



Ráiteas Sábháilteachta Ghaelscoil Lios na nÓg

Ullmhaithe ag	Caitlín Nic Niallais, Ionadaí Sláinte Nóirín Ní Chatháin, Leas-Phríomhoide
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Faofa ag	Cormac Chambers, Príomhoide Bord Bainistíochta
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Ráiteas Sábháilteachta Cáipéis 1

1.1 Reamhrá don Ráiteas Sábháilteachta

Tá Gaelscoil Lios na nÓg suite i Raghmallach, Baile Átha Cliath 6. Tá 12 múinteoirí lán-aimseartha, beirt mhúinteoirí páirt aimseartha, beirt CRS, beirt fhoireann oifige agus beirt ghlantóirí. Faoi láthair tá 203 dalta sa scoil. Is minic i rith na bliana go mbíonn daoine fásta, scoláirí agus daltaí meánscoile ag déanamh taithí oibre sa scoil.

Déantar uasdátú ar an ráiteas seo uair sa bhliain.

Dar le Bord Bainistíochta Ghaelscoil Lios na nÓg, tá sláinte agus sábháilteacht mar fheidhm lárnach de bhainistíocht agus feidhmiú na scoile agus aithníonn sé an tábhacht atá leis an Reachtaíocht atá rite san Acht um Sábháilteacht, Sláinte agus Leas ag an Obair, 2005. Sa Ráiteas Sábháilteachta seo tá Polasaí Sábháilteachta Bhord Bainistíochta Ghaelscoil Lios na nÓg leagtha amach, chomh maith leis na modhanna leis an bpolasaí sin a bhaint amach. Tá sé tábhachtach an polasaí seo a leiriú i gcuraimí agus dualgais aonair gach leibhéal bainistíochta agus feidhmithe den scoil. Tá tábhacht ag baint lena chinntiú gur sprioc choiteann í timpistí a sheachaint, ionad oibre sábháilte agus sláintiúil dár gcuid fostaithe agus daltaí uile a chur ar fáil agus a choimeád agus ár gcuid dualgas do bhaill an phobail lena mbímid i dteagmháil leo a chomhlíonadh ar fud Gaelscoil Lios na nÓg, idir Bhord Bainistíochta, Mhúinteoirí agus Fhostaithe eile.

1.2 Rólanna Freagracha

Beidh cóip den Ráiteas Sábháilteachta tugtha do na daoine seo a leanas thíos agus déanfaidh an tlonadaí Sláinte agus Sábháilteachta aon uasdátú a bhíonn gá leis ar an gcaipéis seo.

Ainm	Ról - Teideal
Cormac Chambers	Príomhoide na scoile
Áine Bhreathnach	Oifigeach S & S Bord Bainistíochta
Caitlín Nic Niallais	Ionadaí S & S

Beidh cóip crua den Ráiteas Sábháilteachta ar fáil in oifig an Phríomhoide agus ar an suíomh scoile www.liosnanog.com. Beidh lán fáilte roimh aon duine atá fostaithe sa scoil é a léamh. Tugtar oiliúint do gach múinteoir agus oibrí nua ar an ráiteas Sábháilteachta seo agus an ríthábhacht a bhaineann leis. Meabhraítear don bhfoireann faoin ríthábhacht a bhaineann leis an Ráiteas Sábháilteachta ag an gcéad Chruinniú Foirne i Mí Méan Fómhair.

1.3 Ráiteas Polasaí Sábháilteachta

Is mian le Gaelscoil Lios na nÓg timpeallacht oibre shábháilte agus shláintiúil a chinntiú dár bhfoireann, dár ndaltaí, dár dtuismitheoirí agus dár gcuairteoirí ar fad agus aithnímid an tábhacht atá leis an Reachtaíocht atá rite san Acht um Sábháilteacht, Sláinte agus Leas ag an Obair, 2005. Leagann an Ráiteas Sábháilteachta seo amach cén polasaí agus cén cur chuige atá againn. Braitheann a fheabhas agus conas a éireoidh linn ar an gcomhoibriú a thugann sibh. Mar sin, tá sé ríthabachtach go léifidh sibh an cháipéis seo go cúramach agus go dtuigfidh sibh an ról gur féidir libh a bheith agaibh i sláinte agus sábháilteacht ár scoile.

Glacann an Bord Bainistíochta leis go mbeidh gach fostaí freagrach go dleathúil as a sábháilteacht, sláinte agus a leas féin a fheabhsú agus a chaomhnú san ionad oibre, chomh maith le bheith freagrach as iompar nach gcuirfeadh a sábháilteacht, a sláinte agus a leas féin nó comhionann a gcomhpháirtithe i gcontúirt. Tá an fhreagracht ar fhoireann iomlán Ghaelscoil Lios na nÓg laistigh dá réimsí féin maidir le cur i bhfeidhm an pholasaí i dtaca le timpeallacht oibre shábháilte agus shláintiúil agus maidir le cur i bhfeidhm na gcleachtas cuí maidir le sábháilteacht.

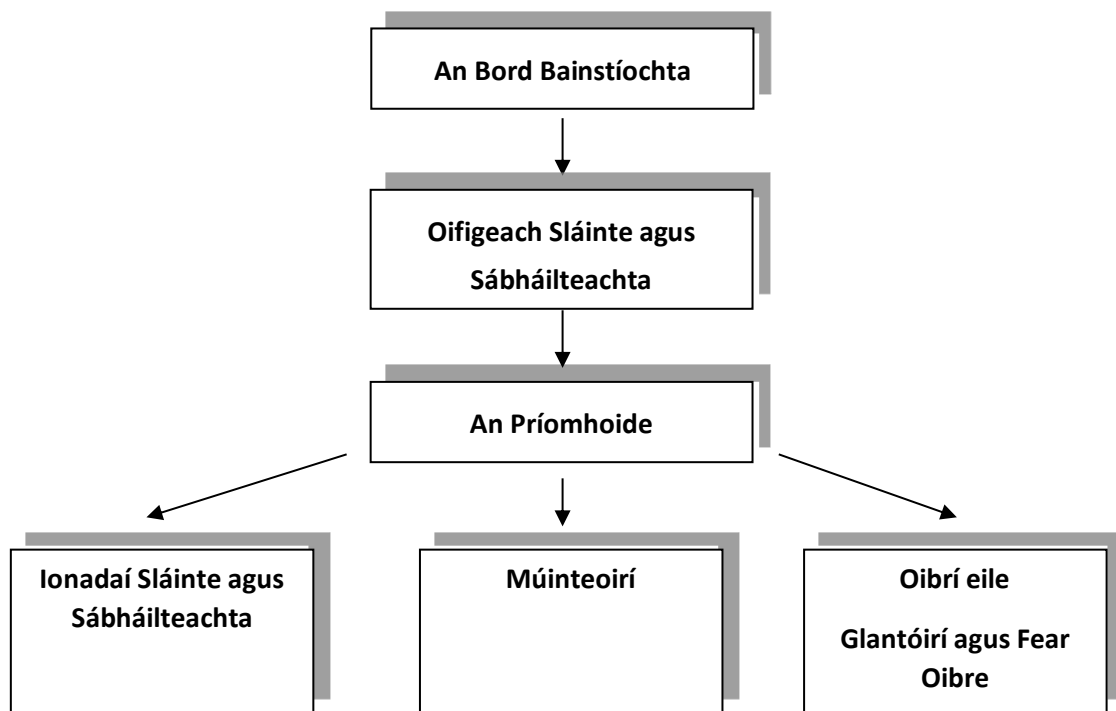
Tabharfaidh an Bord Bainistíochta faoi iniúchadh sábháilteachta a dhéanamh gach bliain agus cuirfear tuairisc ar fáil don bhfoireann. Déanfar iniúchadh/cigireacht sábháilteachta níos minice má iarrann an fhoireann nó an Bord Bainistíochta é.

Cinntoidh an Bord Bainistíochta go bhfuil timpeallacht oibre shábháilte ann do gach ball foirne, gach dalta, conthraitheoirí agus cuairteoirí. Go háirithe, déanfaidh Bord Bainistíochta Gaelscoil Lios na nÓg:

- An tábhacht agus an luach atá le cúrsaí S & S foireann na scoile a thaispeáint agus a léiriú.
- A chinntiú go ndéanfar comhordú ar an oideachas agus ar an oiliúint chuí agus go n-úsáidfear na hachmhainní tí agus na hachmhainní seachtracha cuí.
- Léirmheas agus iniúchadh/cigireacht rialta a dhéanamh ar na cleachtais sábháilteacha scoile agus na modhanna oibre.
- Dea-shampla a léiriú agus gach timpiste agus drochtharlúint a fhiosrú agus a chinntiú go bhfuil scéala cuí tugtha go reachtúil.
- A chinntiú go bhfuil cóip den Ráiteas Sábháilteachta ag gach fostaí agus go bhfuil eolas acu faoina bhfuil ann.

Meabhraítear dúinn go mbeidh gach fostaí freagrach go dleathúil faoin Acht um Sábháilteacht, Sláinte agus Leas ag an Obair, 2005, as a sábháilteacht, sláinte agus a leas féin san ionad oibre, chomh maith le bheith freagrach as iompar a d'fhéadfadh a gcomhpháirtithe a chur i gcontúirt. Tá sé de dhualgas ar gach fostaí aon bhaol nó aon locht sna modhanna oibre, córas oibre, structúir nó fearais a thuairisciú don mBord Bainistíochta agus deis a thabhairt dóibh an scéal a réiteach.

1.4 Struchtúr Bainistiú Sláinte agus Sabháilteachta



1.5 Dualgaisí Foirne

1.5 i Bord Bainistíochta

Tá freagracht ar Bhord Bainistíochta Gaelscoil Lios na nÓg lena chinntiú go gcomhlíonann an scoil le Rialacháin Sláinte agus Sábháilteachta, reachtaíocht agus dea-chleachtas. Bíonn cruinnithe rialta ag an mBord Bainistíochta chun cúrsaí S & S a phlé. Go háirithe, déanfaidh siad:

- Oifigeach S & S a cheapadh taobh istigh den mBord Bainistíochta.
- Ionadaí S & S a cheapadh ón bhfoireann scoile.
- Tacaíocht leanúnach a thabhairt don bPríomhoide i mbainistiú laethúil na scoile.
- Tacaíocht a thabhairt don Ionadaí S & S, don bPríomhoide, don Leas-Phríomhoide agus gach ball foirne.
- Suim a léiriú agus a chinntiú go bhfuil an struchtúr eagraíochtúil i bhfeidhm le sláinte agus sábháilteacht a bhainistiú.

- Príomhriachtanais na reachtaíochta a thuiscint.
- Dóthain acmhainní agus áiseanna a chur ar fáil chun an Ráiteas Sábháilteachta seo a chur i bhfeidhm.
- Dea-shampla a thabhairt, tríd an bhfearas cosanta pearsanta riachtanach uile a chaitheamh, áit a bhfuil sé riachtanach de réir Pholasaí Sábháilteachta na scoile.
- A chinntiú go bhfuil an fhoireann ar an eolas faoi na rialacha agus nósanna imeachta maidir le Sláinte agus Sábháilteacht.
- Comhairle a ghlacadh ón Oifigeach Sábháilteachta maidir leis na hathruithe ar Pholasaí Sábháilteachta na Scoile, trealamh a cheannach, oiliúint um shábháilteacht a chur ar fáil agus córais oibre shábháilte a chur i bhfeidhm.

1.5 ii An tOifigeach Sláinte agus Sábháilteachta ar an mBord Bainistíochta, Príomhoide, Leas-Phríomhoide

Tá an tOifigeach Sábháilteachta, atá ceaptha ar an mBord Bainistíochta, freagrach as comhairle a chur agus monatóireacht a dhéanamh ar Pholasaí Sábháilteachta na Scoile. Is iad seo a leanas príomhchúraimí an tOifigeach S & S:

- A chinntiú go gcuirtear polasaithe agus nósanna imeachta sábháilteachta scoile i bhfeidhm agus maoirseacht a dhéanamh orthu, **bunaithe ar Ghuaiseacha/Bhaoil a aithint agus ar Mheasúnuithe Rioscaí**. Déanfar é seo i gcomhar leis an mBord, an Príomhoide agus Foireann na Scoile.
- An Bord Bainistíochta a chur ar an eolas maidir le gníomhartha atá le déanamh le priacail/baoil cheirde a laghdú.
- Na rólanna freagrachta a dháileadh agus a chinntiú go bhfuil na dualgaisí sóiléir agus intuigthe.
- Monatóireacht a dhéanamh ar fhearas tine go rialta (scrúdú bliaintúil ar mhuctóirí doiteáin) agus aon fhearas lochtach a dheisiú.
- Comhairle agus cabhair a fháil ón Údarás Sláinte agus Sábháilteachta nó ó dhuine cumasach go himmheánach nó go seachtrach más gá, chun cuidiú le hiniúchadh a dhéanamh ar chúrsaí sábháilteachta agus le comhairle a chur ina dtaobh.
- Ionchur a bheith aige/aici i riachtanais oiliúna na bhfostaithe.
- A chinntiú go bhfuil Maor Dóiteáin ceaptha – fostaí ar gach leibhéal, bun an tí, an príomhurlár agus barr an tí.
- A chinntiú go bhfuil Garchabhair leanúnach ar fáil sa scoil.
- A chinntiú go bhfuil cóip crua den Ráiteas Sábháilteachta ar fáil in oifig an Phríomhoide agus ar an suíomh scoile www.liosnanog.com.
- **Cóip den Ráiteas Sábháilteachta de Chomhlacht an Conraitheora a fháil ó aon oibritheoirí seachtracha.**

1.5 iii Na Múinteoirí/Fostaithe

Tá fostaithe freagrach as a gcuid sláinte agus sábháilteachta féin chomh maith le daoine eile, a bhféadfaí cur isteach orthu lena gcuid gníomhartha, agus as a bheith comhoibríoch i gcónaí ar chúrsaí sláinte agus sábháilteachta. Ba chóir dóibh go háirithe na nithe seo a leanas a dhéanamh:

- Suim leanúnach a léiriú i gcúrsaí S & S i dtimpeallacht na scoile.
- A chinntiú go bhfuil na Rialacha Sláinte agus Sábháilteachta cleachtaithe, ar eolas agus intuigthe ag gach ball foirne agus ag gach dalta.
- Tá sé de dhualgas ar fhostaithe gníomhaíochtaí a phleanáil agus a chur i gcrích ar bhonn sábháilte agus le laghdú priacail.
- Tá sé de dhualgas ar fhostaithe a bhaineann úsáid as áiseanna agus trealamh atá curtha ar fáil dóibh a chinntiú go bhfuil na cleachtais oibre curtha i bhfeidhm chomh sábháilte agus is féidir.
- **Úsáid ceart agus cóir** a bhaint as fearas, éadaí cosanta, áis, trealamh nó rud ar bith eile atá oiriúnach a chuirtear ar fáil chun iad féin nó daoine eile a chosaint.
- Bealaí a mholadh le guaiseacha/priacail a laghdú.
- Rabhadh a thabhairt d'fhostaithe nua maidir le guaiseacha aitheanta.
- A bheith rannpháirteach i seisiúin oiliúna atá eagraithe don bhfoireann.

