

# Cabinteely Community School



## Health and Safety Policy

*Ratified November 2022*

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## **Safety Statement of Cabinteely Community School 2021**

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of Cabinteely Community School, which has been developed in consultation with the School Board of Management and school staff. It will be revised on a yearly basis or as required by changes in legislation and communicated to all staff through regular staff meetings and training programs.

We are committed to meeting all relevant statutory requirements that relate to occupational safety, health and welfare. We are committed to managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their staff and others who may be affected by our activities. This will be achieved by the following (so far as is reasonably practicable):

- The provision of a safe place of work, including safe access and egress;
- The provision of safe plant and equipment;
- The provision of safe systems of work;
- The provision of welfare facilities;
- The provision of appropriate information, instruction, training and supervision;
- Determining and implementing appropriate preventative and protective measures;
- Having regard to the general principles of prevention;
- The provision of emergency plans and procedures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
- Obtaining, where necessary, the services of a competent person to advise on health and safety;

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Principal together with the Board of Management has overall responsibility for health and safety at the school. Staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable Cabinteely Community School to discharge its responsibilities under the law.

Cabinteely Community School is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All staff

will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. The Safety Statement will be reviewed annually in light of experience and future developments within the organisation.

Signed: \_\_\_\_\_ (Chair)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Principal)                      Date: \_\_\_\_\_

## 2. General Policy Aims

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

The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff.

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

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. Consult with staff on matters related to safety, health and welfare at work;
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors. The Board of Management is committed to playing an active role in the implementation of this

occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

This document sets out the safety policy of the school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school.

Staff, parents and others are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with other policies of the Board of Management, including:

- Critical incident policy.
- Fire evacuation and emergency plan.
- Anti-bullying and inclusion policy.
- Acceptable use of technology policy,
- Child safeguarding statement.
- Dignity at work policy.

### **3. School Ethos**

This policy has been compiled in consultation with staff, parents' representatives and the Board of Management and with reference to the school's mission statement.

Cabinteely Community School is a kind, caring and vibrant learning community, which supports the wellbeing and the academic, spiritual and creative growth of every student.

We welcome students of all ethnicities, abilities, genders and faith traditions, as equal members of our community

We identify with our Ursuline founders and their love of education.

### ***3.1 Our Core Values***

Our core values guide our policies, our procedures and how we work with our staff and students.

#### ***These core values are:***

**Care** - We all need to belong and be cared for in a safe environment in order to learn

**Courage** - We show courage by making the right choices and committing to learning.

**Support** - We will be the best we can be by working hard and working together

## **4. School Profile**

Cabinteely Community School has strong foundations built by the Ursuline Sisters who first opened the school in 1962. The school became a community school in 1975 under the patronage of the ETB, the diocese and the Ursuline Order. Cabinteely Community School joined the Le Chéile Trust in 2020.

Today we are a thriving and vibrant co-educational community school. Our underlying core values are Care, Courage and Support and they inform our decisions on everything we do. Our students are the heart of the school and we have incredibly caring and collaborative teachers, SNAs and clerical officers. We work together in an atmosphere of caring partnership and try to always affirm students' participation in school life.

We focus on positive relationships and restorative practice because we believe that students need to feel that they belong and are part of a community to learn successfully. Good relationships are key to that sense of belonging.

We schedule a long list of themed weeks each year focussing on different aspects of life including mental and physical health, careers, the environment, learning and community spirit. We have a wide range of student supports to ensure that all students have someone to talk to, or somewhere to go when things are not going well. We recognise student achievement in three key areas;

academic achievement (Courage), Role modelling (Support) and personal resilience (Care). Students are rewarded for excellent participation in school life and for improving in any aspect of school life.

A wide variety of extra-curricular activities gives our students opportunities to create positive relationships with other students and with staff and to benefit personally from positive socialisation.

We offer a wide and innovative curriculum, having embraced the new Junior Cycle Curriculum wholeheartedly.

We implemented a full Wellbeing programme for our students from 1st to 3rd year in September 2019 and we continue to develop and enrich the modules we offer in that context.

We have very successful Leaving Certificate Applied Programme, which has grown in the past few years with excellent overall results. Our TY students have a huge variety of Leaving Cert subject sampling, skills based courses and interest based options, as well as a rigorous work experience module to work with.

We offer a wide choice of Leaving Certificate subjects, The Leaving Certificate Vocational Programme and an active Mentor Programme and Student Leadership organisations to encourage a broad range of interests and develop other important life skills as well as the academic.

## **5. Resources for Health and Safety**

The following resources are in place within the school:

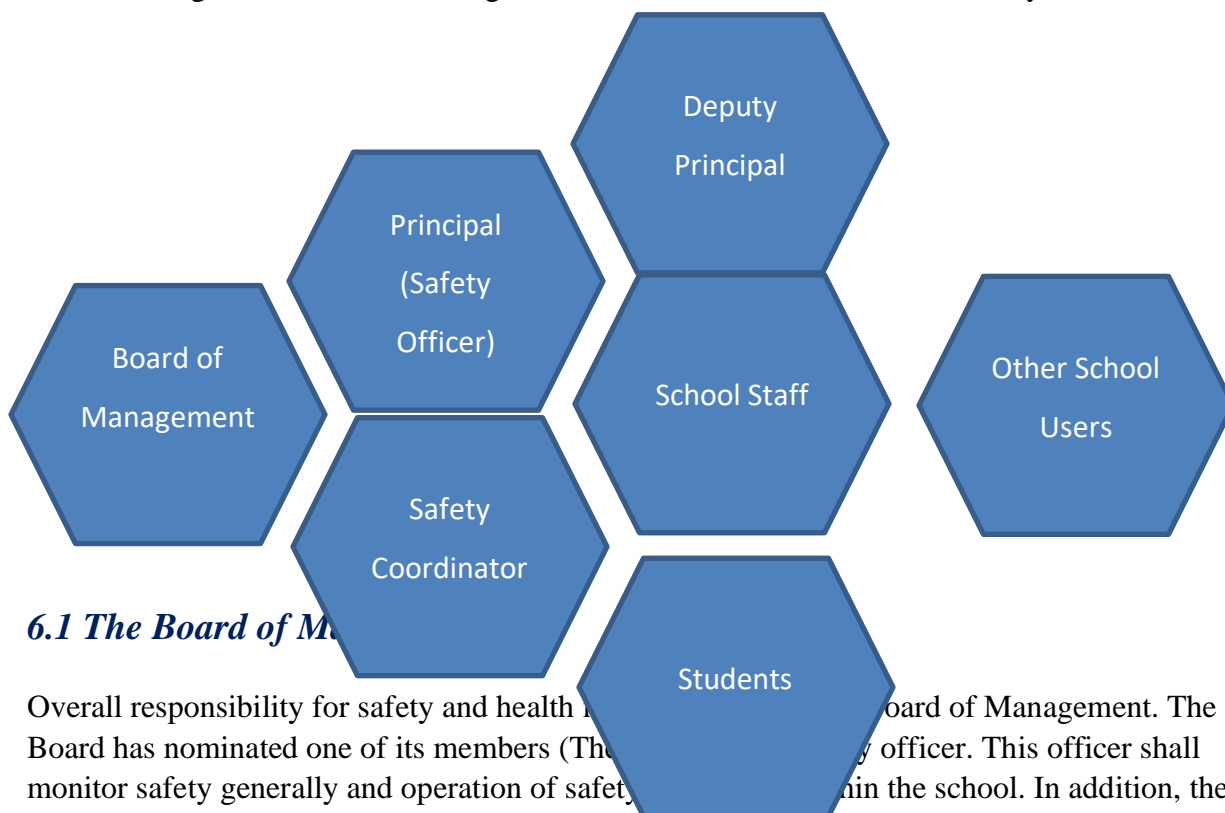
- Fire extinguishers break glass units and a fire alarm system is in place in the school and are maintained in line with fire safety guidelines.
- A stocked first aid kit is located in the main office (Reception)
- The first aid box in the main office also can contain emergency medications needed by some pupils.
- Policies regarding behaviour in the school, the schoolyard, and bullying are in place in the school.
- New employees are introduced to the schools health and safety practices as part of their induction process, Droichead.



- A number of staff members are trained as occupational first aiders.
- Procedures are in place for the monitoring of visitors /workers to the school.
- The health and safety officer, together with the health and safety coordinator, aided by the safety committee, undertake safety audits and arrange for repairs as necessary.
- Fire drills are carried out regularly and pupils are instructed in the safe evacuation procedures.

## 6. Roles and Responsibilities

The following chart shows the management structure related to health and safety within the school.



### 6.1 The Board of Management

Overall responsibility for safety and health rests with the Board of Management. The Board has nominated one of its members (The Health and Safety Officer). This officer shall monitor safety generally and operation of safety procedures within the school. In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will:

- Ensure that the school has written risk assessments and an up to date safety statement.
- Guide and advice on all health, safety and welfare at work matters.
- Ensure that safety procedures are adequately communicated to staff
- Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur.
- Set safety, health and welfare objectives.
- Receive regular reports on safety, health and welfare matters.
- Allocate adequate resources to deal with safety, health and welfare issues.
- Appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.
- Arrange for the appointment of a safety coordinator within the school.

## ***6.2 The Principal (Safety Officer)***

The Principal/safety officer has responsibility for co-ordination of all safety and health matters including:

- Complying with the requirements of the 2005 Act.

- Managing safety, health and welfare in the school on a day-to-day basis.
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed.
- Coordinating fire drills, training, etc. with the safety coordinator.
- Ensuring that firefighting equipment is tested annually.
- Carrying out safety audits with the safety coordinator.
- Ensuring that all contractors provide a safety plan to the school before commencing work.

### ***6.3 The Deputy Principal***

Deputy Principals assume the responsibilities of the Principal in health & safety matters in the absence, for any reason, of the Principal. In the day-to-day running of the school, Deputy Principals have the following responsibilities:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- Assist in implementing the health and safety policy;
- Keep abreast of the duties of the school and its staff by health and safety policy;
- Insist that sound and safe working practices are observed at all times;
- Be familiar with fire drills and evacuation procedures;
- Arrange a suitable rota for teachers to attend safety training courses;
- Arrange for supervision of external areas and arrange random of grounds within the site perimeter in conjunction with the Principal.

## ***6.4 Safety Coordinator***

### **Responsibilities**

To take responsibility for maintaining a healthy and safe school environment.

To manage matters pertaining to Health and Safety management in the school, in conjunction with the Principal, to maintain an orderly, secure and healthy learning environment.

### **Safety Coordinator Objectives:**

- To monitor likely areas in the school where health and safety issues may occur, e.g., the flat roofs on the central school building, paths around the school etc.
- To liaise with the principal in the prevention of health and safety concerns by addressing issues before they become hazards.
- To report any immediate health and safety concerns to the principal.
- To ensure that the H & S Audit/Policy is kept up to date.

## ***6.5 Employees***

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to:

- Co-operate with school management in the implementation of the safety statement.
- Inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks.
- Ensure that all activities are planned so that they may be carried out safely.
- Check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Ensure that all electrical appliances are turned off at the mains before going home.

- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work.
- Report without delay, any health and safety issues or concerns to the school Health and Safety Coordinator or Health and Safety officer.
- Act according to the premise:
  - *Spot it, Sort it, Cannot Sort it, Report it.*
- Attend such training as may be required by the Board of Management.
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace.

