



Polasaí Slándála & Sábháilteachta – *Health & Safety Policy*

Réamh ráiteas *Introduction*

Cuireadh tús leis an bpolasaí seo i 2012 le cabhair an fhoireann, an Bhoird agus Tuismitheoirí na scoile. Rinneadh an uas-dhátú is déanaí ar an bpolasaí do mhí Eanáir 2018.

- *Work began on this policy in 2012 by the school staff, Board of Management and by the Parents' Association. The policy was most recently updated and ready for implementation for January 2018.*

De réir an dlí Acht Sábháilteacht, Sláinte agus Cúram ag obair 1989, bíonn ar gach fhostóir, in éineacht lena chuid fostaíthe, ráiteas Sláinte agus Sábháilteacht a ullmhú, a thaispeáineann go bhfuil Bord Bainistíochta scoile ag glacadh le cúram sábháilteachta agus sláinte na scoile (fostaíthe agus daltaí), agus a leagann amach eagrúchán agus na hachmhainní atá ag teastáil chun caighdeán áirithe a choimeád agus a athbhreithniú.

- *Under the 1989 Safety, Health and Welfare Act, it is a legal requirement for every employer, together with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, organisation and resources necessary for maintaining and reviewing standards.*

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

- *Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.*

Sainmheon na Scoile *Link to School Ethos*

An aidhm atá againn i nGaelscoil an Chuilinn ná go mbeadh pobal na scoile ina iomlán sábháilte agus sláintiúil ag obair agus ag freastal ar an scoil.

- *In Gaelscoil an Chuilinn, we aim to provide a safe and healthy environment for all who work in or attend the school.*

Aidhmeanna *Aims*

- Tá sé i gceist leis an bpolasaí seo áit sábháilte a chothú don phobal scoile. Déanfar seo trí guaiseanna gur féidir iad a réiteach a aithint is a réitiú gan mhoill agus na guaiseanna nach féidir a réiteach a aithint, a mhairceáil agus nósanna imeachta a bhaineann leo a leagadh síos.
- Tuiscint a thabhairt faoi dhualgas na scoile maidir lena ról i gcúram na ndaltaí
- Tá se i gceist an pobal scoile a chosaint ó chontúirt fholaigh agus droch shláinte ar scoil.
- Nósanna imeachta agus dea-chleachtais a leagadh síos chun córais shábháilte oibre a chothú.
- Tá sé mar aidhm, chómh fada is is féidir, cloí le h-aon reachtú ábharthach sláinte agus sábháilteacht , go háirithe sna critéir a leanas;
 - Áit oibre sábháilte a chur ar fáil
 - Bealaigh isteach agus éalaithe sábháilte a bheith sa scoil
 - Láimhseáil agus úsáid sábháilte de cheimicigh ghlantacháin
 - Áiseanna shábháilte – iad a choimeád sábháilte agus cosaint oiriúnach á n-úsáid leo.
 - Áiseanna phearsanta oiriúnacha cosanta curtha ar fáil.
- *We aim to create a safe workplace for the school community. This will be achieved by identifying and tackling risks that can be prevented and by reducing and outlining procedures for risks that cannot be prevented.*
- *To ensure understanding of the school's duty of care towards the pupils.*
- *To protect school community potential accidents and ill health in school/work.*
- *To outline procedures and practices in place to ensure safe systems of work.*
- *It aims, in so far as is reasonably practicable, to comply with all relevant health and safety legislation, to include the following areas:*
 - *Provision of a safe workplace*
 - *Safe access routes*
 - *Safe handling and use of cleaning chemicals*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment*

Oifigigh Sláinte is Sábháilteachta *Health and Safety Officers*

Is iad seo na hoifigigh sláinte is sábháilteachta i nGaelscoil an Chuilinn. Cuirfear ainmneacha na n-oifigeach in iúl do phobal na scoile trí ráiteas slándála a chur ar thaispeánt taobh amuigh d'oifig na scoile.

- An Bord Bainistíochta féin
- Oifigeach Sláinte/Sábháilteachta ar an mBord Bainistíochta: Stephen White
- Ionadaí Sláinte/Sábháilteachta ón bhfoireann : Nóinín Ní Ghoill
- Príomhoide na scoile: Fergus Ó Conghaile

Below are the health and Safety Officers in Gaelscoil an Chuilinn. Their names will be displayed in the health and safety statement that will be displayed outside the school office.

- *The Board of Management itself*
- *The Board of Management Safety/Health Officer: Stephen White*
- *A staff Health/Safety representative: Nóinín Ní Ghoill*
- *The school Principal: Fergus Ó Conghaile*

Polasaí Policy

1. Nósanna imeachta i gcásanna éigeandála	1. <i>Emergency Procedures</i>
2. Saincheisteanna Sláinte	2. <i>Health Issues</i>
3. Saincheisteanna Sábháilteachta agus Cúrama	3. <i>Safety and Welfare Issues</i>
4. Measúnú Baoil	4. <i>Risk Assessment</i>
5. Rólanna agus dualgaisí	5. <i>Roles and Responsibilities</i>
6. Dáta á chur i gcrích	6. <i>Implementation Date</i>
7. Critéir Rathúlachta	7. <i>Success Criteria</i>
8. Athbhreithniú	8. <i>Review</i>
9. Daingniú	9. <i>Ratification</i>

Nósanna imeachta i gcásanna éigeandála

A. Teagmháil a dhéanamh i gcás éigeandála

- Lorgaítear sonraí teagmhála ó ghach tuismitheoir ag am chlárúcháin agus lorgaítear ainm duine eile freisin sa chás nach bhfuil tuismitheoir/caomhnóir ar bith ar fáil ag an am.
- Deimhnítear go bhfuil na sonraí seo i gceart ag tús na scoilbhliana.
- Coiméadtar na sonraí seo ar an database scoile Aladdin, atá ar fáil ar ríomhairí an rúnaí, na múinteoirí agus an phríomhoide.
- Bíonn cóip sonraí teagmhála ag an bPríomhoide agus ag an leas-príomhoide sa chás nach bhfuil na ríomhaire ar fáil ag am práinne.
- Usáidtear Aladdin chun teachtaireacht a sheoladh chuig na tuismitheoirí.
- *The school requests contact details from each parent at the time of enrolment and we also request an emergency contact should the parents not be available.*
- *The contact details are updated at the beginning of each school year.*
- *These details are maintained on the school database which is available on the secretaries' computer and on the Principal's computer.*
- *The Principal and deputy Principal hold a hard copy of these details*
- *Aladdin is used to communicate messages to parents.*

B. Druil Tine

Réamhullmhúcháin

- Tá na bealaí éalaithe soiléir le solas ós cionn gach doras.
- Cloistear an aláram dóiteáin i ngach seomra.
- Aithníonn gach páiste agus ball fóirne fuaim an aláiraim.
- Tá áit teacht le chéile faoi leith leagtha amach do ghach rang taobh amuigh den fhoirgneamh, Tá fógra i ngach seomra chun é seo a léiriú.
- Déantar druil tine a chleachtadh uair gach téarma
- Déantar seic bliaintiúl ar an dtreallamh múchta tine.
- Tá dóirse tine san fhoirgneamh le bheith coimeádta dúnta an t-am ar fad.

- Tá aláraim deataigh i ngach seomra agus timpeall na scoile chun deatach a aimsiú.
- Beidh ar na múinteoirí cinntiú go mbíonn treallamh leictreach múchta gach lá.
- Déantar monatóireacht ar an aláram tine ag comhlacht monatóireachta, agus déanann siad séirbhís ar an gcóras seo go bliaintiúil.

