



## Health & Safety Statement

# HEALTH AND SAFETY STATEMENT

### RATIONALE:

The reason for developing this policy is to ensure in so far as possible the health and safety and physical well being of pupils, staff and visitors to our school. It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. This policy has been formulated by the Principal, Teaching Staff, Safety Representative and Parents' Council, in full consultation with the Board of Management in accordance with Safety, Health and Welfare at Work Act 2005 and the Safety Health and Welfare Work (General Application) Regulations 1993. The B.O.M. believe that it is the duty of everyone to co-operate effectively in developing and promoting health and safety in the workplace.

### AIMS:

The aim of the policy is to:-

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### 3. PERSONS IN CHARGE

<b>Chairperson:</b>	Mr. Jack Fitzgibbon
<b>School Principal:</b>	Ms. Suzanne Cobbe
<b>Safety Officer:</b>	Board of Management
<b>Safety Representative:</b>	Ms. Mary Shearin
<b>Caretaker:</b>	Mr. Damien Masterson

<b>Doctors:</b>	See attached appendix - Name and contact numbers
<b>Doctors:</b>	See attached appendix - Name and contact numbers
<b>U.H. Limerick:</b>	061-301111
<b>Fire Brigade:</b>	061-407100
<b>Garda Station:</b>	Mayorstone ( 061-456980) – Henry St. (061-212416)
<b>Ambulance Service:</b>	061-228799 or 061-923007
<b>Emergency Nos:</b>	999 or 112
<b>Shannondoc:</b>	1850212999
<b>Limerick Doc:</b>	087-7551570 (after 5pm)
<b>Barringtons Hospital:</b>	061-490500
<b>St. Johns:</b>	061-462222



## Health & Safety Statement

### Safety Guidelines

#### Tasks:

- a. We conduct an annual audit of the school, identifying hazards, accessing risks and suggesting remedies. Deadlines for remedies to be noted and signed off.
- b. A fire drill procedure has been agreed (details enclosed) and is in clear evidence in all the classrooms and other areas of general use throughout the school.
- c. There is a fire drill at least twice a year and there will be training for staff in use of fire equipment within the school once a year.
- d. Fire equipment will be checked annually.
- e. Fire register will be kept up to date at all times.
- f. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures.
- g. The Safety Representative shall monitor safety generally and the operation of safety procedures.
- h. The Principal shall ensure that each employee shall obtain a copy of the Health & Safety Policy and shall be familiar with its contents. It shall also be made available to parents.
- i. 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.

### Responsibilities of Employer

The Board of Management of Scoil Mhuire Banríon na hÉireann 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 for staff and students and visitors.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees and pupils.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees and pupils.
- Plans for emergencies shall be complied with and revised as necessary.

### Safety Representative (Section 25 Safety, Health & Welfare at Work Act, 2005)

Ms. Shearin is the Safety Representative elected under the provision of the Safety, Health and Welfare at Work Act 1989.

The safety representative should:



## Health & Safety Statement

1. Guide and advise on all health, safety and welfare matters.
2. Undertake regular and appropriate revision and auditing of the School Safety Procedures and Methods of Operation, to ensure that they are kept up to date.
3. Ensure that adequate fire protection and prevention measures are provided.
4. Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
5. Inspect 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
6. Receive appropriate training
7. Investigate accidents and dangerous occurrences
8. Investigate complaints made by employees
9. Make representations to the employer on matters relating to safety, health and welfare
10. Make representations to and receive information from an inspector

Particular attention will also be paid by the Safety Representative to the following potential hazards.

- Electrical – Sockets, Plugs.
- Fire Risk, emergency evacuation procedures, Fire Drills
- Yard – surfaces, shore coverings etc

### Duties of Employees

It is the duty of every employee while at work:-

- (a) To take reasonable care for her/his own safety, health and welfare, and that of any person who may be affected by her acts or omissions while at work.
- (b) To co-operate with her/his employer and any other person to such extent as will enable her/his 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 or equipment provided (whether for her/his lone use or for use by her in common with others) for securing her/his safety, health or welfare at work.
- (d) To switch off at the wall all electrical appliances at the wall prior to leaving the school at the end of the working day.
- (e) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare of which she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.



