

Safety Statement

Scoil Mhuire

Primary School

Ratification Date		Revision No.	REV 03 -01-17
Prepared By	Eugene Nolan Sally Mannion	Date	12-06-2017
Approved By	Board of Management & School Principal	Date	

CONTENTS

1.0 INTRODUCTION TO STATEMENT	6
2.0 CIRCULATION LIST	7
3.0 SAFETY POLICY STATEMENT	8
4.0 SAFETY POLICY STATEMENT	9
5.0 HEALTH & SAFETY MANAGEMENT ORGANISATIONAL CHART	10
6.0 STAFF HEALTH & SAFETY RESPONSIBILITIES BREAKDOWN	12
6.1 BOARD OF MANAGEMENT – CHAIRPERSON (PAT KELLY)	12
6.2 HEALTH & SAFETY REPRESENTATIVE ON THE BOARD OF MANAGEMENT (PATRICK BYRNE)	13
6.3 TEACHERS (SEE LIST OF STAFF IN APPENDIX 1)	13
6.4 SCHOOL HEALTH & SAFETY REPRESENTATIVE (SALLY MANNION)	13
6.5 OTHER EMPLOYEES (SNA’S/CARETAKER/SECRETARY)	14
7.0 RESOURCES AND WELFARE FACILITIES	16
8.0 HEALTH AND SAFETY TRAINING	18
9.0 EMPLOYEE CONSULTATION	19
10.0 VISITOR & CONTRACTOR CONTROL POLICY	20
10.1 VISITOR CONTROL POLICY.....	20
10.2 CONTRACTOR CONTROL POLICY.....	20
11.0 EMERGENCY EVACUATION POLICY	21
11.1 INTRODUCTION TO EMERGENCY EVACUATION POLICY	21
11.2 STATUTORY TESTING OF FIRE/EVACUATION EQUIPMENT	21
11.3 EMERGENCY EVACUATION PROCEDURE	23
11.4 EMERGENCY CONTACT NUMBERS.	23
12.0 ACCIDENT REPORTING & INVESTIGATION POLICY	25
12.1 ACCIDENT REPORTING & INVESTIGATION PROCEDURE POLICY	25
12.2 ACCIDENT REPORTING & INVESTIGATION PROCEDURE	25
13.0 OPENING & CLOSING POLICY	26
14.0 STORAGE & ADMINISTERING OF MEDICATION POLICY.....	27
15.0 BULLYING & HARASSMENT POLICY.....	28

15.1 ANTI-BULLYING & ANTI-HARASSMENT POLICY	28
16.0 STRESS AT WORK POLICY.....	29
17.0 PREGNANT EMPLOYEE POLICY	30
18.0 ADULT/STUDENT WORK EXPERIENCE POLICY	30
19.0 MANUAL HANDLING POLICY	31
20.0 VDU POLICY	31
21.0 FOOD SAFETY POLICY	32
22.0 DEALING WITH INFECTIOUS DISEASES POLICY	32
23.0 GRIEVANCE PROCEDURE AND COMPLAINTS PROCEDURE POLICY	33
23.1 PUPIL / STAFF:	34
23.2 STAFF / PUPIL:	34
23.3 PARENT / TEACHER:	34
23.4 STAFF / STAFF:	35
23.5 STAFF / BOARD MEMBER:	35
23.6 RATIFICATION & COMMUNICATION	36
24.0 ELECTRICAL APPLIANCES SAFETY POLICY	36
25.0 CHEMICAL/CLEANING PRODUCTS SAFETY POLICY	37
26.0 APPENDICES TO THE SAFETY STATEMENT	37
26.1 RESPONSIBLE PERSONS	37
26.2 H&S TRAINING RECORDS	38
26.3 REGISTER OF FIRE FIGHTING EQUIPMENT.....	40
26.4 FIRE DRILL RECORDS.....	40
26.5 ACCIDENT REPORT FORM	40
26.6 FIRST AID	40
26.7 SAMPLE SAFETY INSPECTION CHECKLIST	41
27.0 RISK ASSESSMENT	44
27.1 PROCEDURE FOR RISK ASSESSMENT	44
OUTSIDE BUILDING HAZARDS	46
INSIDE BUILDING HAZARDS.....	50
BRINGING SMALL ANIMALS INTO SCHOOL.....	53

