



Gaelscoil Scoil na gCeithre Máistrí

Ráiteas Sláinte agus Sábháilteachta

Health and Safety Statement

Cuireann an Bord Bainistíochta in iúl don fhoireann scoile na socruithe a leanas ar mhaithe sláinte, slándála agus leasa a sholáthar dóibh siúd atá fostaithe agus ag obair sa scoil. Bíonn an polasaí seo ag ag brath ar chomhoibriú na bhfostaithe go léir.

Déanfar athbhreithniú air go bliantúil, nó níos minicí más gá, i gcomhthéacs taithí, athruithe i riachtanais dlíthiúla agus athruithe oibriúcháin. Déanfaidh Oifigigh Sábháilteachta an Bhoird Bainistíochta iniúchadh sábháilteachta go bliantúil agus tabharfar tuairisc don fhoireann.

Déanfar monatóireacht ar gach uile tuairisc taisme nó drochshláinte le cinntiú go gcuirfear aon bheart sábháilteachta i bhfeidhm a ísleoidh na hamanna go dtarlóidh a leithéid arís.

Is mian le Bord Bainistíochta Scoil na gCeithre Máistrí a chinntiú chomh fada agus atá sé reasúnta agus praiticiúil:

- Go mbeidh leagan amach, foráil agus cothabháil na scoile sábháilte agus nach mbeidh baol sláinte i gceist leo.
- Go mbeidh cead isteach & amach sábháilte as aon áit a mbíonn daoine ag obair iontu.
- Gur féidir gléasra agus innealra a oscailt/oibriú go sábháilte chomh fada agus is féidir.
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- Go ndéanfar pleanáil, eagrú, gníomhú agus cothabháil ar chórais oibre le go mbeidh siad sábháilte agus nach gcothóidh siad fadhb do shláinte.
- Go ndéanfar stiúradh agus feitheoireacht ar bhaill foirne chomh fada is atá sé réasúnta ar a chumas chun sláinte agus sábháilteacht a fhostaithe a chinntiú.
- Go gcuirfear éadaí cosanta nó a gcomhionann ar fáil mar is gá chun sláinte agus sábháilteacht a fhostaithe a chinntiú.
- Cloífead le haon phleananna éigeandála agus déanfar athbhreithniú orthu nuair is gá.
Déanfaidh an Bord Bainistíochta athbhreithniú rialta ar an Ráiteas seo, mar is gá, agus
- déanfaidh an Bord athmheasúnú air ar bhonn bliantúil, ar a laghad.
- Rachfar i gcomhairle le baill foirne maidir le cúrsaí sláinte agus sábháilteachta.
- Cuirfear modhanna ar fáil chun go dtoghfaidh na fostaithe ionadaí sábháilteachta.

Aithníonn Bord Bainistíochta Scoil na gCeithre Maistrí go síníonn a oibleagáid reachtúil faoin dlí go fostaithe, mic léinn, aon duine atá ag déanamh gnó scoile dlisteanach agus don phobal i gcoitinne.

Glacann Bord Bainistíochta Scoil na gCeithre Máistrí mar chúram air féin a chinntiú go gcloífead le forálacha an Achta um Shabháilteacht, Sláinte agus Leas ag an Obair, 2005.

Dualgais Fostaithe

Tá de dhualgas ar gach fostaí i mbun oibre:



(a) cúram reasúnta a dhéanamh dá s(h)ábháilteacht, dá s(h)láinte agus dá leas féin, agus d'aon duine eile a mbeadh tionchar ag gníomh nó ag faillí an fhostaí air/uirthi le linn a t(h)réimhse oibre.

(b) comhoibriú lena f(h)ostóir agus le duine ar bith eile ar bhealach a chuirfidh ar chumas an fhostóra nó an duine eile forálacha na reachtaíochta cuí a chomhlíonadh.

(c) fearas oiriúnach, feisteas cosanta, áiseanna, trealamh nó aon rud eile a soláthraítear (dá (h)úsáid ina (h)aonar nó lena (h)úsáid i gcomhar le daoine eile) a

láimhseáil ar bhealach a chinntíonn sábháilteacht, sláinte agus leas an fhostaí sin ag an ionad oibre.

