

**Health and Safety Policy**  
**Knockainey N.S.**

**Introductory Statement**

This policy was formulated in consultation with the staff and Board of Management of the school.

It complies with the requirements of the Health and Safety Authority.

**Rationale:**

It was formulated in response to the requirement by the Health and Safety Authority that every school and workplace must have a Health and Safety statement and reviewed after extensive building modifications to Knockainey N.S.

**Relationship to Characteristic Spirit of the School**

A duty of care to the employees and pupils in the school with regard to the health and safety of all concerned is in line with our overall school policy.

- Identify hazards
- Assess risks
- Specify arrangements to be made and resources provided to ensure safety health and welfare of employees and pupils.

**Roles and Responsibility:**

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 Knockainey N.S. master document to each person on this list.

<b><u>Name of Recipient</u></b>	<b><u>Title</u></b>
Marie Moloney	Principal/ H & S Representative
Fr. Seán Fennelly	Chairperson of the BOM
Mary Fitzgerald	H & S Officer on the BOM

The school working copy of the Safety Statement is located on file in the press outside the office. It will be available for viewing by any employee.

## **Guidelines / Content of Policy**

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 Knockainey N.S. employees 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 attention of the Health & Safety Representative: Marie Moloney

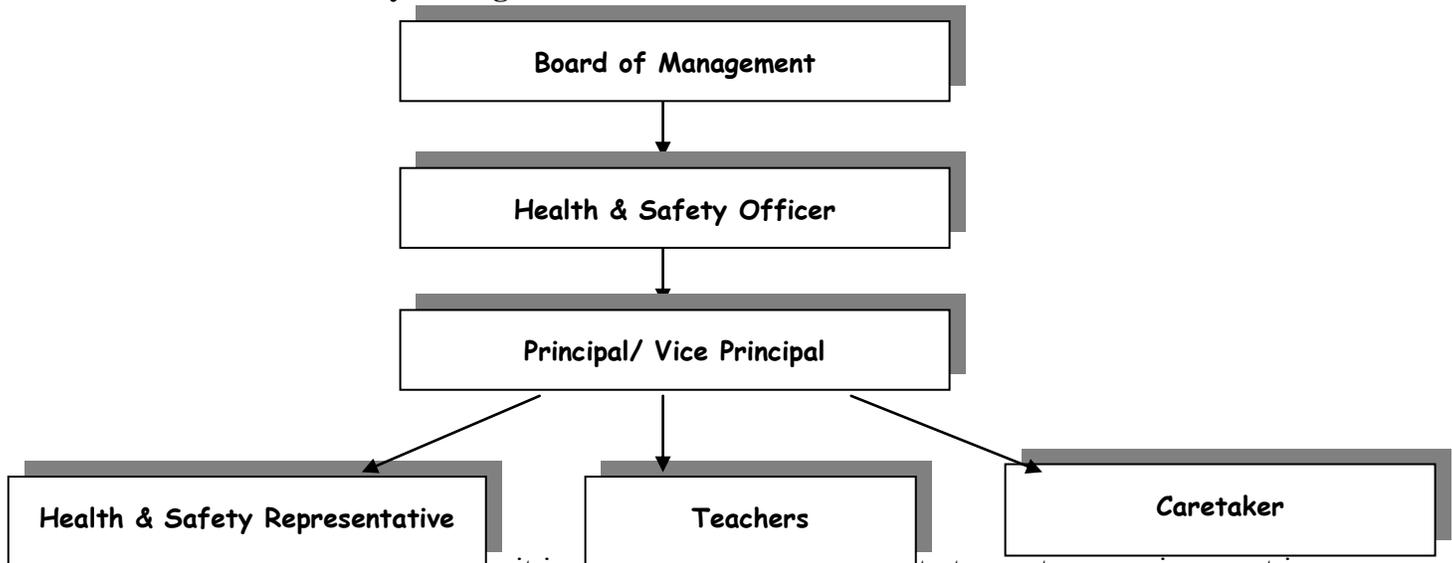
As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the 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. Knockainey N.S. will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times. The Board of Management will:

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

### Health and Safety Management Breakdown



Under statutory registration 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 Officer is ultimately responsible for health and safety within the school. The Principal will be supported in her job by all other management and staff. The Principal and Vice-Principal will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

**Board of Management:** 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. Specifically they will:

- Appoint a Health and Safety officer from within the Board of Management.
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in her 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 Officer, 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.

