

SAFETY STATEMENT

Presentation Girls' School Maynooth



June 2023

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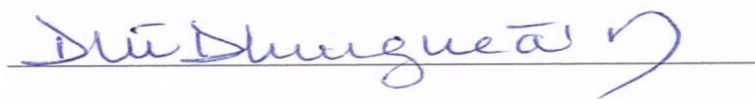
Health & Safety Policy

It is the duty of the Board of Management in accordance with the Safety, Health and Welfare at Work Act 2005, to ensure, as far as is reasonably practicable, the Safety, Health and Welfare at work of all. The Board have a responsibility to protect staff, pupils, 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, pupils' visitors or contractors while on the premises. 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.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- Promote standards of Safety, Health and Welfare which 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 and health matters pertinent to the activities of the school;
- Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- Consult with staff on matters related to Safety, Health and Welfare at work;
- Provide the necessary resources to ensure the Safety, Health and Welfare of all those to whom it owes a duty of care, staff, pupils, contractors and visitors.
- The Board of Management is committed to playing an active role in the implementation of this occupational Safety and Health policy and undertakes to review and revise it considering changes in legislation, experience and other relevant developments.

Signed:



Chairperson, Board of Management

Presentation Girls' School, Maynooth.

Date: 13.06.2023

1. School Profile

Presentation Girls' Primary School, Maynooth, Co. Kildare is a Catholic Primary School for girls from Junior Infants to Sixth class with an Early Intervention class for children with autism.

At present the school caters for more than 630 pupils. The teaching staff includes an Administrative Principal, an Administrative Deputy Principal, 26 Mainstream Teachers, 9 Special Education Teachers. The ancillary staff includes 9 Special Needs Assistants, 1 full time Secretary and 1 part time Secretary, Caretaker and part time Housekeeper.

2. School History & Ethos

Presentation Girls' School adopts the ethos of the Presentation Order, founded by Nano Nagle. We seek to provide a broad and balanced education in an atmosphere of mutual respect with an appreciation of the individual needs of pupils, staff, parents and the wider community. Our school welcomes children of all cultures and beliefs.

Our school has a pleasant, happy working atmosphere. Our motto is "Aoibhinn Beatha an Scolaire" which means School Days are Happy Days.

3. Practical Information

Website: www.presgirlsmaynooth.ie

Email: info@presgirlsmaynooth.ie

Telephone Numbers

Main School Contact: 01-6286034

Address: Maynooth, Co. Kildare W23 X0C6

Roll Number: 00779U

Hospitals: James Connolly Hospital, Blanchardstown 01 6465000
Naas General Hospital (045) 849 500

Gardaí:
Maynooth 016292380

Leixlip (01) 666 7800

Emergency Call: 999 /112

4. Child Safeguarding Statement

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Presentation Girls' School Maynooth, has agreed the Child Safeguarding Statement set out in this document.

The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement

The Designated Liaison Person (DLP) is Cora McGorry

The Deputy Designated Liaison Person (Deputy DLP) is Clare O'Reilly

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The following procedures/measures are in place in relation to:

- any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons)

Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.

In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school:

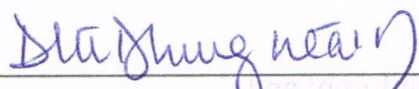
- has provided each member of staff with a copy of the school's Child Safeguarding Statement
- ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
- requires staff to avail of relevant training
- encourages Board of Management members to avail of relevant training
- ensures that the Board of Management maintains records of all staff and Board member training

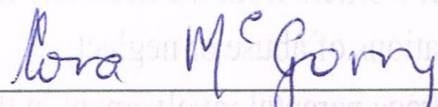
In relation to reporting of Child Protection concerns to Tusla:

- all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- all registered teachers employed by the school are mandated persons under the Children First Act 2015.
- in accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities.
- a written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to this statement (Appendix 6)
- the various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was reviewed and ratified by the Board of Management on 25th April 2023.

