

<p><b>Polasaí Sláinte &amp; Sábháilteachta Saoilcholáistí Phort Láirge</b></p>	<p><b>The Health &amp; Safety Policy of Gaelcholáiste Phort Láirge</b></p> 
<p><b>An Ráiteas Sláinte &amp; Sábháilteachta</b></p> <p>Tá sé mar aidhm ag Gaelcholáiste Phort Láirge go mbeidh timpeallacht sláintíúil, sábhálte á sholáthar do scoláirí, d'fhostaithe agus do chuaireoirí an choláiste ionas go seachnófar dainséar agus timpistí.</p> <p>Tuigeann údarás na scoile a n-oibleagáidí dlíthiúla agus a dtiomantas leis an Acht um Shábháilteachta, Sláinte agus Leas san Ionad Oibre, 2005 a chomhlíonadh.</p> <p>Tá baint nach beag ag polasaithe eile na scoile leis an bpolasaí seo ach go háirithe: Cód lompair an Choláiste, An Polasaí Frith-Bhulaíochta, Polasaí Riaradh Cógais agus Polasaí Turas Scoile, Polasaí um Shábháilteachta ar an Idirlíon.</p> <p>Glacann An Bord Bainistíochta, foireann an Choláiste agus daltaí an Choláiste ról gníomhach i gcur i bhfeidhm an pholasaí seo.</p> <p>Déanfar athbhreithniú ar an ráiteas seo go rialta agus tabharfar suas chun dáta é de réir mar is gá.</p>	<p><b>The Health &amp; Safety Statement</b></p> <p>Gaelcholáiste Phort Láirge aims to provide a healthy, safe environment for our students, employees and visitors to the college so that danger and accidents are avoided.</p> <p><i>The school authorities understand their legal obligations and commitment to comply with the Workplace Health &amp; Safety, and Welfare Act, 2005.</i></p> <p><i>The school's other policies are significantly related to this policy, but in particular: the school's Code of Behaviour, the Anti-Bullying Policy, the Medication Administration Policy and the School Tour Policy, Internet Safety Policy.</i></p> <p><i>The Board of Management, College staff and College students take an active role in the implementation of this policy.</i></p> <p><i>This statement will be reviewed regularly and updated as necessary.</i></p>
<p><b><u>Cur i bhfeidhm agus Monatóireacht</u></b></p> <ul style="list-style-type: none"> <li>• Is é/í an príomhoide an t-Oifigeach Sábháilteachta sa scoil.</li> <li>• Toghfaidh foireann na scoile Oifigeach Comhairleach go bliantúil le comhoibriú leis an bpriomhoide i dtaobh cúrsaí sláinte agus sábháilteachta sa scoil.</li> <li>• Glacann an Bord freagracht as coinníollacha cuí sláinte agus sábháilteachta a sholáthar agus a chinntiú sa scoil.</li> <li>• Pléifear cúrsaí sábháilteachta ag cruinnithe foirne agus cuirfear liosta contúirtí aitheanta le chéile agus léireofar na céimeanna a thóngfar chun iad a leigheas.</li> <li>• I gcomhthéacs na cóiríochta neamhbhuaine atá in úsáid ag GCPL, déanfaidh an príomhoide nó duine ag gníomhú ar son an phríomhoide, monatóireacht laethúil ar fhoirgnimh, na raonta imeartha agus an timpeallacht scoile.</li> <li>• Déanfaidh an foireann agus na scoláirí monatóireacht leanúnach ar thimpeallacht na scoile agus déanfaidh siad tuairisciú ar aon chontúirtí aitheanta.</li> <li>• Cuirfear an príomhoide ar an eolas i dtaobh contúirtí a thabharfar faoi dheara i dtimpeallacht na scoile.</li> <li>• Tá an fhreagracht ar an bpriomhoide thar ceann an Bhoird Bainistíochta i leith contúirtí a cheartú sa scoil,</li> </ul>	<p><b><u>Implementation and Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• The principal is the Safety Officer in the school.</li> <li>• The school staff will elect an Advisory Officer annually to collaborate with the principal regarding health and safety matters in the school.</li> <li>• The Board accepts responsibility for providing and ensuring appropriate health and safety conditions in the school.</li> <li>• Safety matters will be discussed at staff meetings and a list of identified dangers will be drawn up and the steps taken to rectify them will be shown.</li> <li>• In the context of the temporary accommodation used by GCPL, the principal or someone acting on behalf of the principal, will monitor the buildings, the play areas and the school environment daily.</li> <li>• The staff and students will continuously monitor the school environment and report any dangers identified.</li> <li>• The principal will be informed about dangers that will be noticed in the school's environment.</li> <li>• The principal has the responsibility on behalf of the Board of Management for ensuring that dangers in the school are rectified, when they are reported.</li> <li>• In case of major structural problems, the Board of Management will be consulted to resolve the</li> </ul>

