



Scoil an Athar Tadhg

Health & Safety Statement

Safety Statement

This statement was formulated by the Board of Management of Scoil an Athar Tadhg, in collaboration with the staff and representatives of the Parents Association (2019). It has taken into account the most recent legislation in regard to Health and Safety. It was most recently updated in June 2026.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

This policy requires the co-operation of all employees. The Board of Management wishes to ensure that, as far as is reasonably practical:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable)

to include the following areas

- *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
- *To ensure competent employees, who will carry out safe work practices*
- *Safe access*
- *Safe handling and use of hazardous substances and equipment*
- *Safe equipment including maintenance.*
- *Provision of appropriate personal protective equipment.*

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.

Policies that Support the Health and Safety Statement:

The following policies are in place to support the Health and Safety Statement;

- Physical Intervention Policy
- Equality/Dignity at work policy
- Administration of Medicine Policy
- Code of behaviour
- Code of behaviour for Special Classes
- Working together document – Ag obair le Chéile

These policies are available from the school office.

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 lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Principal/ Safety Officer without unreasonable delay, 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 otherwise, 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 (see section 9 of Safety, Health and Welfare at Work Act 2005).

Duties of Safety Representative

- Conduct an assessment to identify all hazards on the appropriate form
A Sample Checklist is included as Appendix 3

- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

Duties of Safety Officer

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

Consultation and Information

It is the policy of the Board of Management of Scoil An Athar Tadhg to consult with staff in preparation and completion of hazard control forms, to make available a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot be rectified will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow. As per appendix 2, a blank hazard page will be available on the school server and in the principal’s office for staff to highlight non-urgent hazards which may arise. Hazards of a more urgent nature should be reported immediately to the Principal, Staff Safety Officer or The Caretaker.

Fire

Responsibilities	To be carried out by:
To ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use. Fire Safety	Caretaker & Principal

Officers inspect the school in August of each year.	
Ensure that fire drills shall take place once a term, that evacuation procedures are up to date and made known to the staff.	Staff Safety Representative & Principal
Exits will be clearly marked.	Caretaker & Principal
Fire alarms will be clearly marked.	Caretaker & Principal
All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.	All Staff
All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.	Teachers are responsible for their own classroom/room. The secretary/Principal/deputy principal, as appropriate, is responsible for their office. Staff room is every staff members responsibility.
All recommendations made by a Fire Officer in addition to these provisions shall be implemented.	Principal

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

1. Wet corridors
2. Trailing leads
3. Computers, Interactive Panels
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles& appliances
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. External store/shed to be kept locked
12. Lawnmower

13. Sewer and manhole covers
14. Caretaker's store room
15. Icy surfaces on a cold day
16. Bike Shelter

Psychosocial Hazards

1. Bullying
2. Conflicting demands and lack of role clarity (staff)
3. Lack of support from colleagues and/or management

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- The Principal/The Caretaker will check that floors are clean, even, non-slip and splinter-proof.
- Teachers will check that PE equipment is stacked securely and in position so as not to cause a hazard.
- Check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- Check that there are no uneven/broken/cracked paving slabs. Responsibility of caretaker employed by Board of Management.
- Check that all play areas, are kept clean and free from glass before use or other dangerous materials, including ice, oil, sharp objects etc. Caretaker

- Check that outside lighting works and is sufficient. Principal & Board of Management.
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- Check that refuse is removed from building each week and is carefully stored outside. Caretaker.
- Ensure 'Working Together Document' & Equality/dignity at Workplace policies are brought to the attention of all staff.
- Ensure the Anti-Bullying Policy is implemented fully.
- Ensure all staff are clear on their roles and responsibilities.
- Ensure all staff feel supported and are also aware of the Employee Assistance Service spectrum.life.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Scoil An Athar Tadhg that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs and Medication

Details of Drugs and Medications are outlined in the Scoil An Athar Tadhg Administration of Medication Policy.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must cooperate in maintaining a high standard of hygiene in this area. All staff members are responsible for keeping the staffroom clean throughout the school year.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) 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.

Highly Polished Floors

It is the policy of the Board of Management of Scoil An Athar Tadhg that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Scoil An Athar Tadhg that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Infectious Diseases

It is the policy of the Board of Management of Scoil An Athar Tadhg that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Scoil An Athar Tadhg that members of staff shall be trained to provide First Aid to staff and pupils.

