



HEALTH & SAFETY AT WORK POLICY

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GENERAL POLICY STATEMENT

1. We herein affirm our general policy statement to the highest practical standard as dictated By the Safety, Health and Welfare at Work Act 2005 as enforced and implemented by the National Authority for Occupational Safety and Health.
2. The uttermost effort will be implemented and maintained to achieve the criteria embraced by the legislation of the National Authority including any amendments or additions that may be affected by them from time to time.
3. The pertinent parts of this statement will be analysed periodically and relevant portions will be revised as appropriate.
4. There will be ongoing co-operation between management and staff to upkeep the essential standards in all areas.
Information, training, instruction and supervision will be provided where necessary, to enable staff to perform their work safely and effectively
5. The arrangements for putting this general policy into effect are set out in a separate document of implementation which is to be read in conjunction with the general policy statement.
6. Our annual report will evaluate the extent to which the Safety Policy Statement has been put into effect during the period covered by the report.

I, the undersigned totally endorse and take the ultimate responsibility for the implementation of this policy statement.

Signed: _____

Dr. Deirdre Keyes,
Chief Executive, Kildare Wicklow Education Training Board (KWETB)

INTRODUCTION TO COLÁISTE BHRÍDE **SCHOOL PROFILE**

Coláiste Bhríde is a co-educational, multi-denominational post-primary school founded by Wicklow V.E.C. and the Department of Education and Skills in 1936. A Board of Management, under the trusteeship and guidance of Kildare and Wicklow Education and Training Board (KWETB), manages the school. Parents/guardians and teaching staff also have representation on the school Board of Management. There are 925 students enrolled in the school

MISSION STATEMENT

Caring, Challenging and Achieving together...



Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

ETHOS

The founding intention of the trustee challenges the school to be inclusive and cater for the educational needs of all of the students whose enrolment has been accepted by the school. It challenges the school to be truly an educational resource for the local community, to be mindful of local educational needs and to focus on the importance of a value based education. The characteristic spirit of Coláiste Bhríde obliges the school to build on these values and principles. We endeavour to fulfill our mission in partnership with parents/guardians, staff, students, trustee and the local community.

Planning Procedures:

1. Health and Safety Folder
2. Contact with KWETB Health and Safety Officer
3. Regular meetings with School Management
4. Regular analysis of practices and procedures
5. Health and Safety Report at each Board of Management meeting
6. Annual whole school risk assessment

Provision for Persons with Special Needs:

1. School management informs and updates all staff in relation to individual student/staff needs
2. As specific needs arise contingency plans are put in place

School Buildings and Facilities:

See map in Appendix 3

Regular Visitors to the School:

1. Postman
2. Delivery Companies
3. Visiting Speakers and Teachers
4. Book Publishing Reps
5. Electrical and Plumbing Contractors
6. CCTV Contractor
7. Security Alarm Company
8. ICT Maintenance Company

IMPLEMENTATION OF GENERAL POLICY STATEMENT

The achievement of the aims set out in the general policy statement will be accomplished as detailed hereunder and without prejudice to the generality of the introductory general policy statement. The administration will extend its policy to include in particular:

1. The design, provision and maintenance of, so far as is reasonably practicable, a working environment that is safe, healthy and without risks as regards arrangements and facilities, to the welfare of all people affected by the work practices.
2. The provision and maintenance of, so far as is reasonably practicable, premises, with means of entry thereto and egress therefrom, which are safe and without risks.
3. The supply and maintenance, as far as is reasonably practicable, of plant, equipment and appliances, for the time being, on the premises that are safe and without risks to the safety, health and welfare of people affected by their use.
4. The provision of information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable and is in the opinion of management necessary.
5. In circumstances where it is not practicable to control or eliminate hazards in the place of work, the provision and maintenance of such protective clothing or equipment that is appropriate and that these are used.
6. Assurance that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to the safety, health and welfare of all.
7. The obtaining, where the foregoing obligations cannot be complied with for lack of suitable personnel, the services of a competent person as per The Safety, Health and Welfare at Work Act 2005.

This statement will be retained in the workplace and its provisions will be brought to the notice of all employees.

The statement will be kept available for inspection by an Inspector of the Health and Safety Authority.

The person charged with the responsibility for the implementation and upkeep of these policies is Linda Dunne, School Principal.

GENERAL RESPONSIBILITIES OF EMPLOYEES

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other Parties who may be affected by their acts or omissions at work.
2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which they become aware.
5. The provision to prepare, review and revise all emergency plans on a regular basis and/or when a specific need arises.

Remember it is an offence under the Legislation to fail to discharge the above duties intentionally or recklessly interfere with or misuse anything provided in the interest of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage students to report to them any items or situation which in the pupil's opinion are hazards or potential hazards.

Risk Assessment

1. At the start of the year all subject departments as part of their beginning of year meeting should do a risk assessment review on all rooms/equipment relating to their areas.
2. Any risk identified should be prioritized and addressed accordingly.
3. The completed risk assessment should be given to the Safety Officer.
4. The following link to the HSA will be used.
https://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Interactive_Risk_Assessments_-_Post-Primary_under_review_

Resources

1. A number of staff members have been allocated roles of responsibility to maintain safety standards, health and welfare in the school
2. Appropriate PPE is provided for all staff as the need arises
3. Appropriate training is provided to all staff as the need arises

Financial

Finance is provided as required

RESPONSIBILITIES TOWARDS THIRD PARTIES

The management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

- (1) All third party visitors including contractors, visitors and other members of the general public are made aware of all hazards of the Management's concerns and also means of escape by means of notices.
- (2) Where contractors and sub-contractors are on the premises, the management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
- (3) There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractor where appropriate.
- (4) That the contractor or sub-contractors' equipment is in good repair and in a safe condition.
- (5) All the contractors and sub-contractors have a Safety Policy Statement.

Note: The Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

CONSULTATION PROCESS

Management at all times wishes to encourage co-operation in Safety, Health and Welfare matters with all parties who may be affected by their work practices.

- (1) The law requires that staff must report defects of which they become aware without delay so that remedial action can be taken.
- (2) The person to whom these defects are reported will record the information and if within their power rectify the defects. Should this not be practicable it should be reported to the next line of authority who will arrange to have the defect rectified.
- (3) Suggestions for improvements in Safety and Health matters should be conveyed to the person in charge.
- (4) Any changes or improvements to safety, health and welfare procedures will be communicated to all staff.

The Safety Officer is Ms. Linda Dunne,
The Safety Coordinator, Mr. Anthony Holly
Staff has appointed Safety Representative, Mr. Neil Kenny,
The normal rights afforded under the legislation will be honored by the school.

These rights are as follows:

- (a) To make representations on Safety, Health and Welfare at the place of work.
- (b) To investigate accidents and dangerous occurrences provided he does not interfere or obstruct statutory performances.
- (c) To make oral or written representations to inspectors and to receive advice and information from an inspector of the National Authority.
- (d) To carry out inspections with prior agreement and notice to the person in charge.
- (e) To investigate potential hazards (again with prior notice and approval) and complaints made by staff that he represents.
- (f) To accompany an Inspector from the National Authority on an inspection tour other than one which is a result of an accident.