<p>nuair a thuairiscítear iad.</p> <ul style="list-style-type: none"> <li>I gcás fadhbanna móra struchtúra rachfar i gcomhairle an Bhoird Bhainistíochta chun an fhadhb a réiteach.</li> <li>De réir an Acharta um Shábhálteacht, Sláinte agus Leas san Ionad Oibre 2005, tá sé de dhualgas ar gach ball foirne: <ul style="list-style-type: none"> <li>aire reasúnta a thabhairt dá shábhálteacht, sláinte, dá leas féin agus do leas daoine eile le linn a t(h)réimhse oibre</li> <li>úsáid chuí a bhaint as gach innealra, uirlis, substaint srl.</li> <li>úsáid chuí a bhaint as trealamh cosanta pearsanta.</li> </ul> </li> <li>Déanfaidh oifigeach a thoghfaidh an Bord Bainistíochta ón bhfoireann nó ón mbord cigireacht sláinte agus sábhálteachta go bliantúil sa scoil.</li> <li>Déanfar athbhreithniú ar an Measúnú Riosca Díobhála i GCPL gach bliain agus de réir mar a thagann athruithe chun cinn maidir le cúinsí agus timpeallacht na scoile.</li> </ul>	<p><i>problem.</i></p> <ul style="list-style-type: none"> <li><i>According to the Health and Safety Work Act 2005, it is the duty of all staff to:</i> <ul style="list-style-type: none"> <li><i>To take reasonable care of his/her safety, health, his/her own welfare and the welfare of others during his/her working period</i></li> <li><i>Ensure appropriate use of all machinery, tools, substances etc.</i></li> <li><i>Ensure appropriate use of personal protective equipment.</i></li> </ul> </li> <li><i>An officer elected by the Board of management from the staff or the board will carry out an annual health and safety inspection in the school.</i></li> <li><i>The Hazard Risk Assessment for GCPL will be updated annually and according as any change may occur in circumstances in the school environment.</i></li> </ul>
<p><b>Aithnítear na riachtanais agus guaiseanna seo a leanas ionas sábhálteacht a chinntíú sa scoil:</b></p> <p><b><u>Maoirseacht ar na scoláirí</u></b></p> <ul style="list-style-type: none"> <li>Ní fhágfar scoláire gan mhaoirseacht i dtimpeallacht mhíshábháilte sa scoil.</li> <li>Déanfaidh beirt mhúinteoirí maoirseacht sa chlós am sosa agus am lóin agus múinteoir amháin maoirseacht ar maidin óna 8 a.m agus múinteoir amháin maoirseacht ar feadh 10 nóiméad tar éis scoile. Cuirfear an liosta maoirseachta seo ar an mballa sa seomra foirne.</li> <li>Iarrfar ar scoláirí an scoil a fhágáil ag 3.20 p.m ( Aoine 12.50 p.m.) ach amháin sa chás go bhfuil siad i mbun gníomhaíochta atá eagraithe ag an scoil dóibh m.sh staidéar maoirsithe. Iarrfar ar dhaltaí a bheith imithe as an scoil laistigh de 10 nóiméad tar éis am scoir gníomhaíochta.</li> <li>Iarrfar ar scoláirí bogadh ar aghaidh díreach ó sheomra amháin go seomra eile idir ranganna agus ní cheadaítear dóibh dul go taisceadáin ná chuig leithreas gan chead roimh ré ó mhúinteoir.</li> </ul> <p><b><u>Ábhair Phraiticiúla</u></b></p> <p>Aithnítear go mbíonn baol sa bhreis ag baint le hábhair áirithe – Corp Oideachais, Eolaíocht, Eacnamaíocht Bhaile, Ealaín m.sh. agus ar an mbonn sin tá rialacha sainiúla leagtha síos do na daltaí sna ranganna seo. Mínitear na rialacha seo do na daltaí ag túis na bliana agus crochtar iad go feiceáalach soiléir ar na ballaí sna seomraí seo . ( Féach Agusín 1 thíos).</p>	<p><b><i>The following needs and hazards are identified to ensure safety in the school:</i></b></p> <p><b><u>Supervision of the students</u></b></p> <ul style="list-style-type: none"> <li><i>A student will not be left unsupervised in an unsafe environment at the school.</i></li> <li><i>Two teachers will supervise in the yard at break and lunchtime and one teacher will supervise in the morning from 8 a.m. and one teacher will supervise for 10 minutes after school. This supervision list will be posted on the wall in the staff room.</i></li> <li><i>Students will be asked to leave the school at 3.20 p.m. (Friday 12.50 p.m.) unless they are engaged in an activity organized by the school for them, eg supervised study. Students will be asked to be off the school premises within 10 minutes after the activity's end time.</i></li> <li><i>Students will be asked to move directly from one room to another between classes and are not allowed to go to lockers or to the toilet without prior permission from a teacher.</i></li> </ul> <p><b><u>Practical Subjects</u></b></p> <p><i>It is recognized that there is an additional risk associated with certain subjects – Physical Education, Science, Home Economics, Art for example, and on that basis specific rules have been laid down for the students in these classes. These rules are explained to the students at the beginning of the year and they are displayed visibly and clearly on the walls in these rooms. (See Appendix 1 below).</i></p>

## An Clós

- Míneofar rialacha a bhaineann leis an gclós agus timpellacht na scoile ag túis na bliana do na scoláirí.
- Beidh geataí na scoile ar oscailt le linn am scoile chun teacht agus imeacht carranna a éascú.
- Ní cuid den raon imeartha é an carrchlós agus ní cheadaítear do scoláirí a bheith ann gan chead.
- Ní cheadaítear do scoláirí a bheith in airde ar dhíon an choláiste nó ar chuailí cispheile nó ar an sconsa nó aon áit a gcuirfeadh i mbaol iad i dtuairim an mhúinteora atá i bhfeighil.
- Ní ligfear do na scoláirí imirt sa chlós nuair a bhíonn sé reoite.
- Níl cead ag scoláirí ionad na scoile a fhágáil le linn am scoile ná am sosa nó lóin. Níl cead ag scoláire dul amach ar an mbóthar gan chead ó mhúinteoir.
- Leagfar síos róta agus rialacha imeartha i gcomhairle le Comhairle na Scoláirí, don Astroturf agus don ionad crua imeartha, ag túis gach scoilbhliain nua.
- Ní ligtear do scoláirí a bheith i Seomra an Gheata gan mhúinteoir ina dteannta. Coimeádtar an seomra seo faoi ghlás ach amháin nuair a bhíonn múinteoir ann.

