

Safety Statement

*Scoil Naomh Ruadháin
Redwood
Lorrha,
Nenagh,
Co. Tipperary.*

1. AIMS

1.1 The aim of the Board of Management, Scoil Naomh Ruadháin,

Roll No: 17244W is the safety, health and welfare of our children, staff and visitors. The Board of Management of Redwood National School, charged with the direct government of the school, has prepared this “Safety Statement”, in accordance with the requirements of the Safety, Health and Welfare at Work Act 2005.

1.2 The Board of Management of Redwood School is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school, by the parents of the children.

1.3 “Health & Safety” within the school is and always has been an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

1.4 The policy of the Board is to provide in so far as possible, a safe place for any member of the public who needs to have access to the school.

2. PERSONNEL

2.1 *Members of the Board of Management of the school are:*

<i>Chairperson</i>	<i>Kathleen Gleeson</i>
<i>Secretary</i>	<i>Michelle Hogan</i>
<i>Treasurer</i>	<i>Pamela Madden</i>
<i>Safety Officer</i>	<i>Stuart Angus</i>
<i>Safety Rep (Staff Nominee)</i>	<i>Marie Holmes</i>
<i>Patron Nominee</i>	<i>Carmel Sullivan</i>
<i>Community Nominee</i>	<i>Ann Marie Hough, Garrett Needham</i>

Personnel on Premises

<i>Principal</i>	<i>Michelle Hogan</i>
<i>Deputy Principal</i>	<i>Marie Holmes</i>
<i>Class Teacher</i>	<i>Finnula Kennedy</i>
<i>SNAs</i>	<i>Paula Sullivan & Paula Sutton</i>
<i>Secretary</i>	<i>Shirley Mahony</i>
<i>Cleaner</i>	<i>Caroline Kennedy</i>
<i>Maintenance</i>	<i>Bobby McLoughlin</i>

2.2 *The Safety Representative for the school: Marie Holmes*

The Safety, Health & Welfare at Work Act 2005 confers the following powers on her:

- 1. Subject to agreement, the right to carry out work inspections.*
- 2. The right to make representations to her employer on any aspect of safety, health and welfare at the place of work.*
- 3. The right to such information from the employer as is necessary to ensure, so far as is reasonably practicable, the health and safety of employees at the place of work.*
- 4. The right to be told when an inspector is on the premises.*
- 5. The right to make oral or written representations to inspectors.*
- 6. The right to investigate accidents or dangerous occurrences.*
- 7. Subject to agreement, the right to investigate potential hazards and complaints.*
- 8. In summary, the overall function of the Safety Representative is that she may consult with, and make representations to the Employer on Safety, Health and Welfare matters relating to personnel in the place of work. The Employer must consider these representations and act on them, if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems and to identify means of overcoming them.*

Safety Statement

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 Redwood National School wishes to ensure that as far as is reasonably practical:

- *The design, provision and maintenance of all places in the school shall be safe and without risk to health.*
- *There shall be safe access to and from places of work.*
- *Plant and Machinery may be operated safely in so 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 Redwood National School 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 Redwood National School 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:

- 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.*
- 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 thing provided for securing safety, health or welfare of 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.

Consultation and Information:

It is the policy of the Board of Management of Redwood National School to consult with staff re. safety audits, 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 to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to 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 will be put in place to cope with 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 Redwood National School 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 alarm shall be clearly marked.*
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Emergency Lighting)*
- (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 must ensure that the exit from her/his classroom is kept clear. All entrance areas to the school will be kept free of obstruction.*
- (vi) Assembly area is designated outside of the building, and the location specified.*
- (vii) Exit signs shall be clearly marked.*
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.*
- (ix) Principal shall be responsible for fire drills and evacuation procedures.*
- (x) 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.

- 01:** *Wet corridors*
- 02:** *Trailing leads*
- 03:** *Computers*
- 04:** *Fuse Board*
- 05:** *Electric kettle*
- 06:** *Boiler room*
- 07:** *Protruding units and fittings*
- 08:** *External stores to be kept locked*
- 09:** *Entrance/Exit of school*
- 10:** *PE shed*
- 11:** *Icy surfaces on a cold day*
- 12:** *P.E. equipment*
- 13:** *Windows opening out*
- 14:** *Playhouse, Slide & Climbing Frame*
- 15:** *Swings*
- 16:** *Trampoline*