**Health and Safety Officer on the Board of Management:** The Health and Safety Officer on the Board of Management (BoM) shall keep the BoM informed of concerns and updates to the Health and Safety policy. The Health and Safety Officer via the

Principal as the 'day-to-day manager' of the school shall:

- Monitor the competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures if he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Arrange to annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure that an appropriate number of Fire Wardens (teachers) and First Aiders have been appointed from among the staff (see appendices).
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace
- Require employers from whom the School contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

**Teachers:** 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 relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.

**Health & Safety Representative:** 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 the First Aid Policy is up to date and First Aid co-ordinator appointed.
- 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](http://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 school Health and Safety representative or Health and Safety officer on the Board of Management.

**Spot it, Sort it, Can't Sort it, Report it.**

**All Employees (Teachers/SNA's/Caretaking/Secretarial Staff etc):** 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, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Knockaney N.S. 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, 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

**Resources and Welfare facilities:** Knockaney N.S. 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 it's employees and pupils as well as others who may be affected by it's operations and activities.

**The following resources and welfare arrangements have been dedicated:**

The Health and Safety officer on the Board of Management with the assistance of the School Principal and the Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc. Knockainey N.S. 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' and a fully stocked First Aid kit for use in any accidents on site is located in the office.
- Smoking is prohibited on the grounds 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 and emergency exits

**Various welfare facilities are provided by Knockainey N.S.:**

- The provision of staff room facilities and toilets / changing areas: Responsibility: BoM
- The provision of a First Aid boxes and the filling of same: Angela Murphy
- The liaison with insurance companies. Marie Moloney
- The notification of reportable accidents to the H.S.A. Marie Moloney
- The provision and testing of fire fighting equipment/maintenance of Fire Register: Outside contractor
- The investigation and management of any alleged incidents of harassment or bullying in the workplace: Marie Moloney
- The provision of adequate & suitable personal protective equipment: Caretaker

**Health and Safety Training:** Knockainey N.S. 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.

**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 Knockainey N.S. 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 Officer on the BoM is responsible for consulting with, and providing appropriate information to the workforce on all matters

pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff has 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 immediately by the Health and Safety officer on the Board of Management via the Principal.

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

- 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

**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 Knockainey N.S. must provide the following items to the Principal

- 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.

**Introduction to Emergency Evacuation Policy:** An Emergency Evacuation Procedure has been established at Knockainey N.S. 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. A number of selected 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 evacuate the classroom. They will call class rollas at the assembly points and await direction from the Emergency Site Controller.

**Statutory Testing of Fire/Evacuation Equipment:** In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<b><u>Test/Inspection/Examination</u></b>	<b><u>Frequency</u></b>	<b><u>Inspector</u></b>
Fire Fighting Equipment	12 Monthly	External – Contractor
Fire Alarm System	12 Monthly	External – Contractor
Emergency Lighting	12 Monthly	External - Contractor

Records of these statutory examinations or tests will be filed in the Fire Register. These statutory tests will be co-ordinated by the Health & Safety Representative.

