Gaelscoil na gCloch Liath

Na Clocha Liatha
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Polasaí Éalaithe Éigeandála & Druil Tine

Emergency Evacuation & Fire Drill Policy

Réamhrá:

Chuir foireann Gaelscoil na gCloch Liath Polasaí Druil Tine agus Éalaithe le chéile trí phróiséas comhairle agus comhoibriú chun freagairt ar riachtanaisí na scoile.

Dá mba rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúchán.

The staff of Gaelscoil na gCloch Liath formulated this policy through a process of consultation and cooperation to address the school's needs.

Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Aidhmeanna:

Seo a leanas aidhmeanna an pholasaí;

- Go mbeidh ar chumas na scoile freagairt ar riachtanaisí práinneacha pobal na scoile i gcás tine nó éigeandála.
- Deachleachtas oiriúnach a leagadh síos a fhreagraíonn don Acht um Shláinte, Slándáil agus Leasa san Ionad Oibre.
- Le cinntiú go bhfuil an scoil sábháilte do chách.

The following are the aims of the policy:

- *That the staff are enabled to provide for and respond to the immediate needs of the school community (students, staff and visitors) in the event of a fire or an emergency.*
- *Have in place good practices and appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act.*
- *Ensure that the school environment is safe for all.*

Sainmheon na Scoile/Ethos:

Mar chuid de bhunaidhmeanna na scoile tá cúram agus cothú timpeallacht shlán, shábháilte don fhoghlam agus don phobal scoile uilig a chruthú. Réitíonn an polasaí seo leis an sainmheon sin.

As part of the basic aims, the school is committed to the care of the whole school community, as well as the creation and provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

Spriocanna:

- Úsáid a bhaint as eagraisí/gníomhaí lasmuigh den scoil (seirbhísí dóiteáin áitiúla) le haghaidh oiliúnt agus forbairt foirne chun cleachtais sábháilteachta a chothú sa scoil.
- Modh oibre a fhorbairt a chinnteoidh sábháilteacht gach duine sa scoil i gcás tine nó éigeadála.
- Déanfar cleachtadh ar an druil tine uair amháin gach téarma, ar a laghad.

Objectives:

- *To utilize outside organisations/agencies (local fire station/services, fire officer) for training and staff development, so as to create and enhance school safety procedures.*
- *To develop a trusted framework which will ensure the safety of all school occupants in the event of a fire or emergency evacuation.*
- *The fire drill practice will be carried out at least once per school term.*

Cleachtas Inmheánach:

I gcás tine, éalaithe éageandála, nó druil, leantar na céimeanna seo a leanas;

- Alairm tine a chur ar siúl (mura bhfuil sé ar siúl cheanna/más druil atá ann).
- I ngach seomra ranga/seomra acmhainne, ba chóir go seasfaidh na páistí agus go gcuirfidís a gcathaoireacha istigh faoin mbord. Siúlfaidh siad go cúramach agus go ciúin amach ón tseomra, agus leanfaidh an líne an bealach éalaithe atá leagtha amach dóibh. Seasfaidh na páistí i líne ciúin ag an bpointe bailithe atá ainmnithe dá rang.
- Ba chóir go gcinnteoidh gach múinteoir nach bhfuil aon duine fágtha sna leithris sula n-imíonn siad ón seomra.
- Dúnfaidh an múinteoir doras an tseomra ranga – is comhartha é seo don scoil gur cinntigh an múinteoir nach bhfuil éinne fágtha sa seomra sin.
- Leanfaidh na múinteoirí riachtanais speisialta oideachas na céimeanna thuas. Tógfaidh siad aon pháistí atá faoina gcúram chuig a múinteoir ranga ag an bpointe ainmnithe don rang sin.
- Tógfaidh gach múinteoir ranga an rolla dá rang féin leis/léi, agus nuair atá an rang bailithe i líne ar a bpointe ainmnithe glaoifidh an múinteoir an rolla.
- Cuireann an múinteoir ranga lámh in airde mar chomhartha don ionadaí sábháilteachta go bhfuil gach éinne faoina c(h)úram sábháilte is sa líne.
- Ní rachaidh éinne ar ais sa scoil go dtí go bhfuil cead faighte acu. Cinnteoidh an t-ionadaí sábháilteachta is slándála, i dteannta leis an bpríomhoide, go bhfuil an foirgneamh sábháilte, agus tabharfaidh siad cead do phobal na scoile filleadh.
- Má tá aon pháistí imithe ón rang ar theachtaireacht nuair a bhualann an aláram tógfaidh an chéád mhúinteoir a thagann orthu amach iad, agus cuirtear ansin chuig an áit tionóil ceart dá rang féin iad.