To minimize these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a)** *Access to and operation of plant/equipment is restricted to contractors, 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 contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.*
- (b)** *In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.*
- (c)** *Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.*
- (d)** *Precautionary notices, in respect of safety matters are displayed at relevant points.*
- (e)** *Ladders must be used with another person's assistance.*
- (f)** *Prohibit use of glass bottles where possible by pupils. Remove broken glass immediately on discovery*
- (g)** *Board of Management will check that floors are clean, even, non-slip and splinter-proof.*

- (h)** *Principal and Teacher will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that the Sports shed is left in a tidy condition.*
- (i)** *Check that all PE and other equipment are in good condition.*
- (j)** *An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and/or Staff Safety Representative.*
- (k)** *Check that wooden beams, benches etc. are free from splinters and generally sound. (Principal).*
- (l)** *Check that there are no uneven/broken/cracked areas of yard surface. (All staff).*
- (m)** *Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (All staff).*
- (n)** *Check that manholes are safe. (Caretaker /Staff).*
- (o)** *Check that all play areas are kept clean and free from glass before use. (Caretaker and Staff).*
- (p)** *Check that outside lighting works and is sufficient. (Caretaker/Principal).*
- (q)** *Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Caretaker)*
- (r)** *Check that refuse is removed from building each week and is carefully stored outside. (Staff).*
- (s)** *Safety net is installed and secured around the trampoline.*
- (t)** *Fixed outdoor play equipment such as swings and playhouse are checked regularly for wear and tear and are maintained appropriately by principal and caretaker.*
- (u)** *A teacher is on yard duty at all times during pupil break times and also when pupils are arriving and leaving.*

Constant Hazards:

Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Redwood National School that 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 ensure 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.*
- *Appliances are unplugged when not in use.*
- *Suitable undamaged fused plug tops are used and fitted with the correct fuse.*
- *Guidelines issued by the Health and Safety Authority are followed.*

Chemicals:

It is the policy of the Board of Management of Redwood National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication:

It is the policy of the Board of Management of Redwood National School that all drugs, medications, etc be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

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 Redwood National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

Smoking:

It is the policy of the Board of Management of Redwood National School that the school shall be a non-smoking area 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 Redwood National School 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 Redwood National School 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. Hand sanitizer gel will be provided at all times in the classrooms to be used by all pupils after using the toilet, before eating and after break time.

First Aid:

(1): Notices are posted in school office and Defibrillator box detailing:

- *arrangements for giving first aid,*
- *location of first aid boxes,*
- *Procedure of calling ambulances etc....,*
- *Telephone numbers of local Doctor, Gardaí, Hospital.*
- *First Aid Certs – First aid courses attended by Michelle Hogan, Marie Holmes and Paula Sullivan*
- *AED Training – Michelle Hogan, Marie Holmes and Paula Sullivan are all certified in the use of AED's.*

(2): *All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by Ms. Hogan – School Principal*

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- *Small roller bandages*
- *Large roller bandages*
- *Small conforming bandages*
- *Large conforming bandages*
- *Scissors*
- *Gauze swabs*
- *Triangular bandages*

- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes/kitchen towel to put around ice-packs
- Cooling Gel for burns
- Sun Cream

N.B. Insulin Pencil (if required) will be kept by Principal in a safe place in office.

Medical Certificate to be provided by the Parents/Guardians of the child(ren) concerned.

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

Location of First Aid Boxes:

(1): Locked cabinet in school office

Access to School:

External school doors will be locked during class time, and visitors will ring the front doorbell in order to gain access, they will be greeted by the Principal or Secretary. The external doors are fire doors and are push bars to open from the inside. 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 her 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)** Cars are advised to drive slowly on approaching school grounds.
- (3)** Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4)** Children must produce a dated written note to class teacher, if being collected by parent/guardian before the end of the official school day. Parents use sign out notebook and Aladdin App.

- (5) *Children who become ill during the day must be “signed out” by parent/guardian, when being collected. Principal must be made aware of any child who is leaving school early. This record to be filed in the office by the school secretary / Principal.*

N.B.:

- (6): *Children will **never** be allowed to walk or cycle home on their own, during school hours.*

They must always be collected by parent/guardian or named other.

