

Scoil na Leanaí

Rinn Ó gCuanach,
Dún Garbhán,
Co. Phort Láirge.



Safety Statement and Policy

Version 2.0 - Completed By J.P. Ryan Training & Consultancy Ltd
in conjunction with *Scoil na Leanaí Board of Management*.
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1. Safety Policy

It is the policy of *Scoil na Leanaí Board of Management* to ensure where practicable that all reasonable measures are taken into consideration to ensure the safety, health and welfare of all persons interacting with *Scoil na Leanaí*.

This programme is written and prepared to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007-2023, Working at Height Regulations, Electricity Regulations, Construction Regulations, Safety, Health & Welfare at Work (Biological Agents) Regulations 2013 and any other applicable regulations from those implemented in 2007. This legislation directs responsibilities to those involved in the prevention of any incidents or accidents which may arise so far as is reasonably practicable.

It is the aim of *Scoil na Leanaí Board of Management* to integrate a well-managed health and safety plan in taking steps to ensure the safety and health of staff, pupils and sub-contractors so far as is reasonably practicable.

Scoil na Leanaí Board of Management will provide a safe system of operation through the provision of appropriate information, instruction, training and supervision to ensure that a safe system of work is put in place and adhered to by all staff, pupils, visitors and sub-contractors interacting with *Scoil na Leanaí*.

This safety statement will be made available to all staff of *Scoil na Leanaí* and to all parents of children in the school when requested. Those involved must comply with the safety and health requirements in the prevention of injury or ill health to themselves and others, while in contact with *Scoil na Leanaí*.

All staff have a responsibility to:

- Co-operate fully with implementing this policy
- Comply with any instructions, procedures and standards issued to meet the requirements of this policy
- Take care for their own health and safety and that of others
- Take care to minimise impacts on the environment
- Use any safety equipment and clothing provided by the School carefully and correctly and to report any defects immediately
- Report and take action to minimise the effect of any accidents, hazards, plant defects or any other aspects of site operations that may cause injury, ill health, damage, loss or harm to the environment

It is the duty of all staff and contractors of *Scoil na Leanaí* to comply with this safety policy and statement.

The co-operation of all staff and contractors of *Scoil na Leanaí* is expected and all stakeholders are reminded that statutory obligations are the minimum standard for which they are responsible.

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

Signed: Olive Cooke (Principal)

Date: 22/5/25

Signed: Muhammad Marie Shal (Board of Management)

Date: 22/5/25

2. Scope

Scoil na Leanaí is situated in West Waterford catering for the primary school education needs of boarders of Coláiste Na Rinne. The school is serviced by 3 mainstream class teachers & 1 learning support teacher, to compliment the teaching staff there is one Secretary/Cuntóir Teangan & one cleaner. There are 7 classrooms in total. There is also a multipurpose hall. There are over 34 children in the school presently, all over the age of 10.

The Board of Management of *Scoil na Leanaí*, charged with the direct government of the school, has prepared this Safety Statement in accordance with the requirements of the Safety, Health and Welfare Act 2005. In doing so it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school by the parents of the pupils.

The Principal shall be responsible for overseeing the safety provisions on behalf of the Board of Management and a Safety Officer have been appointed for *Scoil na Leanaí* under the provision of the Safety, Health and Welfare at Work Act 2005. They should be consulted if any of the staff have queries regarding any of the provisions mentioned in this statement.

3. Responsibilities

3.1 The Board of Management

It is the policy of the Board of Management to maintain the school to the highest standard both decoratively and structurally. To support this policy, the BOM will dedicate the appropriate resources and facilities necessary, whether time, finances, equipment, or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The Board of Management will ensure that:

- Adequate resources are made available so that the Safety Statement and Policy can be carried out efficiently.
- Adequate numbers of suitably trained staff are available to undertake all activities carried out by the school
- Health and safety considerations are included in all annual estimates for the running of the School.
- In so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, repair and replacement of facilities.
- Resources are provided for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.
- The Safety Statement is reviewed regularly and its operation monitored.
- Regular inspections are carried out
- Equipment is operated only by authorised and experienced personnel

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or Board of Management.

3.2 Principal

Under rule 123(4) and Circular 16/73 of the Dept. of Education, the Principal, is responsible for the discipline of the school, the other members of staff, including the co-ordination and supervision of their work, general organisation and other matters relating to the work of the school. In carrying out these duties the principal is required to organise the supervision and behaviour of the pupils during school hours. When a teacher is absent, the teachers present should arrange adequate supervision and work for the pupils whose teacher is absent. The Deputy Principal is required to assist the principal in the day-to-day organisation of the school.

The Principal will ensure that:

- All day to day health and safety matters in the school are managed in accordance with the Health and Safety Policy
- Safe systems and practices are incorporated into all activities within the organisation.
- All employees are fully aware of their responsibilities in relation to occupational safety and health.
- All employees are accountable for their performance in relation to occupational safety and health.
- All accidents and incidents are investigated as soon as possible after the incident/accident has occurred.
- All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated.
- Any specialist health and safety training, if required, is discussed, authorised and put into practice.
- All contractors are under the principals' control at all times & abide by the safety statement
- Any wilful breach of safety rules is reported and dealt with appropriately.

3.3 Health & Safety Officer

The Safety Officer will be nominated by the Board of Management and will be responsible to that body to ensure that health and safety is managed in a proactive manner within the school and that all tasks performed are in keeping with the maintenance of a safe environment.

