

Safety Statement & Risk Assessment

St. Joseph's G.N.S.

**Approved by
Board of Management on
21st November 2022**

St Joseph's Girls Primary School.

Barry Avenue, Finglas West. Dublin 11.
Roll # 19015R

Safety Statement

Introduction

The Board of Management of St. Joseph's Girls' National school recognises that its statutory obligations regarding health and safety extends to employees, students, to any person legitimately conducting school business and to the public. The Board undertakes to ensure that the provisions of the Safety, Health and Welfare Act (2005) are implemented.

This policy requires the cooperation of all partners in the school community. It shall be reviewed annually in the light of experience, changes in legal requirements and operational changes. The Safety Officer will carry out regular safety checks. All records of accidents and ill-health shall be monitored by the Safety Officer to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents/ill-health.

The Board of Management will report to the Health and Safety Authority (H.S.A.), 12 Hogan Place, Dublin 2, accidents which result in an employee or student's absence from work/school for more than three (3) days, which requires treatment from a registered medical practitioner or treatment in a hospital and when an accident results in the death of an employee or student.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act (2005), for every employer, in conjunction with employees, to prepare a Health and Safety policy. St. Joseph's Girls' National School is committed to addressing the needs of the whole school in relation to health and safety. The school believes that teachers, parents and the Board of Management, in cooperation with other agencies in the community dealing with this issue, need to work together to implement this policy.

We recognise that safety is paramount in the school and its environs. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for

all employees and pupils and to meet duties to members of the public with whom we come in contact.

The Policy undertakes to outline the

1. Responsibilities of the employer – Board of Management
2. Responsibilities of the employees
3. The entitlements of the Safety Representative

The School Ethos

St. Joseph's Girls' National School is a Catholic school under the patronage of the Archbishop of Dublin. While it is a school with a Catholic ethos, it has due recognition for pupils of all other faiths or of no faith. We are committed to creating a caring, supportive and respectful atmosphere at school where every pupil can achieve their full potential.

Our primary aim is to promote the academic, moral, physical, social and emotional development of our pupils appropriate to their age and abilities in a caring, safe and nurturing environment. The ethos of the school is reflected in our Code of Behaviour with the emphasis on respect for self, for others and for the environment. We commit ourselves to creating an ethos of care, concern, support and respect throughout the school and we place an emphasis on the pastoral care of our pupils.

Aims

1. This Safety Statement aims to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
2. It aims to protect the school community from workplace accidents and ill health at work.
3. It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation.

The Policy in Action

The Health and Safety policy is a combination of responsibilities that require cooperation of all parties involved in the management of St. Joseph's Girls' National School. The parties involved are:

- Board of Management
- School employees

- Parent/guardians and children who attend the school

Responsibilities of employer – Board of Management (See Solas December, 2005):

The responsibilities of the Board of Management are to:

- Provide and maintain a workplace that is safe and likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees.
- Ensure that risks are assessed and hazards are eliminated or minimised as far as reasonably practicable.
- Prepare a safety statement and regularly update it, particularly when there have been significant changes, or when the risk assessment is no longer valid.
- Provide and maintain decent welfare facilities for employees.
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees.
- Appoint a competent person to oversee the functions of the Board in relation to Health and Safety.
- Provide where possible, training and information to workers in a format and language that is appropriate.
- Report serious accidents to the Health and Safety Authority.
- Consult annually with employees and provide them with information in relation to safety, health and welfare.
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, etc...)
- Ensure that a member of the Board of Management is nominated as a Safety Officer.
- Ensure that a copy of the Health and Safety policy is available in the school and available to the Board of Management on request.

Responsibilities of employees:

Health and Safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with (*Solas, December, 2005*).

The responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that they endanger their own or other person's safety.

- Taking reasonable care of his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
- Co-operating with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- Using in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience or any equipment provided (whether for his/her own use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- Reporting any defects in plant, equipment, place of work or system of work which might endanger safety, health or welfare of which he/she becomes aware.
- Reporting accidents of any member of the public or employee, no matter how trivial, in the accident/incident report book without unreasonable delay. Minor accidents involving children will be sent to the office by the teacher on yard duty. More significant accidents requiring medical intervention will be noted in the incident log book. Specifics of the accident, including the date and approximate time, must be recorded concisely. The written report should be signed by a teacher who was present at the accident. This book is kept in the office. Parents are informed about all head injuries and any cuts/falls of concern.
- Ensuring that work practices are performed in the safest manner possible, while using any equipment and facilities provided by the school.
- Informing the principal if they are suffering from a disease or illness that adds to risks, and also, in the case of female employees, to inform the principal as soon as possible of pregnancy so that risks can be minimised.
- Reporting immediately any potential hazards they notice in the school.

