



Gaelscoil Chill Dara

An Bóthar Glas, An Currach, Co. Chill Dara, Éire.

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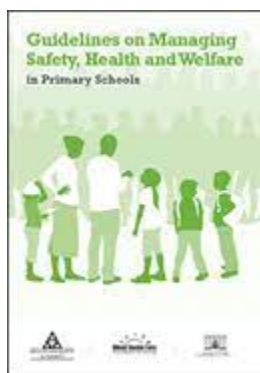
Uimhir Rolla: 20023A

www.gaelscoilchilldara.com



HEALTH, SAFETY AND WELFARE STATEMENT [2022]

Reassessed with reference to Guidelines on managing Safety Health and Welfare in Primary schools . [Here](#)



Introduction

Reasoning, policy, affirmation and scope

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Introduction

1. Link with Mission Statement

This policy was developed in relation to our Mission Statement:

Gaelscoil Chill Dara (GSCD) is a catholic, non-fee paying primary school which is as a central component of the Irish speaking community. Our school provides excellent education to aid students discover and develop their individual talents in conjunction with their parents. We are a school which welcomes students from different backgrounds which empathise with our vision, our spirit and our philosophy. Growing, developing and learning together through Irish.

2. Reasoning

What is involved with a safety and health management system in the school environment, is a continual process of which the aim is to continually improve the way in which safety is managed in school. This lies in with all management of the school and encompasses the school structure, planning actions, practices, procedures and resources to develop, implement, reassess and maintain safety, health and welfare of the school.

In this document the Safety Health and Welfare policy is laid out of:

Ghaelscoil Chill Dara

Uimhir Rolla 20023A

It is our objective to make every effort to keep the working environment of the school safe for our children and employees, and to fulfil our duty to contractors and the public that our operations can make a difference for them. The successful application of this policy demands co operation of the whole staff. Due to this, it is important that this document is read carefully and that everyone understands their particular role, and all components relative to health and safety in Gaelscoil Chill Dara.

It is planned to review this statement yearly, relative to evidence and developments in Gaelscoil Chill Dara. Staff and others are invited to make suggestions to improve the statement.

3. Affirmation of Policy

It is the duty of the Board of Management of Gaelscoil Chill Dara under the Health and Safety Statement at work (2005) as an employer, to ensure a safe and healthy school environment for employees, students and visitors to the school.

Contained within this role:

- Management of health and safety at work;
- Management and organisation of the code of work to achieve these aims.
- Develop procedures when necessary to achieve these aims.

The Board accepts to undertake its every reasonable and practical duty the probability that an accident could happen and to lessen the damage in the case that it happens.

In the same manner, employees (teaching and non teaching) are, according to the 2005 Act, to cooperate with the employer so the safety policy is implemented appropriately. Teachers must accept care of their students and as employees there are legal obligations on them also under the 2005 Act. In the same manner, there are legal obligations on the ancillary staff, caretaker staff and support staff, according to the 2005 Act.

Under the Act also, employees are demanded to take reasonable care for their own safety, and the safety of others that their action or lack thereof effects; that they cooperate with their employer; and that they use the equipment that is provided for them.

1. The Board of management of Gaelscoil Chill Dara are driven to manage all actions of the school to ensure the health safety and welfare of the children and visitors
2. Our aim is to manage health and safety in a comprehensive and proactive manner to eliminate many of the potential hazards that may influence dangerous or unsafe incidents
3. Safety at work is an inherent part of operations at Gaelscoil Chill Dara.
4. The statutory obligations are the minimum standard that are laid out in the Safety Statement. It is our aim to achieve higher standards.
5. Advice is sought of employees in due time, to recognise hazards, to make a risk assessment, to organise training, to review as well as reviewing methods of work and every aspect of work that is relevant to Health Safety and Welfare at work
6. If it is found that an employee is responsible for neglect in any aspect of health and safety, or at fault in an incident through personal neglect, they will be subject to disciplinary action
7. The staff may choose a safety officer to facilitate complete advice between employees and management to ensure that every employee can get the utmost level of safety.
8. Continuous review is done on the Safety Statement and the risk assessment, with advice from the safety officer, and edits are made as necessary
9. Sufficient training will be provided to employees at every level regardless of where they are employed, on conditions of health, safety and welfare aspects of

their work to ensure their knowledge on hazards that may happen and the policies to master them.

10. All Employees will work together with the employer to prevent danger to themselves and others. Positive circumstances can't happen without active cooperation of all employees.

Note: It is of significance that all teachers on both permanent and temporary contracts, the administration staff and all SNAs as 'employees' under the system of Health safety and Welfare.

4. Range of this policy

This Health and Safety policy covers some of the preparation that is relevant to the Safety Statement as demanded of paragraph 20 of the Act 2005. It is a document that covers the affirmation of the Board of Management to guarantee safety, health and welfare in nGaelscoil Chill Dara.

Tá an beartas seo le léamh agus le léirmhíniú ina iomláine agus feidhmíonn sé laistigh de chreat chomhbheartais na scoile. Feidhmíonn an beartas freisin laistigh de chreat reachtaíochta agus cuirtear an reachtaíocht seo a leanas san áireamh ann:

- ∅ An tAcht Oideachais, 1998
- ∅ An tAcht Oideachais (Leas), 2000
- ∅ An tAcht um Stádas Comhionann, 2000
- ∅ An tAcht Comhionannais, 2004
- ∅ Na hAchtanna um Rialú Foirgníochta, 1990 agus 2007.
- ∅ An tAcht um Dhliteanas Sibhialta agus Cúirteanna, 2004
- ∅ Na hAchtanna Seirbhísí Dóiteáin, 1981 agus 2003.
- ∅ An tAcht um Dhliteanas Áititheoirí, 1995
- ∅ Na Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Oibreáin Cheimiceacha) 2001
- ∅ An tAcht um Shábháilteacht, Sláinte agus Leas ag an Obair, 2005
- ∅ Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Feidhm Ghinearálta) 2001
- ∅ Cód Cleachtais 2007 maidir leis na Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Oibreáin Cheimiceacha) 2001

5. Glossary from Guidelines on Managing Health, Safety and Welfare in primary schools www.hse.ie

The following glossary provides brief explanations of some of the terms used in these Guidelines.

Accident

An accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury.

Accident Prevention

The application of measures designed to reduce accidents or accident potential within a system, organisation or activity. An accident prevention program is one which aims to avoid injury to personnel and/or damage to property.

Accident report (Incident Report Form (IR1))

A form approved under the Safety, Health and Welfare at Work (General Application) Regulations, and is the only form that may be used to report accidents to the Health and Safety Authority. The Health and Safety Authority encourage all employers to report accidents using Form IR1 on-line at www.hsa.ie.

Audit

In the context of safety and health management, an audit is a structured process of collecting independent information on the efficiency, effectiveness and reliability of the overall safety, health and welfare management system as well as the drawing up of plans for collective action.

Biological Hazard

A hazard that pertains to life organisms, including such things as viruses and toxic materials that living things produce, such as animals and bacteria in drinking water.

Bullying

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An

isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a onceoff incident is not considered to be bullying.

Chemical Hazard

A non-living hazard that results from substances, including solids, liquids or vapours that could potentially interact. Some chemicals can damage the human body if inhaled, ingested or absorbed, e.g. chemicals with lead, alcohol and hydrocarbons.

Compliance/Controls/Control Measures

The precautions taken to minimise or eliminate risks as a result of the risk assessment.

Competent person

Section 2(2) of the 2005 Act specifies that “a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.”

Continuous Improvement

This refers to the process of enhancing the safety, health and welfare management system in the school in order to achieve improvements as identified in the risk assessments.

Dangerous Occurrence

A dangerous occurrence is an unplanned event or sequence of events that do not have actual consequences but that could, under slightly different circumstances, have unwanted and unintended effects on people’s safety and health, on property, on the environment or on legal or regulatory compliance. Dangerous occurrences must be reported to the Health and Safety Authority on the IR3 form.

Examples of dangerous occurrences are:

- (a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of work equipment,
- (b) the collapse or partial collapse of any building or structure under construction or in use as a place of work,
- (c) the uncontrolled or accidental release, the escape or the ignition of any substance,
- (d) a fire involving any substance, or

(e) any unintentional ignition or explosion of explosives.

Dangerous Substance (see Hazardous Substance)

Emergency Planning

The act of putting together an overall plan and developing it for response to emergency situations involving workers and equipment.

Employees/Staff

For ease of reading the word ‘employee’ has been replaced with the word ‘staff’ in many instances. Where the word ‘employee’ is mentioned the reader can interpret this to mean ‘staff’.

Engineering Controls

Engineering controls are the use of physical measures to minimise workplace hazards, e.g. extraction at source by local exhaust ventilation, guarding of moving parts of machinery.

Ergonomics

“Ergonomics applies information about human behaviour, abilities and limitations and other characteristics to the design of tools, machines, tasks, jobs and environments for productive, safe, comfortable and effective human use.” (McCormick and Saunders 1993).

The objective is to achieve the best possible match between the job and the worker. Ergonomics is the science of fitting the job to the worker.

Hazard

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, piece of equipment or a work method or practice.

Hazard Identification

This is the process of identifying situations or events that could give rise to the potential of injury or of harm to the health of a person.

Hazardous Substance

A hazardous substance is something that has the potential to cause harm. Such substances include those:

- brought directly into the workplace and handled, stored and used for processing, e.g. solvents, cleaning agents, glues, resins, paints;**

- generated by a process or work activity, e.g. fumes from welding/soldering, dust from machining of wood, flour dust, solvents;
- generated as waste or residue.

Agents can be considered hazardous not only because of what they contain (i.e. in the shape of a constituent or chemical ingredient) but because of the form or way in which they are used at the workplace, e.g. hot water used

as steam can cause severe burns and adequate control should be available to prevent such exposure.

Health and Safety Authority (HSA)

The Health and Safety Authority (HSA) is the national body in Ireland with responsibility for securing health and safety at work. It is a state-sponsored body, established under the Safety, Health and Welfare at Work Act 2005 and it reports to the Minister for Enterprise, Trade and Innovation. The Authority's responsibilities cover every type of workplace and every kind of work in the public and private sectors.

Incident

An unplanned event or sequence of events with the potential to lead to an accident.

Incident Report Form (IR1)

A form approved under the Safety, Health and Welfare at Work (General Application) Regulations 2007. This is the only form that may be used to report accidents to the Health and Safety Authority.

Initial Review

An initial review is the process of identifying areas of compliance and non-compliance with the existing arrangements for safety, health and welfare.

Lock Out

A positive method for disconnecting power or making something inoperative by using a physical lock to eliminate movement or operation.

Manual Handling

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions involves risk, particularly risk of back injury, to employees.

Musculoskeletal Disorders

This is the technical term for any pain or injury that affects muscles, ligaments, joints or nerves. The injury may be caused by an accident or by long-term exposure to low-intensity repetitive tasks.

Occupational Safety and Health

Safety and health practices relating to workers and workplaces or those affected by work activities.

Occupational Exposure Limit Values (OELV)

An OELV is the maximum concentration of an airborne contamination a person may be exposed to in a given period.

Organisational Chart

The structure/plan of an organisation relating to the responsibilities of management and staff.

Personal Protective Equipment (PPE)

All equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger the employee's safety and health at work, including any additions and accessories to the equipment,

if so designed, but does not include:

- ordinary working clothes and uniforms not specifically designed to protect the safety and health of an employee;**
- personal protective equipment for the purposes of road transport;**
- sports equipment;**
- self-defence equipment or deterrent equipment;**
- portable devices for detecting and signalling risks and nuisances.**

Physical Hazard

A physical hazard covers hazards arising from various sources such as cold, heat, ergonomics (musculoskeletal disorders, hand activity level and lifting), ionising radiation, UV and visible radiation.

Prevention

In the context of safety, health and welfare, prevention is about taking action now that will stop something negative happening in the future, thereby ensuring that what might happen does not happen.

Psycho-Social Hazards

Numerous factors at work can lead to potential stress and diminish emotional and physical well-being if they go unsupported or unchecked.

These aspects of the workplace can be labelled psycho-social hazards in some safety and health models because they threaten mental health in the same way as physical hazards threaten the physical safety and health of employees.

REACH

A regulation designed to manage and control the potential hazards and risks to human health and the environment from the manufacture, import and use of chemicals within the EU and at the same time enhance

the competitiveness of European industry by fostering innovation. REACH is an acronym for the Registration,

Evaluation and Authorisation of Chemicals. A fourth stage of REACH is restriction.

Reasonably Practicable

Legislation defines “reasonably practicable” to mean that “an employer has exercised all due care by putting in place the necessary protective and preventative measures, having identified the hazards and assessed the risks to

safety and health likely to result in accidents or injury to health at the place of work concerned and where putting in place of any further measures are grossly disproportionate.” “Reasonably practicable” may be understood to mean that which a reasonable person would do given the particular circumstances.

Reasonable Accommodation

Any workplace which meets the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Record Keeping

Maintaining information relating to the workplace.

Risk

In relation to any injury or harm, risk means the likelihood of that injury or harm occurring and the resulting potential severity of the consequences arising from the risk. Risk is also dependent on the number of people exposed to the hazard.

Risk Assessment

Risk assessment is the process of determining whether there is a risk associated with an identified hazard.

The significance of the risk is determined by the frequency of the potential occurrence and the severity of its consequences.

Safety Committee

A committee, comprising management and employee representatives involved in the safety consultation arrangements at the workplace. There is no legal requirement to establish such a committee.

Safety Data Sheet (SDS)

A document containing detailed information as regards the protection of human health, safety and the environment. The SDS provides a mechanism for transmitting appropriate information on classified substances

and preparations down the supply chain to the immediate downstream users. They are issued by the manufacturer detailing technical information and hazards relating to their handling, storage and use, as well as protective measures for workers and emergency procedures.

Safety and Health Management System (SMS)

This refers to that part of the overall management system of the school that includes the organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the school's safety, health and welfare policy.

Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work Act 2005, which revoked and replaced the Safety, Health and Welfare at Work Act 1989 was brought in to make further provision for the safety, health and welfare of persons at work.