She /He will ensure that:

- The Safety Statement is circulated to the appropriate personnel including all third parties working for Scoil na Leanaí and that it is always widely available to employees and to parents when requested.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- Any discussion, reports or suggestions relating to the Safety Statement which are raised by employees or clients are recorded and actioned if deemed necessary.
- Any Accident Reports, Hazard Identification Reports, Health, and Safety Audits etc. are retained for a period of not less than 5 years.
- Any correspondence relating to Health and Safety is brought to the attention of management and any subsequent actions are recorded.
- No unauthorised persons are allowed on to the school premises
- health and safety issues within the school are monitored and make recommendations if necessary to the Board of Management.
- a representative number of employees are trained on an annual basis in First Aid and the use of Fire Extinguishers.
- A fully-equipped First Aid Kit is available at all times.
- Waste and refuse are managed and collected by the appropriate agency.
- Ensure that Safety inspections are carried out monthly at least.

The safety officer may consult with and make representation to the Board or their designated representative in the school i.e. Principal on safety health and welfare matters.

He/she may identify dangerous occurrences in the School and help identify remedial action.

A Safety officer is entitled to consult a Health and Safety inspector about any aspect of safety, health and welfare at work.

He/she may investigate any risks to staff/complaints that have been made by staff that are deemed to be of a health & safety nature.

3.4 Safety Representative & Consultation.

Scoil na Leanaí employees may select and appoint a safety representative. The appointed safety representative may consult with and make representations to the Board of Management on safety, health and welfare matters at the place of work.

These representations shall be considered and acted on if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer, that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees.
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace **(if the inspector agrees)**.
- Monitor health and safety issues within the school and make recommendations if necessary to the Board of Management.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

More information can be found at Part 4 Section 25 & 26 of the Safety Health and Welfare at Work Act 2005.

In accordance with Section 25 (1) of the Act, the teaching staff have selected:

3.5 Employees (*Teachers/Cuntóirí Teangan/Caretaking/Secretarial Staff etc.*)

Employees must ensure that they adhere to the following:

- Employees are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- Employees will co-operate with the Board of Management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- Employees will ensure that equipment in their area of responsibility is properly maintained, safe to use & is secured when not in use.
- Employees will co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any hazards of which they become aware.
- Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- Employees will assist in training the children on the Fire Drill Policy.
- Employees are required to take care of their own health and safety, and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- Employees must maintain high standards of local housekeeping and hygiene within the school. A clean as you go policy must be in place and in use at all times.
- Employees must not smoke, including ecigarettes, in any area in the school.
- All employees are familiar with the location of the First Aid box and the Fire Extinguishers and must ensure that the First Aid box is adequately stocked at all times.
- Employees are familiar with all emergency exits and emergency procedures.
- Employees must report any accident or damage, however minor, to management.
- Employees must comply with any safety directives which may be issued from time to time.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Regularly inspect their areas in a walk through inspection to ensure the standards in this policy are being complied with.

3.6 Contractors & Visitors

Contractors

The following responsibilities are allocated to contractors to whom *Scoil na Leanaí* assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to *Scoil na Leanaí* for approval prior to being awarded any works.
- All contractors will be expected to comply with this Safety Statement and Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to *Scoil na Leanaí* whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others.
- All staff sent to work by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant risk assessments as necessary.
- All plant and equipment used by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Any injury sustained by a contractor's employee must be reported immediately to *Scoil na Leanaí* Board of Management.
- Contractors must comply with any safety instructions given by *Scoil na Leanaí* Board of Management.
- *Scoil na Leanaí* Board of Management must be notified of any material or substance used by the contractor which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- *Scoil na Leanaí* Board of Management must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.
- Copy of any specific method statements, applicable to the more hazardous work to be carried out, to be submitted by contractor

Visitors:

A visitor is defined as any person who goes beyond the boundary fence of the school for meetings, visiting staff members or management.

- The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point. See Evacuation notice at the back of each classroom near the exit door.
- 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 school premises
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.

3.7 Storage & Adminstrating of Medicine:

Parents must inform the school in writing if their child suffers from any allergies, long term or short-term illness, where the child is required to take medication in the school.

Any medication that needs to be kept in the school must be kept in a secure place, out of the reach or access of other children in the school, and appropriate to the storage conditions required for the medication e.g., locked teacher's drawer/in the fridge in the staffroom.

All medication on site is in date & the correct administration procedures outlined by a professional is the responsibility of the parents to convey to the staff.

4. Welfare Facilities

Scoil na Leanaí Board of Management will ensure that adequate welfare facilities including the following are provided in the school for teachers and pupils alike:

- Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition. There are girls and boys toilets in one of the classrooms, as well as 1 block each of boys and girls toilets servicing the remaining classroom and two individual staff toilets. Each toilet can be opened from the outside with a screwdriver should a pupil be unable to open the door.
- Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- Toilets have an adequate supply of water, soap and towels. Sanitary bins are available in female toilets and maintained by a maintenance company.
- Arrangements for eating foodstuffs shall be provided in the adjoining Coláiste.
- An adequate supply of drinking water shall be provided in the school.
- Adequate facilities shall be provided for the storage of wet coats, etc.
- The **intimate care & toileting policy** must be followed when dealing with children with specific Toileting/intimate care needs

5. Infection Control Policy

Instructions as per government agencies in the event of an epidemic or pandemic are to be followed at all times

It is the policy of *Scoil na Leanaí* that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases (e.g. outbreak of head lice). The school will endeavor to minimize the risk by adherence to sound principles of cleanliness, hygiene and disinfection as outlined in the HSE guidance. The classroom teachers will outline the importance of infection control to their pupils

HSE Guidance

5.1 Hand Hygiene

is the number one weapon in preventing the spread of microorganisms.

Employers must:

- Ensure that appropriate hygiene facilities are in place to accommodate workers adhering to hand hygiene measures.
- Make available advice and training on how to perform hand hygiene effectively:
- Display posters on how to wash hands in appropriate locations.

