

St. Attracta's National School Ballaghaderreen

19980S



Health, Safety & Welfare Policy

Updated February 2023

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Approved & Ratified	Board of Management	Date	07/02/23

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1.0 Introduction to Statement

St.Attracta's N.S is located in Ballaghaderreen. Currently the staff includes permanent teachers, part-time teacher, temporary teachers, Special Needs Assistants (SNAs), School Completion officer, caretaker and secretary. On 30th September 2022 there were 271 pupils enrolled in the school. The school at different times throughout the year may have adults/teacher placement students working in the building.

This Safety Statement has been written by Rosanne Deeney, Health & Safety Representative and Noel Loftus, Principal, as well as the board of management of the school. This revision has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of St.Attracta's National School aims to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Day to day responsibility for health and safety rests with **all staff at all levels** within the school. The Safety Statement will be revised on an on-going basis by the Health and Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

2.0 Circulation List

A copy of the Health & Safety Statement will be made available to all staff members through Aladdin system. The BOM will also be given a copy. A copy of the policy will be available on the school website for parents to view.

3.0 Safety Policy Statement

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all St.Attracta's employees and pupils is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Rosanne Deeney or the principal Noel Loftus.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area at **least once a term**. This will provide an on-going upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. **The Safety Statement provides a base line for management to build on.** In order to increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

4.0 Safety Policy Statement

St.Attracta's National School will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, the Board of Management will:

- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out on-going assessments of our operations through the medium of audits and inspections.

Each of us are reminded that **every** employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation. Unless critical, reporting is normally done through the shared maintenance form on Aladdin.

Signed: _____ Signed: _____

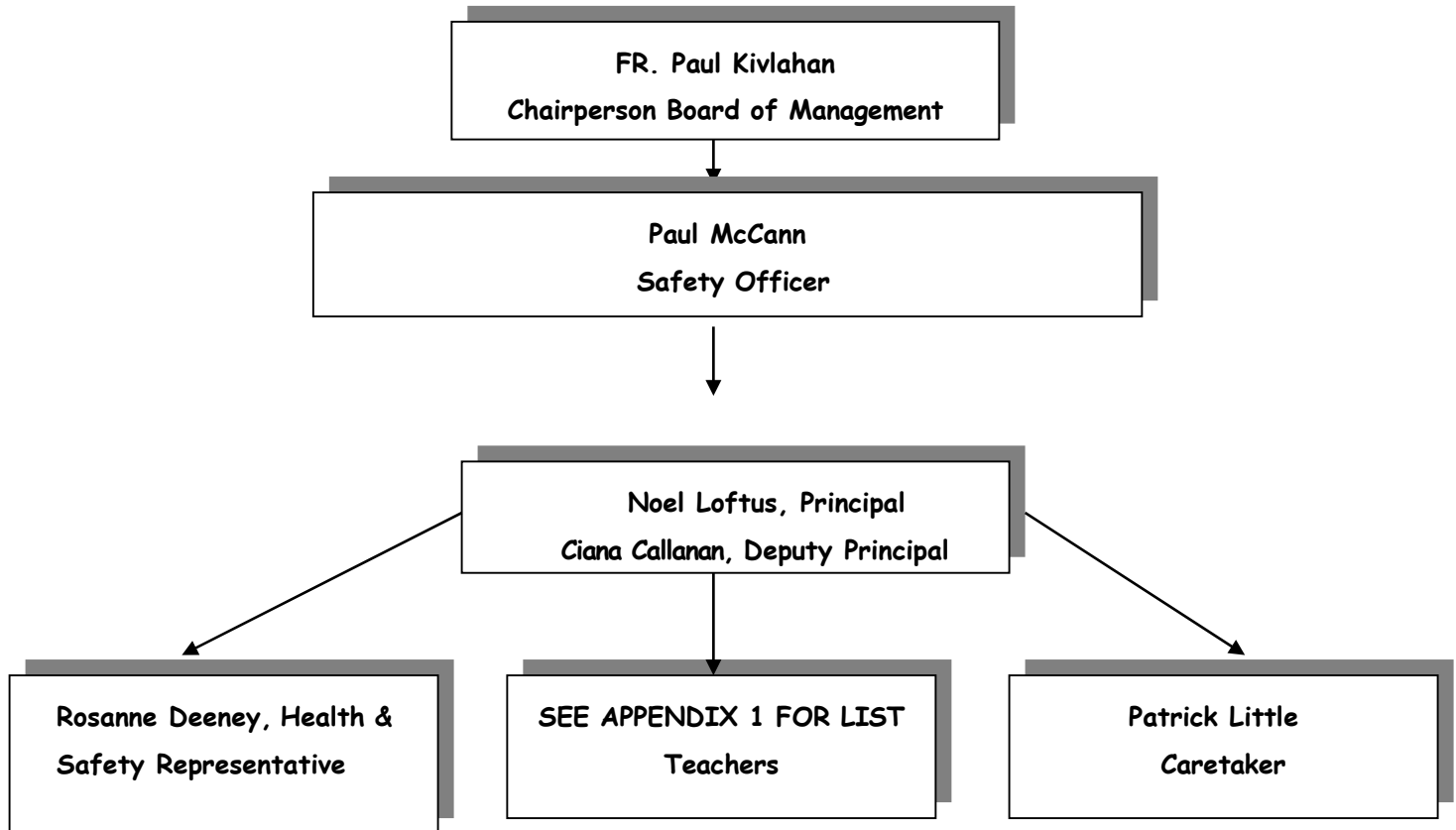
Chairperson (Board of Management).

School Principal

Date: _____

Date: _____

5.0 Health & Safety Management Organisational Chart



6.0 Staff Health & Safety Responsibilities Breakdown

Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management represented by the Health and Safety Representative is ultimately responsible for health and safety within the school. The Principal will be supported in his job by all other management and staff. A teacher will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

6.1 Board of Management – Chairperson (Fr Kivlehan)

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School; safety will be a permanent agenda item in these meetings.

Specifically, they will:

- Appoint a Health and Safety Officer from within the Board of Management.
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in his role as the '*day-to-day manager*' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Representative, principal, vice principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

6.2 Health & Safety Representative on the Board of Management

The Health and Safety Officer on the Board of Management is not a member of staff.

The Health and Safety Officer shall keep the board informed of staff health and safety concerns as raised by the staff Health and Safety Representative.

6.3 Teachers (see list of staff in appendix 1)

All teachers are responsible for creating a genuine safety culture within the school.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.
- Ensure their work area / classroom is secure and left in a safe condition at the end of the school day.

6.4 School Health & Safety Representative (Rosnne Deeney)

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

She will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary, fully investigated and remedial advice provided. She will

support all staff in this function.

- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ www.hsa.ie)
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the BOM Health and Principal.