(d) Eolas a mbeadh aige/aici maidir le haon locht ar ghléasra, trealamh, an láthair oibre nó ar chóras oibre a d'fhéadfadh bheith baolach do shábháilteacht, sláinte nó leas, a chur in iúl don Bhord Bainistíochta.

Ní chuirfidh aon duine isteach le míchúram nó le mí-úsáid ar aon fhearas, feisteas cosanta, áis nó ar aon earra eile a sholáthraíonn an ord chun críche forálacha reachtaíochta sláinte, sábháilteachta nó leasa a chomhlíonadh nó, taobh amuigh de sin, ar son daoine eile de dheasca gníomhaíochtaí oibre.

Cinntoidh fostaithe, trí úsáid a bhaint as an bhfearas agus as na háiseanna a soláthraítear, go gcuirfear obair i gcrích ar na bealaí is sábháilte agus is féidir (féach Cuid 9 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair, 1989.)

Comhairliúchán agus Eolas

Is é polasaí Boird Bhainistíochta Scoil na gCeithre Máistrí dul i gcomhairle leis an bhfoireann scoile d'fhonn ullmhú agus cur i gcrích a dhéanamh ar Fhoirmeacha Smachta Guaise, cóip den ráiteas sábháilteachta a thabhairt do gach ball foirne atá,



faoi láthair, agus a bheidh, sa todhchaí, sa scoil, agus go gcuirfear aon eolas breise, nó aon treoracha maidir le sláinte, sábháilteacht agus leas ag an obair ar fáil d'fhostaithe agus go mbeidh an Ráiteas seo ina chuid dhílis d'aon traenáil agus d'aon phlean forbartha foirne sa todhchaí.

Guaiseanna

Brisfear Guaiseanna ina cheithre chineál. Guaiseanna gur féidir iad a leigheas, déanfar sin a luaithe agus is féidir. Léirífead Guaiseanna nach féidir iad a shárú láithreach go soiléir agus liostáilfear nósanna imeachta oiriúnacha lena n-ais. Cuirfear deireadh le guaiseanna uile, chomh fada agus a fhéadann achmhainní agus cúinse a leithéid a dhéanamh.

Tine

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí:

- (i) Go gcinnteoidh an Bord Bainistíochta go bhfuil a dhóthain múchtóirí tine, oiriúnach don chineál tine gur féidir tosú i ngach suíomh, ar fáil agus lipéadaithe go mbeadh seirbhís rialta déanta orthu ag daoine cáilithe. Beidh treoracha ag gach múchtóir tine maidir lena h-úsáid.
- (ii) Go gcinnteoidh an Príomhoide go ndéanfar Druil Tine ar a laghad uair amháin gach téarma.
- (iii) Go mbeidh gach aon aláram tine marcáilte go soiléir. (Freagracht ar Oifigeach Sabháilteachta an Bhoird Bainistíochta.)
- (iv) Go mbeadh fógraí doirse éalaithe agus bealaí éalaithe sofheicthe (Oifigeach Sabháilte Foirne.)
- (v) Go mbeidh gach doras, pasáiste agus bealach isteach saor ó bhac agus beifear in ann iad a oscailt ag aon am ón taobh istigh den fhoirgneamh. Beidh ar gach múinteoir



cinntiú go bhfuil an bealach éalaithe óna rang saor ó bhac. (An halla agus an príomhdhoras – déanfaidh an Príomhoide cinnte go mbeidh na háiteanna seo soar ó bhac freisin.)

(vi) Go mbeidh pointí tionóil roghnaithe lasmuigh de gach foirgneamh, agus na hionaid sonraithe.

(vii) Go mbeidh na fógraí éalaithe marcáilte go soiléir.

(viii) Go bhfágfar trealamh leictreach díphlugáilte nuair nach bhfuil siad in úsáid thar thréimhsí fhada agus nuair a bhíonn an foirgneamh folamh. (Tá gach múinteoir freagrach as a s(h)eomra ranga féin. Tá an Rúnaí agus an Príomhoide freagrach as a n-oifigí féin. Bíonn gach oide freagrach as an seomra foirne. Caithfidh na glantóirí súil ghasta thart tríd an scoil i gceann a gcuid oibre fosta.