Employees must:

- Ensure they are familiar with and follow hand hygiene guidance and advice.
- Wash their hands properly with soap and water or with an alcohol-based hand rub regularly and in particular:
 - before and after preparing food,
 - before and after eating,
 - after coughing and sneezing
 - if in contact with someone who is displaying any COVID-19 symptoms,
 - before and after being on public transport (if using it),
 - before and after being in a crowd,
 - when arriving and leaving the workplace/other sites,
 - before having a cigarette or vaping,
 - when hands are dirty,
 - after toilet use
- Avoid touching their eyes, mouth, or nose
- Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- Not share objects that touch their mouth, for example, bottles or cups.

It is important to follow good practices for hand washing which include using soap and water and washing for over 20 seconds – see HSE recommendations for hand washing: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>. Regular hand washing with soap and water is effective for the removal of many microorganisms. Between washing use of hand sanitisers (70% alcohol base) is recommended.

6. Pregnant Employees:

Scoil na Leanaí 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.
- **A pregnancy risk assessment** should be undertaken as soon as possible as per **Appendix 5**
- 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.

7. Drugs and Alcohol Policy Statement

Scoil na Leanaí recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, *Scoil na Leanaí* employees, pupils and others at significant risk.

All Employees, Contractors and Sub-Contractors must be able to perform their duties whilst on *Scoil na Leanaí* business, or when they are in *Scoil na Leanaí* premises/work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If *Scoil na Leanaí* has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on *Scoil na Leanaí* property or other off site locations, will lead to disciplinary action being taken.

8. Bullying at Work Policy

Employees (Teachers/ Cuntóirí Teangan /Caretaking/Secretarial Staff etc)

All employees must sign off on the Anti bullying policy.

Scoil na Leanaí recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, Scoil na Leanaí wishes to clearly state that bullying of any kind will not be tolerated.

The school recognises that conflict may occur between staff or between staff and contractors, and can include behaviour that is offensive to the recipients such as:

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

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self'. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

Scoil na Leanaí will strive to ensure that all employees are free to perform their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to the Board of Management. The Board of Management gives the undertaking that they will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, Scoil na Leanaí will not be deterred in invoking the formal disciplinary/grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

Pupils

Teachers in the school are aware of the symptoms of bullying and are constantly on the lookout to ensure the school is a bully free zone. The school yard is supervised at all times during breaktime. There is also an anti-bullying policy, which must be adhered to at all times.

9. Child Safeguarding

Scoil na Leanaí is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the

- Children First Act 2015,
- Children First: National Guidance for the Protection and Welfare of Children 2017,
- The Child Protection Procedures for Primary and Post Primary Schools 2017
- Tusla Guidance on the preparation of Child Safeguarding Statements.
- The Board of Management of *Scoil na Leanaí* has agreed the Child Safeguarding procedures set out in the following:
 - ***Scoil na Leanaí* Child Safeguarding Statement**
 - **Child Safeguarding Risk Assessment (of any potential harm)**
 - **Anti-Bullying Policy/ Bí Cineálta**

10. Stress at Work

Scoil na Leanaí will utilize the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

If you, as an employee, feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of staff.

For more information please refer to Code of Behaviour Policy for *Scoil na Leanaí*

11. Violence & Aggression

Scoil na Leanaí will take all necessary steps and precautions to ensure the all employees are protected against any act of violence and or aggression which may occur during the course of their work. Any incident that may occur must be reported and will be investigated further to eliminate the risk of reoccurrence.

12. Environmental Policy

Scoil na Leanaí will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

Recycling/reusing will be promoted in the school to all pupils.

The responsibility of all waste disposal matters lies with Coláiste Na Rinne.

13. Smoking Policy

In conjunction with the blanket ban on smoking in Educational Institutions, *Scoil na Leanaí* has a no smoking policy on the school grounds which must be strictly adhered to. Exposure to second-hand/Environmental Tobacco Smoke (ETS), also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace, nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all pupils, staff and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working/learning environment.

Policy:

It is the policy of *Scoil na Leanaí* that all its workplaces are smoke-free and that employees have a right to work in a smoke-free environment. Smoking is prohibited within the entire school boundary with no exceptions. This policy applies to all pupils, parents/guardians, employees, contractors and visitors.

Implementation:

Overall responsibility for policy implementation rests with the Board of Management. All staff have an obligation to adhere to and facilitate the implementation of this policy. The Principal shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Principal shall make all new and prospective employees, consultants and contractors aware of the policy on recruitment. All pupils and parents/guardians shall be informed of this policy.

Infringements:

Infringements by pupils shall be dealt with in accordance with the school's "Code of Behaviour".

Infringements by staff will be dealt with under the INTO agreed procedures for discipline, grievances and complaints.

Employees, consultants, contractors and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine.

Infringements by consultants, contractors and visitors shall be dealt with in accordance with the procedure set out below.

Procedure if a consultant, contractor or other visitor smokes in contravention of Section 47 of the Public Health (Tobacco) Act that prohibits smoking in the workplace

1. Advise the person that it is also an offence for the Board of Management to permit anyone to smoke within the school boundaries in contravention of the law.
2. Advise the person that the school has a smoke-free policy to ensure a safe working environment for employees and students
3. If a person continues to smoke, advise them that they are in breach of the policy, they will be reported to the Environmental Health Officer and that they are liable to criminal prosecution and possible fines

14. Implementation and Operation

To actively carry out the *Scoil na Leanaí's* policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe environment, the following will be kept in place:

1. General stewardship by the safety representative and Board of Management of the health and safety policy.
2. Promoting awareness of safety issues.
3. Using external expertise to maintain Fire Extinguishers and training in same and in First Aid.
4. Using external expertise to ensure the proper safety management systems are in place and in use.
5. Proper reporting of accidents or dangerous occurrences, action to prevent recurrence.

