



Uimhir rolla: 20082Q

Gaelscoil Thulach na nÓg

Bóthar Rúisc, Dún Búinne, Co na Mí A86 EP04

01-825 2858

Ríomhphost: office@tulach.ie

Príomhoide: *Seán O Láimhín* Leas-phríomhoide: *Pádraig de Róiste*



Ráiteas Sláinte & Sábhaltas

Gaelscoil Thulach na nÓg is a co-educational all Irish Primary school with 16 mainstream classes and 3 classes catering for children with ASD. Our ethos espouses the following principles; we are inter-denominational, co-educational, child centred and all work is done through the medium of Irish. We aim to provide an education that fosters development of children's talents, abilities and personalities. We support children in developing attitudes which will enable them to become open-minded, creative, respectful, responsible and caring members of society. The school recognises that parents/guardians are the primary educators of their children.

The Board of Management of Gaelscoil Thulach na nÓg recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act 2005. This Safety Statement sets out the Safety Policy of the Board of Management of Gaelscoil Thulach na nÓg and how this policy will be delivered upon. The Board of Management's objective is to endeavour, as far as is reasonably practicable, to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact.

The policy requires the co-operation of all employees of the school.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually. All records of incidents and accidents will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such incidents and accidents.

In performance of work, safety will always take precedence over expediency despite the urgent nature of any work activities.

POLICY STATEMENT OF THE BOARD OF MANAGEMENT OF GAELSCOIL THULACH NA NÓG ON SAFETY, HEALTH AND WELFARE AT WORK

MANAGEMENT OF GAELSCOIL THULACH NA NÓG

The members of the Board of Management are:

- Chairperson Séamus Caomhánach
- Principal Seán Ó Láimhín
- Treasurer Neil Murray
- Teacher Rep Colleen Fraher
- Community Rep Robert Rooney
- Community Rep Diana Ross
- Parents Rep Niall Smyth
- Parents Rep Celine Sludds

The Board of Management will ensure that, in so far as is practicable, the highest standard of safety shall prevail and that, at a minimum, the provision of the Safety, Health and Welfare at Work Act 2005 are applied and adhered to.

Specifically, the Board of Management wishes to ensure in so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work.
- The design, provision and maintenance of plant, machinery and equipment.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on dealing with pupil's challenging behaviour. Arrangements will be made to ensure the protection of staff from violent and distressed children and maintenance of the Cód Iompar/Code of Discipline policy.
- The BOM will provide for such training as is required to safeguard the Health and Safety of its employees. Employees will be given safety training in various aspects of safety where identified – fire drill, use of fire extinguishers, and First Aid. All training records will be maintained by BOM.
- The BOM will in as far as possible, take all necessary measures to protect employees from acts of violence and/or aggression during the course of their work and will act immediately on complaints made by employees.
- The BOM will undertake to provide and maintain suitable protective clothing or equipment as necessary to ensure the safety and health at work of its employees.
- The preparation, revision as necessary and communication of adequate plans to be followed in emergencies, e.g. fire drills, injuries, etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.

- Obtaining where necessary, the services of competent persons for the purpose of ensuring the safety and health of its employees.
- The continuing updating of the Safety Statement – ensuring that there is adequate opportunity for consultation between BOM, Principal, Staff and Parents on health and safety issues.
- The provision of arrangements for the selection from amongst its employees of a Safety Representative who will work in cooperation and consultation with the Safety Officer. These should be consulted/informed if any employees have queries or concerns regarding any Health and Safety issues.
- The BOM will undertake to ensure that all personnel comply with such standards laid down in the Safety Statement.

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

The BOM will ensure that an Accident Report is completed as soon as possible following an incident and these records be maintained on file for 10 years.

DUTIES OF EMPLOYEES

It is the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her actions or omissions while at work.
- To be familiar with, and to co-operate fully with, all provisions contained in the Safety Statement and subsequent revisions
- 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.
- To adhere to safe systems of work and to wear any personal protective clothing and use any safety equipment provided.
- To report to the Board of Management without unreasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- To ensure that an Accident Report is completed thoroughly and promptly for all accidents.
- To ensure, as far as is feasible, that children in their care are made aware of, and comply with, relevant sections of the Safety Statement.
- No person will intentionally or recklessly interfere with, or misuse, any appliance, protective clothing or equipment provided for securing the safety, health or welfare of persons arising out of work activities.
- All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.

CONSULTATION AND INFORMATION

It is the policy of the BOM of Gaelscoil Thulach na nÓg

- To consult with staff in preparation and completion of the Health and Safety Statement
- To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management.
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all staff as it becomes available.
- That health, Safety and Welfare will form an integral part of any future staff training and development plans.

HAZARDS

These 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.