This Act clarifies and enhances the responsibilities of employers, the self-employed, employees and various other parties in relation to safety and health at work. The Act also details the role and functions of the Health and

Safety Authority, provides for a range of enforcement measures that may be applied and specifies penalties that may be applied for breaches of occupational safety and health.

Safety Officer

A competent person selected and appointed by or on behalf of the employer. A safety officer can help to support the implementation, review and maintenance of a

safety, health and welfare management system. There is no legal requirement to make such an appointment.

Safety, Health and Welfare Policy

The safety statement must start with the safety, health and welfare policy. This policy is the undertaking's commitment to protecting employees' safety, health and welfare.

Safety Representative

A person selected and appointed under Section 25 of the Safety, Health and Welfare at Work Act 2005

OR

A person selected and appointed by employees to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

Safety Statement

Section 20 of the Safety, Health and Welfare at Work Act 2005 requires that an organisation produce a written programme to safeguard:

- the safety, health and welfare of employees while they work;
- the safety, health and welfare of other people who might be at the workplace, including customers, visitors and members of the public.

Work at Height

Work in any place, including a place:

(a) in the course of obtaining access to or egress from any place, except by a staircase in a permanent place of

work, or

(b) at or below ground level from which, if measures required by the Safety, Health and Welfare at Work (Work

at Height) Regulations 2006 were not taken, an employee could fall a distance liable to cause personal injury, and any reference to carrying out work at height includes obtaining access to or egress from such place while at work.

Work Station

An assembly comprising display screen equipment, which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes:

- a work chair and work desk or work surface;
- any optional accessories and peripherals; and
- the immediate work environment of the display screen equipment.

Work Related Upper Limb Disorders (WRULDs)

Work related upper limb disorders are a type of musculoskeletal disorder caused by the work or the environment in which the work takes place. Though symptoms develop over a long time, they can be very severe.

Every employee must have knowledge of the school safety statement. It is the responsibility of every employee to tell the principal and safety representative in writing if they notice any hazard on the school site.

Introduction:

It is an objective of the 2005 Act (SHAWAW 2005), and ruling SHAWAW (general purpose) 2007 to include the safety, health and welfare of each employee, and make certain that those present who are not employees are safe also.

this Act covers employment in every type of work, and comprehensively covers every action in **Gaelscoil Chill Dara, An Bóthar Glas, An Currach, Co. Chill Dara.**

Paragraph 20 of the Act demands that the school will prepare a safety statement in writing that will detail the manner in which health, safety and welfare of employees at work is managed.

This safety statement will be updated as is necessary with new evidence, staff feedback, changes, structural changes and practical experience.

As well as this, a review will take place of the safety statement every year in June.

This Safety statement is available to each employee, parent, student and contracto.

www.gaelscoilchilldara.com

1. Safety, health and welfare policy 2019 -2020

According to the Safety Health and Welfare Act 2005, it is the policy of the Board of Management as far as is reasonably practicable to certify health, safety and welfare of the staff, students, visitors, contractors and other people at the school and protect them from hurt or ill health arising from any work action. The successful implementation of this policy demands full support and cooperation of the staff, contractors and students of the school. It is taken into account that it is a legal necessity to identify hazards, to conduct a risk assessment, and a policy regulation that the employer does this to certify the health safety and welfare of the whole staff.

The Board of Management undertake as employers as follows, as far as is reasonably practicable:

(a) to keep a standard of health, safety and welfare that fulfils the terms of the 2005 Safety, Health and Welfare act 2005 and other relevant legislation, to promote standards and codes of practice;

(b) to provide knowledge, training, and guidance when necessary to ensure the staff can complete their work safely and effectively.

(c) to provide continuous interest in health and safety issues that are relevant to the actions of the school;

(d) to continuously improve the system in place to ensure management of health and safety and to review regularly to ensure that it continues to be relevant and effective;

(e) to seek advice from the staff pertaining to health safety and welfare at work;

(f) to provide the necessary resources to aid those responsible for health safety and welfare, including staff, students, contractors and visitors.

The Board of Management is driven to take an active part in implementing the health, safety and welfare policy and to review and update it according to changes in legislation experience and developments.

Ratified: 20.06.2022

Síniú: _____ Dáta: _____

Cathaoirleach, Bord Bainistíochta

Structure and Responsibilities of Health and Safety Management:

The principal, vice principal, safety officer and fire officer are responsible to certify as far as is reasonably practicable keeping with policy and safety procedures of the school but

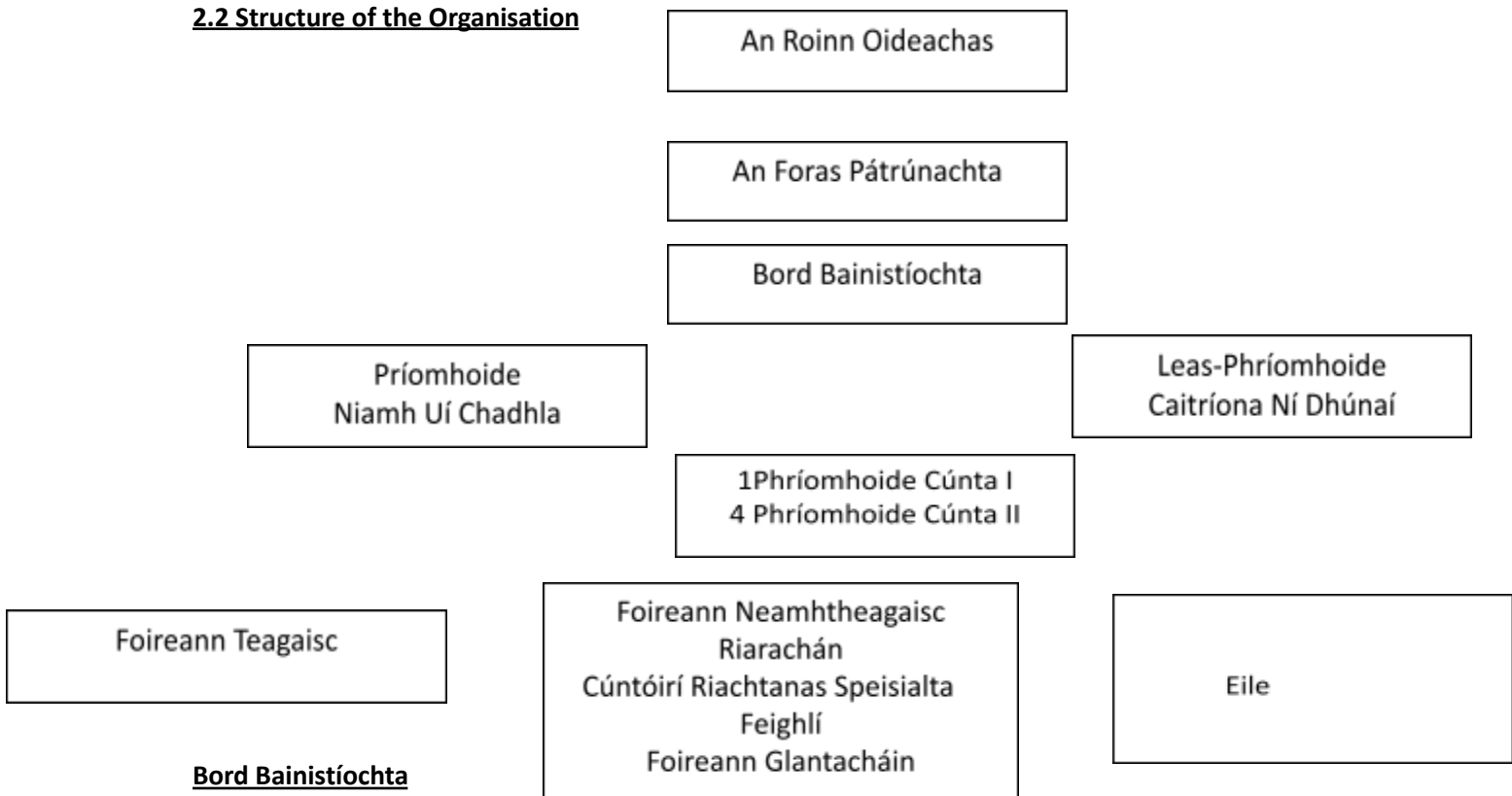
it is also the responsibility of the staff to fulfil their responsibilities as is documented in this document and according to any relevant legislation.

2. School Profile

2.1 School Profile

Gaelscoil Chill Dara is an all-Irish mixed primary school situated in Newbridge, Co. Kildare and under the patronage of an Forais Pátrúnachta. There are about 341 pupils currently. There are about 30 teachers, 3 SNA, one secretary, one caretaker, and two cleaners.

2.2 Structure of the Organisation



Bord Bainistíochta

Colm O Gógáin (Cathaoirleach)

Prionsias de Paor

Treasa Uí Riagáin

Michael Ó Duíghiolla

Linda Uí hEathairn

Gabhán de Lasa

Niamh Uí Chadhla

Caitriona Ní Dhunáí

Foireann na Scoile

Nora Ní Ailpín

Sibéal Breathnach

Deirdre Nic Éanruig

Kate Ní Chléirgh

Aoife Ní Chochláin

Oonagh Ní Chonfraoich

Cáit de Brochtúin

Doireann de Búrca

Cian de Roiste

Déirdre Ní Dhiolúin

Caitriona Ní Dhunáí

Chloe Emmett

Niamh Ní Ghafraidh

Clíodhna Ní Ghogáin

Eunice Harkness

Sorcha Lotrail

Jenny Ní Mhairtín

Martina Ní Mhaoldomnaigh

Bernadette Moran

Barra Ó Nualláin

Róisín Ní Riordáin

Niamh Uí Chadhla

Jacqueline Uí Cholla

Karen Uí Chonchúir

Valerie Uí Dheisceartaigh

Michelle Uí Fhathartaigh

Deirdre Uí Mhír

Zoe Ní Shuilleabháin

2.3 Buildings and Facilities

Carrchlós, 4 chlós imeartha agus 1 pháirc imeartha.

Seomraí ar Bhunurlár

Seomra	Líon na seomraí	Le Seomra Stórais / leithreas sa rang
Seomraí ranga	5	4 / 4
Ardaitheoir	1	0
Staighre	2	0
Oifig an Phríomhoide	1	0
Oifig Runaí	1	0
Seomra Foirne	1	0 / 1

Halla	1	0
Ríomharlann	1	0
Leabharlann	1	0
Stóras na nGlantóirí	2	0
Leithreas Foirne- Fireann	1	0
Leithreas Foirne - Baineann	1	0
Leithreas Aonair (daoine míchumasaithe)	1	0
Leithreas Daltaí - Fireann	2	0
Leithreas Daltaí - Baineann	2	0
Seomra Tacaíochta	2	0

Seomraí ar Urlár 1

Seomra	Líon na seomraí	Le / Gan Seomra Stórais
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Seomraí Ranga	7	0
Tacaíocht Foghlama / Acmhainn	3	0
Bloc Leithris Daltaí - Fireann	1	0
Bloc Leithris Daltaí - Baineann	1	0
Leithreas Aonair	1	0
Stóras na nGlantóirí	1	0

Foirgneamh 2 Seomraí:

Seomra	Líon na seomraí	Le / Gan leithreas sa seomra
Seomraí ranga	4	4
Seomra naíonra	1	1
Seomra tacaíochta	1	0
Leithreas Aonair Ceann do dhaoine míchumasaithe	2	0

In **Aguisín 1**, the evacuation plans are given for each classroom.

2.4 Provision for those with special needs

The Board of Management are aware that according to the 2005 Act it is necessary for employers as far as reasonably possible to ensure safety health and welfare of all staff. In accordance to health and safety, the Board of management plan and manage inclusivity in the case of employees and pupils alike.

2.5 List of visitors who provide service to the school regularly.

Jewel Hygiene services	
Sanitary services	
Feighlí scoile	Eddie Southern
Teas / Pluiméireacht	Eoin Moore
Boiler	John Flynn
Chimney	Chim-chimney
Leictreoir	
Ríomhairí	John
Fire prevention	
Alarms	Horizon

3. Resources

3.1 Resources:

The board of management recognises that sufficient investment needs to be available to ensure the policy and provisions laid out in the safety statement can be put in place appropriately. The board takes on itself to make certain there are sufficient staff with the appropriate training for the work activities they are undertaking.

Decisions on spending on health and safety need to be made annually to run the school safely and yearly service of equipment and staff training need to be taken into account. The board of management will have resources available for continual management on health and safety and to provide information health and safety training for all staff.

Here is a list which is not exhaustive, of the resources available to support safety.

- An Foras Pátrúnachta
- An Bord Bainistíochta
- JMB
- An Roinn Oideachais agus Scileanna
- Bord Oideachais agus Oiliúna Chill Dara agus Chill Mhantáin
- An tÚdarás Sláinte agus Sábháilteachta & Treoirlínte
- Foireann na Scoile Uile
- Oifigeach Sábháilteachta
- Comhordaitheoir Sábháilteachta

- Ionadaí Sábháilteachta
- Coiste Sábháilteachta
- Cumann na dTuismitheoirí
- Comhairle na nDaltaí
- Beartais / nósanna imeachta / cleachtais uile na scoile
- Comharthaíocht na Scoile
- Boscaí /Málaí Garchabhrach
- Múchtóirí Dóiteáin – arna seirbhísí ar bhonn rialta
- Aláram Dóiteáin ar a ndéantar monatóireacht
- Druileanna Dóiteáin ar bhonn rialta
- Pointí Tionóil
- Seirbhís Slándála / Aláram Ionraidh ar a ndéantar monatóireacht
- Teilifís Chiorcaid Iata
- Córas Sábhála ó Thitim agus Córas Úmacha Sábhála ó Thitim - seirbhísithe
- Ardaitheoir Seirbhísithe
- Seiceálacha um Shrianadh Lotnaidí ar bhonn rialta
- Seirbhísiú bainistithe ar Bhonneagar TFC agus Closamhairc
- Áith - seirbhísithe de réir moltaí saineolaithe
- Trealamh Speisialaithe Daltaí - seirbhísithe
- Trealamh Corpacmhainne Allamuigh - seirbhísithe

3.2 Guide and Induction

A record will be kept of any training that has been provided. The school will keep a record of health and safety training. The school will provide training as is necessary, as introductory training for new staff, training on safe handling, and fire safety as well as training to certify that the senior staff can manage their duties and health and safety responsibilities. All new staff will receive introductory training. Each member of staff will receive a copy of the safety statement and health, safety and welfare will be discussed at staff meetings.