(1) Staff will be made aware of:

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

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public will be recorded and then, depending on their seriousness, may be reported to the Principal/Vice-Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Philip O Brien (Vice Principal). For pupil and yard related accidents, the Scoil An Athar Tadhg Accident/Injury Policy will be adhered to.

The secretary will ensure that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for Stings, etc.
- 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 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 shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises 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 informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

All parent/guardians/carers in the interest of safety must obey collection procedures as provided to parents upon approaching/entering the school grounds.

Other Procedures

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must report of the school office and where necessary, wear a badge to identify themselves clearly. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games, watch the interactive panels or chat.

4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin. Transport home is arranged by parents and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Scoil An Athar Tadhg in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

This policy was last updated in June 2026.

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005

Members of the Board of Management:

Chairman: Dr. Dan Crowley

Secretary/Principal: Cormac Duggan

Safety Officer: Dee O' Driscoll

Staff Safety Representative: Therese Carey

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 2005

Signed: *Dan Crowley* Date: 08/06/2026
Chairperson of Board of Management

Signed: *Cormac Duggan* Date: 08/06/2026
Principal/Secretary to the Board of Management

The Original, signed copy of this policy is available in the School Office.

This policy will be communicated to parents via the Parents Association and to the Board of Management.

Appendix 1:

Fire Evacuation Procedure

Sequence

- Alarm sounds.
- Call the fire brigade
- Evacuation
- Sweep of the buildings by: Caitríona Murphy, Noel Collins, Cormac Duggan, Philip O' Brien & Margaret Ahern
- Assembly -assembly to the basketball courts (lines numbered).
- Roll Call

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Once the fire alarm sounds fire drill protocol to be followed (see below)

Call the Fire Brigade

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

Fire Drill Protocol

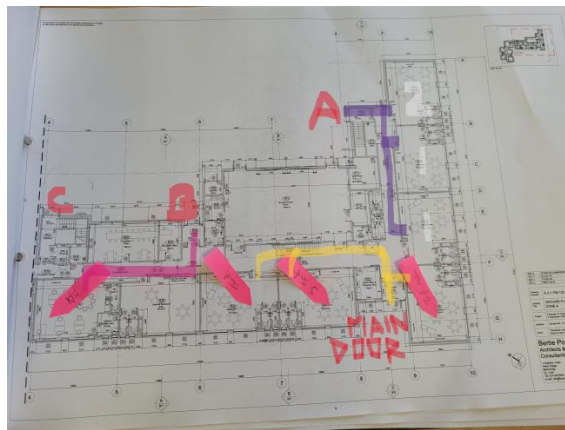
In the event of a fire or the fire alarm goes off, please follow our guidelines:

1. Line up class promptly.
2. Bring your **red folder** for roll call.
3. Proceed to evacuate your class in a safe manner and go to our meeting point.

*If your class is in the Halla in the event of the fire, please use the fire exit doors in the hall and walk to the basketball courts.

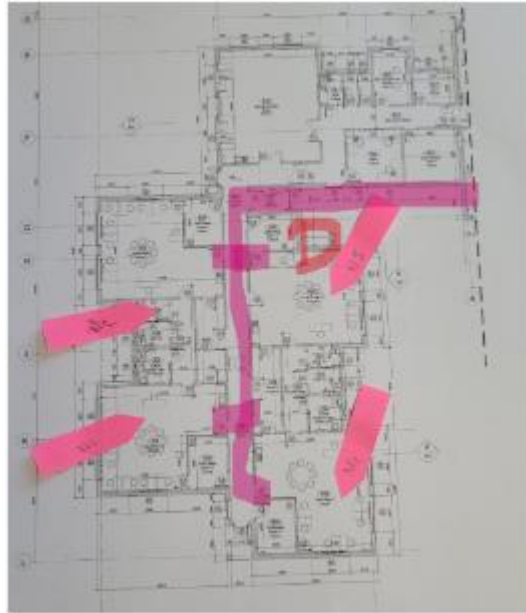
Here are maps to outline how each class is to exit the school in a safe orderly manner:

Downstairs



- **Junior Infants & Senior Infants** will exit the building through the Main Entrance, walk along the footpath and enter the basketball courts through the green gate and line up at their designated line. Ensure all doors are closed when leaving your room.
- **1st Class (Mr O Driscoll & Claire Twohig) & 2nd Class (Ms. Carey)** will exit through Exit A and enter the basketball courts and line up at their designated lines. Open 2 Exit doors fully to allow upstairs classes to exit also. Ensure all doors are closed when leaving your room.
- **Pádraig's Neidín class** will exit through Exit C and enter the basketball courts and line up at their designated line. Ensure all doors are closed when leaving your room.