Responsibilities of Parents/Guardians and Children

Health and safety is everyone's business. Parents/guardians, once informed of health and safety regulations, are duly expected to observe the rules in their own interests and in the interests of their children. Parents/guardians are notified of health and safety regulations through newsletters from the Principal, letter from Board of Management and signs on the school premises.

The responsibilities of parents and guardians include:

- Encouraging the children to know, understand and observe school rules in relation to their own health and safety and that of others in the school community.
- Not being under the influence of an intoxicant to the extent that they endanger their own or other persons' safety on the school premises.
- Not engaging in improper conduct that may endanger themselves or anyone else.
- Reporting any dangerous practices or situations specific to the school, that they become aware of to an appropriate person or the Principal.
- Not interfering with or misusing any safety equipment in the school.
- Familiarising themselves with the school's Health and Safety Policy and Safety Statement either through hard copy, email or from the school's website.

Entitlements of Safety Representative *Section 25, Safety, Health & Welfare at Work Act 2005*

The Safety Representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety;
- Inspect the place of work along with the Principal, on a schedule agreed with the Board of Management or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person;
- Participate in appropriate training if provided;
- Investigate accidents and dangerous occurrences;
- Investigate complaints made by employees;
- Accompany an inspector carrying out an inspection of the workplace;
- Make representations to the Principal on matters relating to safety health and welfare;
- Make representations to and receive information from a Health and Safety Inspector;
- Consult and liaise with the Principal on matters of safety on and off the school premises.

Risk Assessment

See copy of annual assessment of risk sheet in Principal's office (Appendix A)

Safety Checks

A review of safety in the school will be conducted annually. The review covers issues that may give concern for the overall safety in the school and its environs. Teachers will monitor safety within their own classroom and cloakrooms. They will report any issues of concern to

the Principal or Deputy Principal if Principal is not available. If any of the matters arising are considered to be of a serious nature that may involve considerable expenditure, the Principal will inform the Chairperson of the Board of Management and if necessary, a meeting will be called to deal with the matter.

Identification of Hazards

All staff members are requested to be vigilant in matters of safety in the school and its environs and report matters requiring attention to the Safety Representative/Principal/Caretaker.

School Grounds

The caretaker monitors the school grounds grass area/driveways daily to ensure their safety. The school yard and grass areas are checked for debris every morning. In frosty weather, salt crystals are spread to prevent slipping. Classes are not to use grass areas unless they have been checked by the caretaker.

School Security

The school had Electric Gates installed in February 2022. The carpark gates are automated and there is remote access on the pedestrian gate. All parents and children have been informed about this and shown how to press the intercom button and wait for the gate to be released. Parents/Guardians have been informed that it is their responsibility to make sure their daughter enters the school grounds through the pedestrian gate. The carpark gates have been fitted to all national safety guidelines with all safety features in place. The gates are serviced each year.

Gates

The caretaker, Principal and Deputy Principal and secretary have keys.

Yard

Caretaker is alerted to matters requiring attention.

Pathways

The caretaker checks pathways, especially during winter months and the area is treated if required. Members of the school community may also alert caretaker/principal to matters requiring attention.

Mats

Several mats are placed inside entrance doors and on the ground floor corridor.

Boiler House

This area is out of bounds for the children and is kept locked. The caretaker is the key-holder.

Cleaning Agents/Chemicals

The presses where these items are stored are out of bounds for pupils.

Science Equipment

Science equipment will be stored in a press in Room 11. Children will be warned about the dangers of ingesting materials.

Staff Room

This area is out of bounds for pupils unless accompanied by an adult or with explicit permission from a staff member. Staff monitor all electrical apparatus to ensure its safety.

Classrooms

Teachers monitor the safety of classrooms and cloakrooms. Issues that require attention are brought to the attention of the caretaker/Safety Representative/Principal.