(ix) Go mbeidh an Leas-príomhoide freagrach as druileanna tine agus modhanna imeachta aslonnaithe.

(x) Go gcuirfear moltaí uile an Oifigigh Tine i bhfeidhm, i dteannta leis na foralacha seo thuas.

Dar leis an mBord Bainistíochta gur féidir leis na guaiseanna seo a leanas (sa mhéad 's go bhfuileadar inaitheanta) bheith ina fhoinsí contúirte agus díritear aird an uile dhuine i gceist orthu.

- Pasáistí fhliucha
- Framaí dreapadóireachta
- Cáblaí ag sraoilleadh
- Ríomhairí
- Gilitín
- Teilgeoirí
- Clár fiúsanna



- Citil leictreacha
- Coire-theach
- Dréimírí
- Aonaid agus fearais ag gobadh amach
- Achair dín leibhéalta na scoile
- Seomraí stórais (inmheánach & seachtrach)
- Dromchlaí sioctha ar lá fuar
- Mataí sa halla
- Fuinneoga a osclaíonn amach

Ní mór cloí leis na gnáthaimh sábháilteachta/slándála thíosluaite chun na contúirtí seo a íosmhéadú:

Teacht ar agus úsáid innealra/threalaimh a bheith teoranta do bhaill foirne cáilithe, a bhfuil sé de chúram orthu an trealamh céanna a rith, a chothú, a ghlanadh agus súil a choimeád ar ghnéithe de, mar chuid dá ngnáthdhualgais.

Seolfar cóipeanna den ráiteas sábháilteachta seo chuig gach conraitheoir sula scoraíonn an Príomhoide/Bord Bainistíochta conradh leo.

Caithfear cóip den Ráiteas Sábháilteachta a thaispeáint d'aon chonraitheoir eile a thagann isteach sa scoil agus ní foláir dóibh cloí lena fhorálacha. Ina theannta sin, caithfear innealra den sórt thuasluaite a úsáid díreach de réir na dtreoracha agus na moltaí leagtha amach ag an déantúsóir.

- (a) Cinnteoidh an Bord Bainistíochta go gcuirtear oiliúint ar bhaill foirne ar cheart-úsáid aon innealra nó aon trealamh, mar is fóirsteanach.
- (b) Beidh cosaint leordhóthaineach curtha i bhfeidhm ar gach innealra nó trealamh leictreach.



- (c) Cuirfear fógraí réamh-aireacha in airde, maidir le cúrsaí sábháilteachta, in áiteanna oiriúnacha.
- (d) Caithfear dréimírí a úsáid le cabhair ó dhuine eile.
- (e) Más féidir, seachain úsáid as buidéil ghloine ag daltaí. Gloine briste a bhaint láithreach nuair a aimsítear é.
- (f) Dearbhálfaidh Oifigeach Sábháilteachta an Bhoird Bainistíochta go bhfuil úrláir glan agus cothrom, nach féidir sleamhnú orthu agus go bhfuil siad saor ó mheatháin adhmaid.
- (g) Dearbhálfaidh Oifigeach Sábháilteachta na Foirne, i gcomhar le C.R.S., go bhfuil trealamh corp oideachais carnaithe go daingean i slí is nach mbeidh sé guaiseach.
- (h) Dearbhálfaidh Oifigeach Sábháilteachta na Foirne, i gcomhar le C.R.S., go bhfuil gach mata Corpoideachais agus mataí eile i gcaoi mhaith.
- (i) Iniúchadh bliantúil ar thoscán, úrláir, gléasra, trealamh agus fearas. (Oifigeach Sábháilteachta Bhord Bainistíochta agus Ionadaí Sábháilteachta na Foirne.)
- (j) Dearbhú go bhfuil bíomaí adhmaid, capaill lámhléime, sail agus bíní adhmaid seasmhach agus neamhchorrach, agus iad á n-úsáid, saor ó mheatháin adhmaid agus i riocht maith (Ionadaí Sábháilteachta na Foirne.)
- (k) Dearbhú nach bhfuil aon leaca cosáin míchothrom, briste nó scoilte. (Airíoch i gcomhar le hOifigeach Sábháilteachta an Bhoird Bainistíochta.)
- (l) Dearbhú go bhfuil díonta, gáitéir agus píobáin draenacha i gcaoi mhaith agus dea-choinnithe. (Airíoch & Oifigeach Sábháilteachta an Bhoird Bainistíochta.)
- (m) Dearbhóidh an t-airíoch go bhfuil dún-phoill sábháilte.



