



## Polasaí Slándála agus Sábháilteachta 17/01/23

*Más rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúcháin.*

### Réamh Ráiteas

Cuireadh an polasaí seo le chéile ag Foireann na Scoile, ag Bord Bainistíochta agus ag Coiste na dTuismitheoirí.

Faoin Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005, bíonn ar gach fostóir, in éineacht lena chuid fostaithe, ráiteas Sláinte agus Sábháilteachta a ullmhú, a thaispeáineann go bhfuil Bord Bainistíochta scoile ag glacadh le cúram sábháilteachta agus sláinte na scoile, agus a leagann amach eagrúchán agus na hacmhainní atá ag teastáil chun caighdeán áirithe a choimeád agus a athbhreithniú.

Tá nasc idir an polasaí seo agus gach polasaí scoile eile. Cé go luaitear roinnt polasaithe faoi leith sa pholasaí seo, glactar leis go mbaineann an polasaí seo leis na polasaithe agus nósanna imeachta eile nach bhfuil luaite sa cháipéis seo freisin. Baineann an polasaí seo le gach duine a úsáideann foirgneamh na scoile.

### Aidhmeanna

Is iad aidhmeanna an pholasaí seo:

- Ait shábháilte a chothú don phobal scoile. Déanfar seo trí rioscanna gur féidir a aithint a réitiú gan mhoill agus na rioscanna nach féidir a réiteach a mhairceáil agus nósanna imeachta a bhaineann leo a leagadh síos.
- Tuiscint a thabhairt faoi dhualgas na scoile maidir lena ról i gcúram na ndaltaí.
- Tá sé i gceist an pobal scoile a chosaint ó chontúirt fholáigh agus droch shláinte ar scoil.
- Nósanna imeachta agus dea-chleachtais a leagadh síos chun córais shábháilte oibre a chothú.
- Tá sé mar aidhm, chomh fada is féidir, cloí le h-aon reachtú ábharthach sláinte agus sábháilteachta, go háirithe sna critéir a leanas:

- Áit oibre shábháilte a chur ar fáil
  - Bealaigh isteach agus éalaithe sábháilte a bheith sa scoil
  - Láimhseáil, úsáid agus stóráil sábháilte de cheimicigh ghlantacháin
  - Áiseanna sábháilte – iad a choimeád sábháilte agus cosaint oiriúnach á n-úsáid leo
  - Áiseanna pearsanta oiriúnacha cosanta curtha ar fáil.

## Oifigigh Sláinte agus Sábháilteachta

Is iad seo na hOifigigh Sláinte agus Sábháilteachta i nGaelscoil Uí Fhiaich.

Oifigeach Sláinte agus Sábháilteachta - Foireann	Barra Mac Niocaill
Oifigeach Sláinte agus Sábháilteachta – Bord Bainistíochta	Vivian O Brien

- Tá Bord Bainistíochta na scoile freagrach as gach gné a bhaineann le sláinte agus sábháilteacht scoile
- Beidh ar an mBord Bainistíochta oifigeach Sláinte agus Sábháilteachta a roghnú gach bliain
- Beidh ar an bhfoireann Ionadaí Sláinte agus Sábháilteachta a roghnú gach bliain
- Príomhoide na scoile.

## Polasaí

1. Nósanna imeachta i gcásanna éigeandála
  - Saincheisteanna Sláinte
  - Saincheisteanna Sábháilteachta agus Cúrama
  - Measúnú Riosca
  - Rólanna agus Freagrachtaí
  - Dáta á chur i gcrích
  - Critéir Ráthúlachta
  - Athbhreithniú
  - Daingniú

### Nósanna imeachta i gcásanna éigeandála

#### A. Teagmháil a dhéanamh i gcás éigeandála

- Lorgaítear sonraí teagmhála ó gach tuismitheoir/caomhnóir ag am clárúcháin agus lorgaítear ainm duine eile freisin sa chás nach bhfuil tuismitheoir/caomhnóir ar bith ar fáil ag an am. Tá dualgas ar thuismitheoirí/chaomhnóirí na sonraí seo a thabhairt don scoil.
- Deimhnítear go bhfuil na sonraí seo i gceart ag tús gach scoilbhliana.

- Coimeádtar an t-eolas seo ar bhunachar sonraí na scoile.
- Bíonn cóip chrua na sonraí teagmhála ag an bpríomhoide. Coimeádtar iad seo in áit sábháilte.
- Coimeádann an príomhoide agus príomhoide tánaisteach sonraí teagmhála clainne de gach ball foirne i gcás práinne.

## B. Druil Tine

### Réamhullmhúcháin

- Cinntíonn na múinteoirí/feighlithe/glantóirí scoile go bhfuil trealamh leictreach múchta gach lá
- Tagann traenálaí chun taispeáint don fhoireann conas an trealamh múchta a úsáid, mar a oireann
- Tá na bealaí éalaithe soiléir le solas ós cionn gach doras
- Buailleann an t-aláram dóiteáin i ngach seomra ranga agus sna dorchlaí
- Aithníonn gach páiste agus ball foirne fuaim an aláraim
- Tá áit teacht le chéile faoi leith leagtha amach do gach rang taobh amuigh den fhoirgneamh. Tá fógra i ngach seomra chun na bealaí éalaithe a léiriú
- Déantar druil tine a chleachtadh uair gach téarma
- Déantar seic leath-bliantúil ar an trealamh múchta tine
- Tá trealamh múchta tine san oifig, sna dorchlaí agus i ngach seomra ranga
- Tá aláram deataigh i ngach seomra agus timpeall na scoile chun deatach a aimsiú
- Déantar monatóireacht ar an aláram tine ag comhlacht monatóireachta, agus déanann siad seirbhís ar an gcóras seo go bliantúil
- Deir an príomhoide nó Ionadaí Sláinte agus Sábháilteachta foirne nuair atá sé slán fillleadh ar an scoil

### An Druil

- Buailleann an t-aláram dóiteáin i ngach seomra ranga sa scoil
- Déantar líne sa rang
- Má tá páistí amuigh ón rang nuair a bhuaileann an aláram, téann siad go dtí an seomra ranga is giorra dóibh, téann siad amach leis an rang sin agus tugtar iad chuig an rang cuí
- Tógann an múinteoir amach an bileog rolla.
- Déanann an múinteoir seic tapaidh sa leithreas ranga
- Siúlann na páistí amach go ciúin, **gan** málaí/cótaí a lorg, faoi stiúradh an mhúinteora
- Dúnann an múinteoir doras an tseomra ranga nuair atá gach duine amuigh
- Siúlann gach éinne amach go dtí an Ionad Tionóil Dóiteáin. Seasann gach rang ina líne féin
- Téann MOS (na múinteoirí tacaíochta) timpeall na scoile ag deimhniú go bhfuil an fhoirgneamh folamh.
- Glaotar an rolla ranga
- Cinntíonn an príomhoide go bhfuil foireann na scoile uile ann
- Cuireann an t-Ionadaí Sláinte agus Sábháilteachta foirne ceist an bhfuil gach duine i láthair

- Iarrtar ar gach éinne fanacht go ciúin

### **Moltaí don druil tine**

- Beidh liosta iomlán na scoile ag an Ionadaí Sláinte agus Sábháilteachta foirne (sa rolla), ag an rúnaí agus ag an bpríomhoide
- Eagróidh an tIonadaí Sláinte agus Sábháilteachta foirne:
  - An Chéad Druil: Fógra a thabhairt don fhoireann roimhré
  - An Dara Druil: Fógra a thabhairt don fhoireann amháin ag tús na seachtaine
  - An Tríú Druil: Gan aon fhógra a thabhairt.
- Go dtomhasfadh an tIonadaí Sláinte agus Sábháilteachta an méid ama a thóg an druil agus go ndéanfar seo a thaifead.

### **Tar éis druil tine**

- Déantar taifead ar an méid ama a thóg sé
- Pléitear an druil ag an gcéad chruinniú foirne eile
- Tugtar tuairisc don Bhord Bainistíochta faoin druil tine ag an gcéad chruinniú eile, pléitear aon mholtaí agus cuirtear i bhfeidhm iad más gá.

