



BALLYOWEN MEADOWS SPECIAL SCHOOL

HEALTH AND SAFETY STATEMENT

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KEY INFORMATION

- Designated Health and Safety School Management Representative: **Mary Lundy**
- Designated Health and Safety School Representative: **Thigam Padayachee**
- Staff Safety Representative: **Wendy Kenny**

HEALTH AND SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management (See Note 1 below), would 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 Ballyowen Meadows Special School (BMSS) 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 visitors to the school.

Note 1: In this policy, reference to the Board of Management includes the position of Interim School Manager in place on the date of ratification of this policy.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.
- The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and in other relevant developments. All records of accidents and ill-health will be monitored in

order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

- The Board of Management has a commitment to ensure that the school is as safe as is reasonably practicable. The safety statement outlines the health and safety management system that the school has in place. The Board of Management brings to the attention of staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and/or visiting the school.

The Board of Management is committed to:

- Manage and conduct school activities so as to ensure the safety, health and welfare of staff, pupils and all visitors;
- Prevent improper conduct or behaviour likely to put staff and others' safety and health at risk;
- Provide safe means of access and egress;
- Provide safe plant and equipment;
- Provide safe systems of work;
- Prevent risk to safety and health from any article or substance;
- Provide appropriate information, instruction, training and supervision;
- Provide appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated;
- Prepare, review and revise emergency plans;
- Designate staff for emergency duties;
- Provide and maintain welfare facilities;
- Appoint a competent person to advise and assist in securing the safety, health and welfare of staff.

Signed: Pat Kitterick, Interim School Manager, BMSS
(signed copy on display in BMSS and stored on school file)

Date: 21/09/18

This safety statement has been prepared following consultation with employees, both staff, parents and management of BMSS.

INTRODUCTION

The Staff, Parents and Management of Ballyowen Meadows Special School (BMSS) have developed and agreed this statement in line with the current requirements relating to safety, health and welfare. All Staff and parents were consulted during 2015/16.

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils and any person legitimately conducting school business and to the public. The Board of Management will ensure that, the highest standards of safety shall prevail and that, at a minimum, the provisions of the current legislation are applied.

This Safety Statement sets out the Safety Policy of the Board of Management of BMSS and the means to achieve that policy. This requires the co-operation of all employees. This document is available to all staff and it is incumbent on all staff to familiarise themselves with the content of this policy to ensure that appropriate consideration is given to matters relating to the safety, health and welfare of everyone in BMSS.

AIMS

Specifically, the Board of Management wishes to ensure that, so far as is reasonably practicable, the following aims will be achieved:

- 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 all pupils and staff;
- To protect the school community from workplace accidents and ill health at work;
- To protect the school community from injury resulting from challenging behaviour;
- 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:
 - The design, provision and maintenance of all places are in a condition that is safe and without risk to the health of all employees, clinical support staff and pupils; and also visiting students and other visitors to the school;
 - To ensure competent employees, who will carry out safe work practices;
 - Safe access and egress routes;
 - Safe handling and use of hazardous substances and equipment;
 - Safe equipment including maintenance and use of appropriate guards;
 - Provision of appropriate personal protective equipment;

- The provision of instruction to staff on how to deal with pupils with challenging behaviour;
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health 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 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;

SCHOOL PROFILE

This safety statement outlines the health and safety policy of BMSS and in doing so aims to fulfill the requirements of all relevant legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007.

BMSS will follow the policies and procedures here as appropriate and where requirements are not set out by the Department of Education and Skills.

BMSS is a school that provides a service to pupils with autism. All our pupils require a supportive, specialist school environment throughout the school day. The school aims to employ trained and experienced staff to meet the special needs of our pupils. Additionally, all of our pupils require assistance with arriving and leaving the school building. The Board of Management employs Bus Escorts to accompany all pupils travelling on school transport.

The school is located on Loughlinstown Drive and is a one storey building. There are 9 classrooms, a junior and senior dining room, hall, staffroom, junior and senior playrooms, relaxation room, multi-sensory room, resources room, meeting room, occupational therapy room, secretary's office and Principal's office.

The school community staff consists of:

- 48 pupils

- 8 class teachers (including the Deputy Principal)
- 1 part-time specialist teacher
- 29 Special Needs Assistants
- 1 Administrative Principal
- 2 school secretaries
- 1 caretaker
- 1 contract cleaner
- 9 Bus Escorts

Additionally, clinicians visit the school at varying times during the week.