Signed: 
Chairperson of Board of Management

Signed: 
Principal/Secretary to the Board of Management

Date: 25.04.2023

Date: 25/4/2023

5. Responsibilities

The Board of Management is committed to providing, in as far as possible, the resources necessary to secure the high level of safety and welfare for the staff and pupils in the school.

5.1 Board of Management Responsibilities

The Board of Management is committed to providing, in as far as possible, the resources necessary to secure the high level of safety and welfare for the staff and pupils in the school.

- complies with its legal obligations as employer under the Safety, Health and Welfare at Work Act, 2005
- ensures that the school has written risk assessments and an up to date safety statement;
- receives relevant reports on safety and health matters from the Board of Management Health and Safety officer / Principal
- reviews the safety statement when required and implements necessary changes;
- allocates adequate resources to deal with health and safety issues
- appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

5.2 Principal Responsibilities

Ultimate responsibility for the implementation of the school's Safety rests with the Principal.

The principal's responsibilities are as follows:

- Complies with the requirements of the Health and Safety at Work Act 2005
- Reports to the Board of Management on Safety and Health and Welfare matters at each Board meeting
- Manages health and safety in the school on a day-to-day basis
- Communicates regularly with all members of the school community on safety and health matters
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed
- Ensure that Safety officer from Leadership and Management team is aware of her duties under Health and Safety policy and fulfils same
- Facilitates meetings of the Leadership and Management team who assist in monitoring and reviewing safety at all times
- Ensures adequate personal protective equipment is available
- Ensure that the services of external consultants are used where special training or assistance is required
- Ensure that Health and Safety Authority inspectors are provided with any information requested
- Ensure that risks identified in hazard audits are addressed in a timely manner
- Ensure that all reportable accidents to staff and dangerous occurrences within the school buildings and grounds are recorded on an Incident or Accident report Form, as appropriate
- The Principal shall send the forms to the Health and Safety Authority as required, and provide a copy to the Board of Management.

5.3 Deputy Principal Responsibilities

The Deputy Principal's responsibilities are as follows:

- In the absence of the Principal, assume the responsibilities of the Principal
- Ensure that Safety, Health and Welfare is given due consideration at all times.

5.4 Leadership and Management team Responsibilities

The Leadership and Management team assist in drafting and/or reviewing the safety statement, risk assessments, policies and procedures on behalf of the Board of Management. The Board of Management must sign off on the safety statement prior to implementation within the school. The Leadership and Management team will help plan, monitor and evaluate safety and health throughout the year and it will feature on all Leadership and Management meeting agendas.

To do this it may:

- Prepare reports for the Board of Management and staff meetings, as well as other relevant meetings
- Seek to address significant and/or longer-term developments. These may be implemented over a longer period or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations)
- Examine whether resources are being used effectively to remedy high risks identified / to address safety concerns

5.5 Safety Representative Responsibilities

The Safety Representative is a member of the Leadership and Management Team. The responsibilities of the Safety Representative are as follows:

- Represent the staff in consultation with the Principal/Board of Management on matters relating to safety, health and welfare
- Make representations on matters relating to health, safety and welfare of pupils and staff to the Principal
- Accompany a Health and Safety inspector on his/her tour of the school if he/she is requested
- Investigate potential hazards, accidents and dangerous occurrences at the school and liaise with Principal /caretaker
- Ensure that fire drills are carried out
- Ensure that safety/hazard audits are carried out
- Ensure that all staff is aware of their duties under the Health and Safety Policy
- Ensure that adequate personal protective equipment and first aid supplies are available
- Liaise with the Safety officer on Board of Management to carry out safety/ hazard audits and monitor and report on implementation of Health and Safety Policy
- Safety audit
Procedures

- The safety representative is responsible for conducting safety inspections of the school premises and activities on a regular basis and ensure that hazards identified are recorded
- The safety representative will be responsible for reporting hazards identified to the caretaker / school principal following which control measures will be agreed.
- The school principal shall decide on the control measures to be put in place (taking into account advice from the safety representative and information and guidance provided by the Board of Management)
- The safety representative shall monitor the effectiveness of the agreed control measures in future safety inspections.