## **C. Timpistí Tromchúiseacha**

### **Sa Chlós**

#### **Má bhíonn timpiste ag páiste sa chlós:**

1. Déanann an múinteoir atá ar mhaoriseacht clóis cinneadh faoin bpáiste a chur isteach chuig múinteoir uimhir 3 (Altra)
2. Scríobhann an múinteoir tuairisc faoin timpiste ar leathanach timpiste.
3. Úsáidtear ollann cadáis, uisce, bindealán, paca fuar más gá.
4. Déanann an príomhoide cinneadh glaoch a chur ar thuismitheoir/caomhnóir leis an bpáiste a thabhairt abhaile/chuig an dochtúir/ospidéal nó glaoch a chur le haghaidh otharcharr.
5. I gcásanna mar seo scríobhtar pé rud a deineadh ar son an pháiste ar Leathanach Timpiste agus cuirtear seo chuig an bpríomhoide le síniú.

#### **Munar féidir leis an bpáiste dul isteach ón gclós:**

1. Cruthaítear spás slán mórthimpeall ar an bpáiste gortaithe.
2. Cuirtear fios ar an bpríomhoide/príomhoide tánaisteach chun aire a thabhairt don pháiste.
3. Déanann sé/sí cinneadh faoin riachtanas atá ann (glaoch a chur ar thuismitheoir/dochtúir/otharcharr).
4. Más gá don pháiste dul go dtí an t-ospidéal in otharcharr agus nach bhfuil tuismitheoir/caomhnóir ar fáil, téann an príomhoide/príomhoide tánaisteach/múinteoir leis an bpáiste agus fanann sé/sí leis an bpáiste go dtí go dtagann an tuismitheoir/caomhnóir.

### **Sa Rang**

**Má bhíonn timpiste sa rang:**

1. Déanann an múinteoir cinneadh faoin bpáiste a chur chuig an bpríomhoide/rúnaí nó lorgaíonn sé/sí cabhair uathu.
2. Scríobhann an múinteoir tuairisc faoin timpiste ar fhoirm timpiste.
3. Tugann an príomhoide/rúnaí garchabhair don pháiste, más gá.
4. Úsáidtear olann cadáis, uisce, bindealán, paca fuar más gá.
5. Déanann an príomhoide/príomhoide tánaisteach/múinteoir cinneadh glaoch a chur ar thuismitheoir/caomhnóir leis an bpáiste a thabhairt abhaile/ chuig an dochtúir/ospidéal nó glaoch a chur ar otharcharr.
6. I gcásanna mar seo scríobhtar pé rud a deineadh ar son an pháiste ar an bhfoirm timpiste chomh maith agus cuirtear seo chuig an bpríomhoide (tánaisteach) le síniú.

**Timpist ag Foireann na Scoile**

1. Is gá an príomhoide/oifigeoir sláinte a chur ar an eolas.
2. Tugann an príomhoide/rúnaí/múinteoir garchabhair don mhúinteoir/baill foirne.
3. Déanann an príomhoide cinneadh glaoch a chur ar neasghaol chun an mhúinteoir a thabhairt abhaile/chuig an dochtúir/ospidéal nó glaoch a chur le haghaidh otharcharr.
4. I gcásanna mar seo scríobhtar pé rud a deineadh ar son an mhúinteora/ball foirne ar an bhfoirm timpiste chomh maith.

**Taifead & Tuairsciú:**

Tá filteán timpistí in oifig an rúnaí. Tugtar foirmeacha timpiste do mhúinteoirí ag tús na bliana gur féidir leo a líonadh isteach agus a thabhairt don phríomhoide/phríomhoide tánaisteach le síniú sula dtéann siad isteach san fhilteán timpiste.

Más rud é nach féidir le múinteoir nó páiste bheith ar scoil ar feadh níos mó ná 3 lá tar éis na timpiste (deireadh seachtaine san áireamh), cuirfidh an príomhoide tuairisc ar aghaidh chuig an Údarás Sláinte agus Sábháilteachta. Líontar an fhoirm timpiste ar líne ar ghréasán an Údaráis Sláinte agus Sábháilteachta ([www.hsa.ie](http://www.hsa.ie)). Déanfar tuairisc chomh luath agus is féidir – láithreach, ar an bhfón, má mharaítear duine nó má timpist a bhféadfadh bheith marfach agus taobh istigh de choicís i gcomhair gach cinéal timpiste eile.

Coiméadtar tuaisicí ar thimpistí ar scoil a feadh 10 mbliana nó go dtí go sroicheadh an páiste a 21ú breithlá.

**D. Polasáí Theagmhais Chriticiúil**

Leantar Treoirlínte NEPS.

**E. Dúnadh eisceachtúil na scoile**

Déanfaidh an príomhoide i gcomhairle le cathaoirleach an Bhoird Bhainistíochta an cinneadh an scoil a dhúnadh. Cuirfear ríomhphost chuig gach clann.

Más le linn am scoile, cuirfear in iúl cén fáth agus na treoracha maidir le páistí a bhailiú.

Más taobh amuigh d'uaireanta scoile (ar nós droch aimsir), cuirfear ríomhphost abhaile chomh luath agus is féidir.

## **Saincheisteanna Sláinte**

### **A. Clárúcháin**

Iarrtar ar thuismitheoirí/chaomhnóirí eolas faoi chúrsaí sláinte a chur in iúl don scoil ar an bhfoirm chlárúcháin. Meabhraítear dóibh gur gá aon athrú ar chúrsaí shláinte an pháiste a chur in iúl don scoil chomh luath is a thagann sé chun cinn. Níl an scoil freagrach muna gcuirtear in iúl dóibh faoi chúrsaí sláinte. Lorgáítear cead ó thuismitheoirí/chaomhnóirí gloch a chur ar otharcharr/dochtúir ar an bhfoirm cheadaithe agus na páistí ag tosú ar scoil.

### **B. Páistí le fadhbanna sláinte faoi leith nó faoi mhíchumas**

Déanfar an t-iarratas clárúcháin ó pháiste le fadhbanna sláinte nó faoi mhíchumas a phlé ag leibhéal an Bhoird chun fiosrú an féidir leis an scoil freastal ar riachtannais an pháiste seo.

Nuair a chláraítear páiste le fadhbanna sláinte faoi leith/faoi mhíchumas, lorgófar tuairisc liachta/tuairisc ar mheasúnaithe nó aon cháipéas eile ionas gur féidir leis an scoil tacaíochtaí a chur ar fáil.

Cuirfear an fhoireann uilig ar an eolas faoi na fadhbanna sláinte nó faoin míchumas. Tabharfar traenáil cuí don mhúinteoir ranga agus don fhoireann, más gá. Crochfar pictiúr agus eolas faoin bpáiste sa seomra foirne ionas go mbeidh gach duine ar an eolas faoi riachtannais sláinte an pháiste más gá.

### **C. Riaracháin cógais**

Ní féidir le ball foirne ar bith leigheas a thabhairt gan údarás sainiúil an Bhoird Bhainistíochta. (Fch Polasaí Riarachán Leighis)

### **D. Páistí tinn**

**Má bhíonn páiste ag mothú tinn sa rang:**

1. Déanann an múinteoir cinneadh an bhfuil an páiste tinn go leor le cur abhaile.
2. Lorgóidh múinteoirí tuairim an príomhoide muna bhfuil siad cinnte.
3. Cuireann an rúnaí/príomhoide gloch ar na thuismitheoirí/chaomhnóirí.
4. Tagann an tuismitheoir/caomhnóir/duine ainmnithe chun an páiste a bhailiú.
5. Is gá an páiste a shíniú amach.

### **E. Galar Tógálach**

Is é polasaí an Bhoird Bhainistíochta go gcuirtear eolas faoi ghalar tógálach chuig an FSS agus go leantar na moltaí chun foireann na scoile agus na páistí a chosaint ó ghalair. Déanfaidh Bord Bainistíochta na scoile gach iarracht an baol a laghdú trí ghlantachas, sláinteachas agus díghalrú, láimhíní aon-úsáid a bheith ar fáil sa bhosca garchabhrach, &rl. Tá leithreas ar fáil le huisce te, galúnach, tuáille, bosca bruscair agus córas diúscartha pillíní sláintíocha.

### **F. Feithidí gruaige**

1. Iarrtar ar thuismitheoirí/chaomhnóirí scéal a chur chuig na scoile má aimsíonn siad feithidí gruaige i ngruaig a bpáiste.
2. Nuair a chuirtear in iúl don scoil gur aimsíodh feithidí gruaige, cuirtear litir abhaile chuig thuismitheoirí/chaomhnóirí ag míniú cad iad agus conas is féidir déileáil leo.
3. Má tharlaíonn sé arís, cuirtear litir mheabhrúcháin abhaile.

