

Health and Safety Policy

The Board of Management of St. Pius X G.N.S. recognises the importance of the legislation enacted in the Safety, Health and Welfare at work Act, 2005 & 2010.

This safety statement sets out the safety policy of the Board of Management of St. Pius X G.N.S. and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

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

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

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

Signed: _____

Chairperson Board of Management

AIMS

1. To endeavour to provide a safe and healthy work environment for all employees and pupils and to meet our duties to members of the public with whom we come in contact.
2. Health and Safety policy should be regularly reviewed and updated and all staff and board members should be given a copy.

BOARD OF MANAGEMENT COMMITMENT

The members of the Board of Management are:

- Pádraig O'Neill (Chairperson)
- Áine Doyle (Principal)
- Kathleen Fitzgerald
- Fr. Gerry Moore
- Jennifer Cullen
- John Broderick
- Sinead McCarthy
- John McGlynn

1. The Board of Management will ensure that in so far as is practicable, the highest possible standards of safety shall prevail and that at a minimum the provisions of the Safety, Health and Welfare at work Acts, 2005 & 2010 are applied.
2. Specifically, the Board of Management wishes to ensure so far as is reasonably practicable;
 - (a) The design, provisions and maintenance of all places in a condition that is safe and without risk to health.
 - (b) The design, provision and maintenance of safe means to access to and egress from places of work.
 - (c) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
 - (d) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure health at work of its employees.
 - (e) The preparation and revision as necessary of fire drill.
 - (f) The safety and prevention of risk to health at work in connection with use of any article or substance.
 - (g) The provision of arrangements for the selection from amongst its employees as a representative.
 - (h) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
 - (i) The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
 - (j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
3. The Board of Management recognises that its' statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public.

4. The Board of Management will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 & 2010 are adhered to.
5. A safety committee may be established to monitor the implementation of the safety and health policies of St. Pius X G.N.S. and the requirement under the Safety, Health and Welfare at Work Act, 2005 & 2010.

DUTIES OF EMPLOYEES

It is the duty of every employee while at work:

- (a) 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.
- (b) 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 relevant statutory provisions.
- (c) To report to the Board of Management without reasonable delay, any defects in plant, equipment, place of work or system of work which might endanger safety, health or welfare or which he/she becomes aware.
- (d) To ensure that by using available facilities and equipment provided, work practices are performed in the safest manner possible.
- (e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of St. Pius X G.N.S. to:-

- (a) Consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms.
- (b) Give a copy of the safety statement to all present and future staff.
- (c) Provide any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document to all staff as it becomes available.
- (d) To ensure that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

HAZARDS (Specific / Constant / Other)

SPECIFIC HAZARDS

1. Fire

It is the policy of the Board of Management of St. Pius X G.N.S. to ensure that:

- (a) There is an adequate supply of fire extinguishers.
- (b) All fire equipment is identified and regularly serviced.
- (c) Regular fire drills take place at least twice a year.
- (d) Instruction is given in the use of fire extinguishers for specific materials/equipment.

- (e) Fire alarms are clearly marked.
- (f) All classrooms and all other general purpose rooms/areas are equipped with a full set of current class lists.

Procedures for Evacuation:

1. All staff will familiarise themselves with the position of fire extinguishers, fire alarms and exits from the school.
2. Ensure Aladdin attendance is filled in every morning so it can be accessed online at the assembly point in the event of a fire drill.
3. On hearing the fire alarm the pupils should line up silently in alphabetical order and vacate the school using the nearest exit. The teacher is last to leave the room, closing windows and doors, and ensuring that all children are out of the classroom, toilets and cloakroom areas. Once outside the school building, the class teacher counts the children and proceeds to the school gates. Special Needs Assistants (SNAs) and appointed staff check assigned corridors for unaccompanied children (see SEN Duties below). Please ensure proper handover of these students once at assembly area at Greenlea Green. If possible teachers are informed by word of mouth or by phone that their students are safe and accompanied.
4. Class teachers will bring their class list. Class lists should be hanging next to the classroom door. Any visiting children should be noted on class lists every morning (use a post-it).
5. The class teacher should bring any medication with them.
6. Proceed directly to the school gates and then follow the route to Greenlea Green opposite St Pius X Church.
7. If in the Science/GP room/PE hall/Seomra there is an updated set of class lists hanging beside the door which the teacher will take. Evacuate through the nearest exit and proceed directly to the school gates and then follow the route to Greenlea Green opposite St. Pius X Church.
8. Visiting children, teachers, students etc. in any classroom at the time the alarm rings, go with that class to the assembly area at the green. SET team has assigned duties (see SEN Duties below).
9. Junior SNAs will scan the junior corridors, senior SNAs will scan the senior corridors, and the Secretary (Natasha), Principal (Áine) and Classroom Teacher beside principal's office (Peter) will scan the middle corridor and GP room corridor to check for any unaccompanied children and add them to any class line (make sure to inform the teacher of that line). Class teachers ensure proper handover of these students once at assembly area at Greenlea Green.
10. Any children who are attending Support will accompany their Special Education Teacher (SET) to Greenlea Green. SET teachers may add these students to other class lines after informing that class teacher so that they can assist at front garden supervision and at the road crossings.
11. Children unable to walk (e.g. on crutches, sick, no medication with them, etc.) will be supervised at the school gate with the SET team. Children may not be left in the front garden if there are no adults there to supervise.
12. If a child is missing from your class during evacuation (e.g. on a message) proceed as normal with evacuation of the class. This information can be left with SEN teachers at the gate with regards to children who are missing or children who have been added to class lines. If possible teachers will be notified by word of mouth, phone or at the assembly point at the green that children are safe and with another teacher/adult.
13. Girls' school pupils turn left outside the school gates and then 2nd left down Fortfield Grove.
14. Class teachers ensure there is always an adult directing children across any road, lane, or entrance/exit, including the quiet crossing on Fortfield Grove.

15. Encourage the children to walk briskly but safely to the assembly area.
16. Assemble on Greenlea Green opposite St. Pius X church and when your class is fully assembled, hold up the coloured card to show that everyone is present and accounted for.
17. If weather is very wet all the children will assemble in St. Pius X church.

Evacuation during yard time:

1. If the fire alarm sounds during yard time, all children line up quickly in usual class lines (if possible in their fire drill alphabetical order).
2. Teachers leave the staffroom immediately with their class lists (on noticeboard) and go to their line, check everyone is there and begin evacuation of school grounds. 5th and 6th Class girls on doors bring all children out of toilets and leave the school immediately and join their lines.
3. First Aid SNAs will evacuate all children from First Aid and proceed to the front garden where they will supervise these children until a SET relieves them.
4. SNAs will be on yard with most medication. Any child whose medication is not with them can stay with SET team in the front garden.

SEN Duties:

SET Team: Evacuate students from SEN area using the nearest exit. If possible pool students together so that one teacher can proceed with those students to the assembly point at the green. Alternatively, students can be added to other class lines once that teacher has been notified. SETs will then take up different duties in this order:

- i. 1-2 teachers/adults at the front garden to supervise sick children or children unable to walk to the green
- ii. 1-2 teachers/adults at the first road crossing on Fortfield Avenue
- iii. After i and ii other teachers/adults assist where needed (priority may need to be given to locate unaccompanied children and notify class teacher, assisting with infant classes, and ushering students out of the school gate)
- iv. Additional teachers/adults at the crossing just before Greenlea Green on College Drive

SNAs and appointed staff: Junior SNAs will scan the junior corridors and garden room, senior SNAs will scan the senior corridors and seomra, and the Secretary, Principal and Classroom Teacher beside principal's office will scan the middle corridor (as far as to the GP room) to check for any unaccompanied children and add them to any class line (make sure to inform the teacher they are added to). SNAs will accompany students with SNA access to the assembly area, prioritising students who need additional support during fire drill evacuations. Ear defenders are available in the school for students with special educational or sensory needs and should be kept near the class list at the classroom door.

2. Covid-19 (See Appendix)

CONSTANT HAZARDS

1. Machinery, Kitchen equipment and electrical appliances.

It is the policy of the Board of Management of St. Pius X G.N.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of St. Pius X G.N.S. that all chemicals, detergents to be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

3. Drugs and Medication

It is the policy of the Board of Management of St. Pius X G.N.S., that all medication, drugs etc be stored as prescribed i.e. In the classroom with the pupil or in a fridge or in Natasha's office.

