



Policy on Health & Safety

Updated Jan 2018

The Board of Management of Baconstown National School, charged with the direct government of the school, has prepared this safety statement in accordance with the requirements of the Safety, Health and Welfare Act 1898, section 12 sub-section 1 – 8. In doing this it is mindful of the unique place the school occupies as an extension of the home life by the parents of the pupils.

Safety, health and welfare within the school is, and has always been a most sacred duty incumbent on all members of the school community and one which calls for constant vigilance.

Under rule 125(4) and circular 16/93 of the Department of Education and Science, our principal teacher Mr Cathal Fenton, is responsible for the discipline of the school generally, the control of the other members of their teaching staff, including the coordination and effective **supervision** of their work, the organisation of the school and other matters relating to the work of the school. He is also responsible for the coordination and effective supervision of any Classroom Special Needs Assistant or other personnel as may be employed from time to time. In carrying out these duties, Mr. Fenton is required to organise supervision of the order and general behaviour of the pupils during breaks, lunch periods, assembly and dispersal.

A table of names and times of supervision duties should be on display in the staff-room. He is to arrange adequate supervision and work for pupils whose teacher is absent. He will hold regular conferences with staff on matters concerning the general work of the school. The Deputy Principal, Ms N Lynam, is required to assist the Principal Teacher in the day to day organisation and supervision of the school.

Teacher supervision also extends to the supervision of the following:

- External sports coaches
- Students on work experience
- School outing
- Offsite activities e.g. sports events
- External personnel used to supplement curriculum
- Visiting contractors
- Parent volunteers e.g. sports day

In accordance with section 13(3) of the Act, teaching staff, in consultation with other employees, may select from time to time a representative who, as a Safety Representative, will conduct consultations with the principal teacher and or the Board of Management pursuant to this section.

The following areas of school life require special attention in order to prevent injury or damage to members of the school community:

1. Activity outside of the classroom
2. Activity within the classroom
3. Restricted areas



4. Toilet areas
5. Hygiene
6. One to One teaching (Special Education)
7. Fire drill
8. First Aid

Our school opens for school business at 8:50am and in accordance with rule 124(4) all teachers will be present to exercise the required supervision over their classes at that time. It is recognised that the short breaks at 10:30am and 1:30pm and the lunch break at 12:00pm require special attention and care. Attention of the teaching staff is directed to rule 121(4).

In all pupil activities involving games of whatsoever kind, teachers will exercise prudent judgement on the level of safety required and bring to the notice of the principal any matter requiring corrective action.

Within the classroom and school building during normal school business, the hazards, with potential for injury for all within the school are:

- Activity involving the use of tools of any kind e.g. scissors, knives, pointed implements etc.
- Activity involving the use of electrical power
- Moveable furniture

Our teachers are professional people trained to conduct group activity. However, some accidents occur due to oversight or the postponement of rectifying defective equipment e.g. defective plugs, damaged furniture etc. Teachers and ancillary staff are requested to conduct a periodic safety check of their classroom and/or workplace and to effect or request immediate corrective action.

The restricted areas of our school are as follows:

- ✓ The boiler room at the rear of the school
- ✓ The cleaners store room
- ✓ External store
- ✓ DCC, MDB, ESB rooms
- ✓ GP servery
- ✓ Fuel tank compound

These areas are restricted to authorised personnel only and such authorisation may only be granted by the principal teacher.

Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all in the school. For this reason any infringement of the code of conduct in this regard will be viewed with particular seriousness. Teachers are required to train their pupils in good hygiene practice. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the attention of the principal teacher any corrective action which may be deemed to be necessary.



Intimate care of children with special needs

- All toileting care needs will be provided by SNA.
- A change of clothing, trousers, underwear and socks, must be kept in the classroom
- If a wetting accident occurs, Lisa will be called and the child will be removed from the classroom and brought to the disabled toilet beside the hall (to avoid undue attention from peers)
- The child will change their own clothing and place items into the bag
- Lisa will remain outside the toilet in a supervisory capacity
- If the child cannot change all their items unaided a second female member of staff will accompany Lisa as she assists the child to change
- The child will then be returned to class and a note will be put in the school diary to inform parents of the wetting accident.

Where a child in receipt of Special Education Needs (SEN) teaching that is **One to One** the following provisions must be in place:

- Table between teacher and pupil
- Window in the room where teaching is taking place
- Glass in the door of the room where teaching is taking place

The Board draws attention to the dangers of **fire** and to the loss of life that may be caused in the event of a fire in the school. Each teacher shall instruct their pupils in the fire drill to be observed in the event of a fire.

In the event of an accident it may be necessary to administer **first aid**. First aid equipment is under the care of the principal teacher. All teachers receive first aid training every two years. First Aid is administered in line with this training.

This statement was first drawn up in 1992. It was revised in May 2015 and then further revised to its present form in Jan 2018. Further revisions may be effected at a future date to take account of changing conditions or circumstances.

Signed:

Fr Michael Whittaker, Chairman Board of Management

Date:

10 January 2018