### **G. Sláinteachas**

Is é freagracht an fheighlí/glantóir go bhfuil na rudaí seo a leanas i ngach seomra:

- gallúnach
- tuáille
- uisce te
- páipéar leithris
- bosca bruscair i ngach seomra ranga
- córas diúscartha pillíní sláintíocha i leithris na múinteoirí agus i leithris Rang a 3 go 6
- Monatóireacht ar an dífhibrileoir agus na cadhnraí

Cinntíonn an feighlí agus an glantóir go bhfuil na háiseanna sláintíochta sábháilte, oiriúnach, dóthanach agus glanta go rialta.

### **H. Garchabhar**

Coimeádtar bosca garchabhrach in Oifig Rúnaí na scoile agus sa seomra foirne. Moltar lámhainní sodhíolta a úsáid i gcónaí. Cinntíonn Foireann Sinsearacha na scoile go bhfuil dóthan áiseanna iontu go rialta.

### **I. Lón sláintiúil**

Ní ceadáítear cnónna nó síolta i roinnt rang má tá páiste ann le ailéirge cnónna ní síolta. Moltar lón sláintiúil i nGaelscoil Uí Fhiaich.

### **J. CaitheamhToitíní**

Níl cead ag foireann na scoile, cuairteoirí nó thuismitheoirí/chaomhnóirí toitín a chaitheamh ar láthair na scoile nó sa scoil.

## K. Gloine Briste

Iarrtar ar fhoireann scoile cur in iúl don príomhoide má fheiceann siad gloine briste ar an suíomh ionas gur féidir é a bhaint.

# Saincheisteanna Sábháilteachta agus Cúrama

## A.Páistí

### 1. Maoirseacht ar dhaltáí

Múinteoir as láthair (gan ionadaí ar fáil)

- Déanfaidh an príomhoide fógra roimh ré sa chaoi go mbeidh múinteoirí réidh le glacadh le breis páistí
- Caithfidh an múinteoir ranga obair a réitiú don lá go mbeidh sé/sí as láthair. Iarrtar ar mhúinteoirí obair bhreise do dhá lá a fhágáil sa seomra ar eagla go mbíonn siad tinn
- Socraíonn an múinteoir ranga, atá ag glacadh le páistí breise, áit cuí do na páistí breise atá ag teacht isteach don lá
- Glacann an múinteoir ranga, atá ag glacadh le páistí breise, leo mar chuid dá rang féin, agus bíonn siad freagrach astu don lá.

Ag taisteal ón gclós/chuig an gclós

- Bailíonn an múinteoir a rang ón gclós ag am sosa/lóin
- Treoiríonn an múinteoir a rang chuig an clós ag am sosa/lóin agus chuig an doras cuí ag am dul abhaile
- Múintear/meabhraítear do na páistí, ag tús na scoilbliana, conas mar ba chóir dóibh iompar agus iad ag dul suas nó síos an staighre.

Maoirseacht ar laethanta fliucha

- Caithfidh na múinteoirí billeoga/cluichí srl. a réitiú do na páistí ar laethanta fliucha
- Déanfaidh an múinteoir/na múinteoirí ar an róta clóis maoirseacht ar na ranganna ag siúl ó sheomra go seomra

### 2. Maoirseacht roimh/i ndiaidh am scoile

- Ní cheadaítear do na páistí spraoi sa chlós roimh nó tar éis am scoile.
- Tosaíonn an scoil ag 9:00r.n. gach lá. Ba chóir go mbeadh daltaí in am. Scaoiltear na páistí isteach ó 8:45. Tá gach tuismitheoir/caomhnóir freagrach as a bpáist(e)(í) féin roimh 8:45r.n
- Críochnaíonn Naíonáin ag 1.40i.n. Críochnaíonn ranganna 1-6 ag 2.40i.n. Ní féidir leis an scoil freagracht a ghlacadh as daltaí i ndiaidh na hamantaí seo (ach amháin i gcás turasanna scoile nó gníomhaíochtaí iar-scoile faoi stiúir múinteora na scoile seo).



### 3. Cuairteoirí a thagann chun na scoile

- Iarrtar ar chuairoteoirí coinne a dhéanamh roimh theacht chun na scoile, más féidir
- Caithfidh gach duine (tuismitheoirí/caomhnóirí san áireamh) a thagann chun na scoile labhairt leis an rúnaí nó ball foirne eile ar dtús
- Níl cead ag cuairteoir ar bith siúl tríd an scoil gan bualadh leis an rúnaí nó ball foirne ar dtús

### 4. Sábháilteacht ar shuíomh na scoile

Múintear an Cód Sábhála agus sábháilteacht bóthair mar chuid den churaclam OSPS.

### 5. Páistí ag imeacht luath ón scoil

Is gá do thuismitheoirí/caomhnóirí nó duine ainmnithe bualadh isteach in oifig na scoile chun an páiste a shíniú amach. Ansin cuirfidh an rúnaí/príomhoide fógra chuig an rang. Ní scaoilfear an páiste amach le duine nach bhfuil ainmnithe ag na thuismitheoirí/caomhnóirí roimh ré.

### 6. Cód Iompar & Polasaí Frith-Bhulaíochta

Ní ghlactar le hiompar mí-oiriúnach nó bulaíocht sa scoil seo. Féach: **Cód Iompar & Polasaí Frith-Bhulaíochta.**

### 7. Caomhnú Páistí

Tá sé mar dhualgas ar scoileanna an caighdeán aire is airde a thabhairt do na páistí chun leasa na bpáistí a chothú agus chun iad a choimeád slán. Tá an-seans go bhfeicfidh baill d'fhoireann na scoile nuair a thagann athruithe ar iompar an pháiste, nuair nach bhfuil an páiste ag déanamh dul chun cinn nó nuair atá comharthaí díobhála le feiscint. Chuir Múinteoirí, Coiste na dTuismitheoirí agus Bord Bainistíochta na scoile an Polasaí Chaomhnú Páistí le chéile le léiriú conas mar a chuirtear Nósanna Imeachta maidir le Caomhnú Leanaí i mBunscoileanna agus i Scoileanna Iarbhunscoile, Roinn Oideachais agus Scileanna (ROS) 2011, Páistí ar dtús 2011 agus ciorcláin ón Roinn Oideachais agus Scileanna (an Roinn as seo amach) i bhfeidhm i nGaelscoil Uí Fhiaich. Féach: **Polasaí Um Chosaint Leanaí.**

### 8. Turais Scoile

Leantar **Nósanna Imeachtaí Sábháilteacht Scoile** nuair a eagraíonn múinteoirí turas scoile nó imeacht ó láthair na scoile.

## B. Foireann na Scoile

### 1. Grinnfhiosrúcháin

Mar chuid de chóras fostaíochta na Roinne, ní chuirfear aon duine i gceannas ar pháistí na scoile gan grinnfhiosrúcháin gardaí a bheith déanta orthu. I gcás múinteoirí, déanfar seo ag an gComhairle Mhúinteoireachta. I gcás fostaithe eile, déanfar seiceáil gardaí orthu tríd an Teach an ArdEaspaig. Leantar na treoracha maidir le seiceáil na nGardaí leagtha síos i gcioclán 63/2010 ón Roinn Oideachais.

### 2. Dínit san Ionad Oibre

#### (a) Caidreamh dearfach Foirne

Tá sé mar dhualgas ag gach baill foirne atmaisféar dearfach oibre agus sóisialta a chothú agus a bhuanú. Má bhíonn easaontú idir na baill foirne, déanfar gach iarracht an easaontú a réitiú, chomh luath agus is féidir, ag leanúint na struchtúir scoile atá leagtha síos:-

- Caidreamh Neamhfhoirmiúil-
  - Caint le chéile
  - An fhadhb a ainmniú
  - Réiteach a aimsiú
  - Céimeanna a chinntiú
  - Aidhmeanna réalaíoch a fhorbairt
  - Cuntas a choimeád
- Idirghabháil ón bpríomhoide
- Imscrúdú ó Bhord Bainistíochta na Scoile

Tá níos mó eolais ar fáil i lámhleabhar Bord Bainistíochta CPSMA & lámhleabhar CMÉ “Working Together”.

#### b. Bulaíocht/ Gnéashiapadh

Ní ghlactar le hiompar mí-oiriúnach nó bulaíocht sa scoil seo. Féach polasaithe na scoile.

#### c. Strus

Tarlaíonn strus nuair nach féidir le duine aghaidh a thabhairt ar na tascanna atá os a chomhair. Má mhothaíonn ball foirne strus de bharr ró-éilimh orthu nach féidir leo déileáil leis, tá na rudaí seo a leanas ar fáil:

- Tá Clár Tacaíochta Fostaithe ar fáil do mhúinteoirí agus don phríomhoide trí CMÉ
- Déantar athbhreithniú ar an méid oibre atá ann d’fhoireann bhainistíochta na scoile ionas go bhfuil cothromaíocht i gceist ag brath ar an leibhéal ar a bhfuil siad
- Cinntíonn Bord Bainistíochta na scoile go bhfuil cothromaíocht i gceist le dáileadh a chuid oibre féin.