4. Entrance to and Exit from the school

(See Appendix for procedures during Covid-19 pandemic)

- The school gates will be kept closed during the school day. Only staff cars are allowed drive into the school except (if possible) during the following times:
8.30-8.45, 1.30-1.45, 2.30-2.45, break times i.e. 10.30-10.45 and 12.15-12.45
- School buses/deliveries etc may not have access to or exit from the school during the times listed.
- The school doors will be open daily from 8.45am to 9.00am. The doors will be closed after 9.00am and any access to the school after this time should be through the main doors.
- Parents are requested (if possible) not to collect their child during break times.
- All visitors must report first to the school secretary even if prior appointment has been made.
- Parents/Guardians are asked to sign an early collection notebook before taking a child from the school during school hours.
- Children are not permitted to leave the school unaccompanied during school hours.

5. Long term Medication (see Administration of Medication policy).

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

See policy on administration of medication for procedures relating to long term medication.

NO SHORT TERM MEDICATION IS ALLOWED.

6. Code of Behaviour (see policy)

The code of behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. Parents will be required to sign and return their acceptance of the code of behaviour on application to the school. Bullying behaviour will not be tolerated (see anti-bullying policy). The school reserves the right to refuse admission/enrolment to any child who in the opinion of the board of management presents an undue risk to good order and discipline in the school, and/or poses an unacceptable risk to the safety, health and welfare of

other students, to school staff or to school property, and/or the child's need is inconsistent with the effective provision of education for other children in the school.(see enrolment policy)

7. Access to employees is by consent

Appointments to see the class teachers should be made through the school secretary. Parents are encouraged (if possible) to make an appointment to see the class teacher.

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the B.O.M. attention. The B.O.M. will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. See Sexual Harassment and Anti-Bullying Policies.

8. First Aid

It is the policy of the Board of Management of St. Pius X G.N.S. to ensure that a number of staff have First Aid training in order to apply First Aid to others. All required remedies and equipment are made available at all times to staff which will contain:

Elastoplasts

Tape

Antiseptic Wipes

Scissors

Disposable Gloves which must be used at all times when doing First Aid

Parents will be asked to notify the school of any relevant medical history of the child and of any allergies the child might have to every day first aid resources e.g. plasters etc.

Procedures for Incidents/Accidents – MINOR

(See Appendix for procedures during Covid-19 pandemic)

- (a) Child goes directly to First Aid
- (b) First Aid person administers First Aid
- (c) A note is made in injuries/incident book.
- (d) Child receives a sticker to indicate to parents that she attended first aid during the day.
- (e) Child returns to yard
- (f) The teacher, where it is deemed necessary, informs the parent of bumps/bruises etc.

Procedures for Incidents/Accidents – MAJOR

- (a) Teacher gets adult assistance
- (b) Ambulance is called if the accident is deemed very serious
- (c) Parents/guardians alternative contacts are contacted. If the parents cannot be contacted the people trained in First Aid will make the decision re bringing the child to the hospital or doctor.
- (d) A note is made in the injuries/incidents book and an accident report form is filled in.

9. Smoking and substance abuse (see Substance Abuse Policy)

- (a) No smoking in any part of the school, indoor or outdoor.
- (b) No illegal drugs.
- (c) No alcohol for adults except with Chairperson's permission.

- (d) If staff members, parents or visitors are known to be in violation of any of the above, the Principal shall take whatever steps she feels is necessary.
- (e) Pupils are not allowed use bottles of Tippex.
- (f) No aerosols to be used unless under strict supervision of a teacher.

10. Supervision of Children (see Supervision Policy)

(See Appendix for procedures during Covid-19 pandemic)

- (a) The school is responsible for the children between 8.45 a.m. and 2.30 p.m. Before and after these times the children are the responsibility of their parents/guardians. Regular reminders of this are sent to parents.
- (b) Between 8.45 a.m. and 9.00 a.m. children assemble in their classrooms and are supervised by the class teacher or jointly by the teacher next door.
- (c) Children are supervised in yard between 10.30 a.m. and 10.45 a.m. and also between 12.15 p.m. and 12.45 p.m. by the teachers on yard duty.
- (d) On wet days pupils from 5th and 6th classes will help in all classrooms. There will be one teacher on duty at the junior end and one teacher at the senior end.
- (e) While the teacher on yard duty takes her lunch break, the teacher in the adjacent classroom will supervise her class. The same applies if the class teacher has to leave the room for any other reason.
- (f) Appropriate measures of supervision will be put in place in the event of both SNA and class teacher being absent from the classroom.
- (g) Appropriate measures of supervision will be in place during P.E.
- (h) In the event of the class teacher being absent without substitution the class will be shared between other class teachers.
- (i) Children who are not collected on time are encouraged to re-enter the school where the school secretary shall attempt to contact the parent/guardians.
- (j) All parents/guardians are requested to complete an emergency form with an alternative contact. It is the parents' responsibility to advise the school of any changes in this.

