

# Child Safeguarding Statement & Risk Assessment

Killougheen NS is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the *Children First Act 2015*, *Children First: National Guidance for the Protection and Welfare of Children 2017*, the *Child Protection Procedures for Primary and Post Primary Schools 2017* and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Killougheen NS has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is Willie Curtin
3. The Deputy Designated Liaison Person (Deputy DLP) is: Lydia Mulqueen

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
- develop a practice of openness with parents and encourage parental involvement in the education of their children and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016* and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school:
  - has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - encourages staff to avail of relevant training
  - encourages BoM members to avail of relevant training
  - The BoM maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed DLP as the 'relevant person' (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the BoM has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.
- The various procedures referred to in this statement can be accessed via the school's website, the DES website or will be made available on request by the school.

This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla and the Department if requested.

This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on [22/02/2018].

**Latest review**      September    2023

Signed: *Sheilagh O Mahony Kennedy* Chairperson of BoM [  ]

Signed: *Willie Curtin* Principal/Secretary to the BoM [  ]

## Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management (BoM) to undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the *Children First Act 2015*, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual BoM shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, BoM should also assess relevant school policies, procedures, practices and activities vis-a-vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the *Children First Act 2015* and the *Child Protection Procedures Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the BoM formally adopted a Child Safeguarding Statement in accordance with the ' <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> '?	Yes
2. As part of the school's Child Safeguarding Statement, has the BoM formally adopted, without modification, the ' <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> '?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the BoM attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the BoM arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the ' <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> ' and the Children First Act 2015?	Yes

12. Has the BoM received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
15. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Yes
16. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	N/A
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	YES
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	YES
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	YES
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	YES
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	YES
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	YES
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	YES
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the	

school in relation to all school personnel (employees and volunteers)?*	YES
32. Has the BoM considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	YES
33. Has the BoM sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
34. Has the BoM sought the feedback of pupils in relation to the school's child safeguarding arrangements?	YES
35. Is the BoM satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	YES
36. Has the BoM identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	NO
37. Has the BoM put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	N/A
38. Has the BoM ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

Signed: *Sheilagh O' Mahony Kennedy*

Chairperson of BoM

*Sheilagh Kennedy*

Signed: *Willie Curtin*

Principal/Secretary to the BoM

*Willie Curtin*

## Notification regarding the Board of Management's review of the Child Safeguarding Statement

Dear Parent(s)/Guardians,

The Board of Management (BoM) of Killoughteen National School wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting on [ 9. 02. 2024 ].
- This review was conducted in accordance with the 'Checklist for Review of the Child Safeguarding Statement' published on the Department's website [www.education.ie](http://www.education.ie)

Signed: *Sheilagh O' Mahoney Kennedy*

Chairperson of BoM



Signed: *Willie Curtin*

Principal/Secretary to the BoM [ 9.02. 2024 ]

# **Child Safeguarding Risk Assessment**

## **Written Assessment of Risk of Killoughteen National School**

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Killoughteen National School.

### **Child Safeguarding Risk Assessment**

#### **1. List of school activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Sporting Activities
- School outings
- Use of toilet/changing/shower areas in schools
- Active School Week
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care.
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine and First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour
- Students participating in work experience in the school or student teachers on placement
- Use of video/photography/other media to record school events
- Use of school premises by other organisations during school day

**2. The school has identified the following risk of harm in respect of its activities -**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, or other person while participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activity
- Risk of harm due to inappropriate relationship/communications between child & another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm in one-to-one teaching,
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risk of harm from infectious diseases –



**3. The school has the following procedures in place to address the risks of harm identified in this assessment -**

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks
- The school has in place clear procedures in respect of school outings
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a code of conduct for school personnel (teaching and non-teaching staff)
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school's *Child Safeguarding Statement*
  - Ensures all new staff are provided with a copy of the school's *Child Safeguarding Statement*
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
- The school has in place procedures for the administration & training in First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The School has a Covid 19 School Response Plan in place which is under constant review

## Important Note:

It should be noted that risk in the context of this risk assessment is the risk of 'harm' as defined in the *Children First Act 2015* and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on [ 22/02/2018]. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: *Sheilagh O' Mahony Kennedy*      Chairperson of BoM

Signed: *Willie Curtin*      Principal/Secretary to the BoM

# Killoughteen National School



## 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. 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 Killoughteen 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.
- ◆ Plant and Machinery may be opened 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.
- ◆ 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.
- ◆ Best practice guidelines and advice from the HSE and DoE will be followed in relation to Covid 19 prevention in Killoughteen NS.