#### d. Ionsaí ar fhoireann na scoile

Nuair a airíonn fostaí mí-chompordach nó i mbaol ó aon duine timpeall na scoile, ba cheart é seo a chur in iúl don Bhord Bainistíochta. Déanfaidh an Bord Bainistíochta gach rud gur féidir leis chun fostaíthe a chosaint. Ba cheart na treoracha seo leanas a ghlacadh má tharlaíonn ionsaí ar aon duine:

- Ba cheart an eachtra a thuairisciú don phríomhoide/múinteoir eile ar an bpointe
- Ba cheart mion tuairiscí an eachtra a choinneáil ar fhoirm timpiste coinnithe go speisialta sa scoil. Má scanraítear nó má bhagraítear go fisiciúil ar aon duine, ba cheart é seo a thuairisciú freisin
- Nuair is gá, cuirtear glaoch ar na Seirbhísí Slándála
- Ba cheart tuairisc a thabhairt do na Gardaí, más gá. De ghnáth, is é an t-íobartach a dhéanann sin
- Ba cheart an Bord Bainistíochta a chur ar an eolas faoin eachtra agus cruinniú éigeandála a thionól. Cuirfidh an Bord a dlíodóirí agus an Comhlacht Árachais ar an eolas.

Sa gcás gurb é dalta na scoile a rinne an t-ionsaí, caithfear é a láimhseáil de réir Cód Iompar na scoile agus de réir Rial 130(5) de Rialacha na Scoileanna Náisiúnta.

Ba cheart daltaí a bhíonn ionsaitheach go minic a chur faoi scrúdú siceolaíochta, le cead ó thuismitheoirí/chaomhnóirí, chun measúnú a dhéanamh ar riachtanais sóisialta nó mothúchána an pháiste agus an bealach is fearr le déileáil leo.

Nuair a tharlaíonn eachtra ionsaitheach le thuismitheoir/caomhnóir caithfear a chur in iúl dó/di, ó bhéal agus i scríbhinn, gan teagmháil a dhéanamh leis an mbaill foirne go ndéanfaidh an Bord Bainistíochta imscrúdú agus cinneadh maidir leis an eachtra céanna.

Ba cheart iarratais chead scoir ó aon duine a ionsaíodh a chur ar aghaidh go dtí an Roinn Oideachais agus Scileanna. Pléifear gach cás de réir mar a thuilleann sé.

### **3. Oiliúint.**

Glacann an Bord Bainistíochta leis go mbeidh an traenáil, teagasc agus eolas ar fáil ag gach fostaí ar son a leasa agus a s(h)láinte ar scoil. 'Sé an Bord Bainistíochta atá freagrach as sin.

Tá sé glactha mar chúram ag an mBord Bainistíochta an cúrsa traenála atá ag teastáil a fhiosrú, é a chur ar fáil agus féachaint chuige go bhfuil gach duine inniúil ó thaobh cúrsaí slándála de.

Cuirfear cúrsa garchabhrach ar fáil do bhaill foirne. Beidh cúrsaí traenála curtha ar fáil maidir le dóiteáin agus úsáid fearas dóiteáin mar is cuí. Cuirtear cosc dóiteáin agus nósanna éalaithe mar chuid de chúrsa ionductaithe do bhaill foirne nua. Beidh an fhoireann ar fad freagrach as ár nósanna éalaithe agus slándála.

Beidh cúrsaí breise traenála de réir mar a theastaíonn siad ó am go ham. Is féidir na cúrsaí seo bheith sa scoil nó in áit feiliúnach taobh amuigh.

Tuigtear go maith go bhfuil sé tábhachtach bheith faireach i gcónaí chun timpeallacht na scoile a choinneáil slán agus go gcuidíonn traenáil na foirne é seo a chur i gcrích.

#### 4. Foireann faoi chúram dochtúra

Ba chóir d'aon duine atá faoi chúram dochtúra nó atá ar chógas leighis, ach atá ceadaithe chun freastal ar an obair, eolas a thabhairt faoi aon fho-iarsma a d'fhéadfadh a bheith ann nó aon mhí-chumas sealadach a chuirfeadh isteach ar a c(h)uid oibre nó a chuirfeadh é/í nó aon duine eile i mbaol. Tabharfaidh an scoil obair oiriúnach le déanamh idir an dá linn.

#### 5. Drugaí agus Alcól

Níl cead ag an bhfoireann ná ag dalta bheith sa bhfoirgneamh ná bheith i mbun a c(h)uid dualgaisí le teann alcóil nó drugaí. D'fhéadfaí aon duine a bhriseann an rialail seo a chur faoi ghníomh smachta.

## C. Fearas agus Ábhair Oibre

### 1. Innealra, Trealamh Cistine agus Fearas

Beidh innealra, trealamh cistine agus fearas leictreach in úsáid ag daoine atá oilte agus údaraithe agus acu siúd amháin. Déantar seiceáil go rialta ar an trealamh agus an fearas agus cothabháil a dhéanamh orthu ag teicneoir oilte.

### 2. Ceimeacáin

Tá ceimeacáin, dúch don mheaisín fótaicóipeála agus ábhar glantúcháin stóráilte i soithigh le lipéad eolais soiléir orthu. Beidh siad faoi ghlas nuair nach bhfuil siad in úsáid. Is iad príomhoide, glantóir, rúnaí agus feighlí na scoile a bhaineann úsáid astu.

### 3. Téamh & Aeráil

Déantar seirbhísiú ar an gcóras teasa, agus cothabháil cuí air más gá. Tá dallóga ar gach fuinneog ionas nach bhfuil páistí nó múinteoirí ag obair faoi sholas díreach gréine.

Is féidir fuinneoga a oscailt go héasca, le haghaidh aeráil chuí. Osclaíonn siad ar mhéad atá sábháilte do pháistí. Níor chóir go mbeadh páistí ag oscailt nó ag dúnadh fuinneoga.

### 4. Foirgneamh na Scoile

Tá an feighlí freagrach as súil a choimeád go bhfuil gach rud san fhoirgneamh mar ba chóir, nach bhfuil aon damáiste déanta orthu. I measc na rudaí a dhéantar seiceáil rialta orthu, tá:

- Doirse
- Ballaí
- Soilse
- Urláir
- Leithris
- Fuinneoga
- Earraí Leictreach

Má aimsíonn sé aon bhaol nó damáiste ar bith, déanann sé taifead de.

## 5. Soilsiú

Tá an feighlí freagrach as seiceáil:

- go bhfuil feistithe solais ag obair agus go gcoimeádtar glan iad
- nach bhfuil lascanna solais briste agus go bhfuil dealramh sábháilte orthu.

## Plugáí, Soicéid agus Sreanganna

Tá an feighlí freagrach as seiceáil:

- go bhfuil plugaí i ndea-riocht gan scoilteanna nó píosaí in easnamh
- go bhfuil soicéid i ndea-riocht gan scoilteanna nó píosaí in easnamh
- go bhfuil soicéid, scriúanna agus gléasanna daingean
- go bhfuil soicéid lonnaithe go sábháilte, áit ar féidir an trealamh a úsáid gan baol taise
- go bhfuil na soilse táscaire ar na soicéid ag oibriú i gceart
- nach bhfuil an insliú ar shreanganna scoiltithe nó caite
- nach bhfuil snaidhmeanna nó ceangail sna sreanganna agus nach mór gan casadh ('kinks') iontu
- go bhfuil sreanganna den fhaid ceart don trealamh i gceist
- nach bhfuil sreanganna ag gobadh amach
- go bhfuil sreanganna agus cáblaí ceangailte go daingean ag an dá thaobh de threalamh agus pluga.

## Trealamh agus Troscáin Scoile

Tá an feighlí freagrach as seiceáil:

- nach bhfuil trealamh socraithe agus soghluaiste lochtach agus go bhfuil an trealamh, chomh fada agus is eol dó, ag obair i gceart
- gur féidir teacht gan dua ar chóipeanna de threoracha na ndéantóirí/lámhleabhair úsáideoirí
- nach n-úsáidtear trealamh ach don chuspóir beartaithe
- go múchtar trealamh leictreach agus go ndíphlugáiltear é fad is nach bhfuil sé in úsáid.