Identification of Hazards and Assessment of Risks should be an ongoing process and any identified hazard or risk should be immediately reported to the Safety Representative and the Hazard Identification Report filled out.

The hazard or risk should be immediately assessed as 'high', 'medium' or 'low' and appropriate action taken depending on its level.

This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

15. Hazard Identification, Risk Assessment, Risk Control and Responsibility

Key:	S = Severity	L = Likelihood	R = Risk (L X S)
<u>ASSESSMENT OF HAZARD(SEVERITY)</u> 5= Fatality / major injury or illness causing long term disability 3 = Injury or illness causing short term disability 1 = Other minor injury			<u>ASSESSMENT OF RISK(LIKELIHOOD):</u> 5 = CERTAIN OR NEAR CERTAIN 3 = REASONABLY LIKELY TO OCCUR 1 = VERY SELDOM / NEVER

Hazard Assessment Matrix

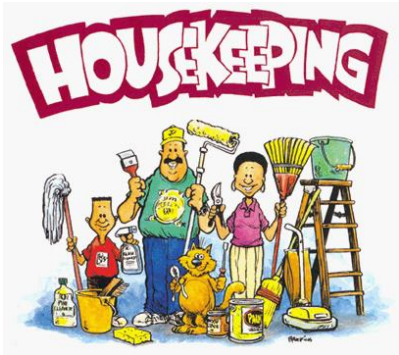
		Likelihood			
		x	1	3	5
Severity	1	1	3	5	
	3	3	9	15	
	5	5	15	25	


Low: 1-5

Medium: 6-9

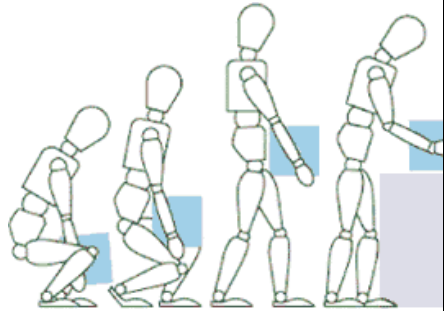
High: 10-25


15. Hazard Identification, Risk Assessment and Risk Control

15.1 General Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.1 H O U S E K E P I N G	General work on a day to day basis 	Poor housekeeping can pose a wide variety of risks to health and safety. Trips: - Materials left lying on the floors of classrooms etc. Slips: - On a greasy floor, slippery material strewn around. Falls:-Use of materials for accessing higher work areas. Collisions:- Blockage of walkways with materials Objects falling on people: - Improper loading of materials. Fire: - Inadequately and infrequent disposal of combustible rubbish.	1. A Clean as you go policy will be in place and all staff/sub-contractors will be made aware of it. 2. Any spills will be promptly cleaned up, once identified 3. Staff must maintain the school in a tidy condition at all times. All entrances and walkways to be kept clear. 4. Staff will ensure that all waste materials in and around the school are cleared and disposed of safely 5. Electric cables must not be left on the ground- where practicable suspend cables to avoid trip hazard. 6. A cleaner is employed by the school and cleans the school regularly to an acceptable standard.	Controls (1-6) Listed here are the responsibility of all staff and management as they go about their daily routine.	Pre Controls High (3*5=15) (L*S=R) Post Controls Low (1*5=5)

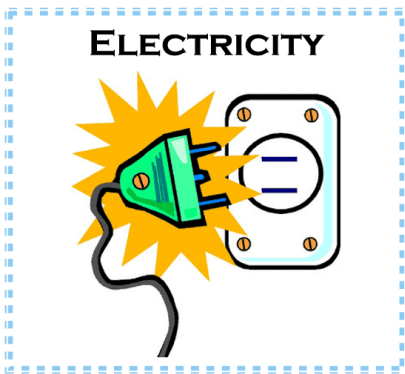
15.1 General Hazards					Hazard Assessment
	Task	Hazard	Control	Responsibility	
15.1.2 A C C E S S & E G R E S S	Access to and from Scoil na Leanaí 	Inadequate access and egress facilities can result in: <ul style="list-style-type: none"> • Restriction of an orderly evacuation of the premises • Trips and falls • Obstruction of emergency exits • Injury to pupils from cars entering & exiting the school • Injury to pupils from adjoining road. • Damage to cars from adjoining road traffic 	<ol style="list-style-type: none"> 1. Adequate lighting shall be provided at all entry, exit points and along corridor and passageways. 2. Emergency lighting is in place and in use in the case of an emergency. 3. All parents/ guardians shall be instructed to use designated parking spaces. 4. Pupils shall be supervised at all times. 5. All doors and access points shall be kept clear and maintained. 6. All passageways and fire escape routes shall be kept clear of obstruction. 7. All floor surfaces shall be kept clean and in good condition. 8. Waste shall be removed regularly and systematically stored in a secure place until collected for disposal. 9. School starts at 9.25 a.m. and according to Rule 124(4) every teacher must be present at that time to take their class. 	<p>Controls (1-7) listed here are the responsibility of the Board of Management in conjunction with Coláiste na Rinne</p> <p>Controls (8-13) Listed here are the responsibility of all staff</p>	<p><u>Pre Controls</u> High (3*5=15) (L*S=R)</p> <p><u>Post Controls</u> Low (1*5=5)</p>