**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.
- 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.
- Evacuate the Building & Move towards the Assembly Point
- Call the Fire Brigade

**If you hear the Fire alarm;**

- EVERYONE OUT of the building using the nearest escape routes.
- Class teachers bring class rollas

- 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	Kilmallock	<b>112 or 999</b>
Limerick Regional Hospital	Limerick	<b>061 301111</b>
Local Ambulance	Limerick	<b>112 or 999</b>
Garda Siochana	Bruff	<b>061 382947</b>
Galtee Fire Prevention	Tipperary	<b>062 82825/ 086 8215895</b>

### **Accident Reporting & Investigation Procedure Policy**

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. 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 on Form IR1 or IR3 ([www.hsa.ie](http://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 should go immediately to the scene of the accident, bringing with her the accident 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.



- 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.

**Pregnant Employee Policy:** Knockainey N.S. 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.

**Adult/ Student Work Experience Policy:** Included in this group are students on teaching practice, adults on SNA training, students of speech/occupational therapy 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 BoM the personnel allowed on work experience/work placement in the school. Priority is given to past pupils of the school.

**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 this policy which outlines the school's 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.

**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 &** Reflection and glare can cause great discomfort for the operator.

**Glare** 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 staff in the office where appropriate.

**Food Safety Policy:** A staff room area will be equipped and maintained by the Board of Management. Staff members are expected to keep this 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 area does not have the facilities to store the food of all staff members on a long-term basis.

**Dealing with Infectious Disease Policy:** It is the policy of Knockainey N.S. 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 endeavour 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.

**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. 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.
- 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 Marie Moloney regularly.

**Chemical/Cleaning Products Safety Policy:** It is the policy of Knockainey N.S. 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 locked press in hall.

AREA	NAME
Health and Safety Officer (BoM representative). Brings H&S issues to the attention of the BoM.	Mary Fitzgerald
Principal/ Health and Safety Representative: Employed as the <i>day-to-</i>	Marie Moloney




**Accident Report Form:** Folder with Accident Report forms is kept in the office.

**First Aid:** A Fully stocked First Aid box is located in the staff room. Other First Aid boxes for use on school tours, sporting events etc. are also located in the staff room.

**Safety Inspection Checklist**

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?				

AREA _____	AUDITOR _____	DATE _____		
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 fire fighting equipment serviced and labelled and fitted with a seal?				
Are staff trained in the correct use of fire fighting 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?			

<b>SAFETY INSPECTIONCHECKLIST</b>			
<b>AREA</b> _____	<b>AUDITOR</b> _____	<b>DATE</b> _____	
<b>Hazard Type: <u>Slips x Trips and Falls</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
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			

<b>SAFETY INSPECTIONCHECKLIST</b>			
<b>AREA</b> _____	<b>AUDITOR</b> _____	<b>DATE</b> _____	
<b>Hazard Type: <u>Manual Handling</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
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?			

<b>SAFETY INSPECTION CHECKLIST</b>			
<b>AREA</b> _____	<b>AUDITOR</b> _____		<b>DATE</b> _____
<b>Hazard Type: <u>Electrical</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
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?			

**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.

To use this system, one must use the chart below and choose a probability descriptive phrase and then choose a consequence descriptive phrase. Once chosen, both of these will present a numerical factor between 1 and 9. When the probability numerical factor and the consequence numerical factor are multiplied together they give a number between 1 and 81. This number fits into one of the following categories. This category identifies the risk level.

**Risk Levels**

- 1 – 9 = Low Risk**
- 10 – 19 = Medium Risk**
- 20 – 39 = High Risk**
- 40 – 81 = Very High Risk**

