

St. Joseph's National School



Health and Safety Policy

Rationale:

The Board of Management of St. Joseph's National School, charged with the direct government of the school, has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children. Health & Safety" within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

Relationship to School Ethos:

We promote openness and co-operation among staff, parents, management and pupils as a means towards providing the caring environment through which a child can develop and grow to full potential.

Aims/Objectives:

- To ensure the school complies with legislative requirements;
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies;
- To put in place a proper recording and reporting framework on the educational progress of pupils;
- To establish clear guidelines on safety within the school,
- To establish who is responsible for matters relating to health and safety.

Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of St. Joseph's National School wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of St. Joseph's National School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of St. Joseph's National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to:

Duties of Employees

It is the duty of every employee while at work:

- (a)** To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b)** To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c)** To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d)** To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989).

Consultation and Information

It is the policy of the Board of Management of St. Joseph's National School to consult with staff re. safety audits, 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. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

Hazards

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of St. Joseph's National School that:

- (i)** 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.
- (ii)** The principal will ensure that fire drills shall take place at least once a term.
- (iii)** Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv)** Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)

- (v)** 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 must ensure that the exit from her/his classroom is kept clear and the entrance lobby – Principal will see they are free of obstruction.
- (vi)** Assembly area is designated outside of the building, and the location specified.
- (vii)** Exit signs shall be clearly marked.
- (viii)** All 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, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (ix)** Principal shall be responsible for fire drills and evacuation procedures.
- (x)** All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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.

- 01:** Wet corridors
- 02:** Trailing leads
- 03:** Computers
- 04:** Projectors
- 05:** Fuse Board
- 06:** Electric kettles
- 07:** Boiler house
- 08:** Ladders
- 09:** Uneven surface on school yard
- 10:** Protruding units and fittings
- 11:** Flat roof of school
- 12:** External stores to be kept locked
- 13:** Garden equipment
- 14:** Entrance/Exit of car-park
- 15:** Garden stores
- 16:** Icy surfaces on a cold day
- 17:** Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a)** Access to and operation of 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)** Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.
- (c)** All machinery and electrical equipment are fitted with adequate safeguards.
- (d)** Precautionary notices, in respect of safety matters are displayed at relevant points.
- (e)** Ladders must be used with another person's assistance.

- (f) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (g) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (h) Principal and Deputy Principal will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard.
- (i) Check that all mats are in good condition.
- (j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative.
- (k) Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management).
- (l) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker/Parent).
- (m) Check that manholes are safe. (Caretaker).
- (n) Check that all play areas, are kept clean and free from glass before use. (Caretaker and Staff).
- (o) Check that outside lighting works and is sufficient. (Caretaker/Principal).
- (p) Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Caretaker)
- (q) Check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St. Joseph's 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.

Electrical Appliances

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

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are in tact and free of cuts or abrasions.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals

It is the policy of the Board of Management of St. Joseph's 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 the strong room, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication

It is the policy of the Board of Management of St. Joseph's National School that all drugs, medications, etc be kept in the staff room, in a separate and secure place and used only by trained and authorised personnel.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom 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:

- (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. 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.

Highly Polished Floors

It is the policy of the Board of Management of St. Joseph's 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. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

Infectious Diseases

It is the policy of the Board of Management of St. Joseph's National 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.

First Aid

(1): Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2): All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Jel for burns
- Frozen ice-packs in freezer of fridge
- Sun Cream

Disposable gloves must be used at all times when administering First Aid.

Location of First Aid Box

(1): Staffroom

Access To School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. They must sign children in or out children who are leaving early or arriving late. 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.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering the school carpark.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day.
- (5) Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record to be kept in the office by the school secretary.

N.B.:

- (6): Children will **never** be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/guardian or named other.