## 6.6 Cleaning Staff

Cleaning staff have responsibility for the general cleanliness and hygiene of the school. Part 2, Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. As such in respect of occupational health and safety they have specific responsibilities to:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- Take reasonable care for their own safety, health and welfare and that of any other person who maybe affected by their acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- attend to spillages immediately and to barricade the area until completely dry;

- dispose of rubbish as soon as possible to avoid build-up;
- avoid leaving trailing cables. If this is necessary use a notice to the effect that cleaning is in progress;
- ensure all mats and carpets are properly laid and uncrumpled.

### ***6.7 Other School Users***

Other school users such as students, parents, volunteers, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

### ***6.8 Contractors***

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

To facilitate compliance:

The school will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.

Schools must provide the school regulations and instructions relating to safety and health.

Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.

Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety and health at work.

### **6.9 Short Duration, Low Risk Single Contractor Works**

The Board of Management must ensure that the contractor is competent.

The contractor and the Principal meet before the project commences to ensure communication links are established before work starts and throughout the contract.

The contractor should advise the Principal about the likely duration of the work and any possible hazards, and how these will be addressed.

The contractor should also provide the Principal with a copy of their safety statement including any relevant risk assessments for the project to be undertaken.

The Principal should advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

### **6.10 Substantial building works, (e.g. extension to school building):**

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of “client”.

The client must:

- Appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources.
- Appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources.
- Co-operate with the project supervisors and supply any necessary information; Substantial building works, (e.g. extension to school building).
- Notify the HSA of the appointment of the PSDP on Approved Form AF1 “Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”

- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

## **7. Risk Assessment**

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, *“Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks.”*

The Board of Management is committed to identifying and eliminating any hazards in the school through an ongoing process of risk assessment and maintenance. The assessments are carried out using the standard risk assessment templates provided by the HSA. Teachers in their own individual classrooms use the templates to identify and record hazards, and the safety coordinator monitors the process.

The Board through its risk assessment process will:

- Identify the risks
- Evaluate the risk in proportion to the hazard.
- Put in place the appropriate control measure to eliminate or minimise the risk.
- Consult with employees and students.

## **8. Fire and Emergency Evacuation Plan**

A Fire and Emergency Evacuation Plan has been prepared, covering the evacuation of all buildings in the event of an emergency. The plan sets out the main emergency safety arrangements as follows:

- Clear instructions for all members of the school community on what they must do on finding evidence of fire or hearing the fire alarm.



- Specific duties to be carried out by all those present in the school during an emergency evacuation, including:
  - Students (In class & not in class)
  - Subject teachers & SNAs
  - Class tutors
  - Year heads
  - Adult education class tutors
  - Adult students
  - Office staff
  - Caretaker
  - Safety coordinator
  - Principal and Deputy Principal
- Location of assembly points for students and staff.
- Procedure for locating missing students and staff.
- Report identifying issues and suggesting remedies.

A fire evacuation chair is located in F-area to evacuate those with mobility issues. A temporary portable ramp is available for the main building (Areas **A** to **D**) to facilitate wheelchair users to use the exits that currently have a step. (Permanent concrete ramps are to be installed at all stepped exits)

*See Fire and Emergency evacuation Plan*

## **9. First Aid**

There are two members of staff currently trained as occupational first aiders. (Their certification should be renewed every two years) In addition, basic first aid training is periodically made available to all members of staff. There is a comprehensive First Aid Box available in the main office (Reception) to deal with minor injuries. ***(It also contains any student specific emergency medication, which might be required, for example an EpiPen)*** Appropriate PPE must always be

worn when administering any first aid. Additionally all rooms in which practical work is common, each have an appropriate First Aid Box. These include:

- Science labs
- Art rooms
- PE hall
- Wood technology rooms
- Engineering rooms
- Home economics rooms

The first aid supplies are replenished as necessary by the relevant staff.

## **10. Defibrillator**

A defibrillator is available in the main office/reception, beside the first aid box. It is checked regularly to assess the condition of its battery. Along with the two occupational first aiders, many of the staff have received training in its operation during the scheduled first aid training courses.

## **11. Infectious Diseases**

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfection.

Appropriate PPE is provided for use in all first aid applications, cleaning jobs etc.

## **Covid 19**

A very comprehensive Covid-19 response plan was put in place in August 2020 and updated in March 2021.

The general aims of the plan are to:

- Prevent Covid-19 from entering the school environment.
- Prevent the transmission of the virus within the school if it accidentally introduced.

- Prevent any transmission from the school environment to the general public.

*See Covid-19 Response Plan*

## **12. Accident Reporting**

Community Schools have a statutory duty to report all accidents relating to school activities to the SCA within a reasonable period of time. This includes all accidents involving staff, students, visitors and others.

It is school policy to record all such accidents on an accident report form. All completed accident report forms and related correspondence (e.g. witness statements, photographs) are forwarded to the Enterprise Risk Management Section of the SCA.

*See Appendix 2 - NIMS Accident Report Form*

### **Reporting to the Health and Safety Authority**

Schools also have a statutory duty to report the following types of accidents to the Health and Safety Authority (HSA):

- (a) The death of any employed or self-employed person, which was caused by an accident during the course of their work.
- (b) An injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).

- (c) A death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a pupil during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- (d) A road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

If the pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner this is reportable to the Health and Safety Authority. For example, if a pupil injures him/herself whilst working with a equipment in class and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard and is injured, this is not reportable. If a pupil trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the Authority. School trips/tours are considered to be a work activity of the school.

### **13. Accidents on the Yard or in School Buildings**

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

*See Critical Incident Policy*

### **14. Student Cars, Bicycles, Scooters, Electric Scooters and Motorbikes**

Students entering the school grounds using any form of vehicle are expected to do so slowly, in a safe manner to ensure the safety of all members of the school community and the public. They are also required to follow any specific school rules related to their mode of transport.

