

9 Meán Fómhair 2024

Ráiteas Sábháilteachta Scoil Lorcáin

Réamhrá Preface:

1. D'ullmhaigh Bord Bainistíochta Scoil Lorcáin, an "Ráiteas Sábháilteachta" seo, de réir riachtanais an Acht um Shláindáil, Sláinte agus Leas ag obair, 2005.
The Board of Management of Scoil Lorcáin has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 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 mhuintir a chuireann tuismitheoirí na bpáistí ann maidir leis na freagrachtaí atá tugtha acu d'fhoireann na scoile.
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. Is freagracht intreach do gach fostaí scoile agus do bhaill phobal na scoile é "Sláinte agus Sabháilteacht" sa scoil, agus bíonn forairdeall leanúnach riachtanach i gcónaí.
"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 chuid fostaithe ar na socruithe a leanas chun sábháilteacht, sláinte agus leas fostaithe agus oibríthe sa scoil a chosaint.

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.

Tá comhoibriú na bhfostaithe go léir ag teastáil don pholasaí seo. Déanfar athbhreithniú air go bliantúil, i gcomhthéacs taithí, athruithe i riachtanais reachtúla agus athruithe oibríochána. Déanfaidh oifigeach Sábháilteachta an Bhoird iniúchadh Sábháilteachta go bliantúil agus tabharfar tuairisc don fhoireann. Déanfar monatóireacht ar thuairiscí timpistí nó drochshláinte chun cinntiú go gcuirfear aon bheart sábháilteachta i bhfeidhm a ísleoidh na seansanna go dtarlóidh a leithéid arís.

This policy requires the co-operation of all employees. It shall be reviewed annually, 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. 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 Scoil Lorcáin a chinntiú, chomh fada is atá sé réasúnta agus praiticiúil:
The Board of Management of Scoil Lorcáin wishes to ensure that, as far as is reasonably practical:

- Go mbeidh leagan amach, foráil agus cothabháil na scoile sábháilte agus nach mbeidh baol sláinte i gceist leo.

The design, provision and maintenance of all places in the school shall be safe and without risk to health.

- Go mbeidh cead isteach sa scoil agus cead amach sábháilte as aon áit a mbíonn daoine ag obair anseo.
There shall be safe access to and from our school.
- Go bhfeidhmeoidh aon trealamh nó innill go sábháilte. Go ndeiseofar aon trealamh atá as feidhm a luaithe agus is féidir.
Equipment and machinery may be operated safely and all disfunctional equipment and machinery will be mended promptly.
- Go ndéanfar pleanáil, eagrú, gníomhú agus cothabháil ar chórais oibre le go mbeidh siad sábháilte agus nach gcothóidh said fadhb do shláinte.
Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Go ndéanfar stiúradh agus feitheoireacht ar bhaill foirne chomh fada is atá sé reasúnta agus praiticiúil chun sláinte agus sábháilteacht na bhfostaithe a chinntiú.
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.
- Go gcuirfear éadaí cosanta nó a choibhéis ar fáil mar is gá chun sláinte agus sábháilteacht na bhfostaithe a chinntiú.
Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Cloífead le haon phleananna éigeandála agus déanfar athbhreithniú orthu nuair is gá.
Plans for emergencies shall be complied with and revised as necessary.
- Déanfaidh an Bord Bainistíochta athbhreithniú bliantúil ar an ráiteas seo.
This statement will be revised annually by the Board of Management.
- Rachfar i gcomhairle le baill foirne maidir le Sláinte agus Sábháilteacht.
Employees shall be consulted on matters of health and safety.
- Cuirfear modh ar fáil chun go dtoghfaidh na fostaithe ionadaí sábháilteachta.
Provisions shall be made for the election by the employees of a safety representative.

Aithníonn Bord Bainistíochta Scoil Lorcáin go síneann a oibleagáid reachtúil faoin dlí go fostaithe, daltaí, aon duine atá ag déanamh gnó scoile dlisteanach agus don phobal.

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

Glacann an Bord Bainistíochta mar chúram air féin, a chinntiú go gcuirfear le forálacha an Acht um Shláindáil, Sláinte agus Leas ag obair, 2005.

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

Freagrachtaí Fostaithe Duties of Employees:

Tá na freagrahtá a leanas ag gach fostaí agus iad ag obair:

It is the duty of every employee while at work:

- a) Aire réasúnta a thabhairt dá c(h)uid sábháilteachta, sláinte agus leasa féin, agus d'éinne eile a mbeadh tionchar ag a g(h)níomhaíochtaí nó neamhghníomhaíochta orthu agus é/í ag obair.
To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- b) Comhoibriú leis an bhfostóir agus éinne eile chun cinntiú gur féidir lena f(h)ostóir nó éinne eile cloí leis na forálacha reachtúla a bhaineann leo.
To cooperate 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) Aon chosaint atá curtha ar fáil, aon fhearas oiriúnach, éadaí cosanta, áis, trealamh nó rud curtha ar fáil, (is cuma má tá siad le n-úsáid aige/aici féin nó ag daoine eile) a úsáid sa tslí cheart chun a s(h)láinte, s(h)ábháilteacht agus leas a choimeád slán ina p(h)ost.
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) Má tá sé/sí eolach faoi locht in innill, trealamh, áit oibre nó córas oibre, a d'fhéadfadh sábháilteacht, sláinte nó leas a chur i mbaol, é a chur in iúl don Bhord Bainistíochta gan mhoill mhírreasúnta.
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.

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

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.

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

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).

Comhairliúchán agus Eolas Consultation and Information:

Tá sé mar pholasáí ag bord bainistíochta Scoil Lorcáin dul i gcomhairle leis an bhfoireann i gcás iniúchadh sábháilteachta, cóip den Ráiteas Sábháilteachta a bheith ar fáil d'aon bhaill foirne atá agus a bheidh sa scoil, agus aon eolas nó treoracha breise a bhaineann le Sláinte, Sábháilteacht nó leas ag

obair a chur in iúl don fhoireann mar a mbíonn sé ar fáil. Cuirfear sláinte, sabháilteacht agus leas san áireamh i gcómhthéacs traenáil foirne agus pleanáil forbartha.

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

Guaiseanna Hazards:

Roinnfear guaiseanna in dhá chatagóir. Iadsan gur féidir iad a réiteach, déanfar deileáil leo mar ábhar práinne. Na cinn nach féidir iad a réiteach, cuirfear comharthaí soiléire orthu agus cuirfear modhanna imeachta oiriúnacha le chéile chun déileáil leo. Réiteofar gach guais ag braith ar na hacmhainní atá ar fáil agus na cúinsí atá i bhfeidhm.

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

Tine Fire:

Tá sé mar pholasáí ag an mBord Bainistíochta:

It is the policy of the Board:

- (i)** Go gcinnteoidh an Bord Bainistíochta go bhfuil dóthain múchtóirí tine, oiriúnach don suíomh ina bhfuil siad le n-úsáid ar fáil, go bhfuil siad aitheanta agus seirbhís rialta déanta orthu ag comhlacht cáilithe. Beidh treoracha ar gach múchtóir tine maidir lena úsáid. *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)** Go gcinnteoidh ball den fhoireann bhainistíochta go ndéanfar Druil Tine ar a laghad dhá uair sa bhliain, ceann acu sin go luath sa chéad téarma. *A nominated member of the management team will ensure that fire drills shall take place at least twice a year, one of those early in the first term.*
- (iii)** Go mbeidh aon aláram tine marcáilte go soiléir. (Freagracht ar Oifigeach Sábháilteachta an Bhoird). *Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer).*
- (iv)** Go mbeidh fógraí doirse éalaithe agus bealaigh éalaithe sofheicthe. (Freagracht ar Oifigeach Sábháilteachta an Bhoird). *Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Responsibility of Board of Management Safety Officer).*
- (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 gach múinteoir cinntiú go bhfuil an bealach éalaithe óna rang saor ó bhac. *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.*
- (vi)** Go mbeidh Ionad Tionóil roghnaithe taobh amuigh den fhoirgneamh agus ar eolas ag gach ball foirne agus na páistí.

Assembly area is designated outside of the building, and the location specified.

- (vii)** Go mbeidh na fógraí éalaithe marcáilte go soiléir.
Exit signs shall be clearly marked.

(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.

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)** Go mbeidh an ball ainmnithe meánbhainistíochta freagrach as druileanna tine agus modhanna imeachta aslonnaithe
Nominated member of management team shall be responsible for fire drills and evacuation procedures.

- (viii)** Go gcuirfear aon mholtaí a dhéanann Oifigeach Tine i bhfeidhm.
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 guaiseanna a leanas agus ba mhaith linn aird gach éinne a dhíriú orthu.

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) Pasáistí/ urláir fhliucha *Wet corridors*

(02) Seoláin shraoilleacha *Trailing leads*

(03) Ríomhairí *Computers*

(04) Gilitín *Guillotine*

(05)

(06) Clár Fiúsanna *Fuse Board*

(07) Citil Leictreach/ Burcó *Electric kettles/ Burco*

(08) Dréimírí *Ladders*

(09) An iomarca gairbhéil sa chlós *Excess gravel on school yard*

(10) Aonaid agus feistithe atá ag gobadh amach *Protruding units and fittings*

(11) Lomaire faiche agus trealamh garraíodóireachta *Lawnmower plus all garden equipment*

(12) Bealach isteach/éalaithe sa charrchlós *Entrance/Exit of car-park*

(13) Dromchlaí sleamhna ar lá fuar *Icy surfaces on a cold day*

(14) Mataí sa halla agus trealamh corp oideachais eile *Mats in hall plus other P.E. equipment*

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):

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

- (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 ngnáthdhualgaisí. Beidh an

Ráiteas Sábháilteachta seo ar fáil do chonraitheoirí a thagann isteach sa scoil agus beidh orthu cloí leis na coinníollacha atá ann.

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 available to all contractors. Any contractors entering the school shall adhere to its provisions.

- (b)** Caithfear aon ghléasra nó trealamh mar seo a úsáid ag leanúint treoracha agus moltaí an déantóra go beacht. *In addition all such plant and machinery is to be used in strict accordance with the manufacturers instructions and recommendations.*
- (c)** Má bhaineann, cinnteoidh an Bord Bainistíochta go bhfuil traenáil curtha ar fáil do bhaill foirne ar conas innill/gléasra/trealamh áirithe a úsáid. *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 mbeidh cosaint cuí curtha ar ghach inneall agus trealamh leictreach. *All machinery and electrical equipment are fitted with adequate safeguards.*
- (e)** Fógraí Réamhchúraim i leith cúrsaí sábháilteachta le feiscint ag na háiteanna a bhaineann leo. *Precautionary notices, in respect of safety matters are displayed at relevant points.*
- (f)** Caithfear dréimírí a úsáid le cúram agus le cabhair duine eile, más cuí. Ladders shall be use with care, and with the help of a second person where necessary..
- (g)** Seachain úsáid buidéal ghloine i measc daltaí nuair is féidir. Glan suas gloine briste láithreach nuair a fheictear í. *Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.*
- (h)** Cinnteoidh an Bord Bainistíochta go bhfuil na hurláir glan, cothrom, neamhsciarrach agus saor ó scealp. *Board of Management will check that floors are clean, even, non-slip and splinter-proof.*
- (i)** Cinnteoidh an fhoireann go bhfuil an trealamh cruachta go sábháilte agus curtha isteach, i dtreo is nach gcothóidh sé baol, agus go bhfuil an halla fágtha go néata. *Staff 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)** Cinnteoidh an fhoireann go bhfuil mataí Chorp Oideachais agus aon mhataí eile i ndea-chuí. *Check that all PE and other mats are in good condition.*
- (k)** Gnáthamh seiceála bliantiúil le bheith déanta ag an Oifigeach Sábháilteachta, Airíoch agus/ nó Ionadaí Sábháilteachta na Foirne ar throscaín, urláir, fearas, trealamh agus feistis. *An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by Safety Officer and Caretaker and/or Staff Safety Representative.*
- (l)** Cinntigh go bhfuil bíomaí adhmaid, bíní srl saor ó scealp agus slán le n-úsáid. *Check that wooden beams, benches etc. are free from splinters and generally sound.*
- (m)** Cinntigh go bhfuil lámhléim chapaill, bíomaí agus bíní cobhsaí agus nach mbeidh siad ag crith agus iad in úsáid. *Check that vaulting horses, beams and benches are stable and do not wobble when in use.*

- (n)** Cinntigh nach bhfuil aon leac phábhála briste nó míchothrom (Airíoch faoi údarás an bhoird. *Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management).*
- (o)** Cinntigh go bhfuil gach díon, gáitéarlach, píobáin draenála slán agus cothabháilte go maith.(Airíoch). *Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker).*
- (p)** Cinntigh go bhfuil na dúnphoill sábháilte (Airíoch/ Oifigeach Sábháilteachta). *Check that manholes are safe. (Caretaker/Safety Officer).*
- (q)** Cinntigh go bhfuil aon áit súgartha glan agus coinnithe saor ó ghloine sula n-úsáidtear í. (Airíoch agus foireann). *Check that all play areas are kept clean and free from glass before use. (Caretaker and Staff).*
- (r)** Cinntigh go bhfuil soilse ag obair taobh amuigh den fhoirgneamh agus go bhfuil dóthain solais ann. (Airíoch agus Oifigeach Sábháilteachta). *Check that outside lighting works and is sufficient. (Caretaker/ Safety Officer).*
- (s)** Cinntigh go bhfuil aon ábhar tógála, trealamh cothábhála an airitheora agus stórais a coinnítear lasmuigh stóráilte go daingean. (Oifigeach Sábháilteachta agus Airíoch). *Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely. (Safety Officer and Caretaker).*
- (t)** Cinntigh go bhfuil aon bhruscar bainte ón bhfoirgneamh gach lá agus go bhfuil sé stóráilte go cúramach lasmuigh. (Airíoch/ Glantóirí). *Check that refuse is removed from building each day and is carefully stored outside. (Cleaners/Caretaker).*

Guaiseanna Leanúnacha Constant Hazards:

Inneallra, trealamh cistine, fearas leictreach.

Is é polasaí an Bhord Bainistíochta nach n-úsáidfidh ach daoine inniúla agus daoine údaráithe aon inneallra, trealamh cistine nó fearas leictreach. Déanfar scrúdú cothábhála ar threalamh den tsaghas seo.

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 maintenance checks.

Fearas Leictreach Electrical Appliances:

Sula n-úsáidfeadh aon ghléas ba chóir don úsáideoir cinntiú go bhfuil: . *Before using any appliance, the user should ensure that:*

- Aon chosaint sábháilteachta a bhíonn mar ghnáth chuid d'aon ghléas ag obair. *All safety guards, which are a normal part of the appliance, are in working order.*

- Aon chábla soláthar leictreachais slán agus nach bhfuil sé gearrtha nó briste. *Power supply cables/leads are intact and free of cuts or abrasions.*
- Aon ghléasra nach bhfuil in úsáid díphlugáilte. *Appliances are unplugged when not in use.*
- Barr plugaí fiúis oiriúnach nach bhfuil damáiste déanta dóibh in úsáid. *Suitable undamaged fused plug tops are used and fitted with the correct fuse.*
- Treoirínte an Údaráis Sláinte agus Sábháilteachta á leanúint. *Guidelines issued by the Health and Safety Authority are followed.*

Ceimicí *Chemicals:*

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

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 secure area, and protection provided to be used when handling them (Secretary/Cleaner/Principal where appropriate).

Drugaí agus Cógas *Drugs And Medication:*

Is é polasaí an Bhoird ná go gcoinnítear aon drugaí nó leigheas go slán agus nach n-úsáidfidh ach daoine traenáilte agus údaraithe iad. Féach Polasaí Chógas Leighis.

It is the policy of the Board of Management of Gaelscoil Na Giúise that all drugs, medications, etc be kept securely and used only by trained and authorised personnel. See Medicine Policy.

Leas *Welfare:*

Chun leas leantach na bpáistí a chinntiú, tá leithris ar fáil. Tá seomra foirne curtha ar fáil áit ar féidir briseadh caifé nó lón a thógáil. Caithfidh an fhoireann comhoibriú chun caighdeán ard sláinteachais a choinneáil san áit seo. *To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom is provided, where tea and lunch breaks may be taken. Staff will cooperate in maintaining a high standard of hygiene in this area.*

Caithfear ard-chaighdeán sláinteachais a bhaint amach an t-am ar fad. Caithfidh dóthain saoráidí diúscairt dramhaíola a bheith ar fáil. Caithfear soláthar cúí d'uisce te agus fuar, tuáillí, gallúnach agus diúscairt sláintíoch a bheith ar fáil. *A high standard of hygiene must be maintained 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.*

Cuirtear i gcuimhne do bhaill foirne agus do dhaltá *Members of staff and students are reminded:*

- (a) Má tá duine faoi mhaoirsiú dochtúra nó ar leigheas a ordaíodh, agus go bhfuil teastas acu chun fillleadh ar an obair, ba chóir dóibh an scoil a chur ar an eolas faoi fho-iarmhairtí ar bith atá ar

eolas acu nó aon mhíchumas fhisiciúil shealadach a d'fhéadfadh cur 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. *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)** Níl cead ag baill foirne ná daltaí bheith ar láithreán na scoile nó dualgaisí a chomhlíonadh má bhíonn siad faoi thionchar drugaí neamhcheadaithe nó alcól. Má bhíonn duine sa chás seo, féadfar gníomhú smachtaithe a dhéanamh orthu. *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.*

Urláir snasta go hard *Highly Polished Floors:*

Is é polasaí an Bhoird 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 i rith am scoile. Díritear aird ar an fhéidearthacht go bhféadfadh éifeacht a bheith ag sioc ar urláir lasmuigh, dromchlaí agus cainéil draenála i rith aimsir fuar. *It is the policy of the Board of Management 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 substantially wet during the school day, 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.*

Caitheamh Tobac *Smoking:*

Is é polasaí an Bhoird go bhfuil cosc iomlán ar chaitheamh tobac chun guais chaitheamh fulangach tobac a sheachaint do bhaill foirne agus do dhaltaí. *It is the policy of the Board of Management that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.*

Gloine Bhriste *Broken Glass:*

Déanfaidh an Bord Bainistíochta íoslaghdú ar ghuais ghloine bhriste. Iarrtar ar bhaill foirne aon ghloine bhriste a thuairsciú don Phríomhoide/Airíoch chun gur féidir é a bhaint ar an bpointe nó í a bhaint go sábháilte iad féin. *The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed or to remove it safely themselves.*

Galair Ionfhabhtaíochta *Infectious Diseases:*

Is é polasaí an Bhoird go gcuirfear galair ionfhabhtaíochta in iúl do na húdarais chuí, agus go leanfar na céimeanna cuí chun sábháilteacht na foirne agus na ndaltaí a chinntiú ó ghalair. Déanfaidh an Bord Bainistíochta gach iarracht an baol a íoslaghdú tré chloí leis na prionsabail mhaithe a bhaineann le

glaineacht, sláinteachas agus díghalrú, agus cuirtear lámhainní aon uaire ar fáil le húsáid d'aon fhorchur garchabhrach, tascanna glantacháin srl. Cuirfear dóthain uisce, gallúnach agus saoráid ar fáil, chun fáil réidh le dramhaíl go sábháilte. *It is the policy of the Board of Management that infectious diseases shall be notified as advised and steps taken to ensure the safety of staff and students. 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 with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.*

Garchabhair **First Aid**:

(1) Alt ó Niamh ag sonrú fearas garchabhrach is rl. Tuairisc ar thimistí do pháistí ar Aladdin. Fearas garchabhrach, am lóin is rl.

(2) Caithfear gach eachtra shuntasach, d'fhostaithe, do dhuine ón bpobal ginearálta, a thuairisciú ar an bpointe. Tá sé riachtanach chun monatóireacht a dhéanamh ar fhorbairt caighdeán sabháilteachta, agus chun cinntiú go dtugtar aire míochaine cuí nuair a bhíonn sé ag teastáil. Coinnítear Filleán Tuairiscí ar Thimpistí go leictreonach chun aon timpistí nó eachtraí suntasacha a chlárú ann. *All substantial incidents, whether to employees or to members of the public must be recorded in the digital folder. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.*

Cinntoidh bal foirne ainmnihte - Niamh Uí Chroidheáin - go mbeidh fearas oiriúnach garchabhrach, sa scoil agus ar fáil do bhaill foirne ag aon am leis na rudaí seo a leanas ann: *A nominated staff member - Niamh Uí Chroidheáin - will see that there will be maintained in the school first aid supplies available to staff at all times containing:*

- Bindealáin rolláin bhig. *Small roller bandages*
- Bindealáin rolláin mhóir. *Large roller bandages*
- Bindealáin bheaga leaisteacha. *Small conforming bandages*
- Bindealáin mhóra leaisteacha. *Large conforming bandages*
- Siosúr. *Scissors*
- Maipíní uige. *Gauze swabs*
- Bindealáin triantánacha. *Triangular bandages*
- Téip hiopailléirgineach. *Hypoallergenic tape*
- Pillíní steiriúla. *Sterile pads*
- Greimlín uisce dhíonach. *Waterproof plasters*
- Bindealáin mhéire agus forchuradóirí. *Finger bandages and applicators*
- Ciarsúir antaiseipteacha. *Sterile Wipes*
- Pionsúirín. *Tweezers*
- Cóirithe Steiriúla le bindealáin. *Sterile dressings with bandages*
- Bioráin dúnta. *Safety Pins*
- Lámhainní máinliachta. *Surgical Gloves*
- Pacáiste oighir meandrach. *Instant ice-packs*
- Éadach le cuir timpeall ar phacáiste oighir. *Cloths to put around ice-packs*
- Glóthach fuaraithe do dhó. *Cooling Jel for burns*
- Pacáistí oighir cheimiceacha. *Instant Ice-packs*

N.B. Leigheas éigeandála: féach polasaí ar leith.

Caithear lámhainní indiúscartha a úsáid i gcónaí nuair a bhíonn garchabhair á riaradh. *Disposable gloves must be used at all times when administering First Aid.*

Bealach isteach chuig na scoile *Access To School:*

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. Cuirfear cóip de Ráiteas Sábháilteachta na scoile ar fáil agus dó/di agus beidh air/uirthe glacadh leis na forálacha ann. *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. A copy of the safety statement applying to the school will be made available and shall agree to its provisions.*

Fad is atá obair ar siúl, déanfar gach iarracht fuaim a sheachaint i rith uaireanta scoile agus 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. *While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.*

Ag Bailiú Páistí *Collecting Children:*

- (1) Ar mhaithe le sábháilteacht a chinntiú, beidh ar thuismitheoirí/ chaomhnóirí/ chúramóirí géilleadh d'aon fhógraí ar shuíomh na scoile. *All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.*
- (2) Moltar do thiománaithe tiomáint go mall taobh amuigh den scoil nuair a bhíonn siad ag bailiú páistí agus iarraidh oraibh gan tiomáint ar an stráice bóthair lasmuigh de na príomhghheataí. *Drivers are advised to drive slowly outside the school when collecting children and asked to avoid driving on the stretch of road outside the main gates.*
- (3) Má tá páiste le bailiú roimh dheireadh an lae, is ceart don duine atá ag bailiú dul chuig Oifig na Scoile. *Parents/guardians who collect a child before the end of the school day should present to Oifig na Scoile.*

Bileog faoi Chleachtais Oibre Sábháilte *Safe Practice Sheet:*

- (1) Beidh ar ghlantóirí lámhainní a chaitheamh nuair a bhíonn siad ag déanamh fáisceadh ar mhapaí fliucha agus nuair a láimhseálann siad glantaigh chun deirmitéas a chosc. *Cleaners*

must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.

- (2)** Tá doras an seomra glantacháin thuas staighre le bheith faoi ghlas nuair nach bhfuil sé in úsáid.. *The cleaning room upstairs should be locked when not in use..*
- (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. *Teachers/ members of staff are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.*
- (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. *The Caretakers must wear protective eye coverings when using trimmers, electric or mechanical hedge clippers or other such equipment.*
- (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. *The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.*
- (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. *Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.*
- (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. *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)** 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 tosnaithe ag fearas leictreach. Tá na baill foirne ar an eolas faoi seo. *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)** Ba chóir d'fhostaithe 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. *Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.*
- (10)** Níl cead ag fostaithe seasamh ar chathaoireacha atá ar bhoird nuair a bhíonn siad ag athrú bolgáin, ag dustáil srl... *Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...*
- (11)** Tá dualgas ar fhostaithe insint don Phríomhoide faoi threalamh éalangach. *Employees should report defective equipment to the Principal.*
- (12)** Iarrtar ar fhostaithe tuairisciú muna mbailítear bruscar. *Employees report incidences of uncollected refuse.*

(13) 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... *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...*

(14) Níl cead ag an bhfoireann múinteoireachta nó aon fhostaithe eile siúl thart le cupáin/mugaí gan chlaibíní le deochanna te iontu. Ba cheart don fhoireann cupán le clúdach orthu a úsáid. *Teaching Staff or other employees must not walk about with cups/mugs of hot drinks. Special Cups with lids must be used at all times.*

An tAiríoch agus Sábháilteacht:

(1)

(2) Beidh ar an Airíoch bheith ar an eolas faoi aon threalamh rialúcháin tine (múchtóirí tine púdar tirim san áireamh) agus conas iad a úsáid.

(3) Nuair a ghearrann sé féar, fáil nó nuair a bhaineann sé fiailí, ní féidir leis iad a fhágáil ina luí aon áit a chothódh said contúirt do dhaoine.

(4) Cinnteoidh sé go bhfuil an bealach amach ag doirse éalaithe (EXIT) fágtha glan.

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

(6) Scrúdóidh sé na soilse éigeandala go rialta.

(7) Beidh sé ag faire do chúinsí baoid agus réiteoidh sé lochtanna nó cuirfidh sé an Príomhoide ar an eolas fúthu.

(8) Coinneoidh sé caoi mhaith ar an gclós agus ar an ngairdín.

(9) Beidh eolas aige ar **Ráiteas Slándála** na scoile agus go háirithe aon chuid a bhaineann lena phost féin.

Tá an tOifigeach Sábháilteachta agus ball foirne ainmnithe freagrach as **Sabháilteacht Dóiteáin**. Cinnteoidh sé/sí: *The Safety Officer and a nominated member of staff are responsible for **Fire Safety**. S/he organises;*

(a) **Druil Tine** ar a laghad dhá uair sa bhliain. *Fire Drill at least twice a year.*

(b) Cinntíonn sé/sí go bhfuil an **Córas Alaraim Dóiteáin** agus na **Múchtóirí Tine** ag obair i gceart. *Sees that the **Fire Alarm System** and **Fire Extinguishers** are in working order.*

(c) Coinníonn sé/sí cuntas de Dhruileanna Tine. *Records the events of Fire Drills.*

(d) Tá an Plean **Eagraíochta Druil Tine** a leanas ullmhaithe aige/aici tar éis dul i gcomhairle leis an bhfoireann múinteoireachta. *She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.*

Eagrúchán do Dhruil Tine *Fire Drill Organisation*

01: _____ Pointe Tionóil *Assembly Point*: Sa Chlós Mór/ In the Clós Mór.

02: Foláireamh Druil Tine *Fire Drill Warning:* Nuair a bhuaileann an cloigín tine, ba chóir go mbeadh **ciúnas** sa rang nó cibé áit ina bhfuil tú. *When fire bell sounds there should be **silence** in the classroom, or wherever you are.*

03: Aslonnú *Evacuation:* 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. Déanann an múinteoir cinnte de go bhfuil na leithrisí folamh. Bíonn ar an múinteoir an liosta ranga atá ag an doras a thabhairt léi/ leis. *The teacher is **in sole charge** of his/her own class. Class exits **in single file** in **silence**. Teacher checks the toilets are empty. Teacher leaves last, making sure all windows and doors are closed. Teacher should bring **the class list**.*

04:

Rólanna *Roles*

1. Múinteoirí Ranga: Freagrach as a ranganna a thabhairt go ciúin, sábhailte go dtí an clós. *Class teachers: Responsible for bringing their classes quietly and safely to the yard.*
2. 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.
3. Rúnaí: Glaoch le bheith curtha ar Oifig Dóiteáin/ADT. *Secretary: Call the Fire Brigade/ADT.*
4. Fanann gach éinne taobh amuigh ar an gcosán go dtí go dtugtar treoracha. *Everyone stays out in the yard until further directions are given.*

Bealaigh éalaithe *Exit Routes:*

De réir mar atá leagtha amach do gach rang agus seomra eile.

As laid out for each classroom and other rooms.

(1) Soilse Éigeandála agus Comharthaí Éalaithe: *Emergency Lighting and Exit Signs:*

Ag tús aon cheolchoirm nó cruinnithe móra, nó aon am a bhfuil slua bailithe le chéile ss Halla , cinntíonn duine den lucht eagraithe, go bhfuil daoine ar an eolas faoi na háiteanna a bhfuil na bealaí éalaithe. *At the beginning of concerts, large meetings or whenever crowds are assembled in the large classroom one of the organisers ensures that attention is drawn to the location of means of escape.*

(1) Hiodrant dóiteáin seachtrach agus Soláthar Uisce:

Tá comhartha soiléir **(H)** ar na hiodraint dóiteáin agus tá siad lonnaithe os comhair na scoile.???

(2) Suíomh na múchtóirí tine *Location of Fire Extinguishers: ??? le ceartú*

- (1) Cistin: Púdar tirim feilliúnach le húsáid ar fhearas leictreach. *Kitchen: Dry Powder suitable for use on electric equipment.*

(2) Sna pasáistí. *In the passageways :*

(3) Sa Halla. *The Hall:*

(4) Sa phasáiste in aice leis na leithris. *In the corridor by the toilets:*

(5) Sa phasáiste in aice leis an bpríomhdhoras. *In the corridor by the maindoor*

(6) *All Classrooms:*

There is a Fire Point Inside each External Door

Ag glanadh na Scoile (Sláinteachas) *Cleaning the School (Hygiene):*

Tá glanadh na n-urlár, dustáil, glanadh na limistéar fliucha, doirtíl, leithris srl le déanamh go laethúil na laethanta a mbíonn scoil ar siúl. *The cleaners clean the school on a daily basis 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. *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.*

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 mbriogáid dóiteáin (otharcarr srl, 999 nó 112) más gá. *Ancillary staff should be aware of the location of the Fire Extinguishers and know how to use them and aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.*

Guaiseacha *Hazards*

Ag aithint áiteanna contúirteacha do Pháistí. *Identifying Hazardous Areas for Children:*

(a) Seomra an airígh. *The Caretaker’s room*

(b) Seomraí na nglantóirí. *The Cleaners’ Rooms*

(c) An Chistin/Seomra Foirne. *The Kitchen/Staffroom*

(d) An Carrchlós. *The Car Park*

Réamhchúraimí *Precautions*:

- 1: Tá na ceithre áit thuas luaite go hiomlán toirmiscithe do pháistí ag aon am ach amháin má bhíonn siad in éineacht le múinteoir. *Those four areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.*
- 2: Coinneofar seomraí na nglantóirí agus seomra an Airígh faoi ghlas nuair nach bhfuil siad in úsáid. *The Cleaners' Rooms and the Caretakers' Room shall be kept locked except when in use.*
- 3: Beidh trealamh garchabhrach ar fáil in Oifig an Rúnaí agus sna seomraí ranga. *First Aid Equipment will be available in the Secretary's office and in the classroom.*
- 4: Níl cead ag páistí aon trealamh leictreach a phlugaíl isteach nó amach m.sh. citeal, teilifís, folús glantóra, ríomhairí, raidio srl. *Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, T.V., hoover, computers, radios etc.*
- 5: Táthar ag súil go mbeidh múinteoirí agus fostaithe eile na scoile aireach an t-am ar fad, agus go dtuairisceoidh siad aon ghuaiseacha a thugann siad faoi deara ar shuíomh na scoile don phríomhoide, príomhoide tánaisteach nó ionadaí sábhailteachta- i seomraí, pasáistí, leithris, clós, páirc srl. *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: Tá an Príomhoide tar éis iarraidh ar an airíoch aon ghuaiseacha a thugann sé faoi deara nó a insítear dó a shocrú chomh luath agus is féidir. *The Caretaker has been asked by the Principal to remedy such hazards **as soon as possible** 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 ar an bhfoireann tánaisteach (Airíoch, rúnaí, glantóirí) **Seiceáil Rialta Sábhailteachta** a dhéanamh ar a ranganna agus/nó láthair oibre, agus gníomhú ceartúcháin láithreach a dhéanamh nó a lorg.

Tá na háiteanna a leanas **srianta** ar pháistí. *The **restricted areas** in our school are as follows:*

Seomra an Ghlantóra, seomra 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, carrchlósí. 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. *The cleaner's room, the caretaker's room, the interior of the school during break/lunch times – rooms, corridors, toilets (except with permission), car parking areas and all lawns, 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.

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 ar bhealach oiriúnach. Iarrtar ar mhúinteoirí traenáil a dhéanamh ar a ndaltaí i gcleachtais mhaithe sláinteachais agus dea-bhéasaí. Iarrtar ar an bhfoireann idir mhúinteoirí agus fhoireann tánaisteach bheith an-aireach agus an Príomhoide a chuir ar an eolas faoi aon ghníomhaíocht choigeartaitheach atá de dhíth. **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 dealt with appropriately. 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.**

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 phobal na scoile. *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:** 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. Beidh múinteoirí airdeallach faoin leibhéal sábhailteachta atá ag teastáil agus cuirfidh sé/sí an Príomhoide ar an eolas faoi aon ghníomhaíocht cheartaithe ag teastáil. *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 on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.*
- 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 sabhailteacht féin agus sábhailteacht daoine eile. *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:** Áiteanna srianta - luaite cheana. *Restricted areas – mentioned previously.*
- 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. *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:** Druil Tine. *Fire Drill*

6: Garchabhair

Is **daoine gairmiúla** ár múinteoirí agus ár gcuntóirí agus tá siad **traenáilte** chun gníomhaíochtaí grúpa a stiúradh. Is daoine tiománta 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. *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.*

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 Niamh Uí Chroidheáin i bhfeighil ar threalamh garchabhrach. *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. Niamh Uí Chroidheáin is in charge of First Aid Equipment.*

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 an dualgas cúram leighis a shocrú. Munar féidir teacht ar na tuismitheoirí/caomhnóirí, lorgóidh an fhoireann, cabhair más gá nó tabharfaidh siad an páiste gortaithe go dtí dochtúir áitiúil. Is é polasaí na scoile glaoch a chuir ar thuismitheoirí má fhaigheann páiste buile ar a c(h)eann. *It is **school policy to hand the care of an injured child** as soon as possible to f the parents or guardians whose responsibility it is to arrange medical carec. If the parents/guardians cannot be contacted the school Principal, Fionnuala, 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. It is school policy to call parents whenever a child gets a bang on the head.*

Ionadaí Sábháilteachta Foirne *The Staff's Safety Representative:*

De réir rannóg 13 (3) den Acht um Slándáil, Sláinte agus Leas ag obair, 2005, ar bhonn bliantúil roghnaíonn an fhoireann **Ionadaí Sábháilteachta** Rachaidh an tIonadaí Sabháilteachta seo i gcomhairle leis an bPríomhoide nó an Bord Bainistíochta de bhun na rannóige seo. Do ????? is é _____ an tIonadaí Sábháilteachta. *In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the staff, 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. _____ is the **Safety Representative** for ?????.*

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 mar thosaíocht acu, an Ráiteas Sábháilteachta seo le chéile tar éis breithniúchán cúramach. 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 careful consideration, by the members of a staff who hold 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 Classroom and Internal Rules

- 01:** Lean aon treoracha a thugann múinteoirí agus/nó an Príomhoide i gcónaí. *Follow instructions given by Teachers and/or Principal, at all times.*
- 02:**
- 01:** Suigh ar chathaoireacha i gceart, leis na ceithre chos ar an urlár. *Sit properly on chairs, all four legs on the floor.*
- 02:** Málaí scoile faoi na boird, nó ag áit aitheanta ag an múinteoir, stóráilte go néata (go háirithe i seomraí na Naíonán). *School bags under tables, neatly stored (especially in Infant classes).*
- 03:** Coinnigh siúl bhealaigh glan sna seomraí ranga. *Walk ways in classrooms must be kept clear.*
- 04:** Croch cótaí, seaicéid, málaí spóirt srl ar na crochadáin curtha ar fáil. *Hang all coats, jackets, gear bags etc on hooks provided.*
- 05:** 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. *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.*
- 06:** Caithfear aon fhearas ranga nó corp oideachais a úsáid de réir threoracha an mhúinteora. *Use all classroom and P.E. equipment, according to teacher's instructions.*
- 03:**
- 07:** Má tá daltaí sa halla i rith am sosa nó am lóin, caithfidh siad suí agus súgradh ar mhataí nó suí ar bhínsí. *During wet days, pupils must sit during small break and/or lunch break- no moving around room allowed without permission.*
- 08:** Ná dún doras go garbh/láidir- bí aireach faoi dhaoine eile. *Never bang a door closed – be mindful of others.*
- 09:** Siúil i gcónaí is tú ag bogadh thart sa scoil, **ná rith riamh.** *When moving around the school, always walk, never run.*

- 10:** Siúil ar thaobh na lámhe clé sna pasáistí. *Walk on the left hand side of the corridors.*
- 11:** Bí ag faire amach is tú ag dul thart- ná bí ag féachaint taobh thiar díot is tú ag siúl. *Watch where you are going – don't look behind you while walking.*
- 12:** Bí aireach faoi do shábháilteacht agus sábháilteacht daoine eile i gcónaí- daltaí níos óige agus níos lú ach go háirithe. *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.
- 02:** Na bíodh rialóirí nó aon uirlisí dainséaracha eile i lámha na ndaltaí.
- 03:** Grúpaí réamh-eagraithe do ghníomhaíochtaí sula bhfágann an múinteoir an rang.
- 04:** Suigh síos i gceart- ceithre chos na cathaoireacha ar an urlár i gcónaí.

Rialacha Clóis

- 01:** Imir go sábháilte. *Play safely.*
- 01:** Fan sa limistéar ainmnithe sa chlós.
- 02:** Ná téigh isteach sa scoil gan cead.
- 03:** Inis aon fhadhbanna/eachtraí do na múinteoirí ata ag feighlíocht ar an gclós.
- 04:** Ná dean luascadh ar aon seastán cispheile.
- 05:** Ná tarraing as cótaí/cochaill.
- 06:** Ná caith eadaí, hataí, bróga, clocha srl.
- 07:** Má théann liathróid amach as an gclós caithfear é a insint don mhúinteoir ar dhualgas clóis.
Ná téigh amach chun an bréagán a fháil.

Measúnú Riosca Covid 19
Scoil Lorcáin
2021 - 2022

Plean Freagartha Covid19
Scoile i bhfeidhm i gcomhréir le
treoir na Roinne Oideachais
agus an Prótacal um Fhilleadh
ar an Obair go Sábháilte agus
comhairle sláinte poiblí

Bearta	Leibhéal Riosca A = Ard, B – Meánach, C = Íseal.	Duine Freagrach/ Daoine Freagracha	Stádas A - Déanta, B - Á dhéanamh, C -Le déanamh, D - leanúnach
Cloígh le treoir sláinte poiblí ó FSS maidir le sláinteachas agus béasaíocht riospráide	A	Pobal uile na scoile	D
Comhlánaigh Ráiteas Beartais COVID-19 na Scoile	B	Colmán Ó Drisceoil	A, D
Foirmeacha um Fhilleadh ar an Obair faighte agus léite	C	Colmán Ó Drisceoil	A
Tabhair faoi oiliúint ionduchtúcháin	A	Foireann Mheánbhainistíocht a	A
Conas déileáil le cás amhrasta	A	Múinteoirí uile, CRsanna uile agus Runaí.	A, D.

Ionadaí Oibrithe Roghnaithe	B	Bord Bainistíochta, Príomhoide	A, Mait Ó Briain
Leas-Ionadaí Oibrithe Roghnaithe	C	Bord Bainistíochta	
Scaradh fisiciúil	A	Foireann agus daltaí, faoi stiúir Cholmáin Uí Dhrisceoil	A, D
Déan cúram do dhaltaí agus d'fhoireann a bhfuil sainriachtanais leighis acu	A	Daltaí - Niamh Uí Chroidheáin, Foireann - Gráinne Uí Lúing	A, D
Coinnigh loga de bhaill foirne, scoláirí agus cuairteoirí	A	Daltaí - múinteoirí ranga, Baill Foirne agus Cuairteoirí - Caitriona Mhic Leannáin	A, D
Plean Teachta agus Imeachta i bhfeidhm	A	Comhchoiste	A, D

Glanadh doimhin roimh athoscailt agus laethúil ina dhiaidh sin.	A	Eva Ní Mháirtín, Gráinne Uí Lúing, Bord Bainistíochta	A, D
Póstaeir agus comharthaíocht oiriúnach crochta	B	Róisín Ní Mhuineacháin	A, D

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

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

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

05: *No swinging off basketball stands.*

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

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

08: *If a toy goes out of the yard car-park or the teacher on yard duty must be told. **Do not** go out after the toy.*

09: **"Yard Out of Bounds" areas:**

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

Polasaí daingnithe ar an

Dáta: 9 Meán Fómhair 2024

Síniú an Chathaoirligh