Good Practice in the School

Assembling of Pupil

- Pupils enter school grounds via pedestrian gate;
- Pupils who attend the Breakfast Club are dismissed from the Breakfast Club at 08:50 and must go straight to yard.
- A member of staff supervises the yard area from 08:50-09:00.
- Pupils, some with their parents/guardians assemble in the yard at 9:00 a.m.
- Parents/guardians who drive to the school are regularly asked to observe legal parking regulations i.e. not to abandon cars on double yellow lines, not to stop in school zone and not to park in front of the gates, as this poses a hazard and safety risk to all pupils;
- The class teachers collect the pupils at 9:00 a.m. and escort them to the classroom. If parents/guardians of senior pupils wish to meet teachers, they must make an

appointment in advance, so that alternative arrangements for supervision can be arranged. (See separate Parent Staff Communication Policy);

- Late arrivals enter the school through the main door that operates on a buzzer system from the Secretary's office. All late arrivals are recorded on Aladdin.

Dismissal of Pupils

- Infant classes are dismissed at 1:40 p.m. Pupils are escorted to the line and can be collected by their parent/guardian once they have been identified;
- At the official closing time for remaining classes at 2:40 p.m. children are escorted to the door by the class teacher. Children do not exit the school building until the teacher is with them. The bottom corridor is supervised by the principal/ deputy principal. All children who are usually collected by a parent/guardian are reminded to immediately return to the school if their parent/guardian is delayed for any reason. If a child is not collected the parent/ guardian is notified by phone;
- Children are discouraged from leaving early but those who have to leave school before official closing time must be signed out by parents/guardians. They may do so at the Secretary's office. Infants should not be signed out between 1:30 and 1:40 p.m. 1st to 6th class children should not be signed out between 2.30 and 2.40pm. Parents are reminded that early leaving adds up. All late arrivals and early leaving are recorded and will be included on the End of Year Report in June.
- In line with Child Protection guidelines, parents/guardians must not go to classrooms. They must report to the office when they enter the school. A message will be sent for the child to come to the office if needed.

Yard Supervision

- A rota for yard supervision is drawn up by the Deputy Principal and provided to teachers and displayed on the noticeboard in the staffroom;
- The teacher on yard duty notes misdemeanours either by speaking to the class teacher or through the use of Conduct Cards. Further sanctions may follow if necessary;
- A child may leave the yard and re-enter the school building only with permission from the teacher on yard duty;
- There are no toilet facilities for the children during yard time. Teachers remind children to use the toilet before the yard when eating their lunch. In an emergency, if a child

really needs to use the toilet when on yard, they may ask the teachers permission & the teacher can send them into the office to use the toilet.

- If an accident occurs, the child is sent into the office for assessment and treatment. For head injuries and severe cuts: A note of the accident is made in the incident book & parents are contacted. Yard supervision is frequently reviewed at staff meetings during the school year;
- The teacher on duty locks the yard gate at the start of yard as requested by the Board of Management;
- When break is over, pupils on hearing the bell, stop play and return to their designated lines. Classes are accompanied back to their rooms by their teacher.

Classroom Supervision

- Classes are to be supervised by their teacher;
- If the class teacher has to leave the room for whatever reason, s/he must alert the teacher next door/Principal/Deputy Principal. Classes are not left unattended.

Consultation and Information

A copy of the Safety Statement will be given to all staff members. Staff will also be made aware of any additional information or instructions regarding health, safety and welfare while at work as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Hazards causing potential danger

All hazards shall be eliminated insofar as resources and circumstances allow.

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

- Wet corridors after cleaning;
- Trailing leads;
- Washrooms;
- Projectors/TV/Computers;
- Kitchen appliances – cooker, microwave, kettle;
- Basketball posts – school yard;
- Access gates from yards to the green area;
- Debris/glass on green area;
- Wear and tear on school yards – view to maintenance;

- Car Parks;
- Cars, bicycles and other vehicles in the school area;
- Shores and drains in the yards;
- Trees in school yard;
- Door mats – prevention of excessive wear;
- Guillotine;
- Scissors and knives –only safety scissors used by children, knives under strict supervision;
- Furniture on school stage

To minimise these dangers the following safety procedures must be adhered to:

- Access to and operation of plant/equipment is restricted to qualified members of staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties;
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturers' instructions and recommendations;
- All members of staff, where applicable are instructed in the correct use of plant, machinery and equipment;
- All machinery and electrical equipment is fitted with adequate safeguards;
- Precautionary notices in respect of safety matters are displayed at relevant points;
- Use of glass bottles by pupils is to be avoided. Broken glass is removed immediately;
- Class teachers ensure that PE equipment is safe, well maintained, stacked securely and positioned so as not to cause a hazard after each PE class;
- Class teachers routinely inspect furniture, floors, apparatus, equipment and fittings in their classrooms and adjoining cloakrooms.
- Class teachers ensure there are no trailing wires from projectors, TVs, computers etc or that children are alerted to danger;
- Caretaker inspects green area regularly and reminds class teachers to inspect same area before sports to eliminate danger of exposure by pupils to discarded syringes etc;
- Teachers and parents are encouraged to instruct children to inform an adult and not touch items of this nature;
- Pupils are not allowed to go unaccompanied to green area to retrieve a ball to eliminate danger;
- All children are instructed in how to enter the school grounds via the pedestrian gate leading to the school yard. Walking through the car park gate is prohibited;

- All parking facilities for cars and bicycles will be safe in regard to the presence of pedestrians;
- Teachers escort their classes into the school each morning;
- Teachers on yard duty, ensure that the gate is locked during yard times.
- In the afternoon, Junior Infants and Senior Infant classes are escorted to a collection point and other classes are escorted to the yard. Children from first and second classes are reminded to return into the school building if a parent/guardian is not waiting to collect them. It is particularly important to monitor and remind first class pupils of this in September, when they first go home at 2:40 p.m;
- Children are taught the correct method of carrying scissors etc. and not to run while carrying such items.

Fire Protection

The following actions are taken in relation to fire safety:

- Fire extinguishers are provided, identified and regularly serviced by authorised and qualified persons;
- Termly fire drills take place, where evacuation procedures are followed. Regular evaluations take place, where suggestions are made to improve procedures;
- Fire alarm bells should be heard clearly by all teachers, pupils and staff and visitors;
- Fire alarms should be clearly marked;
- Exit signs should be clearly marked so that visitors are aware of exit doors and routes;
- All doors, corridors and exits must be kept clear of obstruction;
- PE hall doors must also be free of obstruction
- Appropriate assembly areas are designated outside the school building;
- Teachers are familiar with their designated areas and a map is available in each classroom, which clearly states where these areas are;
- All electrical equipment shall be left unplugged or switched off when unattended for lengthy periods and when the building is empty;
- All recommendations made by a fire officer in addition to these provisions shall be implemented.

Constant Hazards

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis by teacher/caretaker. Before using any appliance the user should check that:

- All safety guards which are part of the appliance are in working order;
- Power supply cables/leads are intact and free of cuts or abrasions;
- Leads of appliances, when not in use, are unplugged;
- Suitable undamaged fused plug tops are used and fitted with the correct fuse;
- Official guidelines issued by the Health and Safety Authority are followed.

Chemicals

All chemicals, photocopier toner, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked areas with protection provided to be used when handling them. (Caretaker/Secretary/Cleaner/Principal where appropriate).

School Tours

The level of supervision required for school tours is the same as for other activities in the school i.e. two adults at a minimum will accompany all groups. Substitute teachers are not required to accompany a class on tour without a staff member also being present. Teachers organise busses for tours. Children will be reminded to apply sunscreen as required. The class teacher will have access to a list of emergency contact details of parents/guardians for pupils on tour.

Games

Teachers must encourage all pupils to acquire and use relevant safety equipment in all sports.

Drugs, Medication and Allergies

It is the policy of the Board of Management of St. Joseph's School that children cannot bring medication/prescribed drugs to school without a letter from parents. Medication must be handed up to the class teacher or Principal. Children are not allowed to handle any part of First Aid equipment. (See Administration of Medicines Policy).

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staff room is provided where tea and lunch breaks may be taken. Staff must cooperate in maintaining a high standard of hygiene in this area. Waste is separated and disposed of appropriately. Members of staff and students are reminded that:

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

Working Alone

Ideally, staff should not work alone in the school, as there are risks involved such as assault, accident or sudden illness. If a staff member has a medical condition that might cause a risk of becoming incapacitate or unconscious, that staff member should not work alone. If a staff member must work alone in the school, they are requested to take the following precautions:

- Park car close to the main entrance where there is an external light. Move it there whilst there are still others on site;
- If possible, carry a mobile phone;
- Avoid any tasks involving hazardous tools or materials;
- When leaving, limit the load being carried to have one hand free;
- Ensure someone knows where they are and their estimated time of arrival home;
- If a staff member arrives at school and finds any sign of intruders, they should call the Gardaí;
- If a staff member becomes aware of intruders or vandals, they should not challenge them and should call the Gardaí;

Polished/Wet Floors/Slippy Paths

The washing and polishing of floors shall be conducted, as far as is possible, after school hours. Where floors are wet, warning signs shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather. The caretaker shall inspect the grounds on frosty mornings and shall spread salt crystals as deemed necessary.

