



SAFETY STATEMENT

Our Lady of the Wayside National School

SEPTEMBER 2023

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1.0 Safety Health and Welfare Policy Statement

Our Lady of the Wayside NS Kilternan



Safety, Health & Welfare Policy

Statement of Intent

In accordance with good management practice, it is the policy of the Board of Management of Our Lady of the Wayside National School to maintain the highest standards of Health and Safety in so far as is reasonably practicable. At the very minimum, this will require the provisions of Irish and European Health and Safety Legislation to be met. Adequate training and resources will be provided and maintained to ensure this is achieved. The success of this policy will depend on the cooperation of all persons employed at the school. It is therefore important that this document is read and the arrangements for health and safety in this school are fully understood.

General Policy Statement

It is the policy of Our Lady of the Wayside National School through the implementation of this safety statement in consultation with our staff to ensure that the school workplace is as safe and healthy as is reasonably practicable. It is policy to comply with all statutory requirements and common law duties relating to all our work activities. It is essential that Our Lady of the Wayside National School fully complies with the Safety Health and Welfare at Work Act 2005, the Safety Health and Welfare at Work (General Applications) Regulations 2007 and the Child Care Act, 1991.

It is the policy of the Board of Management of Our Lady of the Wayside National School to protect all persons who enter the School property.

The following requirements have been committed to:

- Provide and maintain safe and healthy working conditions, taking account of statutory requirements and best practice
- Provide training and instruction, to enable employees to perform their work safely and effectively i.e. First Aid Training
- Periodically review this safety statement and other safety documentation
- Provide Personal Protective equipment as necessary
- All articles and substances are handled, stored and transported safely

All significant hazards in the workplace will be identified and an assessment of the associative risks carried out. Arrangements and control measures will be identified to manage identified hazards and Our Lady of the Wayside National School will ensure that the specific control measures have been implemented by the school.

Aims

Our Lady of the Wayside National School is committed to taking all reasonable steps to ensure the Health and Safety of each individual. To achieve this we will establish and maintain safe working procedures amongst staff and children and ensure that everyone is made aware of these procedures.

Objectives


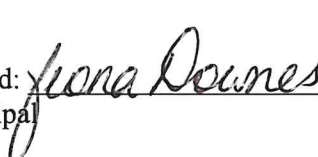
In accepting the responsibility to provide a safe and healthy work environment for its employees, Our Lady of the Wayside National School seeks to:

- Ensure legal requirements are met
- Provide information to employees on legislation, codes of practice and such material, which would assist safe working practices in child care
- Continue to develop and operate safe working practices and procedures according to the policies in place
- Develop an awareness in each individual of his/her personal responsibility for the safety of him/herself and the children, through information, training supervision and consultation
- Communicate the contents of the safety statement to all employees and ensure the safety statement is accessible to them at all times

To ensure these objectives are met, the management of Our Lady of the Wayside National School is committed to playing an active role in the implementation of the safety statement, and will undertake to review and update the statement at regular intervals.

Ratification

2016	This policy was Ratified 'Health and Safety Policy'
22-23	Safety Statement Review undertaken and new risk assessment format introduced.
Sep 2023	Ratified by the BOM

Signed:  Date: 20/9/2023 Signed:  Date: 20/9/23
 Chairperson Principal

2.0 Duties and Responsibilities

Duties and responsibilities will be assigned as follows;

2.1 Board Of Management

Retains overall authority in relation to matters of Health and Safety. They are responsible for the establishment and maintenance of an effective policy for Health and Safety by:

- Taking a direct interest in the implementation of the Safety Statement
- Ensuring the competency of staff, sufficient resources and appropriate equipment is available to meet the requirements of all Health & Safety Legislation
- Ensuring the Safety Statement is understood and safe working procedures are followed
- Appointing an ASSISTANT PRINCIPAL to the role of SAFETY OFFICER.
- Establishing a SAFETY COMMITTEE, composed of the SCHOOL PRINCIPAL, DEPUTY PRINCIPAL and ALL ASSISTANT PRINCIPALS
- Inviting the staff to elect a SAFETY REPRESENTATIVE

2.2 Safety Officer

The Safety Officer holds responsibility for day to day management of Health & Safety in the School including:

- Ensuring details of the SAFETY COMMITTEE and Trained First Aid Responders are displayed in a prominent position and amends the names if staff are on leave (See Signage 1)
- Ensuring safety is on the agenda at all Leadership Team Meetings and whole staff meetings where required. Organise the use of Safety Observation Reports throughout the school year (Class teachers and SNA – classrooms, Safety Officer – communal areas).
- Maintain Action Register showing work completed/improvements in the area of safety in response to areas identified by staff.
- Hold a record of any first aid and safety related training completed by staff.
- Responsibility for Bump/ Accident books, First Aid supplies and Individual First Aid Bags
- Being the main point of contact for any staff member who has a safety concern
- Ensuring 'MEDICAL NEEDS' photos are updated and displayed where consent is given and arrange for parents to meet with relevant teachers at the beginning of the school year if training is required
- Ensure EMERGENCY RED CARD is in each room and it's purpose is explained to staff
- Monitor expiry date of emergency medications kept on the school premises for pupils in line with other associated policies

2.3 Safety Committee

The Safety Committee holds responsibility for:

- Meet regularly outside school hours to discuss, resolve (and help implement required actions) in response to any safety risk identified
- Assist the Safety Officer or Principal with the resolution of any issue/risk

- In the event of staff being on leave, those in ACTING positions will form part of the Safety Committee responsibilities

2.4 Deputy Principal

The Deputy Principal responsibilities include:

- Being a member of the School Safety Committee - discuss, resolve (and help implement required actions) in response to any safety risk identified.
- Overall responsibility for any serious incident oversight in the event of the Principal being unavailable/absent
- Promote and monitor Fire Safety through the school
- Ensure all staff know and understand the agreed policy and evacuation procedures
- Organise regular Fire Drills (one per term) – Record and review processes after any evacuation/drill
- Ensure the evacuation procedures and appropriate signage are on display in all rooms in the school (See signage 1 and 2).
- Ensure all classrooms have emergency clipboards hanging at the entrance doorway

2.5 Principal

The Principal's responsibilities include:

- Meet regularly with the Safety Committee to discuss, resolve (and help implement required actions) in response to any safety risk identified
- Communicate issues around Health and Safety to/from the Board Of Management
- Arrange for repairs/improvements to reduce/illuminate risk on a day to day basis in the school
- Ensure policies are communicated and available to staff
- Ensure Safety Statement is updated and reviewed regularly
- Ensure completion and retention of any record of Serious Incidents that take place in the school

NOTE; IN THE EVENT OF STAFF BEING ON LEAVE, THOSE IN ACTING POSITIONS WILL FORM PART OF THE SAFETY COMMITTEE. NAMES ON DISPLAY IN THE SCHOOL WILL BE ADJUSTED ACCORDINGLY.

2.6 Employees

The following Duties of Employees, as defined by the Safety, Health and Welfare at Work Act 2005 and The Safety Health and Welfare at Work (General Applications) Regulations 2007 will apply to all employees:

- To take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work
- To cooperate with management and any other person to such extent as will enable management or the other person to comply with any of the statutory provisions
- To adhere to information, training, instruction, and supervision given in order to work safely

- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, equipment, guarding, or any means or thing provided for securing their safety, health and welfare while at work
- To report to management without unreasonable delay, any defects in plant, equipment, place of work or systems of work which might endanger safety, health or welfare, of which they became aware
- To report all accidents, work related illness or dangerous occurrences, whether they cause injury or damage or not
- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect their safety, health and welfare and the safety health and welfare of any other person who may be affected by the employee's acts or omissions at work
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger her own safety, health or welfare, at work or that of any other person
- If reasonably required by his/her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of a registered medical practitioner, who is a competent person, as may be prescribed
- Co-operate with their employer or any other person as far as is necessary to enable her employer or the other person to comply with the relevant statutory provisions, as appropriate
- Not engage in improper conduct or any other behaviour that is likely to endanger their own safety, health or welfare at work or that of any other person
- Attend training provided and as appropriate, undergo assessment as may reasonably be required by their employer, course provider or as may be prescribed relating to safety, health and welfare at work or relating the work carried out by employee
- Report to their employer or to any other appropriate person, as soon as is practicable:
 - (a) any work being carried on or likely to be carried on, in a manner which may endanger the safety, health and welfare of the employee or any other person
 - (b) any defect in the place of work, the systems of work, any article or substance which may endanger the safety, health and welfare at work of the employee or that of any other person
 - (c) any contravention of the relevant statutory provisions which may endanger safety, health and welfare at work of the employee or any other person of which he/she is aware
- Employee shall not on entering a contract of employment misrepresent herself to an employee with regard to the level of training they have received

2.7 Visitors

Visitors will be supervised by staff when on the premise to ensure that no person shall intentionally or recklessly interfere with or misuse any appliance, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

NOTE; ALL VISITORS ARE REQUIRED TO SIGN IN AT THE SCHOOL OFFICE

2.8 Contractors

Companies/Contractors carrying out work on school premises shall:

- Provide an electronic copy of an up to date Safety Statement and all required Method Statements
- Complete a written Risk Assessment of the proposed works
- Provide an electronic copy of insurance coverage
- Produce Safe Pass Training Card
- Produce CSCS Card when relevant/appropriate
- Wear correct Personal Protective Equipment (PPE)
- Comply with all Site Safety Rules
- Comply with all legal requirements
- Provide supervision and relevant information to all employees ensuring safe working practices/safe workplace

2.9 Employers Responsibilities for Employees

The following General duties of employers to employees will be implemented by the School:

- Ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees
- Manage and conduct work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health & welfare at work of his or her employees
- Manage and conduct work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk
- Design, provide and maintenance of place of work is in a condition that is safe and without risk to health including safe means of access to and egress
- Safety and the prevention of risk to health at work of employees relating to use of any article or substance or the exposure to noise, vibration or ionising or other radiations
- Systems of work which are planned, organised, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health
- The provision and maintenance of facilities for the welfare of his or her employees
- The provision of instruction, training, and supervision as necessary to ensure, so far as is reasonably practicable, the safety, health & welfare at work of employees
- Determining and implementing the safety, health & welfare measures necessary for the protection of the safety, health & welfare of his or her employees when identifying hazards and carrying out a risk assessment under Section 19 or when amending the Safety Statement under Section 20 and to ensure that the measures take account of changing circumstances
- Application of the General Principles of Prevention (See Appendix 1)
- Emergency Plans are in place
- Reporting of Accidents and Dangerous Occurrences and procedures are in place
- Obtaining the services of a competent person (where necessary) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees

3.0 Occupiers' Liability Act 1995

The passing of the Occupiers Liability Act on 17 July 1995, significantly changed the legal status in regards persons who access properties. Under the Act, an 'Occupier' is the person who exercises a reasonable degree of control over the premises e.g. a person who has the authority to ask people to leave. The members of the committee of a sports and social club, for example, could come under the category, as could a manager of a business premises or the contractor of a building site etc.

'Premises' includes land, water and any fixed or movable structure thereon, and may also include a vehicle, or any means of transport.

'Danger' means any danger due to the condition of the premises etc.

Under the Act an Occupier has three classes of entrant:

1. Visitors
2. Recreational Users
3. Trespassers

The duties vary depending on the class of persons.

'Visitors' include members of the occupiers own family, a person who has been invited onto the premises by the occupier or a person who is present for the execution of an express or implied term in contract e.g. a postman, milkman, contractor etc.

An occupier must take reasonable care to ensure that the visitor is safe and does not suffer an injury or damage as a result of the state of the premises or because of the occupiers' negligence. The occupier is obliged to maintain the premises or site in a safe and secure condition.

Points to note are that the visitor must do nothing to endanger him or herself and that different levels of supervision and control must be exercised depending on the class of visitor. For example, a greater level of supervision is required with children, or persons suffering from disabilities e.g. mental or physical disabilities, than would be required for adults. In all cases however the state of the premises themselves must not be a cause of danger.

"Recreational Users" include any entrant who, **regardless of permission or invitation**, enters the premises to engage in recreational activity. As the premises of a Social Club or Public House for example, are specifically intended for recreational use, this is the class under which most persons will fall. The level of care to be exercised in the case of recreational users is the same as that for visitors.

"Trespassers" are simply defined as anyone who does not fall into either of the above categories, even an innocent entrant who is unaware of the fact that s/he is trespassing. The level of care to be exercised in the case lower than that for the other two classes.

The Act States

Duty owed to visitors:

- 1) An occupier of premises owes a duty of care (“the common duty of care”) towards a visitor thereto except in so far as the occupier extends, restricts, modifies or excludes that duty in accordance with section 5.
- 2) In this section “the common duty of care” means a duty to take such care as is reasonable in all the circumstances (having regard to the care which a visitor may reasonably be expected to take for his or her own safety and, if the visitor is on the premises in the company of another person, the extent of the supervision and control the latter person may reasonably be expected to exercise over the visitor’s activities) to ensure that a visitor to the premises does not suffer injury or damage by reason of any danger existing thereon.

4.0 Fire Services Act, 1981

The Fire Services Act, 1981 sets out general obligations with regard to fire safety in Section 18. This applies to Our Lady of the Wayside National School because it is used for purposes involving access to the premises by members of the public, whether on payment or otherwise.

4.1 Duties Under Section 18 of the Act

Section 18 of the Act states the following:

- (2) It shall be the duty of every person having control over premises to which this section applies to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.
- (3) It shall be the duty of every person, being on premises to which this section applies, to conduct himself / herself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of him / her.
- (4) A fire authority may give advice in relation to fire safety to the owner or occupier of any premises or to any premises or to any person having control over any premises.

4.2 Additional Responsibilities

The following additional responsibilities must be undertaken:

- (1) Provide and maintain exit signs emergency lighting and notices
- (2) Installation, maintenance and use of power, lighting, heating and ventilating systems throughout the building
- (3) Arrangements for the safe storage of flammable, explosive or potentially explosive articles or materials used, stored or deposited in the building
- (4) Members of the school receive appropriate instruction or training in fire safety, and in what to do in the event of fire

5.0 Safe Working Procedures

Safe Work Procedures will be developed in consultation with staff, parents, children and others, written down, and kept in easily accessible files. Each member of staff is responsible to ensure their awareness of these procedures and be trained on them at induction. They should also be communicated to parents and children as necessary.

5.1 General Health and Safety Procedure

- No smoking policy in the school grounds
- Running is not allowed inside the buildings
- All cleaning materials/dangerous substances are kept out of reach of children or in a locked cupboard
- There is adequate First Aid supplies available
- Members of staff hold valid First Aid Certificates and update them every two years / as recommended by training organisations
- Fire Drills are held once a term

5.2 Fire Safety (Fire Drill)

Detailed Emergency Evacuation Procedures are displayed in each room. (See Appendix A - Signage 3).
Emergency Exit and Assembly Points are displayed in each room. (See Appendix A - Signage 4).

5.3 Emergency Evacuation Procedures

The Emergency Evacuation Procedure can be found in Appendix 1 - Signage 3. This will be posted in the school and implemented periodically in fire drills.

5.4 Equipment

All equipment will be maintained in good order. If any staff member notices an item requiring repair, this should be entered on the designated register (clipboard behind the staff photocopier) for repairs to be undertaken.

5.5 Accident Reporting and Recording of Injuries

All places of work are required to report occupational accidents. This includes employees and the self-employed, and persons training for employment. This also requires that records be kept of all accidents. Should any of the following events occur, the school must report them in writing, on the approved form, to the Health and Safety Authority and must retain full record of the occurrence.

- 1) The death of any person, irrespective of whether or not they are at work, as a result of an accident arising out of work.
- 2) The death of any employee which occurs up to a year after a reportable injury.
- 3) An accident to any employee or self-employed person, which disables them from carrying out their normal work for more than 3 days.
- 4) Injuries requiring medical treatment to a person not at work as a result of work activity.
- 5) Work related accidents to members of the public which require medical treatment.

All long term substitute and permanent teachers are provided with a personal FIRST AID KIT to be kept in their classroom and brought to the yard. No creams or medication should be administered. Additional First Aid Supplies can be requested from the Safety Officer. While the majority of staff have been provided

with basic First Aid Training, all staff are encouraged to seek assistance or support from a designated First Aid Responder (See Signage 1).

All head injuries (including face, teeth, head area) should be provided with an ice pack. The incident should be recorded by the teacher on duty in the **'Bump Book'** along with the time, date and teacher's signature. The School Secretary will text parents to advise them of the injury and will phone parents if requested by the teacher on duty.

Incidents that are considered to be more serious in nature by either the Teacher on duty (or any member of the Leadership Team) should be recorded on an ***Incident Report Form*** (available on Google Drive) and should be returned directly to the Principal for signing. These are kept in the Principal's office.

Staff bringing pupils on outings to tours, matches etc. should ensure adequate First Aid Equipment is brought and be mindful of the requirement above regarding Incident Report Form completion if required.

5.6 Safety Audit

The School is responsible for carrying out / organising periodic Safety Audits. These involve examining all aspects of Our Lady of the Wayside National School to identify potential hazards. A safety audit checklist is devised to ensure that nothing is missed. It will include checking room by room, area by area, all fixtures, fittings, and equipment, both indoors and out, for hazards. Having identified hazards, measures must then be taken to replace equipment or repair any damage. It is recommended that an audit be carried out every term. Any hazard should never occur more than twice over a two month period. Any accidents or injuries should be recorded on an Incident Report Form and returned to the Principal.

All staff must cooperate with management on health and safety matters.

Checklist for safety audit will be compiled based on Risk Assessment carried out by members of staff.

5.7 Staff Wellbeing

The Board of Management are committed to providing a workplace which values positive relationships and staff wellbeing. Details of the Employee Assistance Schemes will be displayed in the staffroom.

5.8 Pupils with Behaviours of Concern

The Principal may determine the need for additional consideration to support the safety of pupils or staff in response to Behaviour of Concern. Such additional considerations may take the form of Behaviour Plans, Individual Risk Assessments in response to Particular Areas/Events/Behaviours, additional staff training etc and will be included as part of a pupil's Student Support File.

5.9 Staff Training

Should a staff member feel they require additional training in any area that impacts their role, they are required to seek approval from the Principal. The Board of Management may request all or specific staff members undertake training as deemed appropriate.

5.10 General Principles of Prevention

The General Principles of Prevention (refer to 2007 General Application Regulations), set out a hierarchical approach to risk management. These should be implemented from the top to bottom when implementing risk management strategies:

- a) *Avoidance of risks*
- b) *Evaluate the unavoidable risks*
- c) *Combating risks at source*
- d) *The adaption of work to the individual, especially as regarding the design of places of work, the choice of work equipment and the choice of systems of work, with a view in particular to alleviating monotonous work and the work at a predetermined work rate and to reducing their effect on health*
- e) *The adaption of the place of work to technical progress (safe and more efficient working methods)*
- f) *The replacement of dangerous articles, substances or systems of work by non-dangerous articles, substances or systems of work*
- g) *Development of adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence relating to the working environment*
- h) *Give priority to collective protective measures over individual protective measures*
- i) *The giving of appropriate training and instruction to employees*

5.11 Risk Assessment

Every hazard in the workplace must be assessed for the likelihood of an accident happening and the consequence of it occurring.

Our school uses Risk Assessment templates taken from the HSA Website – Templates for Schools.

6.0 Revision, Compliance and Monitoring

The management of Our Lady of the Wayside National School will review the Safety Statement on a regular basis to take account of change in legislation, Hazard change, risk change or change in responsibilities of the person.

Compliance with the Safety Statement will be monitored by:

- Regular inspection of equipment and before use
- Supervision provided by the management of Our Lady of the Wayside National School
- Employee consultation on changes to the safety statement as required

All employees will be made aware of the contents of the safety statement and they have a legal duty to comply and co-operate with their employers.

6.1 Agreement of Compliance with the Safety Statement

The following signatures are required to ensure agreement with and a commitment to implement the School Safety Statement.

Appendix A - List of Signage

	Title	Area to be displayed	Person Responsible
Signage 1	School Safety Committee - Updated March 2023	Front office area	Safety Officer
Signage 2	List of Trained First Aid Responders - Updated March 2023	Front office area	Safety Officer
Signage 3	Emergency Evacuation Procedures - Updated July 2023	All rooms	Deputy Principal
Signage 4	Emergency Exits and Assembly Points - Updated December 2022	All rooms	Deputy Principal
Signage 5	Details of Employee Assistance Schemes - Updated July 2023	Staffroom	Safety Officer

SAFETY OFFICER	KATIE GALAVAN
SAFETY COMMITTEE MEMBERS	<p>FIONA DOWNES</p> <p>EMMA HOWLEY</p> <p>KATRINA DONNELLY</p> <p>MAEVE O' DOHERTY</p>

TRAINED FIRST AID RESPONDERS		
	<p>FIONA DOWNES</p> <p>MICHELLE MASSEY</p> <p>EMMA HOWLEY</p> <p>MAEVE O' DOHERTY</p>	

EMERGENCY EVACUATION PROCEDURES

Updated July 2023

BE PREPARED AND PRACTISED FOR THE EVENT OF AN EMERGENCY EVACUATION

- This sign should be displayed in each room, along with a list of designated assembly points.
- All staff, pupils and visitors should be aware of the nearest EXIT and location of their designated ASSEMBLY POINT.
- Pupils and staff should prepare and practise the emergency evacuation procedure regularly.
- Formal Evaluation Drill will take place one per term, organised and recorded by the Deputy Principal.
- This sign should be displayed in each room, along with a list of designated assembly points.

IN THE EVENT OF AN EVACUATION:

- CALM - Pupils line up quickly, calmly and quietly.
- CHECK AND CLOSE DOORS - Pupils leave the school building by the nearest exit, followed by their teacher who CHECKS THE TOILETS AND CLASSROOM are empty and CLOSES THE CLASSROOM DOOR.
- CLIPBOARD - Teachers bring their EMERGENCY CLIPBOARDS with them to call their roll.
- MEDICATION - Teachers ensure all EMERGENCY MEDICATION is brought where required.
 - SNA's exit through their nearest exit and assist the pupils in their care.
 - Pupils who are out of class for any reason, leave the building by their nearest exit and rejoin their class once outside.
 - Special Education Teachers, auxiliary staff and all visitors exit via their nearest exit and assemble at their designated assembly point (Assembly Point 13). Once they have been accounted for, Special Education Teachers are requested to offer assistance if required with Mainstream Classes or pupils with Additional Needs. Pupils who have been identified as 'needing particular assistance in the event of evacuation' should be assisted by the SET Team if required.
 - School Secretary brings Visitor and Pupils sign in/out book when alarm sounds.

PRINCIPAL (or most senior staff member on the premises – (FIRE WARDEN 1)

- Checks CORRIDOR TOILETS and Learning Support Rooms in the 'Hall' side of the school have been evacuated (if they judge it safe to do so.)
- Checks that all SNAs and CLASS TEACHERS in back yard have evacuated safely and seeks confirmation from all CLASS TEACHERS that all pupils are accounted for.

DEPUTY PRINCIPAL (or second most senior staff member on the premises) (FIRE WARDEN 2)

- Checks office area, corridor toilets and Learning Support Rooms in the front and 'Church Side' of the school have been evacuated (if they judge it safe to do so.)
- The Deputy Principal checks all Special Education Teachers, auxiliary staff and visitors have been evacuated safely by use of a staff list and the Visitors Book and Pupil sign in/out book. Checks CLASS TEACHERS in front of school have evacuated safely and seeks confirmation from those CLASS TEACHERS that all pupils are accounted for.

No adult or child should re-enter the premises until the 'all clear' is given by the most senior member of staff or the Fire Service.

Our Lady of the Wayside NS

Designated Fire Exits and Assembly Points

Classroom		Exit	Assembly Point
Rear 2-storey block: upstairs left	1	Double doors in Rear 2-storey block	1
Rear 2-storey block: upstairs right	2	Double doors in Rear 2-storey block	2
Rear 2-storey block: downstairs left	3	Double doors in Rear 2-storey block	3
Rear 2-storey block: downstairs right	4	Double doors in Rear 2-storey block	4
Wide corridor: right (facing hedgerow)	5	Through double doors in PE Hall	5
Wide corridor: left (facing hedgerow)	6	Through double doors in PE Hall	6
Front 2-storey block: downstairs right	7	Door to playground in front 2-storey block	7
Front 2-storey block: downstairs left	8	Door to playground in front 2-storey block	8
Front 2-storey block: upstairs left	9	Door to playground in front 2-storey block	9
Front 2-storey block: upstairs right	10	Door to playground in front 2-storey block	10
Front corridor: left (facing road)	11	Front door facing carpark gate	11
Front corridor: right (facing road)	12	Main front door near Secretary's Office	12
Secretary's Office	13	Main front door near Secretary's Office	13
Glass Special Education Room A & B	14	Main front door near Secretary's Office	13
SET Room – Front Right	15	Front door facing carpark gate	13
SET Room (Beside Hall)	16	Double doors in Rear 2-storey block	13
Principal's Office	17	Main front door near Secretary's Office	13
Staffroom (Portacabin)	18	Portacabin door to playground	13
Chill Out Room	19	Main front door near Secretary's Office	13
New Upstairs SET Room	20	Double doors in Rear 2-storey block	13
Hall	-	Through double doors in PE Hall	13

ALL VISITORS, SET TEACHERS AND AUXILIARY STAFF ASSEMBLE AT POINT 13

Employee Assistance Scheme Details
For Staff Room Display

Appendix B – Risk Assessments
