



**Safety Statement**  
**St John the Apostle, Knocknacarra NS**  
**Galway**

School Principal	Noreen Healy
Safety Officer	Aedín Geary
Staff Safety Rep.	Christina Ni Dhonnachadha, Tim Tarpey (Caretaker)
First Aid	Aedin Geary, Claire Walsh, Jenny Cluskey

Ambulance: 999 or 112	Gardaí: Salthill (091) 514720
Fire Brigade: 999 or 112	HSA Office: 1890 289 239

Completed on	29 /2/2015	To be revised on:	28/2/2017
2nd Revision	29/2/2016		

## **Board of Management Health and Safety Policy**

St. John the Apostle, Knocknacarra NS is a Coeducational 16 Classroom Catholic Primary School catering for children from Junior Infants to Sixth class. For the school year 2015-16; There are 25 teaching staff, 5 Special Needs Assistants, one fulltime and one part-time secretary and one part-time caretaker. There are 444 children enrolled.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, to protect the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the school to ensure the safety, health and welfare of all staff.

The Board of Management, as the employer, undertakes in so far as is reasonably practicable to:

- (i) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- (ii) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- (iii) maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- (iv) continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- (v) consult with staff on matters related to safety, health and welfare at work;
- (vi) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

**Frank Laffey**

Chairperson

On behalf of Board of Management

## **Duties of the Principal**

1. Be responsible for the implementation of Safety, Health & Welfare at Work Legislation as documented in this Safety Statement.
2. Ensure that all staff understand and accept their roles and responsibilities as documented in the Safety Statement.
3. Ensure that the resources required for implementation and maintenance of arrangements detailed in the Safety Statement are made available. Where resources are not available, they should be reported to the BoM.
4. Ensure that all information relevant to Safety, Health & Welfare at work is made available to staff.
5. Ensure that the training requirements of staff are assessed and provided.
6. Ensure that consultation arrangements specified in the Safety Statement are implemented and recorded.
7. Ensure that audits, as specified in the Safety Statement are carried out and acted upon.
8. To ensure that appropriate standards are specified for outside contractors and that these standards are implemented.
9. To investigate all reported accidents.

## **Safety, Organisation and Consultation**

### Safety Committee

The Safety Committee members are Aedín Geary, Safety Officer, Christina Nic Dhonnachadha, Staff Safety Representative and Tim Tarpey, Caretaker.

The duty of the committee is as follows:

- To support the school policy in creating a safe working environment
- To continuously monitor and review all aspects of the Safety Statement
- To ensure that there is safety consultation between the school community and management with regards to all matters that may affect H&S at the school
- To meet once during each term. Provide a report to Principal when changes are necessary

The business of the safety committee meetings shall include the following:

- (a) Review of any accidents or dangerous occurrences since last meeting
- (b) Recommendations for correction of accidents caused
- (c) Carry out safety audits and report findings to the Principal (Appendix A)

The safety committee is the forum through which the school community is consulted and given opportunities to make recommendations on H&S issues.

### **Staff Responsibilities**

It is the duty of every staff member while at work to:

- (a) Obey the health and safety legislation
- (b) Take reasonable care of own safety, health and welfare and that of others in his/her care
- (c) Co-operate with the Principal or any other appointed person in complying with the relevant statutory provisions and use the personal protection provided to secure their own safety, health or welfare
- (d) Not intentionally or recklessly interfere with or misuse any appliance, protective clothing or equipment provided
- (e) Report to the Principal, any defects of which he becomes aware (in plant, equipment, or system of work, which might endanger safety, health or welfare of staff,) without unreasonable delay
- (f) Participate in health and safety training organised by the school authorities
- (g) Participate in any accident investigation as required by the Principal.

**Risk Assessments**  
**of**  
**Major Hazards identified**

See link: [www.hsa.ie/eng/guidelines](http://www.hsa.ie/eng/guidelines) on managing safety health and welfare in primary schools.  
[www.knocknacarrans.ie](http://www.knocknacarrans.ie)