## Timpeallacht Ghlan

- Coimeádtar timpeallacht na scoile glan, néata .
- Tugann na scoláirí cúnamh ag cinntíú go gcoimeádtar an scoil glan, m.sh. ag piocadh suas an bruscar ón urlár sa seomra ranga agus sa chlós.
- Tá dualgas ar na scoláirí a gcuid bruscair a thógaint abhaile agus cuirtear bruscar scoile sna boscaí bruscair le béim ar an athchúrsáil. Pléitear cúrsaí pacáistíocha agus athchúrsála sna ranganna OSSP.
- Fostaítear glantóir sa scoil chun an scoil a choimeád glan.

## Láimhseáil agus Úsáid Ceimiceáin sa Scoil

- Coimeádtar ceimiceáin agus ábhair ghiantóireachta faoi ghlás i gcónaí ach amháin nuair atá siad in úsáid faoi mhaoirseacht baill foirne.
- Úsáidtear na héadaí agus an fearas cuí gach uair a úsáidfear ceimiceáin sa scoil. Beidh an fearas agus na baill éadaí cuí ar fáil sa scoil i ngach cás.
- Coimeádtar an seomra Eolaíochta faoi ghlás ach nuair a bhíonn múinteoir ann agus coimeádfar na ceimiceáin ann i stóras faoi ghlás. ( Féach Aguisín 1 thíos).

## The Yard

- Rules related to the yard and the school environment will be explained to the students at the beginning of the year.
- The school gates will be open during school hours to facilitate the arrival and departure of cars.
- The car park is not part of the playing area and students are not allowed there without permission.
- Students are not allowed to climb up on the roof of the college or on the basketball posts or the fence or anywhere that would put them in danger in the opinion of the teacher in charge.
- Students will not be allowed to play in the yard when it is frozen.
- Students are not allowed to leave the school premises during school time, breaktime or lunchtime. Students are not allowed to go out on the road without permission from a teacher.
- A rota and playing rules will be laid down in consultation with the Student Council, regarding the Astroturf and the hard play area, at the start of each new school year.
- Students are not allowed in the Gate Room without a teacher accompanying them. This room is kept locked except when a teacher is there.

## Clean Environment

- The school environment is kept clean and tidy.
- The students help in maintaining a clean school, eg. picking up any rubbish from the floor in the classroom and in the yard.
- The students are obliged to take their rubbish home and rubbish in school is put it in the bins with an emphasis on recycling. Packaging and recycling are discussed in CSPE classes.
- The school employs a cleaner to keep the school clean.

## Handling and Use of Chemicals in School

- Chemicals and cleaning materials are kept locked at all times except when they are being used under the supervision of a member of the staff.
- Appropriate clothing and equipment are used whenever chemicals are being used in the school. The appropriate equipment and items of clothing are provided by the school in all cases.
- The Science room is kept locked except when a teacher is present and the chemicals there and are kept in a locked storeroom. (See Appendix 1 below).

## Trealamh Cosanta

- Cuirtear trealamh cosanta cuí ar fáil do gach ghné riachtanach dó, de shaol na scoile.
- Ní foláir trealamh cosanta cuí a úsáid i ranganna corpoideachais i gcónaí agus stóráltar é sa bhothán spóirt. Tá sé de fhreagracht ar an múinteoir atá i bhfeighil ar an rang áirithe spóirt deimhin a dhéanamh de go bhfuil an trealamh cosanta cuí in úsáid. Cuirfidh an múinteoir cáilthe spóirt treoir ar fáil i leith fearas cosanta spóirt do fhoireann na scoile ag túis na scoil bhliana. (Féach Agusín 4 thíos)

## Druil Tine & Slite Éalaithe

- Tá plean éalaithe in airde i ngach seomra leis na slite éalaithe marcálte go soiléir orthu agus ar eolas ag gach duine.
- Déantar druil thine uair sa téarma.
- Seiceálann an príomhoide nó duine atá ainmnithe ag an bpríomhoide na léarscáileanna treoracha agus na slite éalaithe go rialta.
- Déanann na múinteoirí seomra monatóireacht leanúnach ar na múchtóirí tine, léarscáileanna éalaithe agus na doirsí tine ina seomraí féin. Cuireann siad bainistíocht na scoile ar an eolas láithreach faoi aon amhras atá orthu.
- Tá múchtóirí tine ar fáil, feiceálach, insroichte i ngach seomra. Tá a fhios ag na múinteoirí conas iad a úsáid.
- Tá aláram tine soiléir le fuaim ar leith sa scoil.
- Déantar seirbhís rialta ar fhearaí tine.
- Tá múchtóir tine cuí ar fáil sa chistin, saotharlann, seomra fairne agus Seomra an Gheata.
- Ní stóráltear buidéil gáis sa scoil.