Resources for health and safety in the school

Health and safety resources that are required are requested by writing to the Interim School Manager.

ROLES AND RESPONSIBILITIES

The Board of Management:

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has written risk assessments and an up-to-date safety statement;
- Reviews the implementation of the SMS (Safety Management System) and the safety statement;
- Sets safety and health objectives;
- Receives regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and when changes that which might affect workers' safety and health;
- Provision for the particular needs of individual pupils;
- Reviews the school's safety and health performance;
- Allocates adequate resources to deal with safety and health issues;
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at BMSS.

The designated person for safety and health acts on behalf of The Board of Management. The related duties and responsibilities are as follows:

- Reports to the Board of Management on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;

The designated person for safety and health acts as the school representative:

- Although ultimate responsibility for safety and health rests with the employer, the School Health and Safety Officer must fulfill the following assigned duties. These include:

- Complete a Health and Safety Audit of the school every termly with the Safety Representative;
- Review all classroom audits termly with the Safety Representative.
- Reports to the Principal on safety and health performance;
- Organise a fire drill once a term;
- Organise risk assessments to be conducted for school outings;
- In the absence of the Principal, the Health and Safety Officer has responsibility for health and safety in BMSS.

Safety Representative

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, BMSS recognises the right of all employees to elect a Safety Representative and also recognises the duties and rights attached with such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- A Safety Representative has the right to information as is necessary to ensure the health and safety of employees at the place of work.
- The Safety Representative shall be informed when an inspector from the H.S.A. enters the place of work, and shall accompany the inspector on an inspection tour, if requested.
- The Safety Representative has the right to make representation to School Management on any aspects of health and safety.
- The Safety Representative, in conjunction with the Health and Safety Officer, may investigate accidents and dangerous occurrences provided he or she shall not interfere or obstruct the performance of statutory provisions.
- The Safety Representative has the right to make oral or written representation to inspectors on any health and safety issue.
- Receive advice and information from H.S.A. inspectors.
- Attend interviews with employees after an accident/dangerous occurrence, if required.
- Carry out safety inspections with prior consent and agreement.
- Investigate potential hazards and complaints made by other teachers or employees.
- Accompany an inspector on the investigation of an accident by prior request to do so.
- Receive, without loss of remuneration, time off from his/her regular duties for the purpose of acquiring knowledge to discharge his/her functions, and time off to discharge this function.
- The Safety Representative shall not be placed at any disadvantage in relation to his employment for discharging his/her function.

Teaching and Non-teaching staff have the following responsibilities:

- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Read and understand the Safety Statement;
- Co-operate with the Board of Management in the implementation of the safety statement;
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- Check that equipment is safe before use;
- Select and appoint a safety representative(s);

- Take care of their own safety and that of any person who may be affected by their action or omissions at work;
- Report accidents, near misses, and dangerous occurrences or faulty equipment to relevant persons as outlined in the safety statement;
- Use Protective Equipment provided and safe systems of work to eliminate unavoidable risks.

Other School Users:

Other school users, e.g. parents, pupils and visitors should comply with school regulations and instructions relating to safety and health.

Contractors

Contractors employed by the Board of Management must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- BMSS will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- BMSS will provide the school regulations and instructions relating to safety and health.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- The contractor must make direct contact with the principal before initiating any work on the school premises.
- Any noise should 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 and shall mark any such hazard with warning signs or other suitable protection.

RISK ASSESSMENT

Hazards

BMSS is committed to identifying hazards and to make suitable provisions for the elimination or reductions of those found to be present. To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources to fulfill this role on an annual basis or as required as deemed necessary. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the work place, equipment, procedures and records to date.

Our staff who may detect a hazard or hazardous operation are obligated to report such without delay to the Principal. Failure to report an obvious and significant health and safety risk(s) may be grounds for disciplinary action. Visitors to BMSS are requested to report a hazard or hazardous operation to the Principal. The hazards listed below are the main risks to staff while working in BMSS. These include:

- Challenging Behaviour & related Injuries to pupils and staff

- Exposure to a blood borne infection and other biological hazards e.g. human waste, respiratory discharges, contact with broken skin
- Slips, trips and falls
- Manual handling activities
- Use and storage of cleaning chemicals
- Healthy Eating Policy & Food Safety – food handling
- Administration of medication
- School Outings
- Unauthorised access and egress
- Fire in the school
- School transport
- First Aid
- Playground equipment and general supervision
- Safe use of assistive equipment
- Staffroom safety

PREGNANT EMPLOYEES

BMSS provides specific risk assessment for their pregnant employees. The risk assessment is reviewed as regularly as needed and is discussed with the staff member on an ongoing basis.