1.5 iv An tIonadaí Sláinte agus Sábháilteachta

Ta an tIonadaí S & S freagrach as cúrsaí Sláinte, Sábháilteachta agus Leasa a chomhordú ag an Obair de réir Ráiteas Sábháilteachta na scoile. Ba chóir don Ionadaí Sábháilteachta:

- Imscrúdú agus cigireacht a dhéanamh ar thimpeallacht agus shuíomh na scoile go bliaintiúil.
- Druil tine a éagrú agus a chur i gcrích uair sa téarma.
- A chinntiú go bhfuil soláthar maith Garchabhrach ar fáil in oifig na scoile agus mála Garchabhrach taistil ar fáil do thurasanna scoile/traenáil spóirt.
- Aon timpiste a tharlaíonn don bhfostaí, is cuma cé chomh beag, a thuairisciú, a imscrúdú agus a réiteach nuair is gá.
- Caithfear **an fhoirm IR1** a chomhlíonadh ar líne www.hsa.ie **má bhíonn an fostaí as láthair ón ionad oibre ar feadh 3 lá leanúnach nó níos faide tar éis don timpiste tarlú san ionad oibre.**
- Athbhreithniú a dhéanamh ar an Ráiteas Sábháilteachta agus Measúnú Riosca/Baol nuair is gá agus aon athruithe a chur i gcrích.
- Tuairisc a thabhairt don Oifigeach ar an mBord Bainistíochta láithreach, má bhíonn aon chúis imní maidir le S & S sa scoil.
- Comhoibriú leis an Oifigeach Sábháilteachta, leis na Cigirí agus leis an bhfoireann árachais in **imscrúdú ar bith a dhéantar ar thimpiste.**
- Feasacht shábháilteachta a chothú san ionad oibre, cleachtais oibre shábháilte a chur

chun cinn agus eolas agus comhairle a chur ar fáil maidir le sábháilteacht agus sláinte don bhfoireann ar fad.

- Saineolas a bheith aige/aici ar nósanna imeachta éigeandála i gcás timpistí nó dóiteáin agus a chinntiú go ndéantar agus go leantar iad.

1.5.v Na Fostaithe go Léir (Múinteoirí/Cúntóirí Ranga/Rúnaí/Glatóirí srl

Tá an fhreagracht ar fhoireann iomlán Ghaelscoil Lios na nÓg, laistigh dá réimsí féin, comhoibriú leis an mBainistíocht maidir le cur i bhfeidhm an Ráiteas Sábháilteachta seo. **Caithfidh gach fostaí a thuiscint gur straitéis foirne í an Sábháilteacht.** Tabharfaidh gach fostaí tacaíocht agus comhoibriú don mBord Bainistíochta chun timpeallacht slán sábháilte a chrúthú do gach fostaí agus oibrí. Cuirfear gach timpiste, dainséar, cúiseanna buairt in iúl don Ionadaí S & S ar an bhfoireann.

Tá gach fostaí freagrach go dleathúil faoi Rannóg 13, san Acht um Sábháilteacht, Sláinte agus Leas ag an Obair 2005 as a sábháilteacht, sláinte agus a leas féin san ionad oibre. Léiríonn an Bainistíocht dea-chleachtais sna modhanna oibre agus nósanna imeachta go leanúnach.

1.6 **Acmhainní agus Leas**

Seo a leanas na Socruithe Acmhainní agus Leasa:

- Déanfaidh an tOifigeach S & S ón mBord Bainistíochta, le cabhair ón bPríomhoide agus an tIonadaí S & S, forbairt ar chláracha oiriúnacha S & S, iniúchadh, cláracha cothabhála agus gníomhaíochtaí traenála.
- Na fostaithe uile a chur ar an eolas maidir le na gcúraimí agus dualgais faoin reachtaíocht reatha.
- Tá oiliúint faighte ag roinnt múinteoirí i gcúrsaí Garchabhrach.
- Tá mála Garchabhrach ar fáil in oifig na scoile (príomhurlár na scoile) má bhíonn aon timpiste.
- Tá cosc iomlán ar chaitheamh tobac i zón na scoile.
- Tá múchtóirí tine lonnaithe timpeall na scoile ar gach urlár. Tá an fearas seo roghnaithe agus suite de réir baol tine.
- Tá comharthaí timpeall na scoile chun treoracha a thabhairt agus bealaí éalaith, e múchtóirí tine agus cuaiseacha a thaispeáint
- Cuireann Gaelscoil Lios na nÓg áiseanna leasa i bhfeidhm agus seo a leanas an fhoireann atá á reachtáil:

Teagmháil leis na Comhlachtaí Árachais - Duine freagrach: An tOifigeach S & S ar an mBord Bainistíochta

Soláthar don mbosca Garchabhrach - Duine Freagrach: Caitlín Nic Niallais

Timpistí a chur in iúl don bPríomhoide - Duine Freagrach: Gach múinteoir

Soláthar agus scrúdú fearais tine/cothabhála an Clár Tine (Fire Register) -

Duine Freagrach: Príomh Oifigeach Dóiteáin (duine seachtrach)

Iniúchadh agus bainistiú ar aon eachtraí liomhainntí, ciapadh, nó bulaíochta san ionad oibre - Duine Freagrach: An Bord Bainistíochta

Soláthar de fhearais (cosanta) pearsanta atá in oiriúint agus sásúil - Duine Freagrach (na glantóirí) – Alma agus Gormlaith

1.7 Oiliúint S & S

Cúrsa	Le déanamh ag
Oiliúint S & S	Gach oibrí nua
Láimhsiú	Feighlí Tí/Glantóirí
Maor Dóiteáin/Úsáid agus tuiscint na Múchtóirí Dóiteáin	Múinteoirí Ranga
Oiliúint Druil Tine	Gach oibrí
Oiliúint Garchabhrach	Beirt roghnaithe

1.8 Dul i gComhairle le Fostaí

De réir an Achta 2005 faoi Rannóg 25 agus 26, tá dualgas ar gach fostóir dul i gcomhairle le gach fostaí faoi cursaí S & S. Tá sé mar pholasaí ag Gaelscoil Lios na nÓg dul i gcomhairle lena bhfostaithe chun straitéisí comhaontaithe foirne a spreagadh ar mhaithe le cursaí S & S agus iad a chur i bhfeidhm trí chumarsáid rialta.

Tá sé de dhualgas ar an Oifigeach S & S ar an mBord Bainistíochta dul i gcomhairle le agus eolas cuí a thabhairt don bhfoireann oibre ar gach gné a bhaineann le S & S. Beidh seans ag gach fostaí aon bhuairt i leith S & S a phlé ag cruinnithe foirne. Chomh maith leis sin, beidh an tIonadaí S & S i dteagmháil rialta le gach fostaí. Tabharfar aon ghnó práinneach os comhair an Bhoird Bhainistíochta láithreach.

1.9 Polasaí Smachta Cuairteoirí agus Conraitheoirí

1.9 i Polasaí Smachta Cuairteoirí

‘Séard is cuairteoir ann ná aon duine a leagann cos thar gheata na scoile le haghaidh cruinnithe nó chun bualadh le foireann nó bainistíocht na scoile (daoine ag dul faoi agallamh san áireamh).

- Ní bheidh cead ag an gcuairteoir aon obair a dhéanamh le daltaí gan baill foirne in éineacht leis/léi don chuairt ar fad.
- Cloífidh an cuairteoir le fógraí sabhálteachta agus comharthaí rabhaidh áit a bhfuil said curtha suas agus ní leagfaidh said lámh ar aon fhearas ná aon ábhar contúirteach.
- I gcás tine, nó druil tine, rachaidh an cuairteoir in éineacht leis an mball foirne go dtí an pointe tionóil (Clós Scoil Bhríde).
- Má tharlaíonn aon timpiste do chuariteoir, is cuma cé chomh beag, líonfar isteach an Fhoirm Thuairisce ar thimpistí.

1.9 ii Polasaí Smachta Conraitheoirí

‘Seard is conraitheoir ann ná aon duine a dhéanann obair sa scoil. Beidh an duine nó na daoine seo ag obair go neamhspléach ar shuíomh na scoile, gan aon ball foirne in éineacht leo. Bíonn cumarsáid agus comhairle de dhíth chun gach conraitheoir agus cuairteoir a chur ar an eolas faoi nósanna imeachta na scoile agus sláinte agus sábháilteacht a chinntiú.

Tá sé de dhualgas ar gach Conraitheoir an t-eolas seo a leanas a chur ar fáil don bPríomhoide:

- Cóip den Deimhniú (Teastas) Árachais Dliteanais Phoiblí
- Cóip den Raitéas Sábháilteachta de Comhlacht an Chonraitheora
- An Príomhoide a chur ar an eolas faoi aon phróiseas ar bith nó úsáid ábhair a d’fhéadfadh Sláinte nó Sábháilteacht a chur i gcontúirt le linn na hoibre

1.10 **Polasaí Imeachta Eigeandála**

1.10 i Polasaí Imeachta Éigeandála

Tá polasaí imeachta eigeandála curtha le chéile ag Gaelscoil Lios na nÓg a chluoidh gach gné agus gach feidhmiú den lá scoile. Toisc go bhfuil gach eachtra uathúil agus éagsúil, leanfar na nósanna imeachta seo a leanas. An eigeandáil is mó a d’fhéadfadh tarlú ná tine. Tá “nós imeachta i gcás tine” leagtha amach ionas go mbeidh an fhoireann ar fad ag obair don sprioc céanna i gcás eigeandála nó tine eile.

Tarlaíonn druil tine uair gach téarma. Coiméadtar cuntas ar gach druil. Ceannaire i gcás éigeandála (Príomhoide) - Glacfaidh an ceannaire seo freagracht agus smacht i leith aon eigeandáil go dtí go dtagann na Seirbhísí Eigeandála. Leas-Cheannaire i gcás éigeandála (Leas-Phríomhoide) - Muna bhfuil an Príomhoide i láthair, glacfaidh an Leas-Phríomhoide freagracht agus smacht i leith aon eigeandáil go dtí go dtagann na Seirbhísí Eigeandála.

Nós imeachta i gcás tine - I gcás tine, tá pointí aláirim ar gach urlár (féach léarscáil na mbealaí éalaithe atá ar crochadh sna seomraí).

Seo é an Gnáthamh Druile (Tine) Nuair a Chloistear an tAláram:

Páistí

1. Ciúnas iomlán agus cuir síos gach rud
2. Seas suas agus cathaoireacha isteach
3. Siúl isteach sa líne
4. Siúl amach go ciúin i líne shingil le méar ar do bhéal agus seas i do líne i gclós Scoil Bhríde
5. Úsáidfeair na bealaí éalaithe thíos chun an scoil a fhágáil (féach cód thall).

Múinteoirí

1. DÚN AN DORAS AGUS FUINNEOGA I DO RANG AGUS FÁG LÁITHREACH
2. Múinteoir rang a 6 (**Maor Dóiteáin**) freagrach as na leithris agus an seomra foirne ar bharr an tí a sheiceáil
3. An Rúnaí/Príomhoide (**Maor Dóiteáin**) freagrach as na leithris ar an bpríomhurlár
4. Gach múinteoir freagrach as na leithris ina seomraí ranga féin i mbun an tí (agus rang a 1 ar an bpríomhurlár). **Caitlín Nic Niallais an tIonadaí S & S** i mbun an tí
5. Tabhair leat do liosta ranga
6. Má tá rang sa halla nó sa leabharlann, téann said amach an doras éalaithe is giorra dóibh
7. Má tá páistí ag obair leis an múinteoir tacaíochta foghlama/acmhainne, téann siad amach leis an múinteoir sin ach seasann siad ina línte ranga taobh amuigh do ghlaoch an Rolla
8. Cuirtear beirt ar theachtaireacht i gconáí agus téann said amach an doras éalaithe is giorra dóibh
9. Tógfaidh an Príomhoide agus Maor Dóiteáin ar gach urlár **fón soghluaiste** leo
10. Ná tabhair cead d'aon pháiste dul ar ais i gcomhair málaí, cótaí agus araile
11. Tuairisc don Ionadaí Sábháilteachta agus an Príomhoide faoi aon phriacail más ann dóibh
12. Ná fág Clós Bhríde go mbíonn an Rolla glaoite ag gach múinteoir
13. Déanfar cinneadh i gClós Bhríde faoin gcéad chéim éile

Na Bealaí Éalaithe do Gach Seomra

Bealach A = Staighre nua ar an dtaobh

Bealach B = An Príomhdhoras

Bealach C = Amach ar chúl

Úsáid na bealaí éalaithe seo thíos agus tú ag fágaint na scoile. Úsáid an chéad bhealach mar an chéad rogha, agus i gcás nach bhfuil sé sábháilte é a úsáid, roghnaigh bealach a 2, le do thoil.