SPECIFIC HAZARDS

Fire

It is the policy of BOM of Gaelscoil Thulach na nÓg to ensure that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location
- All fire equipment is regularly checked and maintained.
- Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
- All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- An assembly area is designated in the yard.
- Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
- There will be a named person responsible for fire drills and evacuation procedures.
- The school and equipment will be checked by a Fire Officer and all recommendations made by him/her have been implemented.
- Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
- Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- Fire alarm system will be checked and maintained regularly.
- Fire doors will be kept closed at all times.
- Corridors will remain clear of obstruction.
- Storage areas will be maintained in a tidy and safe condition.

CONSTANT HAZARDS

Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of BOM Gaelscoil Thulach na nÓg that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance. This work will be carried out by a competent electrician/technician. Staff should report any defects immediately.

Electrical boxes on the outside of the building will have hazard warning labels.

Care should be taken with all electrical cables, phone lines, and extension cables. Where possible, these should be taped or fastened to prevent accidents.

Chemicals

It is the policy of BOM Gaelscoil Thulach na nÓg, that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room.

Drugs/Medication

It is the policy of BOM Gaelscoil Thulach na nÓg that all medications, drugs etc. be kept in a securely locked drawer to which the key is kept in a safe and secure place.

First Aid

It is the policy of BOM Gaelscoil Thulach na nÓg that an employee or employees be trained to apply First Aid. A First Aid box will be available at all times and will be kept within easy access to all staff members.

Protective gloves will always be worn in the event of skin being broken.

In the event of a serious accident, a full account of what happened, symptoms noted and treatment given should be completed in the Incident Book which is kept in the office.

Highly polished or wet floors

It is the policy of BOM Gaelscoil Thulach na nÓg that floors will not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors should be mopped immediately in the classrooms in the event of an accident.

Code of Discipline/Positive Behaviour Policy

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

It is the policy of BOM Gaelscoil Thulach na nÓg that

- The school is properly maintained
- Dampness and draughts are minimised
- The roof is properly maintained
- School furniture is safe
- All electrical fittings are properly fitted and safe
- Adequate lighting exists in all internal areas and there are external lights over the exits.
- Proper ventilation exists

- The school is properly heated
- Doors leading to toilet areas and all exit doors are properly sprung and are not allowed to swing freely.
- The floors in hallways, passageways and toilets are kept dry.
- Mats are not positioned in a hazardous way
- All individual classrooms are safe and healthy places
- All external doors will be kept locked at all times and all visitors will identify themselves to staff before being admitted.

Health and Safety in the classroom

- Schoolbags will be stored under tables
- Coats will be hung on coat hooks in classrooms
- Floors in both classrooms and toilets are kept dry.
- Care will be taken with electrical cables
- Staff only will handle electrical equipment
- Toilet paper, soap and hand dryers are supplied in toilets and children are encouraged in best practice in toileting and personal hygiene
- Children will be encouraged to comply Healthy Eating Policy – particularly in the area of food sensitivities and allergies.
- Children will be familiarised with Fire Evacuation procedures
- Medication will be administered only to children whose parents/guardians have completed the relevant documentation
- Materials will be stored in such a way as not to create hazards
- Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed.
- On school tours/trips all children will use a seatbelt and each child and adult will have his/her own seat
- There will be a minimum of two adults per 30 children supervision on school tours.

Health and Safety in the School Building

- Children will have no access to Seomra Foirne unless accompanied by a member of staff
- Staff and pupils will walk on the left side of corridors and stairs inside the school building
- Fire doors will be kept closed at all times and nothing will be positioned near them
- Children will not be allowed into storage areas unaccompanied
- Corridors will be kept as clear as possible and bins should not obstruct doorways
- External doors will be kept closed or locked and children will not open these at any time. Only staff will admit visitors to the building.
- When children are entering or exiting the school building the doors will be secured with hasps.
- When children are in the school the gate will be closed at all times.
- Storage areas will be maintained in a tidy and safe manner
- No Smoking in the school building. No smoking in close proximity to the School Building. (Public Health (Tobacco) Act 2002)

Review: This policy will be reviewed annually and regularly as technological advancements are made and will be updated in line with department guidelines.

Ratification: This policy was ratified by the BOM on 24/2/2025.

Signed:- Seán Ó hAinle
Príomhoide

Signed:- Seamus Caobánach
Cathaoirleach an Bord Bainistíochta

Aguisín 1



Incident Report Form

REPORTED BY: _____ DATE OF REPORT: _____
ROLE: _____ INCIDENT NO.: _____

INCIDENT INFORMATION

INCIDENT TYPE: _____ DATE OF INCIDENT: _____
LOCATION: _____
TIME: _____
SPECIFIC AREA OF LOCATION (if applicable): _____

INCIDENT DESCRIPTION

NAME OF PARTIES INVOLVED

1. _____
2. _____
3. _____

NAME OF WITNESSES

1. _____
2. _____
3. _____

AMBULANCE/GARDAÍ? _____ WHERE:- _____
_____ PHONE: _____

FOLLOW-UP ACTION

NAME: _____ SIGNATURE: _____ DATE: _____