## 6. Ríomhairí agus Fearas TFC

Leanfar na moltaí atá leagtha i dtreoilínte Udaráis Sláinte agus Sábháilteachta maidir le húsáid cuí aonaid taispeána físe. Má tá eolas breise ar fáil maidir le baol ar bith a bhaineann le húsáid ATF, déanfar staidéar air agus cuirfear i bhfeidhm aon mholtaí.

## Measúnú Riosca

Déantar athbhreithniú ar mheasúnú guaiseanna ag tús na scoilbliana gach bliain ag príomhoide na Scoile, Ionadaí Sláinte agus Sábháilteacht an Bhoird agus Ionadaí Sláinte agus Sábháilteacht Foirne.

## Rólanna agus Freagrachtaí

### **Bord Bainistíochta**

Beidh an Bord freagrach as:

- Áit oibre atá slán a chur ar fáil agus a choimeád slán
- Cúrsaí oibre a riarú a dhéanann deimhin de go bhfuil fostaithe slán, sláintiúil agus socair
- Cinntiú go ndéantar measúnú guaiseanna agus go mbaintear nó go laghdaítear aon bhaol a aithnítear más féidir
- Ráiteas/Polasaí slándála a ullmhú agus a choinneáil suas chun dáta go mórmhór nuair a bhíonn athruithe móra agus leagan amach an riosca as dáta. Déanann an Bord uasdátú ar an Ráiteas Slándála ag tús gach scoilbhliain agus cuirfeadh in airde í taobh amuigh d'oifig na scoile
- Treoracha a ullmhú agus a coinneáil suas chun dáta d'ócáid práinne agus iad a chur in iúl don bhfoireann
- Duine ábalta a chur i mbun dualgais an Bhoird maidir le Sláinte agus Slándáil
- Traenáil, ionduchtú agus eolas atá oiriúnach a chur ar fáil, le leagan amach agus i dteanga atá oiriúnach d'fhostaithe
- I gcás drochthimpistí, iad a chur in iúl don Údarás Slándála agus Sábháilteachta
- Dul i gcomhairle leis an bhfoireann gach bliain agus iad a chur ar an eolas maidir le cúrsaí slándála agus sábháilteachta
- Cinntiú go bhfuil ráiteas slándála ag aon chonraitheoir a dhéanann obair sa scoil. (m.sh. péintéirí, glantóirí, comhlachtaí bus, agus ar uile)
- Áit slán chun eolas agus sonraí pearsanta a choimeád.

### **Ionadaí Slándála agus Sábháilteachta an Bhoird**

Beidh an duine seo freagrach as:

- Pleanáil agus cur i gcrích caighdeán slándála agus sábháilteachta éifeachtach sa scoil, ag comhoibriú leis an bpríomhoide
- Airgead agus áiseanna a fháil ón mBord Bainistíochta chun an polasaí slándála a chur i gcrích
- Scrúdú a dhéanamh go rialta ar éifeacht an Pholasaí Slándála agus Sábháilteachta
- Comhairle agus cabhair a fháil mar a theastaíonn agus tabhairt faoi aon tuairisc a fhaigheann sé/sí
- Gach timpiste agus gníomh contúirteach a scrúdú le cabhair ó Chomhairleoirí Slándála ón taobh amuigh, más gá
- Cinntiú go bhfuil traenáil garchabhrach ar fáil dóibh siúd atá ina bhun sa gcaoi go mbeidh siad suas chun dáta i gcónaí chun a gcuid dualgais a chomhlíonadh
- Dul i dteagmháil le hIonadaí Slándála agus Sábháilteachta foirne chun ráiteas slándála a ullmhú, an chontúirt agus an riosca a mheas faoi chuid 19 agus 20 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005
- Déan cinnte go bhfuil cúrsaí slándála curtha san áireamh ag conraitheoir a bhíonn ag obair sa scoil agus go gcomhlíonann siad rialacha slándála agus sábháilteachta
- Dea-chleachtas slándála a bhaineann leis an obair atá idir lámhe acu.

### **Foireann na scoile**

Beidh foireann na scoile freagrach as:

- Oifigeach sláinte agus slándála foirne a ainmniú
- Iompar mar is cóir sa chaoi nach gcuirfead tú féin ná aon duine eile i mbaol
- Freastal ar thraenáil a bhaineann le cúrsaí slándála agus sábháilteachta agus úsaid cheart a bhaint as fearas na scoile
- Úsaid a bhaint as éadach agus fearas cosanta atá ar fáil
- Gan bheith faoi thionchar substaint ar bith sa chaoi go gcuirfead iad féin nó aon duine eile i mbaol. Iad féin ar fáil chun scrúdú le haghaidh substaintí a dhéanamh de réir mar a leagtar síos faoi fhorálacha aon reachtaíocht a bheadh i bhfeidhm sa scoil
- Comhoibriú leis an bpríomhoide agus le daoine eile sa gcaoi go gcloífear le reachtaíocht Slándála agus Sábháilteachta
- Nós nó gníomh contúirteach a chur in iúl don duine cuí
- Gan cur isteach ar, ná drochúsaid a bhaint as, fearas slándála na scoile
- Insint don phríomhoide má tá galar nó breoiteacht orthu a chuirfeadh le contúirt.

### **Ionadaí Sábháilteachta na Foirne**

Beidh an duine seo freagrach as:

- Dul i dteagmháil leis an bpríomhoide thar ceann foirne maidir le cúrsaí Slándála agus sábháilteachta
- An t-ionad oibre a chur faoi scrúdú ar sceideal socraithe leis an bpríomhoide nó díreach tar éis timpiste, ócáid nó contúirt a chuireann slándáil nó sábháilteacht aon duine i mbaol
- Traenáil ceart a fháil
- Timpistí agus ócáidí baolacha a chur faoi scrúdú
- Gearáin ón bhfoireann a chur faoi scrúdú
- Dul le cigire i mbun mionscrúdú ar an scoil, taifead a dhéanamh ar mholtaí agus na moltaí céanna a chur ar aghaidh chuig príomhoide/Bord Bainistíochta na scoile
- Dul i dteagmháil leis an bpríomhoide maidir le cúrsaí slándála agus sábháilteachta
- Dul i dteagmháil leis an gcigire slándála agus sábháilteachta agus eolas a lorg, más gá.
- Comhoibriú le hionadaí sábháilteachta eile.

### **Príomhoide na Scoile**

Tá an príomhoide freagrach as:

- Caighdeán éifeachtach slándála agus sábháilte a chur i bhfeidhm sa scoil bunaithe ar chuspóirí réamh-aontaithe agus is gá go dtógtar na caighdeáin shlándála agus shábháilteachta san áireamh ag leibhéal pleanála, riaracháin agus comhthabhála agus in eagrú oibre go ginearálta
- Cinntiú go bhfuil an t-eolas cruinn agus traenáil oiriúnach curtha ar fáil d'fhoireann na scoile ionas gur féidir leo an post atá acu a dhéanamh go héifeachtach, gur féidir leo na spriocanna oibre a bhaint amach gan comhghéilleadh a dhéanamh ar riachtanais shlándála agus shábháilteachta
- Cinntiú go stóráiltear eolas agus sonraí pearsanta in áit cuí

- Airgead agus áiseanna a lorg ón mBord Bainistíochta chun cinntiú gur féidir an polasaí seo a chur i bhfeidhm
- Athbhreithniú a dhéanamh ar éifeacht an pholasaí seo
- Comhairle agus cúnamh a lorg nuair is gá agus nuair a thagann aon deacracht chun solais
- Cinntiú go bhfuil cumarsáid éifeachtach ann ionas go bhfuil eolas ag foireann na scoile maidir le caighdeán slándála agus sábháilteachta, maidir le timpistí agus aon ní a bhaineann le cúrsaí slándála agus sábháilteachta agus go ndéantar uasdátú ar an gcóras cumarsáide seo
- Cinntiú go gcuirfear tacaíocht ar fáil do bhall foirne a bhfuil tacaíocht uathu chun socraithe cearta a dhéanamh i gcúrsaí slándála agus sábháilteachta
- Pleanáil agus tabhairt faoi gach gníomh de réir mar atá luaite sna treoracha sa Ráiteas Slándála
- Cur faoi scrúdú gach timpiste agus eachtra contúirteach in éineacht le Comhairleoirí Slándála más gá
- Cinntiú go bhfuil traenáil garchabhrach curtha ar fáil agus go bhfuil dóthain daoine oilte chun na dualgais a chomhlíonadh mar is cóir
- Dul i gcomhairle leis an bhfoireann maidir le ráiteas slándála, contúirtí a aimsiú agus a mheas, faoi chuid 19 agus 20 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005
- Féachaint chuige go bhfuil eolas ag gach duine faoina d(h)ualgais féin agus go ndéanann siad iad a chomhlíonadh mar is cóir de réir Pholasaí Slándála agus Sábháilteachta na scoile
- Féachaint chuige go dtuigeann gach conraitheoir a oibríonn sa scoil cúrsaí slándála, ag déanamh tagairt faoi leith do pháistí i dtimpeallacht na scoile agus go gcomhlíonfar rialacha agus códanna slándála ina gcuid oibre
- Féachaint chuige, chomh fada agus is féidir, go mbeidh fearas agus ábhartha na scoile ar an gcaighdeán luaite sa pholasaí seo
- Féachaint go bhfuil an Polasaí Slándála agus Sábháilteachta le fáil ag an bhfoireann agus ag daoine oiriúnacha eile.