INFORMATION AND TRAINING

The Management will, from time to time, issue information on Safety, Health and Welfare in order to keep all employees abreast with up-to-date legislation, trends, hazards and any risks involved in its activities. These may be by means of memos, notices, videos, films, talks or seminars as deemed necessary.

Information on hazards and risks and the necessary measures to deal with them will be made available.

Training will be arranged for staff involved in specific tasks requiring additional skills if deemed necessary. Records of all training given will be recorded.

Fire Drill and Fire Training will be provided every 2 years for all the staff in the school. An external consultancy company registered for this training will provide 2 hours of training to all staff members.

ACCIDENT REPORTING

- (1) All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including “near misses” and property damage.
- (2) All accidents will be reported to the person in charge.
- (3) The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.
- (4) In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded and copies retained.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee which occurs sometime after a reportable injury which leads to that employee’s death, but not more than one year afterwards.
- (c) A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days.

- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work.

In the event of the death of any employee or the death of, if a person is not at work, as a result of a work activity or of a dangerous occurrence, the responsible person must first of all notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone, email.

HAZARDS

To reduce the risks, the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases resources required have already been made available as outlined in this safety policy statement.

SPECIFIC HAZARDS

Fire Hazards

Formal evacuation procedures will be carried out twice yearly and evidence of this will be logged. Portable firefighting equipment will be checked on a regular basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted.

Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

Electrical Equipment

The Management has a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 – 1988.

The following precautions will apply:

All electrical equipment will be suitably identified.

All live parts will be adequately covered.

Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.

Due practices will be complied with in choosing and using electrical portable tools.

Over-current protective devices will be fitted.

Note: Only appropriate qualified and trained personnel will work on electrical equipment

Guarding of Moving Parts on Plant and Equipment.

Unguarded drives, couplings, etc. may occur due to human factors. Strict attention will be given by means of communication, supervision and notices that all moving machine parts will have safety guards in place and that they will only be removed in authorised situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes.

A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Management.

Manual Handling:

The Management lay special emphasis on the manual handling of loads as follows; Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

General on going hazards

In addition to the foregoing the following policies will be maintained at all times.

1. Adequate lighting both internally and externally will be provided at all times.
2. Pertinent notices on safety disciplines will be liberally displayed.
3. No flammable material will be left near sources of heat.
4. Continuous care will be given to unlevel walking surfaces. Sudden changes in floor level or headroom height will be highlighted by means of warning notices.
5. Broken panes of glass will be attended to immediately.
6. Broken or chipped delph, pottery or glassware will be disposed of immediately. Care will be taken to dispose of these separately from the normal waste.
7. Emergency stopping procedures for all power equipment will be tested on a regular basis.
8. Spillages of all liquids, in particular all kinds of hazardous chemicals, will be cleared up immediately. Hazardous chemicals will be neutralised prior to disposal.
9. Canteen/Kitchen areas, washrooms and toilets will be maintained in a safe and hygienic condition at all times.
10. Broken furniture will be taken out of commission immediately for repair or replacement. Table tops and work tops will be constantly monitored for any signs of splitting or fraying.
11. Full first aid facilities will be provided at all times.
12. The operation and use of Visual Display Units will be in accordance with regulations.
13. All school grounds are deemed to be smoke free zones.
14. Overcrowding in all areas will be monitored.
15. Strict attention will be paid to traffic control and parking on the site and safe speeds will be adhered to at all times.
16. Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles, etc. will be corrected.
17. Strict control on the indiscriminate dumping of school satchels will be implemented.
18. Containers of chemicals, flammable liquids or other dangerous liquid will be labelled as to contents, hazard and information on action to take in the event of contact with the hazardous liquid.
19. Equipment in all rooms will be isolated when not in use as will all services to these rooms.
20. All sharp edged instruments or tools when not in use will be locked away or properly sheathed.

21. The external grounds will be constantly monitored and supervision over pupils will be provided during leisure breaks. All fencing will be repaired as necessary.
22. Notices will be posted in classrooms indicating equipment which pupils are not allowed to work unsupervised.
23. Dangerous behaviour, horseplay or other similar activity which could result in injury will not be allowed.
24. Metal dross, wood chipping and saw dust will be removed on an on-going basis from the work rooms.
25. Any one deemed to be under the influence of alcohol or harmful drugs will not be allowed to commence work.
26. Drain covers must be in position at all times and must be properly fitted.

HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, pupils and other staff but also by third party visitors. These areas and some of the associated points of importance are listed hereunder.

(A) WOODWORK/CONSTRUCTION

Circular Saw, use a push stick for the last 300mm. of feed. Make sure the tope guard is correctly positioned. Do not sweep off offcuts or dust by hand and do not attempt to clear these while the blade is running.

Planing Machine - Always withdraw hand before passing over cutters. Use bridge guard for all work.

Band Saw – Always enclose blade with guard except for operating position. Keep hands on citlan side of blade.

Drilling Machine – Always wear dust mask when operating.

Hand Tools – discard hammers with chipped heads or cracked shafts. Discard files without handles. Do not use vices with worn jaws. Do not use spanners with worn jaws.

(B) METALWORK/ TECHNOLOGY

Lathes – Always check that cut-offs both kick-bar and hand buttons are operating. Check that chuck guards are in position. Wear all the personal protective equipment as directed.

Welding – Wear welding gloves and or handshield and goggles. Use protecting screens or give goggles to anyone working nearby. Keep supply hozes and cables tidy. Keep weld splatter under reasonable control.

Fire extinguishers are installed at the appropriate locations and are readily available.

Drilling – Wear goggles. Use spindle guards. Always securely clamp workpiece.

Grinding – Wear goggles. Make sure guards are properly positioned. Never use excessive pressure on workpiece.

Tools – Do not use vices or spanners with worn jaws. Examine all hand tools for secure fixing and burned edges and eject as necessary. Store tools so they cannot fall.

General – Use proper lifting and handling techniques. Store unused and unusual stock safely both in the workroom and stores. Sprinkle granules on oil spills. Keep floor clean at all time.

(C) SCIENCE LABORATORIES

All substances will be labelled with

- (i) Its chemical name (its formula is not sufficient).
- (ii) Nature of risk (e.g. explosive, oxidising, toxic, flammable, corrosive or irritant) or additional risks such as harmful in contact with skin, do not eat, do not drink, wear eye protection etc.
- (iii) Name of supplier.
- (iv) Date of receipt and shelf life. A general list of substances and their potential risks could be drawn up. Quantities of chemicals kept in the school should be bare necessary minimum. The preparation room and chemical store should be fully availed of and always be kept locked.

When volatile, toxic, harmful, corrosive or irritant chemicals are involved the fume cupboard is used. This fume cupboard should be sturdy construction and the material should be hard wearing, impervious and the work top should be of heat and chemical resistant material. The installation should be in accordance with B.S. 7258 Parts 1 to 4.

All fittings, piping, joints, cabling must conform to the appropriate standards and will be examined by a competent person on an ongoing basis.

The air extraction system, which will be fire proof material will be regularly tested (recommended range 0.45 to 0.65 metres/second).

The gas and electric cut offs will be key controlled and one key only will be retained by the responsible person. It is also recommended that the fume cupboard be lockable, again with only one key. In the event of there being any unforeseen faults with the system the normal wafting of the hands and cautious sniffing will always be carried out to check for volatile fumes or vapors.