<b>Activity: Manual Handling</b>		<b>Date of Assessment: 29 February 2016</b>		<b>L - Likelihood x</b>	
		<b>Undertaken By: Aedin Geary</b>		<b>S -Severity=</b>	
		<b>Review Date: 26 February, 2017</b>		<b>RR = Risk Rating</b>	
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b></p> <p>Manual handling, lifting, putting down, pushing, pulling or supporting a load.</p> <p><b>Risk:</b></p> <p>Risk of back injury, damage to the bones of the spinal column, discs or soft tissue.</p>	All staff members	<ul style="list-style-type: none"> <li>• Manual handling must be avoided if possible, use mechanical means when and where possible.</li> <li>▪ Where it is unavoidable the manual handling tasks must be assessed and the risk reduced as much as possible.</li> <li>▪ All staff are required to attend a course in manual handling Responsibility – All Staff &amp; Safety Officer Status – Training completed</li> <li>▪ Each job must be assessed and take account of: <ul style="list-style-type: none"> <li>➢ The Task (push, pull, twist, distance, repetitive)</li> <li>➢ The Load (weight, shape, size, hot, cold, sharp)</li> <li>➢ The Work Environment (steps, ramps, rough)</li> <li>➢ The Individual (fit, able, pregnant, sick etc.,)</li> </ul> </li> <li>▪ Supply any aids that are practicable, hand truck, pallet trucks, trolley, wheeled mobile machinery, lifts</li> <li>▪ When necessary, get assistance and plan the moves</li> <li>▪ Staff should not put themselves or the children in their care at risk when moving, lifting or carrying furniture</li> </ul>	2	2	4
<p><b>Further Controls</b></p> <ul style="list-style-type: none"> <li>• Chairs for hall usage – not to be stacked too high, Tim to lead the movement of these chairs</li> <li>• Use the lift to move chairs up and down stairs (keys on each floor on master key set)</li> <li>• Supply of chairs to be stored under stairs downstairs. These added to, as the school grows.</li> <li>• Lifting benches – 2 children to lift safely, other to open door</li> <li>• Use Tim for movement of furniture, whenever possible.</li> <li>• Children to be made aware of how to lift chair safely. This method of carrying a chair is to be used school-wide.</li> <li>• Step ladders stored on each floor for hanging art work and storing equipment.</li> <li>• Tim to manage any out-of-reach jobs.</li> </ul>					

<b>Activity:</b> Work Stations - Use of VDUs		Date of Assessment: 29 February 2016 Undertaken By: Aedín Geary Review Date: 26 February, 2017			L – Likelihood x S – Severity = RR - Risk Rating		
Hazard & Risk	People at Risk	Existing Controls	Current Risk				
			L	S	RR		
<p><b>Hazard:</b> VDU workstation</p> <p><b>Risk:</b> Aggravating back problems Musculo-skeletal disorders of the upper limbs, shoulders and neck Muscle Fatigue Eye irritation Visual Fatigue Tripping on loose cables.</p>	All staff members working on Visual Display Units continually for more than an hour a day	<ul style="list-style-type: none"> <li>▪ All workstations will be assessed by a competent VDU workstation assessor as outlined in the 2007 Regulations on VDU's*</li> <li>▪ A report from each workstation assessment will be given to the staff member and to the Principal with recommendations</li> <li>▪ The equipment is of a proper design and is maintained</li> <li>▪ Keyboard and Mouse wrist supports are available if reqd</li> <li>▪ The software is updated regularly</li> <li>▪ Staff awareness of the correct posture, wrist and elbow positions, and position of the monitor</li> <li>▪ Staff awareness of the need for regular changes of routine away from the VDU workstation</li> <li>▪ Staff are offered eyes tested with prior approval, at least every 2 years, or when the need arises, if using VDU equipment for more than 3 hours a day continually</li> <li>▪ Staff members are competent in the systems they are using.</li> </ul>	3	1	3		
<p><b>Further Controls</b></p> <ul style="list-style-type: none"> <li>• Training for VDU Assessors will be required, teacher awareness of taking breaks highlighted</li> <li>• Check for trailing wires (keep work stations as clear as possible) especially Hall and Resource rooms</li> <li>• Children from Green Schools Committee to check turning off of IWBs.</li> <li>• Risk Assessment of staff members who use VDU for long periods during the day (principal, secretary).</li> </ul>							

<b>Activity:</b> Pregnant members of staff		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017:	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<b>Hazard:</b> Potentially any work  <b>Risk:</b> Health of employee and unborn child	All pregnant employees.	<ul style="list-style-type: none"> <li>▪ The Pregnant at Work Regulations 2000 will be adhered to at all times.</li> <li>▪ The Regulations apply immediately the employee informs the Principal that she is pregnant.</li> <li>▪ A risk assessment will be carried out on the work that the pregnant employee is engaged in.</li> <li>▪ All activities, especially those listed on Appendix 2 and Appendix 3 of the pregnant at Work Regulations 2000 will be assessed.</li> <li>▪ Where necessary working conditions or working hours will be adjusted.</li> <li>▪ Alternative work will be provided where necessary and where possible.</li> <li>▪ Section 18 of the Maternity Protection Act 1994 will be considered, where necessary.</li> <li>▪ Leave, including unpaid sick leave may apply.</li> </ul>	1	3	3
<b>Further Controls :</b> Copy of Maternity Protection Act to be located on shared network. Pregnant members of staff to be advised to supervise on periphery of yard in safer location. Possible change of duties to morning time to allow for indoor supervision duties for pregnant staff members. A Risk Assessment will be carried out by principal/safety officer when informed of a staff pregnancy (stairs, school trips, work station, lifting)					





