



- Title

Health & Safety Policy Statement

- Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on the 16th December 2019, and is subject to an annual review.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

• Relationship to Characteristic Spirit of the School

According to our Mission Statement HFSS strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and of our pupils and that of all school employees. The Board of Management, HFSS recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management, HFSS 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 into 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.

Aims

- 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
 - o 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.

- **Guidelines (content of policy)**

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT Of Holy Family Senior school

1.1

The members of the Board of Management of Holy Family Senior School (2024-2028)

Chairperson: Mr. Justin Brown

Secretary: Mr. Dermot O'Connor

Other Board Members:

Ms. Anne Pyke, Msgr. John Byrne, Mr. Shane Conroy, Ms. Karen Winters, Ms. Louise Brennan, Ms. Mary Phelan,

1.2 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, 2005 are applied.

1.3 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 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 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 works of its employees.

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

1. Fire Evacuation Plan posted inside the door of each classroom
2. First guidance provided to all staff.

- 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 competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors regarding equipment, ergonomics etc.

1. Annual extinguisher checks from Fitzpatrick's Fire – Most recently September 2025 (Process to replace all fire extinguishers commenced in 2025 and will conclude in 2026
2. Lift Maintenance quarterly
3. Fire doors and shutters - serviced quarterly

An annual review of this Health & Safety Statement and a log of issues raised and remediated.

The provision of arrangements for consultation with employees on matters of Health and Safety — annually by the health and safety officer

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

1.5 The Board of Management will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

I .6 The Board of Management will appoint a Safety Representative from the School Staff as a Safety Officer from the BOM.

(Mr. Garrett Malone is the Safety Representative and Board Member, Mary Phelan was appointed as Safety Officer for the term 2024-2028)



CONSULTATION & INFORMATION

It is the policy of the Board of Management of HFSS:

To make available the Health & Safety Statement to all present and future staff.

- That any additional information or instructions regarding safety, health 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

Hazards that can be rectified or minimised will be dealt with as a matter of urgency.

Staff are encouraged to notify the principal/DP/Safety representative of any visible hazards.

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 HFSS 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 twice a year. (See [Appendix 1](#) for Fire Evacuation Procedure)

- * Instruction is given in the use of fire extinguishers for specific materials/equipment.
- * Signs will be clearly visible to ensure visitors are aware of exit doors.
- * An assembly area is designated — Main Yard
- * Those leaving buildings/classrooms should let someone know.
- * Exit signs are clearly marked.
- * The teacher in each classroom will be responsible for fire evacuation and fire drills procedures. A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.

Other hazards

On occasions the surface of hallways, stairs and toilets become slippery due to condensation and pose a risk-

- * There are goalposts on the school football pitch (See Appendix 6 for Goalpost Safety Plan)

During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

CONSTANT HAZARDS

1. Chemicals

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

2. Drugs/Medications

It is the policy of the Board of Management that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication, e.g. EpiPen The procedure in such cases is included as Appendix 2.

3. Wet Floors

It is the policy of the Board of Management that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During heavy weather condensation can cause tiled areas to become slippery.

4. The Code of Conduct

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee. All staff members are obliged to encourage safety practices within the school e.g. walking within the school building.

5. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5.

6. Bí Cineálta

The HFSS Bí Cineálta Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations (2000)' and our 'Dignity at Work Statement' included as Appendix 7.

7. Access to Employees is by Consent

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

All efforts are made to ensure external doors are closed.

8. Trained First Aid Personnel

It is the policy of the Board of Management that:

Employees will be trained to apply First Aid to pupils and other employees.

All required remedies and equipment are made available for first aid function bottom floor outside staffroom, as well as First Aid bags on each floor – Bottom (Room 1), Middle (Room 8), Top (Room 12)

9. Astro Turf

The BOM will ensure that the Astro turf area is checked incrementally for damage of any nature. Those on daily yard duty are advised to alert the Principal/DP or safety officer of any concerns. The Astro will form part of all risk assessments as carried out by the safety officer. It will also be serviced annually, most recently August 26th, 2025.

OTHER PROCEDURES

1. Educational Visits -All visits will be booked with a reputable, properly insured bus company. The principal will ensure all groups leaving the school are accompanied by a minimum of two adults,

2. Visitors to the School

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 Deputy 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. -Ille pupils stay in their classroom, supervision will be provided by SNA's and relevant teachers on yard duty. Those on duty will ensure they combine entering classrooms and supervising corridors and common areas. It is the policy that the children remain seated.

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 Connect, school social media, school website etc.

• Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and external feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

• Roles and Responsibility

DUTIES OF ALL EMPLOYEES

1. It is the duty of every employee while at work:
 - (a) To take reasonable care for his,her safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
 - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

DUTIES OF SAFETY REPRESENTATIVE

Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.

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.

• Timeframe for Implementation

The revised policy will be implemented from January 2020, and reviewed annually.

• Timeframe for Review

This policy is reviewed annually.
Most recent review September 2025

Signed:



(Chairperson, BoM)

Date : 15/09/25

Responsibility for Review

The BOM will be responsible for reviewing the policy.

Ratification and Communication

The Board of Management ratified this policy on the date of term 1 meeting of 2019.

Signed:



, (Chairperson, BoM)

HFSS does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community through the school website.

APPENDIX 1

FIRE EVACUATION PROCEDURE

Sequence

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

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

Anyone discovering an outbreak fire must raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

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.

Evacuation

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher who will bring the class pack and close the classroom door and any other doors used to exit.

Children working with support teachers at the time of the alarm sounding should leave the building with their SET and join their class line if safe to do so.

Assembly

The place of assembly is the Yard Area, behind the Main Building and all classes will stand together in lines according to class. Roll call taken.

We use a green card system. If a full class is present the teacher holds up an A4 green card. This is a visual for the safety officer, principal and DI).

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Firefighting 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 twice per year. 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 also be tested once a term outside of school hours.

APPENDIX 2

ADMINISTRATION OF MEDICATIONS

As a general rule, teachers will not be involved in the administration of medication to pupils, There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such circumstances a teacher or SNA will administer the medication and follow the set procedures below:

- The parents of (he pupils concerned will write to the board of management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication. JIFSS provides a set template to all parents for recording this information.
- The board or 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.
- In administering medication to pupils, teachers should exercisc the standard of care of a reasonable and prudent parent.
- The board of management will inform the school's insurers accordingly. • The board of management \GII seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Arrangements will be made for the safe storage of medication.

APPENDIX 4

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;

1.3 Doors and Windows

Check that:

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 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;
- 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 (tuse 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 arc used where appropriate

4.2 Lighting

Visually check that:

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

4.3 Plugs/Sockets/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 aro 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

There are currently no gas installations in the school.

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

- 7.1 look again at sections 1-4; Check 'hat.
- 7.2 hazards are not arising from excess clutter in classrooms or bags/books etc being stored unsafely;
- 7.3 all cupboards, fixed blackboards, display units are stable;
- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are no sharp edges or corners on the furniture;
- 7.6 -furniture is positioned safely;
- 7.7 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;
- 8.4 there is a routine for inspecting furniture, floors, apparatus, equipment and fittings:

- 8.5 where there is a stage:
 - steps are not damaged;

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;

9.2 Kitchen Areas

- 9.2.1 the kitchen/dining area is kept clean;
- 9.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 9.2.3 first aid boxes are available in the kitchen area; I I +2.4 equipment is adequately guarded.

9.3 Boiler Rooms

- 9.3.3 the boiler is regularly maintained by a competent person;
- 9.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

9.4 Staff Facilities

- 9.4.1 the staffroom is clean, warm and well lit:



- 9.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;
- 9.4.3 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;
- 9.4.4 there is provision for tea and coffee to be made;
- staff sanitary facilities are suitable, sufficient and properly cleaned

9.5 Hygiene

Check that the following are available:

- 9.5.1 soap
- 9.5.2 hand drying facilities
- 9.5.3 hot water
- 9.5.4 toilet-paper
- 9.5.5 litter bin per classroom
- 9.5.6 provision for disposal of sanitary towels
- 9.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

9.6 Outside Areas

- 9.6.1 there are no uneven/broken/cracked paving slabs;
- 9.6.2 outside steps are secure, with a firmly fixed handrail;
- 9.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
- 9.6.4 all play areas, are kept clean and free from glass;
- 9.6.5 outside play/PE appliances are securely anchored;
- 9.6.6 outside lighting works and is sufficient;
- 9.6.7 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- 9.6.8 all builders' materials, caretakers' maintenance equipment etc are kept securely.



APPENDIX 5

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The adult will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the adult shall take a decision as to whether or not the injured/ill person can be moved. If it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty. parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance.
- Where a pupil is carried in a member of staffs vehicle, it is policy to carry an additional adult to ensure that a pupil will not be alone in the vehicle with a staff member at any time,
- A written report will be kept of all serious accidents.

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APPENDIX 6

Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

- 1 Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are

fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.

- 2 Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
- 6 When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.
- 7 Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.
- 8 Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product*
- 9 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
- 10 Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.
- I 1 Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out*