Preparation/Prevention

- *The fire exits are clearly marked/lit above each door.*
- *The fire alarm can be heard in each room.*
- *Each pupil and employee recognises the alarm sound*
- *Each class has a fixed meeting place outside and away from the building. The exit route and assembly point is indicated in each room.*
- *Fire drill is practised by the whole school once per term.*
- *The fire extinguishers are serviced annually.*
- *All fire doors in the school are to be kept closed at all times.*
- *The kitchen and the halls have a fire extinguisher.*
- *Smoke alarms are installed in each room and around the school to detect smoke.*
- *Teachers are responsible for turning off all electrical equipment every day.*
- *The fire alarm is monitored by a registered company who also maintain the fire detection system.*

An Druil

- Buaileann an aláram dóiteáin i ngach áit sa scoil.
- Déantar line sa rang.
- Má tá páistí amuigh ón rang ar theachtaireacht, téann siad go dtí an seomra ranga is giorra dóibh agus téann siad amach leis an rang sin.
- Tógann an múinteoir an billeog lannaithe le ainmneacha na bpáistí air.
- Déantar seic tapaidh sa leithreas ranga.
- Siúlann na páistí amach go ciúin, **gan** málaí/ cótaí a lorg, faoi stiúradh an mhúinteora.
- Dúnann an múinteoir doras an seomra ranga

- Siúlann gach éinne amach go dtí an Áit theacht le chéile. Seasann gach rang ina líne féin.
- Dúnann an Rúnaí an doras tosaigh
- Glaotar an rolla ranga.
- Cinntíonn an Príomhoide/Príomhoide Tánaisteach go bhfuil foireann na scoile uilig ann.
- Cuireann an Oifigeach tine ceist an bhfuil gach duine i láthair.
- Iarrtar ar gach éinne fanacht go ciúin.

The Drill

- *The fire alarm sounds in every room in the school.*
- *Children stand in a line in the class.*
- *If a child is out of the classroom when the alarm sounds, they go to the nearest classroom and leave the building with that class.*
- *The teacher brings the laminated sheet with the pupils' names hung at each exit door.*
- *The toilets are quickly checked.*
- *Children walk out quietly, **without** bags/ coats, under the teacher's direction.*
- *The class teacher shuts the class door once everyone has left.*
- *Each class lines up at the Meeting Point. Each class stands in it's own line.*
- *The class roll is called.*
- *The Principal/Deputy Principal ensures that all staff members are present.*
- *The Fire Officer asks if everyone is present.*
- *Everyone is asked to stand quietly.*

Moltaí don druil tine

- Eagróidh an Príomhoide agus an tIonadaí Sláinte/Sábháilteachta ón bhfoireann:
 - An Chéad Druil: Fógra a thabhairt don fhoireann agus na páistí roimhré

- An Dara Druil: Fógra a thabhairt don fhoireann amháin ag tús na seachtaine
- An Tríú Druil: Gan aon fhógra a thabhairt.
- Go dtomhasfadh an oifigeach tine an méid ama a thóg an druil agus go ndéanfar seo a thaifead.
- Go dtiocfadh duine chun na scoile chun taispeáint don fhoireann conas an trealamh múchta a úsáid.

Recommendations for fire drill

- *The Principal and the staff health and safety officer will organise a fire drill each term.*
 - *The First Drill: Notice to be given to staff and pupils beforehand*
 - *The Second Drill: Notice to be given to staff only on the week of the drill.*
 - *The Third Drill: No advance notice is given.*
- *The fire officer times the drill to see how quickly it is done and records same.*
- *A trainer visits the school to show staff how to use fire fighting equipment.*

Tar éis druil tine

- Déantar taifead ar an méad ama a thóg sé
- Pléitear an druil ag an gcéad cruinniú fóirne eile
- Déantar tagairt don druil tine ag cruinniú Boird Bhainistíochta na scoile

After the fire drill

- *The time taken to evacuate the building is recorded on the fire drill report sheet*
- *The staff discuss the report/drill at the next staff meeting*
- *The Board is informed of the drill, the length it took and any recommendations by staff*

C. Timpistí Tromchúiseacha *Serious Accidents*

Sa Chlós

Má bhíonn timpiste ag páiste sa chlós:

1. Déanann an múinteoir/CRS cinneadh faoin bpáiste a chur isteach chuig an seomra cead cabhair.
2. Tugann an múinteoir / CRS an paiste chuig an seomra Céad Cabhair agus roinntear an teolas leis an duine atá ar dualgas.
3. Úsáidtear olann cadáis, uisce, Savlon, bindealán, paca fuar más gá.
4. Déanann an múinteoir / CRS cinneadh glooch a chur ar thuismitheoir leis an bpáiste a thabhairt abhaile/ chuig an dochtúir/ospidéal nó glach a chur le haghaidh otharcharr. **Má fuair an páiste buaileadh sa cheann, cuirtear glooch abhaile go cinnte agus faigheann an paiste banda riosta dearg le meabhrú do thuistí faoin dtimpiste.**

1.

Timpist / Gníomh	Seomra Cead Cabhair	Téacs chuig Tuistí	Banda Dearg	Glooch ar tuistí	Dochtúir / Otharcharr
Minor falls, scrapes etc. to hands, knees etc.	√	X	X	X	X
Minor bump to the head	√	√	X	X	X
More significant bump to the head (possible bruise / swelling etc.)	√	√	√	X	X
Toilet Accident	√	X	X	√	X
Child is feeling unwell	√	X	X	√	X
Serious injuries	√	X	X	√	√

5. Líonann an té atá i gceannas sa seomra Cead Cabhair leabhar na dtimpistí. Síníonn an Rúnaí an leabhar théis dóibh glooch a chur abhaile. I gcásanna tromchúiseacha scríobhtar pé rud a déanadh ar son an pháiste ar Leathanach Timpiste (Aguisín 3) agus cuirtear é seo chuig an bPríomhoide le síniú.

If a child has an accident in the Yard:

2. *The teacher/SNA on supervision duty assesses the situation and makes the decision to send the child for first aid.*
3. *The teacher/SNA brings the child to the First Aid Room and shares information in relation to the incident with the SNA / staff member on duty in the First Aid Room.*
4. *The SNA / staff member on duty in the First Aid Room will have cotton wool, water, antiseptic cream, plasters and icepacks etc. at their disposal to deal with the injury.*
5. *The SNA / staff member on duty in the First Aid Room monitors the child and makes the decision if parents require notification as per the guidelines below.*

Injury / Action	Injury dealt with in First Aid Room	Text to inform Parent	Red Wrist Band Applied to Child	Phone call to Parents	Doctor / Ambulance called
Minor falls, scrapes etc. to hands, knees etc.	√	X	X	X	X
Minor bump to the head	√	√	X	X	X
More significant bump to the head (possible bruise / swelling etc.)	√	√	√	X	X
Toilet Accident	√	X	X	√	X
Child is feeling unwell	√	X	X	√	X
Serious injuries	√	X	X	√	√

6. *The SNA / staff member on duty in the First Aid Room will complete the incident log book and inform the secretary to text/call home. The secretary signs the incident book after calling the parents. In severe cases, details of care given to the child must be included on a separate Incident form (Appendix 3) and given to the Principal to sign.*

Sa Rang

Má bhíonn timpiste sa rang:

1. Déanann an múinteoir cinneadh faoin bpáiste a chur chuig an Príomhoide/Rúnaí nó lorgáíonn sé/sí cabhair uathu.
2. Scríobhann an múinteoir tuairisc faoin timpist ar leathanach eachtra.
3. Tugann an múinteoir / CRS garchabhair don pháiste.
4. Úsáidtear olann cadáis, uisce, bindealán, paca fuar más gá. (féach Aguisín a 8)
5. Déanann an múinteoir cinneadh glaoch a chur ar thuismitheoir leis an bpáiste a thabhairt abhaile/ chuig an dochtúir/ospidéal nó glach a chur le haghaidh otharcharr.
6. I gcásanna tromchúiseacha scríobhtar pé rud a deineadh ar son an pháiste sa leabhar eachtra chomh maith.