- (n) Dearbhaigh go bhfuil gach achar súgartha glan agus saor ó ghloine, sula n-úsáidtear iad. (Oifigeach Sábháilteachta na Foirne.)
- (o) Dearbhú go n-oibríonn soilse lasmuigh agus go bhfuil siad leordhóthaineach. (Oifigeach Sábháilteachta an Bhoird Bainistíochta.)
- (p) Dearbhú go bhfuil aon ábhair nó trealamh a bhaineann le tógálaithe nó leis an Airíoch nó aon stóras lasmuigh daingean agus stóráilte go sábháilte. (Oifigeach Sábháilteachta na Foirne & Oifigeach Sábháilteachta an Bhoird Bainistíochta.)
- (q) Dearbhú go mbaintear bruscar as an bhfoirgneamh gach lá agus go ndéantar iad a stóráil lasmuigh go faichilleach. (Airíoch.)

Guaiseacha Leanúnacha

Innealra, Trealamh cistine, Fearais Leictreacha.

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí nach n-úsáideann ach daoine ábalta agus údaráithe innealra, trealamh cistine agus fearais leictreacha.

Déanfar iniúchadh rialta ar threalamh agus ar fhearas dá leithéid.

Fearais Leictreacha

Déanfar socruithe go ndéanfaidh duine ábalta i.e. duine cothabhála, an soláthraí nó a ghníomhaí, iniúchadh ar gach fearas, ar bhonn rialta, ar a laghad uair sa bhliain.

Roimh fhearas mar seo a úsáid ba chóir don úsáideoir na nithe seo a leanas a dhearbhu:

- Go bhfuil gach gnáth-chosaint atá mar ghnáthchuid den fhearas ag obair i gceart;



- Aon shreangán/chábla a sholáthraíonn cumhacht slán, gan aon ghearradh nó scoilteanna iontu.
- Aon phloicéad nach bhfuil in úsáid a bhaint amach as an soicéad.
- Go n-úsáidtear an fiús ceart i mbarra ploicéid fiúis oiriúnach gan rian damáiste air.
- Go gcloítear leis na treoracha oifigiúla eisithe ag an Údarás Sláinte agus Sábháilteachta.

Ceimicí

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí go ndéantar stóráil ar cheimicí, tónóir don fhotachóipeoir, glantaigh srl. i soithigh so-aitheanta le treoracha orthu agus rabhadh maidir le húsáid agus coimeádfar iad i seomra faoi ghlas agus cuirfear cosaint ar fáil nuair atá siad in úsáid. (Rúnaí / Glantóir / Príomhoide mar is cuí).

Drugaí agus Cógas

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí go gcoinnítear drugaí, cógais srl. faoi ghlas i gcónaí agus nach n-úsaideann ach peasanra údaraithe iad.



Leas

Chun leas leanúnach na foirne agus na bpáistí a chinntiú, cuirtear leithris agus seomra cotaí le gallúnach, díghalráin triomadóirí lámh ar fáil. Tá miasniteoir agus dá chuisneoir sa seomra foirne. Bíonn uisce beirithe de shíor ar fáil sa *bhurco*. Iarrtar ar bhaill foirne comhoibriú chun an seomra foirne agus na cuisneoirí a choinneáil glan.

Cuirtear i gcuimhne do bhaill foirne agus do mhic léinn:

- (a) go mba chóir do dhuine a chur iúl don scoil dá mbeadh sé/sí faoi chúram leighis nó ar chógas faoi oideas dochtúra, ach fós féin go mbeadh cead bronnta air/uirthi bheith ag obair, agus a chur in iúl dá mbeadh aon dhroch-thionchar ag an gcógas sin air/uirthi a d'fhéadfadh cur isteach ar a c(h)aighdeán oibre nó a bheith contúirteach dó/di féin nó dá c(h)omhoibrithe. Shocródh/thabharfadh an scoil dualgais oiriúnacha don bhall don tréimhse idirlinne.
- (b) Nach bhfuil sé ceadaithe don fhoireann nó do mhic léinn bheith ar láthair na scoile nó dualgais a dhéanamh má tá alcól nó drugaí mídhleathacha tógtha acu. Má bhriseann éinne an rial seo is féidir céimeanna smachta a ghlacadh in aghaidh an duine.