Visual Display Units

The advice contained in the guidelines on the safe operation of visual display units issued by the HAS must be followed. Any up-to-date information regarding hazards relating to the use of VDUs will be studied and recommendations and directives implemented.

Infectious Diseases

All infectious diseases shall be notified to the relevant bodies, and steps taken to ensure the safety of students and staff against all such diseases. Letters/texts to be sent home to parents in the case of specific spreadable illnesses. Risks will be minimised by adherence to sound principles of cleanliness and hygiene such as:

- Disposable gloves are provided for use in all First Aid applications and cleaning tasks
- Use of paper towels for drying hands
- provision of soap/ hand sanitiser in classrooms
- explicit teaching of correct handwashing procedures in all classes
- explicit lessons re. good hygiene practices e.g. cover mouth with tissue (or sleeve if necessary), bin/ flush tissue and then wash hands
- display of HSE handwashing posters in cloakrooms
- display of HSE posters promoting good hygiene in all classrooms
- display in school and on the school's Facebook page of the HSE flyer 'When My Child Should Return to School (*See Appendix B*)

Parents are expected to take action if a note is sent home in relation to an outbreak of headlice in a particular class. If the problem persists the local health nurse in Wellmount Clinic will be consulted. If the problem is not resolved, it may be necessary to request that the child be kept at home until treatment is given. (See separate Head Lice Policy)

First Aid

A member of staff (usually school secretary) will administer First Aid to staff and pupils. Minor injuries are treated with water, antiseptic wipe, cold packs or band-aid. In case of head injuries and possible breakages, a parent is contacted. All relevant incidents, whether to students, employees or members of the public must be reported & recorded in the Incident Book and to the Principal. Notices are posted in office detailing:

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

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

- Plasters
- Triangular bandages
- Medical tape
- Cotton bandage
- Antiseptic wipes
- Burn cream
- Scissors

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

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises should be required to identify themselves to the Principal or the Secretary before gaining admittance to the school.

Children do not have permission to admit any individual to the school. This will be explicitly explained to all classes and children will be reminded regularly at assembly.

Any contractor must make direct contact with the Principal and/or caretaker before initiating any work on the premises and shall be shown a copy of the Safety Statement applying to the school and shall agree to its provisions. While work is in progress, any noise shall be avoided wherever possible during school hours, and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without information the Principal or his/her nominated agent and shall mark such hazard with warning signs or other suitable protection.

Policies and Procedures which contribute to Health and Safety in School

The following policies and procedures are in place in St. Joseph's Girls' National School and contribute to the health and safety of pupils. These include:

- Regular reminders to parents/guardians provide up to date contact numbers;
- Regular Fire drills and follow up evaluations;

- Supervision of Pupils;
- Acceptable Use Policy for Internet
- Child Protection Guidelines and Policy
- Swimming Policy
- Administration of Medicine Policy
- Substance Misuse Policy
- Critical Incident Policy
- Healthy Eating Policy
- Phone and Electronic Device Policy
- Head Lice Policy

Smoking by Staff or Visitors

There is a strict no smoking policy within the school building and grounds.

Monitoring and Evaluation of the Policy

The whole school staff of St. Joseph's Girls' National School will ensure that it is a safe and healthy place to be in and will monitor the Health and Safety Policy. Regular maintenance checks are done and any matters arising or in need of repair, replacement or removal is brought to the attention of the caretaker or principal. Suggestions that may have arisen at staff meetings or offered by members of the school community or alerted to by professionals in the course of consultation will be borne in mind and amended as necessary in consultation with the Board of Management as required.

Dissemination of the Policy

- A copy of the policy will be available to staff members and the Board of Management on Google Drive and a hard copy will be available in the principal's office
- A copy of the policy will be available to all parents via the school website and a hard copy will be displayed in the school entrance hallway.
- St. Joseph's Girls' National School is committed to a Waste Reduction Programme and is aware of reducing the use of paper in the school

Review and Monitoring

The policy was reviewed by staff at a staff meeting in November 2022 and presented to the Board of Management for approval on: 21st November 2022.