- Safety inspections

The safety officer shall organise safety inspections on regular basis the results of which will be reported to the Leadership and Management team

- Housekeeping, including floors, walkways, stairs, classrooms, PE hall, basketball court and playground
- Records of safety equipment, tests and servicing, e.g. fire extinguishers.
- Safe places of work above ground level e.g. roof etc.
- Correct safety procedures/ manual handling/equipment operation
- Fire exits and equipment
- Suitability of personal protective equipment
- Use of personal protective equipment
- Hand tools
- Storage of gases and chemicals
- Control of contractors
- Any accidents in the school since the previous audit
- Any other hazard
- Action taken on the improvements recommended since the previous audit

6. Hazards

Hazards are divided into two categories:

- Hazards that are reported and can be rectified will be dealt with as a matter of urgency
- Hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

6.1 Specific hazards

The following 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. Computers, Computer Trolleys, and all I.T. equipment
3. Trailing Leads
4. Guillotine
5. Fuse Board
6. Electric Kettles
7. P.E. Hall: Gymnastic Equipment
8. Protruding units and fittings
9. Mats on corridors
10. Boiler House
11. Ladders
12. Excess gravel on school yard
13. Flat roof of school
14. Lawnmower
15. Playing areas
16. Slabs/kerbing and perimeter of school
17. Icy surfaces
18. Car Park

6.2 Constant Hazards

Machinery, Kitchen Equipment, Electrical Appliances

Machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks. Due care shall be taken by staff while handling machinery, kitchen equipment and electrical appliances. All electrical equipment must be switched off and unplugged when not in use. Pupils will never be allowed to connect/disconnect electrical appliances.

Due care shall be taken by staff while handling tea, coffee and other hot beverages and foodstuffs. Hot beverages / food stuffs must not be carried on the corridor between 8.30 a.m. and 3.50 p.m.

Chemicals

All chemicals, detergents etc. are stored in clearly identifiable container with instructions and precautions for their use and kept in a locked place, and protection provided for use when handling them.

All flammable, toxic and corrosive substances will be kept in the locked shed.

All the above substances will be clearly and accurately labelled at all times.

Drugs & Medication

Medications, drugs etc. are kept in a secure press in the Principal's office. Anaphylactic medication, for pupils with a nut allergy, is kept in a secure but easily identifiable and accessible area of the pupil's classroom.

Highly Polished or Wet Floor

Washing/ polishing of floors is conducted after school hours to ensure, as far as is practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be used by contract cleaners. Such signs will also be used when there is a spillage until it is remedied.

Trip and Slip hazards

The school and its environs are maintained in good condition and free of tripping hazards, e.g. electrical cables, poorly fitted or worn floor covering and mats.

Due care shall be taken when walking or transporting goods on corridors or through doorways.

Spillages of any kind shall be cleaned up immediately. Mops, dustpans and brushes shall be provided by the Board of Management.

Doors must be kept free of obstruction.

P.E. Hall

All P.E. equipment is stored securely and positioned so as not to cause a hazard. The Assistant Principal with responsibility for PE will ensure, in liaison with caretaker, that PE storage area is maintained in a safe and orderly manner to ensure ease of access to equipment by staff and pupils, as required. Due care shall be taken by staff/pupils when using P.E. Hall or equipment, and if risks/hazards are observed, they will be reported without delay to the Safety Officer.

Boiler House

The boiler, pumps and control panel are maintained in good working order by annual service and maintenance by qualified personnel, or as required. No combustible waste is stored in the boiler room or elsewhere. The boiler house is locked at all times.

Outside Areas

Outside areas of the school property are maintained free of hazards as far as is practicable.

To this end the property is checked daily by the caretaker to ensure that:

- play areas are kept clean and free from glass, and other dangerous materials
- caretaker's maintenance equipment etc. is kept securely
- outside lighting works and is adequate
- parking facilities for staff cars and cycles are safe in regard to the presence of pedestrians
- dogs are not allowed on the school premises.

Photo-copying machine, toner etc

All staff using these items take precautions in the event of spillage, splashes etc.

Photocopier toner and printer inks are stored safely in school office.