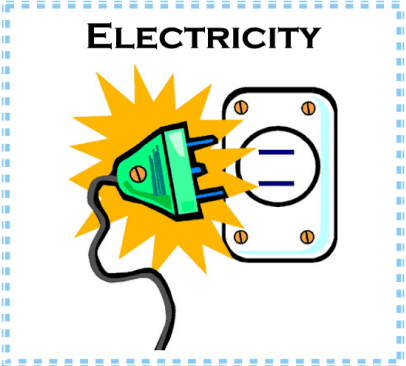
15.1 General Hazards


15.1 General Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.3 M A N U A L H A N D L I N G	Manual handling of equipment, materials, boxes etc. 	<ul style="list-style-type: none"> • Incorrect method of lifting • Attempting to lift something which is too heavy • Lifting sharp/awkward shapes <p>The main injuries associated with manual handling and lifting are:</p> <ul style="list-style-type: none"> -Back strain, slipped disc. -Hernias. -Prolapsed Disc -Lacerations, crushing of hands or fingers. -R.S.I.(Repetitive strain injury) -Bruised or broken toes or feet. -Various sprains, strains, etc. 	<ol style="list-style-type: none"> 1. All employees shall be trained in safe manual handling techniques. 2. Measures shall be taken to reduce the amount of manual handling to a minimum through, for example the sourcing of appropriate handling devices and all employees trained in their use. 3. All portable equipment must be weighted and labelled as to identify the weight of each object. 4. Each load which must be manually handled shall be assessed. The assessment shall take account of the size, weight, shape, condition and position of the load to be handled. 5. Appropriate handling devices must be used when provided. 6. All employees must partake in manual handling training. 7. Pupils keep their schoolbooks in school and only take home what is needed for homework. 	<p>Controls (1-3) Listed here are the responsibility of the Board of Management</p> <p>Controls (4-6) Listed here is the responsibility of all staff.</p> <p>Controls (7) Listed here is the responsibility of the teaching staff.</p>	<p>Pre Controls Medium (3*3=9) (L*S=R)</p> <p>Post Controls Low (1*3=3)</p>


15.1 General Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.4 FIRE	Completion of various tasks by all staff including caretakers & cleaners and use of various types of equipment which may lead to fire. 	<ul style="list-style-type: none"> Outbreak of fire causing injury and or damage to school etc. 	<ol style="list-style-type: none"> The provision of adequate fire protection equipment & inspection and maintenance of same must be in place. The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of firefighting equipment on site must be carried out. Fire drills must take place every quarter, issues identified, documented and fixes put in place. The testing and maintenance of portable heating appliances Staff & pupils must actively take part in fire and evacuation drills and fire extinguisher training. The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish. Ensure all escape routes are free from obstruction and all exits are unlocked and operational. All electrical equipment is switched off and unplugged when not in use. 	Controls (1-4) listed here are the responsibility of the Board of Management	<div> Pre Controls Medium $(3*3=9)$ $(L*S=R)$ </div> <div> Post Controls Low $(1*3=3)$ </div>
			Controls (5-8) Listed here are the responsibility of all staff		



15.1 General Hazards

15.1 General Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.5 E L E C T R I C I T Y	Interaction with electricity-general 	<ul style="list-style-type: none"> • Electric Shock • Fire • Trips or falls from loose cables 	<ol style="list-style-type: none"> 1. All electrical work in the school shall be carried out by a qualified electrician. 2. Wiring installation in the school is checked on an annual basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety. 3. Dangerous or defective cabling shall be replaced or remedied in accordance with the E.T.C.I.'s rules. 4. All extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules. 5. Portable electric equipment will be 110v where possible. 6. All electric equipment will be regularly serviced. 	Controls (1-6) listed here are the responsibility of the Board of Management	<p><u>Pre Controls</u></p> <p>Medium (3*3=9) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*3=3)</p>



15.1 General Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.5 E L E C T R I C I T Y Cont'd	General tasks in School resulting in Interaction with electricity- 	<ul style="list-style-type: none"> • Electric Shock • Fire • Trips or falls from loose cables 	7. Sockets will never be overloaded. 8. Equipment will be unplugged when not in use. 9. Portable appliance equipment will be inspected before use. 10. Report any defects. Where possible make equipment safe, decommission from use and label for repair or replacement. 11. If the use of an extension lead is required ensure that all walk ways are clear, extension lead is fully extended, the lead is not likely to be damaged in any way (by a vehicle or work process) and its use is temporary. 12. Never handle live exposed cables. 13. Never use electric equipment when in water, damp conditions, confined space. 14. Never leave pupils unsupervised using electrical equipment.	Controls (7-14) listed here are the responsibility of all employees.	<p><u>Pre Controls</u></p> <p>Medium (3*3=9) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*3=3)</p>

15.1 General Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.6 H A Z A R D O U S S U B S T A N C E S	<p>Use of hazardous substances including weed killer and cleaning agents by all staff including cleaner and caretaker</p>  <p>It is recognized that some chemicals, photocopier toners, paints and cleaning products are required for the running and upkeep of the school.</p>	<p>Health hazards from substances can be divided into the following categories:</p> <ul style="list-style-type: none"> • External contact - corrosive, skin absorption, dermatitis. • Inhalation - gases, fumes, vapours. • Ingestion – swallowing <p>Access to harmful substances by pupils</p>	<ol style="list-style-type: none"> 1. All substances have an up to date Material Safety Data Sheet (MSDS) on file. 2. Risk assessments are carried out before use where required. 3. An appropriate unit that is, fire retardant, can contain spillages and is lockable should be provided. 4. Any equipment, hygiene measures or protective clothing required to be used in the handling of hazardous substances are provided and shall be maintained as required. 5. All measures necessary to protect other workers and the general public from any hazardous substance will be provided and maintained. 6. All substances are stored in the appropriate unit provided that is fire retardant and can contain spillages. 7. Stores with hazardous substances will remain locked at all times and hazardous substances will not be left out to be accessed by pupils. 8. Procedures planned to handle, use or store any hazardous substance or processes are carried out fully. 9. The MSDS are read prior to use of substances and the control measures listed in the MSDS are followed. 	<p>Controls (1-4) listed here are the responsibility of the Board of Management</p> <p>Controls (5-9) listed here are the responsibility of the user of the hazardous substances.</p>	<p>Pre Controls High (3*5=15) (L*S=R)</p> <p>Post Controls Low (1*5=5)</p>