ARRIVAL AND DEPARTURE OF CHILDREN	54
CASH HANDLING	55
CHILD PROTECTION.....	56
CLEANING CONTRACTORS.....	57
DISPLAY SCREEN EQUIPMENT	57
EDUCATIONAL VISITS	58
FIRE.....	59
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH I.E. CHEMICALS	60
HOUSEKEEPING	61
LONE WORKING	62
DESCALING TOILETS AND URINALS.....	63
FLOOR POLISHING.....	64
CLEARING GUTTERS	65
HAND TOOLS.....	66
USING A LADDER.....	67
RETRIEVING ITEMS FROM A FLAT ROOF.....	69
ROOF WORK	70
MANUAL HANDLING	72
PERSONAL PROTECTIVE EQUIPMENT	74
TRAFFIC MANAGEMENT.....	75
WORK EXPERIENCE	76

1.0 Introduction to Statement

Scoil Mhuire Primary School is located in Moycullen. Currently its staff of people include permanent teachers, part-time teacher, temporary teachers, Special Needs Assistants (SNA's), Caretaking Staff and Secretary. At present, there are 392 pupils enrolled in the school. The school at different times throughout the year also has a number of adults/college students carrying out work experience with the staff. The attached "school hall" is community managed after school hours.

This Safety Statement has been written by Sally Mannion/Eugene Nolan, Health & Safety Advisor with the assistance of the staff, the Safety Representative, the 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 Scoil Mhuire Primary 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

The following people will be issued with a controlled copy of the Safety Statement and the Health & Safety Representative will supply any changes or upgrades to the Scoil Mhuire Primary School master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages

<u>Manual No.</u>	<u>Name of Recipient</u>	<u>Title</u>
1	Terrance Kavanagh	Principal
2	Pat Kelly	Chairperson of the BOM
3	Sally Mannion	H & S Representative
4	Cian McNamara	H & S Representative on the BOM
5	Cian McNamara/Sarah Spellacy	Parents Representatives

The working copy of the Safety Statement is located on file in the principal's office and in the staffroom. It will be available for viewing by any employee. The Safety Statement will in the future be introduced to all new employees at their *Induction Training*.

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 Scoil Mhuire 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: Sally Mannion

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

Scoil Mhuire will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, the Scoil Mhuire 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 to their immediate manager 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.