In the Classroom

If there is an accident in the class:

1. *The teacher decides whether to send the child to the Principal/Secretary or calls for assistance in the classroom, if necessary.*
2. *The teacher writes a report of the accident in the Incident book.*
3. *The teacher/SNA administers first aid if necessary.*
4. *There is cotton wool, water, Savlon, plasters and icepacks etc. at their disposal to deal with the injury (See Appendix 8)*
5. *The teacher makes the decision to call the parents to bring the child home/ to the doctor/hospital or whether to call for an ambulance if required.*
6. *In severe cases, details of care given to the child must be included on a separate Incident form (Appendix 3) and given to the Principal to sign.*

Turais/Cluichí/Traenáil (imeachtaí lasmuigh de suíomh na scoile)

1. Tógtar bosca garchabhrach ar thuras scoile, chuig cluichí agus traenáil. Tógtar Epi pen & Defib má tá páistí le riachtanaisí ar leith acu.
2. Tógtar fón póca.
3. Déanfar teagmháil leis na thuismitheoirí trín scoil.

Tours/Matches/Training (events taking place offsite)

1. *A First Aid box is to be brought on all school trips, to all training and matches.*
(Epi Pen & De-Fibrillator if pupils with those needs are in attendance)
2. *The teacher in charge must have a mobile phone*

3. *The parents will be contacted through the school.*

Timpist ag Foireann na Scoile

- Is gá an Príomhoide/oifigeoir sláinte a chur ar an eolas
- Tugann an Príomhoide/Rúnaí garchabhair don mhúinteoir.
- Déanann an Príomhoide cinneadh glaoch a chur ar ghaol chun an mhúinteoir a thabhairt abhaile/ chuig an dochtúir/ospidéal nó glaoch a chur le haghaidh otharcharr.
- I gcásanna mar seo scríobhtar pé rud a deineadh ar son an mhúinteora sa leabhar eachtra chomh maith.

Accidents involving staff members

- *The Principal/Safety officer must be informed*
- *First Aid is provided to the teacher*
- *The Principal decides whether a near relative needs to be called to bring the teacher home/to the doctor/hospital or whether an ambulance needs to be called.*
- *The accident is recorded in the accident report folder.*

Taifead & Tuaisciú:

Clárítear gach eachtra sa leabhra timpistí. Tá Filteán Eachtra in oifig an Phríomhoide. Tugtar billeog do múinteoirí ag tús na bliana gur féidir leo a líonadh isteach agus a thabhairt don phríomhoide/Príomhoide tánaisteach le síniú sula théann siad isteach san fhilteán eachtra. Coimeádtar ansin é ach amháin nuair a bhíonn eachtra le líonadh ann.

Más rud é nach féidir le múinteoir nó páiste bheith ar scoil ar feadh níos mó ná 3 lá tar éis na timpiste, cuirfidh an Príomhoide tuairisc ar aghaidh chuig an Udarás Sláinte agus Sábháilteachta. Líontar an fhoirm timpiste ar line ar ghréasán an Udaráis Sláinte & Sábháilteachta (www.hsa.ie). Déanfar tuairisc chomh luath agus is féidir – láithreach, ar an bhfón, má mharaítear duine agus taobh istigh de choicís i gcomhair gach cinéal timpiste eile.

Recording and Reporting

All injuries are recorded in the incident log book. For more serious incidents there is an Incident Folder in the Principal's office. Each teacher is given a number of incidence reports at the beginning of the school year. They are asked to fill in these forms and to give them to the Principal/deputy Principal to sign before they are placed in the incidence folder.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety Authority. Accidents will be reported by filling out the online Accident Reporting from the Health & Safety Authority website (www.hsa.ie).

Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the publications and Forms Section of the Health and Safety Authority website (www.hsa.ie)

D. Polasaí Teagmhais Chriticiúile *Critical Incident Policy*

Leanfar Polasaí Theagmhaile Chriticiúil nuair a tharlaíonn teagmhas criticiúil. Beidh na rólanna agus na céimeanna leagtha síos sa pholasaí seo.

- *Our Critical Incident Policy shall be followed should any critical incident arise. The roles and procedures will be outlined clearly in the Policy statement.*

E. Dúnadh eisceachtúil na scoile *Exceptional School Closure*

Déanfaidh an Príomhoide i gcomhairle leis an gcathaoirleach an cinneadh an scoil a dhúnadh. Cuirfear téacs chuig gach clann ar [Aladdin](#)

Más le linn am scoile, cuirfear in iúl cén fáth agus na treoracha maidir le páistí a bhailiú. Más taobh amuigh d'uaireanta scoile (ar nós sneachta) cuirfear téacs abaile chomh luath agus is féidir agus seana go cuirfear an teolas ar raidió áitiúil.

The Principal in consultation with the Chairperson will make the decision to close the school. Each nominated parent will be sent a text on [Aladdin](#)

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

If this should happen outside of school hours, a text will be sent home as early as possible and the information may be reported to local radio.

Saincheisteanna Sláinte *Health Issues*

A. Clárúcháin *Enrolment*

Iarrtar ar thuismitheoirí eolas faoi chúrsaí sláinte a chur in iúl don scoil ar an fhoirm chlárúcháin. Meabhraítear dóibh gur gá aon athrú ar chúrsaí shláinte an pháiste a chur in iúl don scoil chomh luath is a thagann sé chun cinn.

- *Parents are requested to inform the school of any illnesses or allergies the child may have when completing the enrolment form. They are also reminded that, should the child be diagnosed with allergies and /or illnesses during their time in school, they are requested to inform the school immediately.*

B. Páistí le fadhbanna sláinte faoi leith *Children with Specific Illnesses*

Déanfar an iarratas seo a phlé ag leibhéal an Bhoird chun fiosrú an féidir leis an scoil freastal ar riachtannais an pháiste seo.

Más rud é go gcláraítear páiste le fadhbanna faoi leith, lorgófar tuairiscí dochtúra ó na tuismitheoirí ionas gur féidir leis an scoil iarratas a chur chuig an SENO le haghaidh CRS.

Cuirfear an fhoireann ar an eolas faoi na fadhbanna.

Tabharfar traenáil cuí don mhúinteoir ranga agus don fhoireann.

Crochfar pictiúr agus eolas faoin pháiste sa seomra céad cabhair ionas go mbeidh gach duine ar an eolas faoi riachtannais sláinte an pháiste.