4.Responsibilities and roles

Responsibilities of the employer:

The general duties of the employees are laid out in paragraph 13 of the Act.:

(1) Employees will do these things as he/ she is working:

a) Keep with the relevant terms as is appropriate and accept reasonable care to care for his / her own safety, health and welfare, and health and welfare of anyone who their actions or lack thereof could influence.

b) to ensure that he / she is not under the influence of an intoxicating substance that would put his/her safety health and welfare or that of others in danger.

c) to go under any reasonable and proportionate check / test relevant to an intoxicating substance by a registered medical practitioner who is competent or under the supervision of a competent medical practitioner.

d) cooperate with his / her employer or anyone necessary to implement the relevant statutory provision,

e) not to behave inappropriately or other behaviour that would endanger his/ her own safety health or welfare or that of anyone else. unless the danger was worse for the person / child if they didn't engage in that behaviour.;

f) attend training as is necessary, undertake assessment so that his/ her employer can reasonably demand or order relevant to safety health and welfare at work, or relevant to work that the employer has done,

g) correct use of any substance or article provided to use by the employee pertaining to his / her training to protect his her health safety and welfare. including clothes or protective equipment.

- h) to write a report (Date, time, who was present, why, what happened before, during and after.)to the employer or anyone else appropriate, as soon as possible. about
- i) any work being done, or planned to be done, the way that doesn't endanger anyone's health safety or welfare at work.
- ii.) any fault in the workplace, the code of work, any substance or article that could put health safety or welfare of the employee or anyone else in danger, or
- iii.) any blocking of statutory conditions that he / she is aware of that could put the health safety or welfare of the employee or others in danger.
- (2) Employees must not, in fulfilling a contract, present any falsification of themselves relative to level of training that could be prescribed under article (1)(f)

4.1 The Board of management

The base principle under common law developed at the courts over the years that each employer in the state will have legal obligation, in the public or private sector, to provide a safe work environment for employees. contained within this duty is to include safety for employees as far as possible. It is not a complete duty to prevent accidents and if it can be proven that every possible care was taken to prevent them, liability can be avoided. This is the duty of care of the employer or liability of the employer

The duty of care of the employer is divided in four usually:

- i. To ensure a reasonably safe workplace.
- ii. to ensure reasonably safe equipment and apparatus.
- iii. to ensure a reasonably safe system of work
- iv. to ensure a competent staff who are reasonably mindful of keeping safety.

On top of demanding reasonable care of employees, the courts developed a similar principle to protect those who are not employees also, including visitors, contractors, pupils and / or guardians. Public liability is given to this realm of law.

Leis na Treoirleá maidir le Bainistiú Sábháilteachta agus Sláinte i mBunscoileanna, ceanglaítear na rudaí seo a leanas ar an mBord Bainistíochta:

- i. dualgais dhlíthiúla mar fhostóir a chomhlíonadh de réir an Achta 2005
- ii. áit oibre shábháilte agus córais oibre shábháilte a sholáthar
- iii. a chinntiú go bhfuil measúnuithe riosca i scríbhinn agus ráiteas sábháilteachta cothrom le dáta ag an scoil
- iv. tuarascálacha a fháil ar bhonn rialta maidir le cúrsaí sábháilteachta agus sláinte
- v. athbhreithniú a dhéanamh ar an ráiteas sábháilteachta gach bliain ar a laghad agus nuair a tharlaíonn athruithe a d'fhéadfadh dul i gcion ar shábháilteacht agus sláinte
- vi. athbhreithniú a dhéanamh ar fheidhmíocht na scoile maidir le cúrsaí sábháilteachta agus sláinte
- vii. acmhainní leordhóthanacha a leithdháileadh chun déileáil le ceisteanna sábháilteachta agus sláinte
- viii. daoine inniúla a cheapadh, de réir mar is gá, chun comhairle nó cúnamh a chur ar fáil don Bhord Bainistíochta maidir le cúrsaí sábháilteachta agus sláinte.

1.2 An Príomhoide agus an Leas-Phríomhoide

Déanann Príomhoide na Scoile, de réir mar a threoraíonn an Bord Bainistíochta, comhordú ar chur chun feidhme éifeachtach caighdeáin éifeachtacha sláinte, sábháilteachta agus leasa laistigh den scoil de réir cuspóirí comhaontaithe.

Is é Príomhoide na scoile, de réir mar a threoraíonn an Bord Bainistíochta, atá freagrach as a chinntiú go bhfuil eolas agus oiliúint leordhóthanach ag an bhfoireann chun a bpoist a dhéanamh ar bhonn éifeachtach, go bhfuil spriocanna oibre réadúil acu nach gcuireann siad ceanglais sláinte agus sábháilteachta i gcontúirt. Tá an Príomhoide freagrach freisin as a chinntiú go dtugtar tacaíocht leordhóthanach don fhoireann chun cinntí cearta a dhéanamh maidir le cúrsaí sláinte agus sábháilteachta agus go ndéantar na caighdeáin arna leagan amach sa Ráiteas Sláinte, Sábháilteachta agus Leasa seo a chomhlíonadh ar bhealach praiticiúil. Is breithniú príomha í an tsábháilteacht i gcás pleanála ar bith.

Cabhróidh an Leas-Phríomhoide leis an bPríomhoide maidir le comhordú a dhéanamh ar bhainistiú an tsláinte agus sábháilteachta sa scoil.

4.3 Foireann Teagaisc agus Foireann Eile

Tá foireann na scoile freagrach as feidhmíocht agus caighdeán sláinte agus sábháilteachta a chinntiú i ndáil le gníomhaíochtaí atá faoina rialú. Cinnteoidh an fhoireann go léann agus go dtuigeann siad an Ráiteas Sábháilteachta agus go ndéanann siad a cuid oibre i gcomhréir lena cheanglais agus go leanann siad treoracha déantóirí/soláthraithe agus ábhair/trealamh riachtanach á n-úsáid acu i gcaitheamh a gcuid teagaisc. **Dá réir sin, caithfidh an fhoireann a bheith ar an eolas faoina bhfreagrachtaí maidir le spás oibre sábháilte a choinneáil.**

Ba cheart do mhúinteoirí seomraí ranga a choinneáil deas glan néata, d'fhonn rioscaí tionóisc a íoslaghdú. Is gá a bheith aireach go sonrach ar cháblaí sraoilleacha, limistéir fhliucha ar an urlár, doirteadh, ábhair a bhaineann leis an obair, agus stóráil iomchuí málaí agus giuirléidí na ndaltaí. Cuirtear obair na ndaltaí ar taispeáint ar bhealach nach riosca dóiteáin í.

Ba cheart don fhoireann a chinntiú go n-oibríonn siad i gcomhar leis an bPríomhoide agus an Coiste Sábháilteachta i gcúrsaí a bhaineann le sláinte agus sábháilteacht; go bhfuil siad ar an eolas faoin áit a bhfuil éalaithe éigeandála, éalaithe dóiteáin agus ionad trealamh dóiteáin uile lonnaithe; go bhfuil siad in ann an t-aláram dóiteáin a aithint agus go bhfuil taithe acu ar na nósanna imeachta aslonnaithe atá le leanúint i gcás éigeandála.

Agus iad ag an obair, beidh sé de dhualgas ar fhostaithe: -

- i. Aire réasúnach a thabhairt chun a s(h)ábháilteacht, sláinte agus leas féin a chosaint, agus sábháilteacht, sláinte agus leas duine ar bith eile a bhféadfadh a (h)easnamh ag an obair dul i gcion orthu a chosaint freisin.
- ii. Leas a bhaint as éadaí, trealamh, gléasanna agus áiseanna sábháilteachta a chuirtear ar fáil chun sláinte, sábháilteacht agus leas ag an obair a chosaint.
- iii. Tuairisc a thabhairt gan mhoill mhíréasúnach ar aon locht sa ghléasra, trealamh, áit oibre nó córas oibre a d'fhéadfadh sábháilteacht nó leas a chur i mbaol, nó rud ar bith mar sin a thagann sé/sí chun bheith ar an eolas faoi.
- iv. Gan cur isteach go hintinneach nó go meargánta ar gléas, éadaí cosanta, áis nó trealamh ar bith a chuirtear ar fáil ar mhaithe le sábháilteacht, sláinte agus leas ag an obair a chosaint.
- v. Gníomhaíochtaí oibre a bhainistiú agus a dhéanamh ar bhealach sábháilte.
- vi. Gan a bheith páirteach in aon iompar míchuí amhail pleidhcíocht, bulaíocht agus foréigean.
- vii. Gan a bheith faoi thionchar meiscigh in áit a bheidh siad ina gcontúirt dóibh féin nó do dhaoine eile.
- viii. Gan mífhaisnéis a thabhairt maidir leis an leibhéal oiliúna a fuarthas cheana féin.

De réir an Achta 2005 is gá do gach fostaithe (lena n-áirítear fostaithe lánaimseartha agus páirtaimseartha, buana agus sealadacha, beag beann ar aon socrúithe conartha atá acu) comhoibriú go huile agus go hiomlán leis an bhfostóir le go gcuirfí i bhfeidhm, go mbunófaí, agus go gcloífí le beartais shábháilteachta agus sláinte cuí.

Leis na Treoirínte maidir le Bainistiú Sábháilteachta agus Sláinte i mBunscoileanna, ceanglaítear na rudaí seo a leanas ar an múinteoir agus ar fhoireann eile:

- i. cloí leis na dualgais reachtúla ar fad maidir le fostaithe arna gceangal faoi Acht 2005
- ii. comhoibriú le bainistíocht na scoile i gcur i bhfeidhm na mbeartas sábháilteachta
- iii. na daltaí a chur ar an eolas maidir leis na nósanna imeachta sábháilteachta a bhaineann le hábhair ar leith
- iv. a chinntiú go leanann daltaí nósanna imeachta sábháilteachta, e.g. trealamh cosanta pearsanta a úsáid agus go gcloítear le rialacha na saotharlainne
- v. measúnuithe riosca a dhéanamh ar an timpeallacht oibre in aice láimhe
- vi. seiceáil fhoirmiúil a dhéanamh ar an timpeallacht oibre ranga/in aice láimhe chun a chinntiú go bhfuil sé saor ó locht
- vii. a chinntiú go bhfuil trealamh sábháilte sula n-úsáidtear é

- viii. cinntiú go ndéantar measúnuithe riosca ar ghuaiseacha nua, m.sh. innealra nó earra ceimiceach nua
- ix. ionadaí/ionadaithe sábháilteachta a roghnú agus a cheapadh
- x. comhoibriú le coiste sábháilteachta na scoile
- xi. Tuairiscí a dhéanamh ar thimpistí, neasthimpistí, tarluithe chontúirteacha don duine ábhartha mar a shonraítear sa ráiteas sábháilteachta

4.4 Feighlí / Garraíodóir/ Glantóirí

Is iad seo a leanas freagrachtaí an Fheighlí/an Gharraíodóra/na nGlantóirí:

- i. An Ráiteas Sábháilteachta a léamh agus a thuiscint agus a gcuid oibre a dhéanamh i gcomhréir lena cheanglais
- ii. Gnáth-iniúchadh a dhéanamh ar an bhfoirgneamh agus tailte lena chinntiú nach bhfuil doirteadh ar aon urlár nó aon bhac a bheadh ina chúis tionóisce;
- iii. Gach iarracht a dhéanamh slándáil an fhoirgnimh agus na dtailte a chosaint;
- iv. Iniúchtaí a dhéanamh ar bhonn rialta ar na bealaí éalaithe dóiteáin, pointí trealaimh dóiteáin agus aláraim, srl, agus fabhtanna a thuairisciú láithreach don Phríomhoide;
- v. A chinntiú go leantar treoracha déantóirí / soláthraithe nuair atá ceimiceáin agus trealamh á n-úsáid agus urláir/ballaí á nglanadh nó garraíodóireacht á déanamh, srl;
- vi. Trealamh garraíodóireachta, srl. a stóráil go sábháilte agus as aimsiú daltaí, múinteoirí, srl;
- vii. Íosmhéid peitreal a stóráil ar an láthair le haghaidh an chiumhaisire / an bhuinteora (níor cheart peitreal a stóráil ach i gcoimeádán ceadaithe as aimsiú daltaí, múinteoirí, srl.)
- viii. Fabhtanna i ngléasra nó trealamh a thuairisciú láithreach.
- ix. Gach aon tionóisc, is cuma cé chomh beag, a thuairisciú don mhaoirseacht láithreach.
- x. Sampla pearsanta a léiriú trí éadaí cosanta a chaitheamh agus trí a gcuid oibre féin a dhéanamh ar bhealach sábháilte
- xi. Bealaí a lorg agus a mholadh chun guaiseacha a dhíothú agus feabhsuithe nó breisithe ar bith a cheapann siad gur cheart a dhéanamh a thabhairt ar aird na maoirseachta.

4.5 Duine ainmnithe le haghaidh sábháilteachta agus sláinte a fheidhmíonn ar son an Bhoird, m.sh. an Príomhoide

- i. ceanglais Achta 2005 a chomhlíonadh
- ii. tuairiscí a dhéanamh don Bhord Bainistíochta ar fheidhmíocht na scoile maidir le cúrsaí sábháilteachta agus sláinte
- iii. sábháilteacht agus sláinte sa scoil a bhainistiú ó lá go lá
- iv. cumarsáid a dhéanamh ar bhonn rialta le gach ball de phobal na scoile maidir le cúrsaí sábháilteachta agus sláinte
- v. a chinntiú go ndéantar imscrúdú ar gach timpiste agus teagmhas agus go gcomhlíontar na tuairiscí reachtúla cuí
- vi. bainistiú a dhéanamh ar fhorbairt agus cleachtas rialta nósanna imeachta éigeandála
- vii. oiliúint iomchuí a eagrú
- viii. a chinntiú go ndéantar measúnuithe riosca agus bearta ceartaitheacha
- ix. a chinntiú go ndéantar athbhreithnithe ar bhonn rialta ar fheidhmíocht na scoile maidir le cúrsaí sábháilteachta agus sláinte

4.6 Oifigeach Sábháilteachta

Déanfaidh Oifigeach Sábháilteachta Ghaelscoil Chill Dara na rudaí seo a leanas (le cabhair ón gCoiste Sábháilteachta):

- i. An beartas sábháilteachta agus sláinte a chur i bhfeidhm go héifeachtach.
- ii. Foirmeacha tuairiscithe tionóisce a thionscnamh ina roinn féin maidir le tionóiscí uile le mbaineann díobháil, damáiste nó aga díomhaoin.