<b>RISK FACTOR INDEX: PROBABILITY THAT AN ACCIDENT WILL HAPPEN</b>	
<b>Probability Index</b>	<u>Descriptive Phrase</u>
<b>9</b>	Almost Certain
<b>8</b>	Very Likely
<b>7</b>	Probable
<b>6</b>	More Than Even Chance
<b>5</b>	Even Chance
<b>4</b>	Less Than Even Chance
<b>3</b>	Improbable
<b>2</b>	Very Improbable
<b>1</b>	Almost Impossible
<b>CONSEQUENCE OF POTENTIAL ACCIDENT</b>	
<b>Consequence Index</b>	<u>Descriptive Phrase</u>
<b>9</b>	Death
<b>8</b>	Permanent Total Incapacity
<b>7</b>	Permanent Severe Incapacity
<b>6</b>	Permanent Slight Incapacity
<b>5</b>	Injury Requiring 3 Months With Total Recovery
<b>4</b>	Injury Requiring 3 Weeks With Total Recovery
<b>3</b>	Minor Injury With <i>Severe</i> Potential Up to 1 Week with Total Recovery
<b>2</b>	Minor Injury with <i>No Severe</i> Potential Up to 1 Week With Total Recovery
<b>1</b>	No Human Injury Expected

This Risk Assessment is based on a Probability x Consequence Index Listed Below

<b>Description of the Area: Classrooms</b>			
<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>
Fire	Staff/Pupils	1x9=9 Low	<ul style="list-style-type: none"> <li>• Ensure that where possible all electrical equipment (interactive whiteboards, laptops..) are unplugged at the end of each day</li> <li>• Classroom fire exits will be kept clear at all times</li> <li>• Report fire hazards to caretakers</li> </ul>
Potential that poor housekeeping will lead to slip/trip and manual handling related injuries	Staff/Pupils	Senior Class 4x2=8 Low  Junior 5x2=10 Medium	<ul style="list-style-type: none"> <li>• Children are encouraged to obey class rules (e.g. no running in the room) in order to stay safe at school</li> <li>• A high standard of housekeeping will be maintained in all classrooms</li> <li>• Adequate shelving to be provided</li> <li>• Children are encouraged to take care and be responsible for own belongings</li> <li>• Children in senior classes keep their books and belongings in bags/on shelves provided.</li> <li>• Classes are adequately supervised at all times</li> </ul>
Storage of paint products. Risk of inappropriate use			<ul style="list-style-type: none"> <li>• Non toxic paint used in classes</li> <li>• Storage areas are under the sinks or in the art press in the hall.</li> </ul>

Description of the Area	Toilet Areas		
Hazard	People at Risk	Risk Level	Controls Required
Potential for unhygienic conditions. Risk of infection	Staff/Pupils	2x3=6 Low	<ul style="list-style-type: none"> <li>• A supply of anti-bacterial soap and hand-dryers will be available at all times</li> <li>• Toilets are cleaned on a daily basis</li> <li>• Children are encouraged and reminded to wash hands after each visit to the toilet</li> </ul>
Slip/Trip	Pupils	2x2=4 Low	<ul style="list-style-type: none"> <li>• Children encouraged to inform the teacher if there has been an accident in the toilet cubicle. Spills will be covered with newspaper Children will be told to use alternative toilets if necessary. The cleaner will be informed in order for toilet to be cleaned.</li> </ul>

Description of the Area	Hallways		
Hazard	People at Risk	Risk Level	Controls Required
Storage of items in the hallway. Risk of trip injury as well as the risk of delay in an emergency evacuation should an evacuation route be blocked	Staff Pupils Visitors Parents	3x2=6 Low	<ul style="list-style-type: none"> <li>Remind staff that hallways should not be used for temporary storage of items. It is recommended that the storage presses are used for this purpose.</li> <li>Hallways are well maintained and kept clear at all times.</li> <li>External doors/fire exits are kept clear at all times</li> </ul>
Running in School: Risk of trip injury	Staff/Pupils	3x2=6 Low	<ul style="list-style-type: none"> <li>Running is strictly forbidden in hallways and class rooms.</li> <li>Strict discipline will be maintained by staff</li> </ul>

Wet floors. Risk of slip injury	Staff/pupils/ Parents Visitors	3x2=6 Low	<ul style="list-style-type: none"> <li>Every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate, the danger of slipping.</li> <li>Where floors are wet, they will be covered with newspaper temporarily. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather. The caretaker will salt where possible.</li> </ul>
Main switch/fuse board. Risk of electrocution		1x3=3 Low	<ul style="list-style-type: none"> <li>No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses.</li> <li>The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards.</li> <li>Suitable electrical warning signs will be placed near main electrical switch gear</li> </ul>