- *Applications for children with specific illnesses are discussed at Board level to ensure that the school can provide adequate provision for this child.*
- *When a child with a specific illness is accepted, the school requires doctors' reports in order to apply for SNA support from our local SENO (Special Educational Needs Officer).*
- *All staff is informed about the child's illness.*
- *Appropriate training is provided to the class teacher and the rest of the staff is necessary.*
- *A photo of the child is placed on the First Aid noticeboard indicating the child's medical needs.*

C. Riaracháin cógais *Administration of Medicine*

Ní féidir le ball fóirne ar bith leigheas a thabhairt gan údarás sainiúil an Bhoird Bhainistíochta. Féach: **Polasaí Riaracháin Cógais na Scoile.**

- *A teacher may not administer medication without the specific authorisation of the Board. Please refer to the schools **Adminsitration of Medication Policy**.*

D. Páistí tinn *Sick Children*

Má bhíonn páiste ag mothú tinn sa rang:

1. Déanann an múinteoir cinneadh má tá an páiste tinn go leor le cur abhaile.
2. Lorgóidh an múinteoir tuairim an phríomhoide muna bhfuil siad cinnte.
3. Cuireann an rúnaí/múinteoir glaoch ar na tuismitheoirí.
4. Tagann na tuismitheoirí/ feighlí chun an páiste a bhailiú.

If a pupil feels ill in class:

1. *The teacher can decide if the child is too ill to remain in school.*
2. *The teacher can seek the Principal's opinion if he/she is unsure.*
3. *The secretary/teacher phones the child's parents.*

4. *The parent/ babysitter collect the child.*

E. Galar ionfhabhtaíoch *Infectious Disease*

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

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

F. Míolta gruaige *Head Lice*

1. Ar an gcéad ocaíd cuirtear téacs abhaile ag míniú go bhfuil cás míolta gruaige i rang do pháiste agus gur cheart gruaig do pháiste a seiceáil agus céimeanna cuí a leanúint le deacrachtaí a shárú.
2. Má tharlaíonn sé arís, cuirtear litir meabhrúcháin abhaile.
3. Coiméadtar taifead de na ranganna a fhaigheann an litir agus na meabhrúchán.

1. *At the first mention of headlice in the class, a text is sent to all parents of children in the same class. Parents are expected to check their child's hair and treat them accordingly.*
2. *If there is a re-occurrence, a reminder letter is sent.*
3. *A record is kept in the office detailing which classes have received the detailed letter and which classes required reminders also.*

G. Sláinteachas *Hygiene*

Cinntíonn an feighlí agus an glantóir go bhfuil na háiseanna sláintíochta sábháilte, oiriúnach, dóthanach agus glanta go rialta. Cinntíonn an feighlí go bhfuil na rudaí seo a leanas i ngach seomra:

- gallúnach
- túáille
- uisce te
- páipéar leithris
- bosca bruscair in gach seomra ranga
- córas diúscartha sláintíocha i leithris na múinteoirí agus i leithris Rang a 4 go 6

The cleaner and caretaker ensure that the health and safety resources are appropriate, sufficient and cleaned regularly. The caretaker ensures that the following are in each room:

- soap
- towel
- hot water
- toilet paper
- refuse bin /
- sanitary disposal unit in the staff toilet and in the toilets from 4th to 6th Class

H. Garchabhar *First Aid*

Coimeádtar an bosca garchabhrach sa seomra foirne. Moltar lámhainní sodhíolta a úsáid i gcónaí. Cinntíonn an Ionadaí Sláinte & Sábháilteachta go bhfuil dóthan áiseanna iontu go rialta bunaithe ar liosta an FSS (Aguisín 4)

The first aid box is kept in the First Aid Room. Disposable gloves should be used when administering first aid. The Health and Safety Officer will check regularly that there are sufficient supplies, according to the HSE recommendations (Appendix 4)

I. Lón slántúil *Healthy Lunch*

Iarrtar ar thuismitheoirí cloí le polasaí lón slántúil na scoile a cuireadh le chéile le cúnamh Choiste na dTuismitheoirí. Iarraimid orthu gan lón milis a thabhairt do na páistí. Ní ceadáítear cnónna nó síolta sa scoil de bharr ailéirge tromchúiseach a bheith ag páiste sa scoil.

- *The parents are requested to adhere to the school's Healthy Eating Policy that was compiled with the help of our Parents' Association. We ask that the children do not bring sweet food into school. Nuts and seeds are not allowed in the school as there is a child enrolled with a severe nut and seed allergy.*

J. Caitheamh Toitíní *Smoking*

Níl cead ag foireann na scoile, cuairteoirí nó tuismitheoirí toitín a chaitheamh ar láthair na scoile nó sa scoil. Tá fógraí crochta chun seo a chur in iúl.

- *Staff members, visitors and parents are reminded that smoking is not permitted on school grounds or in the building. Signs are on display indicating this.*

K. Gloine Briste *Broken Glass*

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

- *Staff are asked to report broken glass to the Principal so that it may be immediately removed.*

Saincheistanna Sábháilteachta agus Cúrama *Safety and Welfare Issues*

A. Páistí *Children*

1. Maoirseacht ar dhaltaí *Supervision of pupils*

- A Liosta iomlán Rialacha Ranga le fáil in Augisín a 1
 - *Full list of Classroom and Internal rules available in Appendix 1*
- B Múinteoir as láthair (gan ionadaí ar fáil)
 - Déanfaidh an Príomhoide fógra roimh ré sa chaoi go mbeidh múinteoirí réidh le glacadh le breis páistí.
 - Caithfidh an múinteoir obair a réitiú don lá go mbeidh sé/sí as láthair.
 - Socraíonn an múinteoir ranga áit cuí do na páistí nua atá ag teacht isteach don lá.
 - Glacann an múinteoir ranga nua leis na daltaí mar chuid dá rang féin, agus bíonn siad freagrach astu don lá.
 - Ba chóir do gach múinteoir obair bhreise do dhá lá a fhágáil sa rang ar eagla go mbeadh said as láthair.

B. If a class teacher is absent (and a substitute unavailable)

- *The Principal will notify the staff of the teacher's absence to prepare them to receive extra pupils.*
- *The class teacher must leave work prepared in advance when possible.*
- *The class teacher arranges appropriate seating for the children spending the day in his/her class.*
- *The teacher assumes full responsibility for the additional pupils for the time they are in her/his class.*
- *All teachers are to leave two days extra work in the class in case they are absent.*

C Ag taisteal ón gclós/chuig an clós

- Bailíonn an múinteoir ranga na páistí ón gclós ag am lóin.
- Siúlann an múinteoir ranga leis na páistí go dtí an clós ag am lóin agus go dtí an doras cuí ag am dul abhaile.
- Múintear/meabhraítear do na páistí, ag tús na scoilbliana, conas mar ba chóir dóibh iompar agus iad ag dul suas nó síos an staighre.