<b>Activity: School Activity</b>		<b>Date of Assessment: 29 February 2016</b>	<b>L = Likelihood</b>		
		<b>Undertaken By: Aedín Geary</b>	<b>S = Severity</b>		
		<b>Review Date: 26 February, 2017</b>	<b>RR = Risk Rating</b>		
<b>Hazard &amp; Risk</b>	<b>People at Risk</b>	<b>Existing Controls</b>	<b>Current Risk</b>		
			<b>L</b>	<b>S</b>	<b>RR</b>
<p><b><u>Hazard:</u></b></p> <p>Cuts, lacerations, minor injury</p> <p><b><u>Risk:</u></b></p> <p>Infections, loss of blood Injury to limbs</p>	<p>All staff members</p> <p>All children</p>	<ul style="list-style-type: none"> <li>▪ There is a First Aid station located the Secretary's Office</li> <li>▪ The staff members trained in occupational First Aid are Aedin Geary, Claire Walsh, Edel Kelly &amp; Jenny Cluskey</li> <li>▪ The contents of the First Aid station Kit will be maintained in line with the First Aid Regulations</li> <li>▪ Staff members will attend to First Aid immediately after an injury incident, before proceeding with work</li> <li>▪ On arrival, advise the First Aider of known allergies.</li> <li>▪ Gloves etc., will be supplied and must be worn to protect from contacting infections</li> <li>▪ If necessary the Occupational First Aider will refer the injured staff member/child for further medical attention.</li> <li>▪ Parents will be informed immediately if the child is hurt and opportunities given for the child to be collected</li> <li>▪ In the event that a parent isn't available, the school will arrange to get the child to hospital and the parent will be informed as soon as possible</li> <li>▪ Medication will never be provided at the First Aid Station, unless supervised by medical professionals</li> <li>▪ Each incident is recorded in the presence of the injured person, outlining what happened and how it happened</li> <li>▪ A record of all injuries, times, dates and actions, will be made in the Yard books. More serious incidents will be recorded on the / Accident and Risk Assessment Form (See appendix) and sent directly to the Principal.</li> <li>▪ Accident reports will be signed and dated on the day of the incident and will be brought to the attention of the</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

		class teacher and Principal.			
<p><b><u>Further Controls</u></b></p> <ul style="list-style-type: none"> <li>• School Accident/Injury Policy.</li> <li>• Administration of Medicines Policy.</li> <li>• First Response; First Aid kit available in each classroom under sink. Main First Aid kit available in office. Traveling First Aid Kit travels to matches and trips outside of school environment.</li> <li>• Lámh Cúnta card available in each room to alert other staff to problem. Teachers know to assist without delay.</li> <li>• Availability of ice (for RICE on contusions and knocks) in staffroom fridge. Instant ice packs for travelling First Aid Kit.</li> <li>• Return of ice packs to fridge after use (6<sup>th</sup> Class to ensure this done every Friday afternoon).</li> <li>• Teachers on Staff Room Duty are responsible for First Aid during their duty week.</li> <li>• All spills and potential dangers to be attended to by staff members on the spot.</li> <li>• Teachers trained in the use of epi-pen and epilepsy medications. These medications to be checked annually and parents informed, if out of date.</li> <li>• Parental consent given in writing to allow administration of medicines.</li> </ul>					

<b>Activity: Stairwells and Lift</b>		<b>Date of Assessment: 29 February 2016</b> <b>Undertaken By: Aedín Geary</b> <b>Review Date: 26 February, 2017</b>
<b>Hazard &amp; Risk</b>	<b>People at Risk</b>	<b>Existing Controls</b>
<p><b><u>Hazard:</u></b> Slips/ Trips Locked in lift</p> <p><b><u>Risk:</u></b> Cuts/Bruises Back injuries, shoulders and neck Stress/shock</p>	All staff members, pupils using stairs and/or	<ul style="list-style-type: none"> <li>▪ Junior classes on ground floor</li> <li>▪ School policy on using stairs explained to pupils including proper use of handrails</li> <li>▪ Special care taken by SNAs of pupils in their care</li> <li>▪ Staff awareness on the dangers when using stairs</li> <li>▪ Staff awareness of the need to show example to pupils</li> <li>▪ Pupils only use the lift when supervised by staff</li> </ul>
<p><b><u>Further Controls</u></b></p> <ul style="list-style-type: none"> <li>• Pupils/staff need to be continually made aware of the danger when using the stairs</li> <li>• On-going checks to ensure pupils are complying with school policy on using the stairs safely</li> <li>• Children from Green Schools Committee to check turning off of IWBs.</li> </ul>		

