



School Development Planning Support (Primary)

Health and Safety Statement Reference Materials

**This document contains background reading/information for schools engaged in the development of a
Health and Safety Policy.**

Solas (March 2001)

All schools should have a safety statement by now. The statement needs to be reviewed on a regular basis.

The format for a Safety Statement is available from the Health and Safety Authority, 10 Hogan Place, Dublin 2. Tel. 01- 6147000.

Board of Management should ensure that Fire Drill takes place regularly.

The Health and Safety Statement would include provision for the appointment of a Safety Officer by the Board of Management and for the election of a Safety Representative by the Staff.

Appendix 1:

Recommended Safety Statement Format from Report of the Advisory Committee on Occupational Safety and Health at First and Second Levels in the Education Sector to The Health and Safety Authority.

FORMAT FOR A SAFETY STATEMENT FOR SCHOOLS	
SCHOOL NAME: _____	NAME / TEL OF:
	Doctor _____
ADDRESS: _____	Hospital / Ambulance _____
_____	Fire Brigade _____
_____	Safety Officer _____
_____	Safety Representative _____
SCHOOL TYPE: _____	Person responsible for First Aid: _____
<p>This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:</p> <p><i>Provision of a safe workplace</i> <i>Safe access and egress routes</i> <i>Safe handling and use of laboratory chemicals</i> <i>Safe equipment including maintenance and use of appropriate guards</i> <i>Provision of appropriate personal protective equipment.</i></p> <p>Signed: _____ Date: _____ Manager/Chairperson Board of Management</p> <p>Name of Deputy (in absence of above): _____</p> <p><i>Employees are reminded of their responsibilities under the 1989 Safety, Health and Welfare at Work Act to take reasonable care for their own safety, health and welfare and that of others. to make proper use of all machinery, tools, substances etc. to make proper use of personal protective equipment.</i></p>	

HAZARDS IDENTIFIED – REMEDIAL STEPS

PHYSICAL HAZARDS/HOUSEKEEPING/PREMISES				
NAMED HAZARD	WHAT IS THE RISK TO EMPLOYEES	STEPS TAKE TO AVOID INJURY	DATE ACTION TAKEN	RESPONSIBLE PERSON
CHEMICAL/BIOLOGICAL/OTHER HEALTH HAZARDS				
NAMED HAZARD	WHAT IS THE RISK TO EMPLOYEES	STEPS TAKE TO AVOID INJURY	DATE ACTION TAKEN	RESPONSIBLE PERSON

HAZARDS IDENTIFIED – REMEDIAL STEPS

HUMAN FACTOR HAZARDS				
NAMED HAZARD	WHAT IS THE RISK TO EMPLOYEES	STEPS TAKE TO AVOID INJURY	DATE ACTION TAKEN	RESPONSIBLE PERSON

FIRST AID ARRANGEMENTS

First Aid Box Contents

Location(s) of First Aid Boxes:

Person(s) Responsible for
First Aid

SAFETY CONSULTATION ARRANGEMENTS

Designated Safety Officer

Safety Representative

Formal Safety Consultation meetings will be held every ____ months. These meetings will be attended by the Principal, the Safety Officer, the Safety Representative

Notice of such meetings will be displayed in _____, Employees with particular safety concerns will be invited to attend.

These meetings will also address safety training needs of employees and will draw up an ongoing program of employee training. The minutes of these meetings will be available to all employees.

REFERENCE SOURCES

Health and Safety Executive (HSE) Publications

Available through NISO (National Industrial Safety Organisation Ph. 01 – 6620399)

Short Guide to Health and Safety Law

Guidelines to Noise Regulations

Guidance Notes on the Prevention of Dermatitis

Obligatory Safety Signs

Guidelines on Safety Consultation and Safety Representatives

Use chemicals Safely

Health and Safety at Work when Pregnant

Guidelines to the Safety, Health and Welfare at Work (General Application) Regulations, 1993
(to be published shortly)

Guidelines on Safe Operation of Visual Display Units

Workplace Stress

Violence at Work.