C: Travelling to and from the yard

- *Each class teacher collects their class from the yard after each break.*
- *Each class teacher escorts their class to the yard at each breaktime and to the correct door at home time.*
- *The children are taught /reminded at the beginning of each school year as to how they should operate in corridors and behave when using the stairs.*

D. Laethanta fliucha

- Caithfidh na múinteoirí obair/cluichí srl. a réitiú do na páistí ar laethanta fliucha.
 - Déanfaidh an múinteoir/ na múinteoirí ar an róta clóis maoirseacht ar na ranganna ag siúl ó sheomra go seomra.
 - Déanfar athbhreithniú ar seo de réir mar a fhásann an scoil.
- Wet Day Supervision

- *Class teachers are responsible for providing work/games etc on wet days.*
- *The teacher/s on yard duty rota will supervise the classes, walking from class to class.*
- *This practice will be reviewed as the school enrolment increases.*

2. Maoirseacht roimh/i ndiaidh am scoile *Supervision of children before/after school hours*

- *Tosaíonn an scoil ag 8.50 gach lá ach déantar deich nóiméad maoirseacht roimh scoil ag a 8:40. Scaoilfear na páistí isteach nuair a bhuaileann an clog. Ta gach tuismitheoir/caomhnóir freagrach as a bpáiste(i) féin roimh 8.40.*
- *Ní cheadaítear do na páistí spraoi sa chlós roimh nó tar éis am scoile.*
- *Críochnaíonn Naíonáin ag 1.30. Críochnaíonn ranganna 1-6 ag 2.30i.n. Ní féidir leis an scoil freagracht a ghlacadh as daltaí i ndiaidh na hamantaí seo (ach amháin i gcás turasanna scoil nó gníomhaíochtaí scoile faoi stiúir múinteora na scoile seo).*
- *School begins at 8.50 every day. The school provides ten minutes of supervision @ 8:40 before school starts. The children will be allowed in when the bell rings. Parents are responsible for their child(ren) before 8.50 am.*
- *Children are not permitted to play in the school yard before or after school.*
- *Infants finish at 1.30. 1-6 classes finish at 2.30. The school cannot accept responsibility for the children after these times (except when involved in school tours or school activities under teacher supervision)*

3. Cuairteoirí a thagann chun na scoile *Visitors who come to the school*

- *De bharr cuinsí sláinte, iarrtar ar chuairoteoirí teacht tríd príomh doras na scoile agus labhairt le rúnaí na scoile ar dtús agus leabhar na gcuairoteoirí a shíniú.*
- *Beidh múinteoirí sásta bualadh le cuairteoirí ag am cuí agus le coinne acu.*
- *Is féidir le múinteoir diúltiú bualadh le cuairteoir muna bhfuil coinne acu.*
- *Ba cheart do chuairoteoirí a bheith cúramach agus iad ag dul tríd suíomh na scoile. Ba cheart treoireacha agus fógraí a leanacht.*
- *Ba cheart do chuairoteoirí gach timpiste, is cuma cé chomh beag, a roinnt le baill foirne. Déanfaidh siadsan an t-eolas a roinnt leis an DIA ar an suíomh.*

Tabharfar Cead Cabhair cuí dóibh siúd ina bhfuil sé uathu agus ba cheart an fhoirm timpiste a líonadh chomh luath agus is féidir. (féach Aguisín a 3 & 8)

- *In the interests of safety, all visitors to the school should enter through the front door and check into the school office.*
- *Teachers are willing to to meet visitors at the appropriate time. However, only visitors with appointments will be permitted to see a member of staff.*
- *If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.*
- *In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.*
- *Visitors should exercise caution when accessing the school site. They should obey all safety signs posted throughout the school.*
- *Visitors should report all accidents, however minor, to a member of staff who will in turn inform the DLP on site. Appropriate First Aid will be provided and a supporting accident form should be completed.*

(See Appendix 3 & Appendix 8)

4. Sábháilteacht ar shuíomh na scoile *Safety on School Campus*

Múintear an Cód Sábhála agus sábháilteacht bóthair mar chuid den churaclam OSPS Múintear/meabhraítear ag tús na bliana conas an trasrian coisithe/síogach a úsáid i gceart.

Meabhraítear do pháistí conas siúl timpeall suíomh an scoile i mbeirteanna.

- *The children are taught the Safe Cross Code and road safety as part of the SPHE curriculum. They are taught /reminded how to use the pedestrian crossings correctly.*
- *Pupils are reminded yearly how to negotiate the school site safely in pairs.*

5. Páistí ag imeacht luath ón scoil *Children leaving school early*

Is gá do tuismitheoirí bualadh isteach in oifig na scoile nó le Príomhoide na scoile chun an páiste a shíniú amach. Ansin baileoidh an rúnaí/Príomhoide an páiste ón rang. Ní scaoilfear an páiste amach le duine nach bhfuil aithne againn orthu, gan seo curtha in iúl ag na tuismitheoirí roimhré.

- *The parent/guardian must call into the office or into the Principal to sign the child out. The Secretary/Principal will then collect the child from the class. The children will not be released to someone unknown to school staff unless the parent has informed us that this will be the case.*

6. Cód Iompar & Frith-Bhulaíocht *Code of Behaviour & Anti-Bullying Code*

Cuireadh Cód Iompar le chéile ag pobal na scoile chun treoracha a thabhairt maidir leis an iompar atá oiriúnach agus an iompar atá mí-oiriúnach agus conas déigheáil leo. Iarrtar ar fhoireann na scoile saidéar a dhéanamh ar an bpolasaí agus cloí leis.

- *A Code of Behaviour was created by the school to provide guidelines regarding acceptable behaviour, unacceptable behaviour and how best to deal with them. Staff are requested to familiarise themselves with this policy and adhere to it.*

Ní cheadaítear bulaíocht riamh agus ní ghlactar leis sa scoil seo ar chor ar bith. I gcásanna bulaíochta, déan tagairt don Pholasaí Frith-Bhulaíochta

- *Bullying is always unacceptable and it is never tolerated in this school. In cases of bullying, the Anti-Bullying policy should be referred to.*

7. Caomhnú Páistí *Child Protection*

Leantar Stráitéis Chaomhnú Páistí na scoile, a réitíonn Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna & Iar-Bhunscoileanna 2017, i gcás amhras/líomhain faoi mhí-úsáid pháistí.

- *The school's Child Protection Strategy, in line with Child Protection Procedures for Primary & Post-Primary Schools 2017, must be followed in the case of an allegation or suspicion of child abuse*

8. Turais Scoile *School Tours*

Leantar polasaí turais scoile nuair a eagraíonn múinteoirí turas scoile nó imeacht ó láthair na scoile.

- *Staff must follow the school tour policy when arranging school tours or any activity that requires the children leaving the school grounds.*

B. Foireann na Scoile *School Staff*

1. Seiceáil na nGardaí *Garda Vetting*

Mar chuid de chóras fostaíocht na Roinne, ní chuirfear aon duine i gceannas ar pháistí na scoile gan seiceáil gardaí a bheith déanta orthu. I gcás múinteoirí, déanfar seo ag an gComhairle Mhúinteoireachta. I gcás fostaithe eile, déanfar seiceáil gardaí orthu tríd an bhForas Pátrúnachta. Leantar na treoracha maidir le seiceáil na nGardaí leagtha síos i gcioclán 31/2016 ón Roinn Oideachais.

- *As part of the Department of Education's employment regulations, no teacher/staff member will be employed without Garda vetting having been completed. In the case of teachers, Garda vetting is carried out by the Teaching Council. In the case of other staff, Garda vetting is carried out through Foras Pátrúnachta. Guidelines in relation to vetting as set out in the Department of Education Circular 31/2016 are followed.*

2. Caidreamh dearfach Fóirne *Positive Staff Relations*

Má bhíonn deacrachtaí foirne, déanfar gach iarracht na deacrachtaí a réitiú chomh luath agus is féidir ag leanúint na struchtúir scoile atá leagtha síos;

1. Caidreamh Neamhfhoirmiúil-
 - Caint le chéile
 - An fhadhb a ainmniú
 - Réiteach a aimsiú
 - Céimeanna a chinntiú
 - Aidhmeanna réalaíoch a fhorbairt
 - Cúntas a choimead
2. Idirghabháil ón bPríomhoide
3. Inscrúdú ó Bhord Bainistíochta na Scoile

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

Every effort will be made to resolve staff disagreements etc. as quickly as is possible following the structures laid down by the school

1. *Informal Communication-*
 - *Talking together*
 - *Identifying problem*
 - *Looking for solution*

- *Observing due process*
- *Set realistic goals*
- *Keep records*

2. *Intervention by the Principal*

3. *Investigation by the Board of Management*

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

3. Bulaíocht/ Ciapadh *Bullying Sexual Harassment*

Leantar na céimeanna céanna is atá thuas. Beidh sé seo luaite i bpolasaí bulaíochta ar dhaoine fásta na scoile chomh maith.