## Feasacht & Cleachtas na Sláinte

- Sna ranganna OSPS agus Scileanna Saoil múinfear faoi shláinteachas pearsanta agus faoi shaol sláintíúil a chaitheamh.
- Déanfar folláine bia & aiste bia a phlé leis na daltaí ionas feasacht a mhúscailt iontu i dtaobh an cheangail idir bia folláin agus beatha folláin. Molfar agus spreagfar na scoláirí chun lón sláintíúil a bhreith ar scoil leo.
- Ní cheadaítear deochanna carbónacha, cnónna, ná ábhair le cnónna sa scoil.
- Ní cheadaítear uathdhíoltóirí sa scoil ionas cosc a chur ar bhia/ deochanna milse agus mí-fholláine.
- Iarrtar ar scoláirí glacadh leis an bPolasaí Éide Scoile agus an Cód lompair agus cloí leis na gnéithe sláinte agus sábháilteachta mar atá leagtha síos sa dá pholasaí seo.

## Protective Equipment

- Appropriate protective equipment is provided by the school for all essential aspects of the school's life.
- Appropriate protective equipment must always be used in physical education classes and afterwards stored in the sports hut. It is the responsibility of the teacher in charge of the particular sports class to ensure that the appropriate protective equipment is used. The qualified sports teacher will provide guidance on protective sports equipment for the school staff at the beginning of the school year. (See Appendix 4 below).

## Fire Drill & Escape Ways

- An escape plan is on display in every room with the escape routes clearly marked and known to everyone.
- A fire drill is practiced once a term.
- The principal or a person designated by the principal regularly checks the guiding maps and escape routes.
- The room designated teachers monitor the fire extinguishers, escape maps and the fire doors in their own rooms regularly and any concerns they have are reported immediately to school management.
- Fire extinguishers are positioned, visible and accessible in every room. The teachers know how to use them.
- A clear fire alarm with a distinct sound is in place in the school.
- Fire appliances are regularly serviced.
- An appropriate fire extinguisher is positioned in the kitchen, laboratory, staff room and the Gate Room.
- Gas bottles are not stored in the school.

## Health Awareness & Practice

- In the SPHE and Life Skills classes, personal hygiene and healthy lifestyle is taught.
- Healthy food and healthy eating is discussed with the students in order to raise their awareness about the connection between healthy food and a healthy life. They are advised and encouraged to bring a healthy lunch to school with them.
- Carbonated drinks, nuts, or materials with nuts are not be allowed in the school.
- Vending machines are not allowed in the school in order to prevent sweet and unhealthy food/drinks.
- Students are expected to follow the School Uniform Policy and the Code of Behaviour and abide by the health and safety aspects of these 2 policies.

## Gortú agus Tinneas

- Tógtar bosca Chéad Chabhrach ar thurais mar atá leagtha síos sa Pholasaí Turas Scoile.
- Déanfar teagmháil le tuismitheoir/caomhnóir má bhíonn scoláire tinn nó gortaithe.
- Murar féidir teagmháil a dhéanamh le tuismitheoir /caomhnóir déanfaidh foireann an choláiste pé socrú a bheadh riachtanach chun sláinte an scoláire a chosaint (m.sh. glaoch a chur ar dhochtúir, otharcharr).

## Oideas /Drugaí/ Leigheas

- Is é polasaí na scoile gan aon leigheas a thabhairt do scoláire ar bith.
- Tá Polasaí Riaradh Cógais scoile a threoráíonn pobal na scoile i leith daltaí ag tógaínt oidis. Níl cead ag aon mhúinteoir cógas a thabhairt d'aon scoláire gan chead díolúine scríofa tugtha ag tuismitheoir(i).
- Ní cheadaítear do scoláire leigheas a thógáil ar scoil nó ar aon turas scoile gan cead scríofa ó thuismitheoir a bheith curtha ar fáil don scoil. Más rud é go bhfuil scoláire ag tógáil leighis, caithfidh tuismitheoir an scoil a chur ar an eolas faoi.
- Tá boscaí Chéad Chabhrach ar fáil sna seomraí seo a leanas sa scoil: Eolaíocht/ Eacnamaíocht Bhaile/ seomra fairne/ oifig. Líonfar iad go rialta.
- Tá difhibrileoir ar fáil sa seomra fairne agus traenáil déanta ag formhór na múinteoirí ar a módh úsáide.
- Tá caibinéad leighis sa seomra fairne agus coimeádtar oideas daltaí ar leigheas éigeandála, lena (h)ainm scríofa go soiléir air m.sh epi-pen istigh ann agus tá liosta na ndaltaí sin ar taispeáint sa chaibinéad maraon le huimhir(eacha) teagmhála a dtuistí. Tá sé de fhreagracht ar na tuismitheoirí/caomhnóirí a chinntiú go bhfuil aon oideas dá leithéid cothrom le dáta.

## Fadhbanna Sláinte Sonracha

- Tá ceist ar an bhFoirm Iontrála agus ar an bhFoirm Turas Scoile a iarrann eolas faoi fhadhbanna sláinte atá ag an scoláire. Iarrtar ar thuismitheoirí eolas a chur ar fáil do the school ar fhadhbanna sláinte/ breoiteachtaí atá ar a p(h)áiste atá cláraithe sa scoil agus ar shlite chun cabhrú leis an bpáiste ag déileáil leis an bhfadhb.
- I gcás scoláire le hailléirí (allergies), ba chóir do na tuismitheoirí eolas cuí ina thaobh a chur ar fáil d'údarás na scoile agus agus do mhúinteoirí an pháiste agus tá an fhreagracht ar na tuismitheoirí oideas a chur ar fáil sa scoil ar eagla go mbeadh gá leis.