Signed: _____ Signed: _____

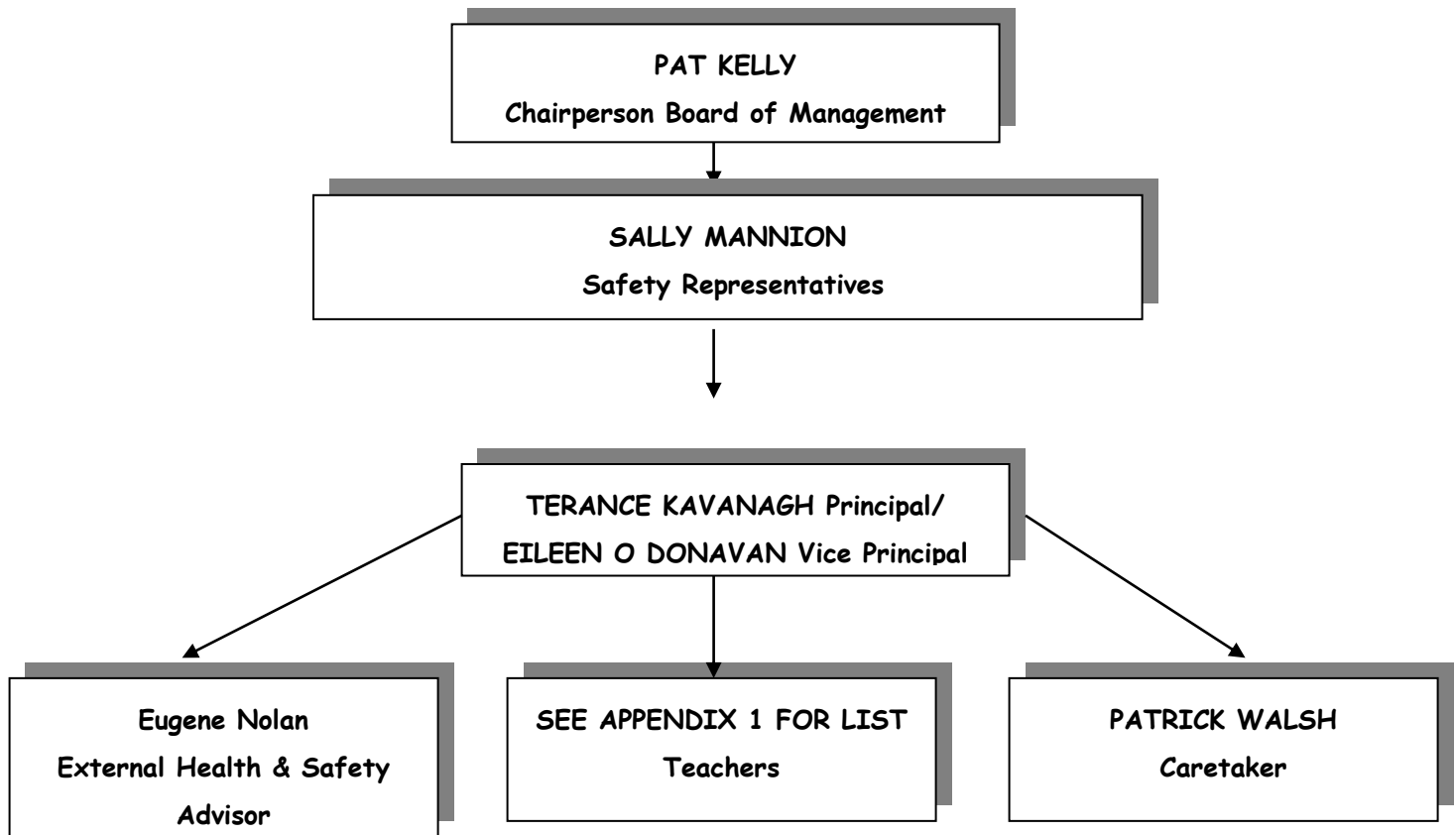
Chairperson (Board of Management).

School Principal

Date: _____

Date: _____

5.0 Health & Safety Management Organisational Chart



Appendix 1. Staff list

Terry Kavanagh
Eileen Donovan
Mary Bane
Louise McKiernan
Seán Óg Flaherty
Julie Anne Brown
Nessa Bohan
Carol Morrison
Elizabeth Walsh
Marion Heneghan
Aisling Hester
Tríona Molloy
Lisa Hogan
Angela O'Toole
Lorna Maloney
Gemma Grealish
Sally Mannion
Amy Duggan
Aisling Sweeney
Sandra Ní Dhonnacha
Maria Moran Ó Fatharta
Louise Collins
Kate Joyce
Karen Elliffe
Fiona Faherty
Mary Irwin
Germaine McCormack
Deirdre Darcy
Renee O'Reilly
Patrick Walsh

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 her 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 (Pat Kelly)

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 representative 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 (Patrick Byrne)

* The BOM H & S Representative is not a member of staff and is not resident in the school

The Health and Safety Representative on the Board of Management (BOM) shall keep the BOM informed of staff health and safety concerns as raised by the H & S rep.

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 staff
- 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 (Sally Mannion)

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 (SNA's/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 Scoil Mhuire Primary 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.
- 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

Scoil Mhuire Primary 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 representative on the Board of Management with the assistance of the School Principal and the school Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Scoil Mhuire Primary 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 fully stocked First Aid kit for use in any accidents on site is located in the First Aid room in the Hall.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Fire fighting 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 fire fighting equipment and identification of any hazards. All signs must meet current legislative requirements.

Various welfare facilities are provided by Scoil Mhuire Primary School and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
 - Responsible person is: The Health & Safety Representative on the BOM
- The provision of a First Aid boxes and the filling of same.
 - Responsible person is: Renee O Reilly

- The liaison with insurance companies
 - Responsible persons are: Pat Kelly / Terry Kavanagh
- The notification of reportable accidents to the Health & Safety Authority
 - Responsible persons are: Sally Mannion / Terry Kavanagh
- The provision and testing of firefighting equipment/maintenance of Fire Register:
 - Responsible person is: Specialist Engineer as appointed by Terry Kavanagh
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
 - Responsible persons are: Sally Mannion / Terry Kavanagh
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)
 - Responsible person is: the caretaker – Patrick Walsh

8.0 Health and Safety Training

Scoil Mhuire Primary School is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

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
SC 1	Induction Training	All new staff
SC 2	Manual Handling	All staff
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	Class teachers
SC 4	Emergency Evacuation Training (Fire Drill)	All Staff
SC 5	First Aid Training	Selected staff
SC 6	Periodic Safety Training as identified by the BOM	Applicable 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 Scoil Mhuire Primary School to consult with their 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 Representative on the BOM will act as a conduit between the school H & S Rep and the BOM. The school H & S Rep will report staff safety concerns to Patrick Byrne. 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: Sally Mannion

The BOM Safety Representative is: Cian McNamara

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 Scoil Mhuire Primary 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 Scoil Mhuire Primary 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 teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class roll calls at the 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 HOSE REELS**

According to IS EN 671-3 regular checks of all hose reels and hose systems should be carried out by an appointed person or his representative at intervals depending on environmental circumstances and/or fire risk/hazard, to make sure that each hose reel or hose system is:

- Located in the designated place;
- Unobstructed, visible and has legible operating instructions;
- Not obviously defective, corroded or leaking.

The nominated person should arrange for immediate corrective action, where necessary.

- **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 Health & Safety Representative. Safety files are kept in the Principals office.

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.
- Evacuate the Building & Move towards the Assembly Point
- Providing you have been trained and it is safe to do so, 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.
- Call the Fire Brigade

If you hear the Fire alarm;

- **EVERYONE OUT** of the building using the nearest escape routes. Class teachers bring Roll Books 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.
- Wait for direction from the Emergency Site Controller

11.4 Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Galway City	112 or 999
Hospital	Galway City	112 Or 999
Local Ambulance	Galway City	112 or 999
Garda Siochána	Moycullen / Salthill	112 or 999

Key holders	All staff	
Burglar Alarm Company:	Nightgaurd	091756566 091756699
Fire Alarm Company:	Judge Fire and security limited	087-7859184
Caretaker	Pat Walsh	087-3132030

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. The Principal will be informed immediately of all accidents and where possible all other accident reporting will be completed 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 by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

13.0 Opening & Closing Policy

The school caretaker opens the school at 8:30am approx. every morning.

08:50	School doors open to admit pupils
13:30	Junior and Senior Infants finish
14:30	End of school day (1 st – 6 th classes)

When electricians/plumbers and other tradespeople need access to the school an arrangement is made with the caretaker to open and lock the school as required. Tradespeople shall be 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. However, they must inform the principal or other members of staff.

At the end of the school day, the last member of staff to leave is responsible for securing their own classroom / area; activate the alarm and locking the front door.

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. A teacher, who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care.

Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records.

If a child has for example, a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the principal. If parents have been advised that immediate action may be needed they must inform the Board of Management in writing, with advice from the family doctor as to what procedure should take place.

If necessary, the BOM will appoint a staff member to administer necessary medication. Necessary medication is kept 'out of child's reach' in the child's classroom or in the staff room.

15.0 Bullying & Harassment Policy

15.1 Anti-bullying & Anti-harassment Policy

Scoil Mhuire Primary School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Scoil Mhuire recognises that conflict may occur between staff, between staff and contractors or between staff and pupils, and can include behavior that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

Scoil Mhuire will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career.

As far as Scoil Mhuire is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff and contractors. Staff members/parents are encouraged to bring such unwanted practices and behaviors to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report such behavior to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

16.0 Stress at work Policy

Scoil Mhuire Primary 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. Causes of stress in the workplace:

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

Scoil Mhuire Primary School will utilise the following methods for eliminating 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 you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the senior management team i.e.

17.0 Pregnant Employee Policy

Scoil Mhuire Primary 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.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly, when a breast-feeding mother returns to work an assessment of her work will be carried out. 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

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 Health and Safety representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety representative 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. This is available from Sally Mannion(H&S Rep)

19.0 Manual Handling Policy

Any faulty equipment must be identified to the caretaker.

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. Eye tests will be facilitated for the school secretary and funded by the BOM annually.

Workstation The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly-glossed veneer finish.

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 Scoil Mhuire Primary 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.

23.0 Grievance Procedure and Complaints Procedure Policy

The Board of Management is responsible for safeguarding the health, safety and welfare of persons working in the school. This responsibility extends not only to pupils and teachers but also all other persons working in the school, both during school hours and outside school hours, and employed directly or indirectly by the Board.

The Board recognises that all relationships in the workplace have the potential to create stress for those working there and that such stress may amount to an illness requiring medical treatment. In particular, the Board recognises that bullying and sexual harassment can cause stress, as can the calling into question of a worker's personal and / or professional reputation or skills by the making of a complaint about their conduct.

The Board will not condone bullying or harassment of any type in the workplace.

The Board has a responsibility to safeguard workers, in so far as possible, against stress and stress related illnesses.

The Board is of the view that the achievement of this objective requires:

1. That the Board's policy in relation to workplace relationships be clearly stated and communicated to all those having an interest in same.
2. That adequate mechanisms and procedures for dealing with and resolving difficulties which may arise from workplace relationships (including complaints by and about workers) are put in place.
3. That the existence and nature of such mechanisms and procedures are communicated to all those having an interest in same.

Existing Procedures for Good Practice:

A key asset to working in any school is where **positive staff relations are promoted**. The principal management bodies of primary schools and the INTO are of the view that it is incumbent on the staff and management of each school to promote a culture of positive working relations at all times. Where such a culture prevails, instances of adult bullying or harassment or staff conflict rarely occur. In the event of difficulties in the workplace, clear and specific procedures are vital.

The principal, deputy principal, chairperson and board members should ensure that they are up to date with current guidelines and procedures and should always refer to the appendices listed above.

The appropriate procedures to be adopted in relation to the difficulties experienced in a workplace relationship will necessarily vary depending on the relationship in question. Accordingly, it is necessary to deal with the various relationships separately.

23.1 Pupil / Staff:

The Board recognises that a pupil has a right to complain of the manner in which he / she are being treated by a staff member in the school. Ordinarily one would expect such complaints to come via the pupil's parents or guardians. However, if the pupil is capable of articulating a complaint then the fact that his / her parents have not become involved does not justify disregarding it. In such circumstances arrangements, should be made for the pupil to discuss the matter with the principal, whether the pupil seeks such an opportunity or not. Another adult (staff member, board member, the child's parent) may be invited to be present at this discussion.

The staff member about whom the complaint is being made should not be present during such a discussion. However, he / she should be informed as soon as possible thereafter of the nature of the complaint. The staff member will be invited to respond to the allegation. He / she will be informed of the steps which the principal proposes to take, whether by way of further investigation or otherwise. In the event of a pupil making a complaint about the principal the deputy principal and / or the chairperson of the Board will discuss the matter with the pupil and investigate further if necessary.

A record should be maintained of the complaint made and of the staff member's response to the complaint. He / she should be entitled to inspect this record and should be entitled to furnish an explanation thereof in writing, which should be added to the record.

The pupil's parents or guardians should be kept fully informed of the complaint and the steps taken.

23.2 Staff / Pupil:

Where a teacher has a complaint about a pupil which he / she has been unable to deal with as a matter of routine classroom discipline, the complaint should be referred to the principal. This also applies to complaints by non-teaching staff about pupils.

The teacher / staff member is entitled to be kept informed by the principal of the steps, which are taken in relation to any such complaint. The principal should advise the member of staff of any contact which he / she has with the parents or guardians in question in relation to the said complaint.

23.3 Parent / Teacher:

Parents are always expected to address complaints they may have with the teacher in question. Where an issue remains unresolved and a parent has a complaint to make about a teacher the complaint should be made in the first instance to the principal unless of course the teacher in

question is the principal.

Where any complaint is made about a teacher directly to the Board, or any member thereof including the chairperson, without first being raised with the principal, the parents should be advised as to the appropriate procedure and the Board should take no steps in relation thereto.

Where, by reason of the seriousness of the complaint or for any other reason, the principal feels unable to deal with same, he / she may refer the matter to the Chairperson of the Board of Management who shall convene a meeting of the Board to deal with the matter.

Where the parent is dissatisfied with the manner in which his / her complaint is being or has been dealt with by the principal, the parents should be advised to write to the Chairperson of the Board outlining the reasons for his / her dissatisfaction whereupon the chairperson will convene a meeting of the Board consider the matter.

23.4 Staff / Staff:

Where a member of staff has made a complaint about another staff member (other than the principal) the complaint should be made to the principal. The other member of staff concerned is entitled to be informed as soon as practical of the nature of the complaint being made and to be offered an opportunity to be heard in relation thereto. The principal should not require the complaint to be made in the presence of the member of staff about whom the complaint is being made, nor should he / she require the last-mentioned teacher to offer an explanation or defense of his / her behavior in the presence of the complaining member of staff.

If the principal, by reason, of the seriousness of the complaint or for any other reason feels unable to deal with the matter, he / she should refer to the Chairperson of the Board of Management who will convene a meeting of the Board to consider the matter.

If the principal proceeds to deal with the matter and either of the parties involved is dissatisfied with the manner in which it is dealt with by the principal, and then either party should be entitled to raise the matter with the chairperson of the Board who will convene a meeting of the Board to deal with the matter.

23.5 Staff / Board member:

In any situation where the Board is investigating a complaint by or concerning a staff member and requires either party to attend a Board meeting at which the said complaint will be discussed; such party shall be entitled to be accompanied by a legal advisor or a representative from his / her union. If the peer against whom the complaint is made is a member of the Board of Management that person shall withdraw from all meetings while the matter is discussed.

The Board of Management shall act in a fair and impartial manner in order to achieve resolution and shall deal with the matter sensitively, having due regard to the problem.

23.6 Ratification & Communication

This policy to be ratified by the Board of Management at a meeting on

All staff are issued with a copy of this policy on employment. Parents and students are informed on enrolment and regularly reminded of the complaints procedure through newsletters, meetings and on the school notice board. Copies of the complaints / grievance procedures are available on request from the school office.

This policy will be reviewed as necessary.

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 Chemical/Cleaning Products Safety Policy

It is the policy of Scoil Mhuire Primary School that all chemicals, 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.

26.0 Appendices to the Safety Statement

26.1 Responsible Persons

AREA	NAME
Health and Safety Representative (BOM representative). Brings H&S issues to the attention of the BOM.	Mr.Cian McNamara
Principal: Employed as the <i>day-to-day manager</i> of the school. Brings H&S concerns to attention of the H&S representative. Takes on responsibilities as listed herein.	Mr Terry Kavanagh
Health and Safety Representative (staff representative). Brings H&S concerns to the attention of the principal. Takes on responsibilities as listed herein.	Mrs. Sally Mannion
Yard Supervisory role On First-Aid dealing with minor accidents and recording/reporting same as appropriate.	See yard-duty rota in staff room
Follow procedures herein.	All staff
Will administer injection to child with serious allergy to nuts.	The child's class teacher (Check Wall Chart)
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	Selected Staff										
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	Selected staff										
SC 6	Periodic Safety Training as identified by the BOM	Applicable Staff										
SC 7	CPR Training	Selected Staff										
EMPLOYEE NAME		TRAINING CODE										
		S C 1	S C 2	S C 3	S C 4	S C 5	S C 6	S C 7				

26.3 Register of Fire Fighting Equipment

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

26.4 Fire Drill Records

These records will be kept in the Designated Fire Safety Information press in the Foyer.

26.5 Accident Report Form

Folder with Accident Report forms is to be kept in the staff room and in the Office.

26.6 First Aid

There are fully stocked First Aid Bags in Office.

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.

GENERAL SCHOOL

RISK ASSESSMENTS

Outside Building Hazards		Assessor: Sally Mannion/Eugene Nolan	Date: 12/06/2017
Hazards	Who Is Affected	Control	
Exterior fabric of buildings, Prefab 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 	

damaged this can allow unauthorised access and egress.		<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</p> <p>Damaged Glazing can cause cuts/grazed and potentially more serious injuries.</p>	All on site	<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><u>Grassed play areas</u></p> <p>Injuries from falling on uneven surfaces or on items left on the grass.</p> <p>Injuries from falling down steep slopes</p> <p>Steel goal posts</p>	All on site	<ul style="list-style-type: none"> Grassed areas inspected for damage e.g. fox holes, broken glass etc. before use by the Safety representative. This inspection should take place after each term break. 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. Safety representative is provided with gloves and litter pickers for general litter collection and will inspect grass areas for animal faeces every morning. Grass banks are not used for play where the gradient and run off area are likely to cause accidents. The time of year will also affect the suitability of grass banks for play and the decision to use these areas rests with the Principal who will keep staff informed at all times. Steel goal posts are loose and are dangerous and should be removed.
<p><u>Lighting</u></p> <p>Inadequate lighting may contribute to a range of accidents</p>	All on site	<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><u>Roofs</u></p> <p>Items falling off the roof may cause a variety of injuries</p>	Those accessing the roof	<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><u>Trees</u></p> <p>Injuries from falling branches/trees</p>	All on site	<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><u>Walkways</u></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.
---	--------------------	---

Inside Building Hazards		Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
Hazards	Who Is Affected	Control	
<u>Boiler room</u> Hazards come from the fuel used and general storage that these rooms are often used for.	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. 	
<u>Doors</u> Hazards include finger traps and injuries from glazing. Hazards associated with fire are dealt with in the fire risk assessment	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. 	
<i>Entrances</i> May become wet after rain	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. 	
<i>Electricity</i> If the fixed wiring or portable electrical appliances are not maintained it can lead to fires and/or electrocution	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: <ul style="list-style-type: none"> 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.
Floors Slips, trips and falls	Everyone	<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 damaged 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.
Glazing Damaged glazing can cause cuts/grazes and potentially more serious injuries	Everyone	<ul style="list-style-type: none"> • <i>See outside building hazards risk assessment</i>

<p><u>Lighting</u></p> <p>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><u>Stairs and steps</u></p> <p>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><u>Water Supply</u></p> <p>Hot water can cause scalds and poor quality drinking water can cause a number of illnesses.</p> <p>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: Sally Mannion/Eugene Nolan	Date: 12/06/2017
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: <i>Sally Mannion/Eugene Nolan</i>	Date: <i>12/06/2017</i>
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		Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: <i>12/06/2017</i>
Hazards	Who Is Affected	Control	
Violence when someone tries to steal the cash	Person handling cash	<ul style="list-style-type: none"> • Try to encourage payment by cheque. Direct debit, standing order 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 safe until it is taken to the bank. Key holders to be decided. • The cash if in coins is placed in an outer bag with a carrying handle, if notes are taken they are placed in an inside coat pocket. • The route taken to the bank is varied, as well as the time of day that the money is taken to. • Cash is only taken to the bank in daylight hours. • The walk is kept to a minimum by driving as close to the bank as possible. • If attacked, hand over the money, personal safety is more important than the money • There are other security issues for the school and these are dealt with in the security risk assessment. 	
Musculoskeletal injuries from lifting heavy bags of coins	Person handling coins	<ul style="list-style-type: none"> • The amount of coins carried is kept to a minimum to reduce manual handling risks and as a general rule bags of coins weigh no more than 5Kg, although a specific assessment will be carried where necessary. 	

Child Protection		Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: <i>12/06/2017</i>
Hazards	Who Is Affected	Control	
Without introducing safeguards children can be at risk from abuse	Children	<ul style="list-style-type: none"> Schools have a role to protect children from abuse and to take action where they consider a child to be at risk. Contact the Department of Education and Science / CPMSA for further information. Have parents /guardians collect children from the gates of the school and not from inside the school. 	

Cleaning Contractors		Assessor: Sally Mannion/Eugene Nolan	Date: 12/06/2017
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 Safety representative. 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: Sally Mannion/Eugene Nolan	Date: 12/06/2017
---------------------------------	--	-------------------------

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.
---	--	--

Educational visits	Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: <i>12/06/2017</i>
---------------------------	--	--------------------------------

Hazards	Who Is Affected	Control
There are an infinite number of hazards associated with educational visits.	Anyone who goes on a visit	<p>Each visit is to be assessed on an individual basis.</p> <p>Separate risk assessments to be prepared for general school trips</p>

Fire	Assessor: Sally Mannion/Eugene Nolan	Date: 12/06/2017
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: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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 will include SDS where necessary. . • 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: Sally Mannion/Eugene Nolan	Date: 12/06/2017
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: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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: <i>Sally Mannion/Eugene Nolan</i>	Date: <i>12/06/2017</i>
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 <u>specific chemical risk assessment</u> 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: Sally Mannion/Eugene Nolan	Date: 12/06/2017
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>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
Hazards	Who Is Affected	Control
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.	All who use hand tools	<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.: <ul style="list-style-type: none"> • 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>
--	--	---

Using a ladder		Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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	Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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: Sally Mannion/Eugene Nolan	Date: 12/06/2017
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.</p> <p>Some examples which may be available are</p> <ul style="list-style-type: none"> Pallet truck Trolley Hoist 	
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: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
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		Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: 12/06/2017
Hazards	Who Is Affected	Control	
Vehicles parked outside school entrance Obscured view Access restricted / blocked Death or major injury to pedestrian. Playtime Children running into path of vehicles to retrieve balls etc.	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. 	
Reversing vehicles death or major injury to pedestrian, damage to building or other vehicle Speeding vehicles / death or major injury to pedestrian, traffic accident, damage to building or other vehicle	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. 	
Impact with vehicle, building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle		<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		Assessor: <i>Sally Mannion/Eugene Nolan</i>	Date: <i>12/06/2017</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)

Scoil Mhuire, Primary School, in line with Legislation, is fully compliant with the above act as and from 29th March 2004.

No smoking is allowed inside the school perimeter.

This Policy was devised to reduce risk of exposure to the ill effects of tobacco smoke.

It is a medical fact that second hand smoke is harmful and contains cancer causing substances, so not only are smokers at risk, but everyone in their smoke trail.

Our duty of care extends to our Staff, Visitors, Parents and School Children.

Because of the “Child exposure” at our premises,

we cannot provide designated Smoking Areas.

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