## **Cars**

Students who wish to drive cars to school must;

- Provide a letter to the principal if over 18 years of age informing the principal of their intention to use a car going to and coming from school. This must be provided by a parent if the student is under 18 years of age
- All relevant documentation must be provided to include full driver's licence (provisional licence not sufficient) and insurance documentation.
- Ensure that they do not permit passengers to travel in the car with them going to or coming from school.

## **Bicycles and Electric Scooters**

- When entering the school grounds students must dismount from their bicycle at the designated point and walk it to the bicycle/scooter rack where it should be secured with an appropriate lock.
- When leaving the school they must walk their bicycle to the designated point before using it.
- Wear any appropriate PPE, to provide adequate protection and visibility.
- Electric Scooters are not permitted in the school or in grounds of the school until further notice.

## **Motorbikes**

- Students who wish to use motorbikes/mopeds to commute to school must provide copies of driver's licence, insurance documentation etc..
- Students may not carry a passenger on the bike coming to or from school.
- When entering the school grounds drivers must dismount the motorbike at the school gate turn off the engine and walk it to the designated area where it can be secured safely.
- When leaving the school they must walk their motorbike to the school gate before starting the engine.

- Wear any appropriate PPE, to provide adequate protection and visibility.

## 15. Safety in Practical Rooms

### **Wood Technology/Construction Studies Rooms.**

A keyed switching system is installed on the main electrical supply (Single phase) to the Woodwork Rooms. Emergency stop buttons are located around the room to isolate the woodworking machinery. (Three phase)

All woodworking machinery is dangerous. Each pupil is instructed, as to which equipment they are allowed to use and those machines reserved for use by the teacher. Prior to using any woodworking equipment the students are given detailed instruction on safe working practices for each piece of equipment.

No person should be allowed to use machinery unless supervised. No equipment may be used without the teacher's permission.

All fixed machines are fitted with isolation switches and emergency stop switches. All Personal Protective Equipment (PPE) for the use with machines is supplied. A basic first aid kit is available in the room, which can be used to treat minor ailments such as cuts, splinters etc.

### **Engineering Rooms.**

A keyed switching system is installed on the main electrical supply (Single phase) to the Engineering Rooms. Emergency stop buttons are located around the room to isolate the engineering machinery. (Three phase)

All Engineering machinery is dangerous. Each pupil is instructed, as to which equipment they are allowed to use and those machines reserved for use by the teacher. Prior to using any Engineering equipment the students are given detailed instruction on safe working practices for each piece of equipment.

No person should be allowed to use machinery unless supervised. No equipment may be used without the teacher's permission.

All fixed machines are fitted with isolation switches and emergency stop switches. All Personal Protective Equipment (PPE) for the use with machines is supplied. A basic first aid kit is available in the room, which can be used to treat minor ailments such as cuts, burns etc.

**Home Economics Rooms.**

All kitchen equipment is dangerous. Each piece of equipment in the kitchen has specific instructions for its safe use. Each pupil is instructed, in detail as to how to operate the equipment and how to prevent accidents. Students are not allowed to use equipment unless supervised.

No equipment may be used without the teacher's permission.

Students will not use any sharp knives, glassware, cleaning solutions, electrical equipment or gas in the kitchen except under the direction of the teacher.

Aprons, oven gloves and other PPE are available for students to use when carrying out practical work.

There is an emergency stop switch located at the teacher's desk, which disables the gas supply for the room. A basic first aid kit is available in the room, which can be used to treat minor ailments such as minor cuts, burns etc. The rooms are equipped with a fire blanket and appropriate fire extinguishers.

**Science Laboratories.**

Students will not use any glassware, chemicals, electrical equipment or gas in the laboratories except under direction of the teacher. No teacher should, leave pupils in an unsupervised laboratory.

Students are instructed about laboratory rules at the start of each year. Lab coats and safety glasses are available for the students when carrying out practical work and Lab rules are posted on lab walls.

**Chemical storage**

There are substances that have dangerous properties such as being toxic, corrosive, highly flammable, explosive etc.

Dangerous substances are stored in a safe manner having regard to their properties. Any hazards and associated precautions in the handling of and storage of dangerous should be understood.

All dangerous substances are kept in labelled or suitable containers. Dangerous substances for are never used for purposes other than for which they were supplied. Protective equipment is always used in a proper manner.

### **Art Rooms**

Art Room equipment such as guillotine, wax heater and kiln are dangerous if misused. Each piece of equipment in the Art Rooms has specific instructions for its use. Each pupil should be instructed, in detail as to how to operate the equipment and how to prevent accidents.

### **Physical Education**

Many pieces of PE equipment are dangerous. Each piece of equipment in the PE hall has specific instructions for its safe use. Each pupil is instructed, in detail as to how to operate the equipment and how to prevent accidents. Students are not allowed to use equipment unless supervised. No equipment may be used without the teacher's permission.

Students are not allowed to use the changing/shower rooms without the teachers permission.

Control of lighting and fans for the changing/shower rooms is from the teacher's office. A basic first aid kit is available in the room, which can be used to treat minor ailments such as minor cuts, bruises etc. Students are not allowed to use the gym area (Located on the first floor) without permission of the teacher and under supervision.

## **16. Safety Training**

In accordance with legislation, the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work.

All employees will be:

- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a practical demonstration of fire extinguishers)
- Notified of any changes in safety procedures.
- Advised of the health and safety requirements as part of their induction training.

*See Appendix 4 – Staff Safety Training Completion Form*



## 17. Trips and Outings

Parents/guardians are asked to provide permission for the children to take part in educational excursions and field trips.

Where transport is required, the school will only engage buses that are adequate for the size of the group from a reputable company that provides safe vehicles and drivers. Every effort will be made to source buses that have seat belts and all passengers will be required to make use of these.