- iii. Iniúchtaí tionóisce a thionscnamh agus athbhreithniú a dhéanamh ar thuarascálacha maidir le iniúchtaí tionóisce d'fhonn a bheith sásta go sainaithnítear cúis(eanna) na tionóisce agus a chinntiú go dtugtar faoi bheart ceartaitheach láithreach chun cosc a chur ar an seans go dtarlóidh a leithéid arís.
- iv. Áiseanna agus taifid gharchabhrach a sheiceáil go tréimhsiúil.
- v. A chinntiú go bhfuil gach duine a bhfuil dualgas orthu ar fáil le haghaidh iniúchtaí sábháilteachta agus páirteach iontu.
- vi. A chinntiú go ndéantar ceanglais reachtúla a imríonn tionchar ar a réimse oibre a chomhlíonadh.
- vii. A chinntiú go gcuirtear oiliúint iomchuí ar dhaoine agus go bhfuil siad go hiomlán ar an eolas faoi ghuaiseacha agus bearta rialaithe i nGaelscoil Chill Dara.
- viii. A chinntiú go bhfuil a fhios ag fostaithe uile na rudaí atá le déanamh i gcás dóiteán agus go bhfuil a fhios acu freisin cén áit a choimeádtar an trealamh dóiteáin agus conas é a úsáid.
- ix. A chinntiú go bhfuil a fhios ag fostaithe uile cén áit a bhfuil na háiseanna garchabhrach.
- x. Forbairt agus athbhreithniú leanúnach a dhéanamh de réir mar is cuí ar chórais shábháilte oibre le haghaidh gníomhaíochtaí uile oibre ina roinn féin chun uasmhéid na sábháilteachta a chinntiú go gach daoine faoina maoirseacht.
- xi. A chinntiú go dtugtar deis don Ionadaí Sábháilteachta teacht timpeall le cigire agus cigireacht ar siúl agus comhoibriú a dhéanamh leis/léi maidir le cúrsaí sábháilteachta.
- xii. A chinntiú go gcloítear le rialacha sábháilteachta agus go gcaitear nó go n-úsáidtear trealamh cosanta de réir mar is cuí.
- xiii. A chinntiú go ndéantar gléasanna uile sábháilteachta a fheistiú i gceart, a choigeartú agus a chothabháil.
- xiv. A chinntiú go ndéantar innealra agus trealamh go léir a chothabháil mar is cuí agus go bhfuil sé sábháilte lena úsáid, trí chigireachtaí a dhéanamh ar bhonn rialta.
- xv. A chinntiú go ndéantar fabhtanna uile ina (h)áit oibre a thuairisciú agus a chur ina gceart.
- xvi. Dea-chleachtais bhainistí a choinneáil laistigh dá roinn féin i gcónaí.
- xvii. Breithniú dáiríre a dhéanamh ar ionadaíocht ar bith a dhéantar maidir le sláinte agus sábháilteacht ó gach aon fhostaí.
- xviii. Idirchaidreamh a dhéanamh leis an ionadaí sábháilteachta agus/nó fostaithe roimh ré agus in am trátha i ndáil le cúrsaí uile a bhaineann le sábháilteacht, sláinte agus leas ag an obair.
- xix. A bheith i láthair ag cruinnithe comhairliúcháin nuair is gá.

4.7 Comhordaitheoir Sábháilteachta

- i. Teagmháil a dhéanamh le Príomhoide, Oifigeach Sláinte agus Sábháilteachta agus Coiste Sábháilteachta na scoile.
- ii. A bheith i gceannas ar chúrsaí go léir sa scoil a bhaineann le Sláinte agus Sábháilteachta agus bainistiú a dhéanamh orthu d'fhonn timpeallacht foghlama ordúil, slán agus sláintiúil a bhaint amach.
- iii. Meon na freagrachta a chothú i measc na ndaltaí agus cabhair a thabhairt don fhoireann ghairmiúil i ndáil le sábháilteacht daltaí agus foirne agus slándáil na saoráidí.
- iv. Cabhrú leis an mbainistíocht shinsearach déileáil le freagairt éigeandála uile-scoile a eagrú maidir leis an bhfoirgneamh a aslonnú.
- v. Plean a dhréachtú, a mheasúnú agus a fhoilsiú i ndáil le déileáil le freagairt éigeandáil, druileanna aslonnaithe agus nósanna imeachta a leagan amach le haghaidh daltaí agus foireann.
- vi. Obair / teagmháil a dhéanamh leis an bhfoireann bainistíochta agus grúpaí oibre ábhartha chun a chinntiú go gcuirtear pleananna Sláinte & Sábháilteachta agus pleananna aslonnaithe dóiteáin rithábachtacha i bhfeidhm.
- vii. Iniúchadh sábháilteachta tine a dhéanamh, agus druileanna tine agus bealaí éalaithe tine a eagrú.
- viii. A chinntiú go ndéantar nósanna imeachta a chur ar taispeáint in áit fheiceálach i seomraí ranga uile.
- ix. Teagmháil a dhéanamh leis an mbainistíocht agus druileanna dóiteáin á sceidealú agus á ndéanamh uair sa téarma ar a laghad.
 - i. Aslonnú 1: Foireann ar an eolas faoi lá agus am an aslonnaithe.
 - ii. Aslonnú 2: Foireann ar an eolas maidir leis an lá ach gan fhios a bheith acu faoin am.

- iii. Aslonnú 3: Foireann gan fhios faoin lá nó faoin am.
- x. Measúnú a dhéanamh ar aslonnaithe uile in éineacht leis an bhfoireann agus cruinniú a bheith ann le bainistíocht na scoile chun nósanna imeachta aslonnaithe a phlé, a mheasúnú agus a athrú de réir mar is cuí.
- xi. Feasacht a chothú maidir le Sábháilteacht Dóiteáin trí fógraí a chur amach ar an idirchum, póstaer a chur suas agus trí theagmháil a dhéanamh leis an bhfoireann maidir le cur chuige comhordaithe a úsáid chun béim a chur ar shábháilteacht dóiteáin.
- xii. Nuashonrú a dhéanamh ar ábhar eolais na ndaltaí agus na foirne maidir leis an scoil a aslonnú.
- xiii. A chinntiú go ndéantar trealamh Sláinte agus Sábháilteachta uile a chothabháil ar bhonn rialta, lena n- airítear múchtóirí dóiteáin, doirse dóiteáin, ardaitheoirí, stórais ceimiceáin agus málaí garchabhrach.
- xiv. Stoc garchabhrach go léir a ordú agus a rialú.
- xv. Saincheisteanna agus ábhar imní sábháilteachta don Fhoireann agus do Dhaltaí a thuairisciú don fheighlí nó do bhainistíocht na scoile más rud práinneach é.
- xvi. Iniúchtaí Sláinte agus Sábháilteachta a scaipeadh, a éascú agus a bhailiú; teagmháil a dhéanamh leis an Ionadaí Sábháilteachta, Oifigeach Sábháilteachta agus Leas-Phríomhoide atá freagrach as gléasra agus foirgnimh.
- xvii. Teagmháil a dhéanamh le Comhordaitheoirí Roinne sna hábhair phraiticiúla chun a chinntiú go bhfuiltear ag cloí le ceanglais Sláinte agus Sábháilteachta.
- xviii. Comhoibriú / teagmháil a dhéanamh leis an bhfoireann bainistíochta agus grúpaí oibre ábhartha chun teimpléid measúnaithe riosca a fhorbairt i ndáil le riosca i ngléasra na scoile.
- xix. Taifid sláinte agus sábháilteachta a choinneáil
- xx. Forbairt Ghairmiúil Leanúnach (FGL) a eagrú don fhoireann maidir le Sláinte agus Sábháilteacht
- xxi. I gcomhar le Cinn Bliana/Comhordaitheoirí Riachtanais Speisialta Oideachais agus Tuismitheoirí, a chinntiú go gcuirtear na nósanna imeachta sonracha a bhaineann le Daltaí nó Múinteoirí a bhfuil riachtanais ar leith acu in iúl don Fhoireann uile ar bhealach éifeachtach.
- xxii. A chinntiú go stóráiltear Sonraí i gcomhréir le beartais ábhartha (Cód Iompair, Beartas Frith-Bhulaíochta, Polasaí Úsáide Inghlactha, Riachtanais Speisialta Oideachais, an Rialachán um Shonraí Ginearálta a Chosaint)
- xxiii. Teagmháil a dhéanamh leis an gComhordaitheoir um Fhéinmheastóireacht Scoile chun cabhrú le hathbhreithniú a dhéanamh ar Bheartas Sláinte agus Sábháilteachta na scoile.
- xxiv. A chinntiú go bhfuil Beartas Sláinte agus Sábháilteachta na scoile i gcomhréir le reachtaíocht náisiúnta agus treoirlínte na Roinne Oideachais agus Scileanna.
- xxv. Athbhreithniú bliantúil a dhéanamh i gcomhar leis an bPríomhoide/Leas-Phríomhoide.
- xxvi. Cabhair a thabhairt chun Beartas a fhorbairt ar bhonn rialta maidir le Sláinte agus Sábháilteacht.
- xxvii. A bheith ar an eolas faoi riachtanais athraitheach na scoile agus féachaint le freagairt dóibh.
- xxviii. Tasc ar bith eile arna lorg ag an mbainistíocht Shinsearach agus is iomchuí don ról

4.8 Ionadaí Sábháilteachta

Tá fostaithe i dteideal ionadaí sábháilteachta (nó níos mó ná ionadaí sábháilteachta amháin má chomhaontaíonn an Bord Bainistíochta) a cheapadh. Is ról nó feidhm an ionadaí sábháilteachta comhairliúchán agus ionadaíocht a dhéanamh don príomhoide nó don Bhord Bainistíochta maidir le cúrsaí sábháilteachta, sláinte agus leasa a bhaineann le comhghleacaithe (lena n-áirítear foireann neamhtheagaisc) sa scoil. Tá sé de cheart ag an ionadaí sábháilteachta, tar éis fógra leordhóthanach a thabhairt don bhainistíocht, cigireachtaí a dhéanamh i gcuid áirithe den scoil nó sa scoile go léir, agus láithreach má tharlaíonn tionóisc nó tarlúint dhainséarach nó má tá dainséar nó riosca do shábháilteacht ar tí tarlú agus chun imscrúdú a dhéanamh ar thionóiscí agus tarlúintí dainséaracha. Féadfaidh ionadaithe sábháilteachta na rudaí seo a leanas a dhéanamh freisin:

- i. i ndiaidh fógra a thabhairt don Bhord Bainistíochta, imscrúdú a dhéanamh ar ghearáin a bhaineann le sláinte agus sábháilteacht
- ii. ionadaithe a dhéanamh ar Chigirí an Údaráis Sláinte agus Sábháilteachta

- iii. Dul timpeall le Cigirí an Údaráis Sláinte agus Sábháilteachta agus cigireachtaí á ndéanamh (ach amháin i ndiaidh tionóisce, ach is féidir leis an gCigire á sin a cheadú dá rogha féin)

Má tá cigireacht á déanamh ag Cigire an Údaráis Sláinte agus Sábháilteachta, caithfidh an Bord Bainistíochta é sin a chur in iúl don ionadaí sabháilteachta. Is féidir leis an bpríomhoide é sin a dhéanamh thar ceann an Bhoird Bainistíochta.

Tá ionadaithe sábháilteachta i dteideal am saor ón obair, gan pá a chailleadh, chun a bhfeidhmeanna a dhéanamh agus chun dul faoi oiliúint maidir lena ról. Ní bhaineann dualgais le ról an ionadaí sábháilteachta ach baineann cearta agus feidhmeanna leis áfach. Tugtar liosta díobh sin in Acht 2005 agus leagtar amach iad i *Leabhar Acmhainne an Ionadaí Sábháilteachta* agus sna *Treoirínte maidir le hIonadaithe Sabháilteachta* ar www.hsa.ie. Tá gearrchúrsa múscailte feasachta le haghaidh ionadaithe sábháilteachta ar fáil saor in aisce ar líne ar <https://hsalearning.ie>.

4.9 Coiste Sábháilteachta

Éascaíonn coiste sábháilteachta an próiseas comhairliúcháin trí athbhreithniú a dhéanamh ar mheasúnuithe riosca nó ar bheartas agus nósanna imeachta na scoile. Is faoin mBord Bainistíochta agus an fhoireann atá sé comhaontú a dhéanamh coiste sábháilteachta a bhunú.

Má tá scoil tar éis cinneadh a dhéanamh coiste sábháilteachta a bhunú, ba cheart róil agus feidhmeanna an choiste maidir le sábháilteacht, sláinte agus leas a bhainistiú a leagan amach. Féadfaidh na daoine seo a leanas bheith ina mball den choiste sábháilteachta: ionadaithe ón mBord Bainistíochta; an Príomhoide nó an Leas-Phríomhoide; Oifigeach Sábháilteachta (má tá a leithéid ceaptha ag an mBord Bainistíochta); ní Ionadaí Sábháilteachta (má tá a leithéid ceaptha ag an bhfoireann). Féadfaidh baill foirne bheith ar an gcoiste sábháilteachta freisin, agus is féidir leis an scoil cinneadh a dhéanamh ionadaí na ndaltaí nó ionadaí na dtuismitheoirí/caomhnóirí a áireamh ar an gcoiste. Tá tuilleadh eolais ar fáil maidir leis an gcoiste sábháilteachta ar shuíomh gréasáin an Údaráis Sláinte agus Sábháilteachta www.hsa.ie.