NOTE: Many HSA publications are available on the Internet, Address: <http://www.internet-eireann.ie/osh>

Department of Health Publications

Infection in Schools – A Manual for School Personnel (Health Promotion Unit.)

Health and Safety Executive (HSE) Publications

Available through NISO (National Industrial Safety Organisation Ph. 01 – 6620399)

Managing Health and Safety in Schools

Managing Occupational Stress: A Guide for Managers and Teachers in the Schools Sector

The HSE also publish guidance notes in a range of specialist areas

Other Publications

Barbour Index containing British Standards and Codes of Practice

INTO Guidelines for Compiling a Safety Statement

“Information for Safety Representatives” published by the Council of Teachers’ Unions

Local libraries

Locally Developed ‘*Safe Work Practice Sheets*’

Appendix 2: Text of the INTO Guidelines for compiling a Safety Statement

This is a Sample Safety Statement.
It cannot be used without adaptation.

Clearly, there are a number of clauses in the statement that will not be appropriate for the requirements of your school. These should be omitted or adapted to suit your school.

There may be clauses omitted from this sample statement, which would be appropriate to your particular circumstances. These should be included.

Health and Safety Legislation is constantly changing and for this reason Safety Statements need to be regularly revised in line with new legislation.

Appended please find the INTO checklist which will be necessary to use when writing your school Safety Statement.

A Board of Management must draw up the Safety Statement specifically for its own school and this must be done in consultation with the staff

Safety, Health and Welfare at Work Act, 1989

Summary

The Safety, Health and Welfare at Work Act, 1989 became effective on 1 November, 1989.

The main purpose of the Act is to make all work places safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The act covers all persons at work – employers, employees, and the self employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them.

Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written *Safety Statement* which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Board of Management of (Name of School) will set up arrangements to have candidates come forward from which a person may be selected by the employees to act as *Safety Representative*, who will have certain *rights* under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The *National Authority for Occupational Safety and Health* which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

Statement on General Policy

The Board of Management of (name of school) recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989.

This Safety Statement sets out the Safety Policy of the Board of Management (name of school) and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

Signed

Chairperson Board of Management

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of (insert name of school)

The members of the Board of Management of (insert name of school) are

Chairperson:

Secretary:

Treasurer:

Other Board members:

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

The design, provision and maintenance of all places in a condition that is safe and without risk to health

The design, provision and maintenance of safe means of access to and egress from places of work

The design, provision and maintenance of plant and machinery

The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health

The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour

The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees

The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees

The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.

The safety and prevention of risk to health at work in connection with use of any article or substance

The provision and maintenance of facilities and arrangements for the welfare of employees at work

Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees

The continuing updating of the Safety Statement

The provision of arrangements for consultation with employees on matters of Health and Safety

The provision of arrangements for the selection from amongst its employees of a representative

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

The Board of Management of (insert name of school) undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 are adhered to.

A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of (insert name of school) and the requirements under the Safety, Health and Welfare at Work Act, 1989.

Duties of Employees

It is the duty of every employee while at work:

To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.

To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.

To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of (insert name of school):

to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms

to give a copy of the *Safety Statement* to all present and future staff

that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available

that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

All staff and the Board of Management will complete Hazard Control Forms. Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories. Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of (insert name of school) that:

There is an adequate supply of fire extinguishers which will deal with any type of fire

All fire equipment is identified and regularly serviced

Regular Fire drills take place at least once a year/term (as appropriate for your school)

Instruction is given in the use of Fire Extinguishers for specific materials/equipment

Fire alarms are clearly marked

Signs will be clearly visible to ensure visitors are aware of exit doors

All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods

An assembly area is designated outside each building (specify location for your school).

Those leaving buildings/classrooms should let someone know (specify school practice)

Exit signs are clearly marked

All bottled gas is stored in outdoor sheds away from the main buildings

There will be a named person in each unit responsible for fire drills and evacuation procedures

The school and equipment have been checked by a Fire Officer and all recommendations made by him/her have been implemented.