Description of the Area	Staff Room area		
Hazard	People at Risk	Risk Level	Controls Required
Hot Drinks. Risk of burn injury	Staff/Pupils	3x1=3 Low	<ul style="list-style-type: none"> <li>Care must be taken at all times when using water boilers, kettles and other kitchen equipment</li> <li>The areas should be kept tidy at all times</li> </ul>
Fire	Staff/Pupils	3x2=6 Low	<ul style="list-style-type: none"> <li>Oven and microwave, toaster, sandwich toaster are turned off at socket or unplugged unless in use.</li> </ul>

Description of the Area	P.E.		
Hazard	People at Risk	Risk Level	Controls Required
Sports related injury	Pupils	4x3=12 Medium	<ul style="list-style-type: none"> <li>Pupils are supervised at all times by a teacher and at times a Special Needs Assistant (SNA) under the supervision of the teacher.</li> <li>Safety helmets are worn for sports such as hurling</li> <li>Warm-up exercises are practiced as part of PE lessons</li> <li>Children are made aware of potential dangers associated with certain activities</li> <li>An inventory of sports equipment is carried out by the staff at the end of each school year. Damaged equipment reported to Marie Moloney.</li> </ul>

Description of the Area	Office		
Hazard	People at Risk	Risk Level	Controls Required
Lifting Boxes/Files Risk of manual handling injury	Staff	2x2=4 Low	<ul style="list-style-type: none"> <li>The Manual Handling briefing document in this policy has been given to all staff</li> <li>It is recommended that boxes of photocopying paper is placed at waist level (on the table) rather than on the floor</li> </ul>
PC Work: Risk of ergonomic injury	Staff	1x1=1 Low	<ul style="list-style-type: none"> <li>Ergonomic Desk &amp; Chair has been provided</li> <li>VDU Policy Guidelines to be followed</li> <li>Ensure the area under the desk is kept cleared to ensure adequate leg room when working on the PC.</li> </ul>

Description of the Area	Car-parking Area		
Hazard	People at Risk	Risk Level	Controls Required
Collision	Staff/Pupils Parents Visitors	2x9=18 Medium	<ul style="list-style-type: none"> <li>Parents are encouraged to park responsibly and escort their child to the school gate</li> <li>The Safe Cross Code song is taught to all classes to promote road safety</li> <li>Children line up and board buses carefully.</li> <li>A one way system is in place for school pick up/drop off times.</li> </ul>
	Staff/Pupils Parents/ Visitors	4x2=8 Low	<ul style="list-style-type: none"> <li>Children encouraged to walk safely when entering and leaving the school.</li> </ul>

Description of the Area	Yard Area		
Hazard	People at Risk	Risk Level	Controls Required
Risk of injury to child when in the yard	Pupils	5x3=15 Medium	<ul style="list-style-type: none"> <li>• All pupils are supervised at all times</li> <li>• Children are zoned in different areas of the yard in line with activities.</li> <li>• Injuries to children should be documented in log book</li> <li>• Caretaker to check to ensure that: <ul style="list-style-type: none"> <li>○ there are no uneven/broken/cracked surfaces.</li> <li>○ roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.</li> <li>○ manholes are safe.</li> <li>○ all play areas are kept clean and free from glass before use</li> <li>○ outside lighting works and is sufficient.</li> <li>○ all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.</li> </ul> </li> </ul>
Child leaving the school grounds without permission	Pupils		<ul style="list-style-type: none"> <li>• Children are reminded that they do not have permission to leave the school grounds by themselves during the school day unless collected by parent/guardian</li> <li>• Children encouraged to play away from front gate</li> </ul>