The same steps as above are followed. This will also be covered in the school’s adult bullying policy.

4. Strus *Stress*

Tárlaíonn strus ar scoil nuair a sháraíonn éileamh ar dhuine ná nar is féidir leo déighleáil leo. Tá na rudaí seo a leanas ar fáil:

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

Workplace stress arises when the demands on a person exceed the capacity to meet them. The following are available:

- *An Employee Assistance Programme is available for the School Teachers and Principal through the INTO.*
- *Regular revision of Middle Management workload to provide fair division of the work.*
- *BOM have been made aware of their obligations and fair divisions of BOM work.*

7. Ionsaí ar fhoireann na scoile *Assaults on staff members*

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

- Ba cheart an eachtra a thuairisciú don Phríomhoide/múinteoir eile ar an bpointe. Leantar polasaí gearáine na scoile agus polasaí teagmais chriticiúla.
- Ba cheart mion tuairiscí an eachtra a choinneáil i bhFilteán Tuairiscí. Má scanraítear nó má bhagraítear go fisiciúil ar aon duine, ba cheart é seo a thuairisciú freisin.
- Má theastaíonn sé, ba cheart glaoch ar na Seirbhísí Slándála.
- Ba cheart tuairisc a thabhairt do na Gardaí, más gá. De ghnáth sé an íobartach a dhéanann é sin.
- Ba cheart Cathaoirleach an Bhoird Bainistíochta a chur ar an eolas faoin eachtra agus déanfaidh siadsan cinneadh maidir le cruinniú Bord a thionól. Cuirfidh an Bord na dlíodóirí ar an eolas agus an Comhlacht Árachais más gá. Déanfaidh an Bord Bainistíochta na tuairiscí éagsúla a phlé agus déanfar cumsáid le na páirtithe cuí le cinntí a roinnt nó smachtbhannaí a chur orthu.

When the employee feels at risk from or threatened by a particular person on school property or at a school event, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. The following steps should be followed in the event of an assault:

- *The incident should be reported to the Principal teacher/other colleague. The school's complaints procedures and critical incident policies will be followed as necessary.*
- *The details of the incident(s) should be recorded on Incident report forms, taken from witnesses' present. Situations in which members have been intimidated or threatened with physical violence should also be recorded.*
- *Where necessary, immediate medical assistance should be sought.*
- *The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the teacher who was assaulted.*
- *The Chairperson should be notified and they will decide if an emergency meeting of the Board of Management should take place. The Board should notify its legal advisors of the assault. The Board's insurance company should also be notified. The Board should take the incident reports into consideration*

and communicate appropriate decisions / sanctions in writing with the involved parties.

Sa gcás gurb é dalta na scoile a rinne an t-ionsaí, caithfear é a láimhseáil de réir Cód Iompar na scoile agus de réir Riail 130(5) de Rules for National Schools.

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

Ba cheart daltaí a bhíonn ionsaitheach go minic a chur faoi scrúdú siceolaíochta, le cead ó thuismitheoirí, chun a fháil amach na deacrachtraí soisialta nó maoithneach atá aige/aici agus an bealach is fearr le deileáil leo.

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

Nuair a tharlaíonn eachtra le thuismitheoir/caomhnóir caithfear a chur in iúl dó/di, i scríbhinn, gan teangabháil a dhéanamh leis an múinteoir/scoil go ndéanfaidh an Bord Bainistíochta fiosriuchán agus cinneadh maidir leis an eachtra céanna. Ina dhiaidh sin, rachaidh an Bord i dteangabhail leis an dtuismitheoir/caomhnóir á rá:

- Nach féidir leis an mBord Bainistíochta glacadh leis an iompar seo
- An toradh a bheidh air.
- Coinníollacha a chomhlíonadh sula a nglacfar ar ais sa scoil é/í.

Where the assault is committed by a parent/guardian, the parent/ guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently the Board should correspond with the parent/ guardian stating:

- *That the Board considers the assault unacceptable.*
- *What action the Board intends to take.*
- *Outlining what pre-conditions should be met before access to the school is restored.*

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

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

8. Traenáil Training

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

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

Tá sé glactha mar chúram ag an mBord Bainistíochta an cúrsa traenála atá ag teastáil, é a chur ar fáil agus féachaint chuige go bhfuil gach duine ábalta maidir le cúrsaí slándála.

- *There is a commitment by the Board of Management to identify safety training needs, to carry out that training and to assess the competence of employees in safety procedures.*

Beidh cúrsaí traenála curtha ar fáil maidir le dóiteáin agus úsáid fearas dóiteáin. Beidh cúrsaí maidir le héaló agus treoracha d'fhostaithe nua. Beidh an fhoireann ar fad freagrach as modhanna éalaithe agus slándála.

- *Training courses will be provided on fire prevention and the use of fire-fighting appliances. Fire prevention and evacuation procedures are also included in the induction-training course for new employees. All staff will be responsible for evacuation procedures.*

Beidh cursaí breise traenála de réir mar a theastaíonn siad ó am go ham. Is féidir na cursaí seo bheith sa scoil nó in áit feiliúnach taobh amuigh. Glactar go mbeidh an fhoireann ar fad páirteach sa traenáil a chuirfear ar fáil.

- *Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All staff are expected to co-operate with the training provided*

Tuigtear go maith go bhfuil sé tabhachtach bheith faireach i gcónaí chun timpeallacht na scoile a coinneáil slán agus go gcuidíonn traenáil na fóirne é seo a chur i gcrích..

- *It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role in this regard.*

9. Meabhraítear d’fhoireann agus páistí scoile *Members of staff and students are reminded:*

Má tharlaíonn sé go bhfuil aon duine den fhoireann faoin dochtúir nó a thógann cógas leighis ach atá in ann dul ag obair, ba cheart an scoil a chur ar an eolas faoi aon deacracht a chuirfeadh isteach ar a c(h)uid oibre nó a chuirfeadh é/í nó aon duine eile i gcontúirt. Tabharfaidh an scoil obair oiriúnach le déanamh idir an dá linn.

- *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.*

Níl cead ag an bhfoireann ná ag dalta bheith sa bhfoirgneamh ná bheith i mbun a c(h)uid dualgaisí le teann alcóil nó drugaí. Cuirfear an dlí ar aon duine a bhriseann an riail seo.

- *Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.*

C. Fearas agus Ábhair Oibre *Equipment and materials*

1. Innealra, Trealamh Cistine agus Fearas Leictreach *Machinery, Kitchen Equipment and Electrical Appliances*

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

- *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.*

2. Ceimeacáin *Chemicals*

Tá ceimiceáin, dúch don mhaisín fótacóipeála agus ábhar glantúcháin stóráilte i soithigh le lipéad eolais soiléir orthu. Beidh siad i dtaisce nuair nach bhfuil siad in úsáid.

- *All chemicals, photocopier toner, detergents etc are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a contained area.*

3. Téamh & Aeráil *Heating & Ventilation*

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

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

- *The gas boiler and heating system is serviced annually and maintained appropriately.*

There are blinds provided on each window in order that children and teachers do not have to work in direct sunlight. The windows can be opened easily to provide ventilation. They open a safe distance for children. Children should not open or close windows.