### **Daltaí Scoile**

Tá na páistí freagrach as:

- Cloí le rialacha scoile agus treoracha na múinteoirí
- Aon bhaol a aimsíonn siad a sheachaint
- Aon bhaol a aimsíonn siad a chur in iúl do mhúinteoirí
- Imeachtaí bulaíochta a chur in iúl do mhúinteoirí
- Meas a léiriú d'fhoireann scoile, do pháistí eile agus do thimpeallacht na scoile.

### **Tuismitheoirí/Caomhnóirí**

Tá na tuismitheoirí/caomhnóirí freagrach as:

- Sonraí teagmhála a thabhairt don scoil
- An scoil a choimeád ar an eolas faoi athruithe sna sonraí seo
- Aire a thabhairt dá bpáistí féin ar an suíomh go dtí go n-osclaíonn an scoil ar 8.45rn
- Na páistí a bhailiú in am um thráthnóna



- Aon bhaol a aimsíonn siad a sheachaint
- Aon bhaol a aimsíonn siad a chur in iúl do mhúinteoirí
- Riachtanais speisialta/fadhbanna sláinte a chur in iúl don scoil
- Cásanna bulaíochta scoile a thagann chun solais sa bhaile a chur in iúl do mhúinteoirí
- Cloí le treoracha scoile (m.sh. pairceáil)
- Meas a bheith acu ar na teorainn proifisiúnta agus tuiscint go bhfuil saol pearsanta ag na múinteoirí
- Meas a léiriú d'fhoireann, do pháistí agus do thimpeallacht na scoile.

## Cur i gcrích

Tá foireann iomlán na scoile, faoi stiúir an Bhoird Bhainistíochta, freagrach as ucht an polasaí a chur i bhfeidhm. Cinnteoidh an príomhoide agus an t-ionadaí foirne slándála agus sábháilteachta go bhfuil gach ball den fhoireann ar an eolas faoin bpolasaí.

## Critéir Ráthúlachta

Aiseolas á fháil ón bhfoireann, tuistí, daltaí srl. le feiceáil conas mar atá an polasaí ag obair.

## Daingniú 17/01/2023

Cathaoirleach: \_\_\_\_\_

Príomhoide: \_\_\_\_\_

Dáta: \_\_\_\_\_

## Health and Safety Policy



### Introduction

*This policy was formulated in consultation with the school staff, Board of Management and the Parents' Association Committee.*

*Under the Safety, Health and Welfare at Work Act 2005, it is a legal requirement for every employer, together with school staff, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, organisation and resources necessary for maintaining and reviewing standards.*

*All school policies link to this Health and Safety Policy. Although some specific policies are individually mentioned within this document, it is understood that this policy also pertains to those school policies and procedures not referenced within this document. This policy pertains to all those using the school building.*

### Aims

The aims of the policy are:

- To create a safe workplace for the school community. This will be achieved by identifying and tackling risks that can be prevented and by highlighting and outlining procedures for risks that cannot be prevented.
- To provide understanding of the school's duty of care towards the pupils.
- To protect the school community from potential accidents and ill health in school.
- To outline procedures and practices in place to promote safe systems of work.
- It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation, to include the following areas:
  - Provision of a safe workplace
  - Safe entrance and exit routes
  - Safe handling, usage and storage of cleaning chemicals
  - Safety equipment including maintenance and use of appropriate guards
  - Provision of appropriate personal protective equipment.

## Health and Safety Officers

Below are the Health and Safety Officers in Gaelscoil Uí Fhiaich.

Health and Safety Officer – Staff	John Ó hEimhrín
Health and Safety Officer - BoM	Vivian O Brien

- The Board of Management has responsibility for all aspects of school health and safety
- The Board of Management must designate a Health and Safety Officer every year
- The staff must designate a Health and Safety Officer every year
- The school principal.

## Policy

1. Emergency Procedures
2. Health Issues
3. Safety and Welfare Issues
4. Risk Assessment
5. Roles and Responsibilities
6. Implementation Date
7. Success Criteria
8. Review
9. Ratification

### Emergency Procedures

#### Emergency Contacts

- The school requests contact details from each parent/guardian at the time of enrolment and we also request an emergency contact should the parents/guardians not be available. Parents/guardians are responsible for providing this information
- The contact details are updated at the beginning of each school year
- These details are maintained on the school database
- The principal holds a hard copy of these contact details. These are stored in a secure location
- The principal and deputy principal hold emergency contact details for all staff members

#### A. Fire Drill

##### Preparation/Prevention

- Teachers/caretakers/cleaners are responsible for turning off all electrical equipment every day

- A trainer visits the school to show staff how to use fire fighting equipment as required
- The fire exits are clearly marked/lit above each door
- The fire alarm sounds in each classroom and in the hallways
- Each pupil and employee recognises the alarm sound
- Each class has a fixed meeting place outside and away from the building. The exit route and assembly point is indicated in each room
- Fire drill is practised by the whole school once a term
- The fire extinguishers are serviced bi-annually
- The office, the hallways and the classrooms have fire extinguishers
- Smoke alarms are installed in each room and around the school to detect smoke
- The fire alarm is monitored by a registered company who also maintain the fire detection system annually – Fire Stop
- The principal or staff Health and Safety Officer informs when it is safe to re-enter the school

### **The Drill**

- The fire alarm sounds in every room in the school
- Children stand in a line in the class
- If a child is out of the classroom when the alarm sounds, they go to the nearest classroom, leave the building with that class and are brought to their own line
- The teacher brings out and the roll / attendance
- The teacher quickly checks the toilets
- Children walk out quietly, **without** bags/coats, under the teacher's direction
- The class teacher shuts the class door once everyone has left
- Each class walks to the Fire Assembly Point. Each class stands in its own line
- Designated SET staff (Special Education Teachers) do a sweep throughout the school ensuring all rooms are empty.
- The class roll is called
- The principal ensures that all staff members are present
- The staff Health and Safety Officer asks if everyone is present
- Everyone is asked to stand quietly

### **Recommendations for fire drill**

- The staff health and safety officer, school secretary and principal will have access to a complete school list
- The staff health and safety officer will organise a fire drill each term
  - The First Drill: Notice to be given to staff beforehand
  - The Second Drill: Notice to be given to staff only on the week of the drill
  - The Third Drill: No advance notice is given.
- The staff health and safety officer times the drill to see how quickly it is done and records same

### **After the fire drill**

- The time taken to evacuate the building is recorded
- The staff discuss the drill at the next staff meeting
- A report is made to The Board of Management at the next meeting regarding the drill, any recommendations are discussed and implemented as appropriate.

## **B. Serious Accidents**

### **In the Yard**

#### **If a child has an accident in the Yard:**

1. The teacher on supervision duty makes the decision to send in the child for first aid to the teacher on first aid duty
2. The teacher writes a report of the accident in the accident report form
3. Cotton wool, water, plasters and icepack are used as appropriate
4. The principal makes the decision to call the parents/guardians to bring the child home/to the doctor/to hospital or whether to call for an ambulance
5. In cases like this, details of care given to the child must be included in the incident form and given to the principal to sign.

#### **In the event that the child cannot be removed from the yard:**

1. A safe space is created around the injured child
2. The principal/deputy principal is called to care for the child
3. He/She decides on the best course of action depending on the circumstance (call the parent/doctor/ambulance)
4. In the case that the child must be taken to the hospital by ambulance and that the parent/guardian is unavailable or delayed, the principal/deputy principal/ teacher will accompany the child in the ambulance and stay with the child in hospital until the arrival of the parent/guardian.