An Neidín



- **An Neidín Classes (Wrens & Starlings)** will exit through the Neidín main entrance where you will walk along the front of the school, enter the basketball courts through the green gate and line up at your designated lines. Ensure all doors are closed when leaving your room.
- **An Neidín Classes (Blackbirds & Robins)** will exit through the fire exit nearest their classrooms, walk around the school following the footpath, enter the basketball courts through the green gate and line up at your designated lines. Ensure all doors are closed when leaving your room.

Upstairs



- **6th Class (Ms. Reen), 5th/6th (Denise) 5th Class (Mr Forde) , 3rd/4th Class (Ms. O Driscoll)** will exit through Exit A and enter the basketball courts and line up at their designated lines. Ensure all doors are closed when leaving your room.

- Make sure all exit doors are fully open.
- **2nd Class (Mr Hanafin), 3rd Class (Mr. Lucey) & 4th Class (Mr. O'Shea)** will exit through Exit C and enter the basketball courts and line up at their designated lines. Ensure all doors are closed when leaving your room.
- **SET teachers** will exit the building at the closest exit to them. Ensure all doors are closed when leaving your room.
- Make sure all exit doors are fully open.

Our meeting point as a school is on the 2 basketball courts.
Please line up at the appropriate post:

Ms. Louise Carey's 2nd Class= go to Number 1

Mr O' Driscoll's 1st Class= go to Number 2

Ms. Claire Twohig's Senior Infants Class= go to Number 3

Mrs Duggan/Mrs O' Driscoll Senior Infants = go to Number 4

Mr Hanafin's 2nd class= go to Number 5

Ms. O' Conor's Junior Infants = go to Number 6

Mrs. Butler Junior Infants = go to Number 7

Ms Reen's 6th class = go to Number 8

Ms. Murphy's 5th/6th class = go to Number 9

Mr. Forde's 5th class = go to Number 10

Mr O' Shea's 4th class = go to Number 11

Ms O' Driscoll's 3rd/4th class= go to Number 12

Mr. Lucey's 3rd Class = go to Number 13

Ms Emma O' Regan's class= go to Number 14

Ms Aoife O' Reilly's class = go to Number 15

Ms. Siobhán Cahill's Class = go to Number 16

Ms Ciara Young's Class = go to Number 17

Mr Pádraig Behan's Class = go to Number 18

***All teachers, please bring a class list to check at the assembly point. Please have your attendance completed on Aladdin. When you have completed your roll, hold red folder in the air to indicate roll has been completed.**

- SET's who have children at the time please bring them to their mainstream class at assembly point on basketball courts.
- An Neidín children who are integrated with a mainstream class at this time, will join their An Neidín class at their assembly point.

The assembly will be timed from when the alarms are sounded to when the sweepers signal that everyone has safely left the building.

Sweepers

- **Caitríona** will sweep the corridor of Senior Infants; 1st class (Claire & Dee) and 2nd Class (Louise) checking toilets and rooms. Ensure all doors are closed.
- **Noel** will sweep the corridor of Junior Infants (Tara and Aideen) and the hall checking toilets and rooms. Ensure all doors are closed.
- **Cormac Duggan** will sweep the staff room and all rooms towards Neidín and Neidín classrooms and toilets. Ensure all doors are closed.
- **Philip O Brien** will sweep the upstairs corridor of Spare classroom; 3rd /4th Class (Sinéad); 5th class (Ciarán) 5th /6th (Denise); 6th Class (Mags) checking classrooms and toilets. Ensure all doors are closed.
- **Margaret Ahern** will sweep the upstairs corridor of 4th Class (Eoin), 3rd class (Dave) 2nd class (Joe) and all SET rooms checking classrooms and toilets.
- **All sweepers** are to report to Fire safety officer when they arrive at the basketball courts.
- Wait at assembly point until all sweepers have arrived safely down to assembly points.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire-fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

Outline of Yearly Fire drills

Fire Drill Term 1: **All staff & children** are informed of time & structure of fire drill.

Fire Drill Term 2: **Staff only** are informed of time & structure of fire drill.

Fire Drill Term 3: **In school management only** informed of time & structure of fire drill.