## Health & Safety Statement

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

### The Caretaker and Safety

1. The school caretaker will open the outside gate at an appointed time each morning.
2. S/He will lock all external doors at an appointed time each evening.
3. S/He shall check that all windows are securely locked each evening.
4. S/He shall check that all electrical appliances are switched off at the wall each evening.
5. S/He will ensure that weed killers, insecticides etc. are never left in a prominent or easily accessible position in the school.
6. S/He will check and keep the boiler house locked at all times.
7. During exceptionally frosty weather, he will ensure that the heating system comes on for a few hours during the night and /or during the weekends and during holiday times.
8. S/He will ensure that the lawn mower is in good mechanical order at all times.
9. The caretaker will make himself/herself familiar with all fire controlling equipment(including dry powder fire extinguishers) on the premises, know where they are located ,how to use it and will instruct all staff members in use of same.
10. S/He will insure that all Exit Doors are kept clear during concerts, meetings etc. Exit Doors must always be unlocked on such occasions.
11. S/He will check, at regular intervals, that the Fire Alarm System is in working order.
12. The Caretaker will check the emergency lighting at regular intervals and especially before school functions.
13. S/He will be on the look out at all times for risk situations and will repair faults or report them to the principal.
14. S/He will familiarise himself sufficiently with the school's Safety Statement and especially with those parts which are relevant to his own position.

### Reporting Accidents & Hazards

Causes of accidents shall be investigated and corrective action shall be initiated to prevent a recurrence.

Staff have a duty to report directly without delay:

- a) Any area which may reasonably be considered a serious and immediate danger to health and safety
- b) Any matter which may reasonably be considered a shortcoming in health and safety arrangements.

These matters should be reported to the Safety Representative and Principal.

### Hazards

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:-

**Main switch/fuse board** – No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses. The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards. Suitable electrical warning signs will be placed near main electrical switch gear.



## Health & Safety Statement

**Boiler House** – Only authorised persons will be allowed into the Boiler House. All persons so authorised will be made aware of the special hazards i.e. high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boiler house will be kept clean and tidy at all times. A safety sign outlining hazards will be kept in the boiler house.

**Class Rooms** – Class rooms should be kept tidy.

**Staffroom, Kitchen/Old Staff Room**– Care must be taken at all times when using water boilers, kettles and other kitchen equipment. **No one may leave the staffroom with hot liquids unless using a covered plastic/metal travel mug/flask.**

**Main Corridor** - All persons using the photocopier will be made aware of particular hazards with chemicals relating to this equipment. The areas should be kept tidy at all times.

**Portable equipment** – Portable equipment will be inspected on an annual basis. Faulty equipment should be isolated from the power supply and removed for repair. Persons should check plugs and flexes before using equipment. Trailing leads should be used in such a manner as they do not cause a hazard to people through tripping and should be inspected by the user for faults. All faults should be reported to the Principal or the Safety Representative.

**Fire Safety** - A school evacuation procedure has been drawn up. A copy of this procedure will be made available to all employees including temporary and substitute teachers. A copy will also be displayed in each classroom and in the staff room. Employees should familiarise themselves with the procedures so that a fast and effective evacuation of the school can be completed in the event of an emergency. When evacuating the building, the teachers will bring their roll book with them. The children will not bring anything with them

**Running in School** – Running is strictly forbidden in corridors and class rooms. Strict discipline will be maintained. Children should walk in lines, bags and equipment should be placed neatly in an area so as not to cause a “tripping” hazard.

**P.E.** – Teachers taking these classes should ensure that children wear suitable clothing. Teachers should also ensure that children do not climb on the P.E. equipment unless instructed to do so.

**Broken Glass** - The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Caretaker or in the case of his/her absence to the Principal so that it may be immediately removed.