15.1 General Hazards					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.1.7	Excessive noise due to operation of equipment and machinery especially by caretaker and cleaner. 	<ul style="list-style-type: none">Reducing hearing due to exposure to excessive noiseIncreased frequency of stress in the work place	<ol style="list-style-type: none">Noise is sometimes unavoidable when working therefore all relevant employees are provided with ear defenders suitable to the hazard.Noise emanates from various types of equipment used by cleaning & caretaker staff such as lawnmower. Where possible the equipment selected will provide the lowest levels of noise.Where possible use of noisy equipment such as lawnmowers and strimmers will not take place during school hours so that noise exposure to pupils is minimisedEar defenders must be worn at the appropriate times by all relevant employees and all directions given when on site with regard to hearing protection must be followed.	<p>Controls (1-2) listed here are the responsibility of the Board of Management</p> <p>Control (3-4) listed here are the responsibility of all employees.</p>	<p><u>Pre Controls</u></p> <p>Medium (3*3=9) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*3=3)</p>

15.1. General hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.1.8 USE OF LADDERS WORKING @ HEIGHT	<p>General use of ladders by all staff but especially Cleaners & caretaker</p>  	<p>Note: Ladders must only be used for short periods and only where there is no suitable alternative.</p> <ul style="list-style-type: none"> • Items falling from ladders • Working from ladders • Throwing waste material from ladders • Overreaching • Overbalancing • Ladders Falling • Falls from Ladders • Electrocution • Defective Ladders 	<ol style="list-style-type: none"> 1. Ladders must be in good condition and free from defects. 2. Metal ladders are prohibited 3. Ladders must be maintained regularly. 4. Ladders should not be painted as this hides defects. 5. If a ladder cannot be properly repaired, it must be scrapped. 6. Ladder must be inspected prior to use. 7. Ladders must be taken out of use if defective 8. Ladder must be positioned on solid ground. 9. Ladders to be used the correct way up - strengtheners to be on the underside of rungs. 10. The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder. 	<p>Controls (1-5) listed are the responsibility of management</p> <p>Controls (6-10) listed are the responsibility of the employee using the ladder</p>	<p>Pre Controls</p> <p>Medium (3*3=9) (L*S=R)</p> <p>Post Controls</p> <p>Low (1*3=3)</p>

15.1. General Hazards


15.1. General Hazards					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.1.8 U S E O F L A D D E R S Cont'd	General use of ladders by caretaker	<p>Note: Ladders must only be used for short periods and only where there is no suitable alternative.</p> <ul style="list-style-type: none"> • Items falling from ladders • Working from ladders • Throwing waste material from ladders • Overreaching • Overbalancing • Ladders Falling • Falls from Ladders • Electrocuton • Defective Ladders 	<p>11. Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)</p> <p>12. Workers to climb ladders with both hands free (i.e. not carrying materials)</p> <p>13. Move ladder along with work to prevent overreaching.</p> <p>14. Only one person at a time on a ladder</p> <p>15. Do not stand on top 2 rungs of step ladder.</p> <p>16. Extension ladders > 6m long, overlap of 4 rungs required.</p> <p>17. Working @ height externally should not be carried out in windy conditions.</p> <p>18. Be aware of overhead electrical lines when using a ladder @ height</p>	Controls (11-18) listed are the responsibility of the employee using the ladder	<p>Pre Controls</p> <p>High (3*5=15) (L*S=R)</p> <p>Post Controls</p> <p>Low (1*5=5)</p>
	 	-			


15.2 Specific Hazards


Task		Hazard	Control	Responsibility	Hazard Assessment
15.2.1	<p>Supervision of pupils in the classroom and other indoor areas</p> <p>W I T H I N S C H O O L B L D G</p> 	<ul style="list-style-type: none"> • Trips or falls • Collisions • Broken Furniture 	<ol style="list-style-type: none"> 1. Pupils must walk at all times in corridors 2. No pupil to be in a classroom without the supervision of a teacher 3. Pupils are forbidden anywhere near the cleaning & washing equipment storage area. 4. Cleaning is organised to provide dry paths through areas being cleaned 5. Excess liquid is removed to assist the floor drying process. As far as possible the floor is cleaned until dry 6. Broken furniture to be removed from service until repaired or replaced. 	<p>Controls (1-6) Listed here are the responsibility of all staff.</p>	<p><u>Pre Controls</u> Medium (3*3=9) (L*S=R)</p> <p><u>Post Controls</u> Low (1*3=3)</p>


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<i>15.2 Specific Hazards</i>					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.3	Staff using School staffroom	<ul style="list-style-type: none"> • Trips or falls • Food storage not adequate leading to infestation of mice • Pupils getting burned with hot liquid such as tea or coffee • Injuries from damaged equipment. 	<ol style="list-style-type: none"> 1. All staff must keep the staffroom clean & tidy 2. All food to be taken away each Friday 3. Access to the staffroom is restricted. 4. Pupils will not be in the staffroom unsupervised. 5. The staffroom equipment will be maintained by the Board of Management 	<p>Controls (1-4) Listed here are the responsibility of all staff.</p> <p>Control (5) Listed here is the responsibility of The BOM</p>	<p><u>Pre Controls</u></p> <p>Medium (3*3=9) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*3=3)</p>


