

Gaelscoil Eiscir Riada

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Réamhrá

Preface

1. D'ullmhaigh Bord Bainistíochta Ghaelscoil Eiscir Riada, atá i bhfeighil ar rialtas laethúil na scoile, an "Ráiteas Sábháilteachta" seo, de réir riachtanais an Acht um Slándáil, Sláinte agus Leas ag obair, 2005.
 2. Tuigeann an Bord, agus é i mbun na hoibre seo, gur áit ar leith í an scoil a bhfuil ceangal ar leith aici le saol an pháiste sa bhaile agus is mór aige an mhúinín a chuireann tuismitheoirí na bpáistí ann maidir leis na freagrachtaí atá tugtha acu d'fhoireann na scoile.
 3. Is freagracht intreach do gach fostaí scoile agus do bhaill phobal na scoile é "Sláinte agus Sabháilteacht" sa scoil, agus bíonn forairdeall leanúnach ag teastáil i gcónaí.
1. *The Board of Management of Gaelscoil Eiscir Riada, charged with the direct government of the school, has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.*
 2. *In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.*
 3. *"Health & Safety" within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.*

Ráiteas Sábháilteachta

Safety Statement

Díríonn an Bord Bainistíochta aird a gcuid fostaíthe ar na socruithe a leanas chun sábháilteacht, sláinte agus leas fostaíthe agus oibríthe sa scoil a chosaint.

Tá comhoibriú na bhfostaíthe go léir ag teastáil don pholasáil seo. Déanfar athbhreithniú air go bliantúil nó níos minicí más gá, i gcomthéacs taithí, athruithe i riachtanais reachtúil agus athruithe oibriúcháin. Déanfaidh oifigeach Sábháilteachta an Bhoird iniúchadh Sábháilteachta go bliantúil agus tabharfar tuairisc don fhoireann. Déanfar monatóireacht ar aon tuairiscí timpistí nó drochshláinte chun cinntiú go gcuirfead aon bheart sábháilteachta i bhfeidhm a ísleoidh na seansanna go dtarlóidh a leithéid arís.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. 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.

Ba mhaith le Bord Bainistíochta Ghaelscoil

The Board of Management of Gaelscoil Eiscir

Eiscir Riada a chinntiú chomh fada is atá sé réasúnta agus practiciúil:

- Go mbeidh leagan amach, foráil agus cothabháil na scoile sábháilte agus nach mbeidh baol sláinte i gceist leo.
- Go mbeidh cead isteach agus amach sábháilte as aon áit a mbíonn daoine ag obair iontu.
- Go bhfeidhmeoidh aon trealamh nó innill go sábháilte chomh fada agus is féidir
- Go ndéanfar pleanáil, eagrú, gníomhú agus cothabháil ar chórais oibre le go mbeidh said sábháilte agus nach gcothóidh said fadhb do shláinte.
- Go ndéanfar stiúradh agus feitheoireacht ar bhaill foirne chomh fada is atá sé reasúnta agus praicticiúil chun sláinte agus sábháilteacht na bhfostaithe a chinntiú.
- Go gcuirfear éadaí cosanta nó a choibhéis ar fáil mar is gá chun sláinte agus sábháilteacht na bhfostaithe a chinntiú.
- Cloífead le haon phleananna éigeandála agus déanfar athbhreithniú orthu nuair is gá.
- Déanfaidh an Bord Bainistíochta athbhreithniú rialta ar an Ráiteas seo mar is gá, agus scrúdóidh siad go bliantúil é ar a laghad.
- Rachfar i gcomhairle le baill foirne maidir le Sláinte agus Sábháilteacht.
- Cuirfear modh ar fáil chun go dtoghfaidh na fostaithe ionadaí sábháilteachta.

Aithníonn Bord Bainistíochta Ghaelscoil Eiscir Riada go síníonn a oibleagáid reachtúil faoin dlí go fostaithe, daltaí, aon duine atá ag déanamh gnó scoile dlisteanach agus don phobal.

Glacann Bord Bainistíochta Ghaelscoil Eiscir Riada mar chúram air féin, a chinntiú go gcloífead le forálacha an Acht um Slándáil, Sláinte agus Leas ag obair, 2005.

Freagrachtaí Fostaithe:

Tá na rudaí a leanas mar fhreagracht ag gach fostaí agus iad ag obair:

- a) Aire réasúnta a thabhairt dá c(h)uid sábháilteachta, sláinte agus leasa féin,

Riada wishes to ensure that as far as is reasonably practical:

- *The design, provision and maintenance of all places in the school shall be safe and without risk to health.*
- *There shall be safe access to and from places of work.*
- *Plant and Machinery may be 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.*
- *Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.*
- *Plans for emergencies shall be complied with and revised as necessary.*
- *This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.*
- *Employees shall be consulted on matters of health and safety.*
- *Provisions shall be made for the election by the employees of a safety representative.*

The Board of Management of Gaelscoil Eiscir Riada recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Gaelscoil Eiscir Riada undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to:

Duties of Employees:

It is the duty of every employee while at work:

- a) *To take reasonable care for his/her own safety, health and welfare, and that of any*

agus d'éinne eile a mbeadh tionchar ag a g(h)níomhaíochtaí nó neamhghníomhaíochta orthu agus é/í ag obair.

- b) Comh-oibriú leis an bhfostaitheoir agus éinne eile chun cinntiú gur féidir lena f(h)ostaitheoir nó éinne eile cloí leis na forálacha reachtúla a bhaineann leo.
- c) Aon chosaint atá curtha ar fáil, aon fhearas oiriúnach, éadaí cosanta, áis, trealamh nó rud curtha ar fáil, (cé go bhfuil siad le n-úsáid aige/aici féin nó le daoine eile) a úsáid sa tslí cheart chun a s(h)láinte, s(h)ábháilteacht agus leas a choimeád slán ina p(h)ost.
- d) Má tá sé/sí eolach faoi locht in innill, trealamh, áit oibre nó córas oibre, a dfhéadfadh sabháilteacht, sláinte nó leas a chuir i mbaol, é a chuir in iúl don Bhord Bainistíochta gan mhoill mhírreasúnta.

Maidir le haon fhearas, éadaí cosanta, áis nó rud atá curtha ar fáil don sábháilteacht, sláinte agus leas daoine a chinntiú in imeachtaí a a bhaineann leis an obair, ní chuirfidh aon duine isteach orthu, nó ní bhainfidh siad mí-úsáid astu, d'aon ghnó nó go meargánta.

Ba chóir d'aon fhostaí atá ag úsáid saoráidí agus trealamh atá ar fáil, cinntiú go bhfuil modhanna imeachta oibre á leanúint chomh sábháilte agus is féidir. (Féach cuid 9 den Acht um Slándáil, Sláinte agus Leas ag obair 1989).

Comhairliúchán agus Eolas:

Ta sé mar pholasaí ag Gaelscoil Eiscir Riada dul i gcomhairle leis an bhfoireann i gcás iniúchadh sábháilteachta, cóip den Ráiteas Sábháilteachta a thabhairt d'aon bhaill foirne atá agus a bheidh sa scoil, agus aon eolas nó teoracha breise a bhaineann le Sláinte, Sábháilteacht nó leas ag obair a chuir in iúl don fhoireann mar a bhíonn sé ar fáil. Cuirfear Sláinte, sabháilteacht agus leas san áireamh i gcómhthéacs traenáil foirne agus pleanáil forbartha atá ag teacht aníos.

Guaiseanna:

Roinnfear guaiseacha in dhá chatagóir. Iadsan gur féidir iad a réiteach, déanfar deileáil leo mar ábhar práinne. Na cinn nach féidir iad a

person who may be affected by his/her acts or omissions while at work.

- b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.*
- c) To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.*
- d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.*

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

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

Consultation and Information:

It is the policy of the Board of Management of Gaelscoil Eiscir Riada to consult with staff re. safety audits, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

Hazards:

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will

réiteach, cuirfear comharthaí soiléire orthu agus cuirfear modhanna imeachta oiriúnach le chéile chun deileáil leo. Réiteofar gach guais ag braith ar na hacmhainní atá ar fáil agus na cúinsí atá i bhfeidhm.

Tine:

Tá sé mar pholasaí ag Bord Bainistíochta Ghaelscoil Eiscir Riada:

- (i) Go gcinnteoidh an Bord Bainistíochta go bhfuil dóthain Múchtóirí tine, oiriúnach don suíomh ina bhfuil siad le n-úsáid ar fáil, go mbeadh said aitheanta agus seirbhís rialta déanta orthu ag Comhlacht cáilithe ainmnithe ag an mBord. Beidh treoracha ag gach múchtóir tine maidir lena úsáid.
- (ii) Go gcinnteoidh an Príomhoide go ndéanfar Druil Tine ar a laghad uair amháin gach téarma.
- (iii) Go mbeidh aon alaraim tine marcáilte go soiléir. (Freagracht ar Oifigeach Sabhailteachta an Bhoird).
- (iv) Go mbeadh fógraí doirse éalaithe agus bealaigh éalaithe sofheicthe (Príomhoide)
- (v) Go mbeidh gach doras, pasáiste agus bealach isteach saor ó bhac. Beifear in ann iad a oscailt ag aon am ón taobh istigh den fhoirgneamh. Beidh ar ghach múinteoir cinntiú go bhfuil an bealach éalaithe óna rang saor ó bhac. Cinnteoidh an Príomhoide go bhfuil an Halla Spóirt, agus an forsheomra saor ó bhac.
- (vi) Go mbeidh Ionad Tionóil roghnaithe taobh amuigh den fhoirgneamh agus ar eolas ag gach ball foirne agus na páistí.
- (vii) Go mbeidh na fógraí éalaithe marcáilte go soiléir
- (viii) Go bhfágfar trealamh leictreach díphlugáilte nuair nach bhfuil siad in úsáid thar thréimhsí fhada agus nuair a bhíonn an foirgneamh folamh. Tá gach múinteoir freagrach as a rang féin. Tá an Rúnaí agus an Príomhoide freagrach as a n-oifigí féin. Tá gach múinteoir freagrach as an seomra foirne. Déanfaidh an glantóir seiceáil agus é/í ag glanadh.
- (ix) Go mbeidh an Príomhoide freagrach as druileanna tine agus modhanna imeachta aslonnaithe
- (x) Go gcuirfí aon mholtaí a dhéanann Oifigeach Tine i bhfeidhm.

be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire:

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

- (i) *The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.*
- (ii) *The principal will ensure that fire drills shall take place at least once a term.*
- (iii) *Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)*
- (iv) *Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)*
- (v) *All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear. P.E. hall, small hall and entrance lobby – Principal will see they are free of obstruction.*
- (vi) *Assembly area is designated outside of the building, and the location specified.*
- (vii) *Exit signs shall be clearly marked.*
- (viii) *All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for their own offices. Staff room is every teacher's responsibility. Cleaner to check when cleaning.*
- (ix) *Principal shall be responsible for fire drills and evacuation procedures.*
- (x) *All recommendations made by a Fire Officer in addition to these provisions shall be*

implemented.

Ceapann an Bord Bainistíochta go bhfuil cumas baoil ag baint leis na guaiseacha a leanas agus ba mhaith linn aird gach éinne a dhíriú orthu.