**Office Machinery** - Office machinery includes photocopying machines, printers, laminators, guillotines and binding machines. Children may not use any machinery unless with the strict permission of the principal or class teacher and then only when supervised.

### Repairs

Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by office staff/caretaker where clear instructions exist and the action presents no hazard.

While machines are fitted with interlocking mechanisms to prevent electrocution, they should still be switched off before accessing the interior. Care must be observed to avoid hot surfaces. Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.



## Health & Safety Statement

### Major Faults

Major faults, including any electrical faults, frayed wiring, must be reported immediately and the machine must be switched off. A printed notice should be posted on the machine stating 'Out of Order' until a fully qualified technician repairs the machine.

### Maintenance

Basic maintenance of machinery will be carried out regularly by competent technical contractors.

### Light Intensity

Photocopiers and laser printers are provided with strong light sources. Covers must be in place when copies are made.

### Equipment and materials

- Lawnmowers, ladders and any other equipment associated with school maintenance are stored in a safe area, not accessible to children. The caretaker is the only person with access to this storage area.
- Solvents, chemicals, cleaning agents are stored in a locked storage area.

### Electrical Apparatus

The following precautions must be observed by all staff and employees to minimise the risks associated with electricity:-

- Children may not use any machinery unless with the strict permission of the principal or class teacher and then only when supervised.
- Any broken, ineffective or damaged electrical equipment, such as loose connections and frayed cables, must be reported immediately. The electrical unit must be switched off immediately.
- Care should be observed and assume all electrical circuits are live unless there is absolute certainty that they are not.
- Ensure that the equipment is switched off before it is plugged in.

### Manual Handling

Always consider whether help is necessary to lift an awkward or heavy load. A trolley or some other mechanized system should be used wherever practicable. Ensure the area in front of you is clear from obstructions. If carrying a load, ensure that you do not proceed backwards.

If capable of lifting the load, then:

- Keep the back straight and knee(s) bent.
- Get a firm grip on the load.
- The load should be held close to the body.
- The legs, not the back, should be used to straighten up.
- Do not 'jerk', shove or twist body.

### Welfare

To ensure the continued welfare of staff and employees toilet facilities are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Members of staff and trainee teachers are reminded that:-

- a) Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their performance and which may be a danger to



## Health & Safety Statement

either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.

- b) Illicit drugs and alcohol. Staff 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 referred to the Board of Management.
- c) When a staff member feels at risk from or threatened by a particular person on school property, 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

### Wet Day Rules

1. Pupils stay seated at all times,
2. No rulers /knitting needles or other dangerous implements in pupils' hands.
3. Only go to the toilet with teacher's permission, except in case of emergency.
4. Computers switched off.
5. Sit down properly-four legs of chair on floor at all times.

### Garda Clearance

The staff and Board of Scoil Mhuire Banríon na hÉireann endeavour to keep potential unsupervised access to children to a minimum. All offers of employment to teaching staff, non-teaching staff volunteers and work experience personnel are 'subject to satisfactory vetting by the Garda vetting Unit'. Teaching staff are vetted separately by the Teaching Council. **Ref. also Circular 0031/2016.**

### Safety Audits

Safety audits will be carried out annually by the Safety Representative.

### Risk Assessment

Each year, The Board of Management will carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. A blank copy of a Risk assessment is found in the appendices.

### Policy on Supervision (See school's Policy on Supervision)

### First Aid Procedures

There is a First Aid Kit available to the staff for minor cuts and bruises. This kit is located in the staffroom, adequately stocked with:

- A card with general first aid guidance;
- Individually wrapped sterile adhesive and non-adhesive dressings;
- Selection of medium, large and extra large sterile medicated dressings; disposable gloves;



## Health & Safety Statement

- Antiseptic wipes
- Cotton bandages;
- Scissors
- Burn spray

Ms. Shearin is responsible for ensuring that the First Aid Box is regularly replenished.