The main known risk factor for pregnant employees in BMSS is considered to be when working directly with pupils who have demonstrated physically challenging behaviour, particularly when physically challenging behaviour is unpredictable. For this reason, specific consideration is given to the class placement of pregnant staff members, with regard to levels of challenging behaviour exhibited by the pupils in the allocated class.

A written risk assessment will be completed and a copy provided to the pregnant employee. As part of this process, all efforts will be made to limit the likelihood of the pregnant employee being exposed to physically challenging behaviour and, in as far as is practicable, limit the pregnant employee's exposure to such behaviour. The Principal will discuss the class placement with the pregnant staff member to ensure that they are comfortable with their placement and the pupils with whom they are working.

In the event that it is not possible to place a staff member in a class with safety, then the option of pregnancy-related health and safety leave may be an option. Details of this leave may be referenced in circular 0017/2013 *Maternity Protection Entitlements For Special Needs Assistants in Recognised Primary and Post Primary Schools* and also in circular 0009/2013 *Maternity Protection Entitlements For Registered Teachers in Recognised Primary and Post Primary Schools*. Following application for this leave, an occupational health referral must be approved by Medmark and in the event that it is not approved the DES records the leave as sick leave.

WELFARE FACILITIES

BMSS provides suitable welfare facilities in accordance with applicable statutory provisions. We recognise that this provision is an essential element in securing safety, health and welfare for all.

Suitable washing and sanitary facilities

To include water to flush toilets with washing facility which is subject to daily cleaning.

Canteen

There is a staffroom available for staff, which includes facilities to make tea/coffee and heat/prepare their own lunches. Staff must co-operate in maintaining a high standard of hygiene in this area.

At all times, all hot drinks are required to have a lid if taken from the staffroom.

Drinking Water

Of suitable drinking quality as provided by council services.

Medication/ Intoxicants

Employees must not come to work whilst under the influence of intoxicants or while taking medication that may affect their ability to carry out duties safely. Employees are referred to the BMSS Substance Use Policy for further guidance in this area.

Clothing/ Jewellery/ Accessories

Comfortable, respectable clothes and footwear must be worn. Jewellery must be kept to a minimum, e.g. no dangly earrings, necklaces, bracelets, etc.

EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES

Emergency Contact Procedures

- Contact details are updated on an annual basis.
- Contact details of parents/guardians and emergency contact details are also requested for each child.
- The Principal and School Office will hold the contact details of all the pupils in the school.
- Class teachers will hold the contact details of all the children in their allocated class.

First Aid and Medical Attention

- All staff receive in-service training in First Aid on a bi-annual basis and are therefore trained to administer First Aid.
- The Staff First Aid box is provided and stationed in the School Office. Each classroom has access to a Pupil First Aid box. It is the responsibility of the School Representative to ensure these boxes are fully equipped.
- When a child is enrolled in the school information is sought on any known allergies and / or sickness and specific illnesses.
- In case of a medical emergency, an injured person should be brought to the nearest hospital.

- It is important that staff keep records of any treatment given and record this information on the BMSS Incident Report Form
- It is also school policy that, in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor depending on the severity of injury.
- Failure to contact parents/guardian in the event of an emergency means that the pupil is taken to hospital.
- If necessary the insurance company may be informed.

Emergency Evacuation

On discovery of fire:

1. Operate the fire alarm system – by breaking the glass in the Manual Fire Alarm Break Glass Unit (red break glass window to raise the alarm, green break glass window to open doors). (N.B. The Fire Alarm System may operate automatically).
2. Call the Fire Brigade immediately:
 - (a) Lift receiver and dial 999
 - (b) Give the operator your telephone number (8511600) and ask for the Fire Brigade.
 - (c) When the Fire Brigade replies say there is a fire at:
Ballyowen Meadows Special School, Loughlinstown Drive, Dun Laoghaire.
 - (d) State clearly that the school is providing a service to people with learning disabilities, and wait for the fire brigade to repeat the address correctly before ringing off.**
 - (e) Do not replace the receiver until the address has been repeated by the fire brigade.**
3. Locate the room on fire, evacuate and close all doors, evacuate building. (Please note if the fire is a single burning item consider extinguishing the fire using appropriate equipment if safe to do so.)