Úrláir Ró-Shnasta

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí gach iarracht a dhéanamh dromhchlaí sleamhain a sheachaint. Glanfar úrláir théis am scoile, a oiread agus is féidir, chun contúirt sleamhnaithe a sheachaint, a mhéad agus is féidir.

Nuair atá úrláir fliuch, cuirfear comharthaí faoi urláir fhliucha in airde chun rabhadh a thabhairt. Déantar tagairt don fheidireacht go mbeadh urláir nó dromhchlaí lasmuigh a bheith sleamhain ó shioc in aimsir fhuar, agus cuirfear comhairle ar an bhfoireann



agus ar na daltaí ráillí a úsáid agus iad ag dul suas agus síos an staighre. Cuirfear ciumhaiseanna sofheicthe neamh-shleamhna ar chéimeanna, nuair atá sé seo indéanta.

Caitheamh Tobaic

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí go mbeidh cosc iomlán ar thobac (toitíní leictreonacha san áireamh) sa scoil chun an ghuais don fhoireann agus do na daltaí a bhaineann le tobac san aer a sheachaint.

Gloine Bhriste

Déanfaidh an Bord Bainistíochta iarracht an dainséar ó ghloine bhriste a laghdú. Iarrtar ar bhaill foirne a chur in iúl don Phríomhoide láithreach má tá gloine bhriste ann chun gur féidir í a bhaint ar an toirt.

Aonaid Fístaispeána

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí go leantar go cúramach an chomairle a thugtar sna treoirínte ar úsáid shábháilte aonaid fístaispeána, mar atá eisthe ag an Údarás Sláinte agus Sábháilteachta.

Déanfar staidéar ar aon eolas nua maidir leis na guaiseacha a bhaineann le haonaid fístaispeána agus cuirfear na moltaí agus na treoracha i bhfeidhm.



Galair Infhabhraíocha

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí go gcuirtear ar an eolas é mar gheall ar aon ghalair infhabhraíocha chun gur féidir leo céimeanna a thógaint le sábháilteacht na foirne agus na mac léinn i gcoinne an ghalair a chinntiú.

Déanfaidh an Bord Bainistíochta tréaniarracht an baol ón ngalar a laghdú trí chloí le dea-phrionsabail ghlaineachta, shláinteachais agus dífhabhtaigh agus láimhíní indiúscartha a chur ar fáil in gcomhair garchabhair agus glanadh den uile shaghas.

Beidh soláthar leordhóthaineach uisce, gallúnaigh agus tuailí ann i gcónaí sna leithris agus seomraí folctha agus áis chun dramhaíl a chaitheamh amach go sábháilte.

Garchabhair

Tá sé mar pholasaí ag Bord Bainistíochta Scoil na gCeithre Máistrí go ndéantar traenáil ar bhall foirne le garchabhair a chur ar fáil don fhoireann agus do dhaltaí. (Féach, led thoil, an Polasaí maidir le Déileáil le Taismí/ Gortú)

(1) Cuirfear fógraí in airde san oifig ag sonrú:

- Suíomh na mboscaí garchabhracha,
- Nósanna imeachta glaoch ar otharchairr srl.,
- Uimhreacha gutháin do dhochtúir áitiúil, na Gardaí, Osdpuidéal.

(2) Cuirfear gach teagmhas in iúl don té atá freagrach as an nguais áirithe sin mar atá sonraithe sa Ráiteas, nó sa chás go dtarlaíonn an tionóisc/teagmhas in aon áit eile nach mbaineann an t-alt sin ar ghuaiseacha le hOifigeach Sábháilteachtana Foirne, is cuma cé chomh suarach é agus is cuma más do bhall foirne nó do dhalta nó do



(3) dhuine den phobal a tharlaíonn sé. Tá sé seo riachtanach chun monatóireacht a dhéanamh ar fhorás na gcaighdeán shábháilteachta agus chun cúram leighis cóir a chinntiú nuair is gá. Tá leabhar teagmhais ann i gcomhair gach clós.