The Board of Management of **Killoughteen NS** 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 **Killoughteen NS** undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 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, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or 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 (Safety, Health and Welfare at Work Act 2005).

### **Consultation and Information**

It is the policy of the Board of Management of **Killoughteen NS** to consult with staff and to make available 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 any 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 listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

**Following on from a risk assessment by Allianz Insurance on 29<sup>th</sup> November 2023 the following have been implemented into the Safety Statement.**

INTERNAL RISKS	Risk Review Recommendations/Comments
Working at Height:	<p>A procedure for safely hanging items within the school is communicated to all relevant staff. It is very important that this is adhered to by all staff.</p> <p>A suitable 2 or 3 step step-ladder(s) is available and use of same compulsory. Using chairs and/or tables is not an acceptable practice. The need for hanging items above this height should be strongly questioned but, if necessary, then a request is made to the principal.</p> <p>Any work requiring elevation from the ground should be risk assessed. Staff expected to carry out such work should be adequately trained and the school should facilitate the employee(s) in completing a working at height training course.</p>
Art "washing lines":	<p>Where teachers like to hang artwork on "washing lines" in the classroom, it's very important that working at height guidelines are followed and that teachers are aware of fire hazards around light fittings etc. Therefore, all our lines are on a "pulley system" to allow the line be dropped to an accessible level thus removing the need to use a step ladder.</p>
Shelving/Storage:	<p>Teachers/Employees are advised not to store heavy items on or near the top of storage shelves. Heavy items should be stored from the bottom up. Storage areas need to be kept tidy to prevent items falling and allow for safe access to each item.</p> <p>Free standing shelving in hallways/classrooms should be reviewed &amp; secured where possible to prevent capsizing.</p>
Cleaning Supplies Room:	<p>The cleaning supplies room should be locked at all times when not in use. Chemicals/Liquids that can cause injuries or burns should be replaced with safer alternatives.</p>
Mats:	<p>Mats in the school should be regularly checked to ensure they are not becoming unravelled or upturned and therefore a trip hazard. Furthermore, embedded mats need to be monitored to ensure a "lip" does not develop between the mat &amp; the rim, as this would be a trip hazard once again.</p>
Clear Corridors:	<p>The corridors should be free from tables, chairs and other such objects that could impede safe exit from the building in an emergency.</p>

<b>Fire Extinguishers:</b>	The school has an annual service contract on fire extinguishers. Training is requested from the company who service the fire extinguishers. This training is provided when they are carrying out the regular service as a certain percentage of fire extinguishers need to be released.
<b>Toilet Floors:</b>	It is important that toilet floors are checked at least once a day for surface water and that staff are aware of the procedure for what to do next. SNA's and teachers to check toilet areas daily. Claims for slips on wet bathroom floors are common and in order to defend them adequately the school needs to be able to prove they are taking reasonable precautions in this regard. Furthermore, pupils should be encouraged to report any spillages immediately.
<b>Hot Drinks from Staff room:</b>	Staff should not take hot drinks outside of the staff room unless they are suitable containers with secured lids (not just pop on lids). Disposable coffee cups are not allowed on the school premises.
<b>Tea &amp; Coffee Stations in Classrooms:</b>	A common occurrence during covid was the re-introduction of tea/coffee stations within classrooms. This practice is not allowed in our school as having such stations in classrooms puts the pupils & staff at risk of serious burns from open cups & due to inappropriate & insufficient locations such as on busy desks, narrow window ledges, sinks which pupils use etc.
<b>PE Hall:</b>	The PE Hall should be cleared of objects such as benches, table, etc. in advance of use. It is the user's responsibility to ensure the area is fit for the purpose they are using it for.
<b>Floor Condition:</b>	The floor in the school should be continuously monitored to ensure there are no uneven areas, broken tiles, cracked vinyl, upturned carpet etc. that may cause a trip and fall.
<b>Classroom Tidiness:</b>	The walking floor area of classrooms should be kept free of clutter. School & PE bags should be stored under tables if no specific area is available. Coats & Jackets should be stored on hooks and not hanging on the back of chairs.
<b>Classroom Visibility:</b>	In line with child safeguarding procedures, our recommendation is that glass panels on doors and/or <u>internal</u> windows/panels should not be covered with art or class work in order to maintain visibility into the room at all times.
<b>Manual Handling Courses:</b>	Employees that are required to perform tasks lifting/moving objects, have completed / been offered a manual handling course.
<b>Fire Doors:</b>	The school has replaced all internal corridor doors with fire doors. Fire doors will prevent the passage of fire and smoke in the event of a fire, allowing for a safer emergency exit from the building.
<b>CCTV:</b>	The school has CCTV. We have a policy in place to regulate the use of it. In some cases where a school receives a Data Access Request (DAR), they may look for copies of CCTV images/recordings., and the school may be obliged to provide same. In order to comply with Data Protection legislation, the