<b>Activity:</b> School Outings		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>Swimming</li> <li>Collision with another</li> <li>Collision with a cyclist/pedestrian</li> <li>Vehicle overturning</li> <li>Losing control of the bus whilst driving</li> </ul> <p><b>Risk:</b></p> <p>Drowning Severe injury Cuts, bruises</p>	All staff members and pupils	<ul style="list-style-type: none"> <li>Children counted before, during and after all trips</li> <li>All passengers travelling on the bus must be seated and must use the seat belts provided</li> <li>Only one person/child per seat is allowed.</li> <li>The bus/mini-bus is regarded as an extension of the school. Therefore the rules and regulations and Code of Discipline that apply in school, that are reasonably operable on a bus</li> <li>Only fully licensed and authorised drivers are allowed to drive vehicles</li> <li>The driver of the bus is in charge of the bus and its passengers. The driver should always be accompanied by teacher supervisors. In this situation it is the responsibility of the supervisor to supervise the pupils on the bus</li> </ul>	1	3	3 (7/9) Staff and pupils
<ul style="list-style-type: none"> <li><b>Further Controls</b> All bus companies to provide school with Company Safety Statement, to ensure compliance with our Safety Statement in relation to belts, drivers' licenses etc. (Reaneys were asked for this statement Sept 13, received Oct 13 and relevant parts photocopied and stored)</li> <li>Children only travel in a teacher's car in emergency situations. Another member of staff to accompany them.</li> <li>Teachers to comply with rules of the road when driving with children – belts, door closure, speed limits and car maintenance</li> <li>Only in exceptional circumstances, will children travel in a teacher's car.</li> </ul>					

<b>Activity:</b> School activity		<b>Date of Assessment:</b> 29 February 2016	<b>L = Likelihood</b>		
		<b>Undertaken By:</b> Aedín Geary	<b>S = Severity</b>		
		<b>Review Date:</b> 26 February, 2017	<b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<b>Hazard:</b> Fire  <b>Risk:</b> Severe injury, burns, smoke inhalation, death.	All employees and visitors	<ul style="list-style-type: none"> <li>▪ Housekeeping standards are set and maintained at the highest level.</li> <li>▪ Electrical appliances are always clear of flammable material.</li> <li>▪ All electrical equipment is maintained to a safe level.</li> <li>▪ Switch off and unplug equipment not in use.</li> <li>▪ Removal of waste paper daily, stored away from school building.</li> <li>▪ School has smoke detectors throughout, alarm system, carbon dioxide extinguishers, foam, water and dry powder</li> <li>▪ Doors closed at end of working day unless otherwise established</li> <li>▪ All Fire doors close automatically in the case of a fire.</li> <li>▪ Escape routes clear at all times</li> <li>▪ Smoke detectors/fire alarms checked annually</li> <li>▪ Fire drill procedure to be discussed and practiced at least twice a year</li> <li>▪ Teachers know the fire assembly points</li> <li>▪ All staff members are trained in fire safety and fire extinguisher use</li> </ul>	1	3	3
<b>Further Controls :</b> <ul style="list-style-type: none"> <li>• See Fire Drill and Evacuation Policy. Clarification of evacuation procedures annually</li> <li>• Teachers aware of escape route out of building and assembly points. Information dissemination about Fire over intercom, should the fire block an exit. Fire Wardens secure in fire drill and evacuation procedures - expected and unexpected drills.</li> <li>• In the event of fire, teachers to ensure all children present in school are accounted for.</li> <li>• The utilization of Integrated Fire Solutions for fire and safety training. Guidance given on different fires and usage of equipment.</li> <li>• Evacuation procedures displayed by door in each room to facilitate quick exit from building.</li> <li>• An attendance record is maintained for all visitors at the main office</li> <li>• Signage used for fire assembly points and for safety in and around school grounds.</li> <li>• All classroom doors to be closed in the event of a fire and Fire doors to close automatically – to be checked each September</li> <li>• Children and staff to recognise continuous sound of fire alarm bell.</li> <li>• Fire Wardens Fiona Keane, Aedin Geary, Lauren Ni Bhloscaidh, Jenny Cluskey, Tim Tarpey</li> <li>• Class list to be available in each classroom for Evacuation purposes.</li> </ul>					

<b>Activity:</b> Using electrically operated equipment		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<b>Hazard:</b> Electricity  <b>Risk:</b> Electrocution Fire	All staff members	<ul style="list-style-type: none"> <li>▪ Electrical installations &amp; repairs comply with the Electrical regulations, meet ETCI standards and are carried out by a qualified, registered electrician</li> <li>▪ All fixed equipment are fitted with isolation switches that are lockable for safe maintenance and security</li> <li>▪ All plugs and sockets are in safe condition and have RCD's with 30mA fault settings in the circuit</li> <li>▪ RCD function is checked regularly and recorded.</li> <li>▪ Use of permanent sockets, avoidance of adaptors and extensions, whenever possible</li> <li>▪ If used, roll out extension leads fully before use.</li> <li>▪ IP rated sockets are used for dusty, damp areas</li> <li>▪ No electric bar heaters are to be used</li> <li>▪ Clothing is not to be dried on any heater</li> </ul>	1	3	3
<b>Further Controls</b> <ul style="list-style-type: none"> <li>• <u>Annual Electrical Inspection</u> (Cunningham Electrical) Annual inspection of lift.</li> <li>• SPHE – safety around electricity at home and at school.</li> <li>• An awareness of potential fire hazards among children and staff – candles, cookers, toasters etc.</li> <li>• RCD – Residual Current Device (a type of fuse - to protect the equipment and personnel from power surges</li> <li>• IP – Index of Protection; two numbers shown on socket - one for moisture level, other for dust level. Usual reading 5 6</li> </ul>					