6.5 Other Employees (SNAs/Caretaker/Secretary)

It is the responsibility of all school employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy.

Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, led by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by St. Attracta's National School in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

It shall be the duty of every employee while at work to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work. ***Spot it, Sort it, Can't Sort it, and Report it via the Aladdin maintenance form.***
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

7.0 Resources and Welfare Facilities

St.Attracta's National School will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements have been dedicated:

- The Health and Safety Officer on the Board of Management with the assistance of the School Principal and the school's Health & Safety Representative from the staff will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- St.Attracta's National School will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff are trained in 'First Aid' (see appendices).
- A First Aid kit for use in any accidents has been given to each classroom. Another kit is available in the office.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Firefighting equipment has been positioned throughout the school. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are in place throughout the school and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards. All signs must meet current legislative requirements.

Various welfare facilities are provided by St.Attracta's National School and these are controlled by the following personnel:

- The provision of a First Aid kits and the filling of same.
 - Responsible person is: Rosanne Deeney

- The liaison with insurance companies
 - Responsible persons are Noel Loftus, Principal & Fr. Paul Kivlehan, Chairperson.
- The notification of reportable accidents to the Health & Safety Authority
 - Responsible person is Noel Loftus, Principal.
- The provision and testing of firefighting equipment/maintenance of Fire Register:
 - Responsible person is Noel Loftus, Principal.
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
 - Responsible person is Noel Loftus, Principal.
- The provision of adequate & suitable personal protective equipment for staff
 - Responsible person is Rosanne Deeney.

8.0 Health and Safety Training

St.Attracta's National School is committed to providing appropriate health and safety training for all employees.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management. For a plan of all proposed training and completed objectives see later section.

These specialised areas will include the following (**SC = Safety Course**):

Course Code	Course	Required Attendees
<i>SC 1</i>	Periodic safety training as identified by BOM.	Applicable staff
<i>SC 2</i>	Manual handling	All staff
<i>SC 3</i>	Fire warden/awareness and use of Fire Extinguishers	Class teachers
<i>SC 4</i>	Emergency Evacuation Training (Fire Drill)	All Staff
<i>SC 5</i>	First Aid Training	Selected staff

9.0 Employee Consultation

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of St. Attracta's National School to consult with the employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications.

The Health and Safety Officer (BoM) will act as a conduit between the school Health and Safety Representative and the BoM. The school's Health and Safety Representative will report staff safety concerns to Noel Loftus, Principal. He will report this to the BoM and revert back with recommendations.

All safety matters that staff have raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them via the Principal.

The School Safety Representative is: Rosanne Deeney.

The BOM Safety Officer is: Paul McCann.

10.0 Visitor & Contractor Control Policy

10.1 Visitor Control Policy

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- *The visitor will not carry out any work without prior permission and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the facility.*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended*

10.2 Contractor Control Policy

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the school. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for St.Attracta's National School must provide the following items to the Principal (when requested):

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

11.0 Emergency Evacuation Policy

11.1 Introduction to Emergency Evacuation Policy

An Emergency Evacuation Procedure has been established at St. Attracta's National School that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An "*Evacuation Procedure in case of fire*" has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. All teaching staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff: If the alarm sounds, the staff will follow the Fire Drill procedure as distributed to all staff. They will call class roll calls at the marked outdoor assembly points and await direction from the Emergency Site Controller.

11.2 Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

- **FIRE EXTINGUISHERS**

I.S. 291:2000 states that inspection of extinguishers shall be carried out at monthly and **annually intervals** by the user, or agent appointed by the user, supplier, or a competent extinguisher maintenance agent.

- **FIRE DETECTION AND ALARM SYSTEMS**

Quarterly Routine for Fire Alarm and Detection Systems

The responsible person shall ensure that every **3 months** the following checks are carried out by a competent person:

- a) Entries in the log book shall be checked and any necessary action taken;
- b) Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken;
- c) Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measurements that are indicative of the conditions of each cell, by the use of a proprietary load test meter specific for the purpose.

NOTE It is recommended that during the quarterly/periodic service a percentage of the detection devices be tested such that at the end of the annual period all devices have been tested.

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be co-ordinated by the principal. Safety files are kept in the Principal's office as part of the Health & Safety Policy.

11.3 Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

If you come across a fire:

Should a fire occur in any area of the school, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Call the Fire Services. Obtain assistance if required.
- Building is evacuated. See below.
- If trained and it is safe to do so e.g. small fire, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc.

DO NOT PUT YOURSELF AT RISK.

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.

If you hear the fire alarm:

- **EVERYONE OUT** of the building using the nearest escape routes. Class teachers bring class list with them. **WALK QUICKLY** but **CALMLY** and **QUIETLY**. **NO OVERTAKING**.
- **DO NOT RETURN** for anything you have forgotten.
- If time permits (small fire), close door and windows of room.
- Move to the Assembly Points located in the school yard. Class teachers call the roll for their own class.
- Wait for direction from the Emergency Site Controller.

11.4 Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Ballaghaderreen	112 or 999
Hospital	Castlebar	112 Or 999
Local Ambulance	Ballaghaderreen	112 or 999

Garda Siochána	Ballaghaderreen	112 or 999
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Key holders	All school staff	
	Cleaning staff Ann Keigher Jackie	087 660 9213 087 677 0613
	Fr. Paul Kivlehan Declan McHugh	087 3683535 086 8130379
Burglar & Fire Alarm Monitoring	Chubb	01 2952366
Burglar & Fire Alarm Maintenance	Coleman Electronics Ballina	071 9144554 087 2563744
Caretaker	Patrick Little	083 3197227

12.0 Accident Reporting & Investigation Policy

12.1 Accident Reporting & Investigation Procedure Policy

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form on Aladdin. The Principal will be informed immediately of all accidents and where possible all other accident reporting will be completed on Aladdin before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (*Health and Safety Authority*) will be completed by the Health and Safety staff representative/principal on Form IR1 (www.hsa.ie).

Note: *An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.*

12.2 Accident Reporting & Investigation Procedure

- Upon notification of an accident, the Health & Safety Representative or Principal/Vice Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form on Aladdin by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

13.0 Opening & Closing Policy.

9.05am	School doors open to admit pupils
2.00pm	Junior and Senior Infants
3.00pm	End of school day for other classes

When electricians/plumbers and other tradespeople need access to the school an arrangement is made with the caretaker/principal to open and lock the school as required. Normally tradespeople are not accompanied when working out of hours in the school premises.

All staff are key holders and they are permitted to enter the school after hours.

At the end of the school day, the contracted cleaning staff is responsible for securing the school buildings and activating the alarm.

14.0 Storage & Administering of Medication Policy

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil.

Parents of pupils who are on medication or inhalers are asked to inform the school in writing. In turn, this information is collated into a Medical Conditions information list which is made accessible to all staff.