4. Soilsiú *Lighting*

Scrúdaigh ó amharc:

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

Visually check that:

- *all the light fittings are working and are kept in a clean condition;*
- *light switches are not broken and appear to be in a safe condition;*

5. Plugáí, Soicéid agus Sreanganna *Plug, Sockets and Leads*

Déanann na múinteoirí agus an feighlí scrúdaigh ó amharc:

- go bhfuil plugáí i ndea-ríocht gan scoilteanna nó píosaí in easnamh;
- go bhfuil soicéid i ndea-ríocht gan scoilteanna nó píosaí in easnamh;
- go bhfuil soicéid, scríúanna agus gléasanna daingean;

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

Teachers and the caretaker are encouraged to visually check that:

- *plugs are in good condition with no cracks or pieces missing;*
- *sockets are in good condition with no cracks or pieces missing;*
- *sockets screws and mountings are secure;*
- *sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;*
- *indicator lights on sockets function correctly;*
- *insulation on leads is not cracked or frayed;*
- *leads are without knots or joins and are reasonably free of 'kinks';*
- *leads are the correct length for the equipment being used;*
- *there are no trailing leads;*
- *multi-point adaptors are not being used;*
- *leads and flexible cable are securely fixed at both equipment and plug ends.*

6. Trealamh agus Troscáin Scoile *Equipment and School Furniture*

Seiceáil:

- nach bhfuil trealamh socraithe agus soghluaiste lochtach agus go bhfuil an trealamh, chomh fada agus is eol duit, ag obair i gceart.;

- gur féidir teacht gan dua ar chóipeanna de threoracha na ndéantóirí/lámhleabhair úsáideoirí;
- nach n-úsáidtear trealamh ach don chuspóir beartaithe;
- go múchtar trealamh leictreach agus go ndíphlugáiltear é fad is nach bhfuil sé in úsáid;

Check that:

- *fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;*
- *copies of manufacturers' instructions/operating manuals are easily accessible;*
- *equipment is only being used for purposes for which it was intended;*
- *where appropriate, all electrical equipment is switched off and, unplugged when not in use;*

Measúnú Guaiseanna *Risk Assessment*

Déantar Athbhreithniú ar Mheasúnú Guaiseanna ag tús na scoilbliana gach bliain ag Príomhoide na Scoile, Ionadaí Sábháilteacht an Bhoird agus Ionadaí Sábháilteacht Fóirne. Cuirtear seo in Aguisín 1 ag tús gach scoilbhliain.

- *Risk assessment is reviewed / updated at the beginning of each school year by the Principal, Board of Management Safety Officer and the Staff Safety Officer. This is added to Appendix 2 each year.*

Rólanna agus Freagrachtaí *Roles and Responsibilities*

Bord Bainistíochta *Board of Management*

Beidh an Bord freagrach as:

- Áit oibre atá slán a chur ar fáil.
- Cúrsaí oibre a riarú a dheineann deimhin de go bhfuil fostaithe slán, sláintiúil agus socair.
- Féachaint chuige go bhfuil cúrsaí slándála curtha i bhfeidhm chomh fada is is féidir.
- Ráiteas/Polasaí slándála a ullmhú agus a coinneáil suas chun dáta go mórmhór nuair a bhíonn athraithe móra agus leagan amach an riosca as dáta.
- Leasa Shóisialaigh chearta a choinneáil don bhfoireann.

- Treoracha a ullmhú agus a coinneáil suas chun dáta d'ócáid práinne agus iad a chur in iúl don bhfoireann.
- Duine ábalta a chur i mbun dualgaisí an Bhoird maidir le Sláinte agus Slándáil.
- Traenáil agus eolas a chur ar fáil atá oiriúnach, traenáil ag tús oibre ina measc.
- I gcás drochthimpistí, iad a chur in iúl don Údarás Sláinte agus Slándála.
- Dul i gcomhairle leis an bhfoireann gach bliain agus iad a chur ar an eolas maidir le cúrsaí slándála agus sabháilteachta

The Board will be responsible for:

- *Providing and maintaining a workplace that is safe*
- *Managing work activities to ensure the safety, health and welfare of employees*
- *Ensuring that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable*
- *Preparing a safety statement and regularly updating it, particularly when there have been significant changes or when the risk assessment is no longer valid*
- *Providing and maintaining decent welfare facilities for employees*
- *Preparing and updating procedures to deal with an emergency situation and communicate these procedures to employees*
- *Appointing a competent person to oversee the functions of the Board in relation to Health & Safety*
- *Providing training and information to workers in a format and language that is appropriate, including training on the commencement of employment*
- *Reporting serious accidents to the Health and Safety Authority*
- *Consulting annually with employees and provide them with information in relation to safety, health and welfare*

Ionadaí Sábháilteachta an Bhoird *The Board of Management's Safety Officer*

Beidh an duine seo freagrach as:

- Pleanáil agus cur i gcrích caighdeáin sláinte agus slándála éifeachtach sa scoil, ag comhoibriú leis an bPríomhoide.
- Airgead agus áiseanna a fháil ón mBord Bainistíochta chun an polasaí slándála a chur i gcrích.

- Scrúdú a dhéanamh go rialta ar éifeacht an Pholasaí Sláinte, Slándála agus Leasa.
- Comhairle agus cabhair a fháil mar a theastaíonn agus tabhairt faoi aon tuairisc a fhaigheann sé/sí.
- Gach timpiste agus gníomh contúirteach a scrúdú le cabhair ó Chomhairleoirí Slándála ón taobh amuigh, más gá.
- Déan cinnte go bhfuil traenáil garchabhrach ar fáil dóibh siúd atá ina bhun sa gcaoi go mbeidh siad suas chun dáta i gcónaí chun a gcuid dualgaisí a chomhlíonadh.
- Dul i dteangabháil le hOifigeach Slándála na scoile chun Ráiteas Slándála a ullmhú, an chontúirt agus an riosca a mheas faoi chuid 19 agus 20 den Safety, Health and Welfare Act 2005.
- Déan cinnte go bhfuil cúrsaí slándála curtha san áireamh ag aon duine a bhíonn ag obair sa scoil agus go gcomhlíonann siad rialacha agus códanna slándála a mbaineann leis an obair.

Will be responsible for:

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

Foireann na scoile Staff

Beidh foireann na scoile freagrach as:

- Gan bheith faoi meisce alcóil ná drugaí sa gcaoi go gcuirfear aon duine i mbaol. Dul faoi scrúdú de réir mar a fheileann sé.
- Comhoibriú leis an bPríomhoide agus le daoine eile sa gcaoi go gcloífear le dlí Sláinte agus Slándáil.
- Iompar mar is cóir sa chaoi nach gcuirfear tú féin ná aon duine eile i mbaol.
- Freastal ar thraenáil Sláinte agus Slándála agus úsáid cheart a bhaint as fearas na scoile.
- Úsáid a bhaint as éadach agus fearas cosanta atá ar fáil.
- Nós nó gníomh contúirteach a chur in iúl don duine cuí.
- Gan cur isteach ar, ná drochúsáid a bhaint as, fearas slándála na scoile.
- Inseacht don Phríomhoide má tá galar nó breoiteacht ort a chuirfeadh le contúirt.