<b>Activity:</b> General Work		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b></p> <p>Access and egress to the school</p> <p><b>Risk:</b></p> <p>Slips, trips and falls leading to possible serious injury. Falls from heights. Accidental contamination in unauthorised areas.</p>	<p>All staff members All children</p>	<ul style="list-style-type: none"> <li>▪ The school pedestrian policy must be adhered to</li> <li>▪ Appropriate signs are in place to aid staff and visitors</li> <li>▪ Roadways are maintained and well lit</li> <li>▪ All routes of pedestrian traffic, aisles, work areas and escape routes must be kept free of obstruction</li> <li>▪ Spillages must be cleaned up immediately and marked by signs, if necessary</li> <li>▪ External workplaces must be kept clean and tidy</li> <li>▪ All openings will be fenced and handrails provided as necessary</li> <li>▪ Lighting in all areas of access and exit is sufficient to highlight hazards</li> <li>▪ Entry is forbidden to all areas that have prohibition notices. It is a mandatory prohibition, except for authorised staff</li> <li>▪ Ice on tarmac areas is salted or gritted by caretaker</li> </ul>	3	1	3



<b>Activity:</b> School activity		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<b>Hazard:</b> Slips, trips and falls.  <b>Risk:</b> Falling leading to possible severe physical injury.	All staff and visitors.	<ul style="list-style-type: none"> <li>▪ Trailing cables on the floor to be covered whenever possible</li> <li>▪ Any spillages are isolated and cleared up immediately</li> <li>▪ Floor surface condition will be maintained in safe condition at all times</li> <li>▪ Faults or defects must be reported to the Safety Officer and/or caretaker</li> <li>▪ Passageways and stairways are well lit</li> <li>▪ All passageways, corridors and stairways are maintained in a tidy fashion</li> <li>▪ Passageways, corridors and stairways must not be used for storage of any items or deliveries, even temporarily</li> <li>▪ Keep all cabinet drawers closed when not in use</li> <li>▪ A culture of tidiness and awareness of hazards is to be encouraged</li> <li>▪ Tools and equipment must be kept tidy during and after use</li> <li>▪ Mats inside entrance doors to reduce incidents of wet flooring</li> <li>▪ Anti-slip covering is used on all stairways</li> </ul>	2	2	4
See Further Controls below.					

- Jumpers must be stored off the floor and not around waists in PE hall and outside on warm days.
- Appropriate footwear must be worn for PE.
- Shoe laces tied, no open high-top shoes or hidden wheels on shoes.
- Appropriate protective equipment to be used for all sporting activities. Floor mats will be available in hall for 4/6 weeks in January to facilitate the teaching of gymnastics in PE time. This will reduce the need for pulling them out constantly which is hazardous and time consuming. Helmets to be used for hurling.
- All teachers to be aware of the dangers of running into walls and must actively insist on children stopping before coming to a wall to reduce the risk of injury to wrists and heads.
- PE store door to be kept closed when classes using hall as it opens onto the floor area.
- Alternative handle to be organized for PE Store Door for easy opening (e.g. leather strap)
- Children in school between 8.30 and 8.50 are asked to sit quietly in their seats (older children) or in the hall (Jun. Infants to 2<sup>nd</sup> Class). Sanctions apply to those who do not follow this rule.
- Handrails are available on all interior stairs and children must be taught to use them.

<b>Activity:</b> Children with special needs		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b> Children unfamiliar with school/ areas of the school or those in need of individual supervision</p> <p>Integration with other children and staff</p> <p><b>Risk:</b> Stress Worry Unable to achieve potential</p>	Pupils with special needs	<ul style="list-style-type: none"> <li>Analyse and examine means of reducing attitudinal barriers, which prevent people with disabilities from obtaining meaningful employment and from accessing the curriculum offered.</li> <li>Familiarise the school community with changes in employment equality legislation, with specific regards to the employment of people with disabilities</li> <li>Provide a basis for future positive actions with regard to disability issues, with particular reference to promoting equality of opportunity in the workplace</li> <li>These mechanisms and approaches include; safe access and egress to include wheelchairs.</li> </ul>	1	3	3