Safe Work Practice

- (1) *Cleaners must wear gloves when wringing out wet mops and when handling detergents to prevent dermatitis.*
- (2) *Cleaners have been asked to ensure that their store cupboard is always locked when they have finished using it.*
- (3) *Teachers/SNAs are asked to wear gloves when dealing with children’s wounds. This is especially important where blood is involved.*
- (4) *SNAs must wear gloves when dealing with intimate care of a child and face covering and apron if needed.*
- (5) *The Caretakers must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.*
- (6) *The Caretakers must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.*
- (7) *Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.*
- (8) *Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.*
- (9) *All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.*

- (10) *Employees do not use step-ladders or other ladders without the assistance of a colleague.*
- (11) *Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.*
- (12) *Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...*
- (13) *Employees report defective equipment to the Principal.*
- (14) *Employees report incidences of uncollected refuse.*
- (15) *Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...*
- (16) *Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.*

The Principal and Safety

- (1) *The school Principal / or the last responsible adult on premises shall check that all windows and doors are securely locked each evening.*
- (2) *She shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, burco boiler etc are switched off.*
- (3) *She shall ensure that the Shed Door is **never** left unlocked.*
- (4) *She shall check and keep the boiler house and oil tank house locked **at all times**.*
- (5) *She shall check that there is an adequate supply of Heating Oil in the tank at all times.*
- (6) *During exceptionally frosty weather, she shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.*

- (7) *During holiday times, she shall keep the mains water controls in the "OFF" position.*

- (8) *The principal shall make herself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.*

- (9) *She shall ensure that all **Exit Doors** are kept clear during Concerts, Sales of Work, Meetings etc. **Exit** doors must always be open on such occasions.*

- (10) *The Principal shall check, at regular intervals that the Fire Alarm System is in working order.*

- (11) *The Principal shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.*

- (12) *She shall be on the look out at all times for risk situations and shall repair faults.*

- (13) *She shall arrange to keep lawns, flowerbeds and pitches in good condition.*

- (14) *She shall familiarise himself sufficiently with the school's **Safety Statement** and especially with those parts which are relevant to her own position.*

*The Principal is responsible for **Fire Safety**. She organises;*

- (a) ***Fire Drill** at least once per term.*

 - (b) *Sees that the **Fire Alarm System** and **Fire Extinguishers** are in working order.*

 - (c) *Records the events of Fire Drills.*

 - (d) *She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.*
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Fire Drill Organisation

- 1: Assembly Point:** Outside, roadside shed
- 2: Fire Drill Warning:** When fire bell sounds there should be **Silence** in the classroom, or wherever you are.
- 3: Evacuation:** The teacher is in **sole charge** of his/her own class. SNA will exit with class they are working With at time of drill.
- Each class exits **in single file in silence**.
Teacher leaves last, making sure all windows and doors are closed.
Teacher should bring **Roll Book** along.
- 4: Exit Routes:**
- | | |
|---|---------------------------------|
| Senior Room, SET room, Kitchen & Office | use Back Door |
| Junior Room | use Fire Exit door in classroom |
- 5: Assembly:** **When pupils arrive at assembly, they should line up, class by class, facing towards the road.**
- The **teacher** will then **call the roll** and **report the findings to the Principal**. **If a child is missing** his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.
- 6: Fire Safety:** **Fire Safety talk for all classes (Junior Infants – 6th class) will be provided yearly.**
- 7: Fire Drill**
unannounced Fire Drills. **Announced Fire Drill: There shall be at least one fire drill per term and some of these shall be**

FIRE DRILL

Door Arrangements

- ***Back Door: Senior Room and SET Room***
- ***Back Door: Secretary***
- ***Classroom Fire exit: Junior Room***
- ***S.N.A.^s to exit with class they are working with, at time of Drill.***

Further Fire Precautions

(1) Emergency Lighting and Exit Signs:

*At the beginning of whenever crowds are assembled in the School, the Principal or her representative (in her absence) ensures that attention is drawn to the location of the Emergency Lighting and **Exit Signs**. This warning should be repeated at intermissions.*

(2) External Fire Hydrant and Water Mains:

*The Fire Hydrant is **Clearly Marked (H)** and **located** on **main footpath** leading to the schools main entrance door.*

(3) Location of Fire Extinguishers:

A:	(1) Kitchen:	Fire Blanket
	(2) Hall:	CO2 and Foam
	(3) Boiler House	Automatic Fire Extinguisher – ABC Powder

B: Fire Extinguisher Training: *BOM shall provide staff with appropriate certified training in use of fire extinguishers.*

4: The Main Traffic Entrance:

- The parents are reminded at regular intervals by the Principal in letter form, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **entering** and especially when **leaving** the school grounds.*
- Parents are also notified **not** to pull out of the car park until all children have safely crossed the road and are in their cars.*

Cleaning the School (Hygiene):

Mrs. Caroline Kennedy is in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of “wet” areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily during term time.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Principal.