Disposal of chemicals and biological waste together with the disposal of sharps will be safely attended to at all times.

The nearby fire extinguishing equipment will be checked prior to operating fume cupboard. The area including the fume cupboard will be kept out of bounds to anyone not involved in an active or supervisory capacity.

The manual, “Safety in School Science” issued by the Department of Education to all schools will be consulted regularly.

(D) HOME ECONOMICS

Wear aprons to prevent catching cooking utensil handles.

Use oven mitts for hot dishes.

Use proper lifting procedures.

Be careful with delayed ignition with gas cookers, close doors gently on cookers so as not to extinguish flame, and never leave oven doors open.

Never leave deep fat fryers unattended and do not fill with oil whilst switched on. Check operation of thermostat.

Ensure that a high standard of personal hygiene is maintained at all times before and during all classes.

Ensure that there is effective handwashing and washing of all equipment between use of raw and cooked foods.

All waste will be disposed of in a safe manner and on a daily basis.

(E) DRESS DESIGN

Only one student will operate sewing machines at any one time. Use great care in lifting and moving sewing machines. Always allow irons to cool before transporting. Scissors and pins will be locked away when not in use.

(F) ART ROOMS

Guillotine will have guards fitted. The pottery kiln will have a safety cut out. All materials will be labelled clearly as to any hazards. Potting wheels will be inspected prior to use.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request.

(G) PHYSICAL EDUCATION

P.E. exercises will always be supervised and only pupils with the proper sportsgear and footwear will be allowed to partake in the activities. Floors and other surfaces will be kept clear. All equipment will be inspected regularly e.g. beams and benches free from splinters, vaulting horses stable and mats are in good condition. Showers and footbaths will be clean and in safe working order.

(H) GROUNDS CARE AND MAINTENANCE

Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission. There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

(i) Tractors

- (a) No passengers will be carried
- (b) No young person will operate them.
- (c) All moving parts and in particular the Power Take Off will be adequately guarded.
- (d) The tractor will not be operated with restrictive view without assistance.
- (e) The tractor will never be driven without a safety cab.
- (f) Ear defenders will be worn by the operator.
- (g) No speeding allowed.
- (h) No overloading allowed.
- (i) Tractor must be fully maintained.

(ii) Field Machinery (driven by Tractor P.T.O.)

- (a) No passengers carried.
- (b) No young persons will operate them.
- (c) Proper guarding of moving parts must be maintained.
- (d) Must be fully maintained.
- (e) No bystanders in close proximity.

(iii) Fixed Equipment

- (a) Fully repaired and maintained.
- (b) Fully guarded and fenced.
- (c) No close bystanders.

(iv) Hand-Operated Grass Mowers:

- (a) Make sure area is clear of stones and other loose debris.
- (b) Do not mow with people in close proximity.
- (c) Do not leave mower unattended with power on.
- (d) Do not mow with light footwear.
- (e) Do not lift mower while powered.
- (f) Always keep mower flat on the grass.
- (g) Do not pull mower towards your feet.
- (h) Switch off mower before moving it across roads and pathways.
- (i) Mow across slopes, never up and down.

(v) Ride on / Self Propelled Grass Mowers:

- (a) Do not mow with people in close proximity.
- (b) Do not leave the mower unattended with the key in the ignition or the power turned on.
- (c) Do not attempt to clear the grass shoot or to fix any part of it while the mower is turned on.
- (d) Mow across slopes, not up and down.

(vi) Hedge Cutting and Strimming:

- (a) Check safety switch off mechanism regularly.
- (b) Wear eye and face protection.
- (c) Check guarding systems.
- (d) Do not use in proximity of bystanders.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request.

RESPONSIBILITIES

RESPONSIBILITIES OF KWETB/BOARD OF MANAGEMENT

- Ensure they complies with its legal obligations as an employer under the 2005 Act
- Provide a safe place of work and safe systems of work
- Ensure the school has written risk assessments and an up to date safety statement
- Receive regular reports on safety, health and welfare matters
- Review the safety statement at least annually
- Review the school performance in relation to safety, health and welfare.
- Allocate resources to deal with safety, health and welfare matters (KWETB)
- Can appoint a competent person to advise and assist on safety, health and welfare matters at the school (KWETB)

RESPONSIBILITIES OF PRINCIPAL

Name: Ms. Linda Dunne

- (1) To initiate the Safety Policies of the school
- (2) To administer these policies and delegate to staff as appropriate
- (3) To arrange, through the Management, that adequate funds and facilities to implement these policies are made available
- (4) To maintain the safe upkeep of the premises
- (5) To implement and initiate evacuation procedures
- (6) To ensure that First Aid facilities and controls are implemented
- (7) To arrange to have this policy statement revised annually
- (8) To maintain relevant records and documents pertaining to statutory requirements
- (9) To provide full executive support for all staff who have been given responsibility under this statement of policy
- (10) To ensure that the school's annual report is prepared and reported on and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect
- (11) To resolve and correct any member of staff failing in their responsibilities
- (12) To set a personal example
- (13) To release staff for training where necessary

RESPONSIBILITIES OF THE DEPUTY PRINCIPALS

Name: Mr. Denis Finn, Ms. Anna Gahan

- (1) To know the statute requirements and ensure that they are observed
- (2) To insist that sound and safe working practices are observed at all times
- (3) To ensure that safety precautions are accounted for when employing outside contractors
- (4) To institute proper reporting, recording, investigation and costing procedures
- (5) To insist that the protective clothing and equipment is provided and is used
- (6) To ensure that high standards of hygiene throughout the school are observed
- (7) To be familiar with fire drills and evacuation procedures
- (8) To arrange for teacher supervision of external playing grounds and arrange random patrols of all grounds within the site perimeter in conjunction with the principal
- (9) To assume the responsibilities of the principal in Safety and Health matters in the absence, for any reason, of the principal

RESPONSIBILITIES OF TEACHERS

- (1) To ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others
- (2) To be familiar with and that their pupils are familiar with evacuation procedures
- (3) To be familiar with the fire-fighting equipment and its uses
- (4) To notify the principal or deputy principal of any accidents or incidents that could result in accidents, that occur and keep records of them
- (5) To insist that all pupils wear protective clothing and use protective equipment where necessary
- (6) To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them and that their pupils do likewise
- (7) Use notices liberally to highlight problem areas
- (8) To set an example for their students
- (9) To keep abreast of all Safety and Health legislation
- (10) To encourage safe working practices in their classroom

RESPONSIBILITIES OF SCHOOL ADMINISTRATORS

Name: Ms Margaret Colgan and Ms Melissa McGuinness

- (1) To be familiar with fire drills and evacuation procedures
- (2) To maintain a list of emergency telephone numbers and addresses
- (3) To report any defects in office equipment as soon as possible
- (4) To work in a manner that is safe for themselves and to others
- (5) To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers etc.
- (6) To be familiar with the use of fire-fighting equipment

RESPONSIBILITIES OF CARETAKERS

Name: Mr. John Murphy, Mr. Pat Lyons

- (1) To work in a manner which is safe to them-selves and others
- (2) To use the proper tools and equipment for each task
- (3) To report any hazard that is encountered
- (4) To use proper protective clothing and equipment where necessary
- (5) To ensure that no people have access to areas which are hazardous or whilst work is in progress
- (6) To be familiar with fire drills and evacuation procedures
- (7) To be familiar with the use of fire-fighting equipment