An appropriate number of teachers and other responsible adults will accompany the students to monitor their safety and engagement with the activities.

The students are expected to follow the instructions of those supervising them, to ensure their safety and that of others.

*See Trips and Outings Policy*

## 18. Electrical Appliances

Electrical appliances, machinery and kitchen equipment should only be used by competent persons. When required all electrical appliances to be checked by a qualified electrician, certified maintenance personnel or referred to the supplier.

Before using any appliances, the user should check that:

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

## 19. Photocopiers and Laminators

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

## **20. Cleaning Chemicals and Detergents**

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be secured in a locked storage area and any necessary PPE required for their use will be provided.

## **22. Staff Welfare**

Cabinteely Community School is committed to ensuring a workplace environment that is free from bullying, harassment or sexual harassment and is characterised by mutual respect, tolerance and affirmation.

Bullying/harassment/sexual harassment is behaviour that is destructive to a positive working atmosphere and will not be tolerated. The Board of Management recognise that all employees in Cabinteely Community School has the right to be treated with dignity and respect at work and the right to work in an environment that is free from bullying/harassment/sexual harassment. It is also recognised that the work environment is aimed at providing a high quality service in an atmosphere of respect, collaboration, openness, safety and equality.

Bullying/harassment/sexual harassment at work by the employer, employees and by other persons engaged in the provision of goods and services to the school will not be tolerated. In the event of a complaint being upheld against a non-employee, appropriate sanctions may be imposed which could in particular circumstances include termination of contract, suspension of service, exclusion from the premises etc. as appropriate.

*See Dignity at Work Policy*

## **25. Conclusion**

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and DDLETB if requested.

This policy was adopted by the Board of Management on:

Date: November 2022

This policy and its implementation will be reviewed by the Board of Management every school year. Written notification that the review has been completed, will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson of Board of Management)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Date for next review: \_\_\_\_\_

## Appendix 1. **Fire and Emergency Evacuation Plan**

### Fire Evacuation Procedure

On Finding Evidence of Fire:

Students

1. On finding evidence of fire, immediately inform the nearest member of staff.
2. Leave the building through the nearest fire exit and go directly to your assembly point.

All Staff

1. On encountering evidence of fire, immediately activate the fire alarm.
2. Carry out your duties as outlined in the Fire Evacuation Procedure.

In the event of an evacuation of the school buildings, all members of the school community have duties to perform as outlined below.

Students Duties

(In class)

- On hearing a fire alarm stop all work and follow the instructions of your subject teacher.
- Leave all bags & materials in the room and leave the building through the nearest safe exit.
- Walk quietly in an orderly manner to your assigned assembly point.
- Line up in alphabetical order at your assembly point.
- Remain quietly in line until your year head gives you the all clear to return to class.

**If Not in class**

- On hearing a fire alarm, immediately stop what you are doing, leave the building through the nearest fire exit and go directly to your assembly point.

### **Subject Teachers Duties**

- On hearing the fire alarm, advise students of the nearest safe exit to use.
- Advise students to proceed directly, quietly and in an orderly manner through this exit to their assembly points.
- Ensure all students have vacated the room and lock the door.
- Escort your class to the nearest safe exit and ensure they have all vacated the building.
- In pairs (if possible), enter the toilets in your current area and ensure that they are vacated and lock the doors.
- Escort students to assembly points and supervise roll taking.
- If other members of staff are absent you may be asked to perform extra duties.

### **Class Tutors Duties**

- Evacuate as for subject teachers.
- After exiting the building proceed to your class assembly point, activate VSware and on your phone and access your C.T. Class list.
- Collect a hard copy of your class list from the office staff present.
- Line the students up in alphabetical order.
- Call the roll using VSware and double check numbers with a class head count.
- Record any discrepancies on your *Hard Copy* of the student list and report to the Year Heads, highlighting any missing students.

### **Year Heads Duties**

- Evacuate as for subject teachers.
- Proceed to assembly points to monitor the roll call. (Activate VSware on your phone as backup for class tutors.
- Take charge of senior or junior assembly if the Principal or Deputy Principal is not available.
- After the roll call liaise with Class Teachers to confirm all students are present.

- Check any discrepancies with the member of the office staff with the Sign Out/In record book.
- If any discrepancies remain after this check, immediately inform the Assist Principal, Deputy Principal or Safety coordinator and assist in locating or accounting for any missing students.

## **Adult Education**

### **Class Tutors Duties**

- On hearing the fire alarm, advise students of the nearest safe exit to use .
- Ensure all students have vacated the room and lock the door.
- Check that all toilets in your current area are vacated & lock the doors.
- Escort your students to their assembly point
- Check the roll to confirm that all are present.
- Inform school Principal or Deputy Principal of any discrepancies in the roll.

### **Adult Students**

- On hearing a fire alarm stop all work and follow the instructions of your class tutor.
- Leave all bags & materials in the room and leave the building through the nearest safe exit.
- Walk quietly in an orderly manner to your assigned assembly point.
- Remain at your assembly point until you are given the all clear to return to class by Principal or Deputy Principal.

### **Office Staff Duties**

- Update class lists on VSware during the day to record students who arrived late or have signed out and left the school. (For C.T.s to take the roll on their phones at assembly points)

- Print hard copies of class lists each morning and store in designated location for collection during an evacuation.
- On hearing the fire alarm, collect the following documents and proceed directly to your designated assembly point:
  - Hard copies of class lists. (Printed each morning)
  - The sign Out/In record book
  - The current visitor list
  - The current staff list
- Distribute class lists to C.T.s
- After roll call is taken, liaise with year heads to resolve any discrepancies between rolls and students present.

