



# Gaelscoil na Lochanna

## Ráiteas Sábháilteacht agus Slándála

Log ar Thraenáil agus Sábháilteacht / Training and Safety Log

### Le léamh i dteannta leis an mBeartas seo:-

- Aguisín 1 log ar Thraenáil Sábháilteachta sa Scoil
- Aguisín 2 Seicliosta Sábháilteacht ón INTO atá cabhrach don iniúchadh bliantúil
- Aguisín 3 Plean Freagartha Covid Scoile agus an Measúnu Riosca a bhaineann le Covid

### To be read alongside this Policy:-

- Appendix 1 Log of Safety Training in the school
- Appendix 2 Safety Checklist (from INTO) which is very helpful for annual safety audit
- Appendix 3 School Covid Response Plan and the Risk Assessment associated with Covid



## Réamhrá:

Aithníonn Bord Bainistíochta Gaelscoil na Lochanna tábhacht na reachtaíochta san Acht um Shábháilteacht, Sláinte agus Leas 2005. Leagtar amach sa ráiteas sábháilteachta seo beartas an Bhoird Bainistíochta, mar aon le cuntas ar na bealaí ina mbaintear an beartas amach. Is é aidhm an Bhoird Bainistíochta gach iarracht a dhéanamh timpeallacht shábháilte a sholáthar, dá fhostaithe agus do gach mac léinn, agus na riachtanais sábháilteachta go léir a chomhlíonadh maidir le baill den phobal a bhfuil an scoil ag plé leo.

## Nótaí Ginearálta:

Éilíonn an beartas seo comhoibriú na bhfostaithe go léir.

Tá sé ar intinn ag an mbord an ráiteas seo a athbhreithniú go rialta agus taithí, athruithe sa reachtaíocht agus athruithe ábhartha eile á gcur san áireamh.

Déanfaidh an Bord iniúchadh sábháilteachta bliantúil, agus tuairisceoidh sé don fhoireann air seo. Déanfar an t-iniúchadh níos minice má iarrann an Bord nó an fhoireann é seo.

Déanfaidh an Bord measúnú ar thuairiscí breoiteachta nó timpistí lena chinntiú go gcuirtear na nósanna imeachta cearta i bhfeidhm chun na seansanna breoiteachta nó timpistí a tharlaíonn arís a laghdú, a mhéid is féidir.

Is é an Bord Bainistíochta a bhainistíonn an scoil.

Cinntoidh an Bord Bainistíochta, a mhéid is féidir, go bhfuil na caighdeáin sábháilteachta is airde sa scoil i bhfeidhm, agus go bhfuil forálacha an Achta Slándála, Sláinte agus Leasa i bhfeidhm ar a laghad.

Is mian leis an mBord Bainistíochta a chinntiú a mhéid is féidir:

(a) go bhfuil dearadh, soláthar agus cothabháil gach áite i riocht neamhláithreachta do riosca sláinte.

(b) go bhfuil dearadh, soláthar agus cothabháil bealaí chuig agus ón scoil i stát atá sábháilte agus gan riosca do shláinte.

(c) go bhfuil dearadh, soláthar agus cothabháil mhaith ar an láithreán agus ar an innealra.

(d) go ndéantar nósanna oibre a phleanáil, a eagrú agus a chur i gcrích ar bhealaí atá sábháilte, ionas nach mbeidh aon rioscaí sláinte acu.

(e) go gcuirtear oiliúint ar bhaill foirne i dteicnící ardaithe cearta mac léinn agus go gcuirtear oiliúint ar fáil don fhoireann chun déileáil le hiompar dúshlánach i measc na mac léinn.

(f) faisnéis, oiliúint, oiliúint agus maoirseacht a sholáthar atá riachtanach chun slándáil agus sláinte na bhfostaithe a chinntiú.

(g) éadaí cosanta oiriúnacha a sholáthar de réir mar is gá chun sláinte agus sábháilteacht d'fhostaithe a chinntiú.

(h) pleananna a fheidhmiú agus a chur i gcrích go cuí chun déileáil le héigeandáil, i.e. druil dóiteáin, ag déileáil le daoine gortaithe srl.

(i) riosca sláinte a chosaint agus a chosaint in úsáid aon ghléasra nó substainte.

(j) saoráidí agus socruithe a bhaineann le leas fostaithe ag an obair a sholáthar agus a chothabháil.

(k) seirbhísí daoine oilte a sholáthar, de réir mar is gá, chun an fhoireann sláinte agus slándála a chinntiú.

(l) na ráitis sábháilteachta a athbhreithniú go rialta.

(m) próiseas a leagan amach trínar féidir déileáil le comhairliúchán ar shaincheisteanna sláinte agus sábháilteachta.

(n) is féidir socruithe a bhunú chun ionadaí sábháilteachta d'fhostaithe a chumasú a roghnú ón bhfoireann teagaisc.

Aithníonn an Bord Bainistíochta a dhualgais reachtúla faoin reachtaíocht dá fhostaithe, do mhic léinn, d'aon duine a bhfuil scoil ghnó dlisteanach aige / léi, agus leis an bpobal.

Áiríteoidh Bord Bainistíochta Gaelscoil go gcuirfear forálacha an Achta Slándála, Sláinte agus Leasa 2005 i bhfeidhm.

### **Dualgais na bhfostaithe:**

Tá sé de dhualgas ar gach fostaí agus é / í ag obair:

(a) cúram stuama a ghlacadh dá shláinte agus dá fholláine, agus d'aon duine eile a ndéanfaidh gníomh nó neamhghníomh an fostaí le linn a raon oibre.