Security and Public liability

The admission of unauthorised persons is prevented, in as far as is practicable, by the following:

- A suitable fence around the school is kept in good condition
- A barrier restricts vehicular access to the school grounds
- Suitable intruder alarm systems is installed and maintained
- Access to staff is by consent. When an employee feels a risk from, or is threatened by, a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees
- The Safety Officer in the building is Assistant Principal 1 – Ms. Brady
- Persons coming onto the school premises must identify themselves at barrier or door intercom before gaining admission to the school building. Contractors should present to the school office where they are issued with a Visitor lanyard and sign in to Visitors' Book, before initiating any work on the school premises.

7. Safety in our school

7.1 In the School Grounds

It is the policy of the Board of Management that:

- Pupils cycling to school or using scooters must dismount at entrance to school grounds and walk on pedestrian paths
- Pupils are not allowed on playground when it is flooded or when the surface is icy or slippery as a result of frost
- Pupils are supervised while on the yard
- Pupils must wear shoes at all times and runners for PE activities
- Pupils will always be lined up and walked to and from the playground
- Pupils will never have access to the Boiler House
- Staff cars will be parked in marked parking slots in the car park
- Bicycles / scooters are stored in bicycle sheds/ on racks
- Pupil access to the school assembly areas is via the side of building path – pedestrian path or double gates at playground depending on class grouping
- Only staff cars or other authorized cars are permitted to use the school car park
- Dogs are not allowed in the school building or in the school grounds

7.2 In the school building

It is the policy of the board of management that:

- The school is properly maintained
- School furniture is safe – an annual inspection and inventory of classroom furniture is conducted by a named Assistant Principal. Issues arising are brought to the attention of the caretaker for remediation
- Carpets are fitted properly
- All electrical fittings are properly fitted by qualified personnel
- Adequate lighting exists in all internal areas and there are external lights at exit
- The school is properly heated
- Doors are maintained according to regulation
- All floors are kept dry
- Mats are not positioned in a hazardous way
- Pupils will have no access to staffroom or laundry room unless accompanied by a member of staff
- All visitors are to identify themselves to the school secretary on arrival
- Staff and pupils will walk on corridors and stairways
- Fire doors will be kept closed at all times and nothing will be positioned near them
- Pupils are not allowed into storage areas unaccompanied
- Corridors will be kept free of obstruction
- Storage areas are maintained in a tidy and safe manner.

7.3 In the Classroom

It is the policy of the Board of Management that:

- Schoolbags are stored under tables
- Coats are hung on coat hooks in cloakroom

- Floors in both classrooms and toilet area are kept dry
- Care will be taken with electrical cables
- Electrical equipment will not be handled by pupils
- Toilet paper and soap are supplied
- For medication issues see our “Administration of Medicine Policy”
- Pupils are required to comply with the school Healthy Eating Policy and No Nut Policy
- Pupils will be familiarised with Fire Evacuation Policy
- Materials are stored in such a way to ensure avoidance of hazards
- On school outings staff and pupils will follow safety directions, as required.
- Cords of window blinds will be safely secured.

8. Health

8.1 Enrolment Form

- Parents are asked to identify any allergies or illness that their daughter may have.
- Parents provide consent to have their daughter taken to a doctor/hospital in the event of an emergency.
- A Health Folder containing information on children with serious health issues is compiled by a named Assistant Principal with responsibility for health and safety.
- Staff become familiar with these pupils and emergency procedures specified by parents through regular briefings at staff meetings and use of lanyards at break times by supervising teachers. Lanyards worn by supervising teachers on yard duty with emergency action and contact details.