Ní foláir don oide ar dhualgas cuntas a scríobh sa leabhar i gcás timpiste agus caithfear gach taise a chur in iúl don Phríomhoide nó don Leaspríomhoide, fad a bheidh an P.O. imithe. Cinnteoidh an Rúnaí go mbeidh Bosca Garchabhrach cóirithe i gceart ar fáil i gcónaí don fhoireann scoile le:

- Greimlíne
- Frith-hiostaimín do chealga srl.
- Téip
- Dífhabhtán (m.sh.) savlon (do dhaoine fásta amháin, ní do phaistí)
- Lóis súl (m.sh.) Optrex
- Uachtar antaiseipteach
- Bindealáin cadáis
- Uachtar do gharchabhair ar dhó / do chneánna ar dearglasadh
- Cuimilteáin antaiseipteacha
- Siosúr
- Panadol
- Cairt garchabhrach

Caithfear láimhíní indiúscartha a úsáid i gcónaí agus garchabhair á thabhairt d'éinne.

Bealach Isteach Sa Scoil

Sa mhéad go mbeadh sé comhoiriúnach le leagan amach praiticiúil ar láthair na scoile, beidh sé de dhualgas ar éinne a thagann isteach sa scoil, é/í féin a chur in aithne don Phríomhoide nó don Rúnaí mar is ábhartha, sula ligtear isteach sa scoil é/í.



Beidh ar aon chonraitheoir é féin a chur in aithne go pearsanta don Phríomhoide sula dtosaíonn sé aon obair ar an láthair agus taispeáinfeadh cóip de ráiteas sábháilteachta na scoile dó agus aontóidh sé lena fhorálacha.

Fad a bhíonn obair ar siúl, seachnófar aon torann i rith am scoile nuair is féidir agus ísleofar é go dtí an t-íosmhéid riachtanach i gcónaí.

Ní chruthóidh an conraitheoir agus a fhoireann oibre aon ghuais, buan nó sealadach, gan a insint don Phríomhoide nó dá (h)-iondaí roghnaithe, agus cuirfeadh comharthaí in airde ag tabhairt rabhadh maidir leis na nguais nó cosaint oiriúnach eile.

Páistí a Bhailiú

1. Caithfidh gach tuismitheoir/caomhnóir/feighlí géilleadh do chomharthaí uile ar thailte na scoile, ar mhaithe le sábháilteacht.
2. Caithfeadh géilleadh do nósanna imeachta páirceála na scoile.

Athbhreithniú ar an Ráiteas Sábháilteachta seo

Déanfaidh Bord Bainistíochta Scoil na gCeithre Máistrí athbhreithniú ar an Ráiteas seo (gach dara blain, ar a laghad) de réir taithí agus riachtanais an Achta um Shábháilteachta, Sláinte agus Leas ag an Obair agus an Údaráis Sláinte agus Sábháilteachta.



Sínithe ar son an Bhoird Bainistíochta Scoil na gCeithre Máistrí:

Cathaoirleach: _____ **Dáta**

Oifigeach Sábháilteachta: Carrie Uí Bhroin Dáta: 18/04/2024 Ainmní an
Bhoird Bainistíochta

Oifigeach Sábháilteachta: Anita Uí Chonrú Dáta: 18/04/2024 Ainmní an
Fhoireann.

Dearadh an Polasaí seo faoi reir an Achta um Shábháilteacht, Sláinte agus Leas ag an Obair, 2005 agus na leasuithe ina dhiaidh sin, 2006 -2007.

Féach Aguisín 1: Seicliosta Ionadaithe Sábháilteachta i gcomhair Iniúchtaí Scoileanna.

Féach Aguisín 2: Treoirlínte do Ráiteas Sábháilteachta a thiomsú.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Scoil na gCeithre Máistrí wishes to ensure that as far as is reasonably practical:



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

The Board of Management of Scoil na gCeithre Máistrí recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Scoil na gCeithre Máistrí undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.



(b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

(c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

(d) To report to the Board of Management without unreasonable, delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, 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).

Consultation and Information

It is the policy of the Board of Management of Scoil na gCeithre Máistrí to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work 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

It is the policy of the Board of Management of Scoil na gCeithre Máistrí that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.