## Injury and Illness

- A First Aid box is to be taken on trips as set out in the School Trip/Tour Policy.
- A parent/guardian will be contacted if a student is ill or injured.
- If it is not possible to contact a parent/guardian, the college staff will make whatever arrangements are necessary to protect the student's health (eg call a doctor, an ambulance).

## Prescription /Drugs/ Medicine

- It is the policy of the school not to give any medicine to any student.
- The school has a school Medication Administration Policy in place that informs the school community regarding students taking prescriptions. No teacher is allowed to administer medication to any student without written exemption permission given by parent(s).
- Students are not allowed to take medicine in school or on school trips, without written permission from a parent being provided to the school. If a student is taking medicine, a parent must inform the school about it.
- First Aid boxes are available in the following rooms in the school: Science/ Home Economics/ staff room/ office. They will be filled regularly.
- A defibrillator is available in the staff room and most teachers have received training on how to use it.
- There is a medicine cabinet in the staff room and students' prescriptions for emergency medicine are kept, with his/her name clearly written on it, e.g. epi-pen inside and the list of those students is displayed in the cabinet together with their contact number(s) parents. It is the responsibility of the parents/guardians to ensure that any such prescriptions are in date.

## Specific Health Problems

- There is a question on the Admission Form and the School Tour Form that seeks information about the student's health problems. Parents are asked to provide information to the school about health problems/illnesses of their child who is registered at the school ways to help the child manage the problem.
- In the case of a student with allergies, the parents should provide appropriate information regarding the same to the school authorities and to the child's teachers and the parents are responsible to provide any medicines to the school in the event of such being required by their child while in school.

**Cáilíocht Chéad Chabhrach**

Moltar go ndéanfaidh beirt mhúinteoir, ar a laghad, cursa Chéad Chabhrach go rialta agus traenáil ar mhódh úsáide an difibrileoir.

**First Aid Qualification**

*It is recommended that at least two teachers do a regular First Aid course and training on how to use the defibrillator.*

Glactha agus faofa ag cruinniú an Bhoird Bainistíochta ar:

*Adopted and approved by the Board of Management meeting on:*

Dáta: 23-09-2019



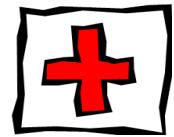
Rinne an Bord Bainistíochta an t-athbhreithniú is déanaí ar an bpolasaí seo ar:

*The latest review of this policy was made by the Board of Management on:*

Dáta: 28/11/2022

Síniú: *M. P. Ó Madagáin* (Cathaoirleach an Bhoird Bainistíochta/ Chairperson of the Board of Management)

Síniú: *Cait Ni Shé* (Príomhoide Ghaelcholáiste Phort Láirge/ Principal GCPL)

**Seomraí Ábhair Phraiticiúla**

- Ní bhíonn níos mó ná 24 daltaí in aon rang praiticiúil amháin ar chuíseanna sábháilteachta, agus tá sé seo comhsheasmhach le treoirlínte an Roinn Oideachais.*
- Bíonn an-chuid gluaiseachta timpeall le linn ranga praiticiúla, agus mar sin caithfidh an t-[urlár a bheith glan tirim i gcónai, agus raonta gluaiseachta saor ó mhalaí scoile nó aon bhac eile a d'fhéadfadh a bheith ina ábhar dainséir.*
- Má chuireann aon dalta aon duine eile i ndainséar, cuirfear go dtí an múinteoir ranga, ceann bliana, príomhoide tánaisteach, príomhoide é/í.*

**CUIMHNIGH..... SÁBHÁILTEACHT AR DTÚS****An Saotharlann**

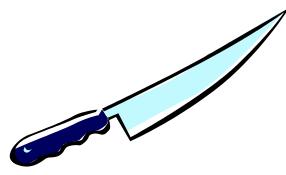
- Beidh an saotharlann faoi ghlás ach amháin nuair a bhíonn múinteoir istigh ann agus coimeádfar an seomra stórais agus na cófraí stórais cheimiceán faoi ghlás ach nuair is gá don mhúinteoir iad a oscailt agus dúnfar iad arís tar éis na ceimiceáin a chur ar ais i ndiaidh ceachta.
- Míneofar rialacha sábháilteachta do gach rang uair gach téarma chun béim a chur ar a dtábhacht.
- Míneofar faoin doras éalaithe agus an druil agus fearas tine.
- Beidh eochracha an phríomh lasc crochta sa saotharlann –( leictreachas agus gás)
- Beidh eochracha na ndoirse I seilbh an mhúinteoir Eolaíochta agus beidh cóipeanna eile ag an bpríomhoide agus an leas phríomhoide.
- Beidh eochracha na seomraí agus cófraí stórais I seilbh an mhúinteoir Eolaíochta agus beidh cóip eile ar fáil in oifig an phríomhoide.
- Caithfear na seomraí agus na cófraí stórais a chur faoi ghlás gach lá nuair nach mbíonn siad in úsáid.
- Gearrfar an soláthar gáis má bhíonn gás ag éalú.
- Cinnteoidh an múinteoir go bhfuil sceanra agus uirlisí baolacha faoi ghlás nuair nach mbíonn siad in úsáid.
- Seiceálfar an doras éalaithe tine gach lá nuair a thosaíonn agus nuair a chríochnaíonn an scoil.
- Déanfar stóráil néata ar gach rud agus cinnteofar go bhfuil sceanra agus uirlisí géara faoi ghlás.