<p><b>Further Controls:</b></p> <ul style="list-style-type: none"> <li>See Intimate Care Policy and Learning Support Policy</li> <li>Use of lift for easy access to upstairs when necessary.</li> <li>Children with difficulty on stairs to be supervised by class teachers and SNAs.</li> <li>Children with behavioural difficulties to be monitored carefully in class and in the yard to ensure the safety of other children.</li> <li>The importance of supervision of children to be stressed to all staff (prompt return to class after breaks, visibility on yard supervision etc.)</li> <li>Every effort made to allow the child with a disability to participate fully in the school's curricular and extra-curricular programmes.</li> <li>Parental consent given in writing to allow SNAs to attend to individual intimate care needs.</li> <li>Tim/other staff to support parents of children with disabilities to facilitate access/egress to school building.</li> </ul>
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- Children with limited ability to use the lift provided when access to upper/lower floor needed. Where possible a staff member will accompany them. Children will not be in the lift on their own.
- Risk assessment to be undertaken when necessary to ensure staff and child safety and welfare.
- Staff members to be alert to children needing supervision in the yard and actively intervening when unsafe practices are occurring.
- Note in yard book to alert supervising teachers to children in need of help socially, in the yard.

<b>Activity:</b> Collection of children		<b>Date of Assessment: 29 February 2016</b>	<b>L = Likelihood</b>		
		<b>Undertaken By: Aedín Geary</b>	<b>S = Severity</b>		
		<b>Review Date: 26 February, 2017</b>	<b>RR = Risk Rating</b>		
<b>Hazard &amp; Risk</b>	<b>People at Risk</b>	<b>Existing Controls</b>	<b>Current Risk</b>		
			<b>L</b>	<b>S</b>	<b>RR</b>
<b><u>Hazard:</u></b> <b>Collection of children</b>  <b><u>Risk: Death or injury</u></b>	All who use the school grounds – parents, children and school staff	Parking Policy – this lays down the strict rules of no reversing inside the school gates at peak times, when children are moving to and from the building.  Older children are recommended to walk into the school grounds from the access road, using paths.  Refuse trucks to collect early before children come into school.  Trucks driving around the back must drive very slowly, showing awareness of the school environment.  Deliveries must be brought to the office All gates opened for during the day must be re-closed	<b>2</b>	<b>3</b>	<b>6</b>

### **Further Controls**

- Children to raise awareness of parents regarding the Safe Parking Policy. This to be actively encouraged by teachers.
- Children to use the paths and safe crossing areas only, in front of school.
- No cars allowed access to back of school unless on occasions where extra parking is needed and cars are directed there.
- A new yellow grid has been painted at narrow parking area leading to back of school, to prohibit parking in an area that must be kept clear for emergency vehicles.
- A new gate has been installed to restrict movement from Junior Infant yard to the front of the school. This area will remain accessible to emergency and refuse vehicles.
- Any children cycling or using scooters to come to school are encouraged to use designated crossings and get off bicycles at busy roundabouts. The wearing of helmets is to be encouraged by all staff and students
- Should a vehicle/ lorry be driving through the school grounds in a dangerous manner, available personnel are asked to intervene to ensure safety of children and staff members

<b>Activity:</b> Staff Security		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aedín Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b></p> <p>Working in an area alone or when others have left.</p> <p><b>Risk:</b></p> <p>Untreated injury. Isolation or exposure to possible assault.</p>	All staff	<ul style="list-style-type: none"> <li>▪ Staff members should inform the Principal of absences from classrooms or school, to ensure alternative arrangements can be made for supervision.</li> <li>▪ This information should be given over the phone as early as possible to allow for organization of cover.</li> <li>▪ All staff members must have a means of communication available to them at all times – school phone on trips</li> <li>▪ Staff members suffering from any medical condition should make it known to management and they should have any necessary medication with them at work</li> <li>▪ Ensure family/ friend knows if staff member is in school working after hours.</li> <li>▪ Staff members working alone or staying on after 6.30pm hours must let it be known to others that they are in building for security reasons and before alarm is put on.</li> <li>▪ If remaining alone in a building for any reason, doors should be locked to restrict access to others.</li> <li>▪ In such circumstances no visitors should be allowed access.</li> </ul>	1	3	3
<p><b>Further Controls</b></p> <p>After 3.00 the front door to the school is to be locked. Staff members entering and exiting should lock it after them. New staff to be made aware of procedures to follow should an alarm sound. Ring the security company with the appropriate codes. All teachers to exit through main door to ensure no other doors are left open after school hours. Where possible all staff members should have left the premises after 6.30. If not left by that time, note must be put by the alarm to alert anyone locking up, that there is someone left in the building.</p>					