8.2 Administration of Medication

As a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medication, the following procedure shall be used:

1. The parent(s)/guardians of the pupil concerned should write to the Board of Management requesting the Board to authorise a teacher or staff member (e.g. Special Needs Assistant) to administer the medication.
 2. The request should contain written instructions of the procedure to be followed in administering the medication.
 3. The Board of Management, having considered the matter, may authorise a teacher or staff member to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the parent/health care professional.
 4. A teacher should not administer medication without the specific authorisation of the Board.
 5. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
 6. A request for administration of medication should be renewed annually.
 7. The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication. (*Appendix 1*)
 8. Parents of children with serious health issues must complete the Medical Indemnity Form along with the Medical Information and Photograph Consent Form on an annual basis. (*Appendix 2*)
- Note: Where the above procedure is put in place, the Board of Management authorises another member of staff to administer the medication in the event that the regular staff member is absent from school. Epi pens are stored in a clearly identified 'Med bag' in the classroom and in the Principal's office.
 - Medication cannot be retained by pupils in school bags. For short term illness parents/ guardians are required to come to the school to administer the medication.
 - If a child is sick during school time, the teacher assesses the need to notify parents/guardians and a parent is notified if it is deemed necessary.
 - Parents of children showing evidence of contagious infections are contacted immediately. Where the school is made aware that a pupil has contracted a contagious infection the parents of all pupils in the class are notified of the incidence of such infection and are directed to further information on the respective illness / infection online.

Hygiene: As part of the SPHE curriculum pupils are taught the importance of personal hygiene. Warm water and soap is available in all bathrooms. Children are requested to bring a small hand towel for drying hands.

Head Lice: Where the presence of head lice is detected a letter is sent home informing parents and asking them to take the necessary action.

Healthy Eating: The school operates a Healthy Eating policy and a NO NUT and NO FISH Policy.

9. First Aid

A fully stocked First Aid kit is available in the School office. In addition, basic first aid kits are provided to address minor injuries arising during playtime. The safety representative shall ensure that all first aid kits are stocked adequately.

The exact location of all first aid boxes shall be known to all staff and a specific notice, identifying their whereabouts, will be displayed in the staffroom.

If a child sustains a cut that is bleeding the cut is cleaned with sterile water and a plaster applied. Disposable gloves are used in administering First Aid.

A defibrillator is located in kitchenette beside P.E. Hall.

9.1 Recording:

Minor accidents

Yard duty teacher assesses the injury, and where deemed necessary, may send pupil to the designated teacher for basic first aid.

All injuries requiring first aid are recorded in duplicate First Aid Book, by teacher on First Aid Duty. The note is then sent to the class teacher who signs it, and sends it home with the pupil to parent/ guardian. A copy of note is retained.

Serious Accidents and Investigation

All serious accidents to persons resulting in injury are recorded by the appropriate member of staff and a copy of the accident report sent to the school principal.

If an accident causes any employee to be absent for more than three days or is prevented from performing his/ her normal duties of employment for this period, written notice is given to the Health and Safety Authority (HSA)

The school principal shall ensure that the relevant accident form has been completed and passed on to insurance company. Depending on the report received the insurance company may carry out an investigation on the accident

10. Safety and Welfare

10.1 Assembly and dismissal of pupils

Pupils enter the school along the pedestrian paths only.

Pupils line up in their designated yards and proceed to their classrooms at 9.00 a.m. where the teacher will

be waiting to receive them are collected by their class teachers at 9.00 a.m. The BOM does not accept responsibility for pupils before the official starting time of 9.00 a.m. However, the school gates are open for the convenience of parents from 8.50 a.m. The assembly area for pupils is a 'Pupil Only' area. School ends at 1.40 p.m. for Infants and 2.40 p.m. for the remainder of pupils. Junior and Senior Infants are escorted by class teacher to their classroom.

Pupils leaving during the day for scheduled appointments bring a note to the class teacher. Pupils may also leave due to illness when necessary. In all cases a parent/guardian must collect and sign the pupil out in the 'sign out' book at reception. The Secretary arranges for the pupil to come from the classroom.

10.2 Supervision

In the event of a teacher being absent, a SEN teacher is assigned to bring the class into their classroom, call the roll and distribute the class to other classrooms.

A supervision roster for playground duty is drawn up for staff members. Five teachers supervise the play areas at each break time – one teacher per designated play area (4) and one providing basic first aid. Seven SNAs are also present on play areas to monitor the needs of special educational needs pupils. At the beginning of each school year all staff are provided with Yard Supervision Procedures. These are subject to change during the school year in response to changing school needs.