(ix) 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 and Principal are responsible for their offices. Staff room is every teacher's responsibility. Cleaners will also check when cleaning.

(xi) The Deputy Principal shall be responsible for fire drills and evacuation procedures.

(xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented. The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors
- Climbing frames
- Trailing leads
- Computers
- Guillotine
- Projectors
- Fuse Board
- Electric Kettles
- Boiler House
- Ladders
- Protruding units and fittings
- Flat roof areas of school
- Store rooms (internal & external)
- Icy surfaces on a cold day
- Mats in hall
- Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to:



Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.

Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/ Board of Management.

Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions. In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.

- a) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- b) All machinery and electrical equipment are fitted with adequate safeguards.
- c) Precautionary notices, in respect of safety matters are displayed at relevant points.
- d) Ladders must be used with another person's assistance.
- e) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- f) Board of Management safety officer will check that floors are clean, even, non-slip and splinter-proof.
- g) Staff safety Officer with an SNA will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- h) Staff safety Officer with an SNA will check that all PE and other mats are in good condition.
- i) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
(Board of Management Safety Officer and Staff Safety Representative.)
- j) Check that wooden beams, vaulting horses, beams and benches are stable and do not wobble when in use and are free from splinters and generally sound (Staff safety rep)
- k) Check that there are no uneven/ broken/cracked paving slabs. (Caretaker and Board of Management Safety Officer.)



- l) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker and Board of Management Safety Officer.)
- m) The caretaker will check that manholes are safe.
- n) Check that all play areas are kept clean and free from glass before use. (Staff safety rep)
- o) Check that outside lighting works and is sufficient. (Board of Management Safety Officer).
- p) Check that all builder's materials, caretaker's maintenance equipment, external stores etc. are stored securely. (Staff safety rep and Board of Management Safety Officer).
- q) Check that refuse is removed from building each day and is carefully stored outside. (Caretaker).

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil na gCeithre Máistrí that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.



Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or 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 Scoil na gCeithre Máistrí 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 Scoil na gCeithre Máistrí that all drugs, medications, etc be kept locked at all times in the secretary's office and used only by and authorised personnel.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided with soap, sanitizers and hand dryers.



The staffroom has a dish-washer and two fridges. Boiling water is constantly available in the Burco.

Staff are asked to co-operate in keeping the staff room and fridges clean. Members of staff and students are reminded:

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

Highly Polished Floors

It is the policy of the Board of Management of Scoil na gCeithre Máistrí 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, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.



Smoking

It is the policy of the Board of Management of Scoil na gCeithre Máistrí that the school shall be a non-smoking area (including e-cigarettes) to avoid hazard to staff and pupils of passive smoking.

Broken glass

The Board of Management shall minimise the danger arising from broken glass.

Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

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

Infectious Diseases

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



First Aid

It is the policy of the Board of Management of Scoil na gCeithre Máistrí that a member of staff shall be trained to provide First Aid to staff and pupils. Please see Policy for dealing with Accidents/Injury

(1) Notices are posted in the office detailing:

- Location of first aid boxes,
- Procedure of calling ambulances etc.
- Telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Staff Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

There is an incident book for each yard. This must be filled in by the teacher on duty in the case of an accident and all accidents must be reported to the Principal or in her absence to the Deputy Principal. The School Secretary will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) savlon (not to be used on children, adults only)
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns



- Antiseptic wipes
- Scissors
- Panadol
- First Aid Chart

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

Access To School

Inasmuch as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.

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

Collecting Children

1. All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- 2.
3. Parking procedures at school must be adhered to.



Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management (at least every two years) of Scoil na gCeithre Máistrí in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson: _____

Date: _____

Safety Officer: Carrie Uí Bhroin **Dáta:** 18/04/2024

Nominee of BOM

Safety Officer: Anita Uí Chonrua **Date:** 18/04/2024 **Nominee of staff**

Scoil na gCeithre Máistrí

This Policy statement is in accordance with Safety, Health and Welfare at Work Act 2005, and subsequent amendments 2006- 2007.

See Appendix 1: Safety Representatives' Checklist for School Inspections

See Appendix 2: Guidelines for compiling a safety statement