Medication supplied by the parent is kept out of child's reach in the child's classroom or in secretary's office in the medical box clearly labeled 'Medications'.

15.0 Bullying & Harassment Policy

15.1 Anti-bullying & Anti-harassment Policy

St.Attracta's National School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work.

The following school policies should be consulted. All are available on the school website.

- Behaviour Policy
- Anti-Bullying Policy
- Dignity in the Workplace Policy

16.0 Stress at Work

St. Attracta's National School adheres to all aspects of the *2005 Safety, Health and Welfare at Work Act* which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Possible causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

St. Attracta's National School will utilise the following methods for reducing stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If an employee feels stressed due to work related issues, s/he should immediately bring the matter to the attention of any member of the senior management team – Principal or Deputy Principal.
- Staff are directed to seek support from the Employee Assistance Service (EAS) for school staff. The EAS provides advice to employees on a range of issues including:
 - wellbeing
 - legal
 - financial
 - bereavement
 - conflict
 - mediation
- The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

17.0 Pregnant Employee Policy

St.Attracta's National School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Efforts in terms of privacy, flexible work arrangements and facilities will be explored to facilitate the staff member.

Similarly, an assessment of her work will be carried out when a breast-feeding mother returns to work. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

18.0 Adult/Student Work Experience Policy

Included in this group are students on teaching practice, adults on SNA training, people on the Work Placement Programme (WPP) and Transition Year/ Secondary students for the local secondary schools. The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school.

The Principal will inform the staff of adults/students on work experience or work placement programmes in the school. The principal will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals.

19.0 Manual Handling Policy

Any faulty equipment must be identified to the caretaker via the maintenance form on Aladdin.

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate.

All staff will be given a copy of the following manual handling policy. Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

20.0 VDU Policy

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

Lighting Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

Reflection & Glare Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available when requested by a staff member.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the Principal, the principal's secretary and other staff where appropriate.

21.0 Food Safety Policy

The staff room is equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

22.0 Dealing with Infectious Diseases Policy

It is the policy of St. Attracta's National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will endeavor to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc.

Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

Refer also to the school's Covid-19 Policy available on the school website.

23.0 Grievance Procedure and Complaints Procedure Policy

The board of management is bound to implement the nationally agreed procedures available on the school website.

24.0 Electrical Appliances Safety Policy

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person; P.A.T. Testing. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances (e.g. interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use
- Stand-alone heaters in teachers' rooms are turned off at break times and when teacher is not in the room (e.g. at PE...)
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by the Principal at the end of every year.

25.0 Cleaning Products Safety Policy

It is the policy of St. Attracta's National School that all photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults in the secretary's office.

26.0 Appendices to the Safety Statement

26.1 Responsible Persons

AREA	NAME
Health and Safety Officer (BOM representative). Brings H&S issues to the attention of the BOM.	Paul McCann
Principal: Employed as the <i>day-to-day manager</i> of the school. Brings H&S concerns to attention of the H&S Officer. Takes on responsibilities as listed herein.	Noel Loftus
Health and Safety Representative (staff representative). Brings H&S concerns to the attention of the principal. Takes on responsibilities as listed herein.	Rosanne Deeney
Yard Supervisory role	Yard-duty rota updated fortnightly and shared with staff via Aladdin and hard copies.
Follow procedures herein.	All staff
Will administer Epipen to child with serious allergy to nuts.	Trained staff member.
Annual check of electrical equipment	Caretaker

26.2 H&S Training Records

Course Code	Course	Staff who have attended course* or are expected to attend course										
SC 1	Induction Training by Health & Safety representative	All Staff										
SC 2	Manual Handling	Patrick Little, Caretaker*										
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	All Staff										
SC 4	Emergency Evacuation Training (Fire Drill)	All staff										
SC 5	First Aid Training	All staff in January 2022										
SC 6	Periodic Safety Training as identified by the BOM	Applicable Staff										
SC 7	CPR Training	All staff in January 2022										
EMPLOYEE NAME		TRAINING CODE										
		S	S	S	S	S	S	S				
		C	C	C	C	C	C	C				
		1	2	3	4	5	6	7				

26.3 Register of Fire Fighting Equipment

Contractor's Certificate displayed on the wall outside the secretary's/ principal's office.

26.4 Fire Drill Records

These records will be kept in the Aladdin.

26.5 Accident/Incident Report Form

On Aladdin.

26.6 First Aid

All teachers have First Aid box fully stocked.

First Aid bag also stored in secretary's office with extra first aid supplies to be taken by staff when required.

See the above list for qualified and certified First Aiders on staff.

26.7 Sample Safety Inspection Checklist

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency egress routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked on a 13-week basis?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all fire fighting equipment easily accessible?			
Is all firefighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of firefighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			

Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced			
Hazard Type: <u>Manual Handling</u>	Yes	No	Action
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			

Are floor surfaces kept clear and in good condition where staff have to lift?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			

Hazard Type: <u>Electrical</u>	Yes	No	Action
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			

27.0 RISK ASSESSMENT

27.1 Procedure for Risk Assessment

The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

RISK ASSESSMENTS

Outside Building Hazards		Assessor: <i>Paddy Little/Noel Loftus</i>	Date:
Hazards	Who Is Affected	Control	
Exterior fabric of buildings, Modular Buildings. Damaged fabric can cause a range of hazards from items falling, to people being injured on protruding objects	All on site	<ul style="list-style-type: none"> • Regular inspection by head or other senior member of staff, BOM and safety representative. • Inspection report to be discussed at next BOM meeting • Staff to be instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room. • Where damage is reported and there is a risk of items falling the area that could be affected to be cordoned off until repair works completed. • Staff, pupils and visitors to be informed of risks and reasons for cordoning off as soon as possible by class teacher. • Safety signage to be displayed e.g. prohibiting access to cordoned off area to be arranged by caretaker. • Regular checks of cordoned area to be carried out by Safety representative. 	
Fencing damaged. Damaged fencing can be sharp giving rise to injuries to various parts of the body depending on the height of the damage	All on site	<ul style="list-style-type: none"> • Regular inspection by head or other senior member of staff, BOM and safety representative. • Inspection report to be discussed at Regular BOM meeting. The Safety representative to carry out daily walk around the perimeter of the grounds to check condition of fencing. • Damage to be repaired by Safety representative or a suitably competent contractor contacted as necessary. • Staff to be instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room. • Playtime supervisors to be informed of the damage by the Safety representative and restrict children from the area and monitor whilst they are outside. 	
Gates If gates are too low or locks/closures are	Children	<ul style="list-style-type: none"> • Gates to be of a suitable size to prevent unauthorised access and egress. • Suitability of gates to be reviewed at health and safety review meetings. Consideration of accidents and incidents along with the nature of pupils to feed into the review. • Gates to be checked daily by the Safety representative to ensure they close/lock 	

<p>damaged this can allow unauthorised access and egress.</p>		<p>appropriately.</p> <ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room.
<p>Glazing Damaged glazing can cause cuts/grazed and potentially more serious injuries.</p>	<p>All on site</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room. • Where damage is reported and there is a risk of glass falling the area to be cordoned off by the Caretaker/Safety representative until repair works completed. • If there is danger of high winds carrying glass over access/play areas, consideration to be given to suspending use of playground if it could be affected. • Signage and staff awareness to be in line with action to take for damage to exterior of the building.