An Naíonra	Bealach C nó B
Naíonáin Bheaga	Bealach A1 nó A2
Naíonáin Mhóra	Bealach B nó A
Rang 1	Bealach A nó B
Rang 2	Bealach B nó C
Rang 3	Bealach B nó A
Rang 4	Bealach A nó B
Rang 5	Bealach A nó B
Rang 6	Bealach A nó B
An Halla	Bealach C nó A
An Leabharlann	Bealach A nó B
Seomra Tacaíochta	Bealach A nó B
Seomra Acmhainne	Bealach A nó B
Seomra Foirne	Bealach B nó A
An Oifig	Bealach B nó A

1.10 ii Scrúduithe Reachtúla ar Fhearas Tine Éigeandála

De réir riachtanais reachtúil, caithfear scrúduithe agus iniúchadh rialta a chur i gcrích. Cóiméadfar torthaí na scrúdaithe reachtúla seo leis an Ráiteás Sábháilteachta san oifig.

Scrúdú agus Iniúchadh

Fearais Dóiteáin

Aláram Tine

Minicíocht

Go bliantúil

Go bliantúil

Cigire

Conraitheoir seachtrach

Conraitheoir seachtrach

1.10 iii Uimhreacha Éigeandála

Seirbhís	Uimhir Theileafóin
Briogáid Doiteáin	112 nó 999
Ospidéal	112 nó 999
Otharcharr	112 nó 999
Garda Síochána Ráthmaoinis	01 6666700
Cormac Chambers (Príomhoide)	087 2153842
Nóirín Ní Chatháin	087 2893870
Róisín Ní Ghuidhir (Cathaoirleach)	087 2780913
Dr. Nikrow, Ascaill Dunville	01 4971747
Dr. Micheál Ó Tighearnaigh	086 2509142/ 01 4973917 (Cambridge Clinic)
Aláram Rabhadh Bréige	Top Security 01 4507777 (Cullenswood House) Pas fhocal
Dónal Ó hAnnáin	087 7787577

1.11 Polasaí Imscrúdú agus Tuairisciú ar Thimpiste1.11 i Polasaí Imscrúdú agus Tuairisciú ar Thimpiste

Caithfear gach timpiste a thuairisciú don Ionadaí S & S, agus í a chlárú sa Leabhar Timpiste ar an lá sin, is cuma cé chomh beag a bhíonn sí. **Ní mór don bPríomhoide/Ionadaí S & S gach timpiste dhainséarach agus dhairíre a chur in iúl don Údarás S & S www.hsa.ie agus an fhoirm IR1 nó IR3 a chomhlíonadh. Caithfear an fhoirm IR1 a chomhlíonadh má bhíonn an duine as láthair ón ionad oibre ar feadh 3 lá leanúnach nó níos faide tar éis don timpiste tarlú san ionad oibre. (Féach Uirlis a 5)**

1.11 ii Nós Imeachta Imscrúdú agus Tuairisciú ar Thimpiste

Téann an tIonadaí S & S/Príomhoide/Leas-Príomhoide chuig an timpiste láithreach tar éis

dóibh fógra a fháil faoin timpiste. Bíonn Leabhar na dTimpistí acu chun na sonraí a chlárú. Bíonn an Leabhar seo san oifig i gcónaí.

- Ba cheart don múinteoir/duine atá ar dualgas a chinntiú go bhfuil an Garchabhair ceart tugtha agus go bhfuil cabhair agus cúnamh faighte más gá (dochtúir nó otharcharr).
- Úsáidtear ceamara más gá chun grianghrafanna a ghlacadh do suíomh na timpiste.
- Scríobhann an Múinteoir atá ar dualgas tuairisc ar an timpiste sa Leabhar Timpistí. Ba cheart gach timpiste a thaifeadadh mar is ceart agus an chúis nó aon bhuairt a aithint chun aon timpiste amach anseo a sheachaint.

1.12 Polasaí Oscailte agus Dúnta na scoile

Maoirseacht ar Dhaltaí Roimh agus i nDiaidh Scoile

Am oscailte na scoile - Beidh an scoil ar oscailt ar 8.30 r.n. le daltaí a ghlacadh isteach. Tosaíonn an fhreagracht ar údaráis na scoile do na daltaí ag an am oscailte seo. Tosaíonn an lá scoile ar 8.30 r.n. gach lá. Táthar ag súil go mbeidh na daltaí ann in am agus go mbaileoidh siad sa chlós sula dtosaíonn an scoil.

Tionól - De ghnáth bíonn an tionól ar siúl sa chlós. Muna bhfuil an aimsir oiriúnach, bíonn an tionól ar siúl sa halla. Muna bhfuil an páiste ar scoil in am don tionól, caithfidh tuismitheoir/feighlí an páiste a thabhairt go doras an tseomra ranga agus a chinntiú go bhfuil an páiste faoi mhairseacht ball foirne sula bhfágfar an é/í. Déanann an Bord Bainistíochta iarracht maoirseacht a chur ar fáil deich nóiméad sula dtosaíonn an tionól i.e. ó 8.20 ar maidin. Má tá múinteoir i mbun maoirseachta sa chlós (nó maidin bháistí sa halla) is féidir le tuismitheoir/feighlí an páiste a fhágáil faoi mhairseacht an mhúinteora sin. **Muna bhfuil múinteoir i mbun maoirseachta sa chlós/halla, níl cead páiste a fhágáil gan mhairseacht.**

Am dul abhaile - Críochnaíonn an lá scoile ar 2.10 i.n. (1.10 i.n. do na ranganna naíonán). Ní ghlacann údaráis na scoile freagracht as na daltaí i ndiaidh an ama seo (ach amháin sa chás ina bhfuil daltaí rannpháirteach i ngníomhaíochtaí faoi threoir mhúinteoirí na scoile (e.g. turais scoile, spóirt srl).

Bíonn gach rang faoi chúram an mhúinteora ranga agus téann na páistí leis/léi go dtí an clós ag 2.10 i.n. Fanann an múinteoir ranga sa chlós go 2.20 nó mar sin agus má tá aon pháiste fágtha gan bhailiú ag an am sin, tugtar an páiste go hoifig an Phríomhoide, an áit a mbíonn sé/sí faoi chúram ball foirne go dtí go mbailítear é/í.

Dúnadh luath - Roinnt laethanta i rith na bliana, dúnann an scoil luath agus tugtar fógra faoi

sin roimh ré. Leantar an córas bailiú páistí thuas ar na laethanta seo, ach ag am níos luaithe.

Dúnadh i gcás éigeandála – Riail 60 do Bhunscoileanna. Tá cead scoil a dhúnadh de bharr easpa seirbhísí, msh uisce, leictreachas. Ní mór fógra réasúnta a thabhairt do na tuismitheoirí más féidir. (Féach Polasaí Dúnadh Eigeandála)

Cuireann an glantóir Alma an scoil faoi ghlas ag 5.15 gach tráthnóna. Muna mbíonn an glantóir ar fáil, tugtar an dualgas do bhall foirne eile nó do thuismitheoir go bhfuil cóip d'eochara na scoile acu.

Nuair a bhíonn cead isteach ag teastáil ó leictreoirí/phluiméirí, socraíonn an Príomhoide, Cormac Chambers, oscailt na scoile dóibh. Tá eochara scoile ag roinnt baill foirne agus ag tuismitheoirí. Tá cead isteach acu sa scoil chun obair a dhéanamh más gá.

Coiméadaí eochara – Cormac Chambers, Nóirín Ní Chatháin, Síle Ní Bheaglaioich, Ger Cole.

1.13 Polasaí Cleachtais agus Cógas a Thabhairt

- Ní mór do thuismitheoirí an dalta an scoil a chur ar an eolas má tá aon ailléirge, tinneas nó leigheas ag an dalta (Foirm Shláinte). Ba chóir go mbeadh treoracha scríofa don nós imeachta atá le leanúint agus an cógas á thabhairt san iarratas seo. Ní mór cead an Bhoird a bheith ag an dtuismitheoir chun seo a dhéanamh (Féach Polasaí um Riaraidh Cógais Leighis).
- **Níor chóir do bhall foirne cógas a thabhairt gan cead ón mBord Bainistíochta.**
- Ní féidir iarraidh ar bhall foirne cógas a thabhairt in aghaidh a t(h)ola.
- Iarrtar ar thuismitheoirí daltaí diaibéiteacha an nós imeachta céanna a leanúint. Tá cúram ar an dtuismitheoir a chinntiú go bhfuil an bia/deoch atá de dhíth ar an bpáiste ag an múinteoir ranga. Ní mór don mball foirne a chur in iúl don dtuismitheoir má bhíonn athrú ar bith sa ghnáth lá scoile e.g. turas scoile, snámh, lúthchleasaíocht, corp oideachais, turas chuig eaglais srl.
- Iarrtar ar thuismitheoirí daltaí le ailléirge cnónna an nós imeachta céanna a leanúint. Tá cúram ar an dtuismitheoir a chinntiú go bhfuil an anapen agus an leigheas ceart atá de dhíth ar an bpáiste ag an múinteoir ranga.
- **Má bhíonn aon easaontas idir treoracha an tuismitheora agus aon treoracha a bheidh scríofa ar an mbuidéal nó ar an mbosca in a bhfuil an chóir leighis, ní thabharfaidh an múinteoir nó aon bhall foirne eile an leigheas don bpáiste, agus cuirfear sin in iúl don dtuismitheoir.**
- Agus cógas á thabhairt do dhalta, le cead ón mBord Bainistíochta, ba chóir don mball foirne caighdeán an chúraim atá ag tuismitheoir a leanúint go ciallmhar agus go stuama agus b'fhéarr dá mbéidis in éineacht le ball foirne eile.
- Sa chás go mbíonn páiste tinn agus go dteipeann ar fhoireann na scoile teacht ar an

dtuismitheoir/gcaomhnóir faoi mar atá ar an bhfoirm éigeandála, is é polasaí an Bhoird Bhainistíochta go ndéanfaidh foireann teagaisc na scoile pé socrú a mhothaíonn siad a bheith riachtanach chun sláinte an pháiste a chosaint i.e é/í a thabhairt chuig dochtúir nó ospidéal, nó pé socrú eile a mhothaíonn an fhoireann a bheith riachtanach sna cúinsí faoi leith.

- Caithfear gach cógas, druga srl, a choinneáil i **gcaibinéad cógais ceart**, in áit shábháilte sa chás gur féidir á a bheith faoi ghlas. Ní mór don mBord Bainistíochta árachóirí na scoile a chur ar an eolas dá réir sin. Ní mór don mBord Bainistíochta slánaíocht a lorg ó na tuismitheoirí i leith dliteanas ar bith a d'fhéadfadh eascairt as an gcógas a thabhairt.
- **Páiste ag filleadh faoi chúram dochtúra**
Ní mór teastas dochtúra a chur ar fáil ag ceadú filleadh chun na scoile agus an scoil a chur ar an eolas faoi coinníollacha dá réir. Caithfidh an scoil moltaí agus coinníollacha an dochtúra a chur i bhfeidhm maidir le sláinte agus sábháilteacht an linbh agus na scoile.

1.14 Polasaí Bulaíochta agus Ciaptha

Polasaí maidir le Frithbhulaíocht agus Frithchiapadh

- Aithníonn Bord Bainistíochta Gaelscoil Lios na nÓg go bhfuil sé de cheart ag gach fostaí ionad oibre a bheith aige/aici atá saor ó aon chineál ciaptha nó bulaíochta agus tá sé tiomanta go hiomlán lena chinntiú go bhfuil gach fostaí in ann an ceart sin a bhaint amach.
- Tá freagracht ar gach fostaí lena chinntiú go bhfuil ionad oibre saor ó aon chineál ciaptha agus bulaíochta do gach fostaí eile agus a bheith ar an eolas faoin bpolasaí seo. Le go n-éireoidh leis an bpolasaí seo, tá comhoibriú agus tuiscint gach fostaí de dhíth.
- Ní ghlacfaidh Bord Bainistíochta Lios na nÓg le haon chineál bulaíochta ná ciaptha laistigh den lucht oibre. Déanfar gach eachtra maidir le bulaíocht agus nó ciapadh a thuairiscítear a imscrúdú go lánchúramach.
- Aithníonn said freisin go bhfuil seans ann gur féidir le heasaontas tarlú idir baill foirne, idir baill foirne agus fostaithe nó cuairteoirí eile.
- **Déantar gach iarracht deacrachtaí a réiteach chomh luath agus is féidir agus laistigh de struchtúir na scoile.**
- Ní ghlacfar leis na cineálacha ciaptha agus bulaíochta seo a leanas mar atá clúdaithe ag an Acht um Chomhionannas Fostaíochta 1998 agus ag an Acht um Stádas Comhionann 2000:

Tagairtí ciníocha

Drochíde ó bhéal

Tagairtí scríofa

Mí-úsáid chorportha
Gnéaschiapadh
Imeaglú
Roghnú éagcothrom tascanna

- Na cleachtais chun gearán a dhéanamh - Moltar do gach baill foirne, an Phríomhoide, Leas-phríomhoide nó aon bhall foirne eile atá muinín aige/aici ann (agus a bheadh freagrach as a chinntiú an fhadhb a réiteach) a chur ar an eolas faoi aon chinéal bulaíochta nó ciaptha atá luaite thuas.
- Pléifear le líomhaintí faoi aon chiapadh thuas ar bhealach práinneach, leochaileach agus faoi rún docht daingean. Nuair a dhéanfar gearán tabharfar aire, cearta na beirte atá i gceist a chosaint, an té atá ag déanamh an ghearáin agus an té a bhfuil an gearán á dhéanamh faoi. Déanfar fiosrúcháin cothrom agus réadach i gcónaí.
- Sa chás nach bhfuil bunús ann le gearán, níor cheart go mbeadh aon bhagairt déanta ar an bhfostaí a d'ardaigh an bhuairt sa chéad áit.
- Má tharlaíonn aon fhrithbheartaíocht (retaliation) in aghaidh gearánaigh, féachfar air mar feall smachta dairíre.
- Má tá feall i gceist leis an ngearán is mí-iompar é agus déileofar leis go cuí

1.15 Polasaí Strus san Ionad Oibre

Leanann Gaelscoil Lios na nÓg gach gné den Acht um Sábháilteacht, Sláinte agus Leas ag an Obair 2005, a iarann ar an bhfostóir na priacail go léir a athint agus a choinneáil slán ar mhaithe le S & S na bhfostaithe go léir. Tá strus san ionad oibre san áireamh. Tarlaíonn strus san ionad oibre nuair a bhíonn riachtanais an phoist agus an ionaid oibre iomarcach don bhfostaí.

'Séard is cúis leis an strus san ionad oibre ná:

Eagar lochtach ag an obair
Caidreamh foirne lag
Drochchumarsáid ag an obair
Rólanna oibre neamhchinnte
Tascanna le héileamh arda

Déanfaidh Lios na nÓg gach iarracht strus a laghdú trí na modhanna seo a leanas:

- Beidh plé agus cumarsáid rialta ag an mBainistíocht le gach baill foirne
- Déanfar cinnte go n-éisteofar le gach gearán a bhaineann le strus faoi rún docht daingean agus go mbeidh taifead déanta air. Tógfar na céimeanna cuí láithreach.

- Moltar do gach baill foirne an Príomhoide, Leas-Phríomhoide nó aon bhall foirne eile atá muinín aige/aici ann (agus a bheadh freagrach as a chinntiú an fhadhb a réiteach) a chur ar an eolas faoi aon chinéal strus san ionad oibre.
- Ní mór do gach fostaí a bheith airdeallach, cúramach, freagrach as úsáid ríomhaire, idirlín agus fón póca, le linn am scoile agus taobh amuigh, ar mhaithe le Sláinte agus Sábháilteacht na foirne agus na scoile.

1.16 Polasaí Fostaí ag Iompar Clainne

Cuirfidh an Bord Bainistíochta na Rialacháin um Fhostaithe atá ag Iompar Clainne, 2007, i bhfeidhm de réir mar is gá. Faoi na rialacháin seo beidh na nithe seo a leanas i bhfeidhm:

- Gur chuir an fostaí nó a dochtúir an Bord Bainistíochta ar an eolas maidir lena toircheas.
- Déanfaidh an Bord Bainistíochta measúnú riosca ar nósanna imeachta oibre an fhostaí. Más gá, athróidh an Bord Bainistíochta na coinníollacha oibre agus/nó na huaireanta oibre, le guaiseacha nó rioscaí a íoslaghdú don bhfostaí, don leanbh sa bhroinn nó don máthair atá ag beathú linbh.
- Más gá, déanfaidh an Bord Bainistíochta monatóireacht ar an gcoinníoll oibre thar tréimhse an toirchis, díreach i ndiaidh an toirchis, agus nuair atá an fostaí ag beathú linbh, lena n-áirítear na gnéithe seo a leanas:

Tinneas Maidine
 Tinneas Droma
 Féitheacha Borrtha (Varicose veins)
 Cuiarteanna go minic chuig an leithreas
 Méadú sa chorp
 Tuirse
 Cothromaíocht
 Compord
 Deaslámhacht
 Aclaíocht
 Luas Gluaiseachta
 Scoicheadh

- Nuair a fhilleann an mháthair atá ag beathú ar ais ag an ionad oibre, déanann an Bord Bainistíochta na coinníollacha oibre a mheas. Má theastaíonn ón máthair leanúint ag beathú an linbh, tabharfaidh an Bord Bainistíochta an deis di.

1.17 Polasaí do Dhuine Fásta/Mhac Léinn ar Thaithí Oibre

- Sa ghrúpa seo tá mic léinn ar Chleachtadh Múinteoireachta nó aon traenáil eile, daoine fásta ag déanamh traenála mar chuntóir ranga (SNA), daltaí méanscoile ón idirbhliain agus iarscolairí ar thaithí oibre. Déanann an Príomhoide, ar son an Bhoird Bhainistíochta, an cinneadh cé acu go mbeidh

cead acu obair sa scoil.

- Cuirfidh an Príomhoide an tOifigeach S & S ar an eolas faoi aon duine fásta/mac léinn a bheidh ar thaithí oibre sa scoil. Tabharfaidh an tOifigeach S & S na rialacha agus nós imeachta maidir le Cód Iompar agus Druil Tine.
- Úsáideann na hiarscolairí (Mini-múinteoirí) an leabharlann ag am lóin chun sos a ghlacadh.

1.18 Polasaí Láimhsiú

D'fhéadfaí damáiste buan a dhéanamh don droim má ardaítear meáchain atá róthrom nó má ardaítear mícheart iad. Tá sé éasca an damáiste seo don droim a sheachaint. Tá Rialacha áirithe a dhéanann ciall leagtha amach thíos:

- Greim ceart a fháil. Coinnigh an t-ualach gar duit.
- Coinnigh an droim díreach.
- Crom na glúine agus ardaigh le matáin do chos agus seachas le do dhroim.
- Má tá an t-ualach róthrom lorg cabhair.

Ní iarrtar ar aon duine ualach róthrom a iompar a d'fhéadfadh gortú. Ba chóir cúnamh a lorg má bhíonn troscáin/earraí troma le n-iompar/aistriú. Níor chóir cúram iompair a chur ar leanaí.

1.19 Polasaí VDU

Soilsiú - Tá soilsiú bunriachtanach chun tuirse súl a sheachaint. Tá sé cinntithe againn go réitíonn leibhéal ginearálta soilsiú sa scoil le treoirínite an Aontais Eorpaigh.

Frithchaitheamh & Dalladh - Is féidir le frithchaitheamh agus dalladh míchompord a chrúthú don oibritheoir. Is féidir scáileáin fhrithdhallta a fháil má tá sé ag teastáil.

Stáisiún Oibre - Tá dromchla na stáisiún oibre (na boird) gan lonrú chun aon sórt dallta a sheachaint.

Suíocháin - Tá bunriachtanas le suíochan cuí ceart don oibritheoir chun aon sórt fadhbanna droma a sheachaint.

1.20 Polasaí Sábháilteacht Bhídh

Beidh an seomra foirne feistithe agus coinnithe ag an mBord Bainstíochta. Béifear ag súil go gcoiméadfadh an fhoireann scoile an seomra foirne glan agus slachtmhar i gcónaí. Ní mór an cuisneoir a ghlanadh (bia as dáta a chaitheamh amach) uair sa tseachtain.

1.21 Polasaí Déileáil le Galair Thógálacha

Is é polasaí Bhord Bainistíochta Ghaelscoil Lios na nÓg go gcuirfí in iúl gach galar tógálach do phobal na scoile agus na húdarais chuí, go ngníomhófaí chun sábháilteacht na foirne agus na ndaltaí i gcoinne na ngalar seo go léir a chinntiú.

Déanfaidh an scoil gach iarracht aon bhaol a sheachaint trí dea-chleachtais ghlaineacht, sláinteachas agus díghalrú. Bíonn lámhainní aon-úsáide latex ar fáil le haghaidh garchabhrach agus aon chúram glantóireachta eile. Bíonn neart uisce, galúnach, tuáillí páipéir, páipéar leithris agus bosca bruscar ar fáil sna leithris go léir.

Féach ar an bPlean Covid 19.

1.22 Polasaí Nós Imeachta Gearán

Má tá aon chiapadh ar siúl ag aon bhall foirne/fhostaí/tuismitheoir in aon tslí, béifear ag súil go leanfaidís an polasaí maidir le bulaíocht agus ciapadh atá luaite thuas.

1.23 Polasaí Sábháilteacht Fearais Leictreach

Ní mór do dhaoine cumasacha agus údaraithe Innealraí, Trealaimh Chistine agus Fearais Leictreacha a úsáid. Beidh gá le scrúduithe cothabhála rialta a dhéanamh ar a leithéid fearais.

- Má bhíonn pointí so-iompraithe ann agus urláir ardaithe is féidir **cablaí agus seoltóirí (conductors)** a bhíonn ag sileadh nó ag rith a choinneáil ar an íosmhéid. Nuair nach féidir seo a dhéanamh cuirfear mataí rubair nó duct tape ar fáil.
- Coinnítear fearais leictreach m.sh. **ríomhaire**, i gcoinne an bhalla sa seomra ranga ar mhaithe le sábháilteacht. Déanfar clúdach agus téipeáil, más gá, ar shreangáin leictreacha ar mhaithe le timpistí a sheachaint.
- Ní cheadaítear do pháistí trealamh leictreach a láimhseáil sa seomra ranga.
- Moltar don bhfoireann a gcuid trealamh a sheiceáil. Ba chóir trealamh atá lochtach nó as ord nó rudaí atá contúirteach a chur in iúl don bPríomhoide.
- Tá córas teas lárnach sa scoil agus cuirtear an amadóir ar siúl in oiriúnt don seasúr.
- Eagraíonn an Príomhoide scrúduithe cothabhála rialta gach téarma.

1.24 Sábháilteacht Tairgí Ceimiceáin/Glantóireachta

Tá storás déanta de cheimicí. Cuirtear fearas cosanta de gach cinéal ar fáil m.sh. miotóga, gloiní cosanta agus naprúin. Beidh lipéid shoiléir ar gach buidéal/próca. Coinnítear na hábhair seo faoi ghlas agus ar shiúl ó na daltaí i gcónaí. Ní cheadaítear ach do na glantóirí agus d'fhoireann na scoile na hábhair seo a leanas a úsáid.

- Tonóir don ngléas fotacóipeála
- Ábhair glantóireachta m.sh. tuarthóir (bleach)
- Tippex
- Soithigh athlíonta de dhíghalráin lámh

1.25 Aguisín don Ráiteas Sábháilteachta

1.25 i Daoine le Dualgaisí

Ról	Ainm
An tOifigeach Sláinte & Sábháilteachta	Nóirín Ní Chatháin
An Príomhoide	Cormac Chambers
An tIonadaí Sláinte & Sábháilteachta	Caitlín Nic Niallais
Tuairisciú ar aon dainséar/phriacal	Gach fostaí
Epipen a thabhairt do dhalta le hailléirge cnónna	An Múinteoir Ranga
Imscrúdú bliantúil ar fhearas leictreach - tuairisciú agus deisiú	Múinteoirí Ranga, foireann na scoile agus conraitheoir seachtrach

1.25 ii Clárú Fearas Doiteáin

Tá Teastas an Chonraitheora coiméadta in Oifig na scoile sa bhosca S & S (086 8605777)

1.25 iii Leabhar na dTimpistí

Tá Leabhar na dTimpistí ar fáil in oifig na scoile sa bhosca S & S.

1.25 iv Garchabhair

Tá cófra Garchabhrach in oifig na scoile agus mála Garchabhrach taistil ar fáil do thurasanna scoile nó traenáil spóirt. **Tá traenáil faighte ag na daoine seo a leanas agus beidh siad ar fáil i gcás éigeandála.**

Ainm	Dáta Traenála
Cormac Chambers	

1.25 v Taifead ar Druil Tine

Féach cód Druil Tine san oifig.

Dáta an Druil Tine	Am Imeachta a Thóg sé don bhFoirgneamh Folmhú	Aon Fhadhb Tugtha Faoi Deara i Rith na Druile Tine

Ráiteas Sábháilteachta Cáipéis 2 - Measúnú Riosca

2.1 Nós Imeachta Measúnú Riosca

(Féach Uirlisí Mheasúnaithe Riosca Teimpléid Uimhir 55 (lgh 20-111Treoirínite ar Bhainistiú Sábháilteachta, Sláinte agus Leasa i mBunscoileanna)

Tá an Measúnú Riosca sa cháipéis seo **bunaithe ar Ghuaiseacha/Bhaoil a aithint, ar Mheasúnuithe Rioscaí** agus ar na céimeanna cúí a thógaint chun an baol a laghdú chomh maith agus is féidir. Tá na leibhéil baoil bunaithe ar an seans go dtarlóidh timpiste agus ar na hiarmhairtí díobhálacha a bheidh ann má tharlaíonn an timpiste.

Na Leibhéil Baoil

Baol Beag

Baol Cuíosach Mór

Baol Mór

Baol An-Mhór

2.2 Timpeallacht na Scoile

2.2 i Seomraí Ranga

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Seomraí Ranga		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Tine	Fostaithe agus daltaí	Baol beag	<ul style="list-style-type: none">• A chinntiú go bhfuil gach fearas leictreach (cláracha bána, ríomhairí, teasairí aonaracha) múchta ag deireadh an lae• Bealaí éalathe sna seomraí ranga coiméadta saor i gcónaí.• Priacail tine a chur in iúl don bPríomhoide/Ionadaí S & S
Droch-nósanna Teaghlachas a bheadh mar chúis le timpistí láimhsiú, sleamhnú nó titim	Fostaithe agus daltaí	Baol beag	<ul style="list-style-type: none">• Spreagtar na páistí le Rialacha an tSeomra Ranga a chomhlíonadh, msh Níl cead rith sa seomra ranga• Caighdeán ard teaghlachais i bhfeidhm sna seomraí ranga• Seilfeanna sasúla sna seomraí ranga• Spreagtar na páistí chun aire a thabhairt dá ngiurléidí féin• Maoirseacht sasúil ar na ranganna i gcónaí
Stóráil péint – Riosca - mí-úsáid	Fostaithe agus daltaí	Baol beag	<ul style="list-style-type: none">• Péint neamhthocsaineach (Non toxic) in úsáid sna ranganna• Áit stórála don bpéint ar an tralaí ealaíne sa rang

2.2 ii Na Leithris

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Leithris		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Droch nósanna sláinteachas - Riosca Galair	Fostaithe agus daltaí	Baol beag	<ul style="list-style-type: none"> Soláthar maith de galúnach, tuáillí paipéir ar fáil i gcónaí Glantar na leithris gach lá Spreagtar agus meabhraítear do na páistí na lámha a ní tar éis an leithreas a úsáid
Sleamhnú/titim	Daltaí	Baol Measartha	<ul style="list-style-type: none"> Naíonáin – téann siad ag an leithreas ar an bpríomhurlár i mbeirteanna i rith am clóis más gá dóibh Ranganna Sinsir - Meabhraítear dóibh siúl ar na staighrí agus iad ag dul go dtí an leithreas Spreagtar na páistí aon timpiste a tharlaíonn sna leithris a chur in iúl don múinteoir láithreach

2.2 iii Na Pasáistí

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Na Pasáistí		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Stóráil earraí sna pásáistí Riosca tite agus moill ar imeacht éigeandála	Fostaithe Daltaí Cuirteoirí Tuismitheoirí	Baol beag	<ul style="list-style-type: none"> Meabhraítear do gach fostaí na pásáistí a choiméad saor agus na cófraí stórála a úsáid i gceart Coinnítear na bealaí éalathe tine/doirse seachtracha saor i gcónaí
Ag rith sna pásáistí Riosca tite	Fostaithe Daltaí	Baol beag	<ul style="list-style-type: none"> Ní cheadaítear rith sna pásáistí ná sna seomraí ranga ag am ar bith Cuirfidh an fhoireann smacht leanúnach i bhfeidhm
Dromchla na n-urlár fliuch –	Fostaithe Daltaí	Baol beag	<ul style="list-style-type: none"> Cinntear nach bhfuil na hurláir sleamhain. Nítear iad i ndiaidh na

Riosca sleamhnú	Cuairteoirí Tuismitheoirí		<p>scoile gach lá chun an contúirt sleamhnú a laghdú.</p> <ul style="list-style-type: none"> • Má tá fliuchras ar na hurláir, cludófar le paipéar nuachtáin iad • I rith na drochaimsire, bíonn fostaithe agus páistí ar an airdeall faoi sioc ar na dromchlaí agus meabhraítear dóibh na raillí lámha a úsáid ar na staighrí. • Dath geal soiléir ar imeall na gcéimeanna sa phasáiste
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Clár fiúsanna Riosca - leictreamharú	Fostaithe	Baol beag	<ul style="list-style-type: none"> • Ní cheadaítear ach do dhuine cáilithe deisiúcháin a dhéanamh ar an gclár fiúsanna • Coiméadtar an áit timpeall ar an gclár fiúsanna glan agus néata i gcónaí • Níor cheart aon rud a fhágáil ar bharr an chlár fiúsanna. Comharthaí rabhadh leictreachais le feiceáil go soiléir.
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2.2 iv Seomra Foirne

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Seomra foirne		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Tine	Fostaithe Daltaí	Baol cuíosach mór	<ul style="list-style-type: none"> • Oigheann micreathonnach, tóstaer, tóstaer ceapaire múchta ag an soicéad nó an phlocóid tógtha amach ón mballa

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	An Halla		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Riosca tite	Fostaithe Daltaí	Baol beag	<ul style="list-style-type: none"> • Caighdeán ard teaghlachais i bhfeidhm sa halla • Spreagtar na páistí chun treoracha an mhúinteora a leanúint agus dea-iompar a léiriú • Níl cead ag na leanaí dul ar an stáitse gan cead múinteora nó ball eile foirne
Riosca gortú droma	Fostaithe Daltaí	Baol beag	<ul style="list-style-type: none"> • Moltar aire a thabhairt nuair a bhíonn cathaoireacha/binsí agus boird á láimhsiú
Gortú i rith am spóirt	Daltaí	Baol beag	<ul style="list-style-type: none"> • Déanann an múinteoir ranga nó cúntóir maoirseacht ar dhaltaí sa halla • Bíonn an réamhaclaíocht (warm-up) mar thús den cheacht Corp Oideachais • Dirítear aird na bpáistí ar aon chontúirt a bhaineann le gníomhaíochtaí áirithe • Déanann Moira Ní Laighin athbhreithniú bliantúil ar fhearais spóirt, i gcomhairle leis an bPríomhoide
Tine de bharr leictreachais	Fostaithe Daltaí Cuariteoirí	Baol beag	<ul style="list-style-type: none"> • Dirítear aird ar na fógraí atá crochta faoin dteilgeoir agus na cáblaí a bhaineann leis agus iarrtar ar gach duine na fógraí a leanúint • Sula dtosaíonn ceolchoirmeacha meabhraítear do thuismitheoirí agus do chuariteoirí faoi na bealaí éalaithe agus moltar dóibh na páistí óga a choinnéail suite in éineacht leo i rith na ceolchoirme.

2.2 v An Oifig

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	An Oifig		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Ag iompar boscaí – Baol gortú droma	Rúnaí Fostaithe	Baol cuíosach mór	<ul style="list-style-type: none"> • Tugadh cáipéis faisnéise ar láimhsiú sábháilte do gach ball foirne
Obair ar an ríomhaire - Baol gortú droma	Rúnaí, Príomhoide agus baill eile foirne	Baol beag	<ul style="list-style-type: none"> • Cathaoir agus bord in oiriúint don oifig agus don spás atá ann. • Déan cinnte de go bhfuil an spás faoin deasc coimeádta glan agus go bhfuil spás do na cosa is tú ag obair ar an ríomhaire

2.2 vii An Clós – Am Súgartha

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	An Clós – Am súgartha		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Baol gortú	Daltaí	Baol Cuíosach Mór	<ul style="list-style-type: none"> • Déantar maoirseacht ar gach clós • Tuairiscítear gach timpiste dáiríre i Leabhar na dTimpistí • Cinntítear... <ul style="list-style-type: none"> ○ go bhfuil dromchla an chlóis cothrom agus leibhéalta ○ go bhfuil an ráille adhmaid seasmhach agus greamaithe ○ nach bhfágtar aon trealamh ná málaí scoile ar na céimeanna ○ nach bhfágtar aon bhruscair ar an gclós ○ go bhfuil na soilse lasmuigh ag feidhmiú mar is ceart
Páiste ag ealú ón gclós gan chead i rith am súgartha	Daltaí	Baol Mór	<ul style="list-style-type: none"> • Meabhraítear do na páistí nach bhfuil cead an scoil a fhágáil leo féin i rith am scoile • Dúntar an geata ar thaobh na Naíonán gach maidin tar éis an tionóil • Dúntar an doras ar thaobh na Naíonán gach maidin tar éis an tionóil

2.2 viii Bóthar Oakley

Tionscnamh		Measúnú Baol GS Lios na nÓg	
Dáta			
Cur síos ar an áit		Bóthar Oakley – am oscailte agus am dul abhaile	
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Imbhuladh (Collision)	Daltaí Tuismitheoirí Comharsana Cuairteoirí	Baol an- mhór	<ul style="list-style-type: none"> • Iarrtar ar na tuismitheoirí gan pairceáil go mídhleathach taobh amugh den scoil • Iarrtar ar na tuismitheoirí gan pairceáil os comhair geataí na gcomharsan • Iarrtar ar na tuismitheoirí gan seasamh ar an mbóthar ag caint ag am dul abhaile • Iarrtar ar na tuismitheoirí na páistí a bhailiú agus bogadh ar aghaidh chun an brú tráchta ar an mbóthar cúng a laghdú • Meabhraítear na treoracha sábháilteachta thuas ag Cruinnithe na dTuismitheoirí go rialta agus ag Cruinniú Cinn Bliana na scoile sa chéad téarma • Múintear an “Cód Sábhála” as Gaeilge do gach rang chun cabhrú le sábháilteacht ar an mbóthar a chur i bhfeidhm • Tugtar seaicéid buí do rang Naíonán Beag sa chéad téarma gach bliain agus spreagtar na páistí chun iad a chaitheamh gach lá

2.2 ix Glantóireacht

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Glantóireacht		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Láimhsiú	Glantóirí	Baol beag	<ul style="list-style-type: none"> Tá traenáil láimhsithe faighte ag na glantóirí
Baol tite Titim ó airde	Glantóirí	Baol Measartha	<ul style="list-style-type: none"> Meabhraítear do na glantóirí a bheith cúramach ar na staighrí agus iad ag iompar rudaí msh folúsglantóir, buicéad uisce te Bileog fhaisnéis dréimire le tabhairt d'éinne a úsáideann dréimire mar chuid dá ndualgaisí
Deirmitíteas/ Ailléirge craiceann	Glantóirí	Baol beag	<ul style="list-style-type: none"> Tá lámhainní aon-úsáide latex ar fáil

2.2 x Turais Scoile

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Turais scoile/Dul go dtí an Páirc/gníomhaíochtaí seachtracha		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Páistí tinn ar an dturas	Daltaí	Baol beag	<p>Cinnteoídh an múinteoir ranga i gcomhairle leis an bPríomhoide:</p> <ul style="list-style-type: none"> • go bhfuil maoirseacht ceart ar lá an turais – Duine fásta le gach 5 páiste sna Naíonáin agus duine fásta le gach 10 páiste sna ranganna eile • go bhfuil na tuismitheoirí ar an eolas faoi sonraí an turais • go bhfuil Bosca Garchabhrach leo ar an mbus • go bhfuil malaí plaisteacha ar fáil ar eagla go mbeidh páistí tinn ar an mbus
Sleamhnú/ Titim	Fostaithe Daltaí	Baol beag go cuíosach mór	Déanfar an eachtra a thuairisciú agus tabharfar Garchabhar
Imbhuladh (Collision)/ Timpiste Bóthair	Páistí agus daoine fásta	Baol an-mhór	Cuirfear gloch ar an scoil/Príomhoide agus leanfar an nós imeachta sa Pholasáí Eachtraí Criticiúla
Páistí ag dul ar strae	Páistí	Baol mór	Tabharfaidh an múinteoir ranga treoracha soiléir do na páistí le leanúint ar eagla go dtéann siad ar strae

2.2 xi Lá Spóirt/Cúrsaí Spóirt/Club Obair Bhaile

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Lá Spóirt/Gníomhaíochtaí Spóirt/Gníomhaíochtaí tar éis scoile/Club Obair Bhaile		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Gortú i rith Am Spóirt	Daltaí	Baol Cuíosach Mór	<ul style="list-style-type: none"> • Bíonn fón póca ag na múinteoirí ar eagla go mbeadh gá gloch práinneach a dhéanamh de bharr gortú nó timpiste dairíre • Bíonn réamhaclaíocht agus fuarú ag tús agus deireadh gach seisiún spóirt • Spreagtar na páistí chun treoracha an mhúinteora a leanúint agus dea-iompar a léiriú • Déantar timpistí a thuairisciú do Chormac Chambers, Nóirín Ní Chatháin agus Caitlín Nic Niallais. • Bíonn Garchabhar ar fáil • Na múinteoirí freagrach as an fearas spóirt a stóráil i gceart • Déanann na múinteoirí cinnte go gcaitheann na páistí éadaí agus bróga feiliúnacha le linn an cheachta
Sleamhnú/ Titim	Daltaí	Baol beag	<ul style="list-style-type: none"> • Siúlann na páistí i mbeirteanna agus iad ag dul ag Lúthchleasaíocht/Páirc/an bus/an Luas. • Cabhraíonn tuismitheoirí leis an múinteoir ranga chun maoirseacht a dhéanamh

2.2 xii Ceolchoirmeacha/Dramaí

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Ceolchoirmeacha/Drámaí		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Sleamhnú/ Titim	Fostaithe Daltaí Tuismitheoirí	Baol beag	<ul style="list-style-type: none"> • Spreagtar na páistí agus na tuismitheoirí chun treoracha an Phríomhoide a leanúint agus comhoibriú a thabhairt • Moltar dóibh na páistí óga a choinnéail suite in éineacht leo i rith na ceolchoirme
Tine	Fostaithe Daltaí Tuismitheoirí	Baol cuíosach mór	<ul style="list-style-type: none"> • Sula dtosaíonn ceolchoirmeacha tugtar aird na dtuismitheoirí agus na gcuariteoirí ar na bealaí éalaithe • Bíonn na múinteoirí freagrach as dea-chleachtais Sláinte agus Sábháilteachta a leiriú • Cuirfear fios ar na Seirbhísí Doiteáin i gcás tine

2.2 xiii Covid 19

Tionscnamh	Measúnú Baol GS Lios na nÓg		
Dáta			
Cur síos ar an áit	Covid 19		
Priacal	Daoine i gcontúirt	Leibhéal Baoil	Modhanna Stiúrtha
Ionfhabhtú	Fostaithe Daltaí Tuismitheoirí	Baol cuíosach mór	Tá plean covid ag an scoil agus leantar é.

Déanadh uasdátú ar an ráiteas seo ar an 20 Márta 2023

Handwritten signature in black ink, reading "Róisín Ní Ghluacáin".

Dáta: 20 Márta 2023

Cathaoirleach an Bhoird Bhainistíochta

Handwritten signature in black ink, reading "Cormac Chambers".

Dáta: 20 Márta 2023

Príomhoide



Gaelscoil Lios na nÓg Safety Statement

Prepared by Caitlín Nic Niallais, Safety Representative

Nóirín Ní Chatháin, Vice-Principal

Date May 2014

Approved by Cormac Chambers, Principal

Board of Management

Date March 2023

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Safety Statement Document 1

1.1 Introduction to Safety Statement

Gaelscoil Lios na nÓg is situated in Ranelagh, Dublin 6. There are 12 full-time teachers, two part-time teachers, two SNAs, two office staff and two cleaners. At present there are 203 pupils enrolled in the school. The school has a number of adults, students and secondary pupils doing work experience throughout the year.

This safety statement is updated every year.

The core aims of the Board of Management of Gaelscoil Lios na nÓg are health and safety in the management and functioning of the school. They recognise the importance of the legislation as laid out in the Safety, health and Welfare at work act 2005. Included in this Safety Statement is Lios na nÓg's Board of management Safety policy, and the means of fulfilling this policy. It is important to demonstrate this policy in all tasks and individual responsibilities at all levels of management and implementation. It is important to ensure the common objective of avoiding accidents and maintain/provide a safe and healthy workplace for all our staff and pupils, and do fulfil our obligations to members of the public that we are in contact with, on the Gaelscoil Lios na nÓg premises, between the Board of Management, Teachers and other employees.

1.2 Roles of Responsibility

A copy of the Safety Statement will be given to the following people. It will be revised as necessary by the Health and Safety Representative.

Name	Role - Title
Cormac Chambers	School Principal
Joe Davitt	Health & Safety Officer – Board of Management
Caitlín Nic Niallais	Health & Safety Representative

A hard copy of the Safety Statement will be available from the principal's office on the school website www.liosnanog.com. All who are employed in the school are welcome to read it. All teachers and new employees are trained in the use of the Safety Statement and its importance. The staff are reminded/advised of the importance of the Safety Statement at the first Staff meeting in September.

1.3 Safety Statement Policy

Gaelscoil Lios na nÓg aims to ensure a safe and healthy environment for our staff, pupils, parents and visitors, and we recognise the importance of the legislation as laid out in the Safety, Health and Welfare at work act 2005. The Safety Statement specifies our policy and what steps we take in its implementation. Its quality and success depend on your co-operation, therefore it is vital that you read this document carefully, and understand the role you can play in the health and safety of our school.

The Board of Management requires all employees to be legally responsible for the improvement and protection of their own safety, health and welfare in the workplace, in addition to their responsibility in preventing conduct that would endanger their own health, safety or welfare, or that of their colleagues. The entire staff of Gaelscoil Lios na nÓg is responsible within their own remit, for implementing the policy on a safe and healthy environment, and for implementing the appropriate practices regarding safety.

The Board of management will undertake annual safety inspection and a report will be provided to the staff. More frequent safety inspections can take place if the staff on Board of Management request it.

The Board of Management will ensure a safe work environment for all staff, pupils, contractors and visitors, more specifically, Lios na nÓg.

- Board of Management will demonstrate the importance and value of the staff's Health and Safety policy.
- Board of Management will ensure that the appropriate educating and training are co-ordinated, and that the appropriate in house and external resources are used.
- To review and inspect the safety practices and implementation methods of the school.
- Lead by example, investigate every accident, and ensure that the appropriate report is filed.
- Ensure that each employee has a copy of the safety statement and that all are aware of its contents.

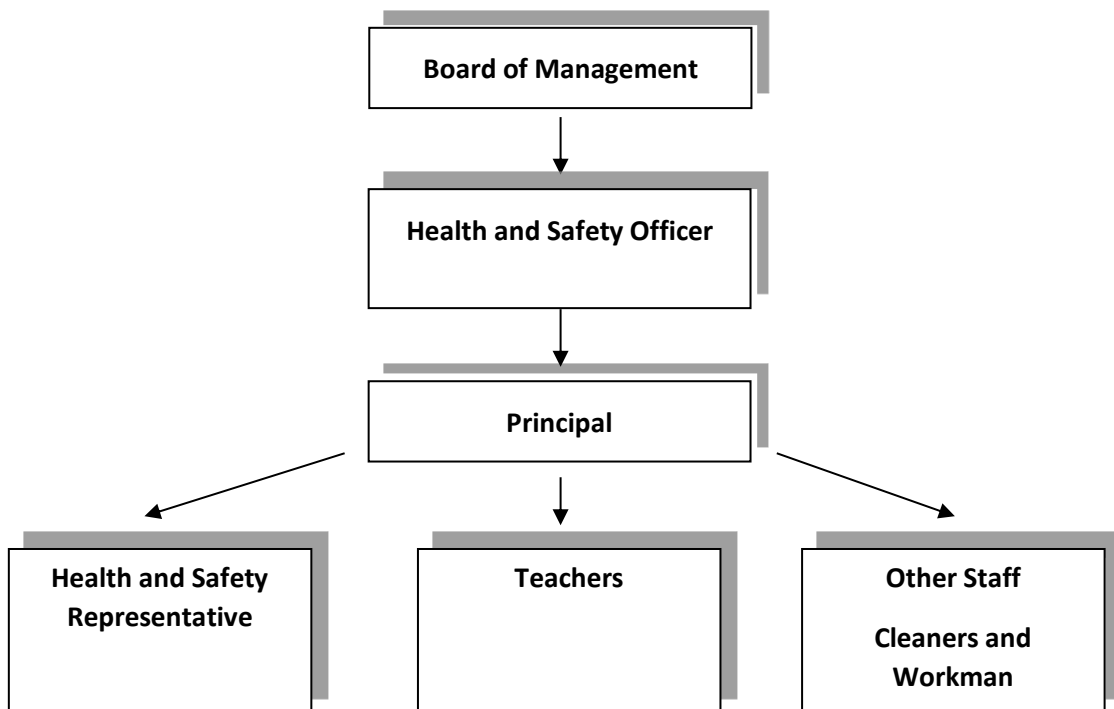
We are reminded that all staff are legally responsible for their own safety, health and welfare in the workplace, as well as being responsible for preventing conduct that would endanger their colleagues, in accordance with the Safety, Health and welfare at Work act 2005. All employees are obliged to report any dangers or defects in implementation methods, systems of work, structure or equipment, to the Board of Management to enable them to rectify the situation.

Signed _____

Date _____

Health and Safety Officer (Board of Management)

1.4 Health and Safety Management Structure



1.5 Staff Responsibilities

1.5 i Board of Management

The Board of Management is responsible for ensuring that the school observes Health and Safety rules, legislation and best practice. The Board of Management has regular meetings to discuss Health and Safety. They will especially:

- Appoint a Health and Safety Officer from the Board of Management
- Appoint a Health and Safety Representative from the school staff
- Give continuous support to the school Principal in the daily management of the school
- Give support to the Health and Safety Representative, Principal, Vice-principal and all staff members
- Express intent and ensure that the organisational structure is in place to manage Health and Safety
- Have an understanding of legislation requirements
- Provide sufficient resources and facilities to implement this Safety Statement
- Lead by example by wearing all the necessary personal protection equipment, as required by the School Safety Policy
- Ensure that the staff are aware of the rules and procedures to do with Health and Safety
- Be advised by the Safety Officer regarding changes to the School's Safety Policy, purchasing equipment, providing safety training and implement Safe Work Systems.

1.5 ii Safety Officer on the Board of Management, Principal, Vice-Principal

The Safety officer appointed by the Board of Management is responsible for advising on and monitoring the School's Safety Policy. The following are the main duties of the Health and Safety officer:

- To ensure that School Safety policies and procedures are implemented and monitored. Based on Recognising Dangers and Risk Management. This will be done in partnership with the Board, Principal and school staff.
- To inform the Board of Management of actions to be taken to reduce risks/dangers in any activities.
- Distribute roles of responsibility and ensure that the duties are clear and understandable.
- Monitor fire equipment regularly (annual inspection of fire extinguisher) and repair of any faulty equipment.
- Seek advice and assistance from the Health and Safety Authority or from a capable person, internal or external if necessary, to assist in inspecting and advising on safety matters.
- To have an input in employees training requirements.
- To ensure that a Fire Supervisor is appointed – an employee on all floors, basement, main floor and top of house.
- To ensure that continuous First Aid is available in the school.
- To ensure that a hard copy of the Safety Statement is available in the Principal's office and on the school website www.liosnanog.com.
- **Receive a copy of Safety Statement of Contracting Companies from external works.**

1.5 iii Teachers/Employees

Employees are responsible for their own health and Safety as well as that of others who might be affected by their actions, and must always cooperate on health and safety matters. They must fulfil the following:

- To display a constant interest in Health and Safety on the school premises.
- To ensure that all staff and pupils are well-versed, informed and clear about Health and Safety rules.
- Employees are obliged to plan and complete activities for safety and reducing hazards.
- Employees who use facilities and equipment provided are obliged to ensure that they have implemented work-practices as safely as possible.
- Proper and correct use of equipment, facilities, appliances or any other items available for their own or other's protection.
- To suggest ways and means of reducing danger or hazards.
- Issue a warning to new employees regarding identified hazards.
- To participate in training sessions organised for the staff.

1.5 iv Health and Safety Representative

The Health and Safety representative is responsible for coordinating Health, Safety and Welfare matters in the workplace, according to the School's Safety Statement. He/She must:

- Thoroughly examine and inspect the school environment and site (premises) annually.
- Organise and complete a fire drill once a term.
- Ensure there is a fully stocked First Aid kit available in the school office and a travel First Aid bag for school trips/sports training.
- Report, examine and resolve if necessary, any accident that happens to an employee, no matter how minor.
- Complete form IRI online www.hsa.ie if the employee is absent from the workplace on three consecutive days or longer, after a workplace accident.
- Review the Safety Statement and Risk Assessment and make changes when necessary.
- Report to officer on the Board immediately if there are any concerns about Health and Safety at school.
- Co-operate with the Safety Officer, Inspectors and insurance staff in any examination of an accident.
- Develop safety consciousness in the workplace, promote safe work practices, and provide information and advice to all staff regarding health and safety.
- Have expertise in dealing with critical incidents/emergencies, like accident or fire, and to ensure procedures are put in place and followed.

1.5 v All Employees (Teachers/Classroom Assistants /Secretary/Cleaners etc

The entire staff of Gaelscoil Lios na nÓg is responsible, within their remit, in co-operating with Management regarding implementing this Safety Statement. **Every employee must understand that safety is a team strategy.** Every employee shall support and co-operate with the Board of Management to create a safe and secure environment for all employees and workers. Every accident, hazard or cause of worry will be reported to the Health and Safety representative on the staff.

Every employee is legally responsible under section 13 Health, Safety and Welfare in the workplace Act 2005. For their own his/her health, safety and welfare in the workplace. The management consistently demonstrates best practice in their methods and ways of handling/dealing with events.

1.6 **Resources and Welfare**

Here are the resources and welfare arrangements:

- The Health and Safety officer from Board of Management shall, with the assistance of Principal and Vice-Principal, develop suitable Health and Safety programmes, inspections, maintenance programmes and training activities.
- Inform all the employees of their duties and responsibilities under current legislation.

- Some teachers are trained in First Aid.
- There is a First Aid bag in the school office, main floor in case of an accident.
- Total ban on tobacco smoking in the school zone.
- Firefighting equipment has been positioned throughout the school, on each floor. This equipment has been selected and placed in accordance with fire hazards.
- Various signs are in place throughout the school and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards, all signs must meet the European Community Colour Coding.
- Gaelscoil Lios na nÓg implements welfare facilities and this is the organising team.

Contacting Insurance Companies – Person Responsible: Health and Safety Officer on the Board of Management

Stocking First Aid Box - Person Responsible: Caitlín Nic Niallais

Informing Principal of Accidents - Person Responsible: Every teacher

Provision and examination of fire equipment/maintenance of Fire Register - Person Responsible: Chief Fire Officer (external person)

Investigation and management of incidents such as: allegations, harassment or bullying in the workplace - Person Responsible: Board of Management

Provision of suitable, satisfactory personal protection equipment - Person Responsible (cleaners) – Alma agus Gormlaith

1.7 Health and Safety Training

Course	To be done by
H & S Training	All new staff
Manual Handling	Cleaners/Workman
Fire Officer/Usage and Understanding of fire fighting equipment	Class teachers
Training in Fire Drill	All staff
Training in First Aid	2 people selected

1.8 Consulting an Employee

According to 2005 Act, Sections 25 and 26, all employers are obliged to consult all employees regarding health and safety matters. Gaelscoil Lios na nÓg has a policy of consulting with their employees to encourage coordinated strategies on Health and Safety and implement them through regular consultation.

The Health and Safety officer on the Board of Management has a responsibility to consult with and appropriately inform the staff on all aspects of Health and Safety. All employees will have an opportunity to air any worries regarding Health and Safety at staff meetings. The

Health and Safety representative will also be in regular contact with all employees, any urgent business will be brought before the Board of Management immediately.

1.9 Visitor and Contractor Control Policy

1.9 i Visitor Control Policy

A visitor is any person who crosses the school gate for a meeting or to meet staff or school management (including persons going for interview).

- Visitor is not allowed to do any work with pupils without (a member of staff) being accompanied for the entire visit.
- The visitor will follow safety notices and warning signs when displayed and will not touch/interfere with equipment or hazardous materials.
- In the event of a fire or fire drill, the visitor will accompany the staff member to the assembly point (Scoil Bhríde yard).
- In the event of the visitor having an accident, no matter how minor, the accident report form will be completed.

1.9 ii Contractor Control Policy

A contractor is any person who carries out work in the school. This person/persons will be working independently on site without being accompanied by a staff member. Communication and consultation are necessary for informing all contractors and visitors of school procedures and for ensuring health and safety. All contractors must provide the following items to the Principal:

- Copy of public liability insurance certificates.
- Copy of contractor company safety statement.
- Inform Principal on any process or use of materials that could endanger Health and Safety during work.