Safety provision in curricular areas

Code of behaviour applies to any curricular activity in the school environment. In all curricular areas the safety and well being of the child will be a priority e.g.:

- (a) Children must wear sport shoes for P.E. and remove all jewellery etc.
- (b) Pupils using scissors, compasses etc will be closely monitored
- (c) The school's I.T. Policy will be observed (see I.T. Policy)
- (d) Children will be encouraged to observe safety procedures in science.

Safety provision on school outings

- (a) On all outings the Code of Behaviour will apply
- (b) Permission will be sought from Parents/Guardians for any activity outside school hours on enrolment
- (c) The school will seek to provide adequate supervision on all outings
- (d) All buses used will have a seatbelt provided for each child.
- (e) Written consent from parents is obtained for any school trips/walks etc. on enrolment
- (f) First Aid Kits and any other medical necessities for particular children are brought in the event of an accident/injury.

- (g) Teacher should have access to a class list of contact numbers in the event of an emergency (Ref: Data Protection)
- (h) Appropriate measures in relation to children with special needs will be taken.
- (i) Appropriate footwear and clothing for the particular tour will be recommended.
- (j) Adequate adult supervision will be in place for all school outings. (See Child Protection Policy)

11. Infectious Diseases

(See Appendix for procedures during Covid-19 pandemic)

- The Board of Management reserve the right to request parents with children displaying any symptoms of infectious/ contagious conditions to keep them out of school until the infection passes.
- In cases of a pandemic outbreak parents will be notified by the school.
- Basic Hygiene i.e. hand-washing and respiratory hygiene/cough etiquette is encouraged at all times.

OTHER HAZARDS

1. Persons entering the school must report to the secretary's office. A notice of this is displayed advising people of same. Any contractor should make direct contact with the Principal or Vice Principal before initiating any work on the school premises.
2. When people are working on the premises with drills or other loud implements they must wear protective clothing. Where such work is taking place which constitutes any threat to the health and safety of the school, the school will be closed or the work will not take place during school hours.
3. When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.
4. Arrangements will be made to ensure the protection of staff from violent or disturbed children.
5. No dogs are allowed on school grounds unless permission has been granted.
6. No cycling in the school yard by adults or children.

Ratified and reviewed by Board of Management on _____

Signed _____

Chairperson, Board of Management

Appendix: *SPECIFIC HAZARD – Covid-19*

Risk Communication, Education and Training

- The Board of Management has developed a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan highlights the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.
- The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.
- The Board of Management will:
 - Ensure that all staff members receive necessary training prior to returning to work.
 - Provide posters and information to increase awareness of Covid-19 among staff and pupils.
 - Promote safe individual practices within the school campus.
 - Engage with staff in providing feedback on the preventive measures and their effectiveness.
 - Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation.
 - Emphasise the effectiveness of adopting protective measures, especially good personal hygiene.
 - Provide specific training in the proper use of PPE for staff, where required.

Attendance

- Parents are advised not to bring their children to school if the child has symptoms of a viral respiratory infection or if there is someone in the household suspected or known to have Covid-19.
- Parents are advised not to bring their children to school if they have been identified as Covid-19 contacts.
- Pupils are made aware that if they develop signs or symptoms when at school they should let their teacher know.
- Parents are advised that the school reserves the right to decline entry to pupils who appear to have fever or respiratory tract infection.
- Up-to-date contact details for parents/guardians will be maintained so that they can be contacted to collect pupils from school in the event of illness.
- No employees are permitted to attend work if they display any of the symptoms below:
 - Fever (temperature of 37.5 degrees or above)
 - Cough
 - Shortness of breath or breathing difficulties
 - Loss of smell, of taste or distortion of taste
- Any staff member displaying symptoms must self-isolate and not attend school for 14 days.
- Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.
- Any staff member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor.