4.10 Foireann Uile:

Ba cheart d'fhoireann uile Ghaelscoil Chill Dara

- i. Ráiteas Sabháilteachta na scoile a léamh agus a thuiscint
- ii. gach tionóisc agus damáiste, is cuma cé chomh beag is atá sé, a thuirisciú don bhainistíocht a luaithe agus is féidir
- iii. comhoibriú le himscrúdú ar bith a dhéantar ar thionóiscí
- iv. gan iarracht a dhéanamh trealamh oifige nó gléasra a úsáid, a dheisiú nó a chothabháil mura bhfuil treoracha iomlán nó an oiliúint iomchuí faighte acu
- v. cloí le rialacha agus ceanglais uile na scoile maidir le sábháilteacht.

Ní mór d'fhoireann uile Ghaelscoil Chill Dara na rudaí seo a leanas a thuirisciú don Phríomhoide a luaithe agus is féidir:

- i. Obair ar bith a d'fhéadfadh a sláinte agus sábháilteacht féin nó sláinte agus sábháilteacht daoine eile a chur i mbaol.
- ii. Fabht ar bith san ionad oibre, sna córais oibre, i nithe nó i substaintí.
- iii. Sárú ar bith is eol dóibh ar reachtaíocht sláinte agus sábháilteachta.

NÍOR CHEART d'fhoireann Ghaelscoil Chill Dara:

- i. Cur isteach ar aon rud a chuirtear ar fáil chun sláinte, sábháilteacht agus leas daoine ag an obair a chosaint, nó a mhí-úsáid nó damáiste a dhéanamh dó.
- ii. Duine ar bith a chur i mbaol i ndail le gníomhaíochtaí oibre.
- iii. Cur isteach go hintinneach nó go meargánta ar gléas nó trealamh sábháilteachta ar bith a chuirtear ar fáil chun sábháilteacht, sláinte agus leas ag an obair a chosaint.

4.11 Saoráidí Leasa

Soláthraítear saoráidí leasa leordhóthanacha le haghaidh pearsanra uile agus déantar na saoráidí sin a chothabháil i ndeabhaíl. Soláthraítear saoráidí leithris, níos álainn agus cistine chuige sin. Déantar saoráidí uile a chothabháil agus a ghlanadh ar bhonn rialta.

4.12 Fostaithe Torracha

Is é beartas Ghaelscoil Chill Dara gach beart iomchuí a dhéanamh chun na Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Feidhm Ghinearálta) 2007 a chomhlíonadh.

Tá sé de dhualgas ar fhostaithe Príomhoide na Scoile a chur ar an eolas chomh luath agus is féidir sa toircheas go bhfuil siad ag iompar clainne. I ndiaidh fógra a fháil go bhfuil fostaí torracha, déanfaidh an scoil measúnú ar an riosca sonracha a bhaineann leis an bhfostaí sin agus glacfar gach beart chun a chinntiú nach mbíonn teagmháil aici le cás ar bith a d'fhéadfadh í féin ná a leanbh sa bhroinn a chur i mbaol. Más léir ón measúnú go bhfuil riosca ann, cuirfear an fostaí ar an eolas agus déanfar gach iarracht chun nochtadh don riosca sin a dhíothú. Déanfar gach iarracht freisin imthosca oiriúnacha oibre agus socruithe solúbtha oibre a sholáthar, nuair is féidir. Glacann Gaelscoil Chill Dara go hiomlán le forálacha na nAchtanna um Chosaint Mháithreachais.

4.13 Úsáideoirí Eile na Scoile

Tá sé de dhualgas ar dhaltaí, tuismitheoirí agus cuairteoirí rialacháin agus treoracha na scoile a chomhlíonadh i ndáil le sábháilteacht, sláinte agus leas.

Tá freagracht ar chuairoteoirí chun na scoile:

- i. Comhoibriú a dhéanamh leis an Scoil maidir le cúrsaí uile a bhaineann le sláinte agus sábháilteacht;
- ii. Déanamh de réir treoracha sábháilteachta uile arna dtabhairt ag foireann na scoile;
- iii. an TAIFEAD CUAIRTEOIRÍ AGUS AN LOGLEABHAR 'SÍNIGH ISTEACH' a shíniú ag an bhfáiltiú.

4.14 Conraitheoirí

Tá sé de dhualgas ar chonraitheoir ar bith a oibríonn sa scoil nó a oibríonn thar ceann na scoile cloí le dualgais reachtúla arna ainmniú faoin Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005, na Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Feidhmíú Ginearálta) 2007-2017 agus aon reachtaíocht eile a bhaineann le hábhar, mar shampla na Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Tógáil) 2013.

Déanfaidh an scoil na rudaí seo a leanas chun críoche an ráitis sábháilteachta:

- i. na codanna ábhartha den ráiteas sábháilteachta agus den chomhad sábháilteachta a chur ar fáil d'aon chonraitheoir atá i mbun oibre sa scoil thar ceann na scoile
- ii. rialacháin agus treoir na scoile a chur ar fáil i ndáil le sábháilteacht, sláinte agus leas
- iii. a bheith ar an eolas faoi dhualgas conraitheoirí na codanna ábhartha dá gcuid ráiteas sábháilteachta agus dá gcuid mheasúnuithe riosca féin a chur ar fáil don scoil i ndáil leis an obair atá á déanamh
- iv. comhoibriú agus comhordú a dhéanamh ar a ngníomhaíochtaí d'fhonn rioscaí sábháilteachta agus sláinte ag an obair a sheachaint i gcás go bhfuil an áit oibre á chomhroinnt le conraitheoir.

Tá dualgas ar an scoil mar Chliaint má fhostaítear conraitheoir chun obair thógála a dhéanamh, e.g. má tá obair thógála ar siúl sa scoil, beidh **dualgais mar Chliaint** ar an scoil faoi na Rialacháin um Shábháilteacht, Sláinte agus Leas ag an Obair (Tógáil) 2013.

Áirítear i measc na ndualgas sin:

- a. dearthóirí agus conraitheoirí inniúla a cheapadh

- b. Maoirseoirí Tionscadail inniúla a cheapadh le haghaidh an Phróisis Deartha;
- c. Maoirseoirí Tionscadail inniúla a cheapadh le haghaidh na Céime Tógála i gcás go bhfuil:
 - i. níos mó ná conraitheoir amháin páirteach san obair
 - ii. an obair le leanúint ar aghaidh ar feadh tréimhse níos mó ná 30 lá (nó 500 daonlá), nó
 - iii. riosca sonrath i gceist;
- d. fógra a thabhairt don Údarás Sláinte agus Sábháilteachta má tá an obair le leanúint ar aghaidh ar feadh tréimhse níos faide ná 30 lá (nó 500 daonlá) ar **Fhoirm AF1** atá ar fáil ar www.hsa.ie.

4.15 Sábháilteacht agus Sláinte Cheirde

Cad is Strus a bhaineann leis an Obair ann?

Is féidir strus a shainmhíniú go ginearálta mar freagairtí diúltacha a bhíonn ag daoine i ndáil le gnéithe dá dtimpeallacht. Tagraíonn an strus a bhaineann leis an obair do na freagairtí sin a tharlaíonn mar thoradh ar bhrú sa timpeallacht oibre.

“Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other” (Professor Tom Cox, Institute of Work, Health and Organisation).

Aithníonn Gaelscoil Chill Dara go dtugann gach fostaí a bpearsantacht féin, a stair leighis féin, a nádúr síceolaíoch féin agus a scileanna cóipeála féin ar scoil leo. Mar thoradh air sin, an rud a chothaíonn strus i nduine amháin, seans nach gcuireann sé isteach ná amach ar dhuine eile. Tá Gaelscoil Chill Dara tiomanta d’fhórsa saothair sláintiúil a chothú trí luach a chur ar an meabhairshláinte chomh maith leis an tsláinte fhisiceach.

Má bhraitheann fostaí go bhfuil strus a bhaineann leis an obair ag cur isteach orthu, is tábhachtach go lorgaíonn siad cabhair leighis. Ba cheart dóibh cúiseanna a struis a phlé leis an bPríomhoide agus, a mhéid is féidir le réasún, déileáil leis an Príomhoide leis na cúiseanna sin.

4.16 Seirbhís Chúnaimh d’Fhostaithe ar fáil trí Spectrum.Life(Folláine ag an Obair)

Contact Details:

Free Phone: [1800 411 057](tel:1800411057)

SMS and WhatsApp – Text ‘Hi’ to [087 369 0010](tel:0873690010)

Login to the Spectrum.Life website

Is é is cuspóir na Seirbhíse Chúnaimh d’Fhostaithe ná rochtain éasca a chur ar fáil do mhúinteoirí agus Cúntóirí Riachtanais Speisialta agus daoine dá neasteaghlach ar chomhairleoireacht faoi iontaoibh agus chun cabhrú leo déileáil le fadhbanna pearsanta agus fadhbanna a bhaineann leis an obair.

Is iad **EAS Consultants** (faoin mbranda **Spectrum.Life**) a chuireann na Seirbhísí Chúnaimh d’Fhostóirí agus Folláine ar fáil, lena n-áirítear **seirbhís faoi rún saor in aisce** ar líne chabhrach atá ar fáil 24 uair sa ló, 365 lá sa bhliain agus ar a dtugann cliniceoirí cáilithe comhairleoireacht ar an nguthán maidir le réimse cúrsaí a bhaineann le sláinte agus folláine pearsanta. Tá suas le 6 sheisiún comhairleoireachta duine le duine ar fáil chun tacaíocht agus cúram atá dírithe ar réiteach a fháil a sholáthar, bunaithe ar riachtanais chliniciúla an duine. Mar chuid den tseirbhís ar an nguthán freisin, tugtar eolas speisialaithe, tacaíocht agus comhairle maidir le seirbhísí teaghlaigh, seirbhísí airgeadais, seirbhísí dlíthiúla, seirbhísí a bhaineann leis an obair agus seirbhísí faisnéise do thomhaltóirí, chomh maith le tacaíocht don bhainistíocht a sholáthar freisin.

Is féidir glaoch a chur ar an uimhir shaorghlao - **1800 411 057 (24 uair sa ló / 365 lá sa bhliain)**

4.17 Dínit agus Éagsúlacht ag an Obair

Déanann Gaelscoil Chill Dara gach iarracht chun timpeallacht ina gcuimsítear gach duine a chruthú, timpeallacht ina bhfuil saoirse ag fostaithe agus daltaí a gcuid oibre a dhéanamh gan chiapadh gnéasach ná bulaíocht ó bhaill eile de chuid na scoile. (Beartas um Dhínit san Áit Oibre **Aguisín 2**)

Sainmhíniú ar Bhulaíocht agus Ciapadh

Is féidir bulaíocht/ciapadh a shainmhíniú mar iarracht dhíobhálach agus mhailíseach díriú isteach ar dhuine nó daoine ar leith.

- Níor cheart é a mheascadh suas le coimhlintí idirphearsanta san áit oibre a d'fhéadfadh a bheith díobhálach agus strusmhar iad féin, ach nach féidir bulaíocht a thabhairt orthu ach an oiread.
- Níor cheart é a mheascadh suas le hiompar réasúnta fhoireann bainistíochta na scoile agus iad i mbun a ndualgas.
- Níor cheart é a mheascadh suas le deacrachtaí caidrimh tionscail, ar cheart a láimhseáil i gcomhréir leis na nósanna imeachta iomchuí um chaidrimh tionscail.

Is éard atá i mbulaíocht agus ciapadh ná iompar diansheasmhach gan chúis, nach gcuirtear fáilte roimhe agus a chuireann imeagla agus olc ar an bhfaighteoir. Féadfaidh sé a bheith i bhfoirm ionsaithe ó bhéal, ionsaithe fisiceach nó ionsaithe síceolaíoch agus féadfaidh sé a bheith soiléir nó caolchúiseach, ar líne nó ar ghuthán póca. Go ginearálta, glactar leis gur iompar dianseasmhach a tharlaíonn arís is arís eile a bhíonn i gceist le bulaíocht agus ciapadh.

Cad is Ciapadh Gnéasach ann?

Is éard atá i gciapadh gnéasach ná pátrún iompair gan iarraidh a chuireann olc ar an bhfaighteoir. Ní léiríonn a leithéid d'iompar meas ar dhínit daoine eile agus imríonn sé tionchar ar an bhfostaí san áit oibre. Is pátrún iompair é a chuireann olc, imeagla nó náire ar dhuine ar bith réasúnta. Ní chuirtear san áireamh intinn déantóir líomhnaithe na coire agus cinneadh á dhéanamh maidir leis an iompar a bheith inghlactha nó a mhalairt. Tugtar le fios le ciapadh gnéasach go bhfuil an t-iompar gan iarraidh á bhrú ar dhuine ar a gcuireann sé olc, imeagla nó náire. Is é tionchar an iompair ar an bhfaighteoir seachas intinn dhéantóir na coire a chineann an t-iompar mar iompar inghlactha nó a mhalairt, Níor cheart é a mheascadh suas le gnáth-idirchaidreamh sóisialta lena mbaineann iompar atá inghlactha ag gach taobh. Féadfaidh ciapadh gnéasach tarlú idir fir agus mná nó idir daoine den inscne céanna.

Nósanna Imeachta chun déileáil le Gearáin a bhaineann le Bulaíocht, Ciapadh agus Ciapadh Gnéasach i nGaelscoil Chill Dara: Cuspóirí na Nósanna Imeachta le Gearáin a Dhéanamh

- Sásra cothrom, comhsheasmhach agus tapa a sholáthar chun próiseáil a dhéanamh ar ghearáin i gcoinne ball foirne maidir le bulaíocht, ciapadh nó ciapadh gnéasach a dhéanamh.
- É sin a dhéanamh ar bhealach a dhéanann cearta na bpáirtithe uile a chomhlíonadh i gcomhréir le ceartas aiceanta.
- Na prionsabail a leagan amach don fhostóir, do bhaill foirne agus dá n-ionadaithe i gcás gearán i gcoinne ball foirne maidir le bulaíocht, ciapadh nó ciapadh gnéasach a dhéanamh.

Is féidir an nós imeachta seo a úsáid go sonrath chun:

- Fiosrú a dhéanamh ar ghearáin arna ndéanamh ag baill foirne i gcoinne ball foirne eile, maidir le bulaíocht/ciapadh/ciapadh gnéasach a dhéanamh.
- Fiosrú a dhéanamh ar ghearáin arna ndéanamh ag baill foirne i gcoinne ball den bhainistíocht, maidir le bulaíocht/ciapadh/ciapadh gnéasach a dhéanamh.

