

# Safety Statement

## Statement on General Policy

The Board of Management of Scoil an Chroí Ró-Naofa recognises the importance of the Legislation enacted in the Safety, Health and Welfare Act, 1989.

This Safety Statement sets out the Safety Policy of the Board of Management of Scoil an Chroí Ró-Naofa and sets out the means to achieve that policy. The Board of Management's objective is to endeavour 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 in contact

This policy requires the co-operation of all employees.

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 and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health 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 accidents and ill-health.

Signed

---

Chairperson Board of Management

## Policy Statement on Safety, Health and Welfare at work of the Board of Management of Scoil an Chroí Ró-Naofa, Urlingford N.S.

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

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

- (a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- (b) The design, provision and maintenance of safe means of access to and egress from places of work.
- (c) The design, provision and maintenance of plant and machinery.
- (d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- (e) The provision of instructions to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
- (f) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- (g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health of its employees.
- (h) The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire drill, injuries etc.,.
- (i) The safety and prevention of risk to health at work in connection with use of any article or substance.
- (j) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- (k) Obtaining where necessary, the services of a competent person for the purposes of ensuring the safety and health at work of its employees.
- (l) The continuing updating of Safety Statement.
- (m) The provision of arrangements for consultation with employees on matters of Health and Safety.
- (n) The provision of arrangements for the selection from amongst its employees of a representative.

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

The Board of Management of Scoil an Chroi Ro-Naofa will ensure that the provisions of the Safety Health and Welfare at Work Act, 1989 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 to 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 anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of 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, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

## Consultation and Information

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To give a copy of the Safety Statement to all present and future staff.
- 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

Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories

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

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

## Specific Hazards

### Fire

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire. Each fire extinguisher shall have instructions for its use.
- Instruction is given in the use of Fire Extinguishers for specific materials or equipment.
- All fire equipment is identified and regularly serviced.
- Fire alarms are clearly marked.
- Regular Fire drills take place at least twice a year. This is organized by the Principal who has responsibility for evacuation procedures.
- The Assembly area is designated and marked
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- Those leaving buildings or classrooms should inform the secretary/principal.
- Exit signs are clearly marked.
- All electrical equipment be unplugged or turned off outside office hours and when officers are vacated for lengthy periods.
- A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.

### **Fire Drill in School**

The Fire Alarm signal is: The School Alarm Sound

The Place of Assembly is: The Main School Field

It is the duty of ANYONE discovering a fire to raise the alarm at once and sound the fire warning signal.

The following notes have been produced for the guidance of Principal teachers in the setting up of a simple and effective fire routine procedure, easily adaptable to suit most school premises.

Sequence Alarm – Call the fire brigade – Evacuation – Assembly – Tackle the fire.

Aims: To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarms: Anyone (Child or Staff) discovering an outbreak of fire should raise the alarm at once by the prearranged means. In infants and special school the children should be taught to inform the nearest teacher.

The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once.

Evacuation: On hearing the alarm, pupils should stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, should leave the classroom in single file. Classes should then proceed at a steady uniform pace to the place of assembly, the teacher following at the rear with the roll book, closing the door of the classroom and all doors on the escape route which will not be used again.

No talking or laughing should be permitted during the evacuation in order that any instructions given may be heard. Overtaking should not be allowed.

Members of the staff not in charge of pupils, on hearing the alarm, should go immediately to the assembly point.

With the exception of a search for missing persons, where feasible, no-one must be allowed to re-enter a building to retrieve their clothing, books, etc., until permission is given by the Fire Brigade or in the case of a drill, by the Principal Teacher.

Assembly: The place of assembly is **the main school field**. At the assembly point each individual class or group or persons should stand together in a prearranged position.

Roll Call: Immediately the classes have mustered at the place of assembly, a roll call or count should be taken, if possible from the roll book, and each responsible person should report at once to the Principal Teacher “all present” or otherwise. If anyone is missing an immediate search by the staff should be made, so far as is practicable, no place to which pupils have access being overlooked.

The Officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Call Fire Brigade: All outbreaks of fire however small, or any suspected fire should be reported immediately to the Fire Brigade by the quickest means available. The methods of calling the Brigade should be known. It is vitally important that there should be no delay in transmitting the call.

Notices: Each fire alarm point, where existing, should be indicated conspicuously by a notice worded Fire Alarm, followed by appropriate operating instructions.

Test Fire Drills: Test fire drills should be held at least annually.

Efforts should be made not to allow drills to become stereotyped and, where possible the exits and routes to be taken should be alternated to provide against any fire eventuality. For instance a certain exit may be presumed to be unstable due to smoke or other cause.