They are aware of the location of the Fire Extinguishers and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

Hazards

Identifying Hazardous Areas for Children:

- (a) *The Boiler Room*
- (b) *The Cleaner's Cupboards in wheelchair accessible bathroom*
- (c) *The Car Park*
- (d) *The oil tank enclosure*

Precautions:

- 1: *Those three areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.*
- 2: *The Cleaners Cupboard, Boiler room and oil tank enclosure shall be kept locked at all times.*
- 3: *First Aid Equipment must be stored in the Office*
- 4: *Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.*
- 5: *The Caretaker will be asked by the Principal to remedy such hazards **immediately** when they come to her notice or are brought to her attention by any staff member, or other school employees.*

Identifying the Hazards

Teachers and ancillary staff (Caretaker, Secretary, Cleaners) are requested to conduct a **Periodic Safety Check** of their classrooms and/or workplace and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keeps a **written record** of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the Caretaker, Cleaners and to the Secretary.

The **restricted areas** in our school are as follows:

The Boiler Room, the oil tank enclosure, the cleaners' cupboards, the areas beyond the schools perimeters, car parking areas, all shrubbery and flowerbeds, the old shed by the road and the Secretary's Office. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on her behalf.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, SNA teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- 1: Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- 2: Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
- 3: Restricted areas – mentioned previously.
- 4: Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use, to use the hand sanitizer in classroom etc. There will be lessons on oral hygiene, sex education in senior classes, the Stay Safe Programme, etc. as part of the SPHE curriculum.
- 5: Fire Drill
- 6: First Aid

Our teachers are **Professional People trained** to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependent on staff members' knowledge. Generally each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. First Aid Equipment is stored safely in the school office.

It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal or another teacher in her absence will summon aid if deemed necessary or bring the injured party to the school doctor.

The Staff's Safety Representative:

*In accordance with the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a **Safety Representative** will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present **Safety Representative is Marie Holmes.***

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Classroom and Internal Rules

- 01: *Follow instructions given by Teachers and/or Principal, at all times.*

- 02: *Sit properly on chairs.*

- 03: *School bags under tables, neatly stored (especially in Infant classes).*

- 04: *Walk ways in classrooms must be kept clear.*

- 05: *Hang all coats, jackets, gear bags etc on hooks, in the cloakroom.*

- 06: *During wet days, pupils must sit during small break and/or lunch break-no moving around room allowed unless with the permission of the teacher.*

- 07: *No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.*

- 08: *Only one boy and girl may leave the classroom at a time with the teacher's permission to use the toilets.*

- 09: *Use all classroom and P.E. equipment, according to teacher's instructions.*

- 10:** *Never bang a door closed – be mindful of others.*
- 11:** *When moving around the school, **always walk, never run.***
- 12:** *Walk on the right hand side of the corridors.*
- 13:** *Watch where you are going – don't look behind you while walking.*
- 14:** *At all times, think of your own safety and the safety of others – especially younger, smaller pupils.*

Wet Day Rules

- 01:** *Stay seated at all times.*
- 02:** *No rulers or any other dangerous implements in pupils' hands.*
- 03:** *Only go to toilet with teacher's permission, except in case of emergency.*
Only one pupil at a time is permitted to go to the toilet.
- 04:** *Electrical implements plugged out.*
- 05:** *Pre-arranged groups for activities.*
- 06:** *Sit down properly – four legs of chair on floor at all times.*

Yard Rules

- 01:** *Play safely – no rough play or hitting.*
- 02:** *Stay in designated area of the yard.*
- 03:** *Don't enter the school without permission.*
- 04:** *Report any problems/incidents to the teachers on yard duty.*
- 05:** *No swinging off basketball stands or crossbar of goals.*
- 06:** *No swinging out of coats/hoods.*
- 07:** *No throwing of clothes, hats, hear-bags, shoes pebbles, etc.*
- 08:** *If a ball goes into the hedge, the field, the road or farmyard or the roof, the teacher on yard duty must be told. **Do not** go out after the ball.*
- 09:** **“Yard Out of Bounds” are**
- *The shrubbery bank*
 - *Behind the prefab*
 - *Roadside shed*
 - *Behind sports shed and oil tank.*
 - *Leaving the school grounds is not permitted during school hours.*