Internal Procedures:

In the event of a fire, emergency evacuation, or practice drill, the following steps will be taken;

- *The fire alarm will be activated (if it has not been already activated/if it is a fire drill).*
- *In all classrooms/resource rooms, the children should stand up and push their chairs quietly under their tables. They will walk out of the room quietly, carefully and in a single file, following the escape route that has been outlined for them. Each class is to assemble at the allocated fire assembly point and will remain in single file.*

- *All teachers must check the class toilets are not occupied before vacating the room.*
- *All teachers will close their classroom doors – this is a sign used in the school to indicate that the teacher has ensured no one has been left in that room.*
- *All special needs teachers will follow the steps above. They will accompany any children that are in their care to their class teacher at the designated assembly point.*
- *Each teacher will take the roll book of their own individual class with them and will call the roll on reaching their fire assembly point.*
- *The class teacher raises their hand to indicate to the health & safety representative that all children in their care are safe and accounted for in the line.*
- *No one will return to the building until permission has been given to do so. The health and safety representative, in consultation with the principal, will ensure that the building is safe, and will then give permission to the school community to return.*
- *If any pupils are out of their classroom on an errand when the alarm rings, the first teacher to meet them will take them outside and then send them to their correct class meeting point when their class is there.*

Rólanna agus Freagrachtaí:

- Tá gach múinteoir freagrach as sábháilteacht na bpáistí atá faoina gcúram.
- Tá gach ball foirne freagrach as an scoil a choinneáil sábháilte do phobal na scoile. Ba chóir dóibh aon bhaoil sábháilteachta a fheiceann siad a chur in iúl do bhainistíocht na scoile.
- Tá freagracht ginearálta ar an bpríomhoide cinntiú go bhfuil cleachtas oiriúnach i bhfeidhm.
- Aimneofar duine ón bhfoireann mar ionadaí sábháilteachta agus slándála gach bliain. Bíonn an t-ionadaí sin freagrach as sceideal an druil tine a eagrú, taifead a choinneáil, agus tástáil rialta a dhéanamh ar an gcóras alaraim. Is í M. Petra atá ainmnithe mar ionadaí i mbliana, 2019/20.
- Tá freagracht ar an mBord Bainistíochta cinntiú go bhfuil deachleachtas oiriúnach i bhfeidhm sa scoil maidir le héalú éageandála, agus go bhfuil suíomh na scoile sábhailte. Ainmneofar ball den Bhord mar ionadaí slándála is sábháilteachta. Is é Seosamh Ó Dálaigh atá ainmnithe mar ionadaí i mbliana.

Roles and Responsibilities:

- *All teachers are responsible for the safety and well-being of the children that are in their care.*
- *All staff members are responsible for ensuring that the school is a safe environment for the school community. Any safety hazards that they witness or come across should be reported to the school management.*
- *The principal has general responsibility for ensuring that proper procedures are in place.*
- *Each year a member of staff will be named as the health and safety representative. This representative will be responsible for the organisation of the fire drill schedule, keeping a written record, and regular testing of the alarm system. The named representative for the 2019/20 school year is M. Petra.*
- *The Board of Management holds the responsibility of ensuring suitable procedures regarding emergency evacuations are in place in the school, and that the school site is safe. A member of the Board of Management will be named as a health and safety representative. The named representative for the 2019/20school year is Seosamh Ó Dálaigh.*

Measúnú:

- Aiseolas dearfach ó gach sealbhóir.
- Caighdeáin sábháilteachta suímh na scoile.
- Éalú ón scoil ar bhealach co-ordaithe agus eagraithe taobh istigh den achar is gairide gur féidir.
- Athbhreithnú bliantúil.

***Evaluation**:*

- *Positive feedback from all stakeholders*
- *The standard of the school site's safety*
- *Achieving a coordinated and orderly evacuation from the school within the shortest amount of time possible.*
- *Yearly reviews*

Athbhreithniú:

Déanfar athbhreithniú tar éis gach druil éalaithe a dhéantair le linn na bliana. Féadfar go ndéanfaidh an foireann scoile cinneadh cuid den chleachtas a athrú ag eascairt as an athbhreithniú, ar mhaithe le héalú éigeandála a éascú.

Déanfar ahbhreithniú ar an bpolasaí iomlán gach bliain.

Review:

A review will be carried out after every fire drill completed throughout the school year. The policy may be subject to changes if the staff decide to change some of the practices to improve the emergency escape routines.

This entire policy will be subject to a yearly review at the start of each academic year.

Faomhú:

Tá an polasaí seo faomhaithe ag an mBord Bainistíochta ar an 21/1/2020.

***Ratification**:*

This policy was approved by the Board of Management on 21/1/2020.

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Cathaoirleach Dáta

Doiciméid tacaíochta:

An Chomhairle Sábháilteachta Náisiúnta – sábháilteacht tine sa bhaile/sábháilteacht tine ar scoil

Acht um Shláinte, Slándáil agus Leasa san Ionad Oibre

Ráiteas & Polasaí Sábháilteachta agus Slándála de chuid na scoile.

References/Support Documents:

National Safety Council – Fire safety in the home/Fire safety in the school

Health, Safety and Welfare Act in the workplace

Health and Safety Policy and Statement of the school