- (8) To prevent the buildup of rubbish and especially of combustible material
- (9) To maintain heating and ventilation plant in proper working order
- (10) To repair light fittings as soon as they become faulty
- (11) To repair broken windows and doors at all times
- (12) To remove broken furniture from use and to have these repaired
- (13) To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed

RESPONSIBILITIES OF CLEANERS

Names: Sheila Molloy, Hazel Butler, Gina O'Reilly, Margaret Brennan and Elizabeth Myers

- (1) To work in a manner which is safe to themselves and to others.
- (2) To be familiar with fire drills and evacuation procedures.
- (3) To be able to identify and use the correct fire extinguishers.
- (4) To wear the proper protective clothing.
- (5) To report immediately any injury, no matter how minor.
- (6) To attend to spillages immediately.
- (7) To barricade area of spillages until they are completely dry.
- (8) To dispose of rubbish as soon as possible to avoid build up.
- (9) To report any defect in machinery or equipment.
- (10) To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress.
- (11) To observe high standards of cleanliness and hygiene.
- (12) To ensure that all mats and carpets are properly laid and uncrumpled.

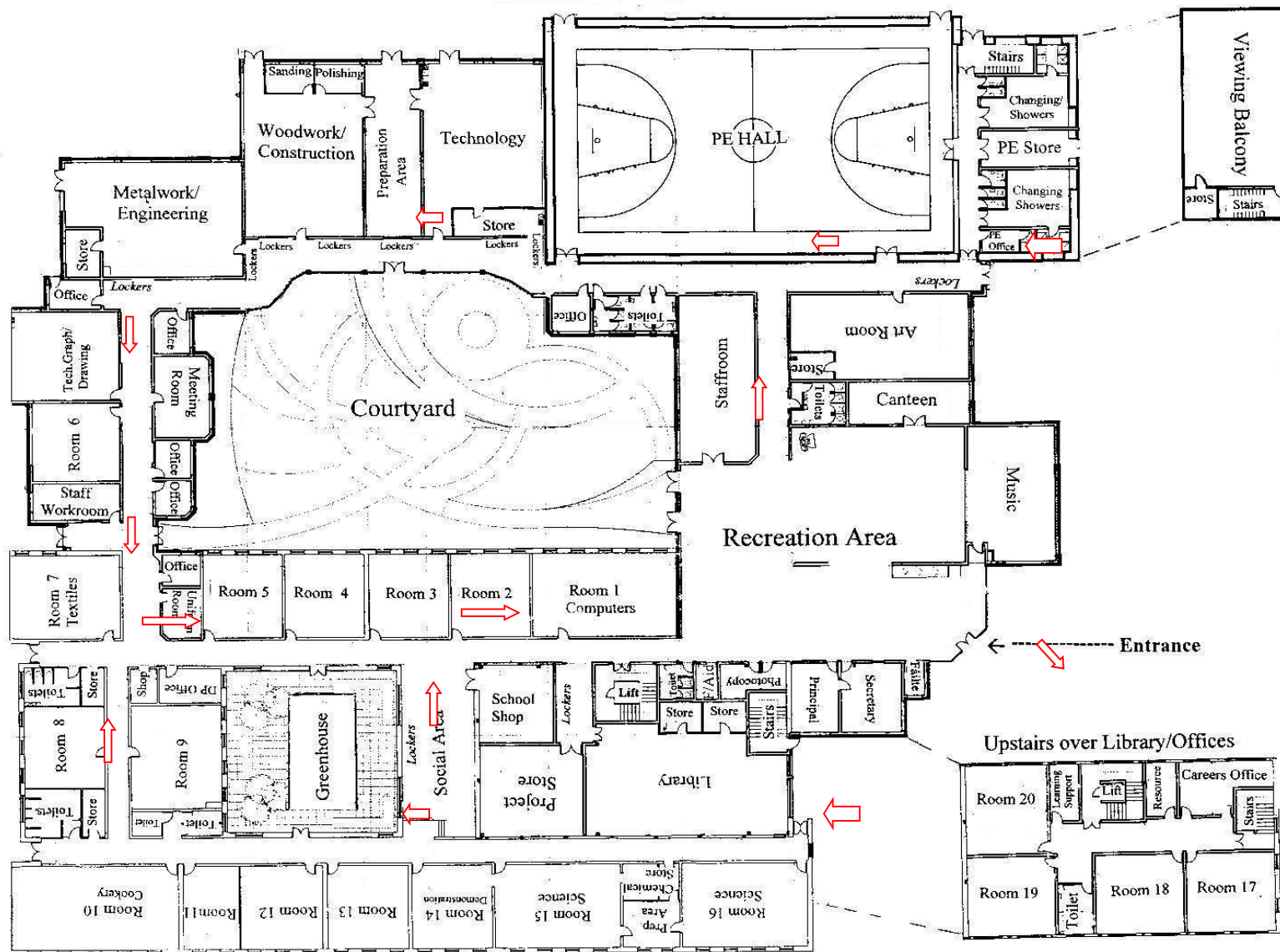
INDUCTION TRAINING

An induction programme will take place for new employees joining the staff.
This programme will include:

1. A tour of the premises for familiarisation purposes
2. Detailed information given on Fire emergency procedures, location of exits, assembly points and training on fire-fighting apparatus
3. A discussion of the hazards in the work place and detail on the preventative measures that are in place
4. An explanation on the consultative processes in place
5. A detail of the new employee's safety responsibilities
6. Details of any further training required

MAP OF THE ONE WAY SYSTEM

A one-way system is in operation during break times to allow safe movement of students around the school buildings.



FIRE DRILL

STUDENTS:

- 1) Outbreak of fire – inform a teacher who will raise the alarm.
- 2) During class time – follow your teacher's instructions.
At other times – go to your assembly point on the bus park.
- 3) You will leave the room in **SINGLE FILE, WALKING** (no running). Consideration should be given to those with disabilities.
- 4) Leave the building by the nearest exit door and wait quietly at your class assembly point on the bus/car park.

CLASS TEACHERS:

- 1) Please read the above details to students in your group
- 2) Read the sheet marked 'Teachers'
- 3) Assembly points are marked on the bus park
- 4) No prior announcement will be given before a fire drill occurs

TEACHERS

- a) Outbreak of fire – raise alarm
Break glass on alarms – at all exit doors
- b) Principal/Deputy Principals to call fire brigade
- c) Deputy Principals are to bring folder with class lists, principal to bring list of absent students and permission to leave school early details to the assembly area
- d) On hearing fire alarm, teachers tell students to stand up, and leave in single file **WHEN INSTRUCTED**
- e) All bags, books etc. are to be left in rooms
- f) Classes **WALK** to assembly point in **SINGLE FILE**
- g) The teachers will be last to leave rooms and should close all **WINDOWS** and **DOORS**
- h) Classes gather in their morning assembly groups at the designated point
- i) Class teachers should call the roll and missing persons should be reported to the relevant deputy principal
- j) When complete each deputy principal reports to principal and Mr. Holly

