

Scoil Mhuire Maigh Cuilinn



Safety Statement and Risk Assessment

Deireadh Fómhair/October 2022

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Prepared By	Terry Kavanagh Julie Ann Brown	Date	28 th October 2022
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Approved By	Board of Management	Date	15 th November 2022

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1 INTRODUCTION

This Safety Statement has been revised by the Principal Terry Kavanagh, with the assistance of Health & Safety Advisor Eugene Nolan and Staff Safety Representative Julie Ann Brown. 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 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. 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 Staff Health and Safety Representative, in order to achieve our overall objective, which is to improve safety awareness and reduce accidents and ill health within the school. 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 all staff members and the school community on the school website. The Safety Statement will be discussed under Health & Safety on the agenda of the first staff meeting and Board of Management meeting of each school year. New employees will be instructed to familiarise themselves with the Safety Statement.

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 Staff Health & Safety Representative, Julie Ann Brown.

2 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 master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages.

Manual No.	Name of Recipient	Title
1	Terry Kavanagh	Principal
2	Christopher O'Neill	Chairperson of the BOM
3	Julie Ann Brown	H & S Representative
4	Edwena O'Tole	Parents' Nominee, BOM
5	Colm Griffin	Parents' Nominee, BOM

3 SAFETY, HEALTH AND WELFARE POLICY

Board of Management Commitment

The Board of Management of Scoil Mhuire undertakes to:

- manage and conduct school activities, so as to ensure the safety, health and welfare of staff
- make information available to employees, contractors, visitors and the school community
- prevent improper conduct or behaviour likely to put staff and others' safety, health and welfare at risk
- provide instruction to employees in dealing with pupils with challenging behaviour.
- provide safe means of access and egress
- provide safe equipment
- provide safe systems of work
- prevent risk to safety, health and welfare from any article or substance
- provide appropriate information, instruction, training and supervision
- provide appropriate personal protective equipment (PPE) where hazards cannot be eliminated
- prepare, review and revise emergency plans
- designate staff for emergency duties
- provide and maintain welfare facilities
- appoint a competent person to advise and assist in securing the safety, health and welfare of staff
- provide arrangements for consultation with staff on matters of health and safety
- 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.

Equally, Scoil Mhuire requests and expects the co-operation of all employees, contractors, visitors and members of the school community to comply with the Safety Policy by:

- observing the general rules of safety
- carrying out everyday tasks with awareness for safety
- keeping work areas clean and tidy and particularly ensuring that corridors and escape routes are kept free from obstruction at all times
- familiarising themselves with this statement and any other relevant information and literature provided
- reporting without unreasonable delay, any defects in the school, which might endanger safety, health or welfare.

Safety, Health and Welfare

Scoil Mhuire will dedicate the appropriate resources and welfare facilities necessary in terms of 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.

Resources and Welfare Arrangements

- The Health and Safety Representative on the Board of Management with the assistance of the School Principal and the Staff Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Scoil Mhuire 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' APPENDIX NO. 1
- A number of fully stocked First Aid kits for use in any accidents on site is located in the school office. Basic First Aid Kits are available for use by staff on supervision at breaktimes to attend to minor issues.
- 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 firefighting equipment and identification of any hazards. All signs must meet current legislative requirements.

Welfare Facilities

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

- The provision of staff room facilities and toilets / changing areas
 - Responsible person: Terry Kavanagh, Principal
- The provision of a First Aid boxes and the filling of same.
 - Responsible person: Renee O Reilly, Secretary
- The liaison with insurance companies
 - Responsible persons: Chris O'Neill, Chairperson BOM / Terry Kavanagh, Principal
- The notification of reportable accidents to the Health & Safety Authority
 - Responsible persons: Julie Ann Brown Staff H&S Rep. / Terry Kavanagh, Principal
- The provision and testing of firefighting equipment/maintenance of Fire Register:
 - Responsible person: Specialist Engineer as appointed by Terry Kavanagh, Principal
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
 - Responsible persons: Julie Ann Brown Staff H&S Rep. / Terry Kavanagh, Principal
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)
 - Responsible person: Terry Kavanagh, Principal and Patrick Walsh, Caretaker

Health and Safety Training

Scoil Mhuire is committed to providing appropriate health and safety training for all employees applicable to their function within the school. This training will begin with basic induction training on commencement of employment. The purpose of basic 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.

A list of training done by staff is attached as APPENDIX NO.2

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

Course Code	Course	Required Attendees
SC 1	Basic 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	Basic First Aid Training	All Staff
SC 6	Occupational First Aid Training	Selected Staff
SC 7	Periodic Safety Training as identified by the BOM	Applicable Staff

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 teamwork strategy for safety and to carry this out through regular communications with all staff and communications.

The Health and Safety Representative on the Board of Management will act as a conduit between the Staff Health and Safety Representative and the Board. The Staff Health and Safety Representative will report staff safety concerns to the Principal, who will report this to the Board and revert back with recommendations.

As well as periodic safety inspections, the Staff 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.

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 Staff Safety Representative is Julie Ann Brown

The Board of Management Safety Representative is Edwena O'Toole

4 ROLES AND RESPONSIBILITIES

Health and Safety Management Organisational Chart

	Chairperson Board of Management Christopher O'Neill	
	Board of Management Health and Safety Rep. Edwena O'Toole	
	Staff Health and Safety Rep. Julie Ann Brown	
	Principal Terry Kavanagh Deputy Principal Louise McKiernan	
Health and Safety Consultant Eugene Nolan	School Staff See Staff List	School Caretaker Pat Walsh

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.

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

Board of Management – Chairperson (Chris O'Neill)

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. Health and Safety issues within the school will be a permanent agenda item in Board of Management meetings.

Specifically, he/she 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

Board of Management Health and Safety Representative (Edwena O'Toole)

The Health and Safety Representative on the Board of Management shall keep the Board informed of staff health and safety concerns as raised by the Staff Health and Safety Representative.

Staff

All Staff 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.

Staff Health & Safety Representative (Julie Ann Brown)

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.

Caretaker and Secretaries (Pat Walsh, Renee O'Reilly, C. Ní Chrócaigh)

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 an intoxicant 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

AREA	NAME
Health and Safety Representative (BOM representative). Brings H&S issues to the attention of the BOM.	Edwena O'Toole
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.	Terry Kavanagh
Health and Safety Representative (staff representative). Brings H&S concerns to the attention of the principal. Takes on responsibilities as listed herein.	Julie Ann Brown
Yard Supervision On First-Aid dealing with minor accidents and recording/reporting same as appropriate.	Staff on Duty as per Supervision Rota
Follow procedures herein.	All Staff
Administration of Emergency Medicine to child with serious medical/health condition, e.g. allergy to nuts.	Child's Class Teacher (Check Wall Chart)
Annual check of electrical equipment	Caretaker

5 SCHOOL PROFILE

Scoil Mhuire is a Catholic Primary School under the patronage of the Bishop of Galway, Kilmacduagh and Kilfenora.

The school is managed on behalf of the Patron by the Board of Management, which is composed of the following members:

- Chairperson: Christopher O'Neill
- Patron's Representative: Dean Michael McLoughlin
- Secretary/Principal: Terry Kavanagh
- Teachers' Nominee: Nessa Bohan
- Parents' Nominee: Edwena O'Toole
- Parents' Nominee: Colm Griffin
- Community Representative: Fiona Grimes
- Community Representative: Liam Hynes

The school is administered on a day-to-day basis by Principal Terry Kavanagh, assisted by Deputy Principal Louise McKiernan and the In-School Management Team consisting of Seán Óg Flaherty, Julie Ann Brown and Angela O'Toole.

The school is a mixed-gender, mainstream Primary School, catering for children from Junior Infants to 6th Class.

The school had an enrolment of 409 pupils on 1st September 2022.

The school staff consists of an administrative principal, 16 mainstream teachers, 7 SEN teachers, 7 SNAs, 1 full-time and 1 part-time secretary and a full-time caretaker.

The school has a Special Educational Needs Team of 7 teachers and 7 Special Needs Assistants, led by SEN Coordinator Louise McKiernan.

The school infrastructure consists of:

- a single-storey, split-level main school building (constructed 1977) comprising 9 classrooms, 4 SEN rooms, various toilets, a staffroom and a GP Hall, a sports store, a washroom/broom cupboard, and a storage room
- a single-storey modular building comprising 2 classrooms, 2 toilet blocks and a disabled facilities room
- a two-storey modular building comprising 4 classrooms and 2 SEN rooms
- a single modular classroom
- 3 storage containers
- a fuel compound
- playgrounds
- a football pitch

6 STAFF LIST 2022/23 SCHOOL YEAR

T. Kavanagh PRINCIPAL	J.A. Brown TEACHER
N. Bohan TEACHER	E. Walsh TEACHER
A.Hester TEACHER	A. O'Toole SENT
N. Ní Dhonnacha TEACHER	M. Heneghan SENT
L. Hogan TEACHER	C. Randles SENT
S. Mannion TEACHER	A. Sweeney SENT
L. Phillips TEACHER (Substitute)	A. M. O'Connell SENT
S. Ní Dhonnacha	M. Irwin SNA
M. Donohoe TEACHER (Substitute)	M. Carter SNA
D. Conneelyn TEACHER (Substitute)	G. McCormack SNA
C. Morrison TEACHER	D. Darcy SNA
L. Maloney TEACHER	M. Tierney SNA
C. Walsh TEACHER	C Ní Mháille SNA
K. Joyce TEACHER	J. Ní Chuanaigh SNA
M. Ó Fatharta TEACHER	P. Mulligan SNA
G. Grealish TEACHER	R. O'Reilly SECRETARY
E. Courtney TEACHER (Substitute)	C. Ní Chrócaigh OFFICE ASSISTANT
T. O'Neill TEACHER	P. Walsh CARETAKER
K Elliffe TEACHER (Temporary)	
S. Óg Flaherty TEACHER	
L. McKiernan SENCO DEP. PRINCIPAL	

7 VISITOR/CONTRACTOR 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 be required to sign in at reception on arrival
- The visitor will not carry out any work without prior permission and, insofar as is practical, will be accompanied by a member of staff 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

7.1 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.

7.2 Construction Work

The school is aware of its obligations under the Safety, Health and Welfare at Work (Construction) Regulations 2013.

When undertaking construction projects the school will:

- determine the competency of the people doing the paid construction work for the school
- appoint a project supervisor to oversee and co-ordinate safety
- keep the safety file for the work as appropriate
- let the Health and Safety Authority know if the construction project is going to take longer than 30 days or more than 500 person days

8 EMERGENCY EVACUATION POLICY

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 APPENDIX NO. 3

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.

9. FIRE SAFETY

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

Annual Routine for Fire Alarm and Detection Systems

The responsible person shall ensure that annual checks are carried out by a competent person:

- a) Entries in the logbook 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 annual 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 Principal's office.

Emergency Evacuation Procedure in case of FIRE

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

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	Salthill	112 or 999
Key Holders	Terry Kavanagh Pat Walsh Louise McKiernan Renee O'Reilly C. Ní Chrócaigh	086 8177667 087 3132030
Intruder Alarm Company	Nightguard Cell Security	091 756566 091 756699 01 890 1549
Fire Alarm Company:	Judge Fire and Security Ltd.	087 7859184
Fire Equipment Servicing:	Galway Fire Equipment Ltd.	091 564626
Caretaker	Pat Walsh	087 3132030

10 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.

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 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.

12 STORAGE & ADMINISTRATION OF MEDICINES POLICY

The school has a policy on the Administration of Medicines. APPENDIX NO. 4

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 as per the school's policy on the Administration of Medicines. Necessary medication is kept 'out of child's reach' in the child's classroom or in the staff room.

13 BULLYING & HARASSMENT POLICY

The school has a Complaints and Grievances Policy and an Anti-Bullying Policy. APPENDICES NO. 5 AND NO. 6

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 sexual, 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.

14 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.
- Staff members will be supported by the school in availing of the Employee Assistance Programme.

15 PREGNANT EMPLOYEE POLICY

The school conducts a Risk Assessment in respect of pregnant employees. APPENDIX NO. 7. 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.

16 POLICY RE. TEACHING PRACTICE & WORK EXPERIENCE

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 Julie Ann Brown, Staff Health & Safety Representative.

17 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.

18 POLICY RE. VISUAL DISPLAY UNITS (VDU)

The school recognises its obligations under the General Application Regulations 2007 on the 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, the Secretary and other staff where appropriate.

Staff members, when working with VDUs, i.e. laptop screens, are instructed to take regular breaks and to spend no longer than 60 minutes per day working with VDUs.

19 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.

A rota is in place, whereby staff members will take it in turn to clean the staff room at the end of the school day. This involves:

- Unloading the dishwasher in the morning
- Loading the dishwasher in the evening
- Wiping down tables and counter tops with detergent
- Wiping down door handles with detergent

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.

20 POLICY RE. DEALING WITH INFECTIOUS DISEASES

The school has a COVID-19 Risk Assessment and Response Plan in place. APPENDIX NO. 8

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.

21 GRIEVANCE PROCEDURE & COMPLAINTS POLICY

The school has a Policy Complaints & Grievances. APPENDIX NO. 5

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 appendix 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.

22 ELECTRICAL APPLIANCES SAFETY POLICY

Arrangements will be made for appliances to be checked on a regular basis. 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
- 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 at the end of the school year

23 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.

21 POLICY ON USE OF TOOLS/MACHINERY/EQUIPMENT

This policy refers mainly to the Caretaker, but additionally to ALL staff members.

Tools/Machinery/Equipment refers to any tool, machine or piece of equipment, either powered or manual, the use or incorrect operation of which might be likely to result in serious injury to the user or others in close proximity.

Safe Use of Ladders

- Perform a pre-use check
- Secure the ladder correctly
- Set up on firm ground, never on a movable surface
- Ensure a strong upper resting point
- Position the ladder at a safe angle (1 out for every 4 units up)
- Use for short duration work only
- Use for light work only
- Grip the stiles while climbing
- Do not overreach, keep your belt buckle between the stiles, both feet on same rung
- Do not carry out work which causes sideways loadings
- Do not work on top three rungs, or top two steps for stepladders
- Do not straddle an A frame ladder
- Do not move a ladder while standing on the rungs
- Do not slide down the stiles
- Do not extend a ladder while standing on the rungs

Ladders must NEVER be used when working alone in/on the school grounds.

Safe Use of Tools

- Regularly inspect tools to ensure they are in good working condition
- Perform regular maintenance on your tools
- Always follow the manufacturer's instructions
- Store your tools in a safe, secure place away from children
- When working up high, do not leave tools where they could fall on workers below
- Do not use electric tools in wet conditions
- Always use a RCD (residual current device) when working with power tools off the mains
- Keep your work area dry and clean

- Be sure to find good footing and maintain balance
- Never carry portable electric tools by their cords
- Keep fingers away from the switch button while carrying
- Do not wear loose clothing or jewelry that can get caught in a tool's moving parts.
- Stay safe by wearing the appropriate personal protective equipment (PPE), like gloves, safety goggles, or face shields.
- Be aware of the people around you and ensure they stay a safe distance from your workspace.
- Never climb a ladder with a tool in your hand
- Don't carry pointed tools in your pocket
- Use the right tool for the job

Safe Use of Lawnmowers/Strimmers

- Always wear the appropriate PPE, i.e. gloves, goggles, ear protection
- Always wear appropriate footwear and clothing
- Avoid cutting wet grass
- Avoid using mowers/strimmers in low light/visibility situations
- Always shut off the engine/motor before clearing clogs/obstructions
- Use a RCD socket adaptor when working off mains power
- Never use mowers/strimmers when children are around

22 POLICY ON STAFF WORKING ALONE IN/ON SCHOOL GROUNDS

This policy refers to ALL staff members accessing the school after/outside of school hours.

If it is deemed necessary and unavoidable, which may be the case for a caretaker, secretary, principal or other member of staff the following precautions should be observed:

- Park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- Always carry a mobile phone (charged) with you and ensure emergency numbers are programmed in your phone
- Lock the doors and close the windows to prevent intruders
- Avoid working outside of the main building in the late evening/night time
- Do not work at heights on a ladder or steps unaccompanied
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- Do not go into any space in which you might become trapped
- Do not undertake any tasks involving hazardous tools or materials unaccompanied
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are and your estimated time of arrival home
- Set up a phone call from one of your colleagues or a family member to check in with you on a very regular basis
- If you arrive at the property and find any sign of intruders, do not enter the building – call the Gardaí
- If you become aware of intruders or vandals, do not challenge them – call the Gardaí
- If you are about to leave the building, and only one of your colleagues are remaining on site, let them know you are going and advise they will be left alone

You should never work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

23 OPENING AND CLOSING

The School Caretaker opens the school at 8:00 am approx. every morning.

08:40	School admits pupils to school grounds
08:50	Pupils from 1 st to 6 th Classes admitted to classrooms
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.

Nominated staff members are key holders and they are permitted to enter the school after hours. Non-keyholding staff members must inform the principal if they wish to access the school after hours and must make arrangements regarding opening up and locking up with the principal.

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

24 RECEPTION AND RELEASE OF PUPILS

Effective from 29th August 2022

Children in Infant Classes will be received and released in the Halla Mór as follows:

Junior Infants

Reception: 8:45 a.m. to 8:55 a.m.

Release: 1:30 p.m. (12:00 p.m. for 1st week of school.)

Senior Infants

Reception: 8:45 a.m. to 8:55 a.m.

Release: 1:30 p.m.

Children from 1st to 6th Classes will be received and released as follows:

Reception: 8:40 a.m. to 8:50 a.m.

Release: 2:30 p.m. to 2:32 p.m.

Classes in Rooms 5,6,14,19 released at 2:30 p.m.

Classes in Rooms 7,8,9,17 released at 2:31 p.m.

Children in Rooms 11, 12, 15,16 (the new prefabs on the ground floor) released at 2:32 p.m.

MORNING SUPERVISION OF PUPILS FROM 1ST TO 6TH CLASSES

The Principal and 3 other teachers (Morning Duty Team) will supervise pupils each morning from 8:40 a.m. to 8:50 a.m. Pupils will not be accepted onto school grounds before 8:40 a.m. Pupils will assemble in the yards and be supervised by the Morning Duty Team.

Teachers will collect classes from the yards at 8:50 a.m. sharp.

Pupils arriving at school after 8:50 a.m. should go directly to their classrooms.

Pupils must be seated in classes and ready for instruction by 9:00 a.m.

On wet mornings, children will be admitted directly to their classrooms and supervised by the Morning Duty Team.

The Principal or Deputy Principal will supervise the departure of children from school from 2:30 p.m. each evening.

25 PARKING

The school does not have onsite parking for staff or parents.

Staff parking is available in the Church Car Park, at the kind indulgence of the Parish priest, Dean Michael McLoughlin.

Staff are advised to obey the one-way traffic system in operation and to reverse-park their cars, for greater safety in driving off.

26 MANAGEMENT OF AGGRESSIVE/VIOLENT BEHAVIOUR IN CHILDREN WITH BEHAVIOURAL CARE NEEDS

When faced with a potentially aggressive/violent situation the following steps should be followed by staff members.

- The teacher/SNA should call for assistance if faced with a potentially dangerous situation
- Where possible the child should be isolated. This may involve the child being removed from the classroom, perhaps with a SNA, or with the assistance of another teacher. An alternative is that the rest of the class is removed from a potentially violent situation
- The child should be spoken to calmly, assertively and respectfully
- The teacher/SNA should stay at a safe distance
- It should be made clear that you are listening to the child. In this way it may be possible to find out how the situation has developed, or how it may be resolved
- The child should be asked to consider possible positive outcomes and behaviours
- The child should be given space and time to cool off and to respond to requests

It is important that all aggressive/violent incidents are recorded in the pupil's file. The behaviours may be analysed using the Antecedent - Behaviour – Consequences approach.

The vast majority of pupil misbehaviour can be managed without any use of containment / restraint. As a matter of last resort, an appropriate, a minimum level of physical restraint may be applied in order to prevent the pupil causing personal injury or harm to another person, i.e. a staff member, another pupil or the pupil himself/herself. The interventions might include holding back a child who runs out into traffic or intervening between two children fighting. The following principles must be borne in mind when considering any use of physical restraint:

- Physical intervention carries the possibility of being interpreted as an assault
- Physical intervention may carry the risk of injury to the child or to the adult involved
- Any consideration of the use of restraint or containment should only occur, as a last resort, where no other intervention is feasible or effective
- The intention of any physical intervention must be clear

In short, teachers should only intervene physically to restrain or contain a child:

- Where there is a clear danger to the child or others
- Where all other interventions have failed or are not feasible

- With the clear intention of removing the child from danger
- With the minimum force required to ensure the child's safety

29 RADON

The school was visited by Bernadette Gannon, HSA Inspector, on 7th September 2022. She advised that the HSA Interactive Risk Assessments for Primary Schools be used to conduct an updated risk assessment for the school. This risk assessment included an assessment of the risk of Radon in the school.

Radon is a naturally occurring radioactive gas that results from the decay of uranium in rocks and soils. The gas is colourless, odourless and tasteless and can only be measured using special equipment.

In the open air, radon is harmless. In an enclosed space such as a house, it may build up to an unacceptably high level. Radon decays to form tiny radioactive particles, some of which stay suspended in the air. When you inhale these particles, they give a radiation dose that may damage the lungs and pose increased risk of lung cancer.

The school has since engaged a company, Alpha Radon supplied Radon Testing Kits which were installed in classrooms on 7th October 2022, with a view to monitoring the levels of Radon within the school buildings.

The school will liaise with the DES regarding any measures to be taken once testing has been completed.

Pending the implementation of recommendations, if any, arising from the testing report, the opening of windows to improve air circulation and ventilation will help move radon out of the building and mix radon-free outside air with indoor air. CO2 monitors in classrooms provide a good indication of the air quality and levels of ventilation in classrooms.

30 ASBESTOS

The school was visited by Bernadette Gannon, HSA Inspector, on 7th September 2022. She advised that the HSA Interactive Risk Assessments for Primary Schools be used to conduct an updated risk assessment for the school. This risk assessment included an assessment of the risk of Asbestos in the school.

Asbestos is the name for a group of natural occurring mineral fibres which are strong and both heat and chemically resistant. Due to these properties, asbestos was commonly used in the past as insulation and fire proofing. It was also used as a component in other building materials.

The risk associated with exposure to asbestos relates to the possibility that the fibres within the asbestos containing material (ACM) can become released into the air and are then inhaled. Breathing in air containing asbestos fibres can lead to damage to the chest and lungs and increased risk of cancers. However, if asbestos is in good condition and there is no disturbance or damage to the ACM, it will not pose a risk to health as fibres will not be released.

A Refurbishment/Demolition Asbestos Survey was commissioned by the school's Design Team as part of preparation for our new school build, which will involve the demolition of the existing main school building. This survey was carried out by Phoenix Environmental Safety Ltd.

The presence of ACM was identified in floor tiles and under-tile adhesives in a number of areas in the main school building, [APPENDIX 9](#). It was recommended that these tiles be left in situ and managed in place but removed by a specialist company prior to demolition.

On the advice of Health & Safety Consultant Eugene Nolan, the school commissioned an up-to-date Asbestos Survey. This survey, comprising an Air Monitoring Report, was done by Neal Christopher of Asbestos Safe on Tuesday 4th October 2022. The Air Monitoring Report suggested there was nothing of concern. The Management Asbestos Survey concluded that the existing ACMs, which pose a very low risk, can be managed in situ and should be inspected periodically for damage or deterioration.

The condition of the ACM will be monitored on a termly basis by the Principal, who will maintain an Asbestos Surveillance Log APPENDIX 10. Staff are requested to bring any issues regarding disturbance/damage to the ACM to the attention of the Principal, who will arrange for prompt repairs. Repair/maintenance of the ACM will involve coverage if the damaged/worn/missing tiles with self-adhesive vinyl tiles.

31 RATIFICATION & REVIEW

This Safety Statement was reviewed and updated by Principal Terry Kavanagh and Staff Health & Safety Representative Julie Ann Brown, with the assistance of Health and Safety Advisor Eugene Nolan, in September 2022.

The Safety Statement was ratified by the Board of Management in October 2022.

The Safety Statement will be reviewed annually.

Signed: Christopher O'Neill
Chairperson (Board of Management).

Signed: T. Kavanagh
School Principal.

Date: 15/11/2022

Date: 15-11-22

32 LIST OF APPENDICES

1	Staff First Aid Training
2	Staff Health and Safety Training
3	Fire Escape Plan & Procedures
4	Policy on Administration of First Aid & Medicines
5	Policy on Complaints & Grievances
6	Anti-Bullying Policy
7	Risk Assessment for Pregnant Staff
8	COVID-19 Response Plan & Risk Assessment
9	Areas in Main School Building with ACMs
10	Asbestos Surveillance Log