- Fiosrú a dhéanamh ar ghearáin arna ndéanamh ag baill den bhainistíocht i gcoinne ball foirne, maidir le bulaíocht/ciapadh/ciapadh gnéasach a dhéanamh.

Saincheisteanna nach mbaineann leis na nósanna imeachta seo:

- Gearáin arna ndéanamh ag baill foirne i gcoinne daltaí, maidir le bulaíocht/ciapadh/ciapadh gnéasach. Déileálfar lena leithéid de ghearán i gcomhréir leis an gcód disciplín/iompair daltaí iomchuí agus/nó cóid cleachtais comhaontaithe eile.
- Cúrsaí a bhaineann le hinniúlacht ghairmiúil múinteoirí nach féidir déileáil leo ag leibhéal na scoile nó a tharchuirtear chuig an Roinn Oideachais agus Scileanna lena bhfiosrú faoi théarmaí chiorclán 43/85 nó socrúithe eile atá ann.
- Gearáin anaithnid
- Gearáin shuaibhreasacha nó chráiteachta, nach gcuireann isteach ar obair an bhaill foirne
- Gearáin atá ina n-ábhar imeachtaí dlíthiúla.

Ní thagann faoi shainchúram na nósanna imeachta seo gearáin arna ndéanamh ag dalta(i) i gcoinne baill foirne maidir le bulaíocht/ciapadh a dhéanamh. Déileálfar lena leithéid de ghearán faoi threoirínte iomchuí nó cóid cleachtais eile chomhaontaithe.

Nóta: Is féidir éileamh ar chiapadh faoi na naoi bhforas arna leagan amach san *Acht um Chomhionannas Fostaíochta 1998*, a thionscnamh faoi fhorálacha an Achta sin. In Alt 32 den Acht sin, sainmhínítear na forais sin mar seo a leanas: *Aois, Míchumas, Claonadh Gnéis, Cine, Stádas Teaghlaigh, Stádas Pósta, Pósta, Creideamh, Comhaltas den Lucht Siúil*.

5. Measúnú Riosca

Chun Sábháilteacht, Sláinte agus leasa a bhainistiú ar bhonn éifeachtach in áit oibre ar bith, ní mór measúnú riosca a bheith déanta. Tarlaíonn measúnú riosca ó am go ham de réir mar a éilíonn cleachtais oibre agus trealamh nua.

Is é is aidhm leis an measúnú riosca ná meastachán a dhéanamh ar an méid riosca a bhaineann le guais ar bith. Tá sé bunaithe ar an toradh a d'fhéadfadh a bheith le tionóisc a tharlaíonn san áit oibre ar an mbonn seo a leanas: rangáítear rioscaí mar **Ard-Riosca (A)**, **Meán-Riosca (M)** nó **Riosca Íseal (Í)**, ag brath ar an toradh is measa a d'fhéadfadh a bheith le tarlúint ar leith. Déantar measúnaithe riosca i gcomhréir leis na Treoirínte de chuid an Údaráis Sláinte agus Sábháilteachta agus na Roinne Oideachais agus Scileanna maidir le Sábháilteacht agus Sláinte a Bhainistiú in Iar-Bhunscoileanna.

Tá teacht ar eolas maidir le Measúnuithe Riosca Ghaelscoil Chill Dara in **Aguisín 2** den Ráiteas Sábháilteachta seo.

5.1 Guais

Is í guais rud ar bith a d'fhéadfadh díobháil a dhéanamh do dhaoine, do réadmhaoin nó don timpeallacht. Is féidir le hábhar oibre, píosa trealaimh nó modh nó cleachtas oibre a bheith i gceist anseo.

5.2 Riosca

Maidir le gortú nó díobháil ar bith, ciallaíonn riosca an dóchúlacht go dtarlóidh gortú nó díobháil agus déine na n-iarmhairtí a d'fhéadfadh a eascairt as an riosca.

Braitheann riosca freisin ar líon na ndaoine a thagann i dteagmháil leis an nguais.

5.3 Bearta rialaithe / rialuithe

Is éard atá i gceist le bearta rialaithe / rialuithe ná na réamhchúraimí arna nglacadh chun a chinntiú go ndéantar riosca a íoslaghdú nó a dhíothú.

I ndiaidh measúnaithe riosca, is ríthábhachtach na beartaithe rialaithe a chur i bhfeidhm chun cúrsaí sábháilteachta a bhainistiú ar bhealach éifeachtúil. Le bearta rialaithe, déantar cinnte, mar shampla, go bhfuil an trealamh sábháilte agus go ndéantar gníomhaíochtaí oibre ar bhealach sábháilte freisin, Ní leor é a bheith ar an eolas faoi riosca. Ní mór bearta rialaithe a chur i bhfeidhm chun é a dhíothú nó a íoslaghdú go suntasach.

5.4 Measúnú Riosca

Is éard atá i gceist le measúnú riosca ná **guais a shainaithint**, agus ansin meastachán a dhéanamh ar **cé chomh holc is a bheadh an díobháil** a thiocthadh as an ghuais sin agus **cé chomh dóchúil** is atá sé go dtiocfadh díobháil aisti..

Ansin, féadfaidh an fostóir bearta rialaithe a chur i bhfeidhm chun an riosca a íoslaghdú nó measúnú a dhéanamh maidir le leordhóthanacht na réamhchúraimí arna nglacadh aige/aici chun díobháil a chosc. Ní mór measúnú riosca a dhéanamh ar ghníomhaíochtaí uile sa scoil a d'fhéadfadh tionóisc nó drochshláinte teacht as, go mór mór na gníomhaíochtaí is dainséaraí.

Is próiseas simplí é an próiseas um mheasúnú riosca agus ligeann sé don scoil guaiseacha a shainaithint agus déileáil leo ar bhealach éifeachtúil ionas nach gcuirtear daoine i ndainséar neamhriachtanach.

Mar shampla, in Éirinn, is é an láimhsiú an chúis is mó a bhaineann le gortuithe san áit oibre agus is iad sciorthaí, tuislí, agus titim an dara cúis is mó. Is sciorthaí, tuislí, agus titim iad aon cheathrú de na tionóiscí ar fad a tuairiscítear in earnáil an oideachais. Is ann do na guaiseacha seo i ngach scoil agus ní mór measúnú riosca a dhéanamh orthu díreach ar nós guaiseacha eile coitianta.

Ba cheart do scoileanna na próiseas 3-céim seo a leanas a úsáid chun measúnuithe riosca a dhéanamh.

Céim 1 An ghuais a shainaithint

Céim 2 An riosca a mheas i gcomhréir leis an nguais

Céim 3 Bearta rialúcháin iomchuí a chur i bhfeidhm chun an riosca a dhíothú nó a laghdú

Scaipfidh an Comhordaitheoir Sábháilteachta measúnuithe riosca ar na múinteoirí ranga i mí Mheán Fómhair agus cuirfidh siad tacaíocht ar fáil maidir lena gcomhlánú. Bainfear leas as na teimpléid atá ar fáil ar www.hsa.ie/education.

Tá measúnuithe riosca comhlánaithe curtha isteach leis an Ráiteas Sábháilteachta (Aguisín 2). Ba cheart athbhreithniú a dhéanamh orthu gach bliain ar a laghad nó de réir mar a thagann trealamh, córais nó pearsanra nua chun nó scoile nó de réir mar a tharlaíonn athruithe eile suntasacha.

Ní mór aird na foirne go léir a dhíriú ar an Ráiteas Sábháilteachta agus ba cheart go mbeidís in ann teacht ais nuair is gá.

6. Nósanna Imeachta Éigeandála

6.1 Tá Beartas Teagmhais Criticiúil i bhfeidhm i nGaelscoil Chill Dara ina dtugtar mionchuntas ar na hábhair seo a leanas:

- i. liosta de na daoine atá freagrach as an bplean a chomhordú agus a chur chun feidhme agus sonraí maidir lena ndualgais ar leith
- ii. liosta de na céimeanna i nósanna imeachta na scoile chun déileáil le réimse éagsúil de chásanna éigeandála agus criticiúla lena n-áirítear dóiteán, tuile, sceimhle buama agus teagmhais eile amhail gortú tromchúiseach nó bás de thionóisc nó féinmharú
- iii. nósanna imeachta maidir le teagmháil le teaghlaigh daoine a ndearna an teagmhas difear dóibh
- iv. sonraí seirbhísí éigeandála agus tacaíochta náisiúnta agus áitiúla amhail an Garda Síochána, an tSeirbhís Dóiteáin, an tseirbhís otharchairr, an tSeirbhís Náisiúnta Síceolaíochta Oideachais, dochtúirí ginearálta agus ospidéal áitiúla

Agus ár mBeartas Teagmhais Criticiúil á dhréachtú, baineadh leas as na hacmhainní seo a leanas:

Tá cóip den Bheartas Teagmhais Criticiúil agus tuilleadh eolais le fáil in **Aguisín 4**

- Freagairt ar Theagmhais Chriticiúla, Treoirlínte do Scoileanna, an Roinn Oideachais agus Scileanna agus an tSeirbhís Náisiúnta Síceolaíochta Oideachais
- Pleanáil Theagmhach i gComhthéacs Éigeandála Náisiúnta, www.education.ie

6.2 Sábháilteacht Dóiteáin - Beartas Dóiteáin agus Aslonnaithe

Tá baol ann i gcónaí go dtarlóidh tine nó éigeandáil eile lena mbaineann gá an foirgneamh a aslonnú go pras. Soláthraítear múchtóirí dóiteáin sa scoil agus seiceáiltear iad ar bhonn rialta.

Tá Oifigeach Dóiteáin ceaptha i nGaelscoil Chill Dara agus is ball í den Choiste Sláinte agus Sábháilteachta. Chomh maith leis sin, tá na réamhchúraimí seo a leanas i bhfeidhm:

- treoir agus oiliúint a chur ar fáil don fhoireann maidir le nósanna imeachta aslonnaithe i gcás dóiteáin agus éigeandáil, suíomh na bpointí dóiteáin agus conas trealamh comhraicthe dóiteáin a úsáid;
- Druileanna dóiteáin agus aslonnaithe a réachtáil ar bhonn rialta;
- bealaí éalaithe agus bealaí amach a chur ar fáil agus iad a choinneáil díghlasáilte, feidhmiúil agus saor ó bhacainn i gcónaí;
- trealamh agus córais leordhóthanacha um chosaint dóiteáin a chur ar fáil;
- trealamh agus córais leordhóthanacha um chosaint dóiteáin a imscrúdú agus a chothabháil;
- Dea-chleachtais bhainistí a choinneáil chun a chinntiú go tógtar amach bruscar indóite go léir; agus
- suíteálacha leictreacha a thástáil agus a chothabháil agus deimhin a dheanamh go bhfuil an trealamh leictreach go léir múchta agus díphlugáilte nuair nach bhfuil sé in úsáid (más féidir).

Tá an Beartas Dóiteáin agus Aslonnaithe ar fáil in **Aguisín 5**.

6.3 Garchabhair

Tá Gaelscoil Chill Dara tar éis Beartas Garchabhrach agus Beartas maidir le Dáileadh Cógas a fhorbairt. Tá na beartais sin ar fáil in **Aguisín 6**.

6.4 Uath-dhífhibrileoirí Seachtracha

Tá dhá uath-dhífhibrileoir ar fáil i nGaelscoil Chill Dara, ceann ar an mballa taobh istigh den seomra fóirne taobh le hoifig na scoile agus uath-dhífhibrileoir eile ar fáil sa scioból. Tá liosta cothrom le dáta de na daoine atá oillte chun an uath-dhífhibrileoir seachtrach a úsáid le fáil sa seomra foirne díreach in aice leis an gléas féin. Is féidir an t-uath-dhífhibrileoir seachtrach a bhaint den bhalla lena úsáid ar an dalta/ball foirne a mheastar a bhfuil i mbun stad chardiaigh.

Tá sé rithabhachtach go seiceáiltear an ceallra go rialta. Rachaidh an ceallra reatha in éag ar an **01/01/2022** (mura n-úsáidfeadh é idir an dá linn).

6.5 Tionóiscí agus tarlúintí dainséaracha

Is gach tionóiscí uile (is cuma cé chomh fánach is atá siad) a tharlaíonn do dhaltaí, baill foirne, conraitheoirí nó baill den phobail a thuirisciú láithreach d'fhoireann bainistíochta na scoile agus d'oifig na scoile.

- Ní mór **Foirm Tuairisce Tionóisce (Aguisín 7)** a chomhlánú go hiomlán agus sonraí uile na tionóisce a thabhairt, lena n-áirítear conas a tharla sé agus na bearta garchabhrach a cuireadh i bhfeidhm. Caithfeadh cóip den tuarascáil sin a choinneáil san fhilleán Tionóiscí Ginearálta i bpríomhoifig na scoile agus an fhoirm féin a choimeád i gcomhad an dalta/ bhaill foirne.
- I scoileanna, is é an Bord Bainistíochta atá freagrach as tionóiscí a tharlaíonn in áit oibre nó ag gníomhaíocht oibre a thuirisciú don **Údarás Sláinte agus Sábháilteachta ar na foirmeacha ar líne IR1 agus IR3** má fhaigheann duine bás nó má fhágann tionóisc duine ar bith faoi mhíchumas ar feadh tréimhse níos faide ná 3 lá (gan lá na

tionóisce a áireamh). Áiríteoidh príomhoide na scoile go gcomhlánaítear na foirmeacha 1R1 agus IR3 de réir mar is cuí agus go gcuirtear ar aghaidh iad chuig an Údarás Sláinte agus Sábháilteachta. Más tionóisc mharfach í, is gá nach gcuirtear isteach ar shuíomh na tionóisce ar feadh trí lá i ndiaidh fógra a thabhairt, ach amháin ar chúiseanna tarrthála.

- c) Ba cheart do bhaill foirne eolas a chur ar **chomhairle Fheidhmeannacht na Seirbhíse Sláinte (Aguisín 8)** maidir le gearrthacha agus doirtí sreabháin coirp i dtimpeallacht na scoile a bhainistiú.
- d) Caithfear tuismitheoirí/caomhnóirí a chur ar an eolas i gcónaí má tharlaíonn gortú cinn de chineál ar bith do dhalta, fiú amháin má tá an chuma ar an scéal gur miontionóisc amach is amach atá i gceist.
- e) Coinnítear baill foirne ar an eolas ag cruinnithe foirne maidir le nósanna imeachta agus prótacail i ndáil le cleachtais reatha gharchabhrach.