TEACHER RESPONSIBLE FOR FIRE DRILLS: Mr. Anthony Holly

FIRST AID

- Trained staff deal with the emergency first aid as it presents on a day to day basis. Staff should wash their hands before (if possible) and after giving first aid. Any cuts, wounds, etc. on their hands should be covered with a waterproof (without visible air-holes) plaster. If they have damaged skin on their hands which cannot be adequately covered with a plaster, disposable gloves should be worn. If gloves are worn, after giving first aid the gloved hands should be washed with soap and water to remove all traces of blood, the gloves discarded in a dustbin and the hands washed again.
- Any splashes of blood on the skin, eyes or mouth from another person should be washed off immediately with copious amounts of water or soap and water if appropriate. A written report should be prepared and filed in the Incident Folder in the principal's office.
- At sports events, any sponge/cloth used to mop blood must be discarded immediately into a plastic bag.
- Any first aider who wishes to do so may wear disposable gloves even when the above advice does not, strictly, recommend it.
- First aid boxes should be kept and regularly maintained by Admin staff.
Boxes are located in the following places – school reception, practical rooms, science labs, school gym.
The manager of each sports team is supplied with a first aid kit.
- Qualified first aiders are Melissa McGuinness, Elisabeth Dermody, Anna Gahan, Denis Finn, Ciara Elliott, Maria Kenny, Eugene Murphy, Pat Lyons, Patrice O'Gorman and John King
- The school defibrillator is located beside the Seomra Fáilte at the main entrance to the school. A number of staff and students are trained to operate the device.

THE FIRST AID ROOM

- Students that are unwell or have had an injury are sent to the first aid room. The students should,
 - 1 Report to Melissa McGuinness at the front reception desk. Melissa will assess if the student needs further attention or assistance and she will make contact with parents /guardians as deemed necessary.
 - 2 Melissa will inform staff and management re the student
 - 3 Students should not be alone in exceptional circumstances e.g. Head injury.
- Students should not remain in the first aid room indefinitely but should either return to class or be referred to the relevant person of responsibility, i.e. first aider, parent or doctor.
See Custom and Practice procedure for more detail.
- The condition of the student should be monitored regularly by a first aider/management.

HYGIENE PRACTICES – UNIVERSAL PRECAUTIONS

Staff and students need to take personal responsibility during the working day to prevent the spread of infection

- The most important procedure for preventing cross infection is **hand washing**. All individuals must adhere to hand hygiene practices after using the bathrooms, before meals. Soap and (preferably disposable) towels must be available in lavatories, science rooms, home economics rooms, Sports Changing rooms.
- Staff must deal efficiently and timely with any blood spill and other spillage of other body fluids (e.g. vomit, urine or excreta) so as to avoid any possibility of infections being transmitted. The area must be cordoned off cleaned thoroughly
- Disposable plastic gloves should be worn when dealing with such spillages.
- Ordinary household bleach freshly diluted, 1 to 10 parts water, should be used for cleaning and disinfection purposes. This solution should not be allowed to get on the skin. If accidental contact does occur, the skin, eyes or mouth should be flushed with cold water. Bleach can corrode metal and damage fabrics particularly if used at the wrong concentration). Read manufacturer's instructions.
- If it is possible to do so, gently pour the diluted bleach over the blood spill, cover with disposable paper towels and mop up with more disposable paper towels.
- Paper towels and gloves should be carefully disposed of in sealed plastic bag after use. It is recommended that supplies of bleach and plastic bags are kept together for such purposes.
- When such work is completed wash and dry hands.
- Clothing may become contaminated with blood. It should be sponged with cold water, then laundered separately in a hot wash.
- All staff should ensure that all cuts or abrasions are covered with waterproof dressings. Such dressings (without visible air-holes) should be available from first aid boxes.

SPECIFIC DATA

1. Trial emergency evacuations are carried out twice yearly and evidence of this is so recorded.
2. All firefighting equipment will be inspected annually and the equipment is labelled accordingly.
3. This policy has been drawn up in accordance with “Revised Guidelines on Managing Health and Safety in Post-Primary School”(2010) www.hsa.ie/education

Monitoring, Review and Update of Policy

- Health and Safety objectives are monitored for progress and continuous improvement
- Health and safety matters are discussed as an agenda item at Board of Management, ETB and staff meetings
- A review of fire drills and evacuation are regularly completed
- Regular checking of safety features and potentially dangerous situations in labs and practical rooms
- Regular inspection of fire safety equipment
- Regular review and monitoring meetings between management and safety representative(s)
- Monitoring instruction, training and supervision arrangements in accordance with training needs identified
- Health, Safety and Welfare at Work Policy is reviewed annually

Telephone Numbers:

Fire Brigade: 999

Ambulance: 999 (Dublin Control 01-670911; Wexford Control 1890499199)

Gardaí: Carnew Garda Station – 053 9426102; Baltinglass Garda Station – 059 6482610

Doctor: Carnew Health Centre - 053 9426411

Clergy: Fr. Casey 086-8371766; Archdeacon Elmes 086-0621009

South East Security (Gavin Nolan): 087-4154899

Health and Safety RESPONSE TO COVID-19

CHANGES IN PRACTICE AND GUIDANCE FOR OUR SCHOOL

With the onset of the Global Pandemic early 2020 the school has had to react to and respond to this serious public health situation. The information contained in this section is taken from the best possible advice by the HSE and the Department of Education and Skills at the time.

The school will be following a separate COVID-19 Response Plan for the safe and sustainable reopening of School. This document can be used in conjunction with the Health and Safety Plan for the school. It will give full and precise details on every aspect of the practical changes and systems that have been implemented to increase the protection of all individuals, staff, students and visitors in the school. The document is available to all staff.

Induction and full training time will be allocated at the beginning of the school year for all staff and students on the changes that are introduced the new systems that will be put in place.

These changes and systems will be reviewed, and they will be altered accordingly to ensure that the risk to spreading infection is reduced to the lowest possible level.

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school.

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

How to Minimise the Risk of Introduction of COVID-19 into School:

- promote awareness of COVID-19 symptoms
- advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation
- advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement
- advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly
- ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- everyone entering the school building needs to perform hand hygiene with a hand sanitiser
- visitors to the school during the day should be by prior arrangement and should be received at a specific contact point
- physical distancing (of 2 metres) should be maintained between staff and visitors where possible

The key areas identified by the HSE to reduce transmission of the virus and to reduce the risk of infection are listed below. These key areas will be addressed in detail by the school

1. Know the Symptoms of COVID-19
2. Respiratory Hygiene
3. Hand Hygiene
4. Physical Distancing
5. Use of PPE where necessary.
6. Hygiene and Cleaning

1. Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. Full guidance on COVID-19 symptoms is available from the HSE but they include:

- fever or high temperature
- cough
- shortness of breath or breathing difficulties
- loss of smell, of taste or distortion of taste

2. Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

3. Hand Hygiene

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing.

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic.

Young children should not have independent use of containers of alcohol gel.

Frequency of hand Hygiene

Students and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

The department has arranged for a drawdown framework to be established to enable schools purchase hand sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework is at an advanced stage and it is intended that these materials will be available for drawdown in early August. Further guidelines will be issued shortly.

The department will provide funding for the costs associated with hand sanitising and PPE requirements in schools. This funding will be available in advance of school reopening at the end of August.

4. Physical Distancing

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

However, where possible staff should maintain a minimum of 1 metre distance and where possible 2 metres. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- increasing separation
- decreasing interaction

Increasing separation

The guidelines provided by the Department of Education on optimal school layout and should be used by schools to increase separation to the greatest degree possible.