(b) comhoibriú lena bhfostóir agus le haon duine eile ar bhealach a chuirfidh ar chumas an fhostóra nó an duine eile forálacha na reachtaíochta ábhartha a chomhlíonadh.

(c) fearas cosanta, trealamh, saoráidí nó aon rud eile a chuirtear ar fáil (d'fhostaí aonair nó d'fhoireann eile) a úsáid ar bhealach a chinntíonn sláinte agus sábháilteacht na bhfostaithe agus aon duine eile.

(d) fógra a thabhairt don Bhord Bainistíochta faoi aon locht nó locht san ionad oibre nó in aon trealamh, nó in aon innealra, nó in aon nós imeachta a luaithe is eol dóibh é.

(e) Ní chuirfidh aon duine isteach (trí mhíchúram nó d'aon ghnó) leis na heilimintí sábháilteachta ar aon ghaireas, ar aon ghaireas cosanta, nó ar aon earra eile lena ndéantar foráil maidir le reachtaíocht sláinte / ceanglais slándála a chomhlíonadh.

(f) Déanfaidh fostaí, trí úsáid a bhaint as an trealamh agus as na saoráidí a sholáthraítear, a ndícheall a gcuid oibre a dhéanamh agus an aird is mó agus is féidir ar rabhadh agus sábháilteacht.

Is é beartas Bhord Bainistíochta Gaelscoil na Lochanna:

- dul i gcomhairle leis an bhfoireann nuair a bhíonn Ráiteas Sábháilteachta á ullmhú.

- cóip den Ráiteas Sábháilteachta a sholáthar do gach ball foirne sa scoil.

- Go gcuirfear aon fhaisnéis nó treoracha breise maidir le Sláinte agus Leas nach bhfuil san áireamh sa ráiteas seo ar fáil d'fhostaithe de réir mar a thagann sé ar lámh don Bhord.

- Go bhfuil an ráiteas sábháilteachta mar chuid lárnach d'aon phlean oiliúna agus forbartha foirne don todhcháí.

## **Guaiseacha:**

Tarraingeoidh an Bord Bainistíochta agus an fhoireann liosta guaiseacha le chéile. Beifear in ann deireadh a chur le roinnt guaiseacha ach ní dhéanfar cuid acu. (Féach an t-iniúchadh sábháilteachta bliantúil le haghaidh liosta iomlán)

Maidir le guaiseacha ar féidir iad a dhíchur, tabharfar aghaidh orthu seo a luaite is féidir.

Maidir le guaiseacha atá liostaithe nach féidir a dhíchur, leagfar amach beartais agus nósanna imeachta a bhaineann le maolú riosca.

Déanfaidh an Bord Bainistíochta in éineacht leis an bhfoireann monatóireacht rialta ar an gcumas deireadh a chur le guaiseacha.

## **Guaiseacha Ginearálta:**

### **Dóiteáin:**

Is é beartas an Bhoird Bainistíochta:

Go soláthraítear dóthain múchtóirí dóiteáin chun déileáil le tine de chineál ar bith.

Déantar seirbhísiú rialta ar an ngaireas dóiteáin sin.

Go mbíonn druil dóiteáin ag an scoil uair sa bhliain ar a laghad.

Go dtugtar oiliúint chuí don fhoireann maidir le cineálacha éagsúla múchtóirí dóiteáin a úsáid.

Go bhfuil na haláirí dóiteáin marcáilte go soiléir.

Go bhfuil comharthaí ann a léiríonn go soiléir do chuariteoirí cá bhfuil bealaí amach.

Go ndéantar fearais leictreacha a mhúchadh nó a dhíphlugáil lasmuigh d'uaireanta nó nuair a bhíonn seomraí folamh ar feadh i bhfad.

Go dtuigeann gach duine cá bhfuil pointí cóimeála éigeandála suite.

Go gcuirfidh aon bhall foirne a fhágann an foirgneamh le linn uaireanta scoile, an príomhoide nó an leas-phríomhoide ar an eolas.

Tá na bealaí amach sin marcáilte go soiléir.

Go ndéanann oifigeach dóiteáin an trealamh scoile agus scoile a sheiceáil i gceart, agus go gcuirtear a threoracha i bhfeidhm

Innealra, trealamh cistine agus fearais leictreacha.

Is é beartas an Bhoird Bainistíochta nach n-úsáideann ach daoine oilte trealamh oibre mar a luadh thuas agus go ndéantar iniúchadh rialta ar shábháilteacht gaireas agus innealra.

## **Ábhair Cheimiceacha:**

Is é beartas an Bhoird Bainistíochta aon cheimiceáin, gallúnach agus ábhair ghlantacháin eile a choinneáil i mboscaí le lipéid shoiléire ag míniú an ábhair sa bhosca agus na rialacha úsáide. Coinneofar ábhar den sórt sin faoi ghlas i siopa an ghlantóra. Soláthrófar fearas cosanta atá riachtanach chun ábhair den sórt sin a úsáid.

## **Drugáí agus Leigheas:** (féach freisin an beartas um Leigheasra a Riaradh)

Is é beartas an Bhoird cógais a choinneáil i gcófra an tseomra ranga. Beidh doras an chófra faoi ghlas nuair a bheidh an seomra folamh.

Níl sé de bheartas leigheas a sholáthar le haghaidh cóireála le haghaidh pian de chineál ar bith. (mura bhfuil nós imeachta míochaine roimh ré i bhfeidhm). Má tá aon imní ar bhaill foirne faoi leanbh, rachaidh siad i dteagmháil le tuismitheoir / caomhnóir an linbh, nó le dochtúir.

Iarrfar ar gach teaghlach foirm a chomhlánú a thugann faisnéis faoi conas rochtain a fháil ar thuismitheoir / chaomhnóir an linbh más gá. Stóráiltear na sonraí seo ar bhunachar sonraí Aladdin agus i bhfoirm páipéir i bhfillteán rollaithe an linbh.

Sa chás go bhfuil leanbh tinn agus nach féidir le foireann na scoile an tuismitheoir / caomhnóir a bhaint amach ag úsáid na sonraí a chuirtear ar fáil ar an bhfoirm, is é beartas an Bhoird Bainistíochta go soláthróidh foireann teagaisc na scoile cibé rud a mheasann siad a bheith riachtanach chun sláinte an linbh a chosaint, i.e. é / í a thabhairt chuig dochtúir nó ospidéal, nó socrú eile a mheasann an fhoireann a bheith riachtanach faoi na cúinsí áirithe.

Sa chás go bhfuil leanbh faoi chóireáil antaibheathach nó íocshláinte, ní féidir leis an mball foirne cóireáil leighis a thabhairt don leanbh mura bhfuil nós imeachta míochaine riartha roimh ré aontaithe agus sínithe. B'fhéarr i gcónaí go mbeidh an leanbh in ann an leigheas a ghlacadh iad féin.

## **Sábháilteacht:**

1. Cuirtear ceisteanna ar leanaí faoi rialacha scoile ó am go ham, agus iarrtar orthu orduithe múinteoirí a chomhlíonadh maidir le saincheisteanna sábháilteachta, go beacht agus go tapa.
2. Ní ceadmhach do leanaí tailte na scoile a fhágáil gan cead ó thuismitheoirí. Más gá don leanbh tailte na scoile a fhágáil go luath caithfidh an tuismitheoir / caomhnóir an leabhar a shíniú san oifig.
3. Caithfidh gach leanbh aire a thabhairt dá shlándáil féin agus do shlándáil daoine eile.
4. Aithníonn an Bord Bainistíochta an riosca a bhaineann le buidéal agus bruscar a d'fhéadfadh úsáideoirí eile an láithreáin a fhágáil ó am go chéile. Déanfaidh an scoil iarracht an bruscar a bhailiú sula dtiocfaidh na páistí. Ní fhéadfaidh leanaí an fál a dhreapadh, nó dul lasmuigh de na geataí. Ní cheadófar clocha a chaitheamh.
5. Déanfaidh na páistí dianiarracht cloí le rialacha sábháilteachta agus iad i mbun spraoi.

## **Cathartha:**

1. Caithfidh na páistí aire a thabhairt do mhaoin scoile, dá gcuid féin, do leanaí eile agus do mhúinteoirí.
2. Caithfidh leanaí íoc as aon damáiste a dhéantar d'aon ghnó d'aon ghnó.
3. Tá an clós le coinneáil glan. Níl aon bhia le tabhairt amach sa chlós.
4. Ba chóir a bheith cúramach bláthanna timpeall an chlóis.
5. Ní cheadaítear droch-theanga nó iompar garbh agus drochbhéasach.

6. Má bhraitheann múinteoir go bhfuil sé faoi bhagairt ag aon duine ar leith agus é ag obair, tarraingeofar aird an Bhoird Bainistíochta air seo. In aon chás den sórt sin, cinnteoidh an Bord go gcosnófar an múinteoir (nó aon fhostaí eile de chuid an Bhoird) ó mhí-úsáid.

### **Garchabhair:**

Is é beartas na mBord Bainistíochta:

Boscaí garchabhrach a bheith acu atá líonta i gceart. (ceann i ngach seomra, ceann in oifig agus ceann i seomra foirne)

Tabharfaidh an Múinteoir sin atá ag dul ar thuras scoile ceann de na boscaí in éineacht leis / léi.

### **Nós imeachta maidir le garchabhair:**

Tugtar an leanbh go dtí an seomra foirne agus déanann múinteoir nó ball foirne maoirseacht air. Déantar cóireáil (plástar, pacáiste oighir srl) a riar de réir riachtanais agus déantar maoirseacht ar an leanbh go dtí go mbeidh sé réidh le gnáthsheinm clóis a atosú nó filleadh ar an seomra ranga.

Nuair a dhéantar leanbh a ghortú níos dáiríre: Caithfear Múinteoir cáilithe i Garchabhair a chur ar an eolas agus an leanbh a thabhairt leo.

Má tharlaíonn eachtra sa chlós, caithfidh na páistí cabhair a lorg ón Múinteoir ranga.

Má tharlaíonn eachtra sa chlós agus mura bhfuil an leanbh in ann siúl, tá an Múinteoir le cuidiú leis an leanbh filleadh ar an scoil. (ach amháin i gcás amhrasta díobhála dromlaigh)

Mura bhfuil an scoil in ann teagmháil a dhéanamh le Tuismitheoirí / Caomhnóir an linbh gortaithe agus má theastaíonn ón leanbh dul chuig an ospidéal, ansin caithfidh an Príomhoide glaoch ar otharcharr agus téann an Múinteoir leis / léi.

Caithfidh an Múinteoir atá i gceannas ar Garchabhair tuarascáil a scríobh ar an eachtra san fhilleán teagmhais.

Nóta: Déantar gach gortú don cheann a thaifeadadh i bhfillteán tuairiscithe ar Theagmhas agus tuairiscítear do thuismitheoirí é - déantar monatóireacht ar an leanbh ar feadh 10 nóiméad ar a laghad sula n-atosófar chuig gnáthnós imeachta (agus níos faide nuair a bhíonn monatóireacht agus aire níos cúramach de dhíth ar dhíobháil)



## Safety Statement

### Introduction:

Gaelscoil na Lochanna Board of Management recognises the importance of the legislation in the Safety, Health and Welfare Act 2005. This safety statement sets out the policy of the Board of Management, together with an account of the ways in which the policy is achieved. The aim of the Management Board is to make every effort to provide a safe environment, for its employees and all students, and to fulfil all safety requirements in respect of members of the public with whom the school has dealings.

### General Notes:

This policy requires the cooperation of all employees.

It is the intention of the board to regularly review this statement taking account of experience, changes in legislation, and other relevant changes.

The Board shall carry out an annual safety audit, and report to the staff on this. The audit will be carried out more frequently if this is requested by the Board or staff.

The Board will assess illness or accident reports to ensure the correct procedures are put in place to reduce, as far as possible, the chances of illness or accidents reoccurring.

The school is managed by The Board of Management.

The Management Board will, as far as possible, ensure the highest safety standards in the school are in place, and that at least the provisions of the Security, Health and Welfare Act are in place.

The Management Board wish to ensure as far as possible:

- (a) that the design, provision and maintenance of each place is in a state of absence for health risk.
- (b) that the design, provision and maintenance of routes to and from school is in a state that is safe and without risk to health.
- (c) that there is good design, provision and maintenance of the site and machinery.
- (d) that work habits are planned, organized, and carried out in ways that are safe, so they do not have any health risks.
- (e) that staff are trained in correct lifting techniques of students and provision of training is made available to staff to deal with challenging behaviour in students.
- (f) the provision of information, training, coaching, and supervision necessary to ensure the security and health at work of employees.
- (g) the provision of suitable protective clothing as required to ensure health and safety for employees.
- (h) the exercise and appropriate carrying out of plans to deal with an emergency, e.g. fire drill, dealing with injured etc.
- (i) the security and protection of health risk in the use of any plant or substance.



(j) the provision and maintenance of facilities and arrangements relating to the welfare of employees at work.

(k) provision, as required, the services of skilled people to ensure the health and security staff.

(l) regularly review the safety statements.

(m) the setting out of a process by which consultation on health and safety issues can be dealt with.

(n) the setting up of arrangements to enable a safety representative for employees can be selected from the teaching staff.

The Management Board recognises its statutory duties under the legislation to its employees, students, anyone with a legitimate business school with him / her, and the community.

The Gaelscoil Management Board shall ensure the application of the provisions of the Security, Health and Welfare Act 2005.

### **Employees' duties:**

It is the duty of all employees while he / she is at work:

(a) to take prudent care for their health and well-being, and any other person affected by an act or omission of the employee during their range of work.

(b) to cooperate with their employer and any other person in a manner that enables the employer or the other to fulfil the provisions of the relevant legislation.

(c) to use protective gear, equipment, facilities or anything else provided (for a single employee or by another team) in a way that ensures the health and safety of employees and any other person.

(d) to notify the Management Board of any defect or fault in the workplace or any equipment, or any machinery, or any procedure as soon as they are aware of it.

(e) No person shall interfere (through carelessness or deliberately) with the safety elements on any device, on any protective gear, or any other item that provides for the fulfilment of health legislation / security requirements.

(f) Employees will, through use of the equipment and the facilities provided, endeavour to carry out their work with highest regard possible for caution and safety.

It is the policy of the Board of Management of Gaelscoil na Lochanna:

- to consult with staff when a Safety Statement is being prepared.

- to provide a copy of the Safety Statement to each staff member in the school.

- That any additional information or instructions regarding Health and Welfare not included in this statement is made available to employees as it comes to hand to the Board.

That the safety statement is an integral part of any training and staff development plan for the future.

## **Hazards:**

The Management Board and staff shall draw up a list of hazards together. Some hazards will be able to be eliminated but some will not. (See annual safety audit for full list).

For hazards that can be eliminated, these will be addressed as soon as possible.

For hazards listed that cannot be eliminated, policies and procedures related to risk mitigation will be set out.

The Management Board together with the staff will regularly monitor the ability to eliminate hazards.

## **General Hazards:**

### **Fire:**

It is the Management Board's policy:

- That enough fire extinguishers to deal with a fire of any kind are provided.
- That fire apparatus is regularly serviced.
- That the school holds a fire drill at least once a year.
- That staff are given appropriate training in the use of various types of fire extinguishers.
- That the fire alarms are clearly marked.
- That there are signs that clearly indicate to visitors where exits are.
- That electrical appliances are turned off or unplugged out of hours or when rooms are empty for a long time.
- That everyone understands where emergency assembly points are located.
- That any staff leaving the building during school hours, inform the principal or vice-principal.
- That exits are clearly marked.
- That the school and school equipment are properly checked by a fire officer, and his instructions are implemented

## **Machinery, kitchen equipment and electrical appliances:**

It is the policy of the Board of Management that only trained people use work equipment as mentioned above and that a regular inspection of the safety of apparatus and machinery is carried out.

## **Chemical Materials:**

Management Board 's policy is to keep any chemicals, soap, and other cleaning materials in boxes with clear labels explaining the material in the box and rules of use. Such material will be kept locked in the cleaner's store. Protective gear necessary for use of such materials will be provided.

**Drugs and Medicine: (see also Administering Medicines policy).**

The Board's policy is to keep medicines in the classroom cupboard. The cupboard door will be locked when the room is empty.

Policy is not to provide medicine for treatment for pain of any kind. (unless a prior administering medicine procedure is in place). If staff have any concerns about a child, they will contact a parent / guardian of the child, or a doctor.

Every family will be requested to complete a form that gives information on how to access the parent / guardian of the child if necessary. These details are stored on the Aladdin database and in paper form in the child's enrolment folder.

Where a child is sick and school staff cannot reach the parent / guardian using details provided on form, it is the policy of the Management Board that the school 's teaching staff will provide whatever they feel to be necessary to protect the child's health, i.e. he / she to be brought to a doctor or hospital, or other arrangement that the staff feels is necessary in the particular circumstances.

Where a child is under antibiotic or medicinal treatment, it is not possible for the staff member to administer medical treatment to the child unless a prior administering medicine procedure has been agreed and signed. It is always preferred that the child will be able to take the medicine themselves.

**Safety:**

1. Children are asked about school rules from time to time, and asked to comply with orders of teachers regarding safety issues, precisely and quickly.
2. Children may not leave the school grounds without permission of parents. If child needs to leave the school grounds early the parent / guardian must sign the book in the office.
3. Every child must care for their own security and the security of others.
4. The Board of Management recognizes the risk associated with bottles and trash that occasionally may be left by other users of the site. The school will try to collect the trash before the children arrive. Children may not climb the fence, or step outside the gates. No throwing of stones will be permitted.
5. The children will endeavour to adhere to safety rules while playing.

**Civics:**

1. The children need to take care of school property, their own, other children's and teacher's.
2. Children need to pay for any damage caused deliberately to property.
3. The yard is to be kept clean. No food is to be taken out in the yard.
4. Care should be taken of flowers around the yard.
5. Bad language or rough and rude behaviour is not permitted.

6. If a teacher feels threatened by any particular person while working, the attention of the Management Board will be drawn to this. In any such case, the Board will ensure that the teacher (or any other employee of the Board) is protected from abuse.

### **First Aid:**

The Boards of Management policy is:

To have first aid boxes that are filled properly, (one in each room, one in office and one in staffroom).

That Teacher going on a school tour will bring one of the boxes along with him / her.

### **Procedure for first aid:**

Child is brought to the staff room and supervised by a teacher or staff member.

Treatment (plaster, ice pack etc) is administered according to need and the child is supervised until ready to resume normal yard play or return to the classroom.

When a child is injured more seriously: A qualified Teacher in First Aid is to be informed and the child to be brought to them.

If an incident occurs in the yard, the children are to seek the help of the class Teacher.

If an incident occurs in the yard and the child is not able to walk, the Teacher is to help the child back to the school, (except in case of suspected spinal injury).

If the school is not able to get in contact with the Parents/Guardian of the injured child and the child needs to go to hospital, then the Principal must ring for an ambulance and the Teacher goes with him/her.

The Teacher in charge of First Aid must write a report on the incident in the incident folder.

Note: All injuries to the head are recorded in Incident report folder and reported to parents- child is monitored for minimum 10 minutes before resumption to normal routines (and longer when injury requires more careful monitoring and attention)

**APPENDIX 1**  
**SAFETY REPRESENTATIVES' CHECKLIST**  
**FOR SCHOOL INSPECTIONS.**

**INSPECTION CHECKLIST**

**1. CIRCULATION AREAS**

**1.1 STAIRWAYS**

Check that:

- 1.1.1 stairways are fitted with sound banisters or rails;
- 1.1.2 stairways are adequately lit;
- 1.1.3 steps are not worn or broken or slippery

**1.2 PASSAGES**

Check that:

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc. are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard;

**1.3 DOORS AND WINDOWS**

Check that:

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 1.3.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.3.4 there are no doors with;
  - loose or broken hinges;
  - damaged or sticking catches;
  - broken wood panels or glass panels;
  - loose or stiff handles;
- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

**2. HEATING AND VENTILATION**

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order. (winter 2014)
- 2.2 The heating system is adequate to comply with the requirements of circular 24/82;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g., venetian blinds;
- 2.4 windows can be easily opened to allow for adequate ventilation.

Further advice on heating and ventilation is given in the next section.

**3. FIRE SAFETY**

Check that:

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises.
- 3.3 All designated fire exits are clearly marked;

- 3.4 Evacuation procedures are displayed;
- 3.5 Staff and children are familiar with evacuation procedures;
- 3.6 Staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 There have been practice evacuations/fire drills held at least once per term; year
- 3.8 Fire doors open outwards and are not held or wedged open;
- 3.9 Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturers' instructions;
- 3.10 The fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers' recommendations;
- 3.11 The fire alarm system is tested at regular intervals whilst the schools is in session to ensure that it works and is audible in all parts of the building;
- 3.12 Flammable substances, e.g., cleaning fluids, photocopying, chemicals, etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

## 4. ELECTRICAL EQUIPMENT

### 4.1 GENERAL

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that;

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- The mains supply is still capable of meeting the maximum demand;
- The distribution system (i.e., sockets, bench supplied etc.) is suitable for the type of work being carried out;
- The isolating switches are marked, well-sited, accessible and known to staff;
- Residual current (earth leakage) circuit breakers are used where appropriate.

### 4.2 LIGHTING

Visually check that:

- 4.2.1 all the light fittings are working and are kept in a clean condition;
- 4.2.2 light switches are not broken and appear to be in a safe condition
- 4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

### 4.3 PLUGS/SOCKETS/LEADS

Visually check that:

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

### 4.4 EQUIPMENT

Check that:

- 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;
- 4.4.3 equipment is only being used for purposes for which it was intended;
- 4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- 4.4.5 mains isolating switches are easily accessible and known to staff;
- 4.4.6 on/off indicator lights function correctly;
- 4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;

- 4.4.8 equipment containing liquid has a leakage detector;
- 4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

## 5. USE OF GAS

Check that:

- 5.1 the location of gas isolator valves is known and these are accessible to all appropriate staff (but obviously not accessible to children);
- 5.2 gas taps and valves are tested regularly;
- 5.3 gas tubings and burners are not damaged;
- 5.4 cylinders of compressed gas are;
- correctly stored away from heat sources, flammable substances and out of direct sunlight preferably outdoors;
  - securely fixed in brackets, clamps or trolleys;
  - clearly labelled and painted;
  - portable bottle gas heaters are not used.

## 6. FIRST AID

Check that:

- 6.1 notices are posted in prominent positions detailing;
- name/s of first aider /s;
  - location of first aid boxes;
  - procedure for calling ambulances etc;
  - telephone number of local doctors, gardai, hospital
- 6.2 first aid boxes are readily available and adequately stocked with;
- a card with general first aid guidance
  - a supply of individually wrapped sterile adhesive dressings;
  - sterile eye pads, with attachments (e.g., standard dressing)
  - triangular bandages (preferably sterile, but if not, sterile covering appropriate for serious wounds should also be included);
  - safety pins;
  - selection of medium, large and extra-large sterile medicated dressings;
  - disposable gloves
  - crepe and roller bandages
  - cotton wool
  - forceps or tweezers and scissors
  - antiseptic cream
- 6.3 the accident book is readily available and kept up-to-date;

## 7. GENERAL PURPOSE CLASSROOMS.

- 7.1 look again at section 1 – 4;

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 all cupboards, fixed blackboards, display units are stable;
- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are not sharp edges or corners on the furniture;
- 7.6 furniture is positioned safely;
- 7.7 all shelf mountings are secure.

## 8. ART FACILITIES

Check that:

- 8.1 safety rules are clearly displayed in all art rooms;
- 8.2 chairs, stools and ladders are sound;
- 8.3 floors are in good condition and are non-slip;
- 8.4 guillotines are fitted with an approved safety guard which can be locked;
- 8.5 floors are wet swept daily and studios washed down at least every term
- 8.6 throwing wheels are maintained properly
- 8.7 all containers are labelled clearly;
- 8.8 all foam materials are stored away from heat sources;
- 8.9 filters in fan assisted heating systems are cleaned weekly;
- 8.10 materials and partly finished work are stored safely.

## **9. HOME ECONOMICS FACILITIES**

Check that:

- 9.1 safety rules are clearly displayed in all home economics rooms;
- 9.2 the layout of the rooms is such as to allow safe access/exit/circulation, bearing in mind the numbers of pupils accommodated;
- 9.3 first aid boxes are available in all home economics rooms;
- 9.4 floors are in good condition and are non-slip;
- 9.5 working surfaces are in good condition and are impermeable;
- 9.6 refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;
- 9.7 there is a wash basin with hot water, soap, nail brush and disposable towels for washing hands prior to handling foods;
- 9.8 all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

## **10. GYMNASIA AND HALLS**

Check that:

- 10.1 first aid boxes are easily accessible;
- 10.2 floors are clean, even, non-slip and splinter proof;
- 10.3 all brackets securing ropes, wall bars etc. are sound;
- 10.4 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 10.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 10.6 wooden beams, benches, etc are free from splinters and generally sound;
- 10.7 vaulting horses, beams, and benches are stable and do not wobble when in use;
- 10.8 there are no broken tiles or sharp edges in showers;
- 10.9 showers and foot bathers are in working order and are kept clean and disinfected;
- 10.10 changing rooms are kept clean, tidy and disinfected;
- 10.11 where there is a stage:
  - steps are not damaged
  - steps have an adequate handrail;
  - stage lighting is properly wired and earthed, and stored correctly when not in use;
  - curtains run freely;

## **11. NON-TEACHING AREAS.**

### **11.1 OFFICES**

Check that:

- 11.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

### **11.2 KITCHEN AREAS**

- 11.2.1 the kitchen/dining area is kept clean;



11.2.2 the kitchen floors are sound and non-slip, especially when wet;

11.2.3 first aid boxes are available in the kitchen area;

11.2.4 equipment is adequately guarded.

### **11.3 BOILER ROOMS**

11.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);

11.3.2 all safety devices in the boiler room are in proper working order;

11.3.3 the boiler is regularly maintained by a competent person;

11.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

11.3.5 in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

### **11.4 STAFF FACILITIES**

11.4.1 the staffroom is clean, warm and well lit;

11.4.2 there are adequate cloakroom facilities and storage facilities that can be locked for personal belongings, books, etc.

11.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;

11.4.4 there is provision for tea and coffee to be made;

11.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

### **11.5 HYGIENE**

Check that the following are available:

11.5.1 soap

11.5.2 hand drying facilities

11.5.3 hot water

11.5.4 toilet paper

11.5.5 litter bin per classroom

11.5.6 provision for disposal of sanitary towels

11.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

### **11.6 OUTSIDE AREAS**

Check that:

11.6.1 there are no uneven/broken/cracked paving slabs;

11.6.2 outside steps are secure, with a firm fixed handrail;

11.6.3 roofs, guttering, drain pipes, etc are, as far as can be seen, sound and well maintained;

11.6.4 all play areas, especially sand pits, are kept clean and free from glass;

11.6.5 outside play/PE appliances are securely anchored;

11.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position.

11.6.7 If there is a swimming pool:

- the pool and the surrounding areas are kept clean;
- the chlorine store is secure;
- the chlorine fitting and cylinders are in good condition;
- the swimming pool area is fenced;

11.6.8 outside lighting works and is sufficient;

11.6.9 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

11.6.10 all builders' materials, caretakers' maintenance equipment etc, are kept securely.



# Gaelscoil na Lochanna

## Prótacail chun baill foirne a thabhairt ar ais don scoil ón 18<sup>ú</sup> Bealtaine

Is cuid lárnach den saol an obair agus ba mhaith leis an gcuid is mó againn filleadh ar ár bpoist a luaithe is féidir. Ach caithfimid filleadh ar an obair go sábháilte. Agus é sin á dhéanamh againn, ní mór dúinn a chinntiú go bhfuil cur chuige comhoibritheach comhroinnte againn agus go gcloífid le rialacha an bhealaigh nua maireachtála agus oibre, chun na gnóthachain a rinneamar a choinneáil, agus chun scaipeadh an víreas a mhaolliú agus a chéile slán sábháilte. Mar is eol duit féadfaidh an fhoireann teacht go hoifigiúil ar an scoil ón 18 Bealtaine.

Chun sábháilteacht, sláinte agus folláine na foirne go léir a chinntiú, dréachtaíodh na prótacail seo a leanas chun láithreach foirne i bhfoirgneamh na scoile a éascú idir an 18<sup>ú</sup> Bealtaine agus deireadh mhí an Mheithimh.

Tá na prótacail seo –

bunaithe ar an doiciméad “Prótacal um Fhilleadh ar Obair” a d’ullmhaigh an Roinn Sláinte agus ar Prótacal um Fhilleadh ar an Obair go Sábháilte ag an Rialtas, Prótacal Náisiúnta Sonrach COVID-19 d’Fhostóirí agus d’Oibríthe.

Príomhmholtaí ná an riosca go dtarchuirfean an coronavirus a laghdú: sláinteachas maith láimhe, sláinteachas maith riospráide, fadú sóisialta agus glanadh rialta a chur chun cinn.

Téann an prócól seo taobh le taobh le Rialachán 23 An tAcht um Chúram Leanaí, Sláinte, Sábháilteacht agus Leas an Linbh um Chúram Leanaí 1991 (Rialachán um Sheirbhísí Luathbhlianta) 2016 agus an Beartas um Rialú Ionfhabhtaithe.

Ba chóir a thabhairt faoi deara nach bhfuil na sonraí faoi iamh uileghabhálach agus go bhfuil siad faoi réir athraithe freisin.

### Prótacail don fhoireann agus iad i bhfoirgneamh na scoile

- Ní mór don fhoireann laethanta a chur in áirithe le teacht isteach sa scoil ag baint úsáide as an bhfoirm thíos. (Má tharlaíonn sé go mbíonn tu i seomraí breise ar do chuairt caithfear an foirm a chur suas chun data tar éis do chuairt).
- **Sula dtéann** siad chuig foirgneamh na scoile caithfidh gach ball foirne na ceistanna thíos a fhreagairt agus comhairle leighis a leanúint.
- Má tá tú ag tiomáint, caithfear gluaisteáin a pháirceáil i bhfad óna chéile.
- Agus iad ag dul isteach ar thailte na scoile caithfidh an fhoireann glaoch ar an bpríomhoide ar theacht dóibh.
- Scaoilfidh an príomhoide nó duine ainmnithe ball foirne isteach san fhoirgneamh iad.
- Tar éis dó dul isteach sa scoil, caithfidh duine an sláintitheoir láimhe a chuirtear ag an doras tosaigh a úsáid.
- Nuair a fhágann siad an foirgneamh, caithfidh baill foirne wipes a úsáid chun an cnaipe scaoilte a ghlanadh agus tá orainn uillinneacha a úsáid chun an doras a bhrú chun oscailt agus a dhúnadh.
- Wipes úsáidte le cur sa bhosca bruscair taobh istigh den doras.
- Níl an fhoireann chun teagmháil a dhéanamh leis na ráillí láimhe atá ag dul suas an rampa. Má rinne tú amhlaidh, déan iad a ghlanadh le do thoil.
- Caithfidh gach ball foirne cloí le rialacha maidir le fad sóisialta - coinnigh spás 2 mhéadar (6.5 troigh) idir tú féin agus daoine eile.
- Moltar don fhoireann fanacht ina seomraí féin chun aon obair is mian leo a dhéanamh. Ní mór an ghluaiseacht ar fud na scoile a choinneáil chomh híseal agus is féidir.
- Caithfidh na doirse fanacht ar oscailt i gcónaí ionas nach mbeidh teagmháil le láimhseálacha dorais. Ba cheart fuinneoga a oscailt freisin chun aeráil a cheadú.
- Ní cheadaítear ach seisear ball foirne sa seomra foirne ag aon am amháin.
- Agus iad sa seomra foirne ba chóir don fhoireann a gcupán agus sceanra féin a úsáid. Iarrtar oraibh iad seo a thabhairt abhaile le ní.
- Tá an fhoireann le suí ag ceithre choirnéal na dtáblaí.
- Tá an fhoireann le sláintitheoirí láimhe a úsáid sula n-úsáideann siad aon trealamh nó sula mbíonn dteagmháil leo le aon láimhseálacha srl.
- Tá an fhoireann chun a limistéar iteacháin a dhíbirt le sprae sláintíochta.

- Caithfidh baill foirne an fad dhá mhéadar a choinneáil má tá tú ag scuaine chun an t-uisce te / cuisneoir nó micreathonn srl a úsáid.
- Caithfidh an fhoireann na leithris a úsáid ina seomra ranga féin má tá leithreas i láthair.
- Coinnigh an fad má tá an fótachóipeálaí á úsáid agat. Caithfidh gach duine é a ghlanadh le sláintíocht tar éis é a úsáid.

### **An cleachtas is fearr:**

Chun scaipeadh an víris a chosc ní mór do gach ball foirne-

- a chinntiú go bhfuil siad eolach ar threoir agus comhairle sláinteachais láimhe agus go leanann siad iad.

### **Caithfidh tú do lámha a ní:**

- Nuair a thagann tú isteach i bhfoirgneamh na scoile
- tar éis casacht nó sraothartach
- roimh agus tar éis ithe,
- roimh agus tar éis bia a ullmhú
- má bhí tú i dteagmháil le duine a bhfuil fiabhras nó comharthaí riospráide air (casacht, giorra anála, deacracht anáilaithe
- roimh agus tar éis duit a bheith ar seirbhís h-iompar poiblí, más gá duit é a úsáid
- roimh agus tar éis a bheith i slua (go háirithe slua faoi dhíon)
- nuair a thagann tú agus nuair a fhágann tú foirgnimh lena n-áirítear do theach nó teach aon duine eile
- má láimhseáil tú ainmhithe nó dramhaíl ainmhithe
- sula mbeidh toitín nó vapáil agat
- má tá do lámha salach \* tar éis úsáid leithris
- Sláinteachas maith riospráide a chleachtadh, is é sin, nuair a bhíonn tú ag casacht agus ag sraothartach, clúdaigh do bhéal agus do shrón le uillinn nó ciarsúr - caith ciarsúr láithreach i mbosca bruscair dúnta agus glan do lámha le rub láimhe nó gallúnach agus uisce atá bunaithe ar alcól.
- Faid shóisialta nó choirp a choinneáil, is é sin, fág achar 2 méadar (6 through) ar a laghad idir tú féin agus daoine eile, go háirithe iad siúd atá ag casacht, ag sraothartach agus a bhfuil fiabhras orthu.
- Mar chuid den fhadú sóisialta tá 'beartas gan lámha a chroitheadh ann'
- seachain teagmháil a dhéanamh le do shúile, do shrón agus do bhéal - má théann tú i dteagmháil le do shúile, do shrón nó do bhéal le do lámha éillithe, is féidir leat an víreas a aistriú ón dromchla chugat féin

### **Príomhfhíricí**

Is tinneas nua é COVID - 19 a d'fhéadfadh dul i bhfeidhm ar na scamhóga agus na haerbhealaí agus is víreas nua ar a dtugtar an Coronavirus is cúis leis.

Scaiptear coronavirus i mbraoiníní sraotha nó casachta. Chun tú a ionfhabhtú, caithfidh sé dul ó shrón nó ó bhéal duine atá ionfhabhtaithe isteach i do shúile, do shrón nó do bhéal. Is féidir seo a bheith díreach nó indíreach (idir lámha, rudaí, dromchlaí).

### **Is iad na hairíonna is coitianta:**

- Casacht - féadann sé seo casacht de chineál ar bith, tirim de ghnáth ach ní i gcónaí
- Fiabhras - teocht ard os cionn 38 céim Celsius
- Giorracht anála
- Deacrachtaí anáilaithe

Sula bhfillfidh siad ar an ionad oibre, ní mór don fhoireann foirm réamhfillteach ar obair a chomhlánú roimh an tuairisceán. Lorgaíonn an fhoirm seo deimhniú ó gach ball foirne, chomh fada agus is eol dóibh:-

- Nach bhfuil aon airíonna ag COVID-19 acu,
- nach bhfuil an ball foirne ag féin-leithlisiú nó ,
- ag fanacht le torthaí tástála COVID-19.

Má thugann ball foirne freagra "Tá" ar aon cheann acu, moltar go láidir duit an chomhairle leighis a leanúint:-

### **Ceisteanna roimh theacht ar obair**

má fhreagraítear Tá go haon ceist moltar go láidir comhairle leighis a fháil agus a leanúint roimh theacht ar obair.

1. An bhfuil comharthaí casachta, fiabhras, teocht ard, scornach tinn...  
Srón ag sileadh, easpa anála nó comharthaí cosúil leis an bhfliú anois nó le 14 lá anuas? Tá / Níl,
1. An ndearnadh diagnóis ort le hionfhabhtú deimhnithe nó amhrasta COVID-19 san 14 lá deiridh? Tá / Níl,
1. An bhfuil tú i ndlúth-theagmháil le duine ar cás deimhnithe nó amhrasta é COVID-19 le 14 lá anuas (i.e. níos lú ná 2m ar feadh níos mó ná 15 nóiméad carnach i 1 lá)? Tá / Níl,
1. Ar thug dochtúir comhairle duit féin-leithlisiú ag an am seo? Tá / Níl,
1. Ar thug dochtúir comhairle duit cocún a dhéanamh ag an am seo? Tá / Níl