2. Other hazards should be specified here

Examples:

Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, yard surface etc.

Storage, maintenance, and appropriate use of PE equipment

Individual classrooms, sockets, lights, etc.

Hallway condensation, slippery floor surface, protruding units such as coat rails etc.

Toilets, water, towels, sanitary disposal units, hand dryers, floors, cleaning policy etc.

Arrangements for separate staff toilets etc.

Water, drinking/non drinking areas clearly marked and specified

Staff room, facilities, safety measures etc. See INTO checklist.

Ice/flooding on yards, steps etc.

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical appliances

It is the policy of the Board of Management of (insert name of school) that:

Machinery, Kitchen Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of (insert name of school) that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

3. Drugs Medications

It is the policy of the Board of Management of (insert name of school) that all medications, drugs, etc be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place. *The school's policy in regard to the administration of medication to pupils should be outlined here.*

4. Highly Polished Floors

It is the policy of the Board of Management of (insert name of school) that:-

Floors will not be polished or made slippery (or specify a non slip polish).

That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used. The stairway to the basement is steep and your attention is drawn to the fact that these steps may be slippery in cold weather.

5. Code of Discipline

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

6. Access to employees is by consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

7. Trained First Aid Personnel

It is the policy of the Board of Management of (insert name of school) that: -

An employee will be trained to apply First Aid to other employees.

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Elastoplast plasters
Wasp Eze
Tape
Disinfectant (e.g) Savlon
Eye lotion(e.g) Optrex
Antiseptic cream
Cotton Bandage
Cream for First Aid treatment of Burns
Antiseptic Wipes
Scissors
First Aid Chart

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

Hot water and soap will be available and should be used before and after administering First Aid.

Other items for inclusion in a Statement

When the Patron is making nominations to the Board of Management and when parents are electing parents' representatives to the Board of Management they are requested to bear the Health and Safety Act in mind and, where possible, to ensure that the Board of Management should contain at least one member with skills in this area.

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises.

It is the policy of the Board of Management (insert name of school) to minimise sound pollution – room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Arrangements will be made to ensure the protection of staff from violent or disturbed children.

INTO policy re the administration of medication may be stated here.

Appendix 3

SAFETY REPRESENTATIVES' CHECKLIST FOR SCHOOL INSPECTIONS.

An INTO Publication

INSPECTION CHECKLIST

1 CIRCULATION AREAS

STAIRWAYS

Check that:

- stairways are fitted with sound banisters or rails;
- stairways are adequately lit;
- steps are not worn or broken or slippery

PASSAGES

Check that:

- floor surfaces are even and are not slippery;
- passages are adequately lit;
- litter or rubbish has not been allowed to accumulate;
- mats, etc. are not positioned in such a way as to be tripping hazards;
- there are no areas of loose, flaking or damaged paint, plaster or plasterboard;

DOORS AND WINDOWS

Check that:

- doors are unobstructed;
- doors with glass windows have toughened or laminated glass;
- doors with a fire resistance requirement have wire reinforced glass;
- there are no doors with;
- loose or broken hinges;
- damaged or sticking catches;
- broken wood panels or glass panels;
- loose or stiff handles;
- doors are not allowed to swing freely without restraint;
- windows are not broken or cracked;
- windows open easily without undue force being applied;
- windows do not jut out dangerously when open;
- windows are cleaned regularly;
- windows do not have broken fastenings or cords;
- where necessary, a window pole is available.

2. HEATING AND VENTILATION

Check that:

- the heating system is regularly serviced and maintained in good order.
- The heating system is adequate to comply with the requirements of circular 24/82;
- where there are large areas of glass facing direct sunlight, there is provision for shading, e.g., venetian blinds;

- windows can be easily opened to allow for adequate ventilation.

Further advice on heating and ventilation is given in the next section.