The school staff shall ensure that:

- *They are not under the influence of an intoxicant to the extent that they endanger their own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted*
- *They co-operate with an employer or other people to ensure that the Health and Safety law is implemented*
- *They do not engage in improper conduct that will endanger you or anyone else*
- *They attend Health and Safety training and correctly use any equipment at work*
- *They use protective clothes and equipment provided*
- *They report any dangerous practices or situations that you are aware of to an appropriate person*
- *Do not interfere or misuse any safety equipment at your workplace*
- *They tell their employer if they are suffering from a disease or illness that adds to risks.*

Ionadaí Sábháilteachta na Fóirne Staff Safety Representative

Beidh an duine seo freagrach as:

- Dul i dteangabháil leis an bPríomhoide thar an fhoireann maidir le cúrsaí sláinte agus slándála.
- An t-ionad oibre a chur faoi scrúdú ar sceideal socraithe leis an bPríomhoide nó díreach tar éis timpiste, ócáid nó contúirt a chuireann slándáil nó sabhálteacht aon duine i mbaol.
- Traenáil ceart a fháil.
- Timpistí agus ócáidí baolacha a chur faoi scrúdú.
- Gearáin ón bhfoireann a chur faoi scrúdú.
- Dul le cigire i mbun mionscrúdú ar an scoil.
- Dul i dteangabháil leis an bPríomhoide maidir le cúrsaí slándála agus sábháilteacha.
- Dul i dteangabhail le agus eolas a fháil ó chigire.
- Dul i dteangabháil le agus i gcomhoibriú le hionadaí sabháilteacha eile.

Will be responsible for:

- *Representing the employees at the place of work in consultation with the employer on matters in relation to health and safety*
- *Inspecting the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person*
- *Receiving appropriate training*
- *Investigating accidents and dangerous occurrences*
- *Investigating complaints made by employees*
- *Accompanying an inspector carrying out an inspection at the workplace*
- *Making representations to the employer on matters relating to safety, health and welfare*
- *Making representations to and receive information from, an inspector*
- *Consulting and liaising with other safety representatives in the same undertaking.*

Príomhoide na Scoile *School Principal*

Tá an Príomhoide freagrach as:

- Caighdeán éifeachtach slándála agus sábháilte a chur i bhfeidhm sa scoil bunaithe ar chuspóirí réamh-aontaithe agus is gá go dtógtar na caighdeáin shlándála agus

shábháilteachta san áireamh ag leibhéal pleanála, riaracháin agus comhthabhála agus in eagrú oibre go ginearálta.

- Airgead agus áiseanna a lorg ón mBord Bainistíochta chun cinntiú gur féidir an polasaí seo a chur i bhfeidhm.
- Athbhreithniú a dhéanamh ar éifeacht an pholasaí seo.
- Comhairle agus cúnaimh a lorg nuair is gá agus nuair a thagann aon deacracht chun solais.
- Cinntiú go bhfuil cumarsáid éifeachtach ann ionas go bhfuil eolas ag foireann na scoile maidir le caighdeán slándála agus sábháilteachta, maidir le timpistí agus aon ní a bhaineann le cúrsaí slándála agus sábháilteachta.
- Déanamh cinnte go bhfaigheann an fhoireann an tacaíocht a theastaíonn chun socraithe cearta a dhéanamh i gcúrsaí slándála agus sábháilteachta.
- Pleanáil agus tabhairt faoi gach gníomh de réir mar atá luaite sna treoracha sa Ráiteas Slándála.
- Cur faoi scrúdú gach timpist agus eachtra contúirteach in éineacht le Comhairleoirí Slándála más gá.
- Déan cinnte go bhfuil traenáil garchabhrach ar fáil agus go bhfuil dóthain daoine oilte chun na dualgaisí a chomhlíonadh mar is cóir.
- Dul i gcomhairle leis an bhfoireann maidir le ráiteas slándála, contúirtí a aimsiú agus a mheas, faoi cuid 19 agus 20 den Safety, Health and Welfare at Work Act 2005. Oifigeach slándála a ainmniú.
- Féachaint chuige go bhfuil eolas ag gach duine faoina d(h)ualgaisí féin agus go ndéanann siad iad a chomhlíonadh mar is cóir de réir Polasaí Slándála agus Sábháilteachta na scoile.
- Féachaint chuige go dtuigeann gach conraitheoir a oibríonn sa scoil cúrsaí slándála agus go gcomhlíonfar rialacha agus códanna slándála ina gcuid oibre.
- Féachaint chuige, chomh fada is is féidir, go mbeidh fearas agus ábhartha na scoile ar an caighdeán luaite sa Ráiteas Slándála.
- Féachaint go bhfuil an Polasaí Slándála agus Sábháilteachta le fáil ag an bhfoireann agus ag daoine oiriúnacha eile.

The Principal will be responsible for:

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

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

- *Requesting from the Board of Management sufficient funds and facilities to enable the safety policy to be implemented.*
- *Periodically appraising the effectiveness of the Safety, Health & Welfare Policy.*
- *Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention.*
- *Ensuring the implementation of an efficient communication procedure so that all Staff are aware of workplace standards and are provided with information on accidents and other safety, health and welfare information.*
- *Ensuring that staff reporting to him/her are supported in enabling them to reach the correct decisions in respect of health and safety matters,*
- *Planning and supervising all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.*
- *Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary.*
- *Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role.*
- *Consulting with all staff in the preparation of the safety statement, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005. Also the appointment of a Safety Officer.*
- *Ensuring that all staff are made aware of and accept their specific responsibilities and comply with the school's Safety, Health & Welfare Policy and the organisation and arrangements for carrying it out.*
- *Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.*
- *Ensuring in so far as reasonably practicable, equipment and materials purchased by the school are only purchased with the necessary consideration of the standards required and laid down in the Safety Statement.*

- *Ensuring that this Safety, Health & Welfare Policy is available to all staff within the school and appropriate third parties.*

Tá foireann iomlán na scoile faoi stiúir an Bhord Bainistíochta freagrach as ucht an polasaí a chur i bhfeidhm. Cinnteoidh an Príomhoide agus an ionadaí fóirne slándála/sábháilteachta go bhfuil gach ball den fhoireann ar an eolas faoin bpolasaí. Is faoi mhúinteoirí nó aon duine eile atá ar fhoireann na scoile an polasaí a léamh agus aon cheisteanna atá acu faoi a árdú.

- *The entire school staff is responsible, along with the Board of Management, for ensuring this policy is implemented. The Principal and staff health and safety representatives are responsible for ensuring all staff members have received a copy of this policy. However, it is of each individual staff members' duty and obligation to read and understand this policy.*

Critéir Ráthúlachta *Success Criteria*

Déanfar aiseolas á fháil go rialto ón bhfoireann, tuistí, daltaí srl. le feiceáil an bhfuil an polasaí ag obair go héifeachtach.

- *Feedback from teaching staff, all non-teaching staff, parents, pupils is obtained regularly to ensure the structures outlined in this policy are working effectively.*

Athbhreithniú *Review*

Déanfar athbhreithniú rialta ar an bpolasaí seo de réir taithí agus riachtanais an Acht um Slándáil agus Sláinte agus an tÚdarás Sláinte agus Sábháilteachta.

- *This statement shall be regularly revised by the Board Of Management of Gaelscoil an Chuilinn in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority*

Sínithe ar son an Bhoird Bhainistíochta:

Cathaoirleach: _____

Dáta: _____

Príomhoide: _____

Dáta: _____

Oifigeach Sábháilteachta:_____

Dáta:_____

(Ainmneach an B.B.)

Safety Representative:_____

Date:_____

(Nominee of Staff)