Hand Hygiene

- Everyone entering the school building will be required to perform hand hygiene with a hand sanitiser. This may need to be supervised.
- Good hand hygiene is promoted and posters displayed throughout the facility (available on the HPSC website).
- Hand hygiene will be achieved by handwashing or use of a hand sanitiser.
- Care will be taken to clean up any hand sanitiser spills to prevent risk of falls.
- Use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitiser.
- Wash hand basins, running water, liquid soap dispensers and hand drying facilities are provided in all toilets, kitchens and other food preparation areas.
- Pupils and staff should perform hand hygiene
 - On arrival at school
 - Before eating or drinking
 - After using the toilet
 - After petting animals
 - After playing outdoors
 - When their hands physically dirty
 - When they cough or sneeze.

Respiratory Etiquette

- Coughing/sneezing etiquette is explicitly taught.
- All staff and pupils must cover their mouth and nose with a tissue when coughing and sneezing or cough and sneeze into the crook of their elbow.
- Adequate supply of tissues for single use is provided.
- Used tissues should be put into a bin and hands washed afterwards.
- Tissue bins are provided in all classrooms for safe disposal of used tissues.

Wearing of Personal Protective Equipment (PPE)

- As per guidelines, all staff will wear face coverings. Visors and/or face masks are provided.
- All adult visitors will be required to wear face coverings.
- For a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:
 - Assisting with intimate care needs
 - Administering First Aid
 - Where a suspected case of Covid-19 is identified while the school is in operation
 - Where staff members are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
 - When staff members have to move between classrooms to support children with learning needs.
- Appropriate PPE will be available for dealing with suspected Covid-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Cleaning

- All cleaning will be undertaken in line with DES and public health guidance.
- Cleaning staff will be trained in the new cleaning arrangements for the school.

- Sufficient cleaning materials and PPE will be available to allow for increased cleaning.

Physical Distancing

- Physical distancing is a key control measure in reducing the spread of infection.
- All persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school.
- Start and finish times are staggered.
- Break times are staggered and supervision procedures strictly adhered to, with play areas clearly demarcated.
- Appropriate signage in line with public health guidelines is displayed throughout school (buildings and grounds).
- Appropriate social distancing arrangements are place throughout the school.
- Every effort is being made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.
- The children and their teacher work in class bubbles. A class bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.
- Classroom space has been reconfigured to maximise physical distancing.
- Meetings of staff will take place online if necessary.
- There is currently a strict no handshaking policy in place within the school.
- All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible.

Dealing with a Suspected Case of Covid-19

- If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:
 - Parents/guardians will be contacted immediately.
 - The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
 - A mask will be provided for the child presenting with symptoms, if one is available. She should wear the mask if in a common area with other people or while exiting the premises.
 - An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home.
 - The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
 - The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
 - If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
 - If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the child is displaying signs and symptoms of Covid-19.
 - Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

- If a staff member displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:
 - Staff members who are symptomatic should immediately inform the Principal/Deputy Principal or LWR and go to the isolation area.
 - A face covering will be provided to the staff member/child who is symptomatic.
 - The staff member who is symptomatic should maintain a 2 metre distance from others if possible and avoid touching people, surfaces and objects.
 - The staff member should be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin.
 - If the staff member is not well enough to go home, they should wait in the isolation room away from others, mindful of the need to observe good respiratory and hand hygiene.
 - Arrangements will be made for the staff member to be transported home by a family member, as soon as possible.
 - If the staff member needs to use the bathroom they should wipe contact surfaces, e.g., taps and clean their hands after attending the toilet.
 - Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms.
 - Public transport of any kind should not be used to travel home.
 - If the staff member is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
 - The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

First Aid Procedures for Incidents/Accidents – MINOR

- Each teacher will deal with minor injuries.
- Teacher administers First Aid.
- A note is made in individual teacher's injuries/incident book.
- Child receives a sticker to indicate to parents that she received first aid during the day.
- The teacher, where it is deemed necessary, informs the parent of bumps/bruises etc.

Supervision

- Children are supervised in yard during staggered break times by the teachers on yard duty.
- On wet days, pupils will be supervised in their classrooms by the teachers on duty. It is, however, anticipated that children will have a break in the yard insofar as is possible.
- In the event of the class teacher being absent every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.