### Administration of First Aid and care of minor injuries.

1. In the case of a graze or minor cut, the wounded part is to be cleaned with saline/antiseptic wipes by a member of staff and a plaster applied.
2. Surgical gloves should be worn in treatment of these cuts/grazes. (Surgical gloves are part of the First Aid Box equipment).
3. Parents are informed by teacher if necessary.
4. All bangs to the head are advised to parents and they are requested to come see the child. The parent may choose to remove the child from school if s/he sees fit.
5. Incident is recorded on appropriate template.

### Broken Limbs

1. Reassure child and keep her warm.
2. Prevent any movement of affected limb.
3. Contact parent/guardian.
4. Contact doctor/ambulance.
5. Record incident in Incident/ Accident Report File.

### Procedures for emergencies in the case of more serious accidents

- Teachers/staff members who witness the accident should prevent further and irreparable harm by seeking assistance.
- Qualified medical treatment should be sought as soon as possible.
- Parents/guardians should be contacted (list available in class folder in secretary's office and on Aladdin). They should make whatever arrangements necessary to come to the school/hospital immediately.
- Where the school does not succeed in contacting parents/guardians and a child is in need of medical attention, the principal shall arrange to have the child brought to a doctor and follow up the recommendations of the doctor whilst continuing in attempts to contact parents/guardians. These procedures will also operate if any illness/accident occurs on a school trip/activity.
- The BOM should seek indemnity from all parents in respect of any liability.
- Serious cuts/accidents are to be recorded by the teacher on duty on the appropriate template and placed in 'Accident File' in the Principal's Office.
- Parents are asked to sign a form giving permission to the school to have the child taken to hospital if the parent cannot be contacted.



## Health & Safety Statement

**Serious Accident Procedure & Accident Report Form** (See CPSMA Management Board Members' Handbook):

A report must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

### Emergency Services Policy

In the event of the emergency service i.e. Fire Brigade, Ambulance, Gardai being required the following procedures are to be implemented.

1. Dial 999 and ask the operator for the service required
2. When the required service answers, state the address/location of the emergency i.e. Scoil Mhuire Banríon na hÉireann. State the type of emergency, your name and any other relevant details.
3. Do not hang up until told to do so by the emergency service.
4. Inform the school principal immediately that such a call has been made.

**Administration of Medicines** - See separate Policy on Administration of Medicines

### School Hygiene

Good hygiene is essential for the welfare of all the school. Teachers are requested to train their pupils in good hygienic practices. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which is deemed necessary. There are washing facilities in all classrooms in the school and in the teachers' bathroom areas.

### Infectious Diseases

- It is the policy of the BOM that the school needs to be made aware of any infectious diseases/conditions of its pupils. Children should not attend school while the condition is infectious (under medical advice)
- In the interest of the good health of all pupils and staff, if a child attends school in the infections stages, parents will be contacted and advised to remove the child



## Health & Safety Statement

- The Board of Management will endeavour to minimise the risk by adherence to sound principles 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, liquid soap, hand dryers and a facility for the safe disposal of waste.
- School toilets and classrooms are maintained and cleaned on a daily basis.
- Information regarding infectious diseases will be advised to parents via text and/or written communication and may be posted on the notice board in the front hall and around the school. Hand gel to prevent the spread of infectious diseases will be placed inside all entrance halls.
- In the case of serious infectious diseases, medical advice will be sought by the BOM and parents advised of any relevant information.
- **Head-lice**  
When parents inform the school about an outbreak of head-lice a letter/notice is sent home requesting parents to check their children over a particular weekend and treat as necessary. Repeated failure to do so could be viewed as neglect under the Children First, child protection guidelines and may lead to a report of neglect to the HSE.

### **Procedures for emergencies arising from Chronic Medical Condition. (Epilepsy, Diabetes, Anaphylactic Shock Syndrome)**

- First Aid Training will be provided and staff will be encouraged to take part.
- Staff members should attend an information session on how to correctly respond to emergency situations.
- The BOM authorises all staff to undertake emergency measures where necessary to relieve extreme distress and where a failure to do so could result in serious and irreparable harm to the student in question.
- The BOM will seek indemnity from all parents in respect of any liability arising from the administration of medicines (see Administration of Medicines).