The School Principal, School Secretary and/or the School Caretaker will go to the fire panel and see where the fire is.

Use exits furthest away from fire.

4. If you hear the Fire Alarm:
 - (a) Leave building, close all doors and go to the relevant assembly point-see evacuation map located on room walls (Appendix one)
 - (b) In the case of a staff member with the responsibility for a pupil/s, this staff member must ensure that the pupil/s are evacuated safely from building (see class evacuation plan).
 - (c) Visiting clinicians who are engaged with pupils will evacuate students they are working with and assemble at nearest assembly point – see evacuation map.
5. Evacuate all occupants and move them away from fire area in the direction of the appropriate exit-see evacuation map.
6. Be familiar with the needs of pupils (as detailed on the Fire Safety – Class Evacuation Plan).
7. Every teacher will take charge and will ensure no one is left in the classroom or toilet.
8. Secretarial Staff will take charge of the medication, mobile phone and the School Principal will take insurance file and access roll book online through the Aladdin Attendance software.
9. Staff and pupils should remain in the appropriate assemble point and the School Principal will conduct a roll call to ensure all persons are safe at the assembly point and will be able to inform the fire brigade accordingly.

10. The School Principal will assist the fire brigade upon their arrival.
11. If the staff and pupils are required to evacuate the school grounds, the new assembly point will be the car park of the parish church.
12. If the School Principal is absent, the Deputy Principal, will ensure the pupils are out of the classroom and will then take on the duties of the School Principal. If the Secretarial staff is absent, the School Principal will take over their duties.

Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

- (a) Fire detection equipment.
- (b) Fire extinguishers and other means of fire prevention.
- (c) Warning systems.
- (d) Exit signs.
- (e) Emergency lighting and notices.
- (f) Appropriate instruction and training of staff.
- (g) The holding of evacuation drills.
- (h) Safe means of escape.

Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.

- There is a fire fact file present, which is regularly updated and documented
- The Deputy Principal and the School Health and Safety Officer have been designated as the local fire and deputy fire officers.
- They will be trained bi-annually by the Fire Safety Maintenance Company (HFS) in the use of fire extinguishers.

EXCEPTIONAL CLOSURES

During severe weather, BMSS will remain open, provided that access to and from the school remains passable and free from serious risk. This includes access by bus, car and walking.

In the event of access to BMSS being prohibited from opening by weathers conditions or building fault, the Board of Management will exercise their discretion and make a decision regarding the possible exceptional closing of the school for health and safety reasons.

ACCIDENT RECORDING AND NOTIFICATION

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to further reduce risks.
- Any accident or dangerous occurrence must be notified to the School Principal or person in charge as soon as is reasonably practicable.
- The School Principal will then carry out an investigation into the incident (as deemed necessary). A full record of the incident will be recorded in the Ballyowen Meadows Special School Incident Report Form.

- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the School to notify the HSA if the following applies:
 - The incident is included in the dangerous occurrences outlined in the 12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and
 - If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non working days)
 - In the case of death. If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
 - A pupil that is injured as a result of a work related activity and requires medical treatment by a registered medical practitioner

Notification to the HSA must be given. This is completed on line through the HSA website by the School Principal who also informs the Board of Management of this report.

Procedure for percutaneous bites

- Any staff member that has received a bite needs to
 - Encourage bleeding of the wound under running water
 - Wash the wound thoroughly
 - Cover the wound with a waterproof dressing
 - Report the incident to the Principal
 - Fully complete a School Incident Record Form.

HEALTH AND SAFETY TRAINING FOR STAFF INFORMATION, TRAINING & INSTRUCTION

BMSS will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare. It is our wish to have a workforce and pupils that are pro-active and aware of health and safety. We will provide endeavour to provide adequate finances to obtain this objective.

There are a number of training requirements that have been identified for staff who are working in BMSS. They are as follows:

- Health and Safety Induction training including Hand Hygiene and Fire Safety
- Manual handling training (every 3 years)
- Challenging Behaviour and MAPA training (Full training followed by annual refresher course)
- First Aid training (Bi-annually)
- Risk assessment training (In-house, as required)
- Teachers also avail of ongoing training themselves; these records are stored on file in the school.

Designated staff training is mandatory for all school staff.

The School Principal or nominated person monitors the training needs for the staff in the school.

CONSULTATION

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign off as having read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

Safety representative

BMSS recognises that employee involvement in health and safety is an integral part of the operations of the school, and sees health and safety as being of value within these operations. Thus, the Board of Management encourages a Safety Representative to act from within the School Staff.

As the Staff Safety Representative will consult with the School Health and Safety Officer, the School Principal and the Board of Management through procedures on any relevant health and safety issue. The Board of Management will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

The Board of Management will provide any necessary training and information to the Safety Representative in accordance to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfill his/her duty.

MEASURING PERFORMANCE

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements;
- The school safety and health policy and the written risk assessments contained in the safety statement;
- Safety and health objectives, as part of the school plan
- School Management meetings will contain Health and Safety on the agenda
- Health and safety audits
- An annual health and safety audit will take place of the building and its activities. This will be completed by the School Safety Officer. The Board of Management is provided with a comprehensive report on its findings and recommendations for any corrective actions that are required.

INTERNAL SAFETY INSPECTIONS

Every two months the Staff Representative will request Teachers to complete a health and safety checklist of the areas in the school in relation to the pupils in their class. This is to highlight any environmental or system issue that will need to be addressed. Reports are then submitted to the School Principal. On a quarterly basis these checklists are discussed with The Board of Management to review on-going health and safety issues for the school. Every classroom team will complete a health and safety checklist of their classroom every two months. This is to highlight any environmental issue that will need to be addressed. Results from audits will be combined with information from ongoing measuring of performance to improve the school's overall approach to safety and health management.

NON-COMPLIANCE BY EMPLOYEES

If employees disagree with the Safety Statement, every effort will be made to ensure that they fully understand the relevance and importance of the Safety Statement. If an employee continues to not comply with the Safety Statement, this will be discussed with the School Principal and if non-compliance persists, the Principal will refer the matter to the Board of Management who may then consult the DES Grievance Procedures.

LINKS TO OTHER SCHOOL POLICIES

This statement should be read in conjunction with the following policies:

- Code of Behaviour
- Anti-Bullying Policy
- Child Protection Policy
- Supervision Policy
- Attendance Strategy (Incorporating Prevention of Infectious Diseases)
- Admissions and Participation Policy
- Transport Policy
- Substance Use Policy

RATIFICATION AND REVIEW

- This statement :
- was ratified by the Board of Management in June 2011 and will be reviewed annually.
- has most recently been reviewed by the Interim School Manager in September 2018.
- will be made available on request from the School Office to parents/ guardians.
- will be made available to all staff through the school server
- will be made available on the school website

APPENDIX 1: FIRE SAFETY MAP OF SCHOOL BUILDING



BALLYOWEN MEADOWS SPECIAL SCHOOL

FIRE/EVACUATION PROCEDURE

PLEASE NOTE: ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE, (e.g. fire, gas leak).

IF YOU DISCOVER A FIRE:

- Immediately operate the nearest fire alarm by breaking the glass;
- Extinguishers are placed throughout the building, but are for first stage fire fighting only. Staff may use these at their own discretion, but should bear in mind that the main task is to ensure that the building is completely evacuated;
- **PLEASE REMEMBER THAT THE FIRE SERVICE WILL PUT OUT THE FIRE;**

ON HEARING THE ALARM:

- If a full continuous alarm sounds please follow the procedures below;
- Immediately evacuate the building, taking all children in your charge through the nearest exit, i.e. the cloakrooms – check immediate area is free of children;

STAFF:

- Office staff will call 999 emergency services, pick up official register and visitors book and leave the building through the nearest exit;
- Class teachers will bring daily roll book to the assembly point;
- Staff will accompany the pupils from their assigned class to the assembly point;

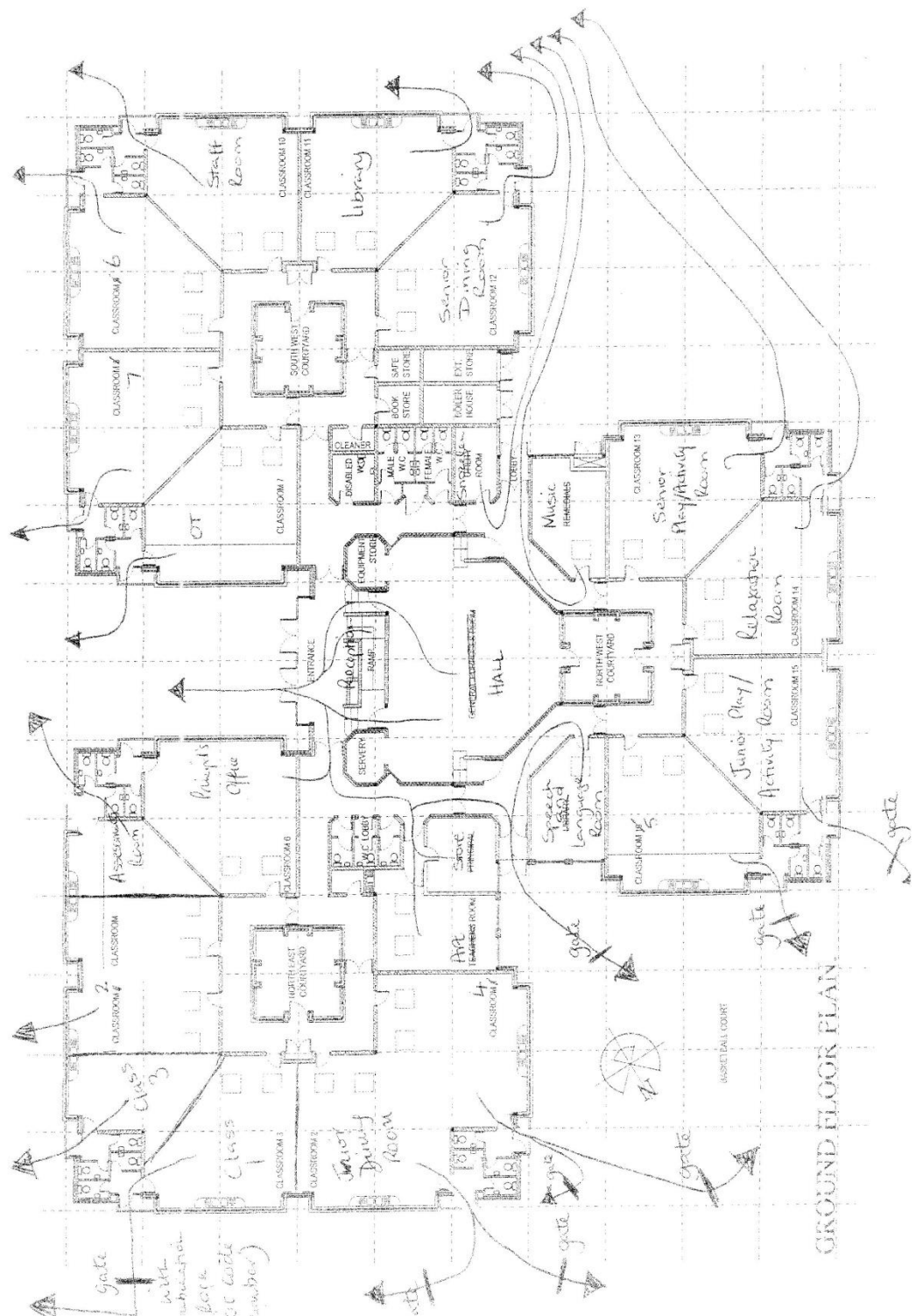
ON LEAVING THE BUILDING:

- Always use the nearest exit and close doors on leaving;
- Do not stop to collect personal belongings;
- Do not re-enter the building;

ASSEMBLY POINT:

- Please ensure that you are familiar with the school Health and Safety Policy and that you are aware of the Fire Plan and the whereabouts of the assembly Point.
- All to meet at the Assembly Point in the upper school car park for roll call and report to principal;
- The principal will verify that the emergency services have been called;
- In the event of a missing person, report immediately to the principal. **DO NOT GO BACK INTO THE BUILDING.**
- In the event of a missing person thought to be still in the building, the principal will aim to locate their whereabouts from outside the building in order to inform the Fire service.

STAFF AND PUPILS SHOULD ONLY RE-ENTER THE BUILDING WHEN THE FIRE SERVICE HAS DECLARED THE AREA SAFE



GROUND FLOOR PLAN