**Ceimiceáin – Cinnteoidh an múinteoir Eolaíochta go bhfuil na nithe seo i bhfeidhm i dtaobh stóráil agus úsáid ceimiceán sa Saotharlann:**

- Na ceimiceáin sna cófraí speisialta le glasanna ann dóibh.
- Doras an tseomra stórála agus sa seomra Eolaíochta faoi ghlás nuair nach mbíonn sé in úsáid.
- Bosca Chéad Chabhrach agus bosca dó ar fáil.
- Buidéal níochán súl agus speaclaí sábháilteachta ar fáil san saotharlann. Tá sé riachtanach go gcaithfí na spéaclaí ag amannta cuí.
- Múchlann do na himoibrithe dainséaracha.
- Glanfar amach na hábhair atá sean nó caite ag deireadh gach téarma



- Beidh an seomra tís faoi għlas ach amháin nuair a bhíonn müinteoir istigh ann.
- Beidh an fearas leictreach műchta taobh amuigh de uaireanta oibre.
- Déanfar plocóid an fheara is a bhaint amach tar éis iad a úsáid.
- Beidh bosca Chéad Chabhrach ar fáil go feiceálach sa seomra ranga.
- Beidh bosca dóiteáin & műchtóir tine ar fáil go feiceálach sa rang.
- Seiceálfar an doras éalaithe tine gach lá nuair a thosaíonn agus nuair a chríochnaíonn an scoil.



### **Rialacha Cócaireachta i GPL**

Bíonn gnáth rialacha scoile i bhfeidhm agus leanann na daltaí treoir an mhúinteora sa seomra ranga.

Mínítar na rialacha seo do dhaltaí ag tús na scoilbhiana agus ó am go ham i rith na bliana. Tá said scríofa ar phóstaer atá ar taispeáint sa seomra.

- Cuir ord ar an seomra do rang cócaireachta nuair a thagann tú isteach.
- Siúil go cúramach
- Caith naprún
- Úsáid lámhainní oighinn.
- Iompaigh isteach lámha na gcorcán
- Láimhseáil sceana, cipíní solais go cúramach
- Dún na cófraí id' dhiaidh
- Bíodh na comhbhair agat gach seachtain.
- Bain aon sheodra díot.
- Nígh do lámha: a. Ag tús an ranga. b. Má théann tú go dtí an leithreas.  
c. Má théann tú i dteagmháil le feoil amh, bruscar, do ghruaig, d'aghaidh, do shrón.
- Clúdaigh aon chréacht le bindealáin uiscedhíonacha.
- Éist le treoracha an mhúinteora le linn cócaireachta.
- Úsáid scian ghéar le céad an mhúinteora agus cintígh go dtugann tú ar ais don mhúinteoir é ag deireadh an ranga.
- Ná cuir feoil amh in aice le bia cócaráilte.
- Úsáid lámhainní oigheann nuair atá tú ag cur agus ag baint rudaí ón oigheann.
- Ná siúl timpeall le rudaí te i do lámha.
- Múch an gás i do dhiaidh.
- Ná úsáid trealamh leictreacha, plocóidí nó soicéid le lámha fliucha.
- Coimeád an t-urlár tirim agus glan – má dhoirteann rud éigin ar an urlár glan suas láithreach é.
- Má bhriseann tú gloine – abair leis an müinteoir é. Ná cuir sa bhosca bruscair é, beidh ort é a chlúdach le páipéar nuachta .
- **GLAN SUAS I GCEART I DO DHIAIDH.**

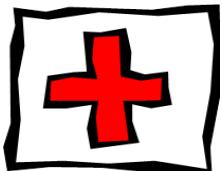


### **Rialacha Sláinteachais agus Sábháilteachta Bia**

Mínítar na rialacha seo do dhaltaí ag tús na scoilbhiana agus ó am go ham i rith na bliana

- Stóráil Bia....teocht ceart....nuair a thugtar comhbhair ar scoil
- Bia a díshiocadh
- Bia a fhuarú go tapaidh ag deireadh an ranga
- Bia a aththéamh sa bhaile
- Feoil agus éanlaith a chócaráil
- Cros-truailliú
- Truailliú bia ó dhaoine atá á láimhseáil
- Glaineacht sa chistin
- Nimhiú bia





**CUIMHNIGH..... SÁBHÁILTEACHT AR dtÚS**

**Ranganna Praiticiúla:-**

- Ní bhíonn níos mó ná 24 daltaí in aon rang praiticiúil amháin ar cúiseanna sábháilteachta, agus tá sé seo comhsheasmhach le treoirlínte an Roinn Oideachais.
- Bíonn an-chuid gluaiseachta timpeall le linn ranga praiticiúla, agus mar sin caithfidh an t-urlár a bheith glan tirim i gcónaí, agus raonta gluaiseachta saor ó mhalaí scoile nó aon bhac eile a d'fhéadfadh a bheith ina ábhar dainséir.
- Má chuireann aon dalta aon duine eile i ndainséar, cuirfear go dtí an múinteoir ranga, ceann bliana, príomhoide tánaisteach, príomhoide é/í.
- Tugtar treoirlínte do dhaltaí ar na meáin agus na hábhair ealaíona éagsúla a mbíonn in úsáid acu i rith na bliana, na baoil a bhaineann le hábhair éagsúla agus ar na modhanna sábháilte chun iad a úsáid.
- Tugtar treoirlínte do dhaltaí ar conas an seomra ealaíne a għlanadh, agus ar an tábhacht a bhaineann le timpeallacht slán a choimeád.
- Cinntíonn an múinteoir go bhfuil gach aon uirlis le faobhar, nó a d'fhéadfaí a bheith contúirteach i mbealach éigin, ar ais san áit ceart chun timpeallacht slán a choimeád.