### **Trips Away from School**

Out of school activities during and after school hours procedures:-

- When planning all such activities due care will be given to the child's care at all times. Only buses which comply with safety regulations and have adequate seat belts will be used for school trips.
- Adequate supervision will be provided by school personnel.
- Permission notes will be required from parents/guardians prior to the activities.
- A list of parents contact numbers will be brought on all school trips.
- Where transport is not required (where the child may walk to a venue) written permission will be sought from parents/guardians to cover this.



## Health & Safety Statement

- A first aid kit will be brought on all activity based trips away.
- Should an accident occur while on a school trip, the teacher shall arrange to have the child brought to a doctor and follow up the recommendations of the doctor whilst continuing in attempts to contact parents/ guardians.

### Staff Induction/Training

1. Each member of staff will be given a copy of the Health & Safety Policy each year which they will read and sign off on.
2. Each member of staff will be shown around the school buildings each year and shown where emergency exits, fire extinguishers, Break Glass Unit and fire hoses are located and how to use necessary devices.
3. Each new member of staff will be shown where notices are displayed regarding Fire and Evacuation procedures (copy at the back of this policy).
4. Each new member of staff will be shown how to use the burglar alarm
5. Each new member of staff will be shown where the First Aid equipment is kept.
6. Each new member of staff will be shown where the Accident/Incident File is kept
7. The Supervision Policy is to be shown and explained to each new member of staff.
8. A fire drill will take place at least twice yearly.

### Review and Monitoring

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated so as to comply with any changes in work practices or conditions. All amendments and updates will be recorded in the Safety Statement.

This policy will be monitored and reviewed by the Board of Management annually. The board of management will ensure that adequate training and support is provided for all staff.

Policy adopted by the BOM on 17 January 2018.

Signed: *Jack Fitzgibbon*  
Chairperson



## Health & Safety Statement

**Fire Brigade: 112 or 999/ 061-407100**

**Garda Station: 059 9131505**

**Ambulance Service: 112 or 999/ 061-923007 Regional Control**

### DOCTORS' NAMES

<b>First Name</b>	<b>Second Name</b>	<b>Phone Number</b>
Dr. Criona/Dr. Moya	Burns/Coffee	061-326929
Dr. Aonghus	McGann	061-322255
Dr. Aoife	O'Connell	061-451789
Dr. Darragh	Little	061-454625
Dr. David	Boylan	061-416544
Dr. John	English	061-416993
Dr. Gillian	Boland	061-306922
Dr. Marcella	McGann	061-451499
Dr. Mary	Gray	061-340628
Dr. Niall	Cahill	061-419121
Dr. Paul	O'Sullivan	061-346610
Dr. Richard	Murray	061-311811
Dr. Timothy/Dr. Mary	Casey/McNally	061-354666
Dr. Moya	Coffee	061-326929
Universtiy Hospital Limerick		061-301111
St. John's Hospital		061-462222
Shannon Doc		1850212999
Limerick Doc	(after 5pm)	087-7551570
Barringtons Hospital		061-490500
Social Work & Child Care Dept	Ballynanty	061-457100



## Health & Safety Statement

### APPENDIX 1

#### **Fire Drill Procedure**

Classes leave in single file and in silence proceed to their Assembly Point.  
Teacher collects Roll Book or Class List.

<b><u>Exit No.</u></b>	<b><u>Classes</u></b>	<b><u>Assembly Point</u></b>
Exit 1	Hall, Staffroom & Offices	Front Yard
Exit 1	Classrooms 1 & 3	Front Yard
Exit 2	Classrooms 7 & 8	Basketball Yard
Exit 3	Classrooms 5 & 6	Basketball Yard
Exit 4	Classrooms 4	Front Yard
Exit 5	Classrooms 9 & 10	Basketball Yard
Exit 6	Classrooms 15 & 16	Front Yard
Exit 7	Classrooms 13 & 14	Basketball Yard
Exit 8	Classrooms 11 & 12	Basketball Yard
Exit 6	Classrooms 17 & 18	Front Yard
Exit 1	Main Entrance	
Exit 2	Outside No. 8	
Exit 3	Outside No. 5	
Exit 4	Outside No. 3	
Exit 5	Outside No. 9	
Exit 6	Outside No. 16	
Exit 7	Outside No. 13	
Exit 8	Outside No. 11	



## Health & Safety Statement

### APPENDIX 2

#### EVACUATION/FIRE DRILL PROCEDURE

##### **AIMS: -**

To prevent panic and ensure the safe, orderly evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere. The Principal and Health and Safety Officer are responsible for the fire prevention arrangements and evacuation procedures. A full fire drill practice will take place once a year.

##### **EACH MEMBER OF STAFF ON DISCOVERING A FIRE IS OBLIGED TO:**

1. Operate Break Glass unit to sound the fire warning signal.
2. CALL THE FIRE BRIGADE 999
3. On hearing the alarm, the staff will evacuate the building in an orderly manner in accordance with the Evacuation Procedures.
4. Tackle the fire (if safe to do so)
5. Assemble in designated area clearly marked in the school yard.
6. Call the roll.
7. Do not go back to bring something with you or re-enter building until told to do so.

##### **Evacuation Procedures:**

1. Each class teacher will take the **Leabhar Rolla** with her.
2. Be aware of attendance record and if any pupil is on a message or under care of another teacher. Any visitors to the school must leave the school by the nearest fire exit.
3. Teacher must ensure that the proper number of children under her care in the classroom at the time of the alarm call, line up in silence ready to depart (teacher should check toilet area).
4. Teacher should be aware of her class location i.e. whether to exit through the front doors or either of the back doors.

<b>ASSEMBLY PLAN:</b>	
<b>Rooms</b>	
1(a),1(b),2,3,Old Staff Room, Hall, Staff room and offices	<b>Exit through Front Doors.</b>
7, 8	<b>Exit 2 (Outside No.8)</b>
5, 6	<b>Exit 3 (Outside No 5)</b>
4	<b>Exit 4 (Outside No 3)</b>
9, 10	<b>Exit 5 (Outside No 9)</b>
15, 16, 18 and 17 (Sensory Room)	<b>Exit 6 (Outside No 16)</b>
13 (Science Room), 14	<b>Exit 7 (Outside No 13)</b>
11, and 12 (Library)	<b>Exit 8 (Outside No 11)</b>



## **Health & Safety Statement**

**Anyone not with their class or group when the alarm sounds will make their way directly to the assembly point and join their appropriate class or group. e.g. Pupils using Science Room, Library, Resource Rooms, Staffroom and Old Staff room.**

**Each class must proceed to the assembly area in single file.**

**Each class must go in an orderly manner to the assembly point. No talking or laughing should be permitted during the evacuation in order that any instructions given may be heard. Overtaking should not be allowed.**

Teachers shall be last to leave their classroom. Each teacher should close the classroom door. **Teachers from Rooms 7,6,3,4,10,16,14,11 are responsible for closing all doors behind them. Should the above named teachers have exited the building, the last teacher to leave closes all doors behind her.**

**Any girl outside her classroom in another part of the school when the alarm sounds must leave with the girls and teacher in that part of the school. Never walk in the opposite direction to others,**

**Fire Assembly Point will be clearly marked in the school yard.**



## Health & Safety Statement

### Appendix 3 :Identification of Hazards, Risk Assessment and Action(s) Taken

School Year :

Hazards	Low/Medium/ High Risk	Risk to persons	Action Taken	Date	Person responsible

# Health & Safety Statement



## Appendix 4: Fire Safety. School Record for School Year \_\_\_\_\_

Fire Drill			Fire Equipment		
Date of Fire Drill	Observations	Areas identified that need to improve next time	Date Checked	Improvements made & date	Observations

# Health & Safety Statement



## Annual School Audit

### A. School Environment. School Record for School Year \_\_\_\_\_

Date	Identified Damage/Hazard	Location in school	Reported to... Date	Action taken	Cost/Observations etc in maintaining safety