The school operates a Code of Behaviour, Anti Bullying Policy and Intimate Care Policy.

10.3 Child Protection

The school has a Child Safeguarding Statement s and adheres to the *Child Protection procedures for Primary and Post-primary school 2017*. Staff are provided with a copy of Child safeguarding Statement and *Child Protection procedures for Primary and Post-primary school 2017* at the beginning of the school year. The Child Safeguarding Statement and the Board of Management's appointed DLP and DDLP are clearly displayed at all exits.

10.4 Staff Welfare

The Board of Management is cognisant of its duty of care to all employees. Any incidences of staff at risk or subject to threat while at work are brought to the attention of the Board of Management for appropriate measures to be taken.

At the beginning of the school year staff are advised of the Employee Assistance Service. During the school year individual members of staff may be offered contact details for this service by the Principal if required.

10.5 Safety

Staff training is concerned with imparting facts and equipping staff to deal with safety issues that may arise.

All safety training should be recorded and updated by the safety officer in conjunction with the school principal and the Board of Management.

The school will keep training records to include:

1. Name of the employee being trained
2. Date of training and the amount of time taken
3. Training details
4. Record / Certification that training has been carried out.

School staff are made aware of the Health and Safety officer on staff and are encouraged to consult with on health and safety issues / hazards.

An Introductory Pack for new staff members will include the following:

- Yard duty procedures and basic first aid for same
- Procedures in the event of accident / incident
- Fire / evacuation procedures
- Incident and accident procedures
- Administration of medication procedures
- Recording and reporting of safety issues
- Online access to school Health and Safety Statement
- Name of school Health and Safety Officer

The Safety Officer from the Board of Management, along with the school Safety Representative will oversee the implementation of the Safety Statement.

The Safety Statement will be reviewed by the Board of Management periodically or as required.

10.6 Incident Recording

Details of serious incidents are entered in the Incident Book. This log book is kept in the Principal's office. When a serious incident occurs the following procedures are carried out:

1. Call for immediate assistance, if required, and notify Principal
2. Notify Emergency Services, if appropriate
3. Notify the parent/ guardian/ next of kin in case of adult, if appropriate
4. Notify the Chairperson, Board of Management
5. Ensure that an Incident Report Form is completed by Principal/ Class teacher/ Other (Appendix 5). Follow relevant school policy regarding incident e.g Anti- bullying policy, Code of Behaviour
6. Notify the insurance company when necessary and seek further guidance on additional reports if required.

11. Fire Safety

11.1 Fire drills

Fire drills will be completed once per term and are organised by the Safety representative from the Leadership and Management. The fire alarm will be tested once per term to ensure it is working correctly. This will be done at a set date/time with the least amount of disruption for the teachers and pupils. Any defects in the alarm system are prioritised for repair or replacement. Fire alarms are clearly marked. A plan

- Classes will assemble at the designated assembly point. SET teachers bring all pupils in their care to their class line at their assembly point. Each class will line up in alphabetical order
- Ancillary Staff and SETs will assemble outside main entrance
- SNAs will remain with the pupil to which they are assigned at time of evacuation.
- Roll call from Evacuation List will follow for all pupils present that day
- If a pupil is missing a report is made immediately to the Principal
- Visitors Book, Sign Out Book, late book, Staff Register and SNA sign in book will be taken from the Office by Principal, Deputy Principal or Secretary – most senior present at the time
- Only with the permission of the Principal will any Teacher return to find any missing person
- Staff and pupils will only re-enter the building when it is deemed safe and they have been signalled to do so.

12. Substantial building works

Where substantial building work lasting more than 30 days or 500-person days is being considered, the Board of Management take on the responsibility of “client”.

The client must:

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information;
- Substantial building works, (e.g. extension to school building)
- notify the HSA of the appointment of the PSDP on Approved Form AF1
“Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”
- retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

Short duration, low risk, single contractor works (involving routine maintenance, cleaning, decorating or repair):

From time to time the school will call on the services of a smaller contracting company, such as a plumber, electrician or carpenter, to carry out a variety of construction tasks.