<p>Steel goal posts Steel goal posts</p>	<p>All on site</p>	<ul style="list-style-type: none"> • Steel goal posts are loose and are dangerous and should be removed.
<p>Lighting Inadequate lighting may contribute to a range of accidents</p>	<p>All on site</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damaged lighting in the defects book kept in the staff room. • Sufficient internal/external lighting is provided to ensure all walkways can be used safely after dark. • Spare replacement light fittings to be stored on site.
<p>Roofs Items falling off the roof may cause a variety of injuries</p>	<p>Those accessing the roof</p>	<ul style="list-style-type: none"> • Regular inspection by head or other senior member of staff, BOM and safety representative / maintenance. • Inspection report to be discussed at Regular BOM meeting. • Staff to be instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room. • Where damage is reported and there is a risk of items falling the area to be cordoned off by the Safety representative until repair works completed. • Where roof maintenance is carried out or access required to roof refer to <i>roof work risk assessment</i>. • New access to the roof area to be implemented at a future date
<p>Trees Injuries from falling branches/trees</p>	<p>All on site</p>	<ul style="list-style-type: none"> • All trees that grow in areas that people normally use and those near buildings are inspected every term by Principal and safety representative. • Where a tree is considered unsafe further advice is sought from Coilte • Where a tree is an immediate concern it is cordoned off until further advice sought and all staff must be made aware of the danger.

<p>Walkways</p> <p>Injuries from slips, trips and falls are a likely where walkways are not well maintained</p>	<p>All on site</p>	<ul style="list-style-type: none"> • Regular inspection by member of staff, BOM and safety representative. • Inspection report to be discussed at Regular BOM meeting. • Staff instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room. • Where areas become slippery they are treated to reduce slips. This will include clearing moss and algae and treating with anti-slip coatings where necessary. • Slopes are kept to a minimum gradient and where wheelchair access is required a handrail is fitted. • In the winter the Safety representative grits walkways when there frost or snow is forecast. Some areas may be put out of use. The Principal will take the decision and keep staff informed.
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Inside Building Hazards		Assessor: Paddy Little /Noel Loftus	Date:
Hazards	Who Is Affected	Control	
<p>Boiler room Hazards come from the fuel used and general storage that these rooms are often used for.</p>	Everyone who enters the boiler room	<ul style="list-style-type: none"> • Boiler rooms are kept locked at all times they are not occupied. • The boilers are maintained every year and service records kept by the Principal. • Boiler rooms are kept clear of storage as far as is possible, especially flammable materials. • Fire risks are covered in the fire risk assessment. 	
<p>Doors Hazards include finger traps and injuries from glazing. Hazards associated with fire are dealt with in the fire risk assessment</p>	Everyone using doors	<ul style="list-style-type: none"> • Doors and closures to be checked by the Caretaker and Safety representative every term or more regularly where necessary. 	
<p>Entrances May become wet after rain</p>	Everyone	<ul style="list-style-type: none"> • Non-slip mats are placed at entrances where floors become slippery when wet and staff and pupils asked to wipe their feet before entering the building. 	
<p>Electricity If the fixed wiring or portable electrical appliances are not maintained it can lead to fires and/or electrocution</p>	Anyone using the building	<ul style="list-style-type: none"> • The fixed wiring is inspected by a suitably qualified electrician every five years. The Safety representative arranges the inspection/test and keeps a record of when the inspection took place. • Portable electrical equipment and associated leads and plugs are inspected and tested periodically and an inventory kept of all equipment used in the school. • The inspections/testing is carried out by a qualified PAT Testing company who have had appropriate training in how to carry out the inspection and test. • The frequency of inspection and/or test is as follows: • Floor cleaners, vacuum cleaners, equipment that is moved frequently, leads, and other earthed equipment six months to a year 	

		<ul style="list-style-type: none"> ○ Office/classroom equipment every year <p><i>The above is a guide and the competent person carrying out the testing will make a specific judgement.</i></p> <ul style="list-style-type: none"> ● The above tests must not be solely relied upon and users must check that equipment looks safe to use. Staff to report any damage they notice on a day to day basis in the defects book kept in the staff room. Damaged equipment to be taken out of use and labeled 'damaged awaiting repair, do not use'. ● Normally staff are not to repair equipment themselves or bring equipment from home. ● Where user checks or inspection and test shows that there are many faults being found then the frequency of inspection and test should be reviewed and an investigation made as to why there are so many faults. ● Certain activities will require the use of circuit breakers and these will be addressed in specific activity risk assessments. In general, this will be where equipment is used outside such as power hand tools. ● Extension leads are used as a last resort and not used where they pose a trip hazard. They must not use coiled as they can overheat. ● One plug in one socket is the standard applied in the school and if additional sockets are needed on a regular basis the Safety representative arranges for new sockets to be fitted.
<p>Floors Slips, trips and falls</p>	<p>Everyone</p>	<ul style="list-style-type: none"> ● Floors are maintained in a safe condition and staff instructed to report any damage they notice on a day to day basis in the defects book kept in the staff room. ● Temporary repairs are made to damage flooring by the Safety representative. ● Where regular activities are likely to lead to the floor getting wet anti slip flooring is laid. ● Accidental spillages are mopped up immediately and a wet floor sign placed over the wet area until the area is dry. Care is taken to ensure that sufficient time is allowed for floor to dry before being used. If the spillage is a body fluid see the control of infection risk assessment.
<p>Glazing Damaged glazing can cause cuts/grazes and potentially more serious injuries</p>	<p>Everyone</p>	<ul style="list-style-type: none"> ● <i>See outside building hazards risk assessment</i>

<p>Lighting Poor lighting can contribute to trips and eye strain</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • All areas of the school have adequate lighting to enable people to work, use facilities and move from place to place safely and without experiencing eyestrain. • Lighting levels at workstations are assessed as part of the display screen assessments. • There is sufficient lighting to ensure people can leave the building after dark safely with a combination of borrowed light from other sources and emergency lighting is provided.
<p>Stairs and steps Poor stairs and steps can cause slip and trip accidents</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • A handrail is provided at least on one side of every staircase except where it would obstruct access or egress. • Handrails are fitted on both sides where there is a particular risk of e.g. where there is heavy usage or there are narrow treads.
<p>Water Supply Hot water can cause scalds and poor quality drinking water can cause a number of illnesses. In certain situations, there may also be the potential for legionella to pose a threat</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • The water temperature should not exceed 40C and the Safety representative checks the temperature of the water every month at the tap nearest the boiler to ensure the correct temperature. • There is a regime for sampling drinking water throughout the school. • Water storage tanks are to be cleaned at least once a year. This is a specialised area and advice should be sought if you have any doubts. • As a guide the hot water system should be: <ul style="list-style-type: none"> ○ Well maintained, clean and properly insulated ○ Purpose-built ○ Correct size for intended use. ○ Frequently used. ○ Regularly cleaned and maintained. ○ Hot water stored at 60°C and reduced to 40°C at point of use to prevent scalding

The ISPCA do not recommend that pets are brought into schools because of the stress that this can cause to the animal and as such animal welfare issues must be carefully considered.

