



Creat Pleanála

■ Teideal

RÁITEAS SÁBHÁILTEACHTA AGUS SLÁINTE ***HEALTH AND SAFETY STATEMENT***

RÁITEAS SÁBHÁILTEACHTA AGUS SLÁINTE ■ ***HEALTH AND SAFETY STATEMENT***

Tuigean Bord Bainistíochta Ghaelscoil Uí Riada an tábhacht a bhaineann leis an Acht um Sábháilteacht, Slainte agus Leasa san Ionad Oibre 1989. Do gach ball den bhfoireann, dalta, cuairteoir agus conraitheoir.

Leagann an Ráiteas Slándála seo amach an Polasaí Slándála atá eagraithe ag an mBord agus na modhanna chun an polasaí seo a chur i bhfeidhm. 'Sí aidhm an Bhoird ná iarracht a dhéanamh ionad oibre sábháilte agus sláintiúil a chur ar fáil do na daltaí, foireann na scoile, cuairteoirí, conraitheoirí agus muintir an phobail uile, go bhfuil baint againn leo.

Beidh do chomhoibriú chun an polasaí seo a chur i bhfeidhm an-tábhachtach. Déanfar athbreithniú ar an bpolasaí gach bliain nó má tá athrú ann ó thaobh dlí de. Cóimeadfar cuntas de tinnis agus timpistí chun gearradh siar ar a minicíochta.

The Board of Management of Gaelscoil Uí Riada recognises the importance of the Safety, Health and Welfare at Work Act 1989. To each member of Staff, Student, Visitor and Contractor.

This Safety Statement sets out the Safety Policy of the Board of Management of Gaelscoil Uí Riada and sets out the means to achieve the provisions of that Policy. The objective is to endeavour to provide a safe, healthy work environment for all Students, Staff, Visitors, Contractors and Members of the Public with whom we have contact.

The success of the Policy requires your co-operation. The Board of Management will review the policy annually, in light of experience or new legal requirements.

All records of accidents or ill-health will be monitored in order to ensure that any safety measure required can be put in place where possible, to minimise the recurrence of such accidents and ill-health.

■ Reasún *Rationale*

Cuireann Bord Bainistíochta Ghaelscoil Uí Riada na socruithe seo a leanas faoi bhráid na foirne ar mhaithe le sábháilteacht, sláinte agus leasa iad siúd atá fostaithe, ag obair agus ag staideár sa scoil, ag comhlíonadh na dualgaisí atá leagtha síos san Acht um Slainte agus Leasa san Ionad Oibre 1989.

Beidh comhoibriú gach duine atá fostaithe sa scoil riachtanach don pholasaí. Déanfar athbreithniú air gach bliain, nó níos minicí má thagann nithe chun cinn nó ma bhíonn dualgaisí dlí nua ann. Coiméadfá cuntas de na timpistí agus breoiteachtaí chun go mbeidh sé ar ár gcumas gearradh siar ar na heachtraí seo.

Beidh Caitríona Bn. Uí Laoghaire mar Oifigeach Slándála thar ceann na foirne agus Neil de Faoite thar cheann an Bhoird Bainistíochta. Ba chóir do fostaithe dul i dteagmháil leo má tá aon cheist maidir le cúrsaí sábháilteachta sa scoil.

The Board of Management of Gaelscoil Uí Riada wishes to bring to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and studying in the school, in compliance with the provisions of Section 39 of the Safety in Industry Act and the Safety and Welfare at Work Act 1989.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise a recurrence of such accidents and ill-health.

Caitríona Uí Laoghaire will be the Safety Officer on the school staff and Neil de Faoite on behalf of the Board of Management. They should be consulted should any employees have queries regarding any of the safety provisions.

■ Gaol le héiteas na scoile

School Ethos

Is mian le Bord Bainistíochta Ghaelscoil Uí Riada, Baile an Easpaig, Corcaigh, a chinntiú go mbeidh :

1. dearbhú, cur ar fáil agus áiteanna sa scoil sábháilte agus gan baol don tsláinte.
2. gach duine in ann teacht agus imeacht ón ionad oibre go sábháilte.
3. innil agus planda oscailte go sábháilte.
4. modhanna oibre pleanáilte, eagraithe, curtha i gcrích agus coimeádta chun a bheith sábháilte agus gan baid don tsláinte.
5. an fhoireann ar an eolas mar gheall ar na dáinséir.
6. go gcuirfear gach cosaint ar fáil chun timpistí a sheacaint chomh fada agus is féidir.
7. plean éalaithe éigeandála curtha le chéile agus go cloífear leis.
8. déanfar athbreithniú agus athnuachan ar an bplean seo go leanúnach nó go bliantiúil ar a laghad.
9. go dtógfar san áireamh tuairimí na daoine a oibríonn sa scoil maidir le cúrsaí sláinte agus sábháilteachta.
10. Go roghnófaí oifigeach Slándála ó am go chéile.

Tuigeann Bord Bainistíochta Ghaelscoil Uí Riada go bhfuil dualgaisí ann ó thaobh dlí de a bhaineann le fostaithe, daltaí, aon duine a thagann chun na scoile ar ghnó scoile agus don phobail i gcoitinne. Tugann Bord Bainistíochta Ghaelscoil Uí Riada geallúint go cloífear leis na moltaí san Acht um Sábháilteacht, Sláinte agus Leasa san Ionad Oibre 1989.

The Board of Management of Gaelscoil Uí Riada, Wilton, Corcaigh, wishes to ensure that as far as is reasonably practical, the highest standards of safety shall prevail and that at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

1. *The design, provision and maintenance of all places in a condition that is safe and without risk to health.*
2. *The design, provision and maintenance of safe means of access to and egress from places of work.*
3. *The design, provision and maintenance of plant and machinery.*
4. *The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.*
5. *The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour.*
6. *The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.*
7. *The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.*
8. *The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.*
9. *The safety and prevention of risk to health at work in connection with use of any article or substance.*
10. *The provision and maintenance of facilities and arrangements for the welfare of employees at work*
11. *Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.*
12. *The continuing updating of the **Safety Statement**.*
13. *The provision of arrangements for consultation with employees on matters of Health and Safety.*
14. *The provision of arrangements for the selection from amongst its employees of a representative.*

■ **Dualgaisí na bhFostaithe**

Duties of Employees

Tá an dualgas ar gach fostaí le linn ama oibre.

1. Aire a thabhairt dá sábháilteacht, sláinte agus leasa féin agus do gach duine eile go mbeidh tionchar a n-éachtaí air/uirthi.
2. Comhoibriú leis an bhfostaí na dualgaisí ó thaobh an dlí de a chur i bhfeidhm.
3. Gach inneal, áis, treallamh nó eadaí cosanta a úsáid ar mhaithe le sábháilteacht, sláinte agus leasa san ionad oibre.
4. An Bord Bainistíochta a chur ar an eolas gan mhoill má tá aon áis, inneal nó modh oibre atá ag dul i gcoinne an Acht cúí.

It is the duty of every employee while at work :

1. *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.*
2. *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.*
3. *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 use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.*

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 he/she becomes aware.

■ Cumarsáid agus Eolas

Communication and Information

Tá sé mar pholasaí ag Bord Bainistíochta Ghaelscoil Uí Riada :-

- Dul i gcomhairle leis an bhfoireann scoile in ullmhúcháin agus críochnú cosc a chur ar na dáinséir.
- Cóip den Pholasaí Slándála a thabhairt do gach ball den fhoireann agus daoine nua ar an bhfoireann.
- Na daoine seo a chur ar an eolas maidir le eolas nó moltaí breise a thagann chun cinn ó am go ham.
- Beidh sláinte, sábháilteacht agus leasa mar chuid de traeneáil foirne agus pleananna forbartha amach anseo.

It is the policy of the Board of Management of Gaelscoil Uí Riada :

- *To consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms.*
- *To give a copy of the **Safety Statement** to all present and future staff.*
- *That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document, will be conveyed to all staff as it becomes available.*
- *That Health, Safety and Welfare will form an integral part of any future staff training and development plans.*

1. (a) Cóir leighis a chur ar dalta *Administration of Medication*

- i. Cead ón mBord Bainistíochta
- ii. Foirm sínithe ag tuismitheoir
- i. 'Sé polasaí an Bhoird Bainistíochta go mbeadh leigheas agus drugaí faoi ghlas i gcófra agus nach mbeadh siad ar fáil ach do dhaoine go bhfuil an cead acu.
- ii. *Parents must write to the Board of Management to request permission.*
- iii. *Parents must sign a consent form.*
- iv. *It is the Board of Management policy that drugs and medication are to be kept in a secure locked location and used only by authorised personnel.*

(b) Cabhair Éigeandála *First Aid*

'Sé polasaí Bord Bainistíochta Ghaelscoil Uí Riada go mbeidh duine oilte chun cabhair eigeandála a thabhairt do dhaoine eile. Beidh bosca gar-chabhrach i ngach seomra ranga, agus bosca ar fáil le haghaidh cluichí. Beidh bosca don chlós chomh maith. Caithfear láimhainní plaisteach a úsáid agus cabhair á chur ar fáil. Beidh uisce te agus galúnach ar fáil sa chistin agus ba chóir lamha a ní roimh agus tar éis cabhair a thabhairt.

It is the policy of the Board of Management of Gaelscoil Uí Riada that an employee will be trained to apply First Aid to others.

*All required remedies and equipment are made available for first aid function
There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain :*

- *Hypoallergenic Plasters*

- *Water*
- *Tape*
- *Antiseptic Wipes*
- *Scissors*
- *Cotton Wool*
- *Cotton Bandage*
- *Burn Cream*
- *Cold Packs (Freezer)*

Disposable gloves should be used when administering aid where blood wounds are involved. Hot Water and soap is available in the kitchen and should be used before and after administration of First Aid.

2. Leanaí Breoite ***Sick children***

- Moltar do thuismitheoirí leanaí breoite a choimeád sa bhaile.
 - Tugtar cead do leanaí atá breoite ar scoil fanacht istigh má bhíonn nóta acu, nó má cheapann an múinteoir go bhfuil gá leis.
 - Má théann leanbh atá breoite in olcas le linn ama scoile, cuirfear fios ar thuismitheoir/chaomhnóir.
 - Má bhuaileann aon leanbh a c(h)eann i dtimpiste ar scoil, cuirfidh an rúnaí/múinteoir ranga fios ar a thuismitheoir/chaomhnóir.
 - Má tá tinneas tógalach ag aon leanbh, cuirfear fios ar thuismitheoirí chomh maith le moltaí ón Roinn Sláinte a chur i bhfeidhm.
- *Parents are advised that children who are ill should remain at home.*
 - *Permission is given to children who are sick to remain indoors at lunch break if they have permission from their parents or if the teacher deems it necessary.*
 - *If any child becomes noticeably ill in school, a parent or carer will be contacted.*
 - *If any child injures his/her head in school the parents/carers will be contacted.*
 - *If a child has a contagious infection, the parents will be contacted and the Department of Health guidelines will be implemented.*

3. Múinteoir as láthair ***Teacher absence***

- a) I gcás breoiteachta nó aon neamhláithreachas atá ceadaithe, cuirfear ionadaí isteach go dtí an rang, má tá ionadaí oiriúnach ar fáil.
 - b) I gcás nach bhfuil ionadaí oiriúnach ar fáil, roinntear an rang idir na ranganna eile.
 - c) Má bhíonn múinteoir ar lá chúrsa roinntear an rang idir na ranganna eile.
 - d) Coimeádfaidh múinteoir amháin bileoga oibre le haghaidh gach rang chun iad a scaipeadh i gcás neamhláithreachais.
 - e) Coimeádfaidh an múinteoir obair atá eagraithe ag múinteoir a bheidh as láthair.
 - f) I gcásanna go mbeidh múinteoirí as a rang ar feadh tréimhse ghairid, coimeádfaidh an múinteoir in aice leo, súil ar an rang.
- a) *In the event of illness or any approved absence, a substitute teacher will replace a staff member who is ill whenever possible.*
 - b) *If a suitable substitute teacher is unavailable, the children may be dispersed among other classrooms.*
 - c) *If any teacher is on an approved course day, the class may be dispersed.*

- d) *Worksheets for the class of a teacher who is absent will be kept by a designated staff member.*
- e) *The designated staff member will also keep work prepared by the class teacher.*
- f) *In cases where the class teacher is absent from the class for a short period, the classroom door is left open and the teacher in the adjoining classroom supervises the class.*

Teacht le chéile

Assembly

- 1) Oscrófar an scoil ar 8.30 r.n. agus scaoilfear na leanaí isteach. Moltar do dhaoine gan teacht ar scoil roimhe sin, más féidir.
- 2) Rachaidh leanaí ó ranganna Naíonáin Mhóra go dtí Rang VI go dtí an Halla ar maidin.
- 3) Suífidh na leanaí timpeall an halla san áit atá eagraithe dóibh.
- 4) Beidh múinteoir(i) ag feitheoireacht sa Halla i rith an ama seo.
- 5) Rachaidh Rang Naíonáin Bheaga díreach go dtí an seomra ranga. Beidh an múinteoir ag oscailt na scoile ag féitheoireacht.
- 6) Baileoidh na múinteoirí na ranganna sa Halla agus déanfaidh siad iad a thionlacan go dtí an seomra ranga.
- 7) Eagraítear tionól don scoil iomlán sa Halla gach Luan. Bíonn trácht ar Frása na Seachtaine, fógraí scoile, moltaí maidir le h-iompair chomh maith le paidir agus bronnadh le haghaidh 'Gaeilgeoir na Seachtaine'.

- 1) *The school premises will open at 8.30 a.m. as far as is possible. Children will be admitted. Children should try to arrive between 8.40 a.m. – 8.45 a.m.*
- 2) *Children in classes Senior Infants to Rang VI will assemble in the School Hall.*
- 3) *Children should sit in the place allocated to their classes.*
- 4) *One or more teachers shall supervise the Hall at this time.*
- 5) *Pupils in Junior Infants go directly to their classroom. The teacher who opens the school will supervise them.*
- 6) *Teachers collect classes from the Hall and accompany them to the classroom.*
- 7) *School Assembly is held each Monday morning for all the school in the Halla. After prayer time the phrase 'as Gaeilge' is discussed and explained, school notices about upcoming events, some advice about an aspect of school behaviour as well as presentations for 'Gaeilgeoir na Seachtaine'.*

Am Imeachta

Dismissal

- Scaoilfear na ranganna amach ar 2.30 i.n.
- Siúlfaidh na ranganna in airde staighre anuas an staighre ar thaobh na láimhe deise agus amach an doras cúil Rang V/VI/IV ar chúl Rang III chun tosaigh.
- Scaoilfear ranganna na Naíonán amach ar 12.00 meán lae don chéad coicís. Ón am sin ar aghaidh scaoilfear abhaile ar 1.00 i.n. gach lá iad. Baileoidh tuismitheoirí iad taobh amuigh den seomra ranga.
- Scaoilfear Naíonáin Mhóra abhaile ar 1.00 p.m. go dtí aimsir na Samhna. Ón am sin ar aghaidh scaoilfear amach iad ar 2.30 in
- Scaoilfear leanaí abhaile ar 1.00 p.m. nuair a bheidh cruinniú foirne.
- *Classes are dismissed at 2.30 p.m.*
- *Children in classes on the first floor should walk on right hand side of the stairs.*

- *Children in the Infant classes finish at 12.00 noon for the initial two weeks and thereafter at 1.00 p.m. Parents collect them outside the classroom.*
- *After Halloween children in Naíonáin Mhóra finish at 2.30 p.m.*
- *Children will finish at 1.00 p.m. when staff meetings are held.*

■ Feitheoireacht **Supervision**

- Déanfaidh gach múinteoir féitheoireacht ag am lóin 10.45 – 11.00 11.00 – 11.15 agus 1.10 – 1.30. Eagróidh an Príomhoide Tánaisteach clár-ama don bhfeitheoireacht seo.
- Déanfaidh múinteoirí le postanna freagracha an feitheoireacht sa Halla agus le Naíonáin Bheaga ar maidin 8.30 r.n. – 8.50 r.n..
- Má bhíonn na leanaí ag fanacht istigh am lóin, déanfaidh na múinteoirí an feitheoireacht ar na siúltáin. Fágfar doras an ranga ar oscailt.
- Ní mór do mhúinteoir a bheidh as láthair, nó nach mbeidh in ann an feitheoireacht a dhéanamh ag an am atá socruithe dóibh, malartú a dhéanamh le múinteoir eile.
- *Teachers supervise yard at break-times on a rota basis. The Deputy Principal organises the rota timetable.*
- *Teachers with extra duty posts supervise the school hall and the Junior Infant class each morning from 8.30 a.m. – 8.50 a.m.*
- *On days when children remain indoors at breaktimes, the teacher(s) supervise the corridors. Classroom doors remain open.*
- *Teachers who are absent, or unable to do supervision duties at the allotted times are asked to organise an exchange with a colleague.*

■ BAOIL BUANA **CONSTANT HAZARDS**

A. Innil, Trealamh Cistine, Gléasanna Leictreacha **Machines, Kitchen Equipment and Electrical Equipment**

'Sé polasaí Bord Bainistíochta Ghaelscoil Uí Riada nach mbeidh cead ag daoine innil, trealamh cistine nó gléasanna leictreacha a úsáid ach amháin daoine atá ábalta agus ceadaithe. Déanfar iniúchadh ar na rudaí seo go rialta.

It is the policy of the Bord of Management of Gaelscoil Uí Riada that nobody has permission to use kitchen or electrical equipment except those people deemed competent and who have permisison. This will be reviewed on an ongoing basis.

B. Gléasanna Leictreacha **Electrical Appliances.**

Déanfar seiceáil bliantiúil ar a laghad ar na gléasanna seo, ag duine cáilithe. Sula n-úsáidtear aon ghléas ba chóir a chinntiú:-

- go bhfuil gach cosaint sa ghléas ag oibriú.
- go bhfuil an sreang i gceart.
- go ndéanfar an pluga a bhaint/mhúchadh nuair nach mbíonn sé in úsáid.
- go léanfar treoireacha an *Health and Safety Authority*.

Prior to use the following should be checked.

- *Safety features are in working order.*
- *Electrical cable is safe and fully insulated.*
- *The equipment is unplugged/switched off after use.*
- *Directives of the Health and Safety Authority are followed.*

C. Ceimicí **Chemicals**

Coimeádfar ceimicí, toner don fotachóipeáil, earraí glantacháin i soithigh le fógraí soléire le treoireacha agus rabhaidh maidir le lamhseáil. Coimeádfar faoi ghlas iad. Ní úsáidfí ach Glantóirí, Rúnaí, Coimeádaí, Príomhóide iad.

All chemicals, photocopier toner, cleaning equipment are kept in clearly marked containers, with instructions for use. These items are kept in a locked location. Only the Cleaners, Secretary, Caretaker and Principal have access to this equipment.

D. Leas **Welfare**

Ar mhaithe le leasa na foirne agus na daltaí, cuirfear leithrisí ar fáil. Beidh seomra foirne taobh amuigh den ionad ranga le haghaidh caifé agus lón. Ba chóir cinntiú go mbeidh ardchaighdeán sláinteachais anseo. Chun é seo a chur i gcrích, beidh go leor ionaid bruscair, uisce te/fuar, tuailí, galúnach agus nithe eile ar fáil.

For the welfare of pupils and teachers toilets are provided. There will also be a staff-room separate from the classrooms, for coffee and lunch breaks. It is important that a high standard of hygiene be maintained here. For this reason bins, hot/cold water, soap and towels are provided.

E. Tine **Fire**

'Sé polasaí Bord Bainistíochta Ghaelscoil Uí Riada go mbeidh:

- go leor múchtóirí tine ann chun dileáil le gach cineál tine.
- lipéid ar an bhfearas seo agus go ndéanfaí iad a iniuchadh uair sa bhliain agus iad a athnuachan nuair is gá.
- druil tine uair sa téarma.
- treoireacha tugtha do mhúinteoirí maidir le múchtóirí a úsáid.
- aláram tine marcailte go soiléir.
- slite éalaithe marcailte go soléir.
- fearas leictreach múchta taobh amuigh de amanna oibre agus i rith laethanta saoire.

It is the policy of the Board of Management of Gaelscoil Uí Riada that:

- *There is an adequate supply of fire extinguishers which will deal with any type of fire.*
- *All fire equipment is identified and regularly serviced.*
- *Fire drills take place at least once a term.*
- *Instruction is given in the use of Fire Extinguishers for specific materials/equipment.*
- *Fire alarms are clearly marked.*
- *Signs will be clearly visible to ensure visitors are aware of exit doors.*
- *All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.*

■ **Cód Smachta agus Rialbhéasa** **Code of Discipline**

Tá an Cód Smachta agus Riailbhéasa sa scoil ann chun gearradh siar ar baol nó buairt do leanaí agus foireann na scoile. Tá cóip ar fáil sa scoil.

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. A copy is available in the school.

■ **Bualadh le Fostaithe** *Access to employees is by consent*

Má cheapann aon fhostaí faoi bhagairt ag aon duine faoi leith i gcomhshaoil na scoile, caithear Bord Bainistíochta na Scoile a chur ar an eolas. Déanfaidh an Bord gach cosaint a chur ar fáil dá fostaithe.

When the employee 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.

■ **Trealamh Spóirt** *Sports Equipment*

Coimeádfar trealamh spóirt sa seomra stórála sa halla agus sa bhóthán sa chlós ciúil. Úsáidfeadh gach trealamh spóirt ag leanúint na rialacha cúil don spóirt sin. Don iomáint agus camógaíocht, caitheadh gach imreoir clogad le cosaint don aghaidh. Ba chóir an trealamh a stóráil go neata i ndiaidh ama spóirt.

All sports equipment will be kept in the Store Room in the Hall or in the shed in the yard. All equipment will be used in accordance with the rules and safety requirements applying to the said equipment. While playing hurling and camogie, each player must wear a helmet with face guard. All equipment should be stored neatly after use.

■ **Spriocdhátaí leis bpolasaí a chur i gcrích** *Date for implementation*

Samhain 2004 **November 2004**

■ **Spriocdhátaí don athbhreithniú** *Date for review*

Nollaig 2005 nó má tá aon dualgaisí breise idir an dá linn.
Christmas 2005 or whenever new legislation dictates change.

■ **Freagracht don athbhreithniú** *Responsibility for Review*

An Príomhoide
Oifigeach Slándála
An Bord Bainistíochta

*School Principal
Safety Officer
Board of Management*