**Ranganna Teoirice:-**

- Déantar cinnte go bhfuil timpeallacht slán ar fáil sa seomra ealaíne , atá saor ó ábhair ealaíona a d'fhéadfadh dochar sláinte a dhéanamh.

**Eachtra Éigeandála:-**

- Tá plean aslónnú i bhfeidhm ag an scoil. Tá doras aslónnú ar bhun an tseomra. Tógann an múinteoir an rolla leo i gcás aslónnú agus glacann siad arís é nuair a bhailíonn an rang le chéile taobh amuigh sa charrchlós ag Ionad Tionól Tine A.
- Seiceálfar an doras éalaithe tine gach lá nuair a thosaíonn agus nuair a chríochnaíonn an scoil.
- Tá múchtóir dóiteáin ar cúl an tseomra freisin i gcás tine bheag gur féidir leis an múinteoir a mhúchadh.
- Tá bosca garchabhair sa chófra i gcás gortaithe.
- Tá leabhar tuairisce i seomra na múinteoirí agus má tharlaíonn timpiste, gortú nó aon eachtra bhaolach eile sa rang is é dualgas an mhúinteora tuairisc a scríobh faoi sa leabhar *sin*.

## AUGISÍN 4 Sláinte agus Sábháilteachta sa Rang Corp Oideachais

### CUIMHNIGH..... SÁBHÁILTEACHT AR dTÚS



- Is ábhar praiticiúil í corpoideachas agus caithfidh na daltaí a bheith tuisceanach maidir le réamh-chúramaí agus modhanna slándála.
- Ag túis an ranga déanfaidh an múinteoir cinnte go mbeidh an t-ionad spóirt slán sábháilte don ghníomhaíocht pleanálte don cheacht.
- Leanfaidh na daltaí rialacha scoile agus na rialacha ranga.
- Cuirfear na rialacha seo in iúl dóibh go minic agus cuirtear béim ar an ngéar ghá a bheith ag éisteacht le treoracha an mhúinteora.
- Caithfidh na daltaí éide/ feisteas cosanta agus coisbheart feiliúnach don spórt a chaitheamh.
- Caithfidh na daltaí seodra a bhaint sula dtosaíonn siad ag imirt; san áireamh anseo tá bioráin coirp.
- Caithfear gruaig fhada a cheangal siar agus caithfear ingne a bheith gearr a dhóthain ionas nach baol gortú iad d'éinne.
- Caithfidh an múinteoir a bheith gléasta go feiliúnach don spórt.
- Glacfaidh an múinteoir an rolla ag túis an ranga.
- In ócайдí drochaimsire déanfar gníomhaíocht faoi dhón.
- Má ghortaítear aon dhalta, cuirfear in iúl é don múinteoir láithreach.
- Tá bosca garchabhair ar fáil sa bhothán spóirt agus tabharfaidh an múinteoir an bosca garchabhair leis/leí má bhíonn imeachtaí corpoideachais ar siúl lasmuigh den scoil.
- Tá leabhar tuairisce i seomra na múinteoirí agus má tharlaíonn timpiste scríobhfaidh an múinteoir tuairisc ann faoin dtimpiste.
- Ní bheidh cead ag aon pháiste a bheith sa bhothán spóirt gan an múinteoir a bheith i láthair.
- Caithfidh an fearas spóirt a bheith stórálte agus curtha thar n-ais san áit cuí i gcónaí.

## Practical Classrooms

- *There is to be no more than 24 students in any practical classroom for reasons of safety, this is in the conjunction with the Guidelines of the Department of Education.*
- *There is a lot of moving around during practical classes therefore the floor has to be kept clean and dry at all times. All walkways must be kept free from school bags and anything else that could be considered dangerous.*
- *If any student puts another student in danger, they shall be sent immediately to the class teacher, year teacher, vice principal and or the principal.*

### THINK ..... SAFETY FIRSY –

#### 1. The Laboratory

- The laboratory shall be kept locked at all times except for when there is a teacher present. The storage room and chemical cabinets shall be locked at all times except for when the teacher needs to open and close them during and after lessons with the chemicals being returned after each lesson.
- The rules of the laboratory will be explained to each class for each term to emphasise their importance.
- The rules in relation to the exit door, fire drill and fire safety equipment shall be explained to the students.
- The keys to the main switch will be hanging in the laboratory – (electricity and gas).
- The keys to the door will be in the possession of the science teacher and copies will be held by the Vice Principal and Principal.
- The keys to the room and storage cupboards will be in possession of the science teacher and other copies will be available in the principal's office.
- The rooms and the storage cabinets will be locked every day when they are not in use.
- The gas supply will be turned off in the case of gas leaking.
- The teacher will ensure that knives and all other dangerous equipment are locked away when they are not in use.
- Storage will be tidy and it will be ensured that all knives and sharp instruments are locked away.