Bringing small animals into school		Assessor: R.Deeney	Date:
Hazards	Who Is Affected	Control	
Infection from the animals (e.g. hens)	Anyone in contact with the animals	<ul style="list-style-type: none"> • If children handle the animals, it is important that they wash their hands afterwards using a suitably dispensed and appropriate liquid soap disinfectant. If the children are young or it is felt to be necessary, this should be supervised. • Explain to the children that they are not allowed to eat/drink or put their fingers in their mouths until they have washed their hands. • Advice should be sought from the owner of the animal before any are handled and if there is any doubt as to the suitability of handling animals seek advice from the ISPCA. 	
Bites and other injuries from animals	Anyone in contact with the animals	<ul style="list-style-type: none"> • An assessment should be made as to the likelihood of the animal biting or scratching by checking with the owner and assessing whether the animal is stressed once in the classroom. If in doubt do not handle the animal or allow fingers to be put near the cage. This assessment is completed by an appropriate adult. • No animals defined as dangerous in the dangerous wild animal's act should be allowed in the school unless specialist advice is sought from the safety advisor. This is the responsibility of Principal. 	
Allergic reactions	Anyone in contact with the animals	<ul style="list-style-type: none"> • A check is carried out by an appropriate of any allergies the children have that may be affected by animals. Specialist advice should be sought from the parents or a medical advisor in such circumstances. 	
Failure to implement the control measures may lead to accidents	Anyone	<ul style="list-style-type: none"> • The Principal or appropriate adult is responsible for ensuring the action required in the risk assessment is implemented. • The Principal or appropriate adult will check that the above control measures are implemented by (periodically – how regularly) monitoring the activity. 	

Arrival and departure of children		Assessor: Noel Loftus	Date: 12/06/2017
Hazards	Who Is Affected	Control	
Children playing in the grounds before school	Children	<ul style="list-style-type: none"> • Adequate supervision is required at all times young children are on school grounds. • If before or after the school day there is no supervision either in the playground or as part of an organised activity children should not be allowed on school premises. • Parents should be reminded of school start and finish times. • Insurance cover will determine when supervision begins and ends. 	
Young children leaving with an 'unknown' person	Children	<ul style="list-style-type: none"> • Teachers to only allow parent or other 'known' person to collect children • Children from 1st to 6th class should be collected from the gate only; only sick/ill pupils to be allowed to be collected from inside the school building • Infants to be collected from classroom door. 	

Cash handling		<i>Assessor:</i> <i>secretary</i>	<i>Date: 12/06/2017</i>
Hazards	Who Is Affected	Control	
Cash in the school	Person handling cash	<ul style="list-style-type: none"> • Continue to encourage e -payment to reduce the need to handle cash. • There is only a minimum amount of cash held on school premises • Cash is kept in a locked drawer until it is taken to the bank. 	

Child Safeguarding		Assessor: Noel Loftus /Jennifer Mc Cann	Date:
Hazards	Who Is Affected	Control	
Without introducing safeguards children can be at risk from abuse	Children	<ul style="list-style-type: none"> School fully implements the annually revised Child safeguarding Policy and Risk Assessment Statement. 	

Cleaning Contractors		Assessor: <i>Noel Loftus</i>	Date:
Hazards	Who Is Affected	Control	
Cleaning will create a variety of hazards	Everyone using the school	<ul style="list-style-type: none"> • The cleaners are responsible for running the cleaning operation and the school is responsible for monitoring. • Copies of the cleaner's risk assessments to be checked annually and when needed by their Cleaning Supervisor. • The cleaners are included in the following school risk assessments: <ul style="list-style-type: none"> ○ Fire ○ First aid ○ Portable appliance testing • The cleaners are monitored by the contracted cleaning company. • The cleaners are monitored by the school to ensure they are carrying out their own monitoring and completing their risk assessments. 	

Display Screen Equipment	Assessor:	Date:
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Hazards	Who Is Affected	Control
In schools the main hazards from display screens are from the use of computers and the	Anyone who uses a computer routinely as part of their working day	<ul style="list-style-type: none"> • All computer workstations to be risk assessed by someone having had training in how to complete a DSE risk assessment.

associated musculoskeletal injuries and eye strain.		<ul style="list-style-type: none"> In addition to the risk assessment users to be given instruction on how to set up their workstation in the most appropriate way.
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Educational visits	Assessor:	Date:
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Hazards	Who Is Affected	Control
There are an infinite number of hazards associated with educational visits.	Anyone who goes on a visit	Each visit is to be assessed on an individual basis. Separate risk assessments to be prepared for general school trips

Fire	Assessor: <i>R.Deeney/N.Loftus</i>	Date:
Hazards	Who Is Affected	Control
Lack of a suitable room by room fire risk assessment leaves the school vulnerable to fire	Everyone	<p>A fire risk assessment to be carried out for each classroom. The assessment considers the following:</p> <ul style="list-style-type: none"> • Sources of combustion, ignition and oxygen. • The structure of the building including, steps, fire doors, means of escape, travel distances, number of exits, emergency lighting etc. • Method of fire detection and fire warning • Means of fighting the fire • Signage including fire exit sign, what to do in the event of an emergency • Monitoring and maintenance including alarm systems, call points, extinguishers, detection and warning systems, emergency lighting etc. • Training for fire marshals and staff • Fire drills and their frequency • Monitoring of the above • PAT testing / maintenance of equipment

Control Of substances hazardous to health i.e. chemicals		Assessor:P.Little	Date:
Hazards	Who Is Affected	Control	
Hazardous substances cause many ill effects and it will depend on the substance as to the effect	Anyone coming into contact with the substance	<ul style="list-style-type: none"> • Individual activity risk assessments. • As a general approach, less hazardous substances are always used in preference to more hazardous ones e.g. water based paints are used rather than spirit based. • The process for completing the risk assessment is that the data sheet for the substance is obtained from the supplier. • The initial assessment form is completed and then forwarded to the health and safety advisor who will prepare the full assessment and return it to school. • If personal protective equipment is required, e.g. gloves or eye protection this must be worn at all times the substance is being used. 	