APPENDIX 2

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

Appendix 3:

Safety Representatives' Checklist

1 Circulation Areas

1.1 Stairways

Check that:

1.1.1. stairways are fitted with sound banisters or rails;

1.1.2 stairways are adequately lit;

1.1.3 steps are not worn or broken or slippery.

1.2 Passages

Check that:

1.2.1 floor surfaces are even and are not slippery;

1.2.2 passages are adequately lit;

1.2.3 litter or rubbish has not been allowed to accumulate;

1.2.4 mats, etc, are not positioned in such a way as to be tripping hazards;

1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.3 Doors and Windows

Check that:

1.3.1 doors are unobstructed;

1.3.2 doors with glass windows have toughened or laminated glass, except in the halla;

1.3.3 doors with a fire resistance requirement have wire reinforced glass;

1.3.4 there are no doors with:

- loose or broken hinges;
- damaged or sticking catches;
- broken wood panels or glass panels;
- loose or stiff handles;

- 1.3.5 doors are not allowed to swing freely without restraint, except in the halla;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

2 Heating and Ventilation

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order.
- 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
- 2.4 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:

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire-fighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;

3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;

3.10 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;

3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;

3.12 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 supplies 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:

4.2.1 all the light fittings are working and are kept in a clean condition;

4.2.2 light switches are not broken and appear to be in a safe condition;

4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Socket/Leads

Visually check that:

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joins and are reasonably free of kinks';
- 4.3.8 Leads are the correct length for the equipment being used;
- 4.3.9 there are no trailing leads;
- 4.3.10 surge protection adaptors are being used and not overloaded;
- 4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

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

5 Use of Gas

Check that:

- 5.1 LPG gas cylinders and storage area are checked regularly for signs of damage.

5.2 Gas cylinders are securely stored in a well-ventilated area.

5.3 Fencing around Gas Cylinders is secure and checked regularly for damage

6 First Aid

Check that:

6.1 notices are posted in prominent positions detailing:

- procedure for calling ambulances etc;
- telephone number of local doctor, gardai, hospital.
- procedure for dealing with individual pupils emergencies due to known conditions/allergies etc

6.2 first aid boxes are readily available and adequately stocked

6.3 the accident book is readily available and kept up-to-date.

7 General Purpose Classrooms

Check that:

7.1 hazards are not arising from overcrowded classrooms;

7.2 all cupboards, fixed blackboards, display units are stable;

7.3 classroom furniture is not damaged;

7.4 wherever possible, there are no sharp edges or corners on the furniture;

7.5 furniture is positioned safely;

7.6 all shelf mountings are secure.

8 Halla

Check that:

8.1 floors are clean, even, non-slip and splinter proof;

8.2 all brackets securing ropes, wall bars etc are sound;

8.3 PE equipment is stacked securely and positioned so as not to cause a hazard;

8.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;

8.6 wooden beams, benches etc are free from splinters and generally sound;

8.7 vaulting horses, beams and benches are stable and do not wobble when in use;

8.8 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.

9 Non-Teaching Areas

9.1 Offices

Check that:

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

10 Kitchen Areas

10.1 the kitchen/dining area is kept clean;

10.2 the kitchen floors are sound and non-slip, especially when wet;

10.3 first aid boxes are available in the kitchen area;

10.4 equipment is adequately guarded.

11 Boiler Rooms

11.1 there is no combustible waste stored in boiler rooms or elsewhere(e.g. oily rags);

11.2 all safety devices in the boiler room are in proper working order;

11.3 the boiler is regularly maintained by a competent person;

11.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

11.5 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.

12 Staff Facilities

- 12.1 the staffroom is clean, warm and well lit;
- 12.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;
- 12.3 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;
- 12.4 there is provision for tea and coffee to be made;
- 12.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

13 Hygiene

Check that the following are available:

- 13.1 soap
- 13.2 hand drying facilities
- 13.3 hot water
- 13.4 toilet paper
- 13.5 litter bin per classroom
- 13.6 provision for disposal of sanitary towels
- 13.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

14 Outside Areas

- 14.1 there are no uneven/broken/cracked paving slabs;
- 14.2 outside steps are secure, with a firmly fixed handrail;
- 14.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
- 14.4 all play areas, are kept clean and free from glass;
- 14.5 outside play/PE appliances are securely anchored;
- 14.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
- 14.7 outside lighting works and is sufficient;
- 14.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- 14.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.