3. FIRE SAFETY

Check that:

- The fire exits and escape routes are clear from obstructions;
- Fire doors are kept unlocked and unobstructed whilst people are on the premises;
- All designated fire exits are clearly marked;
- Evacuation procedures are displayed;
- Staff and children are familiar with evacuation procedures;
- Staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- There have been practice evacuations/fire drills held at least once per term;
- Fire doors open outwards and are not held or wedged open;
- Fire extinguishers and fire blankets are checked and maintained in accordance with manufacturers' instructions;
- The fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- The fire alarm system is tested at regular intervals whilst the schools is in session to ensure that it works and is audible in all parts of the building;
- Flammable substances, e.g., cleaning fluids, photocopying, chemicals, etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

4. ELECTRICAL EQUIPMENT

4.1 GENERAL

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that;

- Equipment is correctly wired and earthed;
- Plugs are correctly wired;
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- The mains supply is still capable of meeting the maximum demand;
- The distribution system (i.e., sockets, bench supplied etc.) is suitable for the type of work being carried out;
- The isolating switches are marked, well-sited, accessible and known to staff;
- Residual current (earth leakage) circuit breakers are used where appropriate.

4.2 LIGHTING

Visually check that:

- All the light fittings are working and are kept in a clean condition;
- Light switches are not broken and appear to be in a safe condition
- The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

PLUGS/SOCKETS/LEADS

Visually check that:

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- sockets screws and mountings are secure;
- sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads is not cracked or frayed;
- leads are without knots or joins and are reasonably free of 'kinks';
- leads are the correct length for the equipment being used;
- there are no trailing leads;
- multi-point adaptors are not being used;
- leads and flexible cable are securely fixed at both equipment and plug ends.

EQUIPMENT

Check that:

- fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- copies of manufacturers' instructions/operating manuals are easily accessible;
- equipment is only being used for purposes for which it was intended;
- where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- mains isolating switches are easily accessible and known to staff;
- on/off indicator lights function correctly;
- equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- equipment containing liquid has a leakage detector;
- all items of electrical equipment are properly and regularly maintained and serviced.

USE OF GAS

Check that:

- the location of gas isolator valves is known and these are accessible to all appropriate staff (but obviously not accessible to children);
- gas taps and valves are tested regularly;
- gas tubings and burners are not damaged;
- cylinders of compressed gas are;
- correctly stored away from heat sources, flammable substances and out of direct sunlight preferably outdoors;
- securely fixed in brackets, clamps or trolleys;
- clearly labelled and painted;
- portable bottle gas heaters are not used.

FIRST AID

Check that:

- notices are posted in prominent positions detailing;
- name/s of first aider /s;
- location of first aid boxes;
- procedure for calling ambulances etc;
- telephone number of local doctor, gardai, hospital

- first aid boxes are readily available and adequately stocked with;
- a card with general first aid guidance
- a supply of individually wrapped sterile adhesive dressings;
- sterile eye pads, with attachments (e.g., standard dressing)
- triangular bandages (preferably sterile, but if not, sterile covering appropriate for serious wounds should also be included);
- safety pins;
- selection of medium, large and extra large sterile medicated dressings;
- disposable gloves
- crepe and roller bandages
- cotton wool
- forceps or tweezers and scissors
- antiseptic cream
- the accident book is readily available and kept up-to-date;

GENERAL PURPOSE CLASSROOMS.

Look again at section 1 – 4;

Check that:

- hazards are not arising from overcrowded classrooms;
- all cupboards, fixed blackboards, display units are stable;
- classroom furniture is not damaged;
- wherever possible, there are not sharp edges or corners on the furniture;
- furniture is positioned safely;
- all shelf mountings are secure.

8. ART FACILITIES

Check that:

- safety rules are clearly displayed in all art rooms;
- chairs, stools and ladders are sound;
- floors are in good condition and are non-slip;
- guillotines are fitted with an approved safety guard which can be locked;
- floors are wet swept daily and studios washed down at least every term
- throwing wheels are maintained properly
- all containers are labelled clearly;
- all foam materials are stored away from heat sources;
- filters in fan assisted heating systems are cleaned weekly;
- materials and partly finished work are stored safely.