Housekeeping		Assessor:Paddy Little	Date:
Hazards	Who Is Affected	Control	
Trailing cables can lead to trips and falls	Everyone	All cables are to be covered with cable cover. Cables are not run under carpets, rugs or taped to the floor.	
Boxes and other items left in corridors or other walkways can lead to trips and falls	Everyone	Trips and slips are a common cause of accidents and boxes and other items are not allowed to build up in corridors and other areas.	
Spilt liquids can be a major slip hazard	Everyone	All spillages are cleaned up. (<i>See inside buildings risk assessment</i>).	
Bags, coats and lunch boxes left in classrooms can be a trip hazard.	Everyone	There are adequate storage areas for these items. This includes facilities to store /hang pupils clothing.	

Lone Working		Assessor: N.Loftus	Date:
Hazards	Who Is Affected	Control	
Physical assault and violence	Lone workers	<ul style="list-style-type: none"> • Staff working alone on a regular basis especially when there is no one else on site has to have access to mobile phones. Staff must ensure they are fully charged when going on Lone Working duty. • Staff whereabouts are monitored through diaries, calendars, messages and phone. • If staff are working alone and are not going to see anyone before the end of their working day they make arrangements to phone an appropriate adult to say they have finished for the day. • Where possible staff do not work on site alone. 	
Verbal abuse and threatening behavior	Lone workers	<ul style="list-style-type: none"> • Lone workers should never allow strangers into the building whilst on Lone Working duty. Nor should they meet with parents alone after school hours. 	
Slip and trips	Lone workers	<ul style="list-style-type: none"> • Staff working alone on a regular basis especially when there is no one else on site are issued with mobile phones. • Staff whereabouts are monitored through diaries, calendars, messages and phone. • If staff are working alone and not to see anyone before the end of their working day they make arrangements to phone an appropriate adult to say they have finished for the day. • Where possible staff do not work on alone and where staff are working in higher risk areas such as roofs and loft spaces other relevant risk assessments must be followed. • In addition, the lone worker must make contact with a colleague to say they have finished working in the high risk area once the work is completed. 	

Descaling toilets and urinals		Assessor: N.Loftus /Paddy little	Date:
Hazards	Who Is Affected	Control	
It is important to warn other users of the building that descaling is in progress	Everyone	<ul style="list-style-type: none"> Warning signs must be displayed in prominent positions at all entrance points of areas to be cleaned. Signs must be left displayed until task is finished and floor is dry. Preference is to do the task when the school is closed for holidays. 	
Slips and trips from spillages	Everyone	<ul style="list-style-type: none"> Always mop up any spillage immediately, leave as dry as possible. 	
Chemicals used will damage health and must be assessed	Those using descaling chemical	<ul style="list-style-type: none"> The SDS for the chemical used must be given to the school prior to use. 	
Chemicals must be flushed away	Everyone	<ul style="list-style-type: none"> Flush all chemicals away. Never leave in W.C. or urinal 	
Chemicals left lying around may be picked up by children	Children	<ul style="list-style-type: none"> All chemicals and equipment is stored away in a locked cupboard once the job is finished. 	

Floor Polishing	Assessor:Paddy Little	Date:
Hazards	Who Is Affected	Control
The chemicals used may cause ill health	Those working with the chemicals	<ul style="list-style-type: none"> • ALWAYS checks that personal protective equipment is in good condition i.e. • Check that your coveralls are free of tears and clean. • Check that your gloves are clean and free of tears and holes. • Check that your eye protection is free of scratches and cracks, and the straps hold the protection firmly in place. • PRIOR to using any substance, you MUST read and follow the information and instructions that are on the specific chemical risk assessment If there is anything that you do not understand then seek advice from your supervisor
Electrical equipment can cause electric shocks	Those carrying using electrical equipment	<ul style="list-style-type: none"> • Prior to use, <ul style="list-style-type: none"> ○ check power lead for cuts, splits, exposed wires, etc. ○ check plug for cracks, missing screws, and secure cord grip. ○ check it has a PAT sticker that is 'in date' (Refer to electrical risk assessment)
The floors will be wet and this can cause slips and trips	Everyone	<ul style="list-style-type: none"> • Warning signs MUST be displayed in prominent positions at all entrance points of areas to be cleaned. Signs MUST be left displayed until task is finished.
Furniture will need to be moved that can give rise to back injuries	Those lifting furniture	<ul style="list-style-type: none"> • Only light items of furniture are to be lifted, assess the load to be lifted and if you feel that it is too heavy or awkward to lift, you must seek assistance. • Always apply the lifting and handling techniques that you have been taught. • E.g. check the route that you intend to take for trip hazards and obstacles. • Get close to the load to be lifted and face the direction that you intend to travel. • Bend your knees and keep your back straight. • Grip the load firmly using the roots of your fingers. • Use your thigh muscles and not your back muscles and in a smooth action lift and move in the direction you intend storing the furniture. • When lowering furniture items, keep your back straight, bend your knees and use your thigh muscles to take the weight while lowering the load
Wet floors and long cables can contribute to slips and trips	Those working in the area	<ul style="list-style-type: none"> • <i>Keep surface water to a minimum. Always commence working at the furthest point from your exit.</i> • Always ensure that electric cables are kept behind the line of work and are not trailing in your

		path
		<ul style="list-style-type: none"> • ALWAYS ensure that all your equipment is checked for defects and cleaned before storing it away. • ALWAYS store your equipment in a tidy manner and only in authorised stores.

Clearing Gutters		Assessor: <i>paddy Little</i>	Date:
Hazards	Who Is Affected	Control	
Gutters pose a serious threat to safety due to falls from height	Person clearing gutters	<ul style="list-style-type: none"> • If this work is done by a contractor, ensure contractors are monitored and refer to contractors monitoring risk assessment. • If this work is done in-house ensure a job specific risk assessment is produced and refer to any other relevant risk assessments. 	
Low level gutters	Person clearing gutters	<ul style="list-style-type: none"> • The risk assessment for using ladders MUST be adhered to. • The gutters are cleared by standing on the ladder and scooping the leaves out of the gutter and letting them fall to the ground. • They are then swept up from ground level • Do not be tempted to overreach whilst on the ladder always keep toes within the stiles of the ladder. The ladder will need to be repositioned as you progress along the gutter. 	