Signed:

Mary Schuster

Chairperson

Date: 21/11/22

A. Fitzgerald

Principal

Date: 21/11/22

This policy will be monitored and reviewed by the Board of Management of St. Joseph's Girls' National School, on an annual basis and when the need arises. The Board of Management will ensure that adequate training and support is provided for all staff.

APPENDIX A

Details of inspection carried out in October 2022

Area	Identified hazards or areas to address	Checked by (initial)	Measures taken to reduce/ eliminate hazard
Room 1	Strings from blinds not attached to wall.	AM	Blinds are an issue across the school - Room 1, 2, 8 & 9 to get new blinds in Term 2
Room 2	Strings from blinds not attached to wall. Wires hanging from the ceiling	JMcC	Blinds are an issue across the school - Room 1, 2, 8 & 9 to get new blinds during Term 2. Caretaker to investigate wires hanging from the ceiling
Cloakroom & toilet between Room 1 & 2		AM & JMcC	
Room 4		CMcQ	
Room 7		ED	
Room 8	Strings from blinds not attached to wall.	SM	Blinds are an issue across the school - Room 1, 2, 8 & 9 to get new blinds in Term 2.
Cloakroom & toilet between Room 7 & 8		SM	

Room 9	Unstable cubbies Nails Strings from blinds not attached to wall.	CC	Caretaker to secure cubbies & check where nails are protruding. Blinds are an issue across the school - Room 1, 2, 8 & 9 to get new blinds in Term 2.
Room 10		EMcC	
Cloakroom & toilet between Room 9 & 10		CC & EMcC	
Room 11		ED	
Room 12	One or two loose ceiling tiles	AM	Caretaker to check ceiling tiles are secure
Toilet between Room 11 & 12	Storage of coats and choir gowns in the cloakroom	ED & AM	Last 2 toilets to be blocked off
Room 13		EMcC	
Room 14	Loose cables coming from the walls. Strings from blinds not attached to wall.	JC	Caretaker to check loose cables. Blinds in Room 14, 15, 16 & 17 were replaced over October midterm & cords are now attached to the wall
Cloakroom & toilet between Room 13 & 14		JC	
Room 15	Radiator covers loose Tile in ceiling loose in middle of room	AOC	Caretaker to secure radiator covers & to check ceiling tiles
Room 16	Radiator covers loose Hole in roof	GM	Caretaker to secure radiator covers & to check ceiling tiles
Cloakroom & toilet between Room 15 & 16	'Yellow' toilet door does not close properly No toilet seats on any toilet	AOC & GM	Caretaker to fix toilet door & install toilet seats
Room 17	Wires hanging from ceiling	LH	Caretaker to investigate wires coming from ceiling
Room 18		TD	
Cloakroom & toilet between Room 17 & 18		LH	
Library	Blinds	TD	Blinds are an issue throughout the school - when blinds are replaced in Room 1 & 2 they may be moved to the library
Relaxation room	Door hanging off the press under sink	TD	Caretaker to fix door

Principal's Office		AF	
HSCL office		DF	
Hall/Stage	Fire alarm panel at back of the room not on correctly	ED	Caretaker to look at - consult with fire alarm company if necessary
Parent's room	Sink blocked	DF	Caretaker/Principal to contact drain company
Breakfast club		TD	
Secretary's office		TD	
Sensory Room		ED	
Reception area/bottom corridor		ED	
Stairwells		ED	

Appendix B

WHEN SHOULD MY CHILD RETURN TO SCHOOL/ CHILDCARE?

Chicken Pox When scabs are dry	Conjunctivitis No need to stay out*	Diarrhoea or Vomiting 48 hours after the last episode	Flu 5 days after start of illness	Glandular Fever No need to stay out*
Hand, foot & mouth No need to stay out*	Head Lice No need to stay out*	Impetigo When scabs are dry or 24 hours after starting antibiotics	Measles 4 days after rash appears	Mumps 5 days after swelling appears
Scabies After first treatment	Scarlet Fever 24 hours after starting antibiotics	Slapped Cheek No need to stay out*	Threadworms No need to stay out*	Whooping Cough 5 days after starting antibiotics or 21 days after start of illness

This information is based on the Management of Infectious Diseases in Schools guidance document.

*No need to stay out if child is well but school or childcare provider should be informed.