### **In the Classroom**

#### **If there is an accident in the class:**

1. The teacher decides whether to send the child to the principal/secretary or calls for assistance in the classroom, if necessary
2. The teacher writes a report of the accident on an Accident Report Form
3. The principal/secretary administers first aid if necessary
4. Cotton wool, water, plasters and icepack are used as appropriate
5. The principal/deputy principal/teacher makes the decision to call the parents/guardians to bring the child home/to the doctor/hospital or whether to call for an ambulance
6. In cases like this, details of care given to the child must be included in the Incident form and given to the (deputy) principal to sign.

### **Accidents involving staff members**

1. The principal/safety officer must be informed
2. The principal/secretary/teacher provide First Aid to the teacher/staff member
3. The principal decides whether the next of kin needs to be called to bring the teacher home/to the doctor/hospital or whether an ambulance needs to be called
4. The accident is recorded on an accident report form.

### **Recording and Reporting**

There is an incident book in the secretary's office. Incidence report forms are kept in the principal's office. Teachers are asked to fill in these forms and to give them to the principal/deputy principal to sign before they are placed in the incidence folder.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days (weekends included) will be reported to the Health & Safety Authority. Accidents will be reported by filling out the online Accident Report Form from the Health & Safety Authority website ([www.hsa.ie](http://www.hsa.ie)). Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

All records regarding accidents in school are retained in the school for 10 years or until the child has reached their 21<sup>st</sup> birthday.

### **C. Critical Incident Policy**

NEPS Guidelines are followed.

### **D. Exceptional School Closure**

The principal in consultation with the Chairperson of the Board of Management will make the decision to close the school. Each family will be sent an email.

If this happens during school time, the email will be sent indicating why the closure is necessary and providing information regarding collection procedures.

If this should happen outside of school hours, an email will be sent as early as possible.

### **Health Issues**

#### **A. Enrolment**

Parents are requested to inform the school of any illnesses or allergies the child may have when completing the enrolment form. They are also reminded that, should the child's health change during their time in the school, they must inform the school immediately.

The school is not liable if uninformed of any illnesses/allergies. Parents are asked to provide the school with permission to contact a doctor or call an ambulance on the permission form that is completed when the child starts in the school.

### **B. Children with Specific Illnesses/Disabilities**

Enrolment applications for children with specific illnesses/disability are discussed at board level to ensure that the school can make adequate provision for this child.

When a child with a specific illness/disability is accepted, the school requires medical reports/ assessment report or any other reports in order to apply for supports from our local SENO (Special Educational Needs Officer).

All staff are informed about the child's illness or disability. Appropriate training is provided to the class teacher and the rest of the staff if necessary. A photo of the child is placed on the staff noticeboard indicating the child's medical needs as appropriate.

### **C. Administration of Medicine**

No staff member may administer medication without the specific authorisation of the Board.(see Administrations of Medicines Policy)

### **D. Sick Children**

#### **If a pupil feels ill in class:**

1. The teacher can decide if the child is too ill to remain in school.
2. The teachers can seek the principal's opinion if they are unsure.
3. The secretary/principal phones the child's parents/guardians.
4. The parent/guardian/nominee collects the child.
5. The child must be signed out.

### **E. Infectious Disease**

It is the policy of the Board of Management that all infectious diseases shall be notified to the HSE and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms are available at all times with an adequate supply of warm water, soap, handtowels and a facility for the appropriate disposal of waste.

### **F. Head Lice**

1. Parents/Guardians are asked to inform the school if they find head lice in their child's hair.

2. When the school is informed of this, a letter is sent home to parents/guardians detailing what they are and how best to treat them.
3. If there is a reoccurrence, a reminder letter is sent.

### **G. Hygiene**

The caretakers/cleaners are responsible for ensuring that the following are in each room:

- soap
- towel
- hot water
- toilet paper
- refuse bin
- sanitary disposal unit in the staff toilets and in the toilets from 3<sup>rd</sup> to 6<sup>th</sup> Class.
- Monitoring the Defibrillator and batteries

The caretakers/cleaners check that the health and safety resources are appropriate, sufficient and cleaned regularly.

### **H. First Aid**

The first aid box is kept in the Secretary's Office and another in the staffroom. Disposable gloves should be used when administering first aid. The Senior Management will check regularly that there are sufficient supplies. First Aid bags to accompany school teams to matches are kept with the school jerseys. The sport's coordinator ensures that they are fully stocked

### **I. Healthy Lunch**

Nuts and seeds are not allowed in certain classes when there is a child enrolled with a severe nut and seed allergy in that class. Healthy lunches are encouraged in Gaelscoil Uí Fhiaich.

### **J. Smoking**

Staff members, visitors and parents are reminded that smoking is not permitted on school grounds or in the building.

### **K. Broken Glass**

Staff members are asked to report broken glass to the principal so that it may be immediately removed.



## Safety and Welfare Issues

### A. Children

#### 1. Supervision of pupils

##### If a class teacher is absent (and a substitute unavailable)

- The principal will notify the staff of the teacher's absence to prepare them to receive extra pupils
- The class teacher must leave work prepared in advance. Teachers are asked to leave two days extra work in the class in case they are sick, this work is left with an SET who divides the class and hands out work to class.
- The receiving class teacher arranges appropriate seating for the new children spending the day in their class
- The receiving class teacher assumes full responsibility for the additional pupils for the time they are in their class.

##### Travelling to and from the yard

- Each teacher directs their class to the yard at each break time and oversees children go to the correct door at home time
- The children are taught/reminded at the beginning of each school year as to how they should behave when using the stairs.

##### Wet Day Supervision

- Class teachers are responsible for providing worksheets/games etc on wet days
- The teachers on yard duty rota will supervise the classes, walking from class to class

#### 2 Supervision of children before/after school hours

- Children are not permitted to play in the yard before or after school.
- School begins at 9:00am every day. All pupils should be in on time. Parents are responsible for their child(ren) before 8.45am Children gather in their class lines in the hall from 8:45.
- Infants finish at 1.40pm. 1<sup>st</sup>–6<sup>th</sup> classes finish at 2.40pm. The school cannot accept responsibility for the children after these times (except when involved in school tours or after-school activities under a staff member's supervision).

#### 3 Visitors who come to the school

- Appointments should be made before coming to the school, if possible
- Everyone (including parents/guardians) visiting, must meet the secretary or staff member first
- Visitors are not permitted to walk through the school without meeting the secretary or staff member first.

#### 4 Safety on School Campus

The children are taught the Safe Cross Code and road safety as part of the SPHE curriculum.

#### 5. Children leaving school early

The parent/guardian or nominee must call into the office to sign the child out. The secretary/principal will then send a message over the intercom to the teacher. The children will only be released to a nominated contact.

- **Code of Behaviour & Anti-Bullying Policy**

Bullying and inappropriate behaviour are not tolerated in this school. Please refer to our Code of Behaviour & Anti-Bullying Policy.

- **Child Protection**

Schools have an obligation to provide students with the highest possible standard of care in order to promote their well-being and protect them from harm. School personnel are especially well placed to observe changes in behaviour, failure to develop or outward signs of abuse in children. The Staff, the Parents' Association Committee and the Board of Management formulated our Child Protection policy in order to identify how the Child Protection Procedures for Primary and Post-Primary Schools, from the Department of Education & Skills (DES), 2011, Children First 2011, and other Department of Education and Skills (hereafter referred to as the Department) circulars relating to child protection are implemented in Gaelscoil Uí Fhiaich. Please refer to our Child Safeguarding Statement.

- **School Tours**

Staff must follow the School Safety Procedures when arranging school tours or any activity that requires the children to leave the school grounds.

## B. School Staff

### 1. Garda Vetting

As part of the Department of Education's employment regulations, no teacher/staff member will be employed without Garda vetting having been completed. In the case of teachers, Garda vetting is carried out by the Teaching Council. In the case of other staff, Garda vetting is carried out through Archbishop House. Guidelines in relation to vetting as set out in the Department of Education circular 63/2010 are followed.

## 2. Dignity at Work

### (a) Positive Staff Relations

Every staff member has a responsibility to maintain and encourage a positive working and social environment within the school. Where disagreements arise between staff members, every effort will be made to resolve these disagreements, as quickly as is possible, following the structures laid down by the school;

- Informal Communication-
  - Talking together
  - Identifying problem
  - Looking for solution
  - Observing due process
  - Setting realistic goals
  - Keeping records
- Intervention by the principal
- Investigation by the Board of Management

There is more information available in the Board of Management Handbook and the INTO document “Working Together”.