- (01) Pasáistí/urláir fliucha
- (02) Seoláin Shraoilleacha
- (03) Ríomhairí
- (04) Gilitín
- (05) Teilgeoirí
- (06) Clár Fiúsanna
- (07) Cítíl Leictreach/ Burcó
- (08) Dréimírí
- (09) An iomarca gairbhéil sa chlós
- (10) Aonaid agus feistithe atá ag gobadh amach
- (11) Seomraí stórais taobh amuigh agus taobh istigh le bheith coinnithe faoi ghlas
- (12) Lomaire faiche agus trealamh garraíodóireachta
- (13) Bealach isteach/éalaithe sa charrchlós
- (14) Stór don ghairdín
- (15) Dromchlaí sleamhna ar lá fuar
- (16) Mataí sa halla agus trealamh corp oideachais eile

Le riosca na gcontúirtí seo a mhaolú, caithfear cloí leis na nósanna imeachta sábháilteachta a leanas (Féach **Freagrachtaí Fostaithe** ar lth 3 den doiciméad seo):

- (a) Níl cead ach ag na daoine a leanas gléasra/trealamh a úsáid: baill foirne cáilithe chun iad a ghlanadh, a úsáid nó monatóireacht a dhéanamh orthu mar chuid dá ghnáthdhualgaisí. Seolfaidh an Príomhoide/Bord Bainistíochta cóipeanna den Ráiteas Sábháilteachta seo ar aghaidh chuig aon chonraitheoirí. Taispeáinfeadh cóip de Ráiteas Sábháilteachta na scoile d'aon chonraitheoirí eile a thagann isteach sa scoil agus beidh orthu cloí leis na coinníollacha atá ann.
- (b) Caithfear aon ghléasra nó trealamh mar seo a úsáid ag leanúint treoracha agus moltaí an déantóra go beacht.
- (c) Má bhaineann, cinnteoidh an Bord Bainistíochta go bhfuil traenáil curtha ar fáil do bhaill foirne ar conas innill/gléasra/trealamh áirithe a úsáid

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

- (01) Wet corridors
- (02) Trailing leads
- (03) Computers
- (04) Guillotine
- (05) Projectors
- (06) Fuse Board
- (07) Electric kettles/ Burco
- (08) Ladders
- (09) Excess Gravel on school yard
- (10) Protruding units and fittings
- (11) External and internal stores to be kept locked
- (12) Lawnmower plus all garden equipment
- (13) Entrance/Exit of car-park
- (14) Garden stores
- (15) Icy surfaces on a cold day
- (16) Mats in hall plus other P.E. equipment

*To minimise these dangers the following safety/protective measures must be adhered to (see **duties of employee** page 3 of this document):*

- (a) *Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.*
- (b) *In addition all such plant and machinery is to be used in strict accordance with the manufacturers instructions and recommendations.*
- (c) *Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.*

- (d) Go mbeadh cosaint cuí curtha ar ghach inneall agus trealamh leictreach.
- (e) Fógraí Réamhchúraim i leith cúrsaí sábháilteachta thuas le feiscint ag na háiteanna a bhaineann leo.
- (f) Caithfear dréimírí a úsáid le cabhair duine eile
- (g) Seachain úsáid buidéal gloine i measc daltaí nuair is féidir. Glan suas gloine briste láithreach nuair a fheictear í.
- (h) Cinnteoidh an Bord Bainistíochta go bhfuil na hurláir glan, cothrom, neamhsciorrach agus saor ó scealp.
- (i) Cinnteoidh an Príomhoide agus múinteoir ainmnithe (múinteoir i bhfeighil ar threalamh Corp Oideachais) go bhfuil an trealamh cruachta go sábháilte agus curtha isteach, i dtreo is nach gcothóidh said baol, agus go bhfuil an Halla fagtha go néata.
- (j) Cinntigh go bhfuil mataí Chorp Oideachais agus aon mhataí eile i ndea-chuí.
- (k) Gnáthamh seiceála bliantiúil le bheith déanta ag an bPríomhoide, Airíoch agus nó lonadaí Sábháilteachta na Foirne ar throscaín, urláir, fearas, trealamh agus feistis.
- (l) Cinntigh go bhfuil bíomaí adhmaid, bínsí srl saor ó scealp agus slán le n-úsáid
- (m) Cinntigh go bhfuil lámhléim chapail, bíomaí agus bínsí cobhsaí agus nach mbeidh said ag crith agus iad in úsáid.
- (n) Cinntigh nach bhfuil aon leac phábhála briste nó míchothrom (Airíoch faoi údarás an bhoird.)
- (o) Cinntigh go bhfuil gach díon, gáitéarlach, píobáin draenála slán agus cothabháilte go maith. (Airíoch)
- (p) Cinntigh go bhfuil na dúnpheoil sábháilte (Airíoch/Príomhoide).
- (q) Cinntigh go bhfuil aon áit súgartha glan agus coinnithe saor ó ghloine sula n-úsáidtear iad- ach go háirithe poill gainimh. (Airíoch agus foireann)
- (r) Cinntigh go bhfuil soilse ag obair taobh amuigh den fhoirgneamh agus go bhfuil dóthain solais ann. (Airíoch agus Príomhoide).
- (s) Cinntigh go bhfuil aon ábhar tógála, trealamh cothábhála an airitheora agus stórais a coinnítear lasmuigh stóráilte go daingean. (Príomhoide agus Airíoch)
- (t) Cinntigh go bhfuil aon bhrúscar bainte ón bhfoirgneamh gach lá agus go bhfuil sé
- (d) *All machinery and electrical equipment are fitted with adequate safeguards.*
- (e) *Precautionary notices, in respect of safety matters are displayed at relevant points.*
- (f) *Ladders must be used with another person's assistance.*
- (g) *Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.*
- (h) *Board of Management will check that floors are clean, even, non-slip and splinter-proof.*
- (i) *Principal and a nominated teacher (teacher responsible for PE Equipment) will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. Hall is left in a tidy condition.*
- (j) *Check that all PE and other mats are in good condition.*
- (k) *An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative.*
- (l) *Check that wooden beams, benches etc. are free from splinters and generally sound.*
- (m) *Check that vaulting horses, beams and benches are stable and do not wobble when in use.*
- (n) *Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management).*
- (o) *Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker).*
- (p) *Check that manholes are safe. (Caretaker/Principal).*
- (q) *Check that all play areas, especially sand pits, are kept clean and free from glass before use. (Caretaker and Staff).*
- (r) *Check that outside lighting works and is sufficient. (Caretaker/Principal).*
- (s) *Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Caretaker)*
- (t) *Check that refuse is removed from building each day and is carefully stored outside.*

stóráilte go cúramach lasmuigh. (Airíoch agus Glantóir)

(Cleaners and Caretaker).

Guaiseacha Leanúnach:

Inneallra, trealamh cistine, Fearas leictreach. Is é polasaí an Bhoird Bainistíochta nach n-úsáidfidh ach daoine inniúla agus daoine údaraithe aon inneallra, trealamh cistine nó fearas leictreach. Déanfar scrúdú cothábhála ar threalamh den tsaghas seo go rialta.

Fearas Leictreach:

Socrófar go ndéanfaidh duine inniúil scrúdú ar ghach ghléas leictreach ar bhonn bliantiúil ar a laghad (duine cothábhála, an tsoláthraí nó a ghníomhaire). Sula n-úsáidfeadh aon ghléas ba chóir don úsáideoir cinntiú go bhfuil:

- Aon chosaint sábháilteachta a bhíonn mar ghnáth chuid d'aon ghléas ag obair
- Aon chábla soláthar leictreachais slán agus nach bhfuil sé gearrtha nó briste
- Aon ghléasra nach bhfuil in úsáid díphlugáilte
- Barr plugaí fiúis oiriúnach nach bhfuil damáiste déanta dóibh in úsáid
- Treoirínte an Údaráis Sláinte agus Sábháilteachta á leanúint.

Ceimicí:

Is é polasaí an Bhoird Bhainistíochta go gcoinneofar aon cheimicí, tonóir don inneall cóipeála, glantach srl in áirde so-aitheanta, le teoracha úsáide agus réamhchúraim orthu. Coinneofar iad faoi ghlas agus cuirfeadh cosaint ar fáil chun iad a úsáid. (Rúnaí, Glantóir, Príomhoide mar a oireann).

Drugaí agus Cógas:

Is é polasaí Bord Bainistíochta Ghaelscoil Eiscir Riada ná go gcoinnítear aon drugaí nó leigheas i gcófra slán, in áit atá slán sábháilte, agus nach n-úsáidfidh ach daoine traenáilte agus údaraithe iad.

Leas:

Chun leas leantach na bpáistí a chinntiú, tá leithris ar fáil. Tá seomra foirne curtha ar fáil, taobh amuigh den limistéar oibre, áit ar féidir briseadh caifé nó lón a thógáil. Caithfidh an

Constant Hazards:

Machinery Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances:

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should ensure that:

- *All safety guards, which are a normal part of the appliance, are in working order*
- *Power supply cables/leads are in tact and free of cuts or abrasions.*
- *Appliances are unplugged when not in use.*
- *Suitable undamaged fused plug tops are used and fitted with the correct fuse.*
- *Guidelines issued by the Health and Safety Authority are followed.*

Chemicals:

It is the policy of the Board of Management that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication:

It is the policy of the Board of Management of Gaelscoil Eiscir Riada that all drugs, medications, etc be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks

fhoireann comhoibriú chun caighdeán ard sláinteachais a choinneáil san áit seo.

Caithfear ard-chaighdeán sláinteachais a bhaint amach an t-am ar fad. Caithfidh dóthain saoráidí diúscairt dramhaíola a bheith ar fáil. Caithfear soláthar cuí d'uisce te agus fuar, tuáillí gallúnach agus diúscairt sláintíoch a bheith ar fáil.

Cuirfear i gcuimhne do bhaill foirne agus do dhaltaí:

- (a) Má tá duine faoi mhaoirsiú dochtúra nó ar leigheas a ordáíodh, agus go bhfuil teastas acu chun filladh ar an obair, ba chóir dóibh an scoil a chuir ar an eolas faoi fho-iarmhairtí ar bith atá ar eolas acu nó aon mhíchumas fhisiciúil shealadach a d'fhéadfadh cuir isteach ar a gcuid oibre agus a chothódh baol dóibh féin nó dá gcomhoibrithe. Eagróidh an scoil go ndéanfaidh an duine seo tascanna oiriúnacha idir an dá linn.
- (b) Níl cead ag baill foirne nó daltaí bheith ar láithreán na scoile nó dualgaisí a chomhlíonadh má bhíonn said faoi thionchar drugaí neamhcheadaithe nó alcól. Má bhíonn duine sa chás seo, féadfar gníomhú smachtaithe a dhéanamh orthu.

Urláir snasta go hard

Is é polasaí Bord Bainistíochta Ghaelscoil Eiscir Riada go ndéanfar gach iarracht dromchlaí sleamhain a sheachaint. Nífean na h-urláir, chomh fada agus is féidir, tar éis am scoile chun baol sleamhnú a dhíbirt don chuid is mó. Úsáidfear fógraí d'urláir fliuch nuair a bhíonn na h-urláir á ní. Díritear aird ar an fhéidearthacht go bhféadfadh éifeacht a bheith ag sioc ar urláir lasmuigh, dromchlaí agus cainéil draenála i rith aimsir fuar.

Caitheamh Tobac:

Is é polasaí Bord Bainistíochta Ghaelscoil Eiscir Riada go bhfuil cosc iomlán ar chaitheamh tobac chun guais chaitheamh fulangach tobac a sheachaint do bhaill foirne agus do dhaltaí.

Gloine Bhriste:

Déanfaidh an Bord Bainistíochta íoslaghdú ar

may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) *A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.*
- (b) *Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.*

Highly Polished Floors:

It is the policy of the Board of Management of Gaelscoil Eiscir Riada that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

Smoking:

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

Broken Glass:

The Board of Management shall minimise the

ghuais ghloine bhriste. Iarrfar ar bhaill foirne aon ghloine bhriste a thuairsciú don Phríomhoide/Airíoch chun gur féidir é a bhaint ar an bpointe.

Aonaid Fístaispeána

Is é polasaí Bord Bainistíochta Ghaelscoil Eiscir Riada go leanfar aon treoirínte eisithe ag an Údarás Sláinte agus Sábháilteachta maidir le húsáid sábháilte aonaid fístaispeána. Déanfar staidéar ar aon eolas suas chun dáta maidir le guaiseacha a bhaineann le húsáid aonaid fístaispeána agus cuirfear aon mholtaí i bhfeidhm.