HOME ECONOMICS FACILITIES

Check that:

- safety rules are clearly displayed in all home economics rooms;
- the layout of the rooms is such as to allow safe access/exit/circulation, bearing in mind the numbers of pupils accommodated;
- first aid boxes are available in all home economics rooms;
- floors are in good condition and are non-slip;
- working surfaces are in good condition and are impermeable;
- refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;

- there is a wash basin with hot water, soap, nail brush and disposable towels for washing hands prior to handling foods;
- all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

GYMNASIA AND HALLS

Check that:

- first aid boxes are easily accessible;
- floors are clean, even, non slip and splinter proof;
- all brackets securing ropes, wall bars etc. are sound;
- PE equipment is stacked securely and positioned so as not to cause a hazard;
- there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- wooden beams, benches, etc are free from splinters and generally sound;
- vaulting horses, beams, and benches are stable and do not wobble when in use;
- there are no broken tiles or sharp edges in showers;
- showers and foot bathers are in working order and are kept clean and disinfected;
- changing rooms are kept clean, tidy and disinfected;
- where there is a stage:
- steps are not damaged
- steps have an adequate handrail;
- stage lighting is properly wired and earthed, and stored correctly when not in use;
- curtains run freely;

NON-TEACHING AREAS.

OFFICES

Check that:

- substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

11.2 KITCHEN AREAS

Check that:

- the kitchen/dining area is kept clean;
- the kitchen floors are sound and non-slip, especially when wet;
- first aid boxes are available in the kitchen area;
- equipment is adequately guarded.

11.3 BOILER ROOMS

Check that:

- there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- all safety devices in the boiler room are in proper working order;
- the boiler is regularly maintained by a competent person;
- all cleaning materials, particularly those which might be hazardous, are securely stored; in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

11.4 STAFF FACILITIES

Check that:

- the staffroom is clean, warm and well lit;
- there are adequate cloakroom facilities and storage facilities that can be locked for personal belongings, books, etc.
- the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;
- there is provision for tea and coffee to be made;
- staff sanitary facilities are suitable, sufficient and properly cleaned.

11.5 HYGIENE

Check that the following are available:

soap

- hand drying facilities
- hot water
- toilet paper
- litter bin per classroom
- provision for disposal of sanitary towels
- safe, suitable, sufficient and properly cleaned sanitary facilities.

OUTSIDE AREAS

Check that:

- there are no uneven/broken/cracked paving slabs;
- outside steps are secure, with a firm fixed handrail;
- roofs, guttering, drain pipes, etc are, as far as can be seen, sound and well maintained;
- all play areas, especially sand pits, are kept clean and free from glass;
- outside play/PE appliances are securely anchored;
- holes for goalposts, netball posts, tennis posts are covered when posts are not in position.
- If there is a swimming pool:
 - the pool and the surrounding areas are kept clean;
 - the chlorine store is secure;
 - the chlorine fitting and cylinders are in good condition;
 - the swimming pool area is fenced;
 - outside lighting works and is sufficient;
- all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- all builders' materials, caretakers' maintenance equipment etc, are kept securely.

Appendix 4:

INTO Guidance for Teachers on the Administration of Medicines (also reprinted as Appendix 45 in the CPSMA Management Board Members' Handbook)

No teacher can be required to administer medicine or drugs to a pupil.

Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The INTO/CPSMA advise that:

- the parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication;
- the request should also contain written instructions of the procedure to be followed in administering the medication;
- the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management;
- a teacher should not administer medication without the specific authorisation of the Board;
- in administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent;
- the Board of Management should inform the school's insurers accordingly;
- the Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.
- Arrangements should also be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- In emergencies teachers should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Where possible schools should request that medical practitioners would arrange times for medication so that they don't coincide with school time.

It is important that Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.