	school may then have to anonymise or pixelate out identifiable images of others in the recordings and this can be very expensive. The school has included wording in our CCTV policy that puts the cost of such pixilation/anonymising on the requester.
<b>Intimate care needs:</b>	In relation to intimate care needs that may arise, Killoughteen NS recommends that in the interest of safety for all parties (staff, pupil & the school in general) & in line with child safeguarding procedures, that all intimate care interactions should have two adults present during this where possible.

<b>EXTERNAL RISKS</b>	<b>Risk Review Recommendations/Comments</b>
<b>Debris Removal:</b>	Dis-used objects, such as old furniture, blocks, slabs, metal poles or frames, tyres etc. should be securely stored if needed or removed from the school grounds. These can cause injury along with being used to cause damage or gain access by vandals and thieves.
<b>Gutters/Drains:</b>	Ensure the gutters & drains are free from a build-up of debris and leaves to ensure they can work to their optimum during periods of heavy rain.
<b>Surface Condition:</b>	The external surfaces should be continuously monitored to ensure there are no uneven areas, broken, rough or areas of pooled water that may cause a trip and fall.  As the school has a huge amount of artificial grass it is important to ensure any tears and damage is repaired quickly.
<b>Car Park Notices:</b>	Car Park notices are erected advising that owners park there at their own risk, and that parking is only for staff.
<b>Drain/Manhole Coverings:</b>	Drain caps, shore covers & manhole covers need to be monitored to ensure they do not become a trip hazard when loose, jagged or upturned. Any missing items must be replaced promptly.
<b>Playground Equipment:</b>	No children will be allowed on the Playground without adult supervision. Our playground equipment complies with the relevant safety standards EN1176 & EN1177 for playground equipment and surface.
<b>Boiler Room:</b>	To reduce the risk of fire in the event of malfunction, combustible items must be removed from the boiler room and stored elsewhere or suitably disposed of. Furthermore, a Fire Extinguisher is directly above the burner unit of the boiler, secured by a bar.
<b>Oil Tank:</b>	The oil tank is in a bund enclosure capable of containing 110% of the maximum contents of the tank. The bund base and walls are impermeable to water and oil and are checked regularly for leaks. There are no drains or outlets within the bund.
<b>Window Openings:</b>	The windows which open outwards are fitted with restrictors to prevent them from being opened wider than the recess of the window so as to prevent injury to pupils playing outside.

<b>Gap under pre-fab:</b>	The gap between the underside of the pre-fabricated building and the ground beneath is blocked off to prevent access underneath.
<b>Flat Roof Access:</b>	If the caretaker is accessing same, it should only be for simple maintenance (clearing gutters) or retrieval of balls. A risk assessment should be carried out when accessing & dismounting. This can be the more dangerous aspect. The Board of Management are aware of this risk. The caretaker has an appropriate ladder to access the flat roof. A fall arrest anchor system has also been installed on the flat roof of the school.
<b>Hedge &amp; Trees Maintenance:</b>	Simple ground level clipping of trees and hedges is ok to be completed by a caretaker with necessary equipment provided. However, where any height is involved or powerful equipment such as chainsaws, a professional contractor would need to be hired. This is not suitable work for a school caretaker to undertake.

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

1. Trailing leads
2. Pedestrian crossing
3. playground
4. Guillotine
5. Projectors
6. Electric kettles and kitchen appliances
7. Protruding units and fittings
8. External store to be kept locked
9. Icy surfaces on a cold day

#### **Fire**

It is the policy of the Board of Management of **Killoughteen NS** 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.
- (ii) The principal and staff will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (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 who



has an exit in his/her classroom must ensure it is kept clear. Main entrance and exit doors – Principal will see they are free of obstruction.

- (vi) Assembly areas are designated outside each building, and the locations specified to all children.
- (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/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. A cleaning rota is in place and all staff are responsible.
  
- (ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

To minimise dangers the following safety/ protective measures must be adhered to;

- (a) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (b) Staff will monitor daily and ensure that floors are clean, even, and non-slip.
- (c) Bathroom floors will be checked at least once a day by classroom teacher.
- (d) Playground will be supervised daily by teachers and SNA's at breaktimes. Yard will be supervised by teachers at 8:45am to 9:00am before school, and for collection time after school.
- (e) Staff will check that PE equipment is stacked securely in the PE store room and is positioned so as not to cause a hazard.
- (f) Check that all PE equipment is in good condition.
- (g) Check that there are no uneven/broken/cracked ground surfaces on the playground.
- (h) Caretaker under Board of Management will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained and check that manholes are safe.
- (i) Check that outside lighting works and is sufficient. Caretaker.
- (j) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Caretaker, Principal, Staff and Board of Management Safety Officer.
- (k) Check that refuse is removed from building each day and is carefully stored outside. Staff and Caretaker.

## **Constant Hazards**

Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of **Killougheen National School** that 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 the full inspection of electrical installations by a qualified electrician (a member of RECI or ECSSA) and an appropriate certificate issued. This will be done once every five years as is recommended by the Electro Technical Council of Ireland.

Before using any appliance, the user should check that:

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

## **Chemicals**

It is the policy of the Board of Management of Killougheen NS 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 secure area, 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 **Killougheen NS** that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

To ensure the continued welfare of the staff and children, toilet areas are provided in each classroom or adjacent to them. 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 water, towels, 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.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **Highly Polished Floors**

It is the policy of the Board of Management of **Killoughteen NS** 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 and surfaces being affected by frost in cold weather, and staff and pupils shall be told to take care and be supervised as much as possible.

### **Smoking**

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

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Pupils are asked to report broken glass to the Teachers/SNA's/ and or caretaker so that it may be immediately removed.

## **Interactive boards and ICT devices**

It is the policy of the Board of Management of **Killoughteen NS** that the advice contained in the guidelines on the safe operation of interactive boards and ICT devices, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of these will be studied and recommendations and directives implemented. The BOM will continue to keep our AUP reviewed annually and supervise all access to ICT devices.

## **Infectious Diseases**

It is the policy of the Board of Management of Killoughteen NS 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.

In relation to Covid 19 the school community will follow public health guidance from HSE.

## **First Aid**

It is the policy of the Board of Management of **Killoughteen NS** that members of staff shall be trained to provide First Aid to staff and pupils.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the safety officers, (principal/ deputy principal). This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents of a serious nature by the Safety Officers/ staff members.

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

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns

- Antiseptic Wipes
- Scissors

### **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. 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 car park.
- (2) Cars are advised to drive slowly on entering school car park when collecting children.
- (3) Parking outside the school grounds is not permitted. Teachers on a rota will supervise the drop off and dispersal of children in the morning and evening times.

### **Revision of This Safety Statement**

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

Signed on behalf of the Board of Management:

Chairperson: *Sheilagh O' Mahony Kennedy*



Principal: *Willie Curtin*



Date: *9.2.2024*