7.Treoir, Oiliúint agus Maoirseacht

Cuireann Gaelscoil Chill Dara oiliúint ar fáil don fhoireann i ndáil le sábháilteacht, sláinte agus leas ag an obair. Áirítear ar an treoir sin treoir le haghaidh na foirne uile maidir le conas measúnú riosca a dhéanamh agus treoir le haghaidh grúpaí níos lú/daoine aonair sa gharchabhair, nó maidir le conas trealamh speisialaithe nó cúrsaí ar líne a úsáid go sábháilte.

Bíonn treoir leanúnach agus múscailt feasachta i scoileanna maidir le sábháilteacht, sláinte agus leas ina chabhair chun meon aigne na sábháilteachta a chothú i measc baill Ghaelscoil Chill Dara, idir bhaill foirne, conraitheoirí, cuairteoirí agus daltaí.

Chomh maith le hoiliúint fhoirmiúil, tá réimse gearrchúrsaí ar líne a mhúsclaíonn feasacht agus atá saor in aisce ar fáil do scoileanna ar thairseach ríomhfhoghlama an Údaráis Sláinte agus Sábháilteachta: <https://hsalearning.ie> Spreagtar baill foirne uile chun leas a bhaint as na cúrsaí sin. Dírítear cúrsaí ar fhostóirí agus fostaithe agus iad siúd a bhfuil ról sábháilteachta acu i dtimpeallacht na scoile. Féadfaidh múinteoirí rochtain a fháil ar chúrsaí le haghaidh daltaí atá ag ullmhú don áit oibre. Is féidir treoir agus foilseacháin mhionsonraithe maidir le réimse leathan ábhar a íoslódáil ó www.hsa.ie.

Tá tionóil, seisiúin faisnéise ionduchtúcháin agus treoir agus taispeántais réamhranga maidir le réimsí praiticiúla i measc na mbealaí ar fad atá socrúithe treoracha, oiliúna agus maoirseachta á ndéanamh ag foireann na scoile cheana féin agus nach dteastaíonn rannpháirtíocht ón taobh amuigh.

7.1 Oiliúint

Coinneofar taifead d'oiliúint ar bith a chuirtear ar fáil. Coinneoidh an scoil taifid maidir le hoiliúint sláinte agus sábháilteachta. Soláthróidh an scoil an oiliúint seo a leanas de réir mar is cuí, amhail oiliúint sábháilteachta ionduchtúcháin le haghaidh foirne nua, oiliúint ar láimhsiú sábháilte agus sábháilteacht dóiteáin chomh maith le oiliúint um bainistíocht chun a chinntiú go bhfuil sé ar chumas foirne sinsearaí a ndualgas agus freagrachtaí sláinte agus sábháilteachta a chomhlíonadh. Cuirfear oiliúint ionduchtúcháin ar phearsanra nua uile.

Tugtar eolas, treoir agus oiliúint leordhóthanach don fhoireann i ndáil le trealamh oibre agus próisis oibre a d'fhéadfadh cur isteach ar a sláinte agus sábháilteacht.

Braitheann an oiliúint a chuirtear ar fáil ar dhualgas oibre an fhostaí, e.g.

- o Daoine ag Obair Os Ard
- o Oiliúint sa Gharchabhair Oibre

7.2 Taifid Oiliúna

Coinneoidh an scoil taifead reatha maidir le hoiliúint sláinte agus sábháilteachta gach fostaí ar leith. Coinneofar na taifid oiliúna ar feadh tréimhse éiginnte.

Cuirfear an fhaisnéis seo a leanas san áireamh sna taifid oiliúna:

- Dáta na hoiliúna ionduchtúcháin
- Dáta na dtreoracha nó an chleachtaidh
- Ainm an teagascóra/oiliúnóra agus ról
- Ainm an duine a chuaigh faoi oiliúint

7.3 Láimhsíú Sábháilte

Áirítear in oibríochtaí láimhsithe sábháilte ualach ar bith a iompar de láimh nó tríd an gcorp a úsáid chun ualach a thacú nó a bhogadh le forneart. Áirítear leis sin ualach ar bith a ardú, a ísliú, a bhrú, a tharraingt, a iompar, a thacú nó a bhogadh.

Sainmhíniú ar théarmaí áirithe;

- *Ualach* - rud is féidir a bhogadh.
- *Oibríochtaí a bhaineann le Láimhsíú* - rud ar bith a éilíonn iarracht fhisiceach dhíreach ón duine.

LÁIMHSÍÚ A SHEACHAINT

Treoir Achomair

Más rud é go sainaitnítear oibríocht láimhsithe mar riosca, ní mór breithniú a dhéanamh ar chéimiúlachta na roghanna seo a leanas:

1. Ar dtús, déan breithniú ar an gá atá le láimhsíú a dhíothú ar fad.
2. An chéad rogha eile mura féidir láimhsíú a sheachaint ná go ndéanfar an oibríocht nó an tasc go huathoibríoch, (seans nach mbeidh sé sin indéanta; mar sin, ba cheart áiseanna meicniúla a imscrúdú agus a aithint). Cé go laghdaítear na rioscaí láimhsithe tríd an tasc a dhéanamh go huathoibríoch nó trí áiseanna meicniúla a úsáid, nó déan dearmad go bhféadfadh go méadaítear rioscaí eile agus mar sin, go gcaithfear measúnuithe riosca a dhéanamh orthu sin, e.g. measúnuithe riosca ginearálta.
3. Is é an chéad rogha eile ná breithniú a dheanamh ar an áit oibre a athchóiriú, i.e. nithe troma a stóráil ag leibhéal na coime, nuair is féidir, nó nithe a úsáidtear go coitianta a stóráil díreach in aice leis an bpointe úsáide. Déan breithniú ar ualach eile a roghnú.

Má táthar tar éis breithniú a dhéanamh ar na pointí thuasluaite nó iad a chur i bhfeidhm agus go bhfuil rioscaí maidir le láimhsíú fós ann, ba cheart oiliúint a chur ar na baill foirne i gceist maidir leis na teicnící a bhaineann le ualaí a bhogadh agus a láimhsíú.

Beart le glacadh

Déan measúnú ar na rioscaí

Déan na rioscaí a dhíothú ag an bhfoinse nó

Uathoibriú nó áiseanna meicniúla le húsáid nó

Déan iniúchadh ar an deis atá ann an timpeallacht oibre a athchóiriú

Oiliúint a chur ar an bhfoireann maidir le bogadh agus láimhsíú

AN BAOL DÍOBHÁLA A LAGHDÚ

I gcás nach féidir le baill foirne Ghaelscoil Chill Dara oibríochtaí láimhsithe lena mbaineann riosca díobhála de bharr láimhsithe a sheachaint, caithfidh baill foirne na bearta iomchuí a ghlacadh chun an riosca a laghdú go dtí an leibhéal is ísle agus is féidir.

Beart le glacadh

Feabhas a chur ar athchóiriú na háite oibre

Feabhas a chur ar na gnáthaimh oibre

Déan an lámhsiú fad is atá daoine ina a suí a dhíothú/laghdú

Déan breithniú ar lámhsiú foirne

Déan ualaí níos éadroime, níos lú agus níos éasca lena lámhsiú

Cuir feabhas ar lámha agus greamáin ar ualaí atá le lámhsiú

Déan baic ar staidiúir a fheabhsú

Déan cinnte nach mbíonn páirteach san oibríocht ach baill foirne atá sláintiúil go leor

Tá eolas maidir le Láimhsiú Sábháilte le fáil in **Aguisín 9**

8.Cumarsáid agus Comhairliúchán

8.1 Cumarsáid

Tugann Gaelscoil Chill Dara cuireadh don Fhoireann cur leis an bpróiseas measúnaithe riosca agus le hathbhreithniú ar bith a dhéantar ar an ráiteas sábháilteachta (uair sa bhliain de ghnáth nó nuair a tharlaíonn athruithe). Is féidir é sin a dhéanamh trí chruinnithe an choiste sábháilteachta ina mbíonn ionadaithe de bhainistíocht na scoile, den fhoireann teagaisc agus den fhoireann neamhtheagaisc. Tá an Beartas Sláinte, Sábháilteachta agus Leasa ar fáil sa Seomra Foirne agus cuirtear an Fhoireann ar fad ar an eolas faoi ábhar an Ráitis Sláinte, Sábháilteachta agus Leasa ag cruinne foirne iomlán agus cuirtear cóip leictreonach ar fáil do gach ball foirne.

Cuirtear ar taispeáint in áiteanna iomchuí sa scoil póstaer agus fógraí maidir le cúrsaí sábháilteachta, sláinte agus leasa; nósanna imeachta éigeandála; éalaithe dóiteáin; agus pointe tionóil.

8.2 Comhairliúchán

Éascaítear an Fhoireann chun cur le feabhsuithe ó thaobh cúrsaí sábháilteachta, sláinte agus leasa a bhainistiú ar na bealaí seo a leanas:

- ionadaí sábháilteachta a roghnú

- coiste sábháilteachta a bhunú

- post freagrachta a bhunú le haghaidh cúrsaí sábháilteachta, sláinte agus leasa (oifigeach sábháilteachta)

- córas comhaontaithe a chur i bhfeidhm chun bainistíocht na scoile a chur ar an eolas maidir le cúrsaí práinneacha sábháilteachta, sláinte agus leasa.

Is próiseas leanúnach é bhainistiú na sábháilteachta, sláinte agus leasa.

Tá treoir ar fáil in **Aguisín 10** do bhaill foirne a oibríonn taobh amuigh de ghnáth-uair scoile.

9. Monitoring , review and update:

Gaelscoil Chill Dara perceives that monitoring on safety applications is ongoing and the system is reviewed as needed. This is done in these ways: I;

- i. Bheifí ag súil go gcuirfidh fostaithe uile Príomhoide na Scoile ar an eolas maidir le réimse ar bith den bheartas sláinte, sábháilteachta agus leas más rud é go bhfeictear dóibh nach bhfuil sé leordhóthanach agus a iarraidh go ndéanfar leasú ar an Ráiteas Sábháilteachta;
- ii. Cuirfear an t-eolas sin in iúl don bhainistíocht go díreach nó tríd an gCoiste Sábháilteachta agus leis sin, áiritheofar go mbeidh monatóireacht á dhéanamh ar an Ráiteas Sábháilteachta ar bhonn leanúnach;
- iii. Áiritheoidh Príomhoide na Scoile go ndéantar an Ráiteas Sábháilteachta a nuashonrú ar bhonn rialta (chun léiriú a dhéanamh ar athruithe ó thaobh reachtaíochta, foirne nó cleachtas oibre, srl.) agus cuirfear fostaithe ar an eolas maidir leis na hathruithe.
- iv. Tabharfaidh an scoil faoi imscrúduithe sábháilteachta ar bhonn rialta agus measúnú riosca a eagrú maidir le nithe a bhaineann Ard-Riosca, Meán- Riosca nó Riosca Íseal leo agus creat ama chun tabhairt faoi na nithe sin, in éineacht leis an duine a bhfuil sé de dhualgas air/uirthi na bearta ceartaitheach is gá a chur i bhfeidhm.

Tionólfar Coiste Sábháilteachta Ghaelscoil Chill Dara ar bhonn rialta.

Health and Safety Guidelines for schools:

With the development of this statement, the guide and template of the health and safety guidelines regarding health and safety in primary schools were adhered to.

[Treoirínte on HSA](#)

www.hsa.ie/publications

www.education.ie

Fire Actions:

The buildings are equipped with a fire detection system, alarm and smoke detectors which will indicate the source of the hazard.

There are portative fire extinguishers situated in the corridors and the main entrance.

Training has been provided relevant to use of various fire extinguishing equipment and of evacuation procedures

Fire and evacuation drills are organised at least once per term.

It is essential that all exits are kept clear of any impediments.

First Aid and damage / illness management :

The school recognises its duty to provide occupational First Aid training that fulfils the requirements of the Safety Health and Welfare Regulation (general purpose) 2007;

The First Aid area is situated in the secretary's office. There are two sets of equipment there, one can be used as external equipment for school tours and sports activities.

The members of staff only who give medicine with permission of the child's parents, besides emergency medicines (Epipen or Adrenalin pen etc.) The child's teacher is qualified to give those. It is correct to look for medical help immediately in a case of head injury and serious injuries.

It is correct to report every accident and incident (and perceived near misses) to the Principal and Safety Officer **and to be written in the accident book / file. It is the duty of the teacher on duty when the accident happens to fill in the form and send it home. A copy is kept in school also. If a child hits his/ her head contact is made with the family immediately and a note is sent home also.**

Recording and incident/ damage investigation:

The main objective of recording accidents is to recognise the causes and to ensure that incidents like this don't happen again. **It is also a legal requirement** to give notice to the Health and Safety Authority about these accidents or dangerous incidents:

- (a) death of any employee or self-employed person, that happened as a result of work being done by him /her;*
- (b) injury that happened to anyone employed or a self-employed person during their employment, that means they can't complete their usual duties for over three days not counting the day of the injury; Saturday and Sunday are included in these calendar days. (For example, if the injury happened on Wednesday, but (s)he doesn't usually work Saturday, Sunday or holidays, if (s)he returns on the Monday after this, the incident must be reported.)*
- (c) Death or an injury for which a registered medical practitioner is needed that doesn't happen as the person is working, but is connected to a work activity or workplace. It is not necessary to report a routine treatment (eg operation or medical therapy) that is the cause for death or injury.*
- (d) A road accident that comes under the criteria of (a) and (b) above mentioned, without reporting an accident that happens when the person is travelling to or from work.*

Recreation and break times:

Supervision is undertaken at each break time and during outdoor activities according to rota. A rota is available on the noticeboard outside the staffroom. The supervision policy is in place.