15.2 Specific Hazards					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.4	<div><div><div>C O M P U T E R S</div><div><ul style="list-style-type: none">• Unsuitable layout of workstation• Inadequate breaks• Electricity/electrical cables</div></div></div>	<ul style="list-style-type: none">• Repetitive strain injury(RSI)• Upper Limb pain and discomfort• Bad working posture• Eye strain/fatigue• Headaches• Trips & Falls• Shocks	<ol style="list-style-type: none">1. Workstations must be arranged to avoid awkward movements, aches & pains2. Workstations should be assessed in line with HSA requirements for Display Screen Equipment.3. Where Visual Display Unit(VDU) work is intensive or continuous(>1 hr) adequate breaks must be taken to rest eyes.4. Where an employee habitually uses a VDU as part of his/her normal work appropriate eyesight test must be made available.5. No trailing cables6. Sockets should not be overloaded.	<p>Controls (1-4) Listed here are the responsibility of Board of Management.</p> <p>Controls (5-6) Listed here are the responsibility of all staff.</p>	<div><div><div>Pre Controls</div><div>Medium (3*3=9) (L*S=R)</div></div><div><div>Post Controls</div><div>Low (1*3=3)</div></div></div>


<i>15.2 Specific Hazards</i>					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.5 V I S I T O R S L O G	Person(s) on the premises without the knowledge of principal or other staff member 	<ul style="list-style-type: none"> • Inappropriate access to pupils • Injury • Trauma 	<ol style="list-style-type: none"> 1. Visitors log book at reception where visitors sign in with name, purpose of visit, time and sign out on leaving. Visitors then report to appropriate person. 2. Ensure that all entrance doors to the school are locked and that visitors must request that the door be opened. 3. The above or similar protocol to be agreed upon and approved by the Board of Management and communicated to all employees, pupils, parents, visitors, implemented consistently and reviewed regularly. 	Controls (1& 2) Listed here are the responsibility of all staff. Controls (3) Listed here is the responsibility of the Board of Management.	<p><u>Pre Controls</u></p> <p>High (3*5=15) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*5=5)</p>

15.2 Specific Hazards					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.6 C A R P A R K I N G	Parking Cars & transfers from Parked Cars to School Building! 	<ul style="list-style-type: none">• Trips or falls• Injury to pupils/staff from vehicles on road• Cuts from Broken glass	<ol style="list-style-type: none">1. External lighting should be adequate and switched on when evening events are planned.2. External areas are checked on a weekly basis hazardous conditions and pot holes.3. Grit or salt available for walkways which are prone to ice.	Controls (1-4) Listed here are the responsibility of Coláiste na Rinne.	<div><u>Pre Controls</u> High (3*5=15) (L*S=R)</div> <div><u>Post Controls</u> Low (1*5=5)</div>

<i>15.2 Specific Hazards</i>					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.7	Pupils being picked up by someone other than parent/ guardian/ designated person	<ul style="list-style-type: none"> Access to pupils by inappropriate person Injury Trauma 	<ol style="list-style-type: none"> Pupils should be signed out through Coláiste na Rinne at all times. The school should be aware of the person(s) normally designated to collect pupils. A protocol must be established whereby parents/guardians inform the school if someone other than the designated person is to collect the pupil. A cinnire from the Coláiste must collect the pupil from the designated classroom No pupil may leave the school during class time <u>without</u> the permission of the principal and being accompanied by a cinnire/ designated person. 	Controls (1-3) Listed here are the responsibility of all staff & Board of Management and Coláiste Na Rinne	<p><u>Pre Controls</u></p> <p>Medium (3*3=9) (L*S=R)</p> <p><u>Post Controls</u></p> <p>Low (1*3=3)</p>
					

15.2 Specific Hazards					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.8	Supervision of children outside the classroom	<ul style="list-style-type: none">• Trips or falls• Collisions• Injury as a result of aggressive or violent behaviour• Sudden illness	<ol style="list-style-type: none">1. A rota of supervision for breaktimes to be devised and adhered to.2. At least one teacher to be on yard duty at any one time; but it is recommended to have two, one in the school yard and one in the front yard.3. At small break, play is forbidden in the back alley, the tennis courts, Halla an Choláiste.4. If necessary access assistance from nearest staff member on duty5. Send a responsible pupil to staff room to get further assistance6. Inform the principal7. Pupils must stay away from the oil boiler at all times8. Ice/flooding in yards and steps shall be monitored in Winter and dealt with appropriately.9. Pupils must remain within sight of supervising teacher.	Controls (1-8) Listed here are the responsibility of all staff.	
P L A Y G R O U N D					Pre Controls
					Medium (3*3=9) (L*S=R)
					Post Controls
					Low (1*3=3)

15.2 Specific Hazards					Hazard Assessment
Task	Hazard	Control	Responsibility		
15.2.3 O U T O F S C H O O L A C T I V I T I E S	Walking the children from school to local Church or Sportsfield for activities 	<ul style="list-style-type: none"> • Trips or falls • Injury to students/staff from vehicles on road • Accidents as a result of vehicles overtaking students 	<ol style="list-style-type: none"> 1. Careful instructions re road safety and personal safety will be given in advance to pupils. 2. Parent/ Guardian permission will be sought at the start of the school year for all activities. 3. Adequate supervision will be provided for each trip 4. All extra-curricular activities to be thoroughly assessed and evaluated prior to being undertaken. 	Controls (1-4) Listed here are the responsibility of all staff.	<p>Pre Controls</p> <p>High $(3*5=15)$ $(L*S=R)$</p> <p>Post Controls</p> <p>Low $(1*5=5)$</p>