### (b) Bullying/Sexual Harassment

Bullying and inappropriate behaviour are not tolerated in this school. (See our Policy)

### (c) Stress

Workplace stress arises when the demands on a person exceed the capacity to meet them. If a staff member feels under stress due to demands that exceed their capacity to meet them, the following are available:

- An Employee Assistance Programme is available for the School Teachers and principal through the INTO
- Regular revision of Middle Management workload to provide fair division of the work
- BOM ensures fair divisions of its own workload

### (d) Assaults on staff members

When a staff member feels at risk from or threatened by any 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 school staff. The following steps should be followed in the event of an assault:

- The incident should be reported to principal/other colleague immediately
- The details of the incident should be recorded on an incident form kept for this purpose in the workplace. Situations in which members have been intimidated or threatened with physical violence should also be recorded

- Where necessary, immediate medical assistance should be sought
- The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the victim of the assault
- The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board should take place. The Board will notify its legal advisors and its insurance company of the assault.

Where the assault is by a pupil, the matter should be dealt with in accordance with the school's Code of Behaviour and as provided for in Rule 130(5) of the Rules for National Schools.

Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met.

Where an aggressive incident is committed by a parent/guardian, the parent/guardian should be immediately contacted by the principal and requested, verbally and in writing, not to make direct contact with the staff member pending full consideration of the matter by the Board

Applications for leave of absence in relation to a member who has been assaulted should be forwarded to Department of Education and Skills. Each application will be assessed on its merits.

### **3. Training**

The Board of Management undertakes that all necessary training, instruction and information will be made available to each employee to secure their safety and health in the work place. The primary responsibility for this rests with the Board of Management.

There is a commitment by the Board of Management to identify safety training needs, to make that training available and to ensure that school staff is competent in regard the safety procedures.

First Aid training will be made available to all staff members. Training courses on fire prevention and the use of fire-fighting appliances will be made available as appropriate. Fire prevention and evacuation procedures are also included in the induction-training course for new school staff. All staff will be responsible for our evacuation and safety procedures.

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of school staff will assist in this regard.

#### **4. Staff members under medical care**

A staff member who is under medical supervision or on prescribed medication, 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.

#### **5. Drugs and Alcohol**

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.

### **C. Equipment and materials**

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

Machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks by qualified technicians.

#### **2. Chemicals**

All chemicals, photocopier toner, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area. The school staff use these.

#### **3. Heating & Ventilation**

The gas boiler and heating system is serviced and maintained appropriately. There are blinds provided on each window in order that children and teachers do not have to work in direct sunlight.

The windows can be opened easily to provide ventilation. They open a safe distance for children.

#### **4. School Building**

The caretakers are responsible for ensuring that everything in the building is undamaged and in working order. The following items are checked regularly, amongst other things:

- Doors
- Walls
- Lights
- Floors
- Toilets
- Windows
- Electrical Equipment

If they identify any risk or damaged items they inform the principal.

## 5. Lighting

The caretakers are responsible for checking 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.

### Plug, Sockets and Leads

The caretakers are responsible for checking 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 joins and are reasonably free of 'kinks'
- leads are the correct length for the equipment being used
- there are no trailing leads
- leads and flexible cable are securely fixed at both equipment and plug ends.

### Equipment and School Furniture

The caretakers are responsible for checking that:

- fixed and portable electrical equipment is not damaged and, as far as he is 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.

## 6. Computers and ICT Equipment

The advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority will be followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### Risk Assessment

The risk assessment is reviewed at the beginning of each school year by the principal, Board of Management Health and Safety Officer and the Staff Health and Safety Officer.

## Roles and Responsibilities

### Board of Management

The Board will be responsible for:

- Making provision of and maintaining a workplace that is safe
- Managing work activities to ensure the safety, health and welfare of school staff
- Ensuring that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Preparing a safety statement and regularly updating it, particularly when there have been significant changes or when the risk assessment is no longer valid. The Safety Statement will be updated by the Board at the beginning of each school year and will be displayed outside the school office
- Preparing and updating procedures to deal with an emergency situation and communicate these procedures to school staff
- Appointing a competent person to oversee the functions of the Board in relation to Health & Safety
- Making provision of training, including induction and up-to-date information to workers in a format and language that is appropriate
- Reporting serious accidents to the Health and Safety Authority
- Consulting annually with school staff and provide them with information in relation to safety, health and welfare
- Checking that contractors employed by the school have an up to date safety statement (e.g. painters, contract cleaners, bus companies, etc.)
- Provision of secure storage of personal and sensitive data.

### The Board of Management's Health and Safety Officer

Will be responsible for:

- Planned implementation of effective health and safety standards within the school in conjunction and cooperation with the principal
- Requesting from the Board of Management sufficient funds and facilities to enable the Health and Safety Policy to be implemented
- Periodically appraising the effectiveness of the Health and Safety Policy
- Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary
- Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role
- Consulting with the Staff Health and Safety Officer in the preparation of the safety statement, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005

- Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

### **School Staff**

The school staff will undertake:

- Appointing a staff Health and Safety Officer
- Not to engage in improper conduct that will endanger themselves or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- Not to be under the influence of an intoxicant to the extent that they endanger their own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with the principal or other people to ensure that the Health and Safety law is implemented
- To report any dangerous practices or situations to an appropriate person
- Not to interfere or misuse any safety equipment in the school
- To inform the principal if they are suffering from a disease, condition or illness that adds to risks.

### **Staff Safety Representative**

Will be responsible for:

- Representing the staff members in consultation with the principal on matters in relation to health and safety
- Inspecting the place of work on a schedule agreed with the principal or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the health and safety of any person
- Receiving appropriate training
- Investigating accidents and dangerous occurrences
- Investigating complaints made by staff members
- Accompanying an inspector carrying out an inspection of the school, recording any recommendations and report same to the principal/Board of Management
- Making representations to the principal on matters relating to health and safety
- Making representations to and receive information from a Health and Safety inspector
- Liaising with other safety representatives.

### **School Principal**

The principal will be responsible for:

- Planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that health and safety standards are



taken into account in planning, administration and maintenance activities and in organising work generally

- Ensuring that staff members are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements
- Ensuring that personal and sensitive data is stored appropriately
- Requesting from the Board of Management sufficient funds and facilities to enable the Health and Safety policy to be implemented
- Periodically appraising the effectiveness of this policy. Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his/her attention
- Ensuring the implementation and regular updating of an efficient communication procedure so that all Staff are aware of workplace standards and are provided with information on accidents and other safety, health and welfare information
- Ensuring that staff reporting to him/her are supported in enabling them to reach the correct decisions in respect of health and safety matters
- Planning and supervising all work processes in a safe manner and in accordance with the standards set out in this policy
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary
- Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role
- Consulting with all staff in the preparation of the health and safety policy, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005
- Ensuring that all staff are made aware of and accept their specific responsibilities and comply with the school's Health and Safety Policy and the organisation and arrangements for carrying it out
- Ensuring that any contractors working within the school observe reasonable safety considerations, having particular regard for the nature of the school environment where children are present, and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done
- Ensuring in so far as reasonably practicable, equipment and materials purchased by the school are only purchased with the necessary consideration of the standards required and laid down in this policy
- Ensuring that this Health and Safety Policy is available to all staff within the school and appropriate third parties.

### **School Pupils**

The children are responsible for:

- Following school rules and teachers' instructions
- Avoiding any hazard they identify
- Informing teachers of any hazard they identify

- Informing teachers of any incidents of bullying
- Showing respect for staff members, other children and for the school environment.

### Parents/Guardians

Parents/Guardians are responsible for:

- Providing the school with contact details
- Ensuring that these details are kept up-to-date
- Looking after their own child on the school site before the school opens at 8.45am
- Collecting their own child on time in the afternoon
- Avoiding any hazard they identify
- Informing teachers of any hazard they identify
- Informing the school if their child has any special needs/health problem
- Informing teachers of any incidents of bullying that may come to light at home
- Following school instructions (e.g. parking)
- Respect professional boundaries and understand that teachers are entitled to their private lives
- Showing respect for staff members, children and for the school environment.

### Implementation

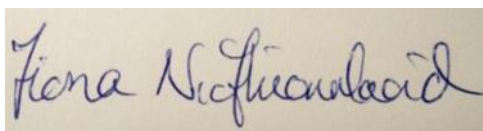
The entire school staff is responsible, under the direction of the Board of Management, for ensuring that this policy is implemented. The principal and staff health and safety representative are responsible for ensuring all staff members understand the policy entirely.

### Success Criteria

Feedback from school staff, parents, pupils, etc to see how the policy is working.

**Ratification** : 17/01/2023

Chairperson:



Principal:

