



# Safety Statement

**Bennekerry National School,  
Co. Carlow**

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## 1. SAFETY AND HEALTH POLICY

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school. It is based on the HAS guidelines for Primary Schools and our aim is to comply with the standards laid down in the guidelines.

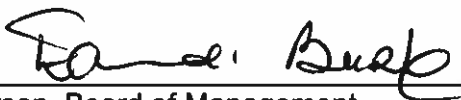
It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

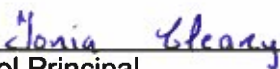
- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:



Chairperson, Board of Management



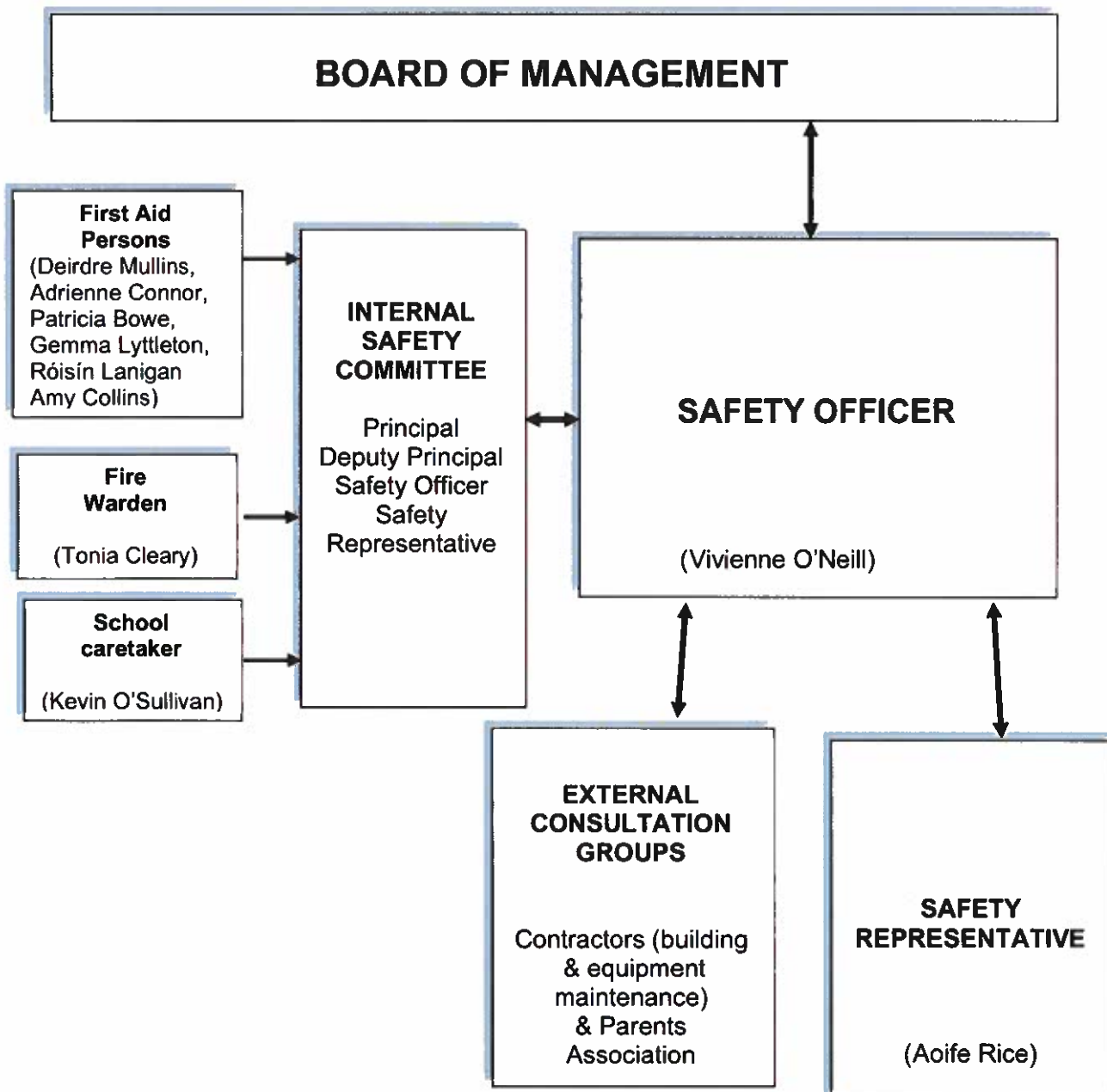
School Principal

Date 16-6-21

## 2. SCHOOL PROFILE

Bennekerry N.S. is a co-educational primary school, catering for pupils from Junior Infants to Sixth Class. The School operates under the Rules for National Schools which are drawn up by the Minister for Education and Skills. The school is under Catholic patronage and the Patron nominates a Board of Management for the school, comprised of nominees of the patron, parents, teachers and the local community.

## 3. RESOURCES FOR SAFETY AND HEALTH IN THE SCHOOL



## **4. ROLES AND RESPONSIBILITIES FOR SAFETY AND HEALTH**

### **a. Board of Management**

It is the Board of Management's responsibility to ensure the following:

- a) That a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable, practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- b) To oversee and review the implementation of the Safety Management System and the safety statement for the school.
- c) To establish a set of safety and health objectives.
- d) To receive regular reports on safety and health matters and matters arising from same are discussed.
- e) To review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- f) To review the school's safety and health performance.
- g) To allocate adequate resources to deal with safety and health issues.
- h) To appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

### **b. Safety Officer**

It is the safety officer's responsibility, as the designated person for safety and health acting on behalf of the Board, to ensure the following:

- a) To comply with the requirements of the 2005 act.
- b) To report to the BOM on Health and Safety performance.
- c) To assist and review the implementation of the safety management system and the safety statement of the school.
- d) Review of H&S policies and H&S performance in a co-operated effort with the Principal and Safety Representative.
- e) Assist in the investigation of situations where there is reasonable fear of risk of personal injury to employees or students or where complaints have been made by employees, students and/or parents about potential hazards in a co-operated effort with the Principal and Safety Representative.
- f) To survey all accidents and incidents, overseeing their investigation by a competent person and all relevant statutory reports completed by a competent person.

### **c. School Principal**

- a) To manage Health and Safety in the school on a day to day basis.
- b) To consult the Health & Safety Authority/inspector either orally or in writing about any aspect of Health, Safety and Welfare in the school and engage with the Health and Safety Authority/inspectors upon arrival at the school

### **d. Safety Representative Role**

A designated teacher with duties relating to Safety and Health must fulfil the duties as assigned, however ultimate responsibility for safety and health rests with the Board of Management as the employer.

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The responsibilities of the Safety Representative in Bennekerry National School are as follows :

- a) To organise fire drills, training, etc.
- b) To assist the Principal in the day to day management of Safety, Health and Welfare in the school.
- c) To facilitate regular communication with all members of the school community on safety and health matters.
- d) To discuss Health and Safety matters in confidence with other members of staff.

### **e. Staff Responsibilities**

- a) To comply with all statutory obligations on employees as designated under the 2005 Act.
- b) To co-operate with school management in the implementation of the safety statement.
- c) To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects, Physical Education (PE) etc.
- d) To ensure that pupils follow safe procedures and adhere to school policies.
- e) Conduct risk assessments of their immediate work environment.
- f) Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect. This will be done at the beginning of each term using Tool 8 (HAS Guidelines on Safety, Health and Welfare in Primary Schools Numbers 1-9)
- g) Check that equipment is safe before use
- h) Ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product.
- i) Select and appoint a safety representative.
- j) Co-operate with the school safety committee.
- k) Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

### **f. Safety Consultation Committee**

- a) The internal safety consultation committee (principal, deputy principal, safety officer, safety representative) must ensure that the safety interests of all employees, pupils, visitors etc is represented in a structured manner.

### **g. Other school users**

- a) Other school users, e.g. pupils and visitors should comply with school regulations and instructions relating to safety and health.

### **h. Contractors**

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- a) Schools must make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- b) Schools must provide the school regulations and instructions relating to safety and health.
- c) Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- d) Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety and health at work.

## 5. RISK ASSESSMENT

Management recognises that its activities and buildings may present a health and safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment.

Hazards will be identified in the school and risk assessments will be completed by management / safety Representative as required while all subsequent impacts, consequences & existing control measures raised will be reviewed & categorised into high, medium or low risk.

Management will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.

Bennekerry National School will place particular attention on the following:

- a) "Hazard" is taken to mean "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
- b) "Risk" means "the potential of the hazard to cause harm in the actual circumstances of use".
- c) "Risk Assessment" is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to ensure prioritisation in the implementation of controls and allocation of resources.

Bennekerry National School's working copy of this Safety Statement is located on file in the Secretary's Office. It will be available for viewing by any employee, parent or contractor. A copy of the Safety Statement will also be left in the Staff Room. The Safety Statement will be introduced to all new employees during the induction period.

<u>Grade of Risk</u>	<u>Abbreviation</u>	<u>Characteristics</u>
High Risk	"H"	Possibility of fatality / serious / minor injury to a number of people. Possibility of significant material loss.
Medium Risk	"M"	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of a fatality / serious injury or significant material loss is unlikely although conceivable.
Low Risk	"L"	The possibility of injury or material loss is unlikely although conceivable.

### 5.1 General Hazards

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames /PE Equipment
3. Trailing leads

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4. Computers
5. Guillotine
6. Projectors
7. Fuse Board
8. Electric kettles
9. Boiler house
10. Ladders
11. Excess Gravel on school yard
12. Protruding units and fittings
13. External store to be kept locked
14. Lawnmower
15. Outside stores
16. Icy surfaces on a cold day
17. Mats in corridors
18. Windows opening out
19. Playground equipment

**To minimise these dangers the following safety/ protective measures must be adhered to:**

- a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- b) In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c) Where applicable, Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.
- d) All machinery and electrical equipment are fitted with adequate safeguards.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- f) Ladders must be used with another person's assistance. A guide on the correct use of ladders is given to all members of staff and is part of this Safety Statement.
- g) The use of glass bottles, containers etc. is prohibited in the classrooms and the playground. Broken glass to be removed immediately, if discovered.
  
- h) During an annual audit, using Tool 8 of the HSA Guidelines for Managing, Safety, Welfare and Health in Primary Schools, the Board of Management Safety Committee will ensure that the following are checked:
  - floors are even, non-slip and splinter-proof
  - PE equipment is in good condition and stacked securely and in position so as not to cause a hazard.
  - All PE and other mats are in good condition.
  - All school furniture is fit for purpose.
  - Check that there are no uneven/broken/cracked paving slabs and that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
  - Manholes are safe
  - All play areas are kept clean and free of objects which may cause injury
  - Outside lighting works and is sufficient, all builder's materials / caretaker's maintenance equipment is properly stored, cleaning stores, external stores and container are securely locked



- Check that refuse is removed from the building each day and stored appropriately.
- Playground equipment is checked every week by the caretaker who keeps a log and a more in-depth check is done once a month as well as the annual audit.

### **5.1 Constant Hazards**

#### **5.1.1 Machinery, Kitchen equipment, Electrical appliances.**

It is the policy of the Board of Management of Bennekerry National School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

#### **5.2.2 Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis, at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should check that:

- a) All safety guards, which are a normal part of the appliance, are in working order.
- b) Power supply cables/leads are intact and free of cuts or abrasions.
- c) Unplug leads of appliances when not in use.
- d) Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- e) Follow official guidelines issued by the health and Safety Authority.

#### **5.2.3 Chemicals**

It is the policy of the Board of Management of Bennekerry National School that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Caretaker/Principal where appropriate).

#### **5.2.4 Drugs and Medication**

It is the policy of the Board of Management of Bennekerry National School that all drugs, medications, etc. be kept in a secure cabinet which is out of reach of children. This cabinet is located in the Secretary's office. (Refer to Policy for Administration of Medicines)

#### **5.2.5 Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff Room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

### **Members of staff and students are reminded that:**

- a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance, and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **5.2.6 Highly Polished Floors/Slippery Surfaces**

It is the policy of the Board of Management of Bennekerry National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Attention is drawn to the possibility of outside paths and surfaces being affected by frost in cold weather. Pupils will be regularly warned of the dangers of running in the school grounds during a frosty weather.

### **5.2.7 Smoking**

It is the policy of the Board of Management of Bennekerry School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

### **5.2.8 Broken Glass**

All staff members shall minimise the danger arising from broken glass. Staff are asked to safely remove broken glass if discovered and report immediately to the Principal.

### **5.2.9 Visual Display Units**

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

### **5.2.10 Infectious Diseases**

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

### **5.2.11 Access to School**

All visitors, including parents, entering the school premises are required to report to the Secretary's office before gaining admittance to the school. Visitors who will be working in the school environment and may

not constantly accompanied by a member of staff while on the premises will be asked to wear a lanyard to show that they are authorised to visit.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### 5.2.12 Collecting Children

#### **Collection:**

Junior Infants are collected from their classrooms and Senior Infants are collected at the back door at 2pm. All other pupils walk up the footpath to the designated waiting area at 3pm.

#### **Traffic Management: The following reminder is issued to parents at regular intervals**

- Please exercise extreme caution at all times when dropping off and collecting pupils.
- Consider carpooling with friends or neighbours to reduce traffic.
- Parents should stand outside the pupil's designated waiting area at 3pm to leave ample room for the children coming out of school i.e. the area inside the bollards is intended for pupils only.
- Always reverse into a parking space rather than driving in and reversing out.
- Do not park close to the pedestrian crossing.
- Use the designated drop off areas for set down only.
- Do not use the pedestrian area around the bus parking space for parking or set-down at any time as moving vehicles in this area pose a serious risk to all students as they enter and exit the school premises, whether they travel by bus or by car. This applies even when the bus is not in situ.
- Avoid doing a U-turn anywhere in the vicinity of the school.
- The staff car park is strictly for the use of staff.
- Please show consideration to other parents by exiting the car park promptly in the mornings as soon as you have dropped off your child. This will ensure that there will be spaces available for others to do likewise.
- Be mindful of our neighbours living close to the school and ensure that the access to their homes remains unobstructed by school traffic at all times.
- Mini-buses collecting a number of pupils for after-school care may be driven into the school grounds and may be parked in the area at the back of the old school building. This is to facilitate safer collection of a group of pupils. The driver is responsible for opening and closing the school gate and for driving cautiously while on the school grounds. The mini-bus should be in place before the pupils are released from the building and the driver should collect the pupils from the classrooms or main school doors.
- Designated parking spots nearest to the front door may be used in the event of a person with a disability or reduced mobility, due to an accident or injury, wishing to gain access to the building.
- Pupils should be made aware of who is likely to collect them each day. If there is a change of plan and a different person will now collect, the parents/guardians should ring the school informing us of the change of plan. The secretary will pass this information on to the class teacher and pupil(s) in question.

- If, due to a court order or protection order, access to a particular pupil or pupils is denied to another person, the school must be informed of this situation and furnished with a copy of the court order or protection order.
- It is important to pass on this information to child minders or anybody else who collects your child.

Members of Staff are asked to drive into car spaces instead of reversing in towards the footpath.

## **6 EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES**

### **6.1.1 Emergency procedures**

The Bennekerry National School Emergency response procedures have been developed in line with recommendations contained in the "Responding to Critical Incidents, Advice and Information Pack for Schools" and "Responding to Critical Incidents, Guidelines for Schools" (Dept of Education and Science/National Educational Psychological Service).

Emergency procedures have been prepared for fire, flood, bomb scare and other major incidents such as a car crash or suicide.

The emergency procedures set out clearly what is to be done, who is to do it, who will liaise with families, who will co-ordinate actions on the day (designated roles etc), follow-up care (where necessary) and local emergency service details etc.

"A critical incident can be defined as any incident or sequence of events, which overwhelms the normal coping mechanisms of the school and disrupts the running of the school".

### **6.1.2 Accidents and Injury**

An accident and injury policy has been developed by Bennekerry National School which addresses the procedures to be followed in the event of an accident or dangerous occurrence (i.e. first-aid, doctor called, parents/guardians called, ambulance called).

The principle procedures included in the school policy for accidents and dangerous occurrences include the following:

- a) Check list and standardised internal reporting and recording procedures for all types of accidents.
- b) Designated responsibility for ensuring that online reporting of accidents to the Health and Safety Authority is undertaken, i.e. IR1 and IR3 forms.
- c) Undertaking that all accidents are investigated and records are kept of all incidents and accidents.
- d) Corrective action is taken where required.
- e) Reports of such actions are made available to the Board of Management and to the Safety Committee.

### **6.1.3 Fire Safety**

It is the policy of the Board of Management of Bennekerry National School that:

- a) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.

- b) The safety representative in consultation with the school Principal will ensure that fire drills shall take place at least once a term.
- c) Fire alarms shall be clearly marked. (Responsibility of the Safety Officer)
- d) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Responsibility of the Safety Representative)
- e) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in their classroom must ensure it is kept clear.
- f) A plan of the school shows assembly points outside the school.
- g) Assembly areas are designated in Basketball Court 2
- h) Exit signs shall be clearly marked.
- i) All heavy-duty electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary and Principal are responsible for the offices. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

### 6.1.4 First Aid

It is the policy of the Board of Management of Bennekerry National School that a member of staff shall be trained to provide First Aid to staff and pupils.

- a) Notices are posted in office detailing:
  - Contact details of emergency services and relevant parties e.g. Ambulance, Doctor, Gardaí, Hospital, Priest.
- b) Procedures for accidents and injuries are contained in our school Accident and Injury Policy.

This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

A properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
  - Sterile eye-pads
  - Tape
  - Individually wrapped triangular bandages
  - Safety pins
  - Individually wrapped, sterile unmedicated wound dressings (sizes no. 8, 9 and 3)
  - Individually wrapped disinfectant wipes
  - Antiseptic Wipes
  - Water-based burns dressing (small and large)
  - Sterile water
  - Crepe bandage (7cm)
  - Scissors
  - Thermometer
  - First Aid Chart
- \*Three additional first aid kits are available for classes leaving the school premises during school hours.

Disposable gloves must be used by anyone administering first Aid.

A folder with Accident Report forms is kept within the secretary's office.

## 7. INSTRUCTION, TRAINING AND SUPERVISION

It is the policy of Bennekerry National School to provide all necessary instruction, training and supervision to school employees in relation to safety, health and welfare at work.

It is the policy of Bennekerry National School to regularly undertake training needs analysis, especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety and health management system in the school. The preparation and review of risk assessments also provides the school with an indicator of staff training needs.

A formal process to identify the safety and health training needs of each group within the school community has been established at Bennekerry National School. This process includes the following:

- a) The provision of safety training to all individuals as necessary to enable them to carry out their duties as identified by the risk assessments and as set out in the safety statement.
- b) A record of all training, information and briefing sessions.
- c) A record of those in attendance at training sessions with signed attendance sheets.
- d) A schedule of dates when refresher training falls due.

In accordance with its statutory obligations Bennekerry National School will provide training in the following circumstances:

- a) On recruitment.
- b) The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work.
- c) The introduction of new technology.
- d) Refresher training is a short-term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

Course	Required Attendees
Induction Training	All new staff
Manual Handling	Caretaker
Fire Drills/Awareness and use of Fire Extinguishers	All staff
Emergency Evacuation Training (Fire Drill)	All Staff
Child Protection Procedures	All Staff
First Aid Training	Selected staff

## **8. COMMUNICATION AND CONSULTATION**

It is the policy of Bennekerry National School to bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely to be understood, to the attention of:

- a) the school's employees, at least annually and, at any other time, following its amendment.
- b) newly recruited employees upon commencement of employment.
- c) other persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g. contractors carrying out work at the school.
- e) all pupils, parents/guardians and visitors to the school.

It is also the policy of the Management of Bennekerry National School to consult with staff in preparation and completion of risk assessment, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding Health, Safety and Welfare at work to all staff as it becomes available.

## **9. RELATED POLICIES WHICH SHOULD BE READ IN CONJUNCTION WITH BENNEKERRY N.S. HEALTH AND SAFETY STATEMENT**

- 1. Child Safeguarding Statement and Risk Assessment
- 2. Covid-19 Response Plan, Logistics Plan and Risk Assessment (while relevant)
- 3. Code of Behaviour
- 4. Anti-Bullying Policy
- 5. Accident and Injury Policy
- 6. Administrations of Medicine Policy
- 7. Critical Incident Policy
- 8. Dignity at Work Policy and Procedures
- 9. Protected Disclosures in the Workplace Policy
- 10. SPHE Policy
- 11. RSE Policy
- 12. Stay Safe Policy
- 13. Attendance Strategy Statement

### 10. REVIEW OF THIS SAFETY STATEMENT

This statement shall be regularly reviewed and revised as necessary by the Board of Management of Bennekerry National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Leo Buep Date: 16-06-2021

Principal: Janie Gleasy Date: 16-6-21

Safety Officer: Siobhán O'Neill Date: 16-6-21

Safety Representative: Clare Rice Date: 17.7.21

Bennekerry National School

This Policy Statement is in accordance with the Safety, Health and Welfare at work Act 2005 and subsequent amendments.

Members of the Board of Management:

Chairman: Leo Buep Clare Sully

Staff Nominee: Jordie Fisher

Principal: Janie Gleasy

Board Members: Siobhán O'Neill - E. Thomas  
Clare Sully Paul O'Dwyer

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 2005 in 2014 and updated in 2018. It was further updated in 2021



## Appendix A

### Health and Safety Reminders for Staff of Bennekerry N.S.



- As a staff, we have a collective responsibility for the safety of every individual in the building at any given time.
- Classes must be under the supervision of a teacher employed by Bennekerry BoM at all times during the school day. (Visiting teachers and student teachers should not be left in sole charge of a class.)
- Each teacher must supervise his /her class on the corridors as the children enter and exit the building. The stairs requires very close supervision. Class teachers may come to a mutually suitable system for supervision in these areas. Try to work a system where the pairing classes work together so that one teacher leads the classes down while the second brings up the rear and checks that all pupils have left the rooms. This should be as for fire drill exits so that the procedure is well practiced and becomes the norm.  
SEN team should assist where possible with supervision on corridors and stairs.
- In the evenings, all class teachers should accompany their classes as far as the gate. Try to ensure that pupils are walking in pairs keeping a reasonable space between them.
- Hot drinks may only be brought out of the staffroom in a mug with lid at any time of the day.  
Mugs or cutlery should not be removed from the staffroom.
- In the mornings, staff should drive forwards into the car park spaces in front of the building rather than reversing in to the spaces. Take care not to drive forward too much as this may cause an obstruction on the path and may also result in damage to your car!
- If you need to leave promptly at 3pm, park on the road as cars cannot be allowed to exit the school premises until the bus has departed.
- If you're leaving the building after 3.30pm, ensure that the front door is properly closed (with the doorstopper removed from the green bar) to avoid any unwanted visitors. The cleaners come in at that time.
- Close the gate in the car park if you're the last one leaving the school. If you're the first person in in the morning, please open both sides of the gate.
- Use of ladders- as per guidelines given to you in the Health and Safety folder on the desktop of your laptop.
- If using the premises outside of school time, please ensure that a contact person, such as a family member, is aware of where you are and when you are expected home. Check in with this person when you leave the building or arrive home.
- Please check that all electrical leads in rooms are safely clipped in place and not trailing to avoid tripping hazards.
- Please check that all electrical appliances are safe for use. If not, please take the item out of commission, label it as unsafe and give it to the Safety Officer to organise for repair or safe disposal.
- Be aware that emergency contact numbers are available in the Secretary's and Principal's offices.
- During the warm weather, the marmoleum floors seemed to become slippery. Please ensure that you wear non-slip footwear at these times.
- Younger pupils should not be allowed to use craft-knives. Older pupils should only be allowed limited access and under strict supervision by a staff member. Craft knives should be stored separately to all other arts and crafts material and in a place that is not accessible for pupils (perhaps locked filing cabinet).
- Ensure that when you are buying paint for use by children that it is non-toxic and that all other craft materials are safe to use for the children at your class level.

- When attempting to move heavy items please use the appropriate trolley provided for moving items and/or ask for help when moving such items.
- Please ensure that all potential obstructions are removed when moving heavy items and choose safest route for moving items, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp or lift.
- Fire doors should be kept closed once you vacate an area. Remember that classroom doors, the entrance doors and the doors of the hall are also fire doors and must be closed as you leave those areas. Ensure the chain is removed once pupils pass through.
- Ensure that you are familiar with evacuation procedures for you and your class and that these are on display in your classroom. Ensure that pupils are also familiar with these.
- A checklist must be used as a reminder of procedures when going on an excursion or school tour. This checklist should be on each teacher's laptop desktop in the Health and Safety file but is also available from the Secretary's or Principal's Office.

### **Health and Safety for Pupils – please remind pupils**

- **Walk** safely at all times in the building and on the paths outside.
- Stairs – Always walk carefully in single line on the right-hand side of the stairs and hold the rail.
- Balls must be carried in your hand while walking on the path. (No bouncing balls after the bell)
- Bathroom – Flush the toilet and wash your hands after every visit. Put handtowels in the bin.
- Hand towels / toilet paper / soap - avoid waste and/ or blocked pipes. Leave the toilet area in the condition you would like to find it in.
- Back and front doors should be kept closed as soon as children have entered/ exited the building.
- Play safely in the yard. Avoid pulling the green protective material on the basketball posts or banging / pulling at the fence.
- Morning – line up along the side of the building. Watch out for cars at all times.
- Evenings- walk in twos to the gate, leave a space between you and the person in front of you.
- Doorstoppers- place on light switch when not in use to avoid tripping over them.
- Eating while running around the yard is dangerous and can cause choking. Do not bring any lunch wrappings outside at break times.
- Ensure that bags and boxes are stored safely under desks and that they do not cause an obstruction to other pupils as they walk around the room. Children should remain seated during breaks on wet days.  
5<sup>th</sup> or 6<sup>th</sup> Class Minders do not have permission to touch the teacher's laptop on wet days.
- Remind pupils not to touch any dangerous objects that they come across in the building or in the school grounds. In the event of finding such objects, they should inform the nearest teacher immediately.
- Children going on messages should be sent in twos.
- In the evenings, if a child is not collected when everyone else has left the gate, he or she should come back down to the school and ask Deirdre to ring home.
- After School- Climbing walls / trees or entering the graveyard (unless with a parent) is not allowed.
- Injuries should be reported to Deirdre and parents as necessary. A bang to the head must always be reported. Please inform the Principal of more serious injuries.
- Persons on the premises that you do not recognise as a staff member should be wearing a lanyard to show they have permission to be present. Do not engage with people you do not recognise.

## Appendix B

### Checklist for Supervising Adults When Taking Pupils on an Excursion from Bennekerry N.S.



- Adequate number of supervisory adults present
- Head count carried out before departure and before return journey by trip supervisor(s)
- Supervisor(s) has a fully charged mobile phone
- Students made aware of action to take if separated from group
- Emergency phone numbers must be held by trip supervisor(s) for each trip and available to all supervisors and students where the need arises
- Information on particular medical conditions has been received and recorded by person organising the outdoor adventure activity/excursion
- Appropriate medication to treat known medical conditions of persons travelling to be brought and safely stored by supervisor. Details of how such medications should be administered must be known to supervisor, and should the need arise, a record of any medications given should be kept.
- Safety instructions provided to students including information on correct clothing and equipment required
- Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit
- Safety briefing for adults assisting in supervision
- Safety belts must be worn where students are being transported by road. Safety belts must not be shared
- All modes of transportation used must be used in compliance with the Road Traffic Act and only reputable companies are employed
- Weather conditions assessed on the day and considered suitable for trip
- Fully stocked and checked First Aid Kit carried on all trips

## Appendix C

### Reminders for Staff about the Safe Use of Ladders



**When can I use a ladder?** Ladders should only be used as work equipment where a risk assessment shows the use of other work equipment is not justified. The work at height regulations do not ban ladders but do require careful consideration to be given to their use. As a guide, only use a ladder or stepladder:

- where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more;
- the risk is low, i.e. because the nature of the work makes a fall unlikely or where there is a fall that the nature of the fall would be unlikely to cause injury;
- for 'light work' - ladders are not suitable for strenuous or heavy work;
- for work that does not involve carrying heavy or awkward tools or equipment;
- where a handhold is available both for climbing the ladder and in the working position;
- where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.

**Safe use of ladders** Many falls from ladders occur due to incorrect use of ladders such as:

- overreaching
- overloading
- not maintaining three points of contact
- poor positioning of ladder
- not securing the ladder. Avoid overreaching. Many accidents occur due to the ladder moving unexpectedly during use. This is often caused by the user overreaching. Set up your ladder so as to avoid having to overreach. Position yourself correctly on the ladder. If working on a stepladder, face the ladder towards the work activity, this will avoid side loading. On a ladder do not use the top three rungs, on a stepladder do not use the top two steps unless an appropriate handrail is fitted. Never straddle a stepladder.

**Don't overload** Ladders like most equipment used to support a load have load capacities. Avoid carrying heavy or awkward loads on a ladder. Often it is found that ladders are not robust enough for the proposed work. Ensure ladders are of sufficient strength/class for the job. Seek information from the supplier or manufacturer on whether your ladder is up to the job. Maintain three point contact- Overreaching may cause the user to lose the three point contact which is required.

- Keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task
- On a stepladder where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:
  - the height of the task;
  - whether it is light work;
  - whether it avoids side loading;
  - whether it avoids overreaching;
  - whether the user's feet are fully supported, and
  - whether you can tie the stepladder.

# Appendix D

## Bennekerry N.S. Classroom

### Inspection Record



Classroom	Tick or X	Action required	Responsibility	Date closed
Assessed by:				
Date:				
Room No:				
<b>Housekeeping</b>				
Floor free from trip/slip hazards?				
Emergency exits/routes & passageways clear?				
Items stored appropriately?				
Resources and equipment stored safely and securely?				
Waste adequately disposed of?				
Good levels of hygiene in bathrooms?				
<b>Fire Safety</b>				
Evacuation procedures on display?				
Emergency route clearly marked and accessible?				
Emergency exits for use indicated illuminated and easily opened?				
All sockets, switches, plugs and cables free from damage?				
Any sockets overloaded?				
<b>Working Environment and Welfare</b>				
All furniture and fittings in good repair?				
All light fittings functioning?				
Relevant safety signs and markings in place				
1				

## Bennekerry N.S. Classroom Inspection Record:

Classroom	Tick or X	Action required	Responsibility	Date closed
Assessed by:				
Date:				
Room No:				
<b>Child Protection</b>				
Child safeguarding statement on display?				
Teacher trained in Child Protection Procedures? (E-learning PDST or TUSLA)?				
<b>Covid Inspection</b>				
Are there hand sanitising dispensers fitted inside and outside of your classroom?				
Are the soap dispensers functioning correctly?				
Are the hand towel dispensers functioning correctly?				
Have you an appropriate supply of cleaning materials? Have you stored this material safely in a locked cabinet?				
Have you a means to keep your door open?				
Are your windows functioning properly to allow for ventilation?				
2				

## Fire Drill and Evacuation Policy: Room 1

### **Fire Assembly Point 1- Pitch**

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list with them.
4. Toilets must be checked before vacating the room.
5. When Junior Infants are exiting the SET from Resource Room 1 should walk at the front of the line, the teacher from Room 1 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 2. The teacher from Room 2 should stay at the back of the line of Junior Infant children, making sure that all pupils from Room 2 are out and that the windows in Room 2 are closed and all doors the J.I. pass through are closed behind them.
6. The infant classes should vacate the building first.
7. The class will exit via the fire door at the bottom of the front stairs and follow the path to the left, cross into the graveyard and down by the graveyard wall to the track. Once on the track, they make their way onto the pitch through the gate, follow the right hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 1 and then they walk forward to make a straight line facing the sign for Assembly Point 1
8. The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Room 2

### **Fire Assembly Point 2 - Pitch**

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with him/her.
4. When J.I. are exiting the SET from Resource Room 1 should walk at the front of the Rm. 1 line, the teacher from Room 1 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 2. The teacher from Room 2 should stay at the back of the line of Junior Infant children, making sure that all pupils from Room 2 are out and that the windows in Room 2 are closed and all doors the J.I.s pass through are closed behind them.
5. The infant classes should vacate the building after 6<sup>th</sup> class.
6. The class will exit via the fire door at the bottom of the front stairs and follow the path to the left, cross into the graveyard and down by the graveyard wall to the track. Once on the track, they make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 2 and then walk forward to make a straight line facing the sign for Assembly Point 2
7. The roll must be called on reaching the fire assembly point.



**Fire Drill and Evacuation Procedures: Room 3**

**Assembly Point 3 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must bring the class list, phone and car keys with him/her.
4. When Senior Infants are exiting, the designated SNA should walk at the front of the Room 4 line, the teacher from Room 4 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 3. The teacher from Room 3 should stay at the back of the line of Senior Infant children, making sure that all pupils from Room 3 are out and that the windows in Room 3 are closed and all doors the S.I.s pass through are closed behind them.
5. The children will exit the building through the PE hall and out through Fire Exit door 2 in the PE hall (nearest PE store). The children will pass through the infant yard, staying over close to the playground so as to avoid impeding 2<sup>nd</sup> and 3<sup>rd</sup> at the corner. They will walk on the grass down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 3 and then walk forward to make a straight line facing the sign for Assembly Point 3
6. The roll must be called on reaching the fire assembly point.

**Fire Drill and Evacuation Procedures: Room 4**

**Assembly Point 4 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must bring the class list, phone and car keys with him/her.
4. When Senior Infants are exiting, the designated SNA should walk at the front of the Rm. 4 line, the teacher from Room 4 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 3. The teacher from Room 3 should stay at the back of the line of Senior Infant children, making sure that all pupils from Room 3 are out and that the windows in Room 3 are closed and all doors the S.I.s pass through are closed behind them.
5. The children will exit the building through the PE hall and out through Fire Exit door 2 in the PE hall (nearest PE store). The children will pass through the infant yard, staying over close to the playground so as to avoid impeding 2<sup>nd</sup> and 3<sup>rd</sup> at the corner. They will walk on the grass down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 4 and then walk forward to make a straight line facing the sign for Assembly Point 4.
6. The roll must be called on reaching the fire assembly point.

Fire Drill and Evacuation Procedures: Room 5

**Assembly Point 5 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with him/her.
4. When 1<sup>st</sup> class are exiting, the designated SET from Resource Room 4 should walk at the front of the Rm 5 line, the teacher from Room 5 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 6. The teacher from Room 6 should stay at the back of the line of 1<sup>st</sup> class children, making sure that all pupils from Room 6 are out and that the windows in Room 6 are closed and all doors the S.I.s pass through are closed behind them.
5. The children will exit the building through the back door. They will follow the path down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 5 and then walk forward to make a straight line facing the sign for Assembly Point 5.
6. The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Room 6

### **Assembly Point 6 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the **class list, phone and car keys** with him/her.
4. When 1<sup>st</sup> class are exiting, the designated SET from Resource Room 4 should walk at the front of the Rm. 5 line, the teacher from Room 5 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 6. The teacher from Room 6 should stay at the back of the line of 1<sup>st</sup> class children, making sure that all pupils from Room 6 are out and that the windows in Room 6 are closed and all doors the 1<sup>st</sup> class pass through are closed behind them.
5. **The children will exit the building through the back door. They will follow the path down past the courts to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 6 and then walk forward to make a straight line facing the sign for Assembly Point 6.**
6. The roll must be called on reaching the fire assembly point.

Fire Drill and Evacuation Procedures: Room 7

**Assembly Point 7 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with him/her.
4. When 2<sup>nd</sup> class are exiting, the designated SET from Resource Room 2 should walk at the front of the Rm. 8 line, the teacher from Room 8 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 7. The teacher from Room 7 should stay at the back of the line of 2<sup>nd</sup> class children, making sure that all pupils from Room 7 are out and that the windows in Room 7 are closed and all doors the 2<sup>nd</sup> class pass through are closed behind them.
5. The children will exit the building through the Fire Door nearest to their room. They will follow the path down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 7 and then walk forward to make a straight line facing the sign for Assembly Point 7.
6. The roll must be called on reaching the fire assembly point

## Fire Drill and Evacuation Procedures: Room 8

### **Assembly Point 8 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with them.
4. When 2<sup>nd</sup> class are exiting, the designated SET from Resource Room 2 should walk at the front of the Rm. 8 line, the teacher from Room 8 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 7. The teacher from Room 7 should stay at the back of the line of 2<sup>nd</sup> class children, making sure that all pupils from Room 7 are out and that the windows in Room 7 are closed and all doors the 2<sup>nd</sup> class pass through are closed behind them.
5. The children will exit the building through the Fire Door nearest to their room. They will follow the path down past the courts to the track. Once on the track, they will make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 8 and then walk forward to make a straight line facing the sign for Assembly Point 8.
6. The roll must be called on reaching the fire assembly point

## Fire Drill and Evacuation Procedures: Room 9

### **Assembly Point 9 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must bring the **class list, phone and car keys** with him/her.
4. When 3<sup>rd</sup> class are exiting, the designated SNA should walk at the front of the Rm. 9 line, the teacher from Room 9 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 10. The teacher from Room 10 should stay at the back of the line of 3<sup>rd</sup> class children, making sure that all pupils from Room 10 are out and that the windows in Room 10 are closed and all doors the 3<sup>rd</sup> class pass through are closed behind them.
5. 3<sup>rd</sup> class will exit the building after 2<sup>nd</sup> class.
6. The children will exit the building through the Fire Door at the bottom of the stairs nearest to their room. They will follow the path down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 9 and then walk forward to make a straight line facing the sign for Assembly Point 9.
7. The roll must be called on reaching the fire assembly point

**Fire Drill and Evacuation Procedures: Room 10**

**Assembly Point 10 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must bring the class list, phone and car keys with him/her.
4. When 3<sup>rd</sup> class are exiting, the designated SNA should walk at the front of the Rm. 9 line, the teacher from Room 9 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 10. The teacher from Room 10 should stay at the back of the line of 3<sup>rd</sup> class children, making sure that all pupils from Room 10 are out and that the windows in Room 10 are closed and all doors the 3<sup>rd</sup> class pass through are closed behind them.
5. 3<sup>rd</sup> class will exit the building after 2<sup>nd</sup> class.
6. The children will exit the building through the Fire Door at the bottom of the stairs nearest to their room. They will follow the path down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 9 and then walk forward to make a straight line facing the sign for Assembly Point 9.
7. The roll must be called on reaching the fire assembly point.



**Fire Drill and Evacuation Procedures: Room 11**

**Assembly Point 11 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, car keys and phone with them.
4. Rooms 12 and 11 should come down the main stairs ahead of Room 13 and 14. When 4th class are exiting, the designated SET from Resource Rm. 4 should walk at the front of the Rm. 12 line, the teacher from Room 12 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 11. The teacher from Room 11 should stay at the back of the line of 4th class children, making sure that all pupils from Room 11 are out and that the windows in Room 11 are closed and all doors the 4th class pass through are closed behind them.
5. The children will exit the building through Fire Door 1 in the PE hall (nearest the kitchenette). They will cross the infant yard, staying out near the playground area, and follow the grass, down past the courts and on to the track. Once on the track, they will make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 11 and then walk forward to make a straight line facing the sign for Assembly Point 11.
6. The roll must be called on reaching the fire assembly point

## Fire Drill and Evacuation Policy: Room 12

### **Assembly Point 12 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, car keys and phone with them.
4. Rooms 12 and 11 should come down the main stairs ahead of Rooms 13 and 14. When 4th class are exiting, the designated SET from Resource Rm. 4 should walk at the front of the Rm. 12 line, the teacher from Room 12 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Rm. 11. The teacher from Rm. 11 should stay at the back of the line of 4th class children, making sure that all pupils from Rm. 11 are out and that the windows in Room 11 are closed and all doors the 4th class pass through are closed behind them.
5. The children will exit the building through Fire Door 1 in the PE hall (nearest the kitchenette). They will cross the infant yard, staying out near the playground area, and follow the grass, down past the courts and on to the track. Once on the track, they will make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 12 and then walk forward to make a straight line facing the sign for Assembly Point 12.
6. The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Room 13

### **Assembly Point 13 - Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with him/her.
4. Rooms 13 and 14 should leave after Rooms 11 and 12 and go down the main stairs. When 5th class are exiting, the designated SET from Resource Rm. 3 should walk at the front of the Rm. 13 line, the teacher from Room 13 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Rm. 14. The teacher from Rm. 14 should stay at the back of the line of 5th class children, making sure that all pupils from Rm. 14 are out and that the windows in Room 14 are closed and all doors the 5th class pass through are closed behind them.
5. The children will exit the building through the back door. They will follow the path down past the courts to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 13 and then walk forward to make a straight line facing the sign for Assembly Point 13.
6. The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Room 14

### **Assembly Point 14 - Pitch**

**In the event of a fire, the following steps must be taken:**

- 1) Activation of the nearest fire alarm.
- 2) Children must line up in a single file at their classroom door.
- 3) The teacher must take the class list, phone and car keys with them.
- 4) Rooms 13 and 14 should leave after Rooms 11 and 12 and go down the main stairs. When 5th class are exiting, the designated SET from Resource Rm. 3 should walk at the front of the Rm. 13 line, the teacher from Room 13 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Rm. 14. The teacher from Rm. 14 should stay at the back of the line of 5th class children, making sure that all pupils from Rm. 14 are out and that the windows in Room 14 are closed and all doors the 5th class pass through are closed behind them.
- 5) The children will exit the building through the back door. They will follow the path down past the courts to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 14 and then walk forward to make a straight line facing the sign for Assembly Point 14.
- 6) The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Room 15

### **Fire Assembly Point 15 - Pitch**

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with him/her.
4. When 6<sup>th</sup> class are exiting, the designated SET from Resource Room 3 should walk at the front of the Rm. 16 line, the teacher from Room 16 should sweep the room to make sure all pupils are gone and doors and windows are closed. Then he/she will lead out the pupils from Room 15. The teacher from Room 15 should stay at the back of the line of 6<sup>th</sup> class children, making sure that all pupils from Room 15 are out and that the windows in Room 15 are closed and all doors the 6<sup>th</sup> class pupils pass through are closed behind them.
5. 6th classes should vacate the building before the J.I. classes.
6. The class will exit via the fire door at the bottom of the front stairs and follow the path to the left, cross into the graveyard and down by the graveyard wall to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 15 and then walk forward to make a straight line facing the sign for Assembly Point 15.
7. The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Room 16

### **Fire Assembly Point 16 - Pitch**

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. Children must line up in a single file at their classroom door.
3. The teacher must take the class list, phone and car keys with him/her.
4. When 6<sup>th</sup> class are exiting, the designated SET from Resource Room 3 should walk at the front of the Rm. 16 line, the teacher from Room 16 should sweep the room to make sure all pupils are gone and doors and windows are closed. Then he/she will lead out the pupils from Room 15 down the front stairs (nearest Church). The teacher from Room 15 should stay at the back of the line of 6<sup>th</sup> class children, making sure that all pupils from Room 15 are out and that the windows in Room 15 are closed and all doors the 6<sup>th</sup> class pupils pass through are closed behind them.
5. 6th classes should vacate the building before the J.I. classes.
6. The class will exit via the fire door at the bottom of the front stairs and follow the path to the left, cross into the graveyard and down by the graveyard wall to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 16 and then walk forward to make a straight line facing the sign for Assembly Point 16.
7. The roll must be called on reaching the fire assembly point.

## Fire Drill and Evacuation Procedures: Resource Room 1

### **Assembly Point 1- Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. SET goes immediately to Room 1 bringing any pupils that are with him/her to Room 1 also. He/she should also bring his/her phone and car keys with him/her.
3. When J.I. are exiting, the SET from Resource Room 1 should walk at the front of the Rm. 1 line, the teacher from Rm. 1 should sweep the room to make sure all pupils are gone and doors and windows are closed. Then he/she will lead out the pupils from Rm. 2. The teacher from Rm. 2 should stay at the back of the line of J. I. children, making sure that all pupils from Rm. 2 are out and that the windows in Rm. 2 are closed and all doors the J.I.s pass through are closed behind them.
4. The infant classes should vacate the building after 6<sup>th</sup> class.
5. The class will exit via the fire door at the bottom of the front stairs and follow the path to the left, cross into the graveyard and down by the graveyard wall to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 1 and then walk forward to make a straight line facing the sign for Assembly Point 1
6. The SET will bring whatever pupils were with him/her when the alarm was activated to their correct Assembly point.

## Fire Drill and Evacuation Procedures: Resource Room 2

### **Assembly Point 8- Pitch**

**In the event of a fire, the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. SET goes immediately to Room 8 bringing any pupils that are with him/her to Room 8 also. He/she should bring his/her car keys and phone with him/her.
3. When 2<sup>nd</sup> class are exiting, the SET from Resource Room 2 should walk at the front of the Rm. 8 line, the teacher from Room 8 should sweep the room to make sure all pupils are gone and doors and windows are closed. Then he/she will lead out the pupils from Room 7. The teacher from Room 7 should stay at the back of the line of 2<sup>nd</sup> class children, making sure that all pupils from Room 7 are out and that the windows in Room 7 are closed and all doors the 2<sup>nd</sup> class pass through are closed behind them.
4. The 2<sup>nd</sup> class should vacate the building before 3<sup>rd</sup> class.
5. The children will exit the building through the Fire Door nearest to their room. They will follow the path down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 8 and then walk forward to make a straight line facing the sign for Assembly Point 8.
6. The SET will bring whatever pupils were with him/her when the alarm was activated to their correct Assembly point.



## Fire Drill and Evacuation Procedures: Resource Room 3

### SET 1

## Fire Assembly Point 13 - Pitch

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. SET 1 goes immediately to Rm. 13 bringing the children who are with him/her to Rm. 13 too. He/she must take his/her phone and car keys with him/her.
3. Rooms 13 and 14 should leave after Rooms 11 and 12. When 5th class are exiting, the designated SET from Resource Rm. 3 should walk at the front of the Rm. 13 line, the teacher from Room 13 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Rm. 14. The teacher from Rm. 14 should stay at the back of the line of 5th class children, making sure that all pupils from Rm. 14 are out and that the windows in Room 14 are closed and all doors the 5th class pass through are closed behind them.
4. The children will exit the building through the back door. They will follow the path down past the courts to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 13 and then walk forward to make a straight line facing the sign for Assembly Point 13.
5. SET 1 will bring the pupils who were with him/her when the alarm was activated to their correct assembly point.

## Fire Drill and Evacuation Procedures: Resource Room 3

### SET 2

## Fire Assembly Point 16 - Pitch

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. **SET 2 goes immediately to Rm. 16** bringing the pupils who are with him/her to Rm. 16 also. He/she should also bring his/her **car keys and phone** with him/her.
3. When 6<sup>th</sup> class are exiting, the designated SET from Resource Room 3 should walk at the front of the Rm. 16 line, the teacher from Room 16 should sweep the room to make sure all pupils are gone and doors and windows are closed. Then he/she will lead out the pupils from Room 15. The teacher from Room 15 should stay at the back of the line of 6<sup>th</sup> class children, making sure that all pupils from Room 15 are out and that the windows in Room 15 are closed and all doors the 6<sup>th</sup> class pupils pass through are closed behind them.
4. 6th classes should vacate the building before the J.I. classes.
5. **The class will exit via the fire door at the bottom of the front stairs and follow the path to the left, cross into the graveyard and down by the graveyard wall to the track. Once on the track, they will make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 16 and then walk forward to make a straight line facing the sign for Assembly Point 16.**
6. SET 1 will bring the pupils who were with him/her when the alarm was activated to their correct assembly point.

## Fire Drill and Evacuation Procedures: Resource Room 4

### SET 1

## Fire Assembly Point 12- Pitch

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. **SET 1 goes immediately to Rm. 12** bringing the children who are with him/her to Rm. 12 too. He/she must take his/her **phone and car keys** with him/her.
3. Rooms 12 and 11 should come down the main stairs ahead of Rooms 13 and 14. When 4th class are exiting, the designated SET from Resource Rm. 4 should walk at the front of the Rm. 12 line, the teacher from Room 12 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Rm. 11. The teacher from Rm. 11 should stay at the back of the line of 4th class children, making sure that all pupils from Rm. 11 are out and that the windows in Room 11 are closed and all doors the 4th class pass through are closed behind them.
4. **The children will exit the building through Fire Door 1 in the PE hall (nearest the kitchenette). They will cross the infant yard and follow the path down past the courts to the track. Once on the track, they will make their way onto the pitch through the gate, follow the left-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 12 and then walk forward to make a straight line facing the sign for Assembly Point 12.**
5. SET 1 will bring the pupils who were with him/her when the alarm was activated to their correct assembly point.

## Fire Drill and Evacuation Procedures: Resource Room 4

### SET 2

## Fire Assembly Point 5- Pitch

**In the event of a fire the following steps must be taken:**

1. Activation of the nearest fire alarm.
2. **SET 2 goes immediately to Rm. 5** bringing the children who are with him/her to Rm. 5 too. He/she must take his/her phone and car keys with him/her.
3. When 1<sup>st</sup> class are exiting, the designated SET from Resource Room 4 should walk at the front of the Rm 5 line, the teacher from Room 5 should sweep the room to make sure all pupils are gone and doors and windows are closed and then he/she will lead out the pupils from Room 6. The teacher from Room 6 should stay at the back of the line of 1<sup>st</sup> class children, making sure that all pupils from Room 6 are out and that the windows in Room 6 are closed and all doors the S.I.s pass through are closed behind them.
4. **The children will exit the building through the back door. They will follow the path down past the courts to the track. Once on the track, they make their way onto the pitch through the gate, follow the right-hand line down to the centre of the pitch, walk across this centre line until they reach the sign for Assembly Point 5 and then walk forward to make a straight line facing the sign for Assembly Point 5.**
5. SET 2 will bring the pupils who were with him/her when the alarm was activated to their correct assembly point.

## Fire Drill and Evacuation Procedures:

### Secretary's and Principal's Office

**Fire Assembly Point - Front door to meet**

**Fire brigade or Fire Officer**

**In the event of a fire the following steps must be taken:**

1. Secretary and Principal find location of suspected fire on fire panel and then check to see if there is a need for the fire services
2. If a fire is detected, the secretary immediately evacuates the building through the front door bringing with him/her his/her phone and car keys and the "front of house box".  
This box contains
  - A map of the school indicating the areas where chemicals/ electrical equipment are stored
  - File with contact details for Smart Monitor
  - Class lists with contact details
  - Staff lists with contact details
  - Keys for padlocks on side gates
3. Secretary stays at the front of the building until the fire services arrive
4. He/she then goes to the fire assembly points on the pitch to assist with contacting of parents/guardians.
5. The principal evacuates the building, bringing with him/her his/her car keys and phone and goes to the fire assembly points on the pitch. He/she brings with him/her the pupil and staff contact lists from the "front of house box".

**Once roll call is complete and everyone is accounted for, the pupils and staff may move to the church from where they can be collected safely.**