Safe Work Practice Sheet

- (1)** The Cleaner must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- (2)** The Cleaner have been asked to ensure that their storeroom is always locked when they have finished using it.
- (3)** Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- (4)** The Caretaker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- (5)** The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- (6)** The Caretaker must wear protective masks to prevent the inhalation of gasses while using chemicals such as week-killers and others.
- (7)** Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc..
- (8)** All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- (9)** Employees do not use step-ladders or other ladders without the assistance of a colleague.
- (10)** Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- (11)** Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
- (12)** Employees report defective equipment to the Principal.
- (13)** Employees report incidences of uncollected refuse.
- (14)** The Cleaner and Caretaker read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...
- (15)** Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.

The Caretaker and Safety

- (1)** He shall check that there is an adequate supply of Heating Oil in the tank at all times.
- (2)** During exceptionally frosty weather, he shall sprinkle salt on the paths.
- (3)** During holiday times, he shall keep the mains water controls in the “OFF” position.
- (4)** The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
- (5)** He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
- (6)** Along with the Principal, he shall check, at regular intervals, that the Fire Alarm System is in working order.
- (7)** He shall be on the look out at all times for risk situations and shall repair faults or report them to the Principal.
- (8)** He shall keep lawns, flowerbeds and pitches in good condition.
- (9)** He shall familiarise himself sufficiently with the school’s Safety Statement and especially with those parts which are relevant to his own position.

The Principal is responsible for Fire Safety. She organises;

- (a)** Fire Drill at least once per term.
- (b)** Sees that the Fire Alarm System and Fire Extinguishers are in working order.
- (c)** Records the events of Fire Drills.

Fire Drill Organisation

- 1: Assembly Point:** School yard where children line up
- 2: Fire Drill Warning:** When fire bell sounds there should be Silence in the classroom, or wherever you are.
- 3: Evacuation:** The teacher is in sole charge of his/her own class.
Each class exits in single file in silence. Teacher leaves last, making sure all windows and doors are closed.
Teacher should bring Roll Book along.
- 4: Exit Routes:** 1st-3rd use exit at disabled toilet.
Infants/4th-6th use exit at office.
- 5: Assembly:** The teacher will then call the roll and report the findings to the Principal. If a child is missing his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

Wall	6 th class	5 th class	4 th class	3 rd class	2 nd class	1 st class	Senior Infants	Junior Infants
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Further Fire Precautions

(1) Emergency Lighting and Exit Signs:

The Principal or his representative (in his absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and Exit Signs in the event that there is a large group of parents in the school. This warning should be repeated at intermissions.

(2) External Fire Hydrant and Water Mains:

The Fire Hydrant is **Clearly Marked (H)** and **located** on **main footpath** leading to the school's main entrance door.

The water control is:

- (a) on road outside the staff carpark and marked Water.

The Principal, Violet Molloy, the Caretaker Sean Staunton and the Deputy Principal, Ms Beirne. are all aware of these locations. Sean Staunton keeps control tools for both.

(3) Location of Fire Extinguishers:

A:	(1) Kitchenette:	Dry Powder Blanket
	(2) Boiler House:	Dry Powder Automatic Dry Powder
	(3) Outside Secretary's Office:	Carbon Dioxide Foam
	(4) Outside boys' Toilet:	Foam Carbon Dioxide
	(5) Computer Room	Carbon Dioxide
	(6) Shed	Foam
	(7) Oil Shed	Powder

4: The Main Traffic Entrance:

The parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as Ambulance, Fire Brigade and also to ensure the safety of the Children when Entering and especially when Leaving the school grounds.

Cleaning the School (Hygiene):

The Principal and cleaner are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker or/and the Principal.

They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

Hazards

Identifying Hazardous Areas for Children:

- (a)** The Boiler House
- (b)** The Strong room
- (c)** The Staff Room
- (d)** The Car Park
- (e)** The Store Room

Precautions:

- 1:** Those five areas shall be strictly out of bounds for the children at all times except when accompanied by a teacher.
- 2:** The Strong room, and Boiler House shall be kept locked at all times.
- 3:** First Aid Equipment must be stored in the Staff Room.
- 4:** Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, Hoover, computers, radios etc.
- 5:** Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
- 6:** The Caretaker has been asked by the Principal to remedy such hazards immediately when they come to his notice or are brought to his attention by any staff member, or other school employees.