Hand Tools	Assessor: <i>paddy Little</i>	Date:
Hazards	Who Is Affected	Control
<p>There are a variety of injuries that can be caused by hand tools. A hand tool may include either an electric or manually powered tool.</p>	<p>All who use hand tools</p>	<ul style="list-style-type: none"> • Hand tools MUST be stored in an appropriate toolbox or bag and kept in a place safely away to prevent their unauthorised use. • Knives MUST be closed or sheathed when not in use. • NEVER carry sharp tools in pockets. • NEVER leave tools unattended. • The Safety representative makes sure hand tools are safe to use and ensures the following e.g.: • Keeping tools clean • Keeping cutting edges sharp • There are no defective handles • There are no loose hammer heads • There are no spanners with rounded jaws • ALWAYS use the correct tool for the job & NEVER improvise • ALWAYS cut away from yourself when using sharp tools. • When using a Stanley knife or similar tool, ensure used blades are properly contained before disposal. • Mains fed electric tools used out-of-doors should not be used in wet weather. All such tools should be visually checked by the user prior to use to ensure cables; casings, air vents, etc. are in good order. • The testing and correct operation of residual current devices (RCDs) should be checked prior to the use of the equipment. If you are in any doubt as to the need for an RCD ask. • Electric handle tools must include an in-date label of portable appliance testing (PAT). Equipment with an invalid or absent PAT label should NOT be used.

		<ul style="list-style-type: none"> The appropriate risk assessments MUST be referred to as applicable. <p><i>Examples which can or will apply are:</i></p> <ul style="list-style-type: none"> Lone working Personal Protective Equipment Use of Ladders & Stepladders Use of Access Platforms Working at Height <p>If in doubt ASK.</p>
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Using a ladder		Assessor:Paddy Little	Date:
Hazards	Who Is Affected	Control	
There are many hazards associated with ladders and falling from a ladder can be fatal.	Anyone using a ladder	<ul style="list-style-type: none"> Do not use a ladder or stepladder unless you have first considered an alternative, safer means of access such as a tower scaffold or mobile access platform. Never use a ladder at a vertical distance greater than 9m If the work is for short duration i.e. minutes rather than hours and you can ensure three points of contact on the ladder e.g. two feet and one hand, the ladder work is permissible 	
Ladders collapsing because they are unsuitable or damaged	Anyone using a ladder	<ul style="list-style-type: none"> Only use ladders & steps that have been inspected. The ladders are inspected by the Safety representative each time they are used. If in doubt, ASK. An additional visual inspection MUST be carried out before use. Do not use ladders or steps that are excessively dirty, damaged or faulty & NEVER attempt to repair. If in doubt DO NOT USE 	

Falling whilst climbing a ladder	Anyone using a ladder	<ul style="list-style-type: none"> Tools/materials are carried in a tool belt/pouch or similar where possible. Do not carry tools in your hands unless there is no alternative and if the item is bulky ask someone to pass it to you once you are at the working height.
Ladder falling over due to uneven work surface	Anyone using a ladder	<ul style="list-style-type: none"> Ensure that the ladder rests on a firm level surface, is not resting on fragile material & is properly secured. It MUST be correctly footed
Items falling on people below work area or ladder getting knocked	Anyone using a ladder	<ul style="list-style-type: none"> Ensure the ground area is cordoned off denying any access to the public, especially children.
Ladder falling over during work activity		<ul style="list-style-type: none"> The top of the ladder must rest against a solid surface at the correct angle of 1 OUT: 4 UP. <p>Before a ladder is used, ensure that:</p> <ul style="list-style-type: none"> The task will leave one hand free to hold on to the ladder. The work can be reached without stretching from the ladder. There are at least 5 rungs above where your feet will rest. <p>If using extension ladders, the correct overlap is adhered to.</p> <ul style="list-style-type: none"> NEVER move a ladder or stepladder with someone on it. NEVER attempt to 'jump' a ladder along a wall. Do not use a ladder externally in high winds Check to see if there are other applicable risk assessments If in doubt, ASK.

Retrieving Items From a Flat Roof		
	<i>Assessor:N.loftus</i>	<i>Date:</i>
Hazards	Who Is Affected	Control
Falling from ladder	Person retrieving item	<ul style="list-style-type: none"> The risk assessment for ladder work must be adhered to.
People knocking into ladder	Person retrieving item	<ul style="list-style-type: none"> The area at the bottom of the ladder should be cordoned off or place someone at the foot of the ladder to warn people
Fragile roof and possibility of person falling through it	Person retrieving item	<ul style="list-style-type: none"> The roof MUST be assessed before standing on it. If you are not sure do not stand on the roof
Falling from roof	Person retrieving item	<ul style="list-style-type: none"> Position the ladder as close to the item as possible. If you climb the ladder and the item is a long way off either left or right, climb down the ladder and reposition it closer to the item. If the item is within reach if using a broom handle or other such item use this in preference to stepping onto the roof. Ensure you are holding onto the ladder with one hand. If you need to get onto the roof ensure you stand on the roof for as short a period as is necessary, i.e. step off the ladder, retrieve item and walk back to the ladder. If longer periods of time are needed on the roof guard rails or other such protection will be required.

Roof Work	Assessor: N Loftus	Date:
Hazards	Who Is Affected	Control
Falling from height can cause serious, if not fatal injuries	Anyone working on the roof	<ul style="list-style-type: none"> • Only people who are FULLY TRAINED & fit for the task must engage in roof work. • Only suitable plant and equipment that is maintained and in good order for its intended use should be used. If the school owns the equipment the Safety representative will keep records of the maintenance carried out and inspections completed prior to use. These records are kept in the school office. • Where equipment is hired, or loaned the Safety representative will ask to see copies of the most recent maintenance reports and make a note of what was seen. • NEVER attempt to work on a roof in bad weather, i.e. snow, ice, high wind or rain. • Edge protection must be provided where someone can fall if the roof work is anything other than very short duration e.g. retrieving a ball/shoe from the roof. • If edge protection is not provided consideration must be given to other means of access such as mobile towers or mobile elevated work platforms. • Where edge protection is not provided safety harness systems may be considered, but advice from corporate health and safety must be sought as there are a number of factors to take into account.
Fatal accidents can happen whilst accessing the roof	Anyone working on the roof	<ul style="list-style-type: none"> • A safe means of access MUST be provided either by a suitable scaffold or a correctly fixed ladder. Refer to the relevant risk assessments
Serious accidents can happen whilst setting up the work area.	Anyone working on the roof	<ul style="list-style-type: none"> • BEFORE WORK STARTS: Identify ALL cables in & around the work area & ensure they can be avoided. • If in doubt, ASK. • When carrying, or moving a metal ladder, extra care must be taken to avoid contact with electrical equipment especially overhead cables. If needed ask for help.
Injuries from items located on the	Anyone working on the	<ul style="list-style-type: none"> • If hazards such as TV aerials exist in the work area & they cannot be safely relocated, safety helmets & eye protection MUST be worn.