Galair Ionfhabhtaíocha

Is é polasaí Bord Bainistíochta Ghaelscoil Eiscir Riada go gcuirfear galair ionfhabhtaíocha in iúl do na húdaráis chuí, agus go leanfar na céimeanna cuí chun sábháilteacht na foirne agus na ndaltaí a chinntiú ó ghalar. Déanfaidh an Bord Bainistíochta gach iarracht an baol a íoslaghdú tré cloí leis na prionsabail mhaithe a bhaineann le glaineacht, sláinteachas agus díghalrú, agus cuirfear lámhainní aon uaire ar fáil le húsáid d'aon fhorchur garchabhrach, tascanna glantacháin srl. Cuirfear dóthain uisce, gallúnach agus saoráid ar fáil i gcónaí, chun fáil réidh le dramhaíl go sábháilte.

Garchabhair:

(1) : Cuirfear fógraí san oifig ag sonrú

- Socruithe maidir le garchabhair a thabhairt
- Suíomh na mboscaí garchabhrach
- Modhanna imeachta i leith glaoch a chuir ar otharcharr srl
- Uimhreacha gutháin do dhochtúir áitiúil, gardaí, ospidéal

(2) : Caithfear gach eachtra, is cuma cé chomh mionchúiseach is atá sé, d'fhostaithe, do dhaltaí nó do dhuine ón bpobal ginearálta, a thuairsciú ar an bpointe. Tá sé riachtanach chun monatóireacht a dhéanamh ar fhorbairt caighdeáin sábháilteachta, agus chun cinntiú go dtugtar aire míochaine cuí nuair a bhíonn sé ag teastáil. Coinnítear Fillteán Tuairiscí ar Thimpistí in oifig an Rúnaí (faoi chúram Mháire) chun aon timpistí nó eachtraí a chlárú ann.

danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

Visual Display Units:

It is the policy of the Board of Management of Gaelscoil Eiscir Riada that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases:

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

First Aid:

(1): Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedures of calling ambulances etc....,
- Telephone numbers of local Doctor, Gardaí, Hospital.

(2): *All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained in the Secretary's office for the recording of all accidents and incidents by Máire.*

Cinntoidh an Rúnaí go mbeidh Bosca Garchabhrach a bhfuil cothabháil cheart déanta air, sa scoil agus ar fáil do bhaill foirne ag aon am leis na rudaí seo a leanas ann:

- Bindealáin rolláin bhig
- Bindealáin rolláin mhóir
- Bindealáin bheaga leaisteacha
- Bindealáin mhóra leaisteacha
- Siosúr
- Maipíní uige
- Bindealáin triantánacha
- Téip hiopailléirgineach
- Pillíní steiriúla
- Greimlín uisce dhíonach
- Bindealáin mhéire agus forchuradóirí
- Ciarsúir antaiseipteacha
- Pionsúirín
- Cóirithe Steiriúla le bindealáin
- Bioráin dúnta
- Lámhainní máinliachta
- Pacáiste oighir meandrach
- Éadach le cuir timpeall ar phacáiste oighir
- Glóthach fuaraithe do dhó
- Pacáistí oighir reoite sa reoiteoir
- Uachtar gréine

N.B. Peann Incline/epi-pen (más gá) le bheith coinnithe ag an múinteoir ranga i mbosca leighis an pháiste sa rang.

Teastas Dochtúra le bheith curtha ar fáil ag tuismitheoirí/caomhnóirí an pháiste (na bpáistí) atá i gceist.

Caithfear lámhainní indiúscartha a úsáid i gcónaí nuair a bhíonn garchabhair á riaradh.

Suíomh an Bhosca Garchabhrach:

(1) Oifig an Rúnaí

Bealach isteach chuig na scoile:

Beidh ar éinne atá ag iarraidh teacht isteach sa scoil iad féin a chur in aithne don Phríomhoide nó don Rúnaí sula dtagann siad isteach. Beidh ar aon chonraitheoir atá le bheith ag obair ar shuíomh na scoile bualadh leis an bPríomhoide ar dtús agus taispeánfar cóip de Ráiteas Sábháilteachta na scoile dó/di agus beidh air/uirthi glacadh leis na forálacha ann.

Fad is atá obair ar siúl, déanfar gach iarracht fuaim a sheachaint i rith uaireanta scoile agus

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

- *Small roller bandages*
- *Large roller bandages*
- *Small conforming bandages*
- *Large conforming bandages*
- *Scissors*
- *Gauze swabs*
- *Triangular bandages*
- *Hypoallergenic tape*
- *Sterile pads*
- *Waterproof plasters*
- *Finger bandages and applicators*
- *Sterile Wipes*
- *Tweezers*
- *Sterile dressings with bandages*
- *Safety Pins*
- *Surgical Gloves*
- *Instant ice-packs*
- *Cloths to put around ice-packs*
- *Cooling Jel for burns*
- *Frozen ice-packs in freezer of fridge*
- *Sun Cream*

N.B. Insulin Pencil/Epi-pen (if required) will be kept by the class teacher in the child's medicine box in the press.

Medical Certificate to be provided by the parents/Guardians of the child(ren) concerned.

Disposable gloves must be used at all times when administering First Aid.

Location of First Aid Box:

(1) Secretary's office

Access To School:

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours

coinneofar é i gcónaí chomh híseal agus is féidir. Ní chruthóidh an conraitheoir nó a fhostaithe guais ar bith, buan nó sealadach, gan an Príomhoide nó a g(h)níomhaire ainmnithe a chur ar an eolas i dtús báire, agus déanfar aon ghuais mar seo a mharcáil le fógraí rabhaidh nó cosaint oiriúnach eile.

Ag Bailiú Páistí:

- (1) Ar mhaithe le sábháilteacht a chinntiú, beidh ar thuismitheoirí/ chaomhnóirí/ chúramóirí géilleadh d'aon fhógraí ar shuíomh na scoile.
- (2) Moltar do thiománaithe tiomáint go mall taobh amuigh den scoil nuair a bhíonn siad ag bailiú páistí.
- (3) Moltar do dhaoine atá páirceáilte taobh amuigh de shuíomh na scoile dul in éineacht lena bpáistí agus iad ag dul chuig an scoil agus ag teacht ó áitreabh na scoile.
- (4) Ma ta páiste á bailiú roimh deireadh an lae, beidh orthu bheith sínithe amcha ag an oifig sula n-imíonn siad
- (5) Má thagann tinneas ar pháiste i rith an lae, beidh ar thuismitheoir/caomhnóir iad a “shíniú amach” nuair a bhailítear iad. Coinneoidh an Rúnaí é seo ina (h)oifig.

N.B.:

- (6) Níl cead ag páiste siúl nó rothaíocht abhaile leo féin **riamh** i rith am scoile. Beidh ar thuismitheoir/chaomhnóir nó duine eile ainmnithe iad a bhailiú.

and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children:

- (1) *All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.*
- (2) *Cars are advised to drive slowly outside the school when collecting children.*
- (3) *Those parking outside the school grounds are advised to accompany children to and from the school premises.*
- (4) *Parents/guardians who collect a child before the end of the school day must sign the child out from the office*
- (5) *Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record to be kept in the office by the school secretary.*

N.B.:

- (6): *Children will **never** be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/guardian or named other.*

- (1)** Beidh ar ghlantóirí lámhainní a chaitheamh nuair a bhíonn siad ag déanamh fáisceadh ar mhapaí fliucha agus nuair a láimhseálann siad glantaigh chun deirmitíteas a chosc.
 - (2)** Táthar tar éis iarraidh ar na glantóirí a chinntiú go bhfuil a seomra stórais fágtha faoi ghlas nuair a bhíonn a gcuid oibre críochnaithe acu.
 - (3)** Iarrtar ar mhúinteoirí/ baill foirne lámhainní a chaitheamh is iad ag glanadh créachtaí na bpáistí, ach go háirithe nuair a bhíonn fuil i gceist.
 - (4)** Caithfidh an tAiríoch gloiní cosanta a chaitheamh nuair a bhíonn sé/sí ag úsáid ciumhaisire, deimheas fáil leictreach nó mheicniúil nó aon trealamh cosúil leo.
 - (5)** Caithfidh an tAiríoch lámhainní a chaitheamh agus é/í ag úsáid fiailnimh nó ceimicí eile a bheadh in ann damáiste a dhéanamh dó/di nó a bheadh mar chúis deirmitítis.
 - (6)** Caithfidh an tAiríoch masc cosanta a chaitheamh chun ionanálú gáis a chosc agus é/í ag úsáid ceimicí ar nós fiailnimh agus ceimicí eile.
 - (7)** Iarrtar ar ghlantóirí, airíoch, mhúinteoirí, rúnaí agus éinne eile a úsáideann an scoil, cinntiú go bhfuil cáblaí/cáblaí sínidh brúite siar go daingean i gcoinne na ballaí nó nach bhfuil siad fágtha in áiteanna a bhféadfaí titim tharstu srl.
 - (8)** Tá gach ball foirne ar an eolas faoi na háiteanna a gcoinnítear trealamh comhrac dóiteáin agus faoin gcaoi lena úsáid. Ní féidir múchtóir tine púdar tirim a úsáid ach amháin ar thine tosnaíthe ag fearas leictreach. Tá na baill foirne ar an eolas faoi seo.
 - (9)** Níl cead ag fostaithe dréimire taca a úsáid gan chabhair ó chomhghleacaí.
 - (10)** Ba chóir d'fhostaithe an dréimire taca a scrúdú sula n-úsáidtear é chun cinntiú nach bhfuil céimeanna scaoilte, nó nach bhfuil sé docht nó nach bhfuil na barraí glasaithe go daingean.
 - (11)** Níl cead ag fostaithe seasamh ar chathaoirreacha atá ar bhoird nuair a bhíonn siad ag athrú bolgáin, ag dustáil srl...
 - (12)** Tá dualgas ar fhostaithe insint don
- (1)** *Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.*
 - (2)** *Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.*
 - (3)** *Teachers/ members of staff are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.*
 - (4)** *The Caretakers must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.*
 - (5)** *The Caretakers must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.*
 - (6)** *Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.*
 - (7)** *Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc.*
 - (8)** *All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.*
 - (9)** *Employees do not use step-ladders or other ladders without the assistance of a colleague.*
 - (10)** *Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.*
 - (11)** *Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...*
 - (12)** *Employees report defective equipment to*

Phríomhoide faoi threalamh éalangach

- (13) Iarrtar ar fhostaithe tuairisciú muna mbailítear brúscar.
- (14) Beidh ar ghlantóirí agus ar an Airíoch aon treoracha agus rabhadh a léamh ar árthaigh sula n-úsáideann siad a bhfuil istigh iontu. Beidh orthu na treoracha a leanúint re: Súile a ghlanadh má bhíonn stealladh iontu, úsáid mascanna cosanta, úsáid lámhainní srl...
- (15) Níl cead ag an bhfoireann múinteoireachta nó aon fhostaithe eile siúl thart le cupáin/mugaí le deochanna te iontu. Tá cupáin speisialta le clúdaigh orthu curtha ar fáil sa seomra foirne.
- the Principal.*
- (13) *Employees report incidences of uncollected refuse.*
- (14) *Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...*
- (15) *Teaching Staff or other employees must not walk about with cups/mugs of hot drinks. Special Cups with lids are provided in the staffroom.*