Due to the hazards and risks involved in construction work there is specific legislation governing the way it is carried out. There are several terms defined in this legislation and the duties placed on people vary depending on the scale and complexity of the job and if there are risks present such as working over water etc.

Further detail on the legal duties is set out below as the duties are greatest for larger jobs. Where this work involves a single contractor and where there are no risks present and task duration will not exceed 30 working days or 500-person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The Board of Management must ensure that :

- contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA). In many cases, the school will have a list of maintenance personnel and this may only need to be reviewed if any changes occur.
- contractor and the principal meet before the project commence to ensure communication links are established before work starts and throughout the contract. The contractor should advise the principal about the likely duration of the work and any possible hazards, and how these will be addressed.
- contractor should also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken.
- the principal should advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Appendices

Appendix 1 Medical Indemnity Form (Administration of medicine)

Appendix 2 Medical Information Form

Appendix 3 Yard duty Note Form

Appendix 4 Accident Report Form

Appendix 5 Incident Report Form

Appendix 6 Child Safeguarding Risk Assessment

Appendix 7 Covid 19 Risk Assessment

Appendix 1

INDEMNITY

I / We _____, the parent(s)/legal guardian(s) of _____ (name of child) hereby authorise _____ (name of child) to administer the medication set out hereunder in the manner stated and I/we hereby indemnify the Board of Management, Patron, Principal or any other member of staff of the school in respect of any liability that may arise from the administration of that medication.

Medication: _____

How and when to be administered: _____

Signed: _____

Date: _____

Appendix 2

Please complete the form below for our records.

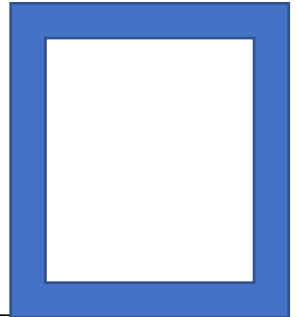
1. Name of Child: _____ DOB: _____

Address: _____

Parents/Guardians _____

2. Medical Condition: _____

3. Relevant information for school re medical condition and recent passport photo of daughter



4. In the event of an emergency please detail actions to be taken by school staff

5. If an epipen or medicine is supplied to the school for administration in the event of emergency or otherwise, please detail medicine name and dosage below and please sign attached indemnity form.

I consent to (pupil's name) _____ medical information and photo being made accessible to school staff and in First Aid Yard bag.

Parent's Signature _____ Date: _____

Appendix 3

First Aid Note

Date: _____ Name: _____ Room no: _____

We wish to inform you that your daughter _____

Teacher on Yard Duty: _____

The following action was taken:

Teacher on Duty: _____

Note received and sent home with pupil.

Class teacher: _____

Should you have any queries re this matter, please contact the school.

Appendix 4

Accident Report Form

The following details are essential in the case of serious accidents

Name: _____ Class: _____

Address: _____

Age: _____ years

Location of Accident: _____

Time of Accident: _____ Date of Accident: _____

State how the accident happened (fullest particulars must be given)

Witnesses to the accident? _____

Actions taken (including personnel involved):

Notifications:

- | | | | |
|-----------------------|--------------------------|----------------------|--------------------------|
| 1. Parent/Guardian | <input type="checkbox"/> | 4. HSA | <input type="checkbox"/> |
| 2. Next of Kin | <input type="checkbox"/> | 5. BOM | <input type="checkbox"/> |
| 3. Emergency services | <input type="checkbox"/> | 6. Insurance Company | <input type="checkbox"/> |

To whom was the message conveyed: _____

Any other relevant details:

Signed: _____ Date: _____

School Health & Safety Representative

Ref: Mar19

Appendix 5

Incident Report Form

Date of Incident: _____ **Reported by:** _____

Name of person completing report: _____

Position: Class Teacher [] Principal [] Other []

Who was involved? _____

What happened? _____

Why did it happen? _____

When did it happen? _____

Were there witnesses? _____

Action taken: _____

Reviewed: _____

Appendix 6

Child Protection Risk Assessment – available to view at the school.

Presentation Girls' School, Maynooth