#### Chemicals – The science teacher will ensure that all of these are implemented in relation to storage and use of chemicals in the Laboratory:

- The chemicals in the special cupboards with locks on them.
- The door to the storage room and Science room are locked when not in use.
- First Aid box and a box available for it.
- Eye wash bottle and safety glasses are available in the laboratory. It is necessary that the glasses are worn when needed.
- Fume Chamber for the dangerous reactive.
- Materials will be cleaned or binned at the end of each term.

**THINK.....SAFETY FIRST**

- The Home Economics room will be kept locked except for when there is a teacher present.
- The electrical equipment will be turned off outside of working hours.
- All electrical equipment will be plugged out after their use.
- There will be a First Aid box visible in the Home Economics Room.
- There will be a fire box and fire extinguisher available and visible in the Home Economics room.
- The exit door will be checked every day at the beginning and end of school.

**Rules for Cooking in GCPL**

The usual school rules will be implemented and students will follow the teacher's instruction in the classroom. These rules will be explained to students at the start of the school year and again during the school year. They are written on a poster that is on show in the room.

- Arrange the classroom for cooking class when you come in.
- Walk carefully
- Wear an apron
- Use oven gloves
- Turn in handles on saucepans.
- Handles knives, matches carefully.
- Close the cupboards after you use them.
- Ensure you have your ingredients every week.
- Take off any and all jewellery.
- Wash your hands: A. at the beginning of class. B. If you go to the toilet. C. If you handle raw meat, rubbish, your hair, face and or nose.
- Cover wounds with waterproof dressings.
- Listen to the teacher's instruction during cooking class.
- Sharp knives to be used with the teacher's permission and ensure to return to the teacher at the end of class.
- Do not put raw meat next to cooked food.
- Use oven gloves when you are putting foods and taking food out of the oven.
- Do not walk around with hot things in your hands.
- Turn off the gas once you are finished.
- Do not use electrical equipment, plugs or sockets with wet hands.
- Keep the floor dry and clean –if something spills on the floor clean it up immediately.
- If you break a glass – tell the teacher. Do not put it in the bin; you have to cover it with newspaper.
- **CLEAN UP PROPERLY AFTER YOURSELF.**

**HEALTH AND SAFETY IN RELATION TO FOOD:**

These rules will be explained to the students at the start of the year and at times during the school year.

- Food storage ... correct temperature... when bringing ingredients to school.
- Defrosting food
- Cooling food quickly at the end of class.
- Reheating food at home.

- Cooking meat and poultry.
- Cross-contamination
- Food contamination from people handling it.
- Cleaning in the kitchen
- Food Poisoning.

THINK .... SAFETY FIRST

**Practical Classes:**

- For safety reasons, no more than 24 students will be in any practical classes; this is in conjunction with the Department of Education's guidelines.
- There is a lot of walking around during practical classes therefore the floor must be kept clean and dry at all times during classes and all walkways free from school bags or any other items that could pose a possible threat.
- If any student endangers another student that student will be immediately sent to the class teacher/ year head, vice principal/ principal.
- Guidelines will be given to each student on how to keep the art room clean and the importance on keeping a clean environment.
- The teacher will ensure that any and all instruments containing an edge or that can be dangerous in any way will be returned to the correct area to ensure a safe environment.

**Theory Classes:-**

- It will be ensured that a safe environment will be available at all times in the art room, free from art materials that could potentially hurt someone.

**In the case of an Emergency:**

- There is an evacuation plan in place in the school. There is an emergency exit at the end of the classroom. In the case of an evacuation the teacher shall take the roll call with them and take it again when everyone gathers together outside in the car park at Assembly Site Fire A
- The exit door will be checked every day when school starts and finishes.
- There is a fire extinguisher at the back of the room in the case of a small fire that the teacher can extinguish.
- There is a First Aid box available in the cupboard in the case of someone getting hurt.
- There is a logbook in the teacher's staffroom and if any accidents or dangerous incidents should occur during the class it is the responsibility of the teacher to write a report about in this book.

## Aguisín 4: Health and Safety during Physical Education Class

### **THINK ..... SAFETY FIRST**



- Physical Education is a practical subject and students must understand safety procedures and precautions.
- At the beginning of the class the teacher will ensure that the sports venue is safe for the action planned for the lesson.
- Students will adhere to school rules and classroom rules during physical education.
- The students will be reminded of these rules often and emphasis will be placed on the importance of listening to the directions of the teacher during physical education.
- Students have to wear appropriate clothes and personal protective equipment for physical education.
- Students have to remove any and all jewellery for physical education, included in this is body piercings.
- Long hair must be tied up and fingernails must be kept short to ensure that nobody is hurt while taking part in physical education.
- The teacher must be dressed appropriately for physical education classes.
- Roll call will be taken by the teacher at the beginning of class.
- During occasions of bad weather other activities will be carried out inside.
- Should any injury happen to a student the teacher will be told immediately.
- A first aid box is available in the sports container and the teacher will take a first aid box to any and all sporting activities held outside of the school.
- There is a logbook in the teachers staffroom, should any injury occur the teacher will write a report of it in the logbook.
- No student is permitted to enter the sports container without a teacher being present.
- All sport equipment must always be returned and stored in its original place.