Before arranging a drill where a staircase or other means of escape is presumed to be blocked, it is essential that an alternative safe route leading to open air and safety be available. This type of ‘obstruction drill’ should not be attempted in any school premises where conditions are unsuitable.

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.

1. Wet corridors
2. PE Equipment (Climbing frames, benches, vaulting horses etc.)
3. Trailing leads
4. Typewriters, Computers
5. Guillotine
6. Projectors
7. Fuse Board
8. Electric kettles and Burco
9. Boiler house
10. Ladders
11. Excess Gravel on school yard
12. Protruding units and fittings
13. Flat roof of school
14. External stores/sheds to be kept locked
15. Lawnmower and other gardening equipment
16. Slabs around perimeter of school
17. Icy surfaces on a cold day
18. Mats in hall
19. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see also duties of employee on page 3 of this document):

- (a) 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.
- (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 plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.

- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative. (see checklist at Appendix A)
- (l) Check that wooden beams, benches etc. Are free from splinters and generally sound.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Check that manholes are safe. Caretaker under Board of Management.
- (q) Check that all play areas are kept clean and free from glass or dog faeces before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

## **Constant Hazards**

### **1. Machinery, Kitchen Equipment and Electrical Appliances**

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa that machinery and electrical appliances are used only by competent persons. Such appliances will be subject to regular maintenance checks.

### **2. Chemicals**

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use, be kept in a locked area and have protection provided for use when handling them.

### **3. Drugs and Medications**

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa that medications, drugs etc., be kept in a proper cabinet, which should be locked at all times. The key to this cabinet is to be kept in a secure and safe place.

The Administration of Medication to Pupils is according to the policy adapted on April 27<sup>th</sup> 2004.

### **4. Highly Polished or Wet Floors**

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa that floors will be polished with a non-slip polish. The washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, the elimination of the danger of slipping.

### **5. The Code of Discipline**

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

### **6. Access to Employees is by Consent Only**

When the employee feels at risk from or 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. Contact by outside agencies with employees is by appointment only.

## 7. Trained First Aid Personnel

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa that:

Mr. Pat Doyle will be trained to apply First Aid to other employees.  
All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Elastoplast Plasters

Wasp Eze

Tape

Savlon Antiseptic Disinfectant

Optrex Eye Lotion

Savlon Antiseptic Cream

Cotton Bandage

Burn Eze

Antiseptic Wipes

Scissors

First Aid Chart

Disposable gloves to be used when administering First Aid.

For extra-curricular purposes a more basic First Aid Kit will be available and present.

All first aid materials will be stored in the Medical Press in the School Office. The school defibrillator is stored beside the Medical Press in the School Office

Every care should be taken of pupils who have accidents:

1. Pupils are examined and treated by teachers.
2. Parents are consulted if we feel this is necessary.
3. Children are taken to local doctor or hospital if so required.

## 8. Security

Persons coming onto the school premises must identify themselves clearly to the Office area before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Deputy Principal before initiating any work on the school premises.

It is the policy of the Board of Management of Scoil an Chroí Ró-Naofa to minimise sound pollution e.g. room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective ear-muffs. Where such work is taking place, which constitutes any threat to health and safety the school will be closed or the work will not take place during school hours.

Arrangements will be made to ensure the protection of staff from violent or disturbed children.

## 9. Collection of Children

The Collection of Children is regulated by the Collection of Children Circular that all parents receive on enrolling their child in our school. This states that

- a) Children leaving school early must be collected from school. Children, even those living in the town, are not permitted to walk home alone. Parents are asked to inform the school, by note or telephone, of such events. (Emergencies excepted) From September 2014, children leaving early will be signed out by parents/guardians in the Early Collection book.
- b) If children are being collected by anyone other than the person/s who normally collect them, please inform the school by note or telephone. We would ask that the person collecting the children, identifies him/herself to a teacher. This is especially important when the person involved is not known to the school.
- c) Children walking home on their own should clear the area around the school quite quickly. Crowding the footpath at the gate can cause people to walk into traffic and should be avoided. Older schoolchildren waiting for younger brothers, sisters or cousins can wait inside the gate area. Junior children should be accompanied home from school and Infants are not allowed walk home alone.
- d) Bus children should walk to their buses. If a bus child is not using the bus on a given evening, please inform the appropriate driver.
- e) Children whose parents are delayed collecting them can wait inside the school gate. There will always be a teacher with the children (normally the principal) until the children are collected. The school will make contact with parents if the delay is continuing.