1.10 Policy for Emergency Evacuation

1.10 i Policy for Emergency Evacuation

An emergency evacuation procedure has been established at Gaelscoil Lios na nÓg that will cover all aspects and operations of the school day. Since every incident is unique, the procedures below will be followed. The most likely emergency to occur is a fire. An 'evacuation procedure in case of fire' has been drawn up to ensure a coordinated response to any on site fire or other emergency. A fire drill takes place once a term. Every drill is recorded. In case of emergency the Principal is the site leader. He/she will assume responsibility and control in any emergency until the Emergency Services arrive.

The Vice-Principal is the Deputy Site Leader. If the Principal is not present he/she will assume responsibility and control of any emergency situation on site until the Emergency Services arrive.

Procedures in the event of fire - In the event of fire, there are alarm points on every floor. (See map of emergency exits on the wall in classrooms)

The following are the procedures when the alarm sounds:

Pupils

1. Total silence and put everything down
2. Stand up, put chairs under desks
3. Walk into line
4. Walk quietly in single line, fingers on lips, stand in your line in Scoil Bhríde yard
5. The emergency exits below will be used to evacuate the school (see code)

Teachers

1. Close door and windows in your classroom and leave immediately
2. 6th class teacher (**Fire Steward**) responsible for checking toilets and staffroom on upper floor
3. Secretary/Principal responsible for checking toilets on ground floor
4. All teachers responsible for checking their own classroom toilets downstairs (and 1st class on ground floor). **Caitlín Nic Niallais** is Health and Safety representative downstairs
5. Bring your class list
6. If there is a class in the hall or library they use the nearest emergency exit
7. If pupils are working with learning aid/resource teacher, they exit with that teacher but they stand in their class line outside for roll call
8. People go on an errand in pairs and they use the nearest emergency exit
9. The Principal and Fire Stewards on all floors will have their mobile phones with them
10. Pupils should not be permitted to go back for bags, coats etc.
11. Report to Safety Representative and Principal on hazards if they exist
12. Do not leave Scoil Bhríde's yard until all teachers have done the roll calls
13. Decisions for the next step will be made in Scoil Bhríde's yard

Emergency Exits for Each Room

Exit A = New stairs on side extension

Exit B = Main Entrance

Exit C = Rear Entrance

Use the emergency exits below when leaving the school. Use the first exit as first choice. If not safe to use, please use the second exit.

An Naíonra	Exit C or B
Junior Infants	Exit A1 or A2
Senior Infants	Exit B or A
Rang 1	Exit A or B
Rang 2	Exit B or C
Rang 3	Exit B or A
Rang 4	Exit A or B
Rang 5	Exit A or B
Rang 6	Exit A or B
The Hall	Exit C or A
The Library	Exit A or B
Learning Support Room	Exit A or B
Resource Room	Exit A or B
Staff Room	Exit B or A
Office	Exit B or A

1.10 ii Statutory Testing of Emergency Fire Equipment

In accordance with statutory requirements, regular examinations and testing must be completed. The results of these statutory examinations will be filed with the safety statement in the office.

<u>Examination and Testing</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	Annually	External Contractor
Fire Alarm	Annually	External Contractor
Emergency Lighting	Annually	External Contractor

1.10 iii Emergency Numbers

Service	Telephone Number
Fire Service	112 or 999
Hospital	112 or 999

Ambulance	112 or 999
Rathmines Garda Station	01 6666700
Cormac Chambers (Principal)	087 2153842
Nóirín Ní Chatháin	087 2893870
Róisín Ní Ghuidhir (Chairperson)	087 2780913
Dr. Nikrow, Ascaill Dunville	01 4971747
Dr. Michéal Ó Tighearnaigh	086 2509142/ 01 4973917 (Cambridge Clinic)
False Alarm	Top Security 01 4507777 (Cullenswood House) Pas fhocal
Dónal Ó hAnnáin	087 7787577

1.11 Accident Investigation and Reporting Policy

1.11 i Accident Investigation and Reporting Policy

All accidents must be reported to the Health and Safety representative and recorded in the accident book that day, no matter how minor. **The Principal/Health and Safety Representative must report every accident or dangerous occurrence to the Health and Safety Authority www.hsa.ie and complete the form IR1 or IR3. Form IR1 must be completed if a person is away from the workplace on 3 consecutive days or more after the day of the workplace accident.** (See Resource 5)

1.11 ii Accident Investigation and Reporting Procedure

On notification of an accident, the health and Safety representative/principal/Vice Principal should immediately go to the scene of the accident, bringing with them the Accident Book to record details. This book is always in the office.

- The teacher/person on duty should ensure that the appropriate first aid treatment has been given and that assistance has been summoned (doctor or ambulance)
- Take photos of the accident scene if necessary
- The teacher on duty writes a report on the accident in the accident book. Every accident must be correctly recorded and determine the cause and fears in order to avoid a recurrence

1.12 Policy on Opening and Closing the School

Supervision of Pupils Before and After School

School Opening Time - The school will be open 8.30 am to admit pupils. The school authority's responsibility to pupils starts at this time. The school starts at 8.30 am every day. It is hoped that the pupils are there on time and that they will gather in the yard before school starts.

Assembly - The assembly normally takes place in the yard. If the weather is not suitable, assembly takes place in the hall. If a pupil is not at school in time for assembly, the parent/guardian must bring the pupil to the classroom door and ensure that the pupil is under the supervision of staff before he/she is left there. The Board of Management endeavours to provide supervision ten minutes before assembly starts, i.e. from 8.20 am. If there is a teacher supervising in the yard (or in the hall on a rainy day), a parent or minder can leave the pupil under the supervision of that teacher. **If there is no teacher supervision in the yard or in the hall, a pupil cannot be left without supervision.**

Home Time - The school day ends at 2.10pm (1.10pm for infant classes). The school authorities do not accept responsibility for pupils after this, except in class when pupils are engaged in activities under the guidance of school teacher (e.g. school trips, sports etc.) All classes are in the care of the class teacher and the pupils go to the yard with him/her at 2.10pm. The class teacher stays in the yard till 2.20pm or thereabouts, and if a pupil has not been collected by then, the pupil is brought to the Principal's office, where she will be in the care of a staff member until he/she is collected.

Early Closure - The school closes early and prior notice is given. The system for collecting pupils is followed as above, but at an earlier time.

Closure in case of emergency -

Alma the school cleaner, locks the school door every afternoon at 5.15pm. If the cleaner is not available, the duty is given to another staff member or a parent who has a copy of the school keys.

When electricians/plumbers need access to the school, the Principal Cormac Chambers makes an arrangement to open the school as required. Some staff and parents are key holders. They are permitted to enter the school to do work as they wish.

Key Holders – Cormac Chambers, Nóirín Ní Chatháin, Síle Ní Bheaglaioich, Ger Cole.

1.13 Practice and Administering of Medication Policy

- Parents are asked to inform the school if their child suffers from any allergies or illness, and if their child is on medication (Health Form). Written instructions as to practice and medication being given, are essential. Parents need permission from the Board for this. (See administering of medication policy)
- **No staff member should administer drugs or medication to a pupil without permission from the Board of Management.**
- No staff member should be required to administer drugs or medication without staff members consent.
- Parents of children with diabetes are asked to follow the same procedure. It is the parent's duty to ensure that the class teacher has the food/drink that the child needs. The staff member should inform the parent of any changes to the school day, e.g. school trip, swimming, athletics, physical education, trip to the church etc.
- Parents of a child with a nut allergy are asked to follow the same procedure. It is the parent's duty to ensure that the class teacher has Anapen and the correct medication that the child needs.
- **If there is a contradiction between the parent's instructions and any directions written on the bottle/box containing the medication, no teacher or other staff member will administer the medication to the child, and the parent will be informed of this.**
- While administering the medication with permission from the Board of Management, the staff member should follow the parent's standard of care, sensibly and prudently, and preferably be accompanied by another staff member.
- In the event of a child being ill and the staff are unable to reach the parent/guardian as advised on the emergency form, the Board of Management's policy is that the school teaching staff should decide on the necessary steps to protect the child's health i.e. bring him/her to a doctor or hospital, or any other arrangement the staff decides is necessary in exceptional circumstances.
- All drugs and medication must be kept in a proper medicine cabinet in a safe, secure place.
- The Board of Management must inform the school's insurance accordingly. The Board of Management must seek indemnity from the parents in the event of any litigation that might arise as a result of administering medicine.

- **Child returning under doctors care**

A doctor's certificate (of fitness) must be provided, permitting a child to return to school; and the school authorities must be duly informed of any conditions that apply.

Recommendations and conditions as set out by the doctor must be adhered to by the school in the interest of the health and safety of the child and the school (generally).

1.14 Bullying and Harassment Policy

Anti-Bullying and Anti-Harassment Policy

- The Board of Management of Lios na nÓg recognises the right of all employees to a workplace free of harassment or bullying, and it is totally committed to ensure that all employees achieve that right.
- All employees have a responsibility to ensure that the workplace is free of any harassment or bullying for all the other employees, and to be informed of this policy. The cooperation and understanding of all employees are necessary for this policy to succeed.
- The Board of Management of Lios na nÓg will not tolerate bullying or harassment of any kind in the workplace. Every bullying and harassment incident will be carefully investigated and a disciplinary policy will be considered.
- The Board also recognises that conflicts can arise between staff members and between staff members and other employees or visitors.
- Every effort is made to resolve the difficulties as soon as possible within the school structure.
- The following forms of harassment and bullying as covered in the Employment and Equality Act 1998 and the Equal Status Act 2000, will not be tolerated:

Racist references

Verbal abuse

Written references

Physical abuse

Sexual abuse

Intimidation

Unfair allocation of tasks

- Complaints procedures – All employees are advised to inform the Principal, Vice-Principal or any other staff member he/she trusts (and who would act responsibly to ensure that the issue is resolved), of any of the forms of bullying or harassment listed above.
- Allegations of any of the above forms of harassment will be dealt with as a matter of urgency, sensitivity and in strict confidence. When a complaint is made, care will be taken to protect the rights of both parties, the complainant and the person whom the complaint is being made. A fair and realistic inquiry will always take place.
- In the event that the complaint is groundless, the employee who makes the original complaint should not be threatened.
- If there is retaliation against a complainant, it will be regarded as a serious disciplinary offence.
- If a complaint is made maliciously, disciplinary proceedings against the complainant will be considered.

1.15 Policy on Stress in the Workplace

Gaelscoil Lios na nÓg adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act which obliges employees to identify and safeguard against all risks to the Health and Safety of all employees, including workplace stress. Workplace stress occurs when the responsibilities of the post and the working environment are excessive for the employee.

Causes of Stress in the Workplace:

- Faulty work structure
- Poor work relations
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Gaelscoil Lios na nÓg will endeavour to reduce stress using the following methods:

- The management will have regular consultation and communication with all staff members.
- They will ensure that every complaint regarding stress will be listened to in strict confidence and it will be documented. The appropriate measures will be taken immediately.
- All staff members are advised to inform the Principal, Vice-principal, or any other staff member he/she trusts (and would act responsibly to ensure that the issue is resolved), of any of the forms of bullying or harassment listed above.
- All staff members must be alert, careful and responsible when using computers, the Internet and mobile phones, both during school hours and outside, for the sake of the Health and Safety of staff and school.

1.16 Pregnant Employees Policy

The Board of Management will take all necessary steps to implement the Pregnant Employees Regulations 2007. Under these regulations:

- Employee or her doctor will inform the Board of Management of her pregnancy.
- The Board of Management will do a risk assessment of the employee's work process. In order to minimise risk to the employee, to the baby in the womb or to the breast feeding mother, the Board of Management can change the work conditions/work hours, if necessary.
- The Board of Management can monitor the work conditions throughout the pregnancy, directly at the end of the pregnancy, and during breast feeding, with regard to:
 - Morning sickness
 - Back ache

Varicose veins
Frequency using the toilet
Putting on weight
Tiredness
Balance
Comfort
Dexterity
Agility
Speed of movement
Weaning

When the breast feeding mother returns to work, the Board of Management assesses her working conditions. If the mother wishes to continue breast feeding her child, the Board of Management will facilitate this.

1.17 Policy for Adults/Past Pupils on Work Experience

- Included in this group students on teaching practice or SNA training, secondary school pupils from transition year, and past pupils on work experience. The Principal decides on behalf of the Board of Management the persons allowed on work experience in the school.
- The Principal will inform the Health and Safety officer of all the adults/students on work experience in the school. The Health and safety officer will explain the rules and procedures on Code of Conduct and Fire Drill.
- The past pupils can use the library for a lunchtime break.

1.18 Manual Handling Policy

Permanent damage could be caused to the back if a too-heavy load is not lifted correctly. This type of damage to the back can be easily prevented. There are some sensible rules below:

- Grip (hold) properly and hold load close to your body
- Keep back straight
- Bend knees; raise with leg muscles rather than back
- If load is too heavy, seek help

No person will be expected to lift a load that is too heavy and likely to cause him/her injury. Help should be sought in lifting/moving furniture or equipment. Children should not move or carry heavy objects.

1.19 VDU Policy

Lighting - Correct lighting is essential to avoid eye fatigue. We have ensured that the general

level of illumination within the school premises complies with EU guidelines.

Reflection and Glare - Reflection and glare can cause discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available.

Work Station – Table surfaces are matte to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Seating - Proper seats are essential for operators, in order to prevent back problems.

1.20 Food Safety Policy

The staff room will be equipped and maintained by the Board of Management. The school staff will be expected to keep the staff room clean and tidy. The fridge should be cleaned once a week and out of date food cleared away.