To maintain physical distancing in the classroom, primary schools and special schools should:

- reconfigure class spaces to maximise physical distancing
- utilise and reconfigure all available space in the school in order to maximise physical distancing

See Appendix 4 which outlines the new One Way system in the school building and grounds

5. Use of PPE

PPE will be required to be worn when:

- The 1metre distancing cannot be assured in classrooms
- Moving in corridors, stairwells, and at breaktimes if physical distancing cannot be maintained
- Performing intimate care eg. first aid
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with people who are in a very high-risk category.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Face Coverings

- Wearing a face covering will be mandatory when social distancing cannot be maintained.
- The purpose is not personal protection but to reduce onward transmission and the benefit is reliant on wearing the covering appropriately.
- Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

6 Hygiene and Cleaning

- A thorough cleaning regime throughout the school will take place on a daily basis.
- Additional cleaning on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sinks and toilet facilities will occur throughout the school day.
- When students move between classrooms students should use their wipes to wipe down their desk, chair and surface on entering the room.
- At the end of the last class each day all desks, chairs and surfaces should be wiped down before leaving the room.

- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.
- Staff will thoroughly clean and disinfect their work area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Shower facilities will not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This will be reviewed in line with government guidance.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).
- If using the dishwasher each staff member is responsible for putting items in the dishwasher. The staffroom rota will only be used for turning on and emptying the dishwasher.

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

The rooms will be cleaned as soon as practicably possible.

Once the room is vacated, the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry. It can then be reused.

7 Dealing with a Suspected Case of COVID-19.

Staff or students should not attend school if displaying any symptoms of COVID-19.

A designated isolation area (gym changing rooms) has been identified within the school building.

If a staff member/student displays symptoms of COVID-19 while at school, the following are the procedures that will be implemented:

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately;
- Isolate the person and a first aid person or school management will accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- The virus is spread by droplets and is not airborne so physical separation/social distancing is enough to reduce the risk of spread to others even if they are in the same room;

- If it is not possible to maintain a distance of 2 metres, the staff member caring for the individual will wear a face covering or mask. Gloves will not be used as the virus does not pass through skin
- A mask will be worn by the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- The staff member caring for the individual will assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- The person presenting with symptoms will remain in isolation if they cannot immediately go home and they will be facilitated by calling their doctor. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrangements for them to be transported home by a family member, as soon as possible will be made. They will be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect
- An assessment of the incident will form part of determining follow-up actions and recovery
- Appropriate cleaning of the isolation area and work areas involved will take place

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times.

Changes to the existing Fire Drill to adhere to best practice for COVID 19

All class teachers have been asked to explain to their base classes about the following:

1. Location of assembly points **See Appendix 5** for the new locations for assembly points
2. When the alarm sounds, leave the building in an orderly and calm manner via the closest exit point leaving bags etc behind. Everybody should wear a face mask
3. The teacher should ensure all doors and windows are closed before exiting
4. While exiting keep an eye for people in offices and bathrooms that might not realise and evacuation has been started. Especially students with hearing difficulties

5. Students should then enter the assembly points and line up in the same order their roll in taken in base class. Make students aware that they cannot block access for the fire brigade so they cannot be spread out too far.(All class Teachers should practice this tomorrow morning in assembly)
6. Class teachers should call roll to see if anyone is missing. Report to your respective year head immediately. All class teachers should go to year head either to say all are present or someone is unaccounted for
7. Year heads will go to deputy principal in different section with information. If a class teacher is missing the year head can get a class list from the relevant deputy principal on bus park (*Ms. Gahan will be on the bus park and Mr. Finn will be on the car park*)
8. Students should remain in line until given direction to go back to class

Summary

Due to the nature of this pandemic there will be a constant need to keep up to date with the changes which will occur and the advice and measures which the Department of Health and Department of Education and Skills will adopt and enforce. The websites <https://www2.hse.ie/coronavirus/> and <https://www.education.ie/en/> will be followed for the latest national guidelines and advice. There will be ongoing consultation within the school and with all the stakeholders, staff, parents, students, Board of Management and KWETB to ensure that the school is implementing the latest and most up to date advice on offer.

Appendices Appendix 1

Risk Assessment for COVID19

COVID-19 Response Plan for the safe and sustainable reopening of post primary schools

Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

| Hazards | Is the hazard present? Y/N | What is the risk? | Risk rating H=High M=Medium L=Low | Controls (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
|----------|-------------------------------|-------------------|--|---|---------------------------|--|----------------------|--|
| COVID-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice | | <i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements | Name of staff member | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /

Appendix 2

ACCIDENT/INJURY REPORT FORM
IRISH PUBLIC BODIES MUTUAL INSURANCES LTD.
1, WESTMORELAND STREET, DUBLIN 2.

PUBLIC LIABILITY REPORT FORM
SCHOOL ACCIDENTS

1.

Name of Committee.....

2.

Name of reporting Teacher/Officer.....

3.

Particulars of Incident:
Date..... Time.....
Place.....

4.

Particulars of injured person:
Name.....
Address.....
Age.....
Present condition.....

5.

Particulars of teacher in charge of injured person:
Name.....
Address.....
Age..... Position.....

6.

Give a full account of the incident (this should indicate the nature of the activity, whether the teacher was present, if first aid was administered and comment on responsibility)

.....
.....
.....
.....

7.

Witnesses. State names and addresses:
.....
.....

8.