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| <p>(1) Oslóidh an t-airíoch, an scoil gach maidin scoile ag 8.00r.n. Dúnfaidh sé an príomh gheata ag 8.30r.n. Oslóidh sé an geata coisithe ag 8.40r.n. gach maidin chun na páistí a scaoileadh isteach.</p> <p>(2) Dúnfaidh sé na geataí ar fad ag 9.10r.n. gach maidin.</p> <p>(3) Oslóidh sé na geataí ag 1.30i.n. agus dúnfaidh sé arís iad ag 1.45i.n.; athosclóidh sé iad ag 2.30i.n. agus dúnfaidh sé iadroimh 3.00i.n.</p> <p>(4) Cuirfidh sé na geataí coisithe faoi ghlas nuair a bheidh ranganna iarscoile srl thart gach lá.</p> <p>(5) Cinnteoidh sé go bhfuil na fuinneoga go léir faoi ghlas gach trathnóna.</p> <p>(6) Cinnteoidh sé go bhfuil fearas leictreach m.sh. citeal, burcó, inneall cóipeála srl múchta.</p> <p>(7) Cinnteoidh sé nach bhfuil doras a gharáiste fágtha gan glas air riamh agus nach bhfuil fiailnimh nó feithidicidí srl fágtha thart timpeall in áit ar féidir teacht orthu go héasca.</p> <p>(8) I rith aimsir an-fhuar, cinnteoidh sé go bhfuil an teas ar siúl ar feadh cúpla uair i rith na hoíche agus/nó ag an deireadh seachtaine agus tréimhsí saoire.</p> <p>(9) I rith na laethanta saoire múchfaidh sé an t-uisce ag teacht isteach ag an rialathóir don phríomhlíonra.</p> <p>(10) Cinnteoidh sé go bhfuil an lomaire faiche i riocht mheicniúil mhaith i gcónaí.</p> <p>(11) Ní féidir leis an airíoch an lomaire faiche a úsáid ach amháin ar shuíomh na scoile. Ní féidir trealamh scoile a úsáid d'aon ghnó eile gan cead ón mBord Bainistíochta, nó ón bPríomhoide thar cheann an B.B. agus ag braith ar choinníollacha árachais.</p> <p>(12) Beidh ar an Airíoch bheith ar an eolas faoi aon threalamh rialúcháin tine (múchtóirí tine púdar tirim san áireamh) agus conas iad a úsáid.</p> <p>(13) Nuair a ghearrann sé féar, fáil nó nuair a bhaineann sé fiailí, ní féidir leis iad a fhágáil ina luí ar chosáin, ar imeall na</p> | <p>(1) <i>The caretaker will unlock the school each morning at 8.00. He shall close the main gate at 8.30 a.m. He shall unlock the pedestrian gate at 8.40a.m. each morning to allow the children access to the school grounds.</i></p> <p>(2) <i>He shall close all gates at 9.10a.m. each morning</i></p> <p>(3) <i>He shall open the gates at 1.30p.m. and close by 1.45p.m., re-open at 2.30p.m. and close again by 3.00p.m.</i></p> <p>(4) <i>He shall lock the pedestrian gates once all afterschool activities are finished every afternoon.</i></p> <p>(5) <i>He shall check that all windows are securely locked each evening.</i></p> <p>(6) <i>He shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, burco boiler etc are switched off.</i></p> <p>(7) <i>He shall ensure that the Garage Door is never left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.</i></p> <p>(8) <i>During exceptionally frosty weather, he shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.</i></p> <p>(9) <i>During holiday times, he shall keep the mains water controls in the "OFF" position.</i></p> <p>(10) <i>He shall see that the lawn mowers are in good mechanical condition at all times.</i></p> <p>(11) <i>The caretaker shall use the lawnmower for school work only. Permission to use any school property for any other purpose may be granted only by the B.O.M. or by either Principal, representing the B.O.M., subject to insurance conditions.</i></p> <p>(12) <i>The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.</i></p> <p>(13) <i>He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over</i></p> |
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plásóige nó aon áit eile a chothódh said contúirt do dhaoine thar oíche nó ag an deireadh seachtaine.

(14) Cinnteoidh sé go bhfuil doirse éalaithe (EXIT) fágtha glan i rith imeachtaí ar nós, coirmeacha ceoil, díolacháin saothair, cruinnithe srl. Caithfidh doirse éalaithe bheith ar oscailt i gcónaí ag imeachtaí mar seo.

(15) I gcomhairle leis an bPríomhoide, cinnteoidh sé go rialta go bhfuil an Córas Alaraim Dóiteáin ag obair go cuí.

(16) Scrúdóidh sé na soilse éigeandala go rialta agus go háirithe roimh imeachtaí scoile m.sh. coirmeacha ceoil srl.

(17) Beidh sé i gcónaí ag faire do chúinsí baoil agus réiteoidh sé lochtanna nó cuirfidh sé an Príomhoide ar an eolas fúthu.

(18) Coinneoidh sé caoi mhaith ar phlásóga, agus ar aon cheapach bhláthanna

(19) Cinnteoidh sé go bhfuil eolas mhaith aige ar **Ráiteas Slándála** na scoile agus go háirithe aon chuid a bhaineann lena phost féin.

night or at any other locations where they might be a danger to persons overnight or during weekends.

(14) *He shall ensure that all **Exit Doors** are kept clear during Concerts, Sales of Work, Meetings etc. **Exit** doors must always be open on such occasions.*

(15) *Along with the Principal, he shall check, at regular intervals, that the Fire Alarm System is in working order.*

(16) *The Caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.*

(17) *He shall be on the look out at all times for risk situations and shall repair faults or report them to the Principal.*

(18) *He shall keep lawns, flowerbeds in good condition.*

(19) *He shall familiarise himself sufficiently with the school's **Safety Statement** and especially with those parts which are relevant to his own position.*

Tá an Príomhoide freagrach as **Sabháilteacht Dóiteáin**. Eagraíonn sé/sí:

- (a) **Druil Tine** ar a laghad uair gach téarma.
- (b) Cinntíonn sé/sí go bhfuil an **Córas Alaraim Dóiteáin** agus na **Múchtóirí Tine** ag obair i gceart.
- (c) Coinníonn sé/sí **cuntas de na páistí atá i bhfeighil ar dhualgaisí dorais** i rith an Druil Tine agus
- (d) Coinníonn sé/sí cuntas de Dhruileanna Tine
- (e) Tá an Plean **Eagraíochta Druil Tine** a leanas ullmhaithe aige/aici tar éis dul i gcomhairle leis an bhfoireann múinteoireachta.

Eagrúchán do Dhruil Tine

- 01: Pointe Tionóil:** Sa chlós Mór
- 02: Foláireamh Druil Tine:** Nuair a bhuaileann an cloigín tine, ba chóir go mbeadh **ciúnas** sa rang nó cibé áit ina bhfuil tú
- 03: Aslonnú:** Tá an múinteoir i bhfeighil go hiomlán ar a rang féin. Fágann gach rang an seomra ranga i gciúnas iomlán. Is é/í an múinteoir an duine deireanach a fhágann an rang, ag cinntiú go bhfuil na fuinneoga agus doirse go léir dúnta. Bíonn ar an múinteoir an leabhar rolla a thabhairt leo.

Rólanna

- 1. Múinteoirí Ranga: Freagrach as a ranganna a thabhairt go ciúin, sábhailte go dtí an clós leis an leabhar rolla
- 2. Múinteoirí tacaíochta. Beidh orthu cinntiú go bhfuil aon pháiste atá leo tugtha ar ais go dtí a rang taobh amuigh agus go bhfuil ranganna ag bogadh go réidh. Beidh orthu cinntiú go bhfuil aon doirse ar an mbealach dúnta.
- 3. Cúntóirí Riachtanais Speisialta: Fanann siad leis an rang ina bhfuil said ag obair agus dúnann siad doirse má tá siad fágtha ar oscailt ar an mbealach amach.
- 4. Máire/Michelle (Oifig): Glaoch le bheith curtha ar Oifig Dóiteáin/ADT agus an geata mór le bheith oscailte acu
- 5. Fanann gach éinne taobh amuigh sa

The Principal is responsible for **Fire Safety**. S/He organises;

- (a) **Fire Drill** at least once per term.
- (b) Sees that the **Fire Alarm System** and **Fire Extinguishers** are in working order.
Keeps a Record of children assigned to door duties during Fire Drill
And
- (c) *Records the events of Fire Drills.*
- (d) *She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.*

Fire Drill Organisation

- 1: Assembly Point:** In the large yard
- 2: Fire Drill Warning:** When fire bell sounds there should be **Silence** in the classroom, or wherever you are.
- 3: Evacuation:** The teacher is **in sole charge** of his/her own class. Each class exits **in single file in silence**. Teacher leaves last, making sure all windows and doors are closed.
*Teacher should bring **Roll Book** along.*

Roles

- 1. **Class teachers:** Responsible for bringing their classes quietly and safely to the yard with the roll book
- 2. **SEN Team:** They must ensure that any child with them, is brought out to the appropriate class outside, and to help classes move out smoothly. They must ensure that any doors they pass on the way out are closed
- 3. **SNAs:** They stay with the class they are working in, and they close any doors they pass that are left open on their way out.
- 4. **Máire/Michelle (Office):** They must call the Fire Brigade/ADT and open the large main gate.
- 5. *Everyone stays out in the yard until the*

chlós go dtí go mbogtar na ranganna go dtí an carrchlós.

signal is given to move the classes to the carpark.

04: Bealaigh éalaithe:

Thíos Staighre:

Seomraí Ranga 7 & 8 ag dul amach doras 2
Seomra Ranga 5 & 6 ag dul amach doras 4
Seomraí Ranga 1 ag dul amach tríd an halla
Seomraí 2, 3 & 4 ag dul amach doras 6

Thuas Staighre

Seomraí Ranga 14, 15 & 16 ag úsáid staighre 3 agus doras 3
Seomraí Ranga 12 & 13 ag úsáid staighre 1 agus doras 5
Seomraí Ranga 9, 10 & 11 ag úsáid staighre 2 agus doras 7/8/9/10

Úsáideann Oifigí, príomhdhoirse chun dul amach

05: Tionól: Nuair a thagann na páistí go dtí Ionad an Tionóil, ba chóir dóibh teacht le chéile, rang ar rang i líne díreach, ag an bhfógra cuí ar an gcláí

Glaonn an múinteoir an rolla ansin agus tugann sé/sí an t-eolas **don Phríomhoide. Má tá páiste in easnamh**, fágfaidh a m(h)úinteoir ranga a rang faoi chúram mhúinteora eile fad is atá sé/sí ag lorg an pháiste.

Réamhchúraimí breise Tine

(1) Soilse Éigeandála agus Comharthaí Éalaithe:

Ag tús aon cheolchoirm nó cruinnithe móra, nó aon am a bhfuil slua bailithe le chéile sa halla, cinntíonn an Príomhoide nó a (h)ionadaí má tá sé/sí in easnamh, go bhfuil daoine ar an eolas faoi na háiteanna a bhfuil na soilse éigeandála agus na comharthaí Éalaithe. Ba chóir go ndéanfaí athrá ar an rabhadh seo ag aon sos eile le linn na hócáide.

(2) Hiodrant dóiteáin seachtrach agus Soláthar Uisce:

Tá comhartha soiléir **(H)** ar na hiodrant dóiteáin agus tá siad lonnaithe 1. os comhair na scoile, os comhair na crainn móra, 2. Ar thaobh na scoile in aice le bothán an airitheora agus 3. Ar chúl na

4: Exit Routes:

Downstairs:

*Classrooms 7 & 8 go out Door 2
Classrooms 5 & 6 go out door 4
Classroom 1 goes out through the halla
Classrooms 2, 3 & 4 go out door 6*

Upstairs

*Classrooms 14, 15 & 16 use stairs 3 and door 3
Classrooms 12 & 13 use stairs 1 and door 5
Classrooms 9, 10 & 11 use stairs 2 and door 7/8/9/10*

Offices: use main doors to exit

5: Assembly: When pupils arrive at assembly, they should line up, class by class in straight lines at the correct sign on the fence

The teacher will then call the roll and report the findings to the Principal. If a child is missing his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

Further Fire Precautions

(1) Emergency Lighting and Exit Signs:

*At the beginning of concerts, large meetings or whenever crowds are assembled in the Large G.P., the Principal or his representative (in his absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and **Exit Signs**. This warning should be repeated at intermissions.*

(2) External Fire Hydrant and Water Mains:

*The Fire Hydrants are clearly Marked **(H)** and is situated 1. To the front of the school building, in front of the large trees 2. To the left of the school beside the caretaker's container and 3. At the back*

scoile in aice le doras 3.