## 10 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.

## 11 Infectious Diseases

It is the policy of the Board of Management that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases in line with HSE guidelines (Management of Infectious Disease in Schools – September 2013). Where there is concern about an infectious disease, the Public Health Nurse will be contacted for advice on notification and intervention.

The Board of Management will endeavour to minimise the risk by adherence to sound principles 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.

## 12 Smoking - Smoke-free Workplace Policy

In line with the two pieces of legislation (Tobacco (Health and Protection) Regulations (1990) and Public Health (Tobacco) Act 2002\*) the complete grounds and premises of Scoil an Chroí Ró-Naofa is determined to be smoke-free and smoking is prohibited throughout this workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors.

### Implementation:

Overall responsibility for the implementation of this policy rests with the manager and the principal of the school. All staff have an obligation to adhere to and facilitate the implementation of this policy

The principal shall inform all employees of this policy and their role in the implementation and monitoring of the policy. All new and prospective employees will be made fully aware of the policy and may have a copy of the policy on request.

### Policy Regarding Infringements:

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees or visitors to the school who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

\*See Appendix B

**Revision of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of **Scoil an Chroí Ró-Naofa** 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:

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ BOM

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Staff

Date of next review: \_\_\_\_\_

The members of the Board of Management of Scoil an Chroí-Ró Naofa are:

Chairperson: Fr. Oliver Maher  
Secretary: Mr. Dermot Dunphy  
Treasurer: Mrs. Geraldine Hickey  
Other Board Members: Ms. Margaret Delaney  
Mrs. Nicola Bergin  
Mrs. Eileen Bowden  
Mr. John Cahill  
Mr. Joseph Coady

Board Safety Officer: Mr. John Cahill  
Staff Safety Officer: Mr. Pat Doyle

## **Appendix A**

### **Safety Representatives' Checklist for School Inspections**

#### 1. Circulation Areas

##### Passages

Check that:

Floor surfaces are even and are not slippery; passages are adequately lit; Litter or rubbish has not been allowed to accumulate; mats etc, are not positioned in such a way as to be a tripping hazard; there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

##### Doors and Windows

Check that:

doors are unobstructed;  
doors with glass have toughened or laminated glass;  
doors with a fire resistance requirement have wire reinforced glass;  
there are no doors with: loose or broken hinges  
damaged or sticking catches  
broken wood panels or glass panels  
loose or stiff handles  
doors are not allowed to swing freely without restraint;  
windows are not broken or cracked;  
windows open easily without undue force being applied;  
windows that jut out dangerously if open are not used continuously;  
windows do not have broken fastenings or cords;  
where necessary, a window pole is available.

#### 2. Heating and Ventilation

Check that:

the heating system is regularly serviced and maintained in good order;  
the heating system is adequate to comply with the requirements circular 24/82;  
where there are large areas of glass facing direct sunlight there is provision for shading, e.g. venetian blinds;  
windows can be easily opened to allow for adequate ventilation.

Further advice on heating and ventilation is given in the next section.

#### 3. Fire Safety

Check that:

the fire exits and escape routes are clear from obstruction;  
fire doors are kept unlocked and unobstructed whilst people are on the premises;  
all designated fire exits are clearly marked;  
evacuation procedures are clearly displayed;  
staff and children are familiar with evacuation procedures;

the procedure to be followed when using fire fighting equipment;  
there have been practice evacuations/fire drills held at least once per term;  
fire doors open outwards and are not held or wedged open;  
fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;  
the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;  
the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;  
flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.  
More detailed advice on fire safety is given in the next section.

## 4. Electrical Equipment

### General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that;

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse rating should be marked on the equipment and plug)
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

### Lighting

Visually check that:

- all the light fittings are working and are kept in a clean condition,
- light switches are not broken and appear to be in a safe condition,
- the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

### Plugs/Sockets/Leads

Visually check that:

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- sockets screws and mountings are secure;
- sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads is not cracked or frayed;
- leads are without knots or joints and are reasonably free of 'kinks';
- leads are correct length for the equipment being used;

multi-point adaptors are not being used;  
leads and flexible cable are securely fixed at both equipment and plug ends.

## Equipment

Check that:

fixed and portable electrical equipment is not damaged and as far as you are aware is operating correctly;  
copies of manufacturers' instructions/operating manuals are easily accessible;  
equipment is only being used for purposes for which it was intended;  
where appropriate, all electrical equipment is switched off and unplugged when not in use;  
mains isolating switches are easily accessible and known to staff;  
on/off indicator lights function correctly;  
equipment incorporating heating has a thermal safety cut-out in addition to thermostat;  
equipment containing liquid has a leakage detector;  
all items of electrical equipment are properly and regularly maintained and serviced.