roof	roof	<ul style="list-style-type: none"> • Safety helmets must be worn AT ALL TIMES when working on or around a scaffold and where there is a risk of items falling from one level to another. • Where cables are run across the roof ensure they are secured or covered to prevent a tripping hazard.
Some roofs are fragile and will not support a person's weight	Anyone working on the roof	<ul style="list-style-type: none"> • BEFORE WORK STARTS carry out a visual inspection of the roof to assess its strength and type of materials that may be fragile. Glass, plastic and asbestos cement are all materials used as roof material and are all fragile. • Look for any safety signs. THEY ARE THERE FOR YOUR PROTECTION. • Specific instructions such as 'USE CRAWLING BOARDS' MUST be followed. • If in doubt, DO NOT goes on the roof.
Injuries to people not connected to the work can occur if items fall from the roof		<ul style="list-style-type: none"> • NEVER throw or drop anything from height/from a roof. • The Safety representative will sign and tape off area below the workplace. • All staff are notified of the work by the Safety representative. • The Safety representative will check to see if there are other applicable risk assessments. • Regular checks of the cordoned off area will be carried out by Safety representative. <p>If in doubt, ask</p>
Failure to implement the above control measures may lead to accidents	Everyone	<ul style="list-style-type: none"> • The Safety representative/Principal is responsible for ensuring the action required in the risk assessment is implemented. • The Safety representative will check that the above control measures are implemented by (periodically – how regularly) monitoring the activity.

Manual Handling		Assessor:	Date:
Hazards	Who Is Affected	Control	
All tasks involving lifting and handling carry the risk of injury	All staff who lift and handle	<ul style="list-style-type: none"> All staff who lift and handle need to be trained at an appropriate level to their manual handling tasks. The Principal will be responsible for carrying out and reviewing manual handling risk assessments. Records of assessments are kept on their file. The following is also taken into account before lifting and handling: <p>ELIMINATE THE TASK IF POSSIBLE.</p> <ul style="list-style-type: none"> Does it need to be moved? Could different processes & techniques eliminate the need for lifting & handling? <p>Reduce human input by the use of mechanical aids e.g. Trolley</p>	
Poor lifting technique can lead to injury	All staff who lift	<p><i>Before lifting an assessment will include such factors as:</i></p> <ul style="list-style-type: none"> Weight Shape Size of load Surroundings <p>Reducing the risk can be achieved by:</p> <ul style="list-style-type: none"> Ordering bagged materials in small, easily handled sizes 	

		<ul style="list-style-type: none"> ▪ Reducing the weight & size of the load by dismantling into component form ▪ Employing methods that avoid multiple handling ▪ Planning & reviewing the lifting operation ▪ Planning the handling route to avoid steps, etc.
Injury caused by lifting loads that are too heavy or awkward to be handled by one person.	All who lift	<ul style="list-style-type: none"> • If mechanical aids cannot be used and the weight & size of a load cannot be reduced further, the load must be shared by two or more people. • If there is concern regarding an individual lifting task, then a specific manual handling risk assessment is carried out for that task.

Personal Protective Equipment		Assessor: R.Deeney	Date:
Hazards	Who Is Affected	Control	
Failure to wear the correct PPE may lead to a number of injuries.	Anyone not using PPE appropriately	<ul style="list-style-type: none"> • Individual activity risk assessments will include an assessment of the PPE needs. • The Safety representative is responsible for identifying work-related PPE needs on an on-going basis. • The Safety representative is responsible to ensure that these PPE needs are met and maintained/renewed as necessary. Records of PPE issued are kept by the Safety representative. • PPE is always seen as a last resort and careful thought given to doing a job in a different way to avoid the need for PPE. • Where PPE is required the choice of PPE is carefully considered to ensure the most appropriate type is used. • Staff are involved in the selection process and are informed of the reason for the need for the PPE along with the performance limitations of the PPE. Also included is the when the PPE should be used and health affects if it not used. 	

Traffic Management	<i>Assessor: Noel Loftus</i>	<i>Date:</i>
Hazards	Who Is Affected	Control
<p>Vehicles parked outside school entrance Obscured view Access restricted / blocked Death or major injury to pedestrian.</p> <p>Playtime Children running into path of vehicles to retrieve balls etc.</p>	Parents, pupils, staff, public	<ul style="list-style-type: none"> • Co-operation of parents e.g. persuading them to park away from the entrance/ school letters • Parents encouraged to walk their children to school. • Children’s play areas sited away from parked cars or suitably segregated with appropriate barriers. • Gates closed / locked at break/ lunchtimes.
<p>Reversing vehicles death or major injury to pedestrian, damage to building or other vehicle</p> <p>Speeding vehicles / death or major injury to pedestrian, traffic accident, damage to building or other vehicle</p>	Parents, pupils, staff, public	<ul style="list-style-type: none"> • Provision of designated delivery points. • Physical protection around vulnerable areas of buildings e.g. Bollards or barriers. • Ensure a banksman supervises the safe movement of vehicles. • Hedges and shrubs maintained to ensure maximum visibility. • Speed limit on site with clear signs and markings displayed • Traffic calming measures in place prior to higher risk areas, such as crossing points.
<p>Impact with vehicle, building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle</p>		<ul style="list-style-type: none"> • Separate pedestrian and vehicle routes with physical segregation such as barriers. • Pedestrian routes clearly indicated • Clear rules for parents and regular site users regarding entry to the school grounds with vehicles. • Restricted access for vehicles (e.g. by closing the gates at the beginning and end of the school day). • Restrict delivery times (e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes • Reception/school office clearly identified (e.g. by signage).

Work Experience		<i>Assessor: Noel Loftus</i>	<i>Date:</i>
Hazards	Who Is Affected	Control	
Lack of work experience and potential immaturity places students on work experience placements at greater risk of injury than experienced workers.	Those on work experience	<ul style="list-style-type: none"> • Students on work experience placements are closely supervised at all times by a competent member of staff. • Students are given a health and safety induction prior to starting work by the Principal and an appropriate adult. This includes fire precautions and first aid arrangements. • The overall co-ordination of students at the school is organised by the Principal or appropriate member of staff to ensure that their specific health and safety needs are met. • Specific risk assessments are prepared for each student detailing the specific precautions taken with each student. 	

SMOKE FREE POLICY

PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004

St. Attracta's National School, in line with legislation, is fully compliant with the above act. No smoking is allowed inside the school perimeter.

This Policy was devised to reduce risk of exposure to the ill effects of tobacco smoke. Our duty of care extends to our Staff, Visitors, Parents and School Children.

Smoking is therefore prohibited throughout the facility and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures.

Hazard		
Fire	Who is affected	Control
No smoking is allowed inside the school perimeter.	Staff, Visitors, Parents and School Children.	No smoking is allowed inside the school perimeter