Description of the Area	Caretaking/Cleaning Activities		
Hazard	People at Risk	Risk Level	Controls Required
Manual Handling	Caretaker	3x2=6 Low	<ul style="list-style-type: none"> <li>Caretaker is provided with manual handling training.</li> </ul>
Fall from a height	Caretaker	3x3=9 Low	<ul style="list-style-type: none"> <li>Ladder briefing sheet to be provided to anyone who may use a ladder as part of their duties</li> </ul>
Dermatitis/Skin Allergies	Caretakers	1x1=1 Low	<ul style="list-style-type: none"> <li>Caretakers provided with PPE personal protective equipment</li> <li>Issues to be reported to the principal</li> </ul>

Description of the Area	School Plays/Concerts		
Hazard	People at Risk	Risk Level	Controls Required
Slip/Trip	Pupils, Parents, Staff	4x1=4 Low	<ul style="list-style-type: none"> <li>Children and parents are encouraged to behave appropriately</li> <li>Parents are encouraged to supervise young children adequately</li> </ul>
Fire	Pupils, Parents, Staff	2x9=18 Medium	<ul style="list-style-type: none"> <li>Prior to the commencement of concert, the audience is made aware of the fire exits</li> <li>Audience are encouraged to assemble at the assembly points</li> <li>Staff to act as fire wardens</li> <li>Fire services will be contacted in case of fire</li> </ul>

<b>Description of the Area</b>	School Tours/Visits/Activities		
<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>
Children becoming ill while on tour	Pupils	3x1=3 Low	Class teacher in consultation with the principal: <ul style="list-style-type: none"> <li>• will ensure that there is appropriate staff/pupil ratio</li> <li>• will ensure that parents are given details of the tour including drop-off/collection times, mobile phone number for parents to contact teachers on tour</li> <li>• First-Aid kit on the bus</li> <li>• Sick bags in case of vomiting..</li> </ul>
Slip/Trip	Pupils/Staff	5x2=10 Medium	Incident will be recorded and procedures as listed herein followed.
Collision/Traffic Accident			Adult accompanying tour will ring school and/or principal. Procedures detailed in the <i>Critical Incidents Policy</i> will be followed.
Pupils getting lost			Pupils will be given clear guidelines by the adults on tour including the steps they are to follow if they get lost.

<b>Description of the Area</b>	Sports Activities/Days, After-School Activities		
<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>
Sports related injuries	Pupils	5x2=10 Medium	<ul style="list-style-type: none"> <li>• Staff will have mobile phone with them so that they can seek assistance promptly, if required.</li> <li>• Helmets will be worn during hurling/camogie practice</li> <li>• Each sports session will begin and end with warm-up and cool-down activities</li> <li>• Children encourage to behave appropriately during activities.</li> <li>• Injuries will be reported and logged</li> <li>• Access to first-aid provisions</li> <li>• Staff to check that PE equipment is stored securely and in positioned so as not to cause a hazard.</li> <li>• Staff to check that all PE equipment are in good condition.</li> <li>• Teachers taking these classes should ensure that children wear suitable clothing.</li> <li>• If there is a serious injury procedures the staff member will phone for assistance and procedures followed as recorded herein.</li> </ul>
Slip/Trip	Pupils	3x2=6 Low risk	<ul style="list-style-type: none"> <li>• When walking to swimming pool, children will walk carefully, supervised at all times.</li> <li>• Children are supervised during the swimming lessons</li> </ul>

### **Timeframe for Implementation;**

The reviewed policy will be implemented as and from March 2016.

### **Timeframe for review:**

- Ongoing
- Each term
- Staff meetings
- End of year review
- Board of Management meetings.

### **Responsibility for review:**

The Principal

Each teacher for their own classroom

Safety Representative (document report of a hazard).

Reporting to the Board of Management.

**Ratification and Communication:**

This policy was ratified by the Board of Management.

The content of the policy to be communicated to all staff.

Relevant safety issues to be explained to the children on an ongoing basis.