## 5. First Aid

Check that:

notices are posted in prominent positions detailing -  
name/s of first aider/s;  
location of first aid boxes;  
procedure for calling ambulances etc;  
telephone number of local doctor, gardai, hospital.  
first aid boxes are readily available and adequately stocked as described on page 9

The accident book is readily available and kept up-to-date.

## 6. Gymnasia and Halls

Check that:

first aid boxes are easily accessible;  
floors are clean, even, non-slip and splinter proof;  
PE equipment is stacked securely and positioned so as not to cause hazard;  
there is a regular routine for inspecting furniture, floors, apparatus equipment and fittings;  
wooden beams, benches etc are free from splinters and generally sound;  
vaulting horses, beams and benches are stable and do not wobble when in use;  
where there is a stage:  
steps are not damaged;  
steps have an adequate handrail;  
stage lighting is properly wired and earthed, and stored correctly when not in use;  
curtains run freely.

## 7. Non Teaching Areas

### Offices

Check that:

substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

### Kitchen areas

the kitchen area is kept clean;  
the kitchen floors are sound and non-slip, especially when wet;  
equipment is adequately guarded.

### Boiler Rooms

there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);  
all safety devices in the boiler room are in proper working order;  
the boiler is regularly maintained by a competent person;  
all cleaning materials, particularly those which might be hazardous, are securely stored.

### Staff Facilities

the staff-room is clean, warm and well lit;  
there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;  
the staff-room is large enough for the numbers to be accommodated and sufficient seating is provided;  
there is provision for tea and coffee to be made;  
staff sanitary facilities are suitable, sufficient and properly cleaned.

### Hygiene

Check that the following are available:

soap;  
hand drying facilities;  
hot water;  
toilet paper;  
litter bin per classroom;  
provision for disposal of sanitary towels;  
safe, suitable, sufficient and properly cleaned sanitary facilities.

## 8. Outside Areas

Check that:

- there are no uneven/broken/cracked paving slabs;
- outside steps are secure, with a firmly fixed handrail;
- roofs, guttering, drain pipes etc. are as far as can be seen, sound and well maintained;
- all play areas, especially sand pits, are kept clean and free from glass;
- outside play/PE appliances are securely anchored;
- holes for goalposts, basketball posts, tennis posts are covered when posts are not in position;
- outside lighting works and is sufficient;
- all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- all builders' materials, caretakers' maintenance equipment etc, are kept securely.

## **Appendix B**

### **Smoking in the Workplace**

#### Tobacco (Health and Protection) Regulations (1990).

These regulations prohibiting smoking in designated areas came into operation in May 1990.

Under the regulations, a person cannot consume a tobacco product in a designated area. The list of designated areas where smoking is prohibited includes:

“any part of a primary or secondary school (including the school yard), save that smoking may be permitted where specific facilities, other than classrooms or recreation rooms, are provided for staff to smoke.”

Department of Education Circular 17/90 which was issued to Management Authorities and Principal Teachers of National Schools in June (1990) states:

The Minister for Education wishes to direct the attention of school authorities to the Tobacco (Health Promotion and Protection) Regulations (1990) which came into effect in May 1990.

1. From this date, smoking is prohibited in primary and secondary schools, including the school yard.
2. A smoking facility may, however, be provided for staff but it may not be a classroom or a room or a room used for recreational purposes by pupils.
3. Primary responsibility for the enforcement of the Regulations rests with the owner, manager or other person in charge of an area or facility designated to be a “No Smoking Area”. Provision is made for imprisonment and the imposition of fines for failure to ensure compliance with the Regulations. In exercising their responsibilities, the owners etc. should liaise with the Environment Health Officers of their local Health Boards relating to infringements of the Regulations

#### Public Health (Tobacco) Act 2002

Under regulations arising from this act all workplaces are smoke-free from March 29<sup>th</sup> 2004. In line with smoking is prohibited within the school building. In line with the 1990 directive smoking is prohibited within the school grounds.

# **FIRE NOTICE**

On hearing the **FIRE ALARM SIGNAL**:

## **When in class:**

Orders to leave will be given by the person in charge of the class, who will indicate the route to be followed.

If a teacher is not present, follow the instructions underneath.

## **When not in class:**

Form a single file and go by the most direct route to the place of Assembly.

Maintain silence.

Do not run.

Do not attempt to pass others.

Do not return for anything you have forgotten.

**Place of Assembly: The Main Pitch**