Tá an Rialaitheoir Uisce os comhair na scoile idir an scoil agus seastáin na rothair.

Beidh marc **S.V.** ar an rialaitheoir (Sluice Valve)

of the school beside door 3.

There is a sluice valve in front of the school between the school and the bicycle stands.

*This control is clearly marked **S.V.** (Sluice Valve).*

Tá an Príomhoide, Jock an t-airíoch, Ciara an Príomhoide Tánaisteach ar an eolas faoi na háiteanna seo. Coinnítear an **fearas rialaithe** don dá cheann i seomra an ghlantóra.

*The Principal, Jock the Caretaker and Ciara the Deputy Principal, are all aware of these locations. The **control tools** for both are kept in the cleaner's room.*

(3) Suíomh na múchtóirí tine:

(1) Cistin: Púdar tirim feilliúnach le húsáid ar fhearas leictreach.

(2) Sna pasáistí:

(3) Sa Halla:

(4) Sa phasáiste in aice leis na leithris:

(5) Sa phasáiste in aice leis an bpríomhdhoras:

(6) Seomraí Ranga go léir:

(7) Seomraí Tacaíochta Foghlama

(3) Location of Fire Extinguishers:

(1) Kitchen: Dry Powder suitable for use on electric equipment.

(2) In the passageways :

(3) The Hall:

(4) In the corridor by the toilets:

(5) In the corridor by the maindoor

(6) All Classrooms:

(7) Learning support rooms

Tá Ionad Tine taobh istigh de gach doras seachtrach

There is a Fire Point Inside each External Door

4: An Príomh Bhealach Isteach:

Cuireann an Príomhoide agus an tAiríoch i gcuimhne do Thuismitheoirí go minic tríd an nuachtlitir, nach bhfuil cead páirceáil os comhair an Phríomh gheata **riamh** chun cinntiú gur féidir leis na Seirbhísí Éigeandála ar nós otharcairr nó Innill dóiteáin teacht agus imeacht ón suíomh agus chun sabháilteacht na bpáistí a chinntiú agus iad ag teacht isteach ar scoil agus go háirithe agus iad ag fágáil na scoile.

4: The Main Traffic Entrance:

*The parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should **never** be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **Entering** and especially when **Leaving** the school grounds.*

Ag glanadh na Scoile (Sláinteachas):

Tá an comhlach LUAS i bhfeighil ar ghlantachán na scoile (taobh istigh), faoi údarás an Bhoird Bainistíochta. Tá glanadh na n-urlár, dustáil, glanadh na limistéar fliucha, doirtil, leithris srl le déanamh go laethúil na laethanta a mbíonn scoil ar siúl.

Cleaning the School (Hygiene):

The company LUAS are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

Nuair a bhíonn éinne ar an bhfoireann glantacháin ar an eolas faoi aon suíomh a cheapann siad a chuirfidh isteach ar Shábháilteacht, Sláinte nó leas baill foirne nó páistí m.sh. leithris bhlocáilte, troscáin lochtach srl, cuirfidh said an Príomhoide agus/nó an tAiríoch ar an eolas faoi.

Bíonn ar an bhfoireann glantacháin bheith ar an eolas faoi cá bhfuil na múchtóirí agus píobáin tine suite agus conas iad a úsáid. Bíonn na huimhreacha ar eolas acu le glaach ar an mbríogáid dóiteáin (otharcarr srl, 999 nó 112) más gá.

Guaiseacha

Ag aithint áiteanna contúirteacha do Pháistí

- a) Coimeádán an airígh
- b) Seomra an ghlantóra
- c) An Chistin/Seomra Foirne
- d) An Carrchlós

Réamhchúraimí:

- 1: Tá na ceithre áit thuas luaite go hiomlán toirmiscithe do pháistí ag aon am ach amháin má bhíonn siad in éineacht le múinteoir
- 2: Coinneofar Seomra an ghlantóra agus Coimeádán an Airígh faoi ghlas i gcónaí.
- 3: Caithfear trealamh Garchabhrach a choinneáil in Oifig an Rúnaí agus sa seomra foirne.
- 4: Níl cead ag páistí aon trealamh leictreach a phlugaíl isteach nó amach m.sh. citeal, teilifís, folús glantóra, ríomhairí, raidio srl.
- 5: Táthar ag súil go mbeidh múinteoirí agus fostaithe eile na scoile aireach an t-am ar fad, agus go dtuairsceoidh siad aon ghuaiseacha a thugann siad faoi deara ar shuíomh na scoile don phríomhoide, príomhoide tánaisteach nó ionadaí sábháilteachta- i seomraí, pasáistí, leithris, clós, páirc srl.
- 6: Tá an Príomhoide tar éis iarraidh ar an airíoch aon ghuaiseacha a thugann sé faoi deara nó a insítear dó a shocrú ar an bpointe .

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker or/and the Principal.

They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

Hazards

Identifying Hazardous Areas for Children:

- (a) The Caretaker's container
- (b) The Cleaner's Room
- (c) The Kitchen/Staffroom
- (d) The Car Park

Precautions:

- 1: *Those four areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.*
- 2: *The Cleaners' Room and the Container shall be kept locked at all times.*
- 3: *First Aid Equipment must be stored in the Secretary's office and up in the staffroom.*
- 4: *Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., Hoover, computers, radios etc.*
- 5: *Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.*
- 6: *The Caretaker has been asked by the Principal to remedy such hazards **immediately** when they come to his notice or are brought to his attention by any staff member, or other school employees.*

Ag aithint na nGuaiseacha- Rannóg 12 (3): Iarrtar ar mhúinteoirí agus foireann cumhalda (Airíoch, rúnaí, glantóirí) **Seiceáil Rialta Sábháilteachta** a dhéanamh ar a ranganna agus/nó láthair oibre, agus gníomhú ceartúcháin láithreach a dhéanamh nó a lorg. Chun an cuspóir seo a bhaint amach, moltar go gcoinneodh gach múinteoir **tuairisc scríofa** de na seiceanna sábháilteachta atá déanta agus na gníomhaíochtaí déanta. Cuirfear an tuairisc seo ar fáil don Phríomhoide má lorgaítear é. Leanfaidh an tAiríoch, glantóirí agus an Rúnaí an moladh seo chomh maith.

Tá na háiteanna a leanas **srianta** do pháistí:

Seomra an Ghlantóra, Coimeádán an airígh, taobh istigh den scoil i rith amantaí loin-seomraí ranga, pasáistí, leithris (ach amháin le cead), aon áit taobh amuigh de chlósanna na scoile, carrchlós agus aon fhaiche féir, ceapacha bláthanna agus cosáin os comhair na scoile agus na n-oifigí. Níl cead ach ag daoine údaraithe isteach sna háiteanna seo agus caithfear an cead seo a fháil ón bPríomhoide nó ionadaí foirne ata ag feidhmiú thar a c(h)eann.

Is freagracht gach éinne sa scoil é **Sláinteachas**. Tá sláinteachas maith riachtanach do leas gach éinne sa scoil. Dá bharr seo, má bhristear an Cód Iompair ó thaobh sláinteachais de, déanfar deileáil leis mar mhí-iompar tromchúiseach. Iarrtar ar mhúinteoirí traenáil a dhéanamh ar a ndaltaí i gcleachtais mhaithe sláinteachais agus dea-bhéasaí. Iarrtar ar an bhfoireann idir mhúinteoirí agus foireann cumhalda bheith an-aireach agus an Príomhoide a chuir ar an eolas faoi aon gníomhaíocht choigeartaitheach atá de dhíth.

Tá an Bord Bainistíochta tar éis na gníomhaíochtaí scoile a leanas a aimsiú mar ghníomhaíochtaí ina mbeidh cúram speisialta ag teastáil chun gortú a chosc agus chun cinntiú nach ndéanfar aon damáiste do mhuintir phobal na scoile.

1: Gníomhaíochtaí taobh amuigh den seomra ranga, go háirithe cluichí, línte i rith ama an tionóil (druil tine srl) agus sa chlós, agus na bealaigh amach as an scoil go dtí an bothar. Beidh múinteoirí

Identifying the Hazards – Section 12 (3): Teachers and ancillary staff (Caretaker, Secretary, Cleaners) are requested to conduct a **Periodic Safety Check** of their classrooms and/or workplace and to effect or to request immediate corrective action. For this purpose, it is recommended that each teacher keeps a **written record** of the safety checks conducted and the actions taken. This record will be made available to the Principal on request. This recommendation equally applies to the Caretaker, Cleaners and to the Secretary.

The **restricted areas** in our school are as follows:

The cleaner's room, the caretaker's container, the interior of the school during break/lunch times – rooms, corridors, toilets (except with permission), the areas beyond the yard areas, car parking areas and all lawns, flowerbeds and footpaths at the front of the school, the Principal's Office and the Secretary's Office. These areas are restricted to authorised personnel only and such permission may only be granted by the Principal or a staff member acting on his behalf.

Hygiene is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. 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 may be deemed to be necessary.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

1: Activities outside the classroom, especially games, the lines during assembly (fire drill etc) and in the yard, and school exits on to the road. Teachers will exercise prudent judgement

ciallmhar faoin leibhéal sábhailteachta atá ag teastáil agus cuirfidh sé/sí an Príomhoide ar an eolas faoi aon ghníomhaíocht cheartaithe ag teastáil.

2: Gníomhaíochtaí taobh istigh den rang, gníomhaíochtaí le priacail ina bhfuil deis úsáid (nó mí-úsáid) a bhaint as siosúir, uirlisí mata agus troscáin soghluaiste. Déanann múinteoirí na bpáistí traenáil ar a bpáistí féin chun bheith cúramach faoina sábháilteacht féin agus sábháilteacht daoine eile.

3: Áiteanna srianta - luaite cheana.

4: Sláinteachas: Déantar traenáil ar na páistí a lámha a ní tar éis dul chuig an leithreas, an leithreas a shruthlú i ndiaidh é a úsáid srl. Déantar ceachtanna ar aire d'fhiacla, teagasc faoi ghnéas sna hardranganna, an clár Bí Sábhailte srl.

5: Druil Tine

6: Garchabhair (Michelle & Máire)

Is **daoine gairmiúla** ár múinteoirí agus tá siad **traenáilte** chun gníomhaíochtaí grúpa a stiúradh. Is daoine tiomanta iad a dhéanann gach iarracht ar a laghad an leibhéal céanna cúram a thabhairt do na páistí is a thugann aon tuismitheoir dícheallach dóibh ina b(h)aile féin. Is féidir le timpistí tarlúint uaireanta áfach.

I gcás timpiste, b'fhéidir go mbeadh gá le garchabhair a thabhairt, ag braith ar eolas na mbaill foirne. De ghnáth tabharfaidh gach múinteoir aire d'aon pháiste óna rang atá gortaithe, cé go mbeidh aon bhall foirne sásta cabhair a thabhairt. Tá Máire & Michelle i bhfeighil ar threalamh garchabhrach.

Polasaí Scoile atá ann **go gcuirtear aon pháiste gortaithe faoi chúram a t(h)uismitheoirí/c(h)aomhnóirí** chomh luath agus is féidir: is acu atá phribhléid a ndochtúir, n-ospidéal féin a roghnú. Muna féidir teacht ar na tuismitheoirí/caomhnóirí, lorgóidh an Príomhoide, Ciara, an Príomhoide Tánaisteach, nó múinteoir eile má tá siad as láthair, cabhair más ga nó tabharfaidh siad an páiste gortaithe go dtí dochtúir áitiúil.

on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.

2: *Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.*

3: *Restricted areas – mentioned previously.*

4: *Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. There will be lessons on teeth care, sex instruction in senior classes, the Stay Safe Programme, etc.*

5: *Fire Drill*

6: *First Aid (Michelle & Máire)*

*Our teachers are **Professional People trained** to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment.*

However, some accidents may occur.

In the event of an accident it may be necessary to administer First Aid, dependant on staff members knowledge. Generally each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. Máire and Michelle are in charge of First Aid Equipment.