<b>Activity:</b> Loading and unloading of supplies.		<b>Date of Assessment:</b> 29 February 2016 <b>Undertaken By:</b> Aiding Geary <b>Review Date:</b> 26 February, 2017	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<b>Hazard:</b> Loading and unloading supplies.  <b>Risk:</b> Death or injury	All who use the school grounds – parents, children and school staff	Deliveries must be brought to the office unless otherwise arranged  All gates opened during the day must be re-closed.	2	3	3
<b>Further Controls</b>					
<ul style="list-style-type: none"> <li>• A member of staff needed to accompany sanitary bin collector to relevant areas if collection during school day – Sharon.</li> <li>• Lift to be made available if required.</li> </ul>					

Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b></p> <p><b>Bank Lodgments</b></p> <p><b>Risk:</b></p> <p>Possible robbery. Possible severe injury or death</p>	Office staff members lodging money.	<ul style="list-style-type: none"> <li>▪ Cash in the safe should not exceed limits laid down</li> <li>▪ Time of the day and day of the week for lodging money to the bank is varied</li> <li>▪ Lodgements are made frequently</li> <li>▪ New or temporary staff will not lodge money</li> <li>▪ Avoid travelling to the bank on quiet streets, if possible. Choose a busy public route</li> <li>▪ Staff are advised, if attacked, not to offer any resistance</li> <li>▪ Report the matter immediately to supervisor and An Garda Siochana</li> <li>▪ Counseling will be arranged for any staff member who suffers any such trauma</li> </ul>	1	3	3

Hazard & Risk	People at Risk	Existing Controls
<p><b>Hazard:</b></p> <p><b>Heights, ladder.</b></p> <p><b>Risk:</b></p> <p>Serious head spinal or limb injury, breakage or death.</p>	All staff.	<ul style="list-style-type: none"> <li>▪ The rules followed for safe use of ladders are as follows:</li> <li>▪ Before use, check the condition of the ladder</li> <li>▪ The ladder is always set on a secure base</li> <li>▪ Never over reach upward or outward when working on a ladder</li> <li>▪ Always have at least one hand available for grip on the ladder</li> <li>▪ Only one person is allowed on a ladder at any time</li> <li>▪ Never stand on the top rung</li> <li>▪ Set the ladder the correct way up with the leg pads on the ground.</li> <li>▪ "A" framed ladders must only be used when locked in the open position on a secure even surface.</li> <li>▪ A ladder is available on each floor for classroom use.</li> <li>▪ Request Caretaker to help after school hours, if possible.</li> </ul>



<b>Activity: Visitors</b>		<b>Date of Assessment: 29 February 2016</b> <b>Undertaken By: Aedín Geary</b> <b>Review Date: 26 February, 2017</b>	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b></p> <p>Visitors unaware of hazards</p> <p>Unauthorized access by visitors.</p> <p><b>Risk:</b></p> <p>Variety of possible risks associated with visitors.</p>	<p>All visitors</p> <p>Children</p>	<ul style="list-style-type: none"> <li>▪ All visitors report to reception and sign in before gaining entry to school.</li> <li>▪ Visitors assigned to a staff member, who is responsible for their safety while on the premises</li> <li>▪ All visitors asked to make an appointment whenever possible to gain school access.</li> <li>▪ All visitors have access to safety statement.</li> <li>▪ A register of visitors will be maintained and available in the case of fire etc</li> <li>▪ Closed circuit cameras in operation around school grounds and in foyer.</li> <li>▪ Key code needed for entry beyond front/back door</li> <li>▪ All exit doors to be closed and locked on inside, to ensure that unauthorized persons do not gain access to school building. This does not apply to emergency doors</li> <li>▪ Lower floor blinds are pulled down each day to restrict view of classrooms</li> <li>▪ Gates closed during the day to restrict traffic inside gates.</li> </ul>	1	3	3
<p><b>Further Controls</b> :</p> <ul style="list-style-type: none"> <li>▪ Children who go home early are to be signed out by collecting parent/guardian.</li> <li>▪ Children may not be collected by parents from the school yard. Parents must wait until the child is back in class and staff member must remember to inform class teacher of the child's withdrawal from class.</li> <li>▪ All windows to be closed each afternoon, all blinds to be pulled down.</li> <li>▪ All equipment to be taken from the yard each day.</li> <li>▪ Doors to be locked when not in use.</li> <li>▪ Main door to be locked after 3.00 to restrict access, unless otherwise organized.</li> </ul>					

