa agus ag Am Lóin**
- 17) **Conraitheoirí ar an Láthair Oibre**
- 18) **Polasaí Frith-Bhulaíochta**

Scoil Sailearna, Indreabhan, Co. Na Gaillimhe.

Safety Statement

Introduction

The purpose of the Safety, Health and Welfare at Work Act 2005 (SHAWAW 2005), and SHAWAW (General Application) Regulations 2007 is to ensure the

safety, health and welfare of all employees in the workplace and to ensure that non-employees present in the workplace are safe.

The Act applies to employees in all types of work and embraces all the activities of **Scoil Sailearna, Indreabhan, Co. Na Gaillimhe.**

Section 20 of the Act requires the school to prepare a written safety statement specifying the manner in which the safety, health and welfare at work of employees is to be secured and managed.

This safety statement will be updated as necessary in light of new legislation, staff feedback, alterations, structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.

This Safety Statement is available to all employees, parents of students and contractors.

Every employee must make himself/herself familiar with the school Safety Statement. Statement of Safety, Health & Welfare at Work Policy

It is the policy of **Scoil Sailearna, Indreabhan, Co. Na Gaillimhe.**, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all employees and further to ensure that persons not in the schools employment, who may be affected by the work activities are not exposed to risks to their safety and health.

In particular the Board of Management of Scoil Sailearna recognises its express responsibilities under Section 8 of the Act.

The employer's duties as set out in Section 8 of the Act are as follows:

(1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(2) Without prejudice to the generality of subsection (1), the employer's duty extends, in particular, to the following:

(a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;

(c) as regards the place of work concerned, ensuring, so far as is reasonably practicable—

(i) the design, provision and maintenance of it in a condition that is safe and without risk to health,

(ii) the design, provision and maintenance of safe means of access to and egress from it,

(iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;

(d) ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;

(e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;

(f) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;

(g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;

(h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances;

(i) having regard to the general principles of prevention, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

- (j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;*
- (k) reporting accidents and dangerous occurrences, as may be prescribed, to the Health and Safety Authority or to a person prescribed under section 33, as appropriate, and*
- (l) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.*

The school will provide the necessary resources, structures and procedures required to safeguard employees, pupils and visitors against the risks arising from activities in the workplace.

It is the strict duty of all employees to conform to the school safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate their duties if they will be absent for a prolonged period of time.

Health and Safety Management Structure and Responsibilities:

The Principal, Deputy Principal, Health & Safety Reps. and Fire Warden are responsible for ensuring, in so far as is reasonably practicable:

- 9) the health and safety of persons working, studying or visiting their school;

- 10) to ensure that the safety statement is reviewed at least annually;
- 11) to ensure that all hazards are identified and risks controlled;
- 12) to ensure that regular safety inspections / audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken;
- 13) to investigate all accidents to staff, pupils ,students and visitors in their area of responsibility and to complete the Accident / Incident Report forms as appropriate;
- 14) to ensure that the Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available;
- 15) to ensure that staff are appropriately trained to carry out their duties safely;
- 16) to ensure the attendance of staff at designated training courses as appropriate.

Employees' Responsibilities

Section 13 of the Act sets out the general duties of employees, as follows:

(1) An employee shall, while at work

a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety,

health and welfare of any other person who may be affected by the employee's acts or omissions at work,

b) ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

c) if reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,

e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment,

h) report to his or her employer or to any other appropriate person, as soon as practicable-

i.) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,

ii.) any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

iii.) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

Fire Fighting:

The building is fitted with a fully addressable fire detection system, alarms and smoke detectors;

Every member of staff has been trained in the use of the various types of fire fighting equipment and the evacuation procedure;

Fire and evacuation drills will be held at least once every term;

All escape routes and exits must be kept clear of any obstruction.

First Aid and Injury / Illness Management:

The school recognises its responsibility for the provision of occupational First Aid training complying with the requirements of the Safety, Health & Welfare at Work (General Application) Regulations, 2007;

The First Aid station is located in the secretary's office. There are two first aid kits located here, one which doubles as an off-site kit, available for sporting events and school trips.

Medicines will only be issued by senior staff members with permission of child's parents with the exception of emergency medicines (EpiPens etc.) which the child's teacher will be qualified to administer.

Medical assistance should be sought immediately for head and more serious injuries;

All accidents and incidents (near misses) should be reported to the Principal and Safety Officer and logged in the accident report book or file.

Injury / Incident Recording & Investigation

The primary aim of accident reporting is to identify the causes and prevent the recurrence of such events. The notification of the following accidents or dangerous occurrences to the Health and Safety Authority (HSA) **is also a legal requirement:**

(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work;

(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)

(c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.

(d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

R & R Periods:

All rest periods and breaks and other outdoor activities will be supervised on a rotational basis. A roster will be posted on the bulletin board in the staff room.

Moving Vehicles:

Ample parking is available at the rear and side of the school with a dedicated “bus only” parking bay;

Car park should be supervised both morning and evening;

Where possible, pedestrian traffic should be segregated from moving vehicles;

Cycling is not permitted within the confines of the school grounds;

Deliveries should only be scheduled during class time or after school but never during break times.

Persons with responsibilities for Health & Safety:

Principal ----- Fearghas MacLochlainn

Deputy Principal----- Caitriona Uí Bhéarra

Health & Safety Officer ----- Ruairc Ó Tuairisg

Health & Safety Rep. ----- Luisne Ní Neachtain

Fire Warden ----- Luisne Ní Neachtain

First-Aiders ----- All teachers on Yard-duty

Health & Safety Consultant ----- Tony Clarke, IOSH Member.

Hibernian Health & Safety Consultants

Signed: *Máirtín Ó Ceallacháin.*
7/ 2019.

(Chairperson of the BOM.)

Date: 15 /

Appendices

Risk Assessments

- 19) **The Premises**
- 20) **Administering Medication**
- 21) **Classrooms**
- 22) **Putting Up Displays**
- 23) **Opening / Closing Windows & adjusting Blinds**
- 24) **Lone Working**
- 25) **Caretaking Duties**
- 26) **Electrical**
- 27) **General Storage**
- 28) **Snow & Ice**
- 29) **Use Of Stepladders / Fluorescent Tube Replacement**
- 30) **Use of Ladders**
- 31) **Office Use**
- 32) **Accessing Office Filing & Storage**
- 33) **Cleaning**
- 34) **Vehicles On School Site**
- 35) **Play Areas & Lunch and Breaktime Supervision**
- 36) **Contractors on Site**
- 37) **Anti – Bullying Policy**