<i>15.2 Specific Hazards</i>					Hazard Assessment
Task		Hazard	Control	Responsibility	
15.2.10	Storage of & access to both Boiler house & Fuel Tank	<ul style="list-style-type: none"> Asphyxiation Fire Explosion Burns 	<ol style="list-style-type: none"> Both the oil boiler and oil tank are stored within a house which is locked at all times Unauthorised persons are not permitted in the vicinity of either boiler house or fuel tank house. “Authorised Access Only” signs should be in place on these houses. A fire detection system in the boiler house should be linked to the main alarm system and serviced annually. Boiler must be serviced annually by a competent person and service records maintained at the school. Smoking in or near the boiler house and fuel tank house is prohibited Combustible materials such as furniture or cardboard must not be stored in boiler house or fuel tank house. 	Controls (1-7) Listed here are the responsibility of all staff.	
	B O I L E R H O U S E & F U E L T A N K S 				<p>Pre Controls High (3*5=15) (L*S=R)</p> <p>Post Controls Low (1*5=5)</p>

16. Documentation and Reporting

It is essential that the documentation attached to (accident & incident investigation) is completed by management immediately (e.g. Accident Report/potential hazard etc), if an accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached. Routine documentation (inspection of equipment) is equally important as it may provide evidence on behalf of the School in the case of an accident. All such documentation will be attached to the incident report. It is the responsibility of all employees, sub contractors and clients dealing with *Scoil na Leanaí* to report any hazards they come across and fill out a Hazard Identification Report. It is essential that Safety inspections are carried out frequently with actions identified, closed out in a timely manner.

17. Emergency Preparedness and Response

Scoil na Leanaí Board of Management must ensure, on an ongoing basis, that all employees are trained in the use of Fire Extinguishers.

Equally:

- Notices indicating action in the event of fire should be displayed in all areas.
- Local emergency numbers should be prominently displayed in all classrooms and staffroom.
- First Aid Kits and regularly serviced Fire Extinguishers must be readily available in all areas.
- Employees & pupils must be familiar with the evacuation routines and partake in drills regularly.
- Each teacher & classroom must be fully aware of their exit route & designated assembly point
- Each designated assembly point must be clearly identifiable

18. Summary

The purpose of this Health and Safety Statement is to:

- Provide a healthy and safe workplace for our employees, sub contractors and clients as well as pupils.
- Comply with our statutory obligations.
- Designate responsibility for health and safety at the various levels of the School.
- Minimise the risk of accidents/injuries/dangerous occurrences in the School.
- Heighten awareness of the health and safety issues within the School.

19. Conclusion

As a school we have a duty of care to all pupils, employees and visitors and we now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of co-operation in health and safety matters among all our pupils, employees and patrons using our services.

20. Declaration

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by *Scoil na Leanaí*.
- We will not act in any way that could be harmful to ourselves or any other person.

Name in Block Capitals	Signature	Date

Appendix 1– Hazard I.D. Report

Date of incident:

Time:

Location:

Details of hazard/incident:

.....

.....

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.....

.....

.....

Reported by:.....

member of staff /third party:.....

Action/closure:

.....

.....

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.....

.....

Signed:
(Safety Officer).

Date:

Appendix 2 – Accident Report Sheet

This form must be completed in the event of any accident in **BLOCK CAPITALS**

Injured Person

Full Name:

Address:

Telephone:

Date and time of accident:

Signature of person making this entry:

(If the entry is made by some person acting on behalf of the injured person, the phone # must be given.)

Is injured party an Employee/pupil?

Activity taking place at time of accident:

.....

Location of accident:

Description of accident:

.....

.....

Cause and nature of injury:

.....

.....

Action taken by School:

.....

.....

Signed:

(Safety Representative)

Date:

Appendix 3 – Accident Report Witness Statement

This form must be completed by the witness to an accident in **BLOCK CAPITALS**

Full Name of Injured Person:

Date and time of accident:

Name of Person making statement:

Statement

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Signed:
(Witness Signature).

Date:

Appendix 4 – Health and Safety Audit

This form must be completed when completing a Health & Safety Audit in **BLOCK CAPITALS**

Area audited:

Date and time of audit:

Audited by:

Number of people in area:

Audit

1. Was area clean/tidy? If no, describe briefly:

.....

2. Number of fire extinguishers present? Date of last inspection.

.....

3. Was access/egress clear? If not comment:

.....

4. Are safety signs present/needed in area? Please comment:

.....

5. Are fire exits adequately signed and free from obstruction? Please comment:

.....

6. Is lighting & ventilation adequate in the area? Please comment:

.....

7. Are the bins in the area full or over flowing?

.....

8. Is there any damage to equipment in the area?

.....

9. Is all equipment stored correctly?

.....

10. Are wiring/plugs/sockets safe?

.....

Appendix 4 – Health and Safety Audit cont’d

11. Are people working in the area wearing the required Personal Protective Equipment?

.....

12. Has there been any accident or hazard identified in this area in the past year?

.....

13. Has the accident/hazard been properly reported?

14. Comment on any Health or Safety concerns not specifically covered by the questions above and recommend actions where it is felt necessary:

.....

.....

.....

Actions from audit

1

.....

.....who.....when.....

2

.....

.....who.....when.....

3

.....

.....who.....when.....

4

.....

.....who.....when.....

Signed:
(Auditor)

Date:

Appendix 5

Pregnant Person's Risk Assessment

Section 1: PREGNANT PERSON'S RISK ASSESSMENT	
Department Name & Address:	
Workplace Activity:	
Pregnant Employees Name:	
Assessment Carried Out By:	
Department Manager:	
Expected Date of Delivery:	
Has the pregnant employee formally notified their employer that they have become pregnant or are a new mother within