### **Caretaker Duties**

- On hearing the fire alarm, determine if possible the source of the alarm and determine if it is a Genuine or Accidental alarm.
- Inform the Principal or Deputy Principal of your findings.
- Proceed to the office staff assembly point to assist with the assembly.

### **Safety Coordinator Duties**

- Evacuate as for subject teachers.
- On hearing the fire alarm, determine if possible the source of the alarm and determine if it is a Genuine or Accidental alarm.
  - Safety Coordinator: Checks G area & sports hall
- Inform the Principal or Deputy Principal of your findings and proceed to the assembly points to assist with the roll call.
- At the end of roll call liaise with the year heads concerning any missing students.

- With the assistance of the year heads, the Principal and Deputy Principal resolve any discrepancies between rolls and students present.
- Produce a report on the evacuation procedure, identifying any areas which might need improvement in the future.

### **Principal and Deputy Principal Duties**

- On hearing the fire alarm, determine if possible the source of the alarm and determine if it is a Genuine or Accidental alarm.
  - Principal : Checks E & F areas
  - Deputy Principal : Checks A,B,C & D areas
- If the alarm is Genuine proceed to the assembly points to supervise the student assembly and roll call.
- If the alarm is Accidental ensure the local fire department are informed to prevent an unnecessary call out, and proceed to the assembly points to supervise the student assembly and roll call.
- At the end of roll call liaise with the year heads concerning any missing students.
- With the assistance of the year heads and the safety coordinator resolve any discrepancies between rolls and students present.
- Once it is determined that there is no further risk and the fire alarms are silenced, give permission to staff and students to return to their rooms.



## Assigned Assembly Points

**Office Staff:** Front of sports hall

**Caretaker:** Front of sports hall

**Visitors:** St. Angela's hall car park

**Adult Students & Tutors:** St. Angela's hall car park

**Junior students assemble to the front of the sports hall facing the car park.**

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### 1<sup>st</sup> Year

**1 Dahl** Sports hall Assembly point: **K**

**1 Doyle** Sports hall Assembly point: **L**

**1 Rowling** Sports hall Assembly point: **M**

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### 2<sup>nd</sup> Year

**2 Ash** Sports hall Assembly point: **N**

**2 Beech** Sports hall Assembly point: **O**

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### 3<sup>rd</sup> Year

**3 DeValera** Sports hall Assembly point: **P**

**3 Griffith** Sports hall Assembly point: **Q**

**3 Markievich** Sports hall Assembly point: **R**

**3 Pearse** Sports hall Assembly point: **S**

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Senior students assemble on the lawn in front of St. Angela's Hall car park facing the hall.

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**4<sup>th</sup> Year**

<b>4 Barry</b>	St. Angela's Hall	Assembly point:	<b>A</b>
<b>4 Boole</b>	St. Angela's Hall	Assembly point:	<b>B</b>
<b>4 Buckley</b>	St. Angela's Hall	Assembly point	<b>C</b>
<b>4 Burrell</b>	St. Angela's Hall	Assembly point	<b>D</b>

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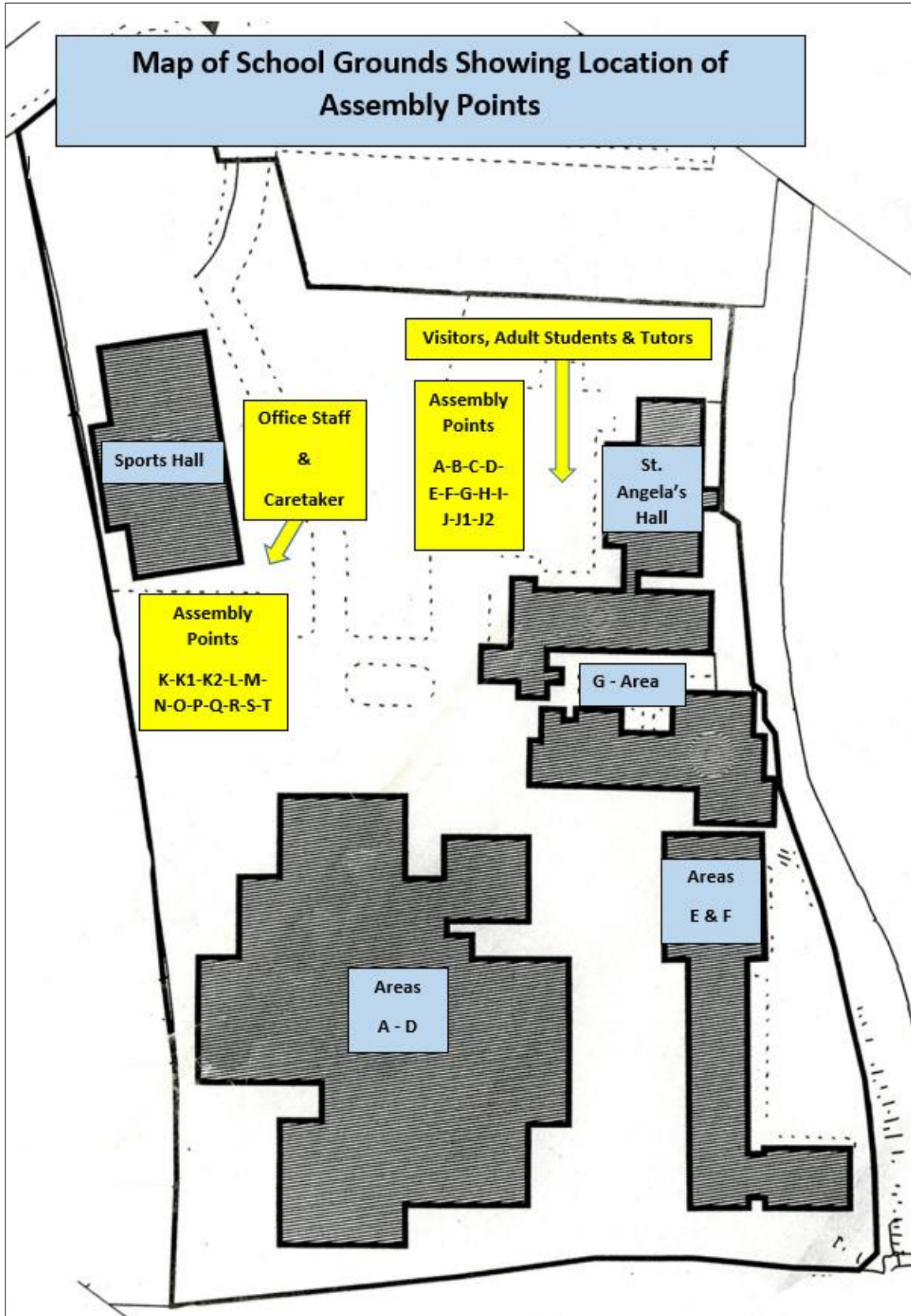
**5<sup>th</sup> Year**