Identifying the Hazards – Section 12 (3):

Teachers and ancillary staff (Caretaker, Secretary, Cleaners) are requested to conduct a periodic Safety Check of their classrooms and/or workplace and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keeps a written record of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the Caretaker, Cleaners and to the Secretary.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- 1: Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- 2: Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
- 3: Restricted areas – mentioned previously.
- 4: Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. etc. There will be lessons on teeth care, the Stay Safe Programme, etc.
- 5: Fire Drill
- 6: First Aid

Our teachers are Professional People trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff members knowledge. Generally, each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. Ms Gallagher and Ms O'Brien are first aid trained.

It is school policy to hand over an injured child as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to a local doctor.

The Staff's Safety Representative

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a Safety Representative will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present Safety Representative is Ms Beirne.

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Classroom and Internal Rules

- 01:** Follow instructions given by Teachers and/or Principal, at all times.
- 02:** Sit properly on chairs, all four legs on the floor.
- 03:** School bags under tables, neatly stored.
- 04:** Walk ways in classrooms must be kept clear.
- 05:** Hang all coats, jackets, gear bags etc on hooks.
- 06:** During wet days, pupils must sit during 11o'clock break and/or lunch break-no moving around room allowed where possible.
- 07:** No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
- 08:** Use all classroom and P.E. equipment, according to teacher's instructions.
- 09:** Never bang a door closed – be mindful of others.
- 10:** When moving around the school, always walk, never run.
- 11:** Walk on the right hand side of the corridors.
- 12:** Watch where you are going – don't look behind you while walking.
- 13:** At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

Wet Day Rules

- 01:** Stay seated at all times.
- 02:** No rulers or any other dangerous implements in pupils' hands.
- 03:** Only go to toilet with teacher's permission.
- 04:** Other electrical implements plugged out.
- 05:** Pre-arranged groups for activities before teacher leaves the room.
- 06:** Sit down properly – four legs of chair on floor at all times.

Yard Rules

- 01:** Play safely – no rough play or “pretend fighting”.
- 02:** Stay in designated area of the yard.
- 03:** Stay off the pitch, (unless toggged out) during inclement weather.
- 04:** Don't enter the school without permission from teacher on yard.
- 05:** Report any problems/incidents to the teachers on yard duty.
- 06:** No swinging off basketball stands.
- 07:** No throwing of clothes, hats, hear-bags, shoes pebbles, etc.
- 08:** If a ball goes into the hedge or out of bounds, the teacher on yard duty must be told. **Do not** go out after the ball.

09: “Yard Out of Bounds” areas:

- The hedges and trees
- Behind the boiler house
- School garden
- Staff carpark
- Old entrance green area
- Our pitches during wet weather – unless fully toggled out
- Septic tank area
- Road

Pitch Rules

- 01:** Suitable attire, gear, when playing on the pitch.
- 02:** Do not follow ball onto road, into secondary school grounds, or out through hedge at back of pitch.
- 03:** Do not swing from crossbars.
- 04:** Do not run off pitch onto tarmac while wearing football boots.
- 05:** Do not allow mud from boots fall onto path or tarmac.
- 06:** Do not tog out at door.
- 07:** Aggressive play will not be tolerated.

School Garden Rules

- 01:** No running in school garden area.
- 02:** Pupils must be accompanied by an adult.
- 03:** Pupils can not use tools without supervision of a teacher.

Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Success Criteria:

- Compliance with Data Protection Act and Statute of Limitations Act.
- Reasonably easy access to records
- Manageable storage of records.

Roles and Responsibilities:

The school staff, under the direction of the Principal, will implement and monitor this policy. Individual teachers will design, administer and record in-class testing. The Principal and Deputy Principal will ensure records are maintained and stored.

Implementation Data:

This policy is effective from June 2017. All records held from before that date will continue to be maintained.

Roles and Responsibility.

Teaching Staff

Board of Management

Review Date: June 2018

Ratified by the Board of Management

Signed _____ Chairperson, Board of Management

Signed _____ Principal

Date _____