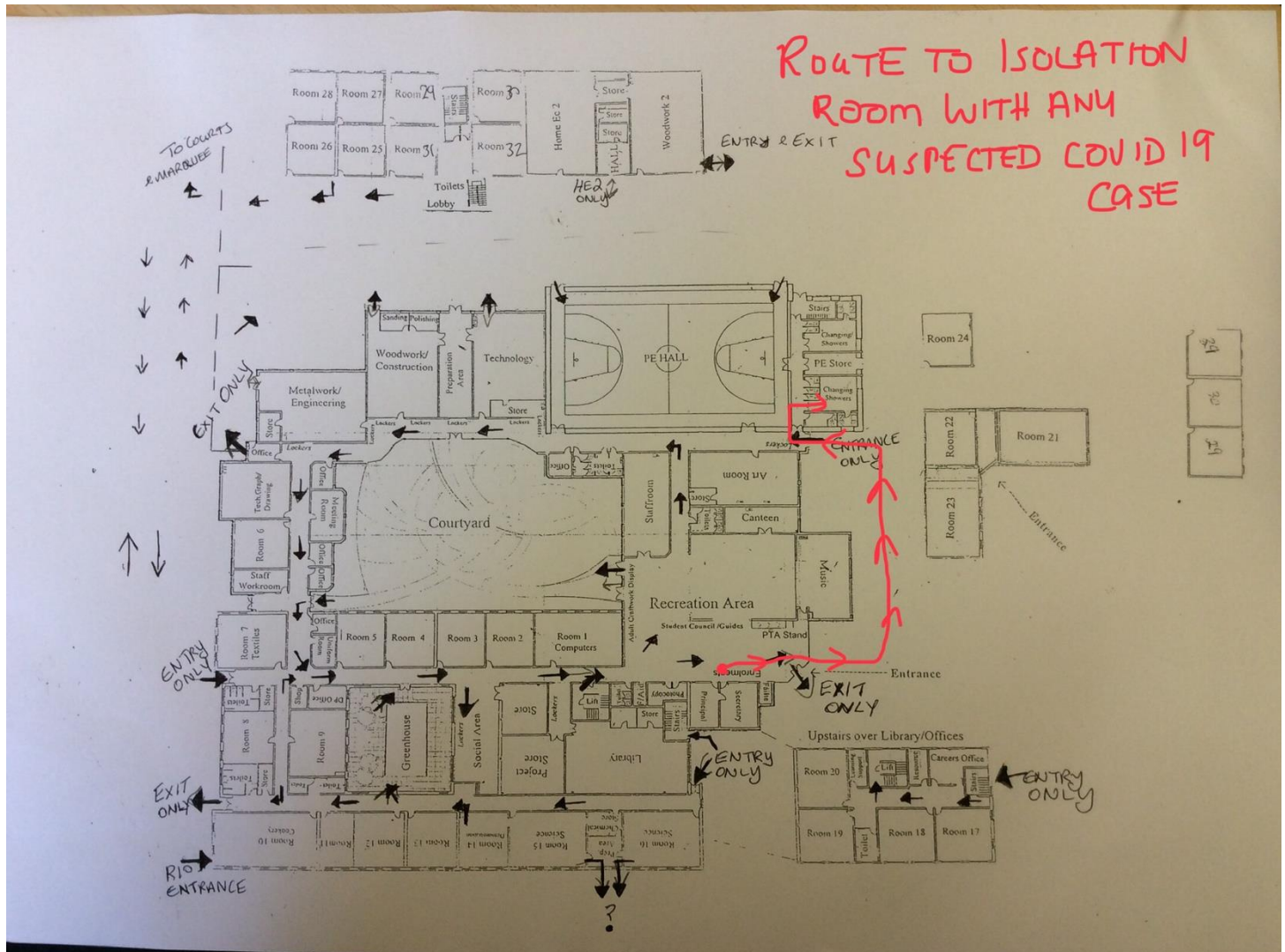
Have you received any further notice of claim?
.....

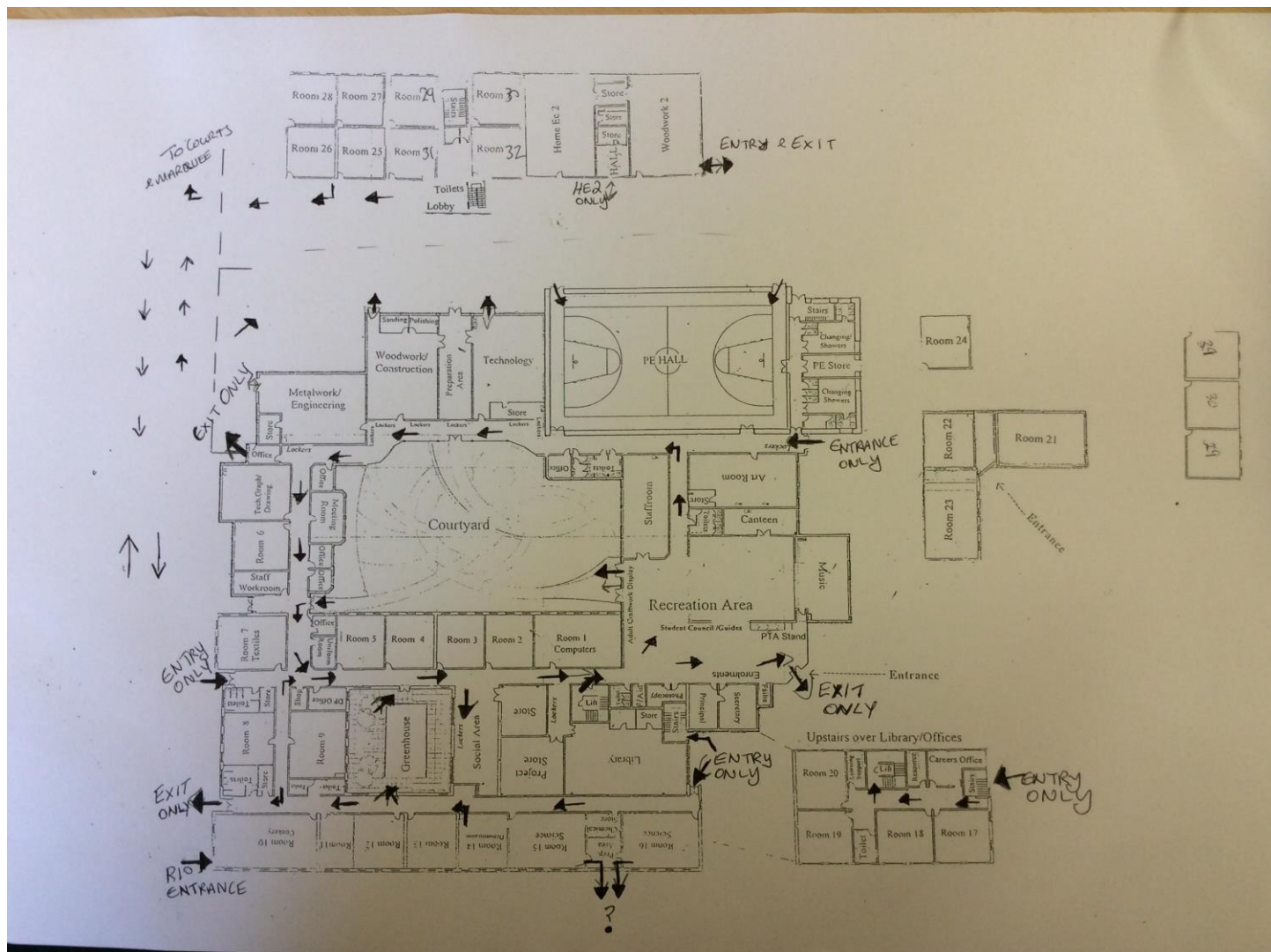
Signature.....

Date.....

Appendix 3

Route to the Isolation Room if a persons presents with symptoms of COVID 19 during school day
Exit from reception and enter through the external doo beside the Art Room to go to the Isolation
Room. Exit this door when the parent/guardian comes to collect.