Pitch Rules

- 01:** *Suitable attire, gear, when playing games on the pitch. Helmets for hurling.*
- 02:** *Do not follow ball onto road, or over hedge at back of pitch.*
- 03:** *Do not swing from crossbars.*
- 04:** *No rough play, be mindful of younger, smaller players.*
- 05:** *Do not run off pitch onto tarmac while wearing football boots.*
- 06:** *Tog out/Tog in, at the area beside the back door or on edge of pitch (weather permitting).*
- 07:** *Do not leave gear bags on pitch.*
- 08:** *Do not allow mud from boots fall onto path or tarmac.*
- 09:** *Do not wear studs inside.*

Identification and Assessment of Hazards

Date: 2026

Area: Pitch Hazards:

Hazard	Location	Risk	Suggested Remedy
<i>Following balls into field or farm yard</i>	<i>Around school</i>	<i>Climbing, danger of falling</i>	<i>Only 6th class pupils with permission and supervision</i>
<i>Following balls onto main road</i>	<i>Pitch and yard</i>	<i>Get knocked down and injured</i>	<i>Tell teacher and teacher gets ball</i>
<i>Yard - frosty</i> <i>Yard slippery in frosty or snowy weather</i>	<i>Pitch</i> <i>Around school and entrance from gate</i>	<i>Getting hurt if one falls</i>	<i>Not allowed to play outdoors on frosty or icy days.</i> <i>Salt entrance area in public use.</i> <i>Clear path through snow.</i> <i>Warn public with a sign.</i>

Identification and Assessment of Hazards

Date: 2025

Area: Classroom Hazards:

Hazard	Location	Risk	Suggested Remedy
<i>Chairs</i>	<i>Classroom</i>	<i>Swinging Falling Off</i>	<i>Sit correctly on chair Push in before leaving table</i>
<i>School Bags</i>	<i>On the floor On the backs of chairs</i>	<i>Tripping over them</i>	<i>Under the tables or hang on back of chair</i>
<i>Wet Floor</i>	<i>Toilet Wet Area</i>	<i>Slipping</i>	<i>Check often and keep and put newspaper down if wet. Put out warning sign.</i>
<i>Movement from classroom</i>	<i>From classroom to classroom, hall, yard etc</i>	<i>Falling</i>	Walk <i>in straight lines, without pushing etc.</i>

Identification and Assessment of Hazards

Date: 2026

Area: Interior Hazards:

Hazard	Location	Risk	Suggested Remedy
<i>Exit blocked</i>	<i>In exit corridors</i>	<i>Unable to exit the building safely</i>	<i>Remove unnecessary clutter</i>
<i>Mats at exit door(s)</i>	<i>Exits</i>	<i>Children may trip over them</i>	<i>Check for curled up corners and replace if necessary</i>
<i>Drawing Pins</i>	<i>Notice boards</i>	<i>Stocking feet</i> <i>Bare feet</i>	<i>Use white-tack</i> <i>Always wear shoes</i>

Identification and Assessment of Hazards

Date: 2026

Area: Yard & Playground Hazards:

Hazard	Location	Risk	Suggested Remedy
<i>Metal Bars along ramp to back door</i>	<i>At back of School</i>	<i>Falling off</i>	<ul style="list-style-type: none"> • <i>Strictly no climbing or sitting on barriers is allowed</i> • <i>Teacher & SNA supervision on yard</i> • <i>Code of behavior followed to ensure safety for all</i>
<p><i>Playhouse and slide</i></p> <p><i>Swings</i></p> <p><i>Trampoline</i></p> <p><i>Climbing Frame</i></p>	<i>Playground</i>	<p><i>Falling</i></p> <p><i>Trpping</i></p>	<ul style="list-style-type: none"> • <i>Teacher & SNA supervision on yard when children are outdoors.</i> • <i>Safety net surrounding trampoline.</i> • <i>Non-slip mats.</i> • <i>Regular maintenance of playground equipment.</i>

Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management of Redwood National School 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: Kathleen Gleeson

Date: 13/01/26

Print Name: Kathleen Gleeson

Principal: Michelle Hogan

Date: 13/1/26

Print Name: Michelle Hogan

Safety Officer: Stuart Angus

Date: 13/1/2026

Print Name: Stuart Angus

Board of Management Nominee

Safety Representative: Marie Holmes

Date: 13-01-26.

Print Name: Marie Holmes

Staff Nominee