<b>Activity: Employing Contractors</b> <b>with ongoing contracts</b> (deliveries, lift engineers, cleaners, sanitary cleaners)		<b>Date of Assessment: 29 February 2016</b> <b>Undertaken By: Aidin Geary</b> <b>Review Date: 26 February, 2017</b>			<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk				
			L	S	RR		
<b>Hazard:</b> Activities undertaken by contractors.	All employees and contractor employees and visitors	<ul style="list-style-type: none"> <li>▪ The contractor's insurance policy should be provided by the contractor and seen by school management in advance of any work commencing to ensure that the policy covers the contract as an "away" from home site for the contractor.</li> <li>▪ Ensure all contractors have a valid safety statement</li> <li>▪ All contractors must liaise with management before commencing work to establish common safety systems.</li> <li>▪ So far as is reasonably practicable the contractor's work area should be defined and marked off.</li> <li>▪ All contractors made aware of our safety statement and the particular hazards they may encounter, before starting work.</li> <li>▪ Work equipment will not be made available to contractors.</li> <li>▪ Contractors own work equipment must meet the required standards for work equipment as described in the Work Equipment Regulations.</li> <li>▪ Any accidents involving contractors will be investigated in the normal way.</li> <li>▪ Notifiable accidents involving contractors will be notified to the Health &amp; Safety Authority.</li> <li>▪ All employees will be advised in advance of contractors coming to carry out work, if it interferes with their work space.</li> </ul>	1	3	3		
<b>Risk:</b> Variety of possible risks associated with refurbishment			<b>Further Controls</b> Where possible all work to be carried on outside of school working hours. Specific risk assessment required for one-off building projects.				

<b>Activity: Maintenance Activity</b> by maintenance person		<b>Date of Assessment: 29 February 2016</b> <b>Undertaken By: Aedín Geary</b> <b>Review Date: 26 February, 2017</b>	<b>L = Likelihood</b> <b>S = Severity</b> <b>RR = Risk Rating</b>		
Hazard & Risk	People at Risk	Existing Controls	Current Risk		
			L	S	RR
<p><b>Hazard:</b> Using ride on lawnmower/angle grinders/ strimmers Picking up glass other rubbish about school etc</p> <p><b>Risk:</b> Cuts, bruises lacerations, minor injury  Serious injury and loss of limb(s) or life  Infections, loss of blood</p>	Maintenance person	<ul style="list-style-type: none"> <li>▪ Experienced person operating the equipment</li> <li>▪ No Children or other staff member allowed in vicinity of work being carried out.</li> <li>▪ First Aid station located the Secretary's Office</li> <li>▪ A record of all injuries, times, dates and procedures, as well as further referral and advice given, will be made and in the Yard book and for more serious accidents in the Accident Report Book.</li> <li>▪ Accident reports will be signed and dated on the day of the incident and will be brought to the attention of the class teacher and A/Principal.</li> <li>▪ Protective gloves used.</li> <li>▪ Special timber tongs to pick up dangerous material</li> </ul>	1	3	3

**Further Controls:**

- Maintenance sheet available in office for any maintenance tasks.
- Teachers to be aware of duty to draw caretaker attention/ safety officer attention to potential dangers with regard to equipment maintenance or child welfare.
- Need to keep post pads in yard, in place and checked regularly.
- Mossy areas to be attended to in case of slips.

## Appendix A: Work Area Audit sheets

Work Area Inspection Check list \_\_\_\_\_ Date: \_\_\_\_\_

Classroom: \_\_\_\_\_ Assessed by: \_\_\_\_\_

Control in place?

Housekeeping	y	N	Comment / action required	Responsibility	Date closed
Floor free from trip/slip hazards					
Emergency exits and passageways clear					
Items stored appropriately					
All waste cleared daily					
Schoolbags stored safely					
Coats/ lunchboxes stored safely					
<b>Fire safety</b>					
Fire equipment to hand					
Equipment mounted, serviced and undamaged					
Emergency exits indicated, illuminated/easily opened?					
<b>Electrical safety</b>					
All sockets, switches, plugs and cables free from damage?					
Any sockets overloaded?					
<b>Working environment and welfare</b>					
All furniture and fittings in good repair					
First Aid kit assembled and appropriately stocked?					
All light fittings working?					
Relevant safety signs and markings in place?					

Areas other than classrooms: \_\_\_\_\_ Date: \_\_\_\_\_

Workshop/storerooms/hallways \_\_\_\_\_ Assessed by: \_\_\_\_\_

Control in place?

Housekeeping	y	N	Comment / action required	Responsibility	Date closed
Floor free from trip/slip hazards					
Emergency exits and passageways clear					
All waste cleared daily					
<b>Fire safety</b>					
Fire equipment to hand					
Fire equipment gauge reading correctly					
Equipment mounted, serviced and undamaged					
Emergency exits indicated, illuminated/easily opened?					
<b>Electrical safety</b>					
All sockets, switches, plugs and cables free from damage?					
Any sockets overloaded?					
<b>Working environment and welfare</b>					
All furniture and fittings in good repair					
First Aid kit assembled and appropriately stocked?					
All light fittings working?					
Relevant safety signs and markings in place?					
<b>Technical Rooms</b>					
Any visible machine faults or defects?					
Personal Protective Equipment (PPE) in good working condition?					
PPE use where required?					
All chemicals stored safe?					
All hand tools free from damage?					

**Appendix B Accident & Injury Reporting Form**