1.21 Dealing with Infectious Diseases Policy

It is the policy of the Board of Management of Gaelscoil Lios na nÓg to notify the school community and the appropriate authorities of all infectious diseases, so that they can act to ensure the safety of staff and pupils. The school will endeavour to minimise the risk by following best practice, cleanliness, hygiene and disinfection. Latex disposable gloves are provided for use in first aid and other hygiene tasks. All toilets are provided with plenty of water, soap, paper towels, toilet paper and waste disposal containers.

Please see Covid 19 Plan.

1.22 Complaints Procedure

If any staff member/employee/parent is being harassed in any way, they will be expected to follow the Bullying and Harassment Policy outlines above.

1.23 Electrical Appliance Safety Policy

Competent, authorised persons are needed for handling machinery, kitchen equipment and electrical appliances. This equipment has to have regular maintenance checks.

- If there are portable points and raised floors, hanging and trailing wires and conductors can be kept to a minimum. Where this is not possible, rubber mats or duct tape will be provided.
- Electrical appliances e.g. computers, are placed against the wall in classrooms for safety. Electrical cables will be covered and taped to avoid accidents.
- Children are not permitted to handle electrical appliances in the classroom.
- Staff are advised to check their appliances. The Principal must be informed of appliances that are faulty, out of order or dangerous.

- There is a central heating system in the school and the timer will be set according to the season.
- The Principal organises regular maintenance examinations every term.

1.24 Chemicals/Cleaning Products Safety Policy

Chemicals are kept in storage. Only cleaners and school staff are permitted to use the following items. A variety of protection equipment is provided, eg gloves, safety goggles and aprons. Every bottle/jar will be clearly labelled. The items are stored under lock and key, and out of reach of children.

- Bleach, floor cleaner etc
- Toner for photocopier
- Tippex
- Refil containers of hand sanitiser

1.25 Appendix to the Safety Statement

1.25 i Persons of Responsibility

Role	Name
Health and Safety Officer	Nóirín Ní Chatháin
Principal	Cormac Chambers
Health and Safety Representative	Caitlín Nic Niallais
Reporting and hazards	All staff
Giving epipen to child with nut allergy	Class teacher
Annual inspection of electrical equipment – report and repair	Teachers, other staff, external contractors

1.25 ii Registering Fire Fighting Equipment

Contractor's Certificate is kept in school office in Health and Safety Box (0868605777)

1.25 iii Accident Book

The accident book is in the school office in the Health and Safety box.

1.25 iv First Aid

There is a First Aid cabinet in the school office and a portable First Aid bag is available for school trips or sports training. **The following persons have been trained and will be available in case of emergency**

Name	Date of Training
Cormac Chambers	

1.25 v Record of Fire Drills

See Fire Drill Code in the office.

Date of Fire Drill	Time Taken to Clear the Building	Any Problems During the Fire Drill

Safety Statement Document 2 – Risk Assessment

2.1 Risk Assessment Procedure

(See Template No. 55 in Risk Assessment Resources, Guidelines on Managing Safety, Health and Welfare in Primary Schools, pp 20-111)

The Risk Assessment in this document is based on Recognising Hazards, Risk Assessment and taking appropriate steps to reduce the risk as much as possible. The risk levels are based on the chance of an accident happening and the resulting damage that may occur.

Risk Levels

Minor Risk

Medium Risk

High Risk

Very High Risk

2.2 School Premises

2.2 i Classrooms

Project	Risk Assessment at Gaelscoil Lios na nÓg		
Date			
Description of Site	Classrooms		
Hazard	Persons at Risk	Risk Level	Control Methods
Fire	Employees and pupils	Minor risk	<ul style="list-style-type: none">• To ensure that all electrical appliances (white boards, computers, heaters) are switched off at the end of the day• Emergency exits in classrooms kept clear always• Fire hazards to be reported to Principal, Vice-Principal/H&S representative
Bad practices that could cause accidents in handling, slipping or tripping	Employees and pupils	Minor risk	<ul style="list-style-type: none">• Encourage children to keep class rules eg no running• A high standard of housekeeping to be maintained in the classroom• Proper shelving in classrooms• Children to be encouraged to look after their own belongings• Proper supervision in classes at all times
Paint storage – Risk of misuse	Employees and pupils	Minor risk	<ul style="list-style-type: none">• Use non-toxic paints in the classes• Storage space for paint on art trolley in classroom

2.2 ii The Toilets

Project		Risk Assessment at Gaelscoil Lios na nÓg	
Date			
Description of Site		Toilets	
Hazard	Persons at Risk	Risk Level	Control Methods
Bad health practices Risk of contagion	Employees and pupils	Minor risk	<ul style="list-style-type: none"> • Plentiful supply of soap and paper towels • Toilets should be cleaned every day • Children are encouraged and reminded to wash their hands after using the toilet
Slipping/Tripping	Pupils	Medium risk	<ul style="list-style-type: none"> • Infants – go to the toilets in twos on ground floor at yard time • Senior classes – are reminded to walk on stairs when going to the toilet • Children are encouraged to report any accident that happens in the toilets to the teacher immediately

2.2 iii Corridors

Project		Risk Assessment at Gaelscoil Lios na nÓg	
Date			
Description of Site		Corridors	
Hazard	Persons at Risk	Risk Level	Control Methods
Storing items in corridor Risk of falling and delaying emergency procedures	Employees Pupils Visitors Parents	Minor risk	<ul style="list-style-type: none"> • Every employee is reminded to keep corridors clear and to use storage presses properly • Fire exits and external doors must be kept clear at all times
Running in corridors Risk of falling	Employees and Pupils	Minor risk	<ul style="list-style-type: none"> • Running is not permitted in the corridors or classrooms • Staff will maintain strict discipline
Wet floor surfaces Risk of slipping	Employees Pupils	Minor risk	<ul style="list-style-type: none"> • Staff will ensure that floors are not slippery. Floors are washed every day

	Visitors Parents		<p>after school to minimise the risk of slipping</p> <ul style="list-style-type: none"> • If floors are wet, staff will cover them with newspaper • In bad weather, staff and pupils will be alert to frosty surfaces and they will be asked to use handrails on stairs • Step edges shall be marked clearly in a bright colour
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Fuse board Risk of electrocution	Staff	Minor risk	<ul style="list-style-type: none"> • Only qualified persons are permitted to repair fuseboards • The area around the fuseboards will be kept clean and tidy at all times • Nothing should be left on top of the fuseboards • Electrical warning signs are to be clearly visible
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2.2 iv Staff Room

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	Staff Room		
Hazard	Persons at Risk	Risk Level	Control Methods
Fire	Employees and pupils	Medium risk	<ul style="list-style-type: none"> • Microwave ovens, toasters, sandwich makers must be switched off at the socket or unplugged when not in use

2.2 v The Hall

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	The Hall		
Hazard	Persons at Risk	Risk Level	Control Methods
Risk of tripping	Employees and pupils	Minor risk	<ul style="list-style-type: none"> • A high standard of housekeeping to be maintained in the hall • Children are encourage to follow the teacher's instructions and be well behaved • Children are not allowed onto the stage unless otherwise directed by a teacher or other staff member
Risk of back injury	Employees and pupils	Minor risk	<ul style="list-style-type: none"> • Care is recommended while moving chairs, benches and tables
Sports-related injury	Pupils	Minor risk	<ul style="list-style-type: none"> • Class teacher or assistant supervise pupils in the hall • Warm-up exercises are practiced at the start of the PE lesson • Children are made aware of potential dangers associated with certain activities • Moira Ní Laighin, in consultation with the Principal, carries out an inventory of sports equipment annually
Electrical fire	Employees Pupils Visitors	Minor risk	<ul style="list-style-type: none"> • Attention is drawn to the notices placed under the projector and cables attached to it. Everyone is asked to adhere to the advice in notices • Before concerts begin, parents and visitors are reminded of the safety exits and they are advised to keep small children with them for the duration of the concert

2.2 vi The Office

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	The Office		
Hazard	Persons at Risk	Risk Level	Control Methods
Lifting boxes Risk – Back injury	Secretary Employees	Medium risk	<ul style="list-style-type: none"> • Manual handling briefing document has been given to all staff • It is recommended that boxes of photocopying paper are placed at waist level (on the table) rather than on the floor
Working on computer Risk – Back injury	Secretary Principal Other employees	Minor risk	<ul style="list-style-type: none"> • Proper table and chair that suit office space • Ensure the area under the desk is kept clear to ensure adequate leg room when working on the computer

2.2 vii The Yard – Play Time

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	The Yard – Play Time		
Hazard	Persons at Risk	Risk Level	Control Methods
Risk of injury	Pupils	Medium risk	<ul style="list-style-type: none"> • All yards are supervised • All serious accidents are to be recorded in Leabhar na dTimpistí • Ensure the following.... <ul style="list-style-type: none"> ○ That the yard surface is level and even ○ That the wooden rail is stable and secure ○ That no equipment or schoolbags are left on the steps ○ That rubbish is not left in the yard ○ That outside lights are working properly
Child leaving the yard without permission during playtime	Pupils	High risk	<ul style="list-style-type: none"> • Children are reminded that they do not have permission to leave the school grounds by themselves during school hours • Gate at Infants' side is closed after assembly each morning • Door at Infant's side is closed after assembly each morning

2.2 viii Oakley Road

Project		Risk Assessment in Gaelscoil Lios na nÓg	
Date			
Description of Site		Oakley Road – Opening Time and Going Home Time	
Hazard	Persons at Risk	Risk Level	Control Methods
Collision	Pupils Parents Neighbours Visitors	Very high risk	<ul style="list-style-type: none"> • Parents are asked not to park illegally outside school • Parents are asked not to park in front of neighbours' • Parents are asked not to stand on road conversing at home time • Parents are asked to collect their children and move on to lessen traffic congestion • These safety instructions are re-iterated regularly at parents' meetings and at the school AGM in the first term • The 'Safety Code' is taught as Gaeilge to each class to promote road safety • Junior Infants are given yellow high-viz jackets in the first term every year and they are encouraged to wear them every day

2.2 ix Cleaning

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	Cleaning		
Hazard	Persons at Risk	Risk Level	Control Methods
Manual handling	Cleaners	Minor risk	<ul style="list-style-type: none"> Cleaners have been provided with manual handling training
Tripping hazard Falling from height	Cleaners	Medium risk	<ul style="list-style-type: none"> Cleaners are reminded to be careful on stairs when carrying eg vacuum cleaner or bucket of water Ladder briefing sheet to be provided to anyone who may use a ladder as part of their duties
Dermatitis/ Skin allergy	Cleaners	Minor risk	<ul style="list-style-type: none"> Single-use latex gloves are provided

2.2 x School Tours

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	School Tours/Trips to Park/Extra Curricular Activities		
Hazard	Persons at Risk	Risk Level	Control Methods
Child becoming sick on the tour	Pupils	Minor risk	<p>The class teacher, in consultation with the Principal, will ensure</p> <ul style="list-style-type: none"> • That there is proper supervision on the tour. 1 adult to every 5 children in Infants and 1 adult to every 10 children in other classes • That the parents are given details of the trip • That there is a first aid box on the bus • That there are plastic bags in case of children getting sick on the bus
Slipping/Tripping	Employees Pupils	Minor to medium risk	The incident will be recorded and First Aid given
Collision/ Road Accident	Employees Pupils	Very high risk	The school/Principal will be contacted and the Critical Incidents Policy will be followed
Child getting lost	Pupils	High risk	The class teacher will give clear guidelines to the children to follow in the event that they get lost

2.2 xi Sports Day/Sports Activities/Homework Club

Project	Risk Assessment in Gaelscoil Lios na nÓg		
Date			
Description of Site	Sports Day/Sports Activities/After-School Activities/Homework Club		
Hazard	Persons at Risk	Risk Level	Control Methods
Sports-related injuries	Pupils	Medium risk	<ul style="list-style-type: none"> • Teachers will have mobile phones with them so that they can seek assistance promptly in case of injury or serious accident • Each sports session will begin and end with warm-up and cool down exercises • Children are encouraged to follow teachers' instructions and be well behaved • Accidents will be reported to Caitlín Nic Niallais/Cormac Chambers/Nóirín Ní Chatháin • First Aid is available • Teachers are responsible for storing sports equipment properly • Teachers ensure that children wear appropriate clothing and shoes during these classes
Slipping/Tripping	Pupils	Minor risk	<ul style="list-style-type: none"> • Children walk in pairs to athletics/park/bus/Luas • Parents assist class teacher with supervision

2.2 xii Concerts/Plays

Project	Risk Assessment at Gaelscoil Lios na nÓg		
Date			
Description of Site	Concerts/Plays		
Hazard	Persons at Risk	Risk Level	Control Methods
Slipping/Tripping	Employees Pupils Parents	Minor risk	<ul style="list-style-type: none"> • Children and parents are encouraged to follow the Principal's instructions and to cooperate • Parents are advised to keep small children beside them during concerts
Flre	Employees Pupils Parents	Medium risk	<ul style="list-style-type: none"> • Parents and visitors are made aware of the fire exits before the start of concerts • Teachers are responsible for demonstrating best practice in Health and Safety • In case of fire, the Fire Services will be contacted

2.2xiii Covid 19

Project	Risk Assessment at Gaelscoil Lios na nÓg		
Date			
Description of Site	Covid 19		
Hazard	Persons at Risk	Risk Level	Control Methods
Slipping/Tripping	Employees Pupils Parents	Medium risk	The school has a covid plan which it has implemented.

This policy statement was updated on 20 March 2023

Handwritten signature of Róisín Ní Ghinedlior in black ink on a light background.

Dáta: 20 March 2023

Chairperson, Board of Management

Handwritten signature of Cormac Chambers in black ink on a light background.

Dáta: 20 March 2023

Principal