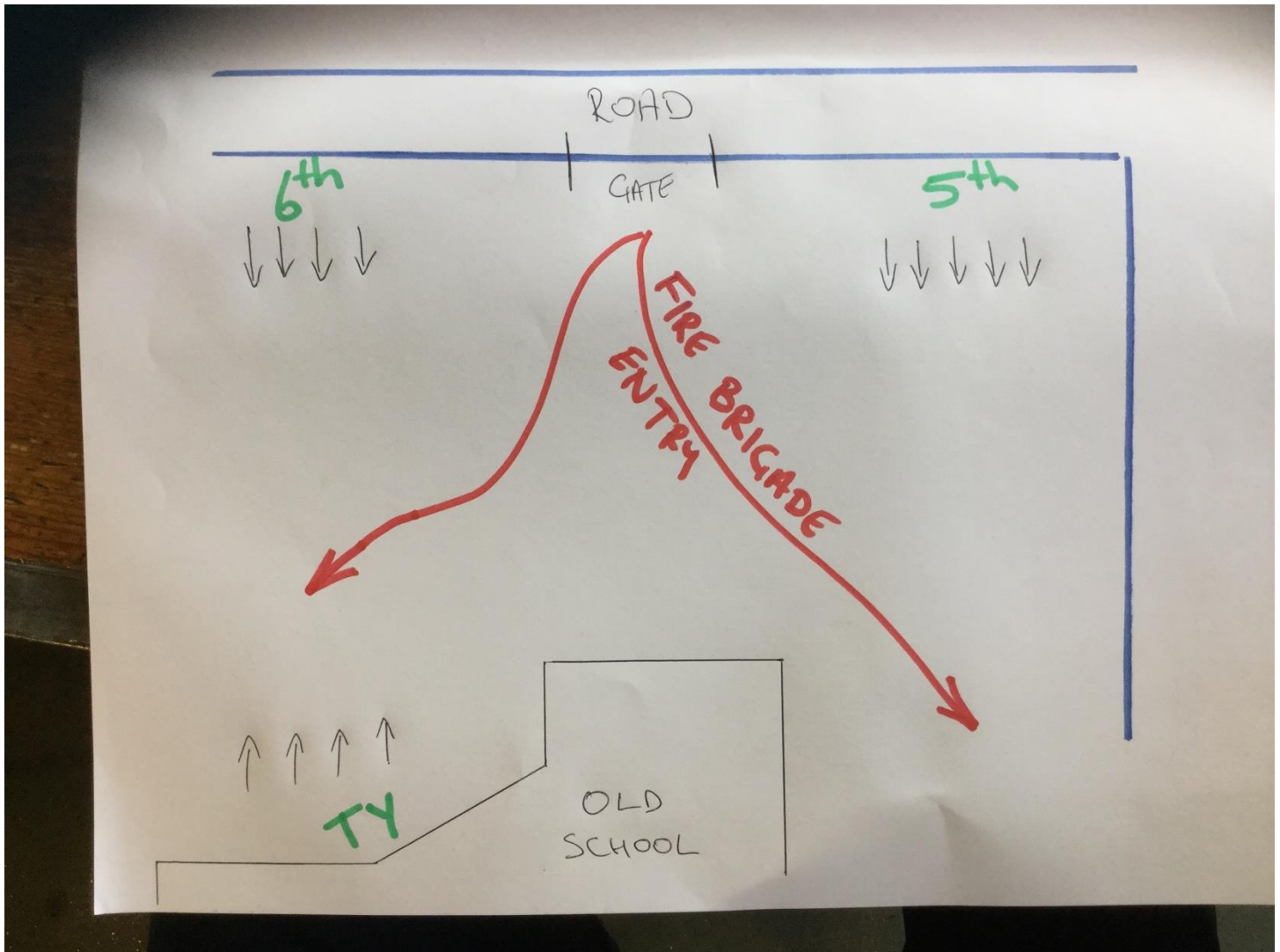




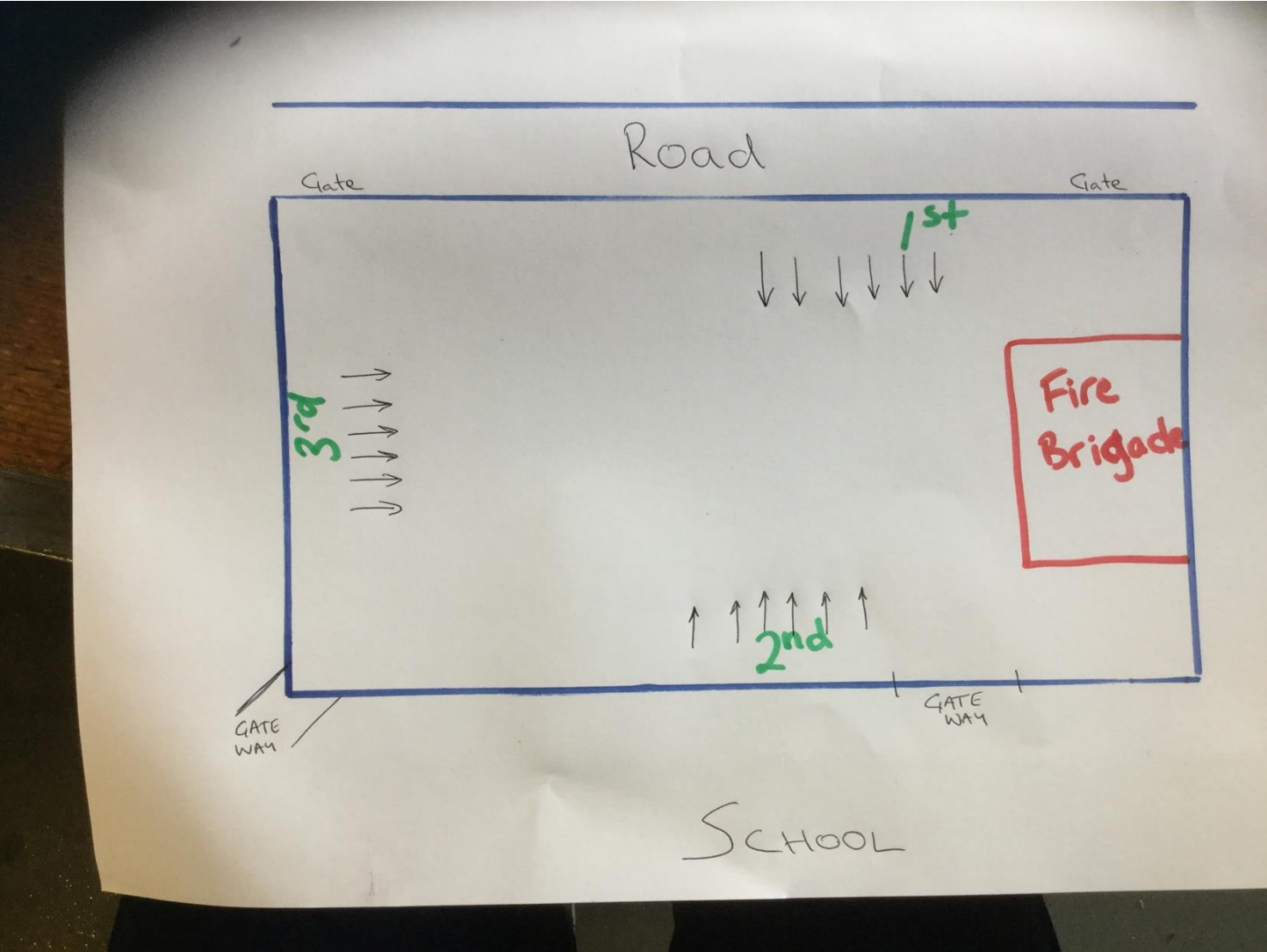
Appendix 5

New Assembly Points for Fire Drill and for Fire/Evacuation situations

Assembly Points for TY, 5th and 6th Year Students



Assembly Points for 1st, 2nd and 3rd Year Students.



Policy Development Procedure:

| | |
|---------------------------------|------------------------------|
| Version number | 2 |
| Policy drafted by | Staff Parents Students |
| Approved by Board of Management | |
| Sent to KWETB for approval | |
| Next review date | September 2021 |

Chairperson to the Board of Management