*It is **school policy to hand over an injured child** as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, Ciara, the deputy Principal, or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to a local doctor.*

Is é polasaí na scoile glaoch a chuir ar thuismitheoirí má fhaigheann páiste buile ar a c(h)eann.

It is school policy to call parents whenever a child gets a bang on the head.

Níl cead ach ag tuismitheoirí páistí ranganna Naíonáin go Rang 1 gluaisteáin a thiomáint isteach sa chlós nuair a bhíonn siad ag tabhairt a bpáistí ar scoil. Níl cead ag busanna teacht isteach i gclós na scoile.

Only parents of Naíonáin to Rang 1 are allowed to drive cars in the school yard when delivering their children. Buses are not allowed into the school yard.

Ionadaí Sábháilteachta Foirne:

De réir rannóg 13 (3) den Acht um Slándáil, Sláinte agus Leas ag obair, 2005, ar bhonn bliantúil roghnaíonn na múinteoirí **Ionadaí Sábháilteachta** i gcomhairle leis na baill foirne eile, agus rachaidh an tIonadaí Sábháilteachta seo i gcomhairle leis an bPríomhoide nó an Bord Bainistíochta de bhun na rannóige seo. Do 2012-2013 is é Frank Ó Tormaigh an tIonadaí Sábháilteachta.

The Staff's Safety Representative:

*In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select on a yearly basis a representative who, as a **Safety Representative** will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. Frank Ó Tormaigh is the **Safety Representative** for 2012-2013.*

Tá an Ráiteas Sábháilteachta seo ullmhaithe i gcómhtheacs na ndálaí reatha ar shuíomh na scoile ag an am seo. Is féidir é a athrú, a athbhreithniú nó a uasdátú chun cloí le haon athruithe sna dálaí nó ceanglais reachtúla.

The Safety Statement has been prepared with reference to 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 change of conditions and statutory requirements.

Chuir baill foirne na scoile, a bhfuil leas na bpáistí a fhreastalaíonn ar an scoil i gcónaí mar thosaíocht acu, an Ráiteas Sábháilteachta seo le chéile tar éis breithniúchán cúramach i ngach gné den saol scoile thar thréimhse fada ama. Tá súil againn go gcabhróidh sé leis na daoine a oibríonn agus a bhíonn ag foghlaim sa scoil.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Rialacha Ranga agus Inmheánacha

- 01: Lean aon treoracha a thugann múinteoirí agus/nó an Príomhoide i gcónaí.
- 02: Suigh ar chathaoireacha i gceart, leis na ceithre chos ar an urlár.
- 03: Málaí scoile faoi na boird, stóráilte go néata (go háirithe i seomraí na Naíonán).
- 04: Coinnigh siúl bhealaigh glan sna seomraí ranga.
- 05: Croch cótaí, seaicéid, málaí spóirt srl ar na crochadáin curtha ar fáil.
- 06: Ar laethanta fliucha, beidh ar dhaltaí suí i rith am sosa beag agus/nó am lóin. Níl cead bheith ag bogadh thart sa seomra gan cead.
- 07: Níl cead siosúir, uirlisí mata srl a úsáid (nó a bheith ag dalta) i rith an dá am sosa, fad is a bhíonn daltaí istigh sa rang/scoil.
- 08: Caithfear aon fhearas ranga nó corp oideachais a úsáid de réir threoracha an mhúinteora.
- 09: Má tá daltaí sa halla i rith am sosa nó am lóin, caithfidh siad suí agus súgradh ar mhataí nó suí ar bhínsí.
- 10: Ná dún doras go garbh/láidir- bí aireach faoi dhaoine eile.
- 11: **Siúil i gcónaí** is tú ag bogadh thart sa scoil, **ná rith riamh.**
- 12: Siúil ar thaobh na láimhe clé sna pasáistí.
- 13: Bí ag faire amach is tú ag dul thart- ná bí ag féachaint taobh thiar díot is tú ag siúl.

Classroom and Internal Rules

- 01: *Follow instructions given by Teachers and/or Principal, at all times.*
- 02: *Sit properly on chairs, all four legs on the floor.*
- 03: *School bags under tables, neatly stored (especially in Infant classes).*
- 04: *Walk ways in classrooms must be kept clear.*
- 05: *Hang all coats, jackets, gear bags etc on hooks provided.*
- 06: *During wet days, pupils must sit during small break and/or lunch break- no moving around room allowed without permission.*
- 07: *No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.*
- 08: *Use all classroom and P.E. equipment, according to teacher's instructions.*
- 09: *If in big hall during break and/or lunch time, pupils must sit and play on mats or sit on benches.*
- 10: *Never bang a door closed – be mindful of others.*
- 11: *When moving around the school, **always walk, never run.***
- 12: *Walk on the left hand side of the corridors.*
- 13: *Watch where you are going – don't look behind you while walking.*

14: Bí aireach faoi do shábháilteacht agus sábháilteacht daoine eile i gcónaí- daltaí níos óige agus níos lú ach go háirithe.

14: *At all times, think of your own safety and the safety of others – especially younger, smaller pupils.*

Rialacha do laethanta fliucha

01: Fan i do shuí i gcónaí.

01: *Stay seated at all times.*

02: Na bíodh rialóirí nó aon uirlisí dainséaracha eile i lámha na ndaltaí.

02: *No rulers or any other dangerous implements in pupils' hands.*

03: Níl cead dul ag an leithreas gan cead an mhúinteora ach amháin i gcás éigeandála.

03: *Only go to toilet with teacher's permission, except in case of emergency.*

04: Ríomhairí, múchta agus plugáilte amach.

04: *Computers switched off, plugged out.*

05: Aon uirlisí leictreacha eile plugáilte amach.

05: *Other electrical implements plugged out.*

06: Grúpaí réamh-eagraithe do ghníomhaíochtaí sula bhfágann an múinteoir an rang.

06: *Pre-arranged groups for activities before teacher leaves the room.*

07: Suigh síos i gceart- ceithre chos na cathaoireacha ar an urlár i gcónaí.

07: *Sit down properly – four legs of chair on floor at all times.*

Rialacha Clóis

01: Imir go sábháilte – níl cead súgradh go garbh nó “ cur i gceill bheith ag troid”.

01: *Play safely – no rough play or “pretend fighting”.*

02: Fan sa limistéar ainmnithe sa chlós.

02: *Stay in designated area of the yard.*

03: Ná téigh isteach sa scoil gan chead nó greamaire ort.

03: *Don't enter the school without permission or a “peg” on you.*

04: Inis aon fhadhbanna/eachtraí do na múinteoirí ata ag feighlíocht ar an gclós.

04: *Report any problems/incidents to the teachers on yard duty.*

05: Ná dean luascadh ar aon seastán cispheile.

05: *No swinging off basketball stands.*

06: Ná tarraing as cótaí/cochail.

06: *No swinging out of coats/hoods.*

07: Ná caith eadaí, hataí, bróga, clocha srl.

07: *No throwing of clothes, hats, shoes pebbles, etc.*

08: Má théann bréagán amach as an gclós

08: *If a toy goes out of the yard car-park or*

Yard Rules

caithfear é a insint don mhúinteoir ar dhualgas clóis. **Ná téigh amach** chun an bréagán a fháil.

*the teacher on yard duty must be told.
Do not go out after the toy.*

09: Limistéar “thar teorainn”:

- An carrchlós
- An féar seachas go dtugann an múinteoir cead dul air

09: “Yard Out of Bounds” areas:

- *the car-park*
- *The grass unless a teacher gives permission to go on it.*

Guaiseacha a aithint agus a mheas

Identification and Assessment of Hazards

Dáta: 2014

Limistéar/Area: Guaiseacha Ranga/ Classroom Hazards:

Guais/ Hazard	Suíomh/ Location	Baol/ Risk	Beart molta chun é a réiteach/ Suggested Remedy	Freagracht Responsibility
Cathaoireacha <i>Chairs</i>	Rang <i>Classroom</i>	Ag luascadh orthu & ag titim <i>Swinging & Falling Off</i>	Cuireann múinteoirí i gcuimhne do pháistí stoppadh <i>Teachers remind children to stop</i>	Múinteoir ranga <i>Class teacher</i>
Málaí Scoile <i>School Bags</i>	Ar an Urlár/ ar chúl cathaoireacha <i>On the floor /On the backs of chairs</i>	Ag tuisliú tharstu <i>Tripping over them</i>	Coinnigh iad faoi na boird <i>Under the tables</i>	Múinteoir ranga <i>Class teacher</i>
Urlár fliuch <i>Wet Floor</i>	Leithris & urláir ranga <i>Toilet & Wet Areas in class</i>	Sleamhnú <i>Slipping</i>	Scrúdú rialta agus coinneigh ceirteanna gar dóibh chun iad a thriomiú-post freagrachta do pháiste sa rang <i>Check often and keep cloths nearby to dry up – a post of responsibility for a child in the class</i>	Múinteoir ranga <i>Class teacher</i>
Ag bogadh amach as an rang <i>Movement from classroom</i>	Ó rang go rang, halla, clós srl <i>From classroom to classroom, hall, yard etc</i>	Titim, rith srl <i>Falling, running etc</i>	Siúl i línte díreach ar chlé gan brú srl Walk in straight lines, keep left, without pushing etc.	Múinteoir ranga <i>Class teacher</i>

Rith, ag déanamh deifir <i>Running, rushing</i>	Sna ranganna <i>Within classrooms</i>	Titim agus buaileadh cinn i gcoinne troscáin nó a ceile <i>Falling and hitting heads off furniture or one another</i>	Riail- Siúl i gcónaí. Cur i gcuimhne minic do na páistí <i>Rule-always walk Constant reminder by teacher to pupils</i>	Múinteoir ranga <i>Class teacher</i>
Titim sna ranganna <i>Falling in class</i>	Sna ranganna <i>Within classrooms</i>	Titim agus buaileadh cinn i gcoinne troscáin nó a céile <i>Falling and hitting heads off furniture or one another</i>	Pasáistí a fhágáil glan sa seomra ranga, cathaoireacha istigh, cótaí crochta agus málaí faoi na boird <i>Leave passageways in class clear, chairs in, coats hung up and bags under the table</i>	Múinteoir ranga <i>Class teacher</i>
Earraí leictreacha <i>Electrical appliances</i>	Aon áit sa scoil <i>Anywhere in the school</i>	Tine ó earraí leictreacha <i>Fire from electrical appliances</i>	Aon rud leictreach sa rang a mhúchadh ag an mballa (soicéad) ag deireadh gach lá, seachas ríomhairí <i>Turn off all electrical equipment, apart from computers at the wall (socket) at the end of each day</i>	Múinteoir ranga, glantóirí, airíoch <i>Class teacher, cleaners, caretaker</i>
Fuinneoga <i>Windows</i>	Aon áit sa scoil <i>Anywhere in the school</i>	Daoine ag briseadh isteach Teas ag éalú <i>People breaking in to the school Heat escaping</i>	Gach fuinneog le bheith dúnta i do rang/oifig/halla srl ag deireadh an lae <i>All windows in your classroom/office/halla etc to be closed at the end of each day</i>	Micléinn agus Múinteoir Ranga <i>Pupils and Class Teacher</i>
Fuinneoga i seomraí in aice le clós na Naíonáin Sóisir <i>Windows beside the Junior Infant yard</i>	Clós na Naíonáin Sóisir <i>Junior infant yard</i>	Páistí ag bualadh cinn <i>Children banging heads against them</i>	Iad a bhrú isteach ón gclós chun cinntiú nach bhfuil siad ag brú amach <i>Push them closed from the yard to ensure they are not sticking out</i>	An múinteoir ar chlós na Naíonáin Sóisir <i>The teacher on Junior infant yard</i>
Teachtaireachtaí <i>Messages</i>	Timpeall na scoile <i>Around the school</i>	Páiste bheith leo féin <i>Children being on their own</i>	Úsáid do fón ranga nuair is féidir Seol i mbeirteanna i gcónaí <i>Use the class phone when possible Always send in pairs</i>	Múinteoir ranga <i>Class teacher</i>

Sreanganna ar ríomhairí ranga <i>Cables on classroom computers</i>	Sna ranganna <i>In the classes</i>	Baol go dtitfí tharstu <i>Danger that they trip people up</i>	Córas a aimsiú chun iad a shlachtú <i>Devise a system to tidy them up</i>	Diane, airíoch
Crochadáin cótaí ag titim <i>Coat hangers falling off walls</i>	Sna ranganna <i>In the classes</i>	Páistí ag siúl orthu, ag sleamhnú ar chótaí <i>Children walking on them, slipping on the coats</i>	Iad a sheiceáil go rialta chun cinntiú go bhfuil siad daingean <i>Check regularly to ensure they are secure</i>	Airíoch <i>Caretaker</i>
Ciseáin curtha ar bhoird i Naíonáin Sínsir <i>Baskets on tables in Senior infants</i>	Rang Mhaighread <i>Maighread's class</i>	Daoine ag bualadh glúine ina gcoinne <i>People hitting knees against them</i>	Iad a bhaint <i>Remove them</i>	Airíoch <i>Caretaker</i>
Sreanganna ar dhallóga <i>Blind pulls</i>	Tríd na scoile <i>Throughout the school</i>	Ag briseadh go rialta- ansin ní bhíonn said ceangailte siar mar ba chóir <i>Break regularly-then not tied back as they should be</i>	Fiosraigh faoi cinn níos láidre a lorg <i>Enquire about getting stronger ones</i>	Ciara

Guaiseacha a aithint agus a mheas

Identification and Assessment of Hazards

Dáta: 2014

Limistéar/Area: Guaiseacha Taobh istigh / Interior Hazards:

Guais/ Hazard	Suíomh/ Location	Baol/ Risk	Beart molta chun é a réiteach/ Suggested Remedy	Freagracht Responsibility
Páistí sa rang leo féin <i>Children left alone in class</i>	Seomra Ranga <i>Classroom</i>	Timpistí <i>Accidents</i>	Má bhíonn ar mhúinteoir seomra a fhágáil ar chúis ar bith, eagrú leis an múinteoir béal dorais súil a choimeád ar an rang <i>If a teacher has to leave a class for whatever reason, he/she should arrange with the teacher next door to keep an eye on the class</i>	Múinteoir ranga <i>Class teacher</i>
Cuairteoirí sa scoil <i>Visitors to the school</i>	Scoil/Turasanna Scoile/Snámh <i>School/School Tours/Swimming</i>	Fadhbanna Chaomhnú Páistí <i>Child Protection issues</i>	Níl cead ag múinteoir a rang a fhágáil le cuairteoir/macléinn/srl riamh gan duine réamhscrúdaithe ag an scoil Gach cuairteoir sínithe isteach le suantas “Cuairteoir” orthu sa scoil <i>No Teacher may ever leave their class alone with a visitor/student teacher etc without one of the garda vetted members of staff present Every visitor to be signed in with a “Cuairteoir” badge on at all times in the school</i>	Múinteoir ranga <i>Class teacher</i>

Mataí sa scoil <i>Mats in school</i>	Halla/Ag dóirse Éalaithe <i>Hall/ At exit doors</i>	Guais thuisleach/ <i>Tripping Hazard</i>	Cinntigh go bhfuil mataí atá ag dóirse éalaithe sabhailte agus i gcuí mhaith. Athraigh iad má bhíonn siad ró fhiuch <i>Check that all mats at external doors are in a fit state and are changed if they get too wet</i>	Airíoch <i>Caretaker</i>
Trealamh spóirt <i>Sport equipment</i>	Stór <i>In the store</i>	Guais thuisleach <i>Tripping hazard</i>	Glan amach stór chorp Oid/ <i>Clear out GYM store</i> Faigh réidh le rudaí nach mbaineann le sport/ <i>Remove non-sport clutter</i> Glanta suas go rialta <i>Regularly tidied up- (once a week two volunteers from R5 to tidy up)</i>	Lorcán agus airíoch <i>Lorcán & caretaker</i>
Trealamh spóirt <i>Sport equipment</i>	Halla <i>Hall</i>	Guais thuisleach <i>Tripping hazard</i>	Múinteoirí i bhfeighil ar threalamh Corp oid a shlachtú ar ais tar éis é a úsáid <i>Teachers responsible for tidying back any PE Equipment they use in class.</i>	Múinteoir ranga <i>Class teacher</i>
Timpist do pháiste <i>An accident to a child</i>	An Stór <i>The Gym Store</i>	Timpist <i>accident</i>	Níl cead páistí a sheoladh go dtí an stór gan múinteoir leo <i>Children may not go to the store unless with a teacher</i>	Gach ball foirne <i>Every member of staff</i>
Bac ar Bhealaigh éalaithe <i>Blocked exits</i>	Halla ag am tionóil/ <i>Hall at assembly</i> Pasáistí/ <i>passageways</i>	Bac ar bhealaigh éalaithe <i>Blocked exits</i>	Coinnigh troscáin/páistí as bealaigh éalaithe <i>Keep furniture/children out of the Way of exits</i>	Múinteoir ranga <i>Class teacher</i>
Lannaitheoirí , gilitín srl <i>Laminators, guillotine etc</i>	Oifig/ranganna <i>Offices/classrooms</i>	Á mbogadh/ éirí an te <i>Moving them/ getting very hot</i>	Níl cead ag páistí iad a iompar riamh <i>Children are not allowed carry or use them at any time</i>	Gach ball foirne <i>Every member of staff</i>

Cótaí <i>Coats</i>	Ranganna <i>Classrooms</i>	Guais thuisleach <i>Tripping hazard</i>	Croch suas ar na crochadáin sna ranganna <i>Hang up on hangers provided in class</i>	Múinteoirí & Daltaí <i>Teachers and pupils</i>
Seomra an Ghlantóra <i>Cleaner's room</i>	Seomra an Ghlantóra <i>Cleaner's room</i>	Teacht ar Ábhar ghlantacháin <i>Access to cleaning materials</i>	Coimeádta faoi ghlas i gcónaí <i>Always kept locked</i>	Glantóirí <i>Cleaners</i>
Dó ó leachtanna te <i>Burns from hot liquids</i>	Scoil <i>School</i>	Daoine fásta ag tabhairt deochanna ar ais ag seomraí <i>Grown-ups bringing hot drinks back to rooms</i>	Mugaí le clúdaigh ar fáil sa seomra foirne <i>Mugs with covers provided in the staffroom</i>	Gach ball foirne <i>Every member of staff</i>
Trealamh Leictreach <i>Electrical equipment</i>	Seomra Foirne <i>Staffroom</i>	Tine <i>Fire</i>	Múch nuair nach bhfuil siad in úsáid. Tóg amach an plug <i>Turn off when not in use. Pull out the plug</i>	Gach ball foirne <i>Every member of staff</i>
Troscáin <i>Furniture</i>	faoi staighre 2 <i>under Stairs 2</i>	Timpist <i>accident</i>	Cinntiú go bhfuil said stóráilte go sábháilte <i>Ensure they are stored safely</i>	Airíoch <i>Caretaker</i>
Troscáin <i>Furniture</i>	faoi staighre 2 <i>under Stairs 2</i>	Timpist <i>accident</i>	Na lig páistí in aice leo <i>Don't allow children near them</i>	Gach ball foirne <i>Every staff member</i>
Troscáin sna pasáistí <i>Furniture in the corridors</i>	Sna pasáistí <i>In the corridors</i>	Timpistí/ ag cur isteach ar éalú ón scoil i gcás éigeandála <i>Accidents/ interfering with exiting from the school in an emergency</i>	Cinntigh nach bhfuil troscáin ag cur bac ar dhaoine ag bogadh thart go sábháilte <i>Ensure that furniture is not interfering with moving about safely</i>	Foireann & Airíoch <i>Staff & caretaker</i>
Arduitheoir <i>Lift</i>	Arduitheoir sa phasáiste thíos & thuas staighre <i>Lift in the upstairs and downstairs corridors</i>	Páistí a n-úsáid gan cead/ greamaithe ann <i>Children using without permission/ stuck in it</i>	Eochair coinnithe ag Ciara agus san oifig amháin <i>Only Ciara and main office keep the key at all times</i>	Ciara & Rúnaithe <i>Ciara and secretaries</i>

Díon Áine <i>Áine's ceiling</i>	Seomra Áine <i>Áine's Resource room</i>	Ag ligint uisce isteach <i>Leaking</i>	Labhair leis an Roinn faoi <i>Inform the DES</i>	Ciara
Doras tine <i>Firedoor</i>	Taobh le oifig Dhamhnait <i>Beside Ciara's office</i>	Dúnann sé in éadan na bpáistí uaireanta <i>Sometimes closes in children's faces</i>	Sochraigh an laiste <i>Fix the latch</i>	Airíoch <i>Caretaker</i>
Easpa Béasaí pháistí <i>Lack of Children's manners</i>	Timpeall na scoile, sna pasáistí, ar na staighrí <i>Around the school, in the corridors, on the stairs etc</i>	Ag rith, ag brú, baol timpist <i>Running, pushing, danger of an accident</i>	Traenáil cuí ar na páistí, usáid an chód iompair nuair is gá <i>Train the children properly, use the behaviour code when necessary</i>	Gach ball foirne <i>All members of staff</i>
Timpist san pasáistí <i>Accident in the corridors</i>	Pasáistí <i>Corridors</i>	Titim, bualadh i gcoinne daoine eile, titim anuas an staighre <i>Falling, hitting against others, falling downstairs</i>	Siúl ar chlé i line singil Múinteoir <u>i gcónaí</u> ag siúl leis an rang <i>Walk on the left in single file Teacher <u>always</u> walks with the line</i>	Gach múinteoir, agus go háirithe múinteoirí thuas staighre <i>Every teacher, and in particular those upstairs</i>
In iomarca daoine ag dul amach/isteach an doras céanna <i>Too many people coming in/out the same doors</i>	Dóirse éalaithe na scoile <i>School Exit doors</i>	Go mbeadh páistí brúite le chéile ag iarraidh dul amach/isteach <i>That children would get crushed going out/ coming in</i>	Go núsáideadh Rang 3 doras ón halla chun dul amach/isteach ón gclós Béasaí maithe <i>Rang 3 to use an exit door from the halla to go in & out to the yard Good manners</i>	Gach múinteoir, CRS <i>All teachers and SNAs</i>
Dóirse éalaithe faoi ghlas i rith an lae <i>Exit doors to be kept locked during the day</i>	Dóirse éalaithe ar fad <i>All exit doors</i>	Go mbeadh strainséirí in ann siúl isteach sa scoil ag aon am <i>That any stranger could walk into the school at any time</i>	Freagracht a thabhairt do ranganna/mhúinteoirí áirithe bheith i bhfeighil ar dhóirse a chur faoi ghlas tar éis sosanna/ 1.30 <i>Responsibility to be given to particular classes/teachers to be responsible for locking the doors after each yard/ 1.30</i>	Le roghnú

<p>Páistí ag dul isteach sa scoil ag am lóin <i>Children going into the school during yardtime</i></p>	<p>Clós na Naíonáin Sóisir <i>Junior Infant Yard</i></p>	<p>Nach mbeadh a fhios ag múinteoir go raibh Páiste tar éis an clós a fhágáil <i>That a teacher would not know that a child has left the yard</i></p>	<p>Dúnfaidh an múinteoir ar chlós na Naíonáin Sóisir na dóirse seo nuair a théann siad amach sa chlós <i>The teacher on yard duty in the JI yard closes the dorrs when they go out to the yard</i></p>	<p>Múinteoir ar dhualgas clóis i gclós na Naíonáin <i>The teacher on yard duty in the JI yard</i></p>
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Guaiseacha a aithint agus a mheas

Identification and Assessment of Hazards

Dáta: 2014

Limistéar/Area: Guaiseacha Clóis & Taobh amuigh/ Yard & outside Hazards:

Guais/ Hazard	Suíomh/ Location	Baol/ Risk	Beart molta chun é a réiteach/ Suggested Remedy	Freagracht Responsibility
Páistí leo féin sa chlós <i>Children on their own in the yard</i>	Clós <i>Yard</i>	Timpistí, éalú <i>Accidents, children going missing</i>	Múinteoirí amach ar maidin, tar éis lóna go tapaigh chun iad a bhailiú <i>Teachers out quickly in the morning and after lunches to collect them</i>	Múinteoirí <i>Teachers</i>
Ráillí <i>Railings</i>	Ag doirse ar chúl na scoile <i>At doors to the rear of the school</i>	Luascadh & titim <i>Swinging on them & falling</i>	Níl cead dul orthu <i>The children may not go on them</i>	Múinteoirí/CRS <i>Teachers/SNAs</i>
Féar <i>Grassy areas</i>	Chun tosaigh <i>At the front of school</i>	Sleamhnú in aimsir fliuch, as radharc don mhúinteoir <i>Slipping in wet weather, out of sight of the teacher</i>	Níl cead dul ar an bhféar gan cead ón mhúinteoir <i>Children not permitted on the grass without express permission from the teacher</i>	Múinteoirí/CRS <i>Teachers/SNAs</i>
"Seomra" an Airíoch <i>The caretaker's container</i>	Taobh thiar den scoil <i>Behind the school</i>	Teacht ar úirlisí baolach, titim srl <i>Access to dangerous tools, falling etc</i>	Coinnithe faoi ghlas i gcónaí <i>Always kept locked</i> An timpeallacht thart air le bheith coinnithe glan, sábháilte <i>It's environs to be kept clean and safe at all times</i>	Airíoch <i>Caretaker</i>

Boscaí Brúscair & athcúrsáil <i>Rubbish & Re-cycling bins</i>	Sa chró <i>In penned in area</i>	Páistí ag dreapadh orthu & ag cur lámha isteach, Guais tine <i>Children climbing on them, Putting hands in, Fire hazard</i>	Coinnigh faoi ghlas sa chró iad <i>Keep them locked in the pen at all times</i>	Airíoch <i>Caretaker</i>
Raca Rothar <i>Bicycle rack</i>	Sa chlós chun tosaigh, ar thaobh na scoile <i>In front of school, to the side of the school</i>	Gortú <i>Injury</i>	Níl cead seasamh ar na seastáin <i>Children not allowed to stand on the stands</i>	Airíoch/ múinteoirí/ tuistí <i>Caretaker/ teachers/ parents</i>
Seastán Cispheile <i>Basketball post(s)</i>	PríomhClós <i>Main yard</i>	Buaileadh cinn ina choinne <i>Hitting heads off it</i>	Pillín curtha air <i>Padding put on it</i>	Airíoch <i>Caretaker</i>
Carrchlós <i>Carpark</i>	In aice an chlóis chun tosaigh <i>Beside front yard</i>	Páistí ag rith os cómhair/ taobh thiar de charranna <i>Children running in front of/ behind cars</i>	Páistí scaoilte isteach an gheata agus treoir tugtha dul go dtí an cosán <i>When children are let in the gate, they are directed to the path</i>	Airíoch <i>Caretaker</i>
Timpeallán <i>Roundabout</i>	Os comhair an phríomh chlós <i>In front of main yard</i>	Go ngortófar páiste ag teacht ón ngeata coisithe <i>That a child coming from pedestrian gate would be hurt by a car</i>	Ar maidin, le cead ó CCL, páistí le bheith scaoilte isteach sa chlós ó thaobh CCL fhad is a bhíonn carranna ag teacht isteach. Sa tráthnóna, ní scaoilfear carranna isteach fhad is a bhíonn páistí ag dul amach <i>In the mornings, with permission from CCL, Children to be let into top of main yard from CCL side.</i> <i>In the afternoons, no cars to be allowed in when children are leaving school</i>	Airíoch <i>Caretaker</i>

<p>Linntreoga, talamh míchothrom <i>Potholes, uneven ground</i></p>	<p>Carrchlós, clósanna <i>In the carpark, yards</i></p>	<p>Titim <i>Falling</i></p>	<p>Seiceáil go rialta agus líon mar is gá <i>Check regularly and fill as needed</i></p>	<p>Airíoch <i>Caretaker</i></p>
<p>Miotal sa Rubberoid <i>Metal strip in the rubberoid</i></p>	<p>Clós Naíonáin Shóisir <i>Junior Infant yard</i></p>	<p>Gortú pháiste <i>Injure children</i></p>	<p>Cinntigh go bhfuil an Clúdach cuí air <i>Check that the cover is on it</i></p>	<p>Airíoch <i>Caretaker</i></p>
<p>Sleamhnú <i>Slipping</i></p>	<p>Cosáin, clósanna agus áiteanna páirceala <i>Footpaths, yards and parking areas</i></p>	<p>Sleamhnú, titim agus daoine gortaithe <i>Slipping, falling and people injured</i></p>	<p>Solas oiriúnach-Cinntigh go bhfuil soilse ag obair agus geal go leor <i>Suitable lighting- Ensure that lights are working and bright enough</i></p> <p>Cinntigh go bhfuil cosáin oiriúnach don méid daoine ag dul orthu. Cinntigh go bhfuil aon tarmac i gcuí maith agus nach bhfuil poill ann. <i>Ensure that the paths are suitable for volume of traffic and that tarmac is in good condition with no holes in it</i></p> <p>Glan duilleoga/láib ó dhromchlaí <i>Clean leaves/mud from surfaces</i></p> <p>Bain aon algae ó dhromchlaí <i>Remove algae from surfaces</i></p> <p>Eagraigh plean chun deileáil le sneachta agus leac oighir <i>Organise a plan to deal with snow and ice</i></p>	<p>Airíoch <i>Caretaker</i></p>

<p>Sleamhnú <i>Slipping</i></p>	<p>Clósanna <i>Yards</i></p>	<p>Sleamhnú, titim agus daoine gortaithe <i>Slipping, falling and people injured</i></p>	<p>Cinntigh go bhfuil aon dhromchla cothrom agus coinnithe go maith chun nach bhfanfaidh uisce ar a bharr <i>Ensure surface is flat and well maintained to avoid surface water</i></p> <p>Bain aon uisce/láib a bhailíonn <i>Remove accumulations of water</i></p> <p>Bain aon algae ó dhromchlaí <i>Remove algae from surfaces</i></p> <p>Cinntigh go bhfuil dóthain feighlíocht i gcónaí <i>Ensure adequate supervision at all times</i></p>	<p>Airíoch <i>Caretaker</i></p> <p>Ciara</p>
<p>Sleamhnú <i>Slipping</i></p>	<p>Dóirse isteach & amach as an scoil <i>Entrances and Exits</i></p>	<p>Sleamhnú, titim agus daoine gortaithe <i>Slipping, falling and people injured</i></p>	<p>Cuir mataí neamhsciarrach a shúann isteach uisce ag na dóirse ag dul isteach. <i>Provide suitable non-slip, water absorbing mats at entrances</i></p> <p>Coinnigh iad i gcuí mhaith agus athraigh iad nuair a bhíonn siad ró fhliuch. <i>Maintain mats in good condition and change when saturated</i></p> <p>Cinntigh nach mbeidh an mata ina ghuais tuislithe <i>Ensure that temporary matting does not pose a trip hazard</i></p> <p>Cuir suas comharthaí a thugann rabhadh faoi sleamhnú nuair is gá.</p>	<p>Airíoch <i>Caretaker</i></p>

			<i>Display signs warning of risk of slipping when appropriate Cuir clíicí dóirse agus bac dóirse in aiteanna sábháilte Site door catches and door stops safely</i>	
Crúcaí ar dhoirse <i>Outside catches for doors</i>	Taobh amuigh de na doirse éalaithe <i>Outside exit doors</i>	Go ngortófaí méaranna <i>That fingers would be hurt</i>	Go gceanglófaí/n-osclófaí iad faoi stiúir an mhúinteora <i>That they be closed and opened under an adult's supervision</i>	Duine fásta <i>Adult</i>
Geataí Clós na Naíonáin Sóisir <i>The gates of the JI yard</i>	Clós na Naíonáin Sóisir <i>JI Yard</i>	Go mbuaileadh an laiste isteach i gceann pháiste <i>That the latch would hit a child's head</i>	An geat a choinneáil ar oscailt siar ar fad nó dúnta go hiomlán <i>That the gate be kept opened back fully or closed fully at all times</i>	Múinteoir ar chlós Naí. Sóisir/ Rang 1 <i>Teacher on SI/ R1 yard</i>
Fál <i>Hedge</i>	Clós Naí Sóisir/R1 <i>SI/R1 Yard</i>	Ag fás tríd an gcláí- go rachadh sé i súil dhuine, go scríobfaí dhuine <i>Growing through the fence- that it would go in someone's eye, scrape someone</i>	É a ghearradh siar go rialta <i>Cut back to the fence regularly</i>	Airíoch <i>Caretaker</i>
Cúinne in aice leis an halla, Taobh le seomraí R1, Corner by hall, footpath by R1 classrooms	Cúinne in aice leis an halla, Taobh le seomraí R1, Corner by hall, footpath by R1 classrooms	Go mbeadh páiste as radharc, i mbaol <i>That a child would go out of side, into danger</i>	Slabhraí a leagadh amach le cosc a chur ar pháistí dul sna háiteanna sin <i>Put out posts/chains to prevent access to these areas</i>	Múinteoir ar an gclós <i>Supervising teacher on that yard</i>
Scealp <i>Splinter</i>	Ar na trasnáin sa ghairdín ar chúl na scoile	Go rachadh ceann isteach I dhuine	Greannófar iad <i>Sand them</i>	Airíoch <i>Caretaker</i>

	<i>On the sleepers at the back of the school</i>	<i>That one would go into anyone</i>		
Cláí <i>Fence</i>	Timpeall ar an gclós mór <i>Around the big yard</i>	Briseann se ó am go ham <i>It breaks from time to time</i>	Coinneofar súil ar agus socrófar é mar is gá <i>An eye will be kept on it and it will be fixed when necessary</i>	Airíoch <i>Caretaker</i>
Fuinneoga i seomraí in aice le clós na Naíonáin Sóisir <i>Windows beside the Junior Infant yard</i>	Clós na Naíonáin Sóisir <i>Junior infant yard</i>	Páistí ag bualadh cinn <i>Children banging heads against them</i>	Iad a bhrú isteach ón gclós chun cinntiú nach bhfuil siad ag brú amach <i>Push them closed from the yard to ensure they are not sticking out</i>	An múinteoir ar chlós na Naíonáin Sóisir <i>The teacher on Junior infant yard</i>

I gcás **Tine**

1. **Stop** gach rud.
2. **Ciúnas** iomlán.
3. **Siúl** amach gan focal.
4. **Ná déan dearmad**
An leabhar Rolla
Na leithris a sheiceáil
An doras a dhúnadh i do dhiaidh
5. **Ciúnas** iomlán taobh amuigh.

Ráiteas Sláinte & Sábháilteachta

Athbhreithniú ar an Ráiteas Sábháilteachta seo

Revision Of This Safety Statement

Déanfaidh an Bord Bainistíochta Ghaelscoil Eiscir Riada athbhreithniú rialta de réir taithí agus riachtanais an Acht um Slándáil agus Sláinte agus an tÚdarás Sláinte agus Sábháilteachta.

This statement shall be regularly revised by the Board Of Management of Gaelscoil Eiscir Riada in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Sínithe ar son an Bhoird Bhainistíochta:

Cathaoirleach: _____

Dáta: _____

Príomhoide: _____

Dáta: _____

Oifigeach Sábháilteachta: _____

Dáta: _____

(Ainmneach an B.B.)

Safety Representative: _____

Date: _____

(Nominee of Staff)