<b>5 Banba</b>	St. Angela's Hall	Assembly point:	<b>E</b>
<b>5 Ferdia</b>	St. Angela's Hall	Assembly point:	<b>F</b>
<b>5 Setanta</b>	St. Angela's Hall	Assembly point	<b>G</b>
<b>5 Grainne</b>	St. Angela's Hall	Assembly point	<b>H</b>

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**6<sup>th</sup> Year**

<b>6 Aldrin</b>	St. Angela's Hall	Assembly point:	<b>I</b>
<b>6 Armstrong</b>	St. Angela's Hall	Assembly point:	<b>J</b>
<b>6 Collins</b>	St. Angela's Hall	Assembly point	<b>J1</b>
<b>6 Gagarin</b>	St. Angela's Hall	Assembly point	<b>J2</b>



## Appendix 2

CC Schools NIRF 01 – V01  
Date issued: May 2018



National Incident Management System

### NATIONAL INCIDENT REPORT FORM (NIRF)

#### NIRF - 01 PERSON

NIMS record Number:

Incident: An event or circumstance which could have, or did lead to unintended and / or unnecessary harm. Please complete this form to the best of your knowledge at the time of reporting the incident.

#### SECTION A: GENERAL INCIDENT DETAILS

Name of School CABINTEENY COMMUNITY SCHOOL

Roll Number 9131DE

Date of incident

Time of incident  Use 24 hour clock

Location

Offsite?

#### SECTION B: PERSON AFFECTED DETAILS

First name

Surname

Date of birth

Female  Male

Who was involved...? (Tick one only ✓)

Student – Proceed to section E

Teacher – Go to section C

Non-Teaching staff – Go to section C

Volunteer/ Work Experience – Go to section C

External Contractor – Go to section D

Member of Public/Visitors -Proceed to section E

#### SECTION C: WORK DUTY BEING CARRIED OUT WHEN INCIDENT OCCURED

Category of person

Employee no.

Activity... (Tick one only ✓)

Educational Duty  Transport Duty

Office Based Duty  Domestic

Recreational/Sporting  Trades/Maintenance

Surveillance/Monitoring Duty

Other, Please Specify:

#### SECTION D: EXTERNAL CONTRACTOR DETAILS ONLY


Company name

Company no.

#### SECTION E: DESCRIPTION OF THE INCIDENT?

#### SECTION F: WHAT WAS THE OUTCOME AT THE TIME OF THE INCIDENT?

Outcome	Body Part Affected
<input type="checkbox"/> Near miss / No injury e.g. Nearly slipped and fell	
<input type="checkbox"/> No injury e.g. Slipped and fell however no injury	
<input type="checkbox"/> Injury not requiring first aid	Type of Injury
<input type="checkbox"/> Injury or illness, requiring first aid	
<input type="checkbox"/> Injury requiring medical treatment	
<input type="checkbox"/> Long-term disability / Incapacity (incl. Psychosocial)	
<input type="checkbox"/> Permanent incapacity (incl. Psychosocial)	
<input type="checkbox"/> Death	

 NIMS

CC School NIRF 01 – V01: Person Date issued: May 2018

Page 1 of 2

**SECTION G: IMMEDIATE DAYS LOST/ ABSENTEEISM**

Has the incident resulted in absence from work/school?  Yes  No  TBC      Total lost days: \_\_\_\_\_

If Yes: Date absence commenced:                Date returned to work/school:

**SECTION H: IMMEDIATE ACTIONS TAKEN**

\_\_\_\_\_

**SECTION I: REPORTED BY**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date notified

Local system reference no. \_\_\_\_\_

Reporter Signature: \_\_\_\_\_

Date

**SECTION J: WITNESS DETAILS (Name, contact no. etc.)**

\_\_\_\_\_

**SECTION K: CONTACTING THE PARENT/GUARDIAN/NEXT OF KIN**

Was it necessary to contact the parent/guardian/next of kin?  Yes  No      Date of contact made:

Time of contact made:                      *Use 24 hour clock*

Name of staff member who contacted relevant person \_\_\_\_\_

Name of relevant person whom staff member contacted \_\_\_\_\_

Has the incident been reported to the Health and Safety Authority?  Yes  No  Not applicable

Has the incident been reported to Tusla?  Yes  No  Not applicable

Has the incident has been reported to An Garda Síochána?  Yes  No  Not applicable

**SECTION L: ADDITIONAL NOTES**

\_\_\_\_\_

Please tick if supplementary documentation is attached e.g. photographs, sketch etc.

## Appendix 3

# Sample Risk Assessment Templates

## Art

Art Room (General) – Risk Assessment Template No.1 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = high M = medium L = low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed	
									Y/N
Fumes from paints and glues		Respiratory irritation and problems	H	Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant staff					
			H	When choosing chemical cleaners for use in the art room the least hazardous product is purchased					
			H	Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS) requirements					
			H	Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements					
			H	<del>Unrestricted</del> access to chemical products/materials is prohibited/ prevented/controlled					
Damaged electrical fittings and equipment Defective portable electrical appliances		Electrocution Fire Burns Electric shock	M	Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use  Defects are reported to the person in control of the workshop to ensure all items are repaired or replaced  <b>See Fire (Specialist Room) – Template No. 18</b>					

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Art Room (General) – Risk Assessment Template No.1 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = high M = medium L = low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Accessing high windows		Falls	M	A window pane or step ladder is used to open windows at height that do not have an opening mechanism at ground level				
Solvents and flammable materials		Asphyxiation, Explosion, Fire	H	Solvents and flammable materials are stored in metal cabinets <b>See Fire (Specialist Room) – Template No. 18</b>				
Incorrect disposal of hazardous chemicals		Environmental contamination	H	Correct disposal procedures are in place for chemical waste				
		Chemicals being used outside the manufacturer's specifications	M	Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals  Chemicals are disposed of in accordance with the SDS and the Local Authority				
Disposal of waste materials			H	Waste materials are cleared away after each class  Incompatible material is segregated, stored safely, and waste is disposed of appropriately  All waste must be disposed of by an appropriate waste disposal company, and in accordance with Local Authority requirements				
Unsafe storage of items		Topping goods Slips, trips or falls	H	All items are stored appropriately in designated areas, e.g. in shelves and in cupboards				

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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action ~~is required~~  
**Medium Risk (M)** actions ~~is required~~ as soon as possible. **Low Risk (L)** actions ~~is required~~ as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_ Date: / /

## Engineering

Technologies (Metal Working Centre Lathe (manually operated) – Risk Assessment Template No.56 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Contact with moving parts, spindles chucks and work pieces		Cuts Amputations Entanglement	H	The Drive mechanism is guarded. A fixed guard is in place (removable only with the use of a tool)				
			H	Stock bar should not project beyond the headstock. If this is unavoidable, the portion of stock bar projecting beyond the headstock should be guarded to prevent entanglement. The hole that allows a long stock bar to project should be covered by a metal plate secured with suitable screws or bolts when not in use				
			H	A chuck guard is fitted				
			H	A front chip guard provided to prevent direct ejection of coolant and chips (swarf) towards the operator's position				
			H	A rear chip guard provided at the rear of the machine to contain coolant and chips and direct them towards the collection area				
			H	Lead /Feed screws are guarded unless safe by position or the drive to these has been mechanically disconnected				
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas are marked out clearly around machines				

Technologies (Metal Working Centre Lathe (manually operated) – Risk Assessment Template No.56 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Contact with lathe during start/stop or emergency		Cuts / lacerations Amputations Entanglement	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency The emergency stop works				
			H	The flap type <sup>[16]</sup> emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				

 [16] Flap Type Emergency Stop Control



Technologies (Metal Working Centre Lathe (manually operated)) – Risk Assessment Template No.56 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Contact with moving parts		Injuries due to contact with moving parts i.e. lacerations, amputations, bruising, fracture, burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Machine used in compliance with manufacturer's instructions				
			H	Dangling jewellery is prohibited. No gloves, rings or loose clothing is worn				
			H	Long hair is tied back				
			H	Files and abrasive tape should not be used on centre lathe operations				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact with metal working fluid		Absorption of fluids through skin or irritation etc.	H	Control use of cutting fluids  Metalworking fluids, if used, should be mixed and changed in accordance with the supplier's instructions				
Contact with swarf		Cuts / lacerations	H	Precautions are taken to remove swarf including the use of implements (dustpan and brush) to avoid handling swarf				
Use of turning tools		Entanglement and lacerations or amputation of fingers	H	Appropriate turning tools are used, which are maintained in a good condition				
Ejected material		Flying objects leading to injury, eye injury	H	Work piece is securely fixed in place and chuck key removed				
			H	Spring loaded chuck keys are used				
Flying debris		Being struck by flying debris leading to injury	M	Safeguards are in place and eye protection is worn				

Technologies (Metal Working Centre Lathe (manually operated)) – Risk Assessment Template No.56 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	A visual check is carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment is clearly identified and labelled as out of use All faults are recorded in log book Previous faults have received attention Defects are reported to the designated person to ensure all items are repaired or replaced				
			H	The operation of the RCD (Residual Current Device) is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds) (Applicable to plug and socket arrangements)				
Accidental start -up			H	Equipment is disconnected or isolated when not in use				
Unsecured machine		Movement of machine leading to injury during use	H	Machine is securely fixed to the floor or bench				
Unsupervised use of machines		Unsupervised use leading to injury	H	Students are prohibited from using certain machinery				
			H	Students are supervised by their teacher when using any machine				
			H	Students are instructed by their teacher before using any machine				
			H	Machinery to be used by teachers only is clearly identified				



**Technologies (Metal Working Centre Lathe (manually operated) – Risk Assessment Template No.56** (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate signage and instructions		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition  The operator's manual is available				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: \_\_\_\_\_ Date: / /

## Appendix 4



## Cabinteely Community School

### Safety Training Completion Form

<b>Name of Staff Member:</b>	
<b>Title of Course Undertaken:</b>	
<b>Commencement Date:</b>	
<b>Completion Date:</b>	
<b>Certification Obtained:</b>	
<b>Renewal Date of Certification:</b>	

**Signature of Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Principal : Clare Garrihy

Deputy Principal : James Moloney

Telephone : 01 2852137 Fax: 012847145 Email: [office@cabinteelycs.ie](mailto:office@cabinteelycs.ie) EirCode : D18 VH73