Vehicles moving:

- There are enough parking spaces in front of the school and at the lower car park where there are bus bays also.;
- Pedestrians are kept away from any moving vehicles when possible.
- No cycling is permitted inside school grounds.
- Deliveries should be scheduled to arrive during class time or after school and not during break times.
- **Cones are at the infants' corner to stop vehicles driving further between 8.50 agus 2.50. NEW 22/23**

Covid 19

- Protocol COVID-19 to work safely in place in school.
- Course completed by all staff.
- Risk assessment Covid 19 completed.

- Regular review of responsibility plan for Covid 19 for school community.

Those responsible for Health and Safety:

Principal ----- Niamh Uí Chadhla

Vice-Principal ----- Caitríona Ní Dhúnaí

Health and Safety Officer ----- Linda Uí hEathairn

Health and Safety Representative ----- Valerie Uí Dheisceartaigh

Covid 19 officers: ----- Sibéal Breathnach / Déirdre Ní Dhiolúin 11. 2021/2022

Fire Officer ----- Valerie Uí Dheisceartaigh

First Aid ----- Sorcha Lotrail

Health and Safety advisor ----- Tony Clarke, Ball den IOSH.

Health and safety advisor Hibernian

Affirmation (to be signed by each member of staff)

I have read and understand fully this Safety Statement and the annexes that pertain to my role in school.

Sínithe: _____ Dáta _____

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Changes to this policy were accepted at a meeting of the Board of Management (February 2021) signed off in June 2022

Cathaoirleach: Colm Ó Gógáin

Príomhoide: Niamh Uí Chadhla

Sínte:

Sínte:

Dáta:

Dáta:

Notaí:

All policies of Gaelscoil Chill Dara are created through a process of review and improvements when necessary. Comhairle na dTuismitheoirí and teachers are consulted during the process before finally accepting any policy or improvements by the Board of Management. Suggestions are welcome in any of the policies of Gaelscoil Chill Dara any time from those who are interested, just to put in writing to the Príomhoide. The policies as they stand at present are available in Irish and English on www.gaelscoilchilldara.com.

All policies of Gaelscoil Chill Dara are written in Irish and English. If there is a case that a discrepancy is noted between both versions, the parent etc is welcomed to choose whichever version that is most beneficial to his/her child or him/herself in general. The Board of Management conduct their meetings through Irish, however any subject may be dealt with through Irish / English as any parent / person wishes.

Aguisín 1: pleananna éalaithe le haghaidh gach seomra ranga.

H I B E R N I A N
Health & Safety Consultants

Gaelscoil Chill Dara, An Bóthar Glas, An Currach, Co. Chill Dara.

HAZARD	CONTROL	Action Taken
Outdoor:		updated 12.02.2021
The fence around the basketball court needs attention and there is a break in the top corner with nails exposed.	Inspect the fence and replace any broken timber and repair any loose timber.	Fixed and will be regularly monitored CO
Junior School Building:		
A downpipe has been dislodged.	Reconnect the downpipe.	Done
A gully lid has been dislodged.	Cut the grass back and reseal the lid.	Done
The basketball post in the junior playground is not padded.	Padding to be placed around the post.	Padding being sourced, was to be delivered March 2020 but did not arrive due to Covid.
The gutters are choked with debris.	Clear the gutters.	Done January 2021 Jewel Hygiene
The toe piece of one downpipe has come off.	Have the toe piece refitted.	Done
There is an electric cable exposed at front of building.	It must be checked by a competent person and removed.	Done - not live
A section of rebar is exposed in the same area.	Build ground up to cover the rebar.	Done
Monitor the build-up of winter debris around the shores.	Keep the shores clear.	Being done regularly by CO
Main Building:		
Outdoor:		
There are some pallets at the rear of the building.	Remove the pallets..	Skip March 2020

There is a rake at the garden shed.	Remove the rake and keep it in the shed.	Shed locked
Some of the timber borders in the garden are rotten – splinters.	These timbers need to be replaced.	Planting area of Gairdín Scoile needs to redone - not fit for purpose at present.
There is a bait box at the rear of the building not secured.	These bait boxes must be secured. Call your contractor.	Done - Rentokil
A shore has been broken in the courtyard.	Repair or replace the shore.	Done
A bench in the courtyard has come away from the wall.	The bench needs to be bolted back to the wall.	Done
There is a toe piece missing from a downpipe.	Replace the toe piece.	Done
A grill has been displaced on one of the shores.	Fit the grill back in place.	Done
All gutters to be cleared of debris.	Work in progress.	All Done Jan 2021 Jewel Hygiene
Indoor:		
All store rooms are open. (chemicals stored)	Store rooms must be kept locked during school hours.	Push Button lock placed on door.
Almost every classroom has chemicals in the wet areas or cupboards.	All chemicals must be kept in the cleaner’s store room. This includes some brands of liquid soap. If the label reads “keep out of the reach of children” then it must be kept on a high shelf	Chemicals in locked room, natural cleaners in classrooms and child friendly soap provided by DOE suppliers. A box of PPE with lid provided to each teacher.
Almost every classroom has large scissors on the teacher’s desk	All scissors must be kept out of the reach of children unless supervised	Done
Room 6: One of the doors has come off the cupboard.	Fit the door back on the cupboard.	Done - all unnecessary and broken furniture fixed and or removed from classrooms and corridors.

The foam fire extinguisher in the hall (nearest reception) is losing pressure.	Check the gauge regularly and ensure the needle does not get into the red area. Call your contractor.	Done

Deputy Principal: Caitríona Ní Dhúnaí
Health and Safety Officer (B.o.M) Linda Uí hEathairn
Health and Safety Rep (staff member) Valerie Ní Dheisceartaigh
Fire Warden: Valerie Ní Dheisceartaigh
First Aiders: Sorcha Lotrail Márta 2020
Defibrillator: Cian de Róiste agus Chelsea dePaor Samhain 2020, Sorcha Lotrail Márta 2020
Dhá Dhífhíbrileoir ag GSCD, ceann sa seomra foirne, ceann sa scioból

Measúnú Riosca Covid 19 (2) Samhain 2020

Guaiseacha <i>Hazards</i>	An bhfuil an Ghuais ann? <i>Is the Hazard Present?</i> Tá Yes – T Níl No - N	Cén riosca atá ann? <i>What is the risk</i>	Ráta Riosca <i>Risk Rating</i> Ard High-A Meán Medium - M Íséal Low	Bearta Smachta- Nuair atá na bearta smachta Go léir i bhfeidhm, beidh laghdú ar an riosca <i>Controls – When all controls are in place risks will be reduced.</i>	An bhfuil an Bearta Smachta ann? <i>Is this control in place?</i> Tá Yes – T Níl No - N	Gníomhartha/ Le déanamh/Béarta Smachta le cur i bhfeidhm <i>Action/ To do List/ Outstanding Controls</i> Baineann an ráta riosca leis na bearta Smachta leagtha <i>Risk rating applies to outstanding Controls outlined in this column. Examples of Actions;</i>	Duine freagartha <i>Person Responsible</i>	Síniú agus dáta Nuair atá críochnaíocht Leis an gníomhartha <i>Signature and date when action completed</i>
Covid – 19	T	Tinneas <i>Illness</i>	A	Plean Freagartha COVID-19 na Scoile i bhfeidhm de réir threoir na Roinne Oideachais agus an Prótacal um Fhilleadh ar an Obair go Sábháilte agus de réir comhairle sláinte poiblí. <i>School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice.</i>	T	Treoir an FSS maidir le sláinte agus béasaíocht anála leanta <i>Follow public health guidance from HSE re hygiene and respiratory etiquette</i> Foirmeacha um Réamhfhilleadh ar an Obair faighte agus athbhreithnithe <i>Return to Work Forms received and reviewed</i>	Niamh Sibéal Caitríona Michelle Go leanúnach	Gach uile rud Déanta. Lúnasa 2020 Samhain 20202 Eanáir 2021
				Ráiteas um Polasaí Scoile maidir le COVID-19 críochnaithe. <i>School Covid-19 Policy Statement in place.</i>	T			
				Freastail ar oiliúint an Fhoras Pátrúnachta faoi athoscailt scoileanna. <i>Attend An Foras Pátrúnachta training on the reopening of schools.</i>	T			

				<p>Iarrfar ar fhoireann/pháistí na scoile fanacht sa bhaile má bhíonn comharthaí Covid-19 acu</p> <p><i>School staff and children will be asked to stay at home if experiencing symptoms of Covid-19.</i></p>	T			
				<p>Ní mór do gach duine a thagann isteach ar scoil an díghalrú láimhe atá ann a úsáid.</p> <p><i>Everyone entering the school must use the hand sanitiser provided.</i></p>	T			
				<p>Níl cead ag aon chuirteoir/ tuismitheoir teacht isteach gan coinne. Beidh masc le caitheamh.</p> <p><i>No visitors/parents permitted to enter without a prior appointment. Masks must be worn by all visitors.</i></p>	T			
				<p>Tá conraitheoir glantacháin againn. Déantar an glantachán gach lá ó 12-3. CO ó 2.30-9.30in.</p> <p><i>Cleaning Contractor in place. Cleaning will take place daily with Jewel 12-3. CO 2.30-9.30 The 'Environmental hygiene' section of the 'Inteirm Recommendations for the reopening of schools and Educational Facilities' (Health Protection Surveillance Centre) will be strictly followed and shared with other staff.</i></p>	T			

				<p>Roinnfear an scoil i 4 phobal le ranganna agus MOS iontu.</p> <p>Roinnfear na ranganna i neadacha le huasmhéad. Beidh na páistí seo ag suí, ag spraoi agus ag tabhairt faoi gníomhaíochtaí le cheile taobh istigh den seomra ranga</p> <p>School will be divided into 4 communities with classes an MOS in each, Classes will be divided into pods. These children will sit, play and engage in activities together within the classroom</p>	T			
				<p>Beidh málaí ag na páistí ó ranganna 1-6 le hábhair ar nós; peann luaidhe, criáin, a thigfaidh siad ar scoil.</p> <p>Tabhrfaidh an scoil taos greamaithe, siosúr, taos súgartha srl.. Ní thógfaidh na páistí aon cásanna pinn luaidhe ar scoil, roinnfidh na ranganna naíonáin ábhaur idir sa nead</p> <p><i>Each child Ranganna 1-6 will have their own bag for their; pencils, crayons, etc which they will bring in. Glue, scissors will be provided by school. which they will bring in to school.. Children are not to bring pencil cases to school. The infants will share within their nead.</i></p>				
				<p>Beidh na neadacha 1m ó a chéile más féidir.</p>	T			

				<i>Pods will be seated at 1m apart when at all possible.</i>				
				Ní bheifear ag súil go mbeadh aon scaradh sóisialta i gclós na naíonán. <i>The children will not be expected to socially distance in the infant yard.</i>	T			
				Fanfaidh Ranganna i grúpaí Ranga sa chlós. <i>Classes will stay in class group in yard.</i>	T			
				Beidh bord na múinteoirí 1m ar a laghad ó na meithleacha <i>The teacher's desk will be situated at least 1m from all pods</i>	T			
				Taobh istigh fanfaidh foireann na scoile 2m ó a chéile más féidir. <i>Indoors all school staff will keep a social distance of 2m from each other where possible.</i>	T			
				Glanfar na lámha roimh ithe, tar éis teacht isteach on gclós, tar éis an leithris agus tar éis sraothartaí. Úsáidfear páipéir lámh úsáid aon uaire agus triomadóirí lámhe. <i>Hand washing will occur before eating, after coming in from the yard, after the toilet and after sneezing. Single-Use paper towels, face cloths ir hand dryers will be use.</i>	T			

				<p>Caithfidh baill foirne clúdach aghaidhe a chaitheamh ag suí gar do pháiste nó grúpa páistí. D'fhéadfadh le múinteoirí scáthláin a chaitheamh ag múineadh ranga</p> <p><i>A facemask will be worn by members of staff if sitting next to a child or to a group of children. A Visor may be worn during full class instruction/teaching if 2m from class.</i></p>	T			
				<p>Naionra: Beidh an Naionra ag úsáid a doras féin agus ní bheidh said ag siúl tríd an scoil. Beidh an Naionra ag úsáid a clós féin.</p> <p><i>The Naionra will use their own door and will not be walking through the school. The Naionra will be using their own yard.</i></p>	T			
				<p>Oiliúint Ionductaithe curtha ar fáil agus Logleabhar Teagmhála in úsáid ag Sorcha.</p> <p><i>Induction Training provided. Contact log in place by Sorcha.</i></p>	T T			
				<p>Seicliostaí a chomhlíonadh mar is cuí:</p> <p>Bainistíocht na Scoile</p> <p>Ag Déileáil le Cás Amhrasta do COVID-19.</p> <p><i>Complete checklists as required:</i></p> <p><i>School Management</i></p> <p><i>How to deal with a suspected case of Covid-19.</i></p>	T			
				<p>Seicliostaí Eile;</p> <p>Glantachán</p>	T			

				<i>Other school specific checklists ; Cleaning</i>				
				Cuirfear tuismitheoirí ar an eolas faoin gcóras fágála agus bailithe roimh a athosclóidh an scoil <i>Parents to be informed of drop-off and collection protocols prior to the reopening of the school</i>	T			
				Spreagfar páistí agus foireann na scoile chun sraothartach/casacht isteach san uillinn <i>All children/staff will be encouraged to cough/sneeze into their elbow</i>	T			
				Crochfar póstaer eolais ag príomhdhoras na scoile agus ag doirse na seomra ranga <i>Informative posters will be displayed at the school's entrance and at the doors into the classrooms.</i>	T			

Má tá gá le gníomharthaí le Riosca Ard (A), tá baol díobhála ard ann agus ba chóir gníomhú láithreach. Ba chóir dul i ngleic le gníomhartha le Meán-Riosca (M) chomh luath agus is féidir. Ba chóir dul i ngleic le gníomhartha le Riosca Íseal (I) chomh luath is atál praiticiúil.

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low risk (L) actions should be dealt with as soon as practicable.

An Té a Rinne an Measúnú Riosca: Niamh Uí Chadhla agus Sibéal Breathnach.

Risk Assessment carried out by: Niamh Uí Chadhla agus Sibéal Breathnach.

Dáta: 21.08.2020

Athbhreithniú: 25.08.2020

Athbhreithniú: 16/11/2020 (Measúnú Riosca 2)

Aguisín 1: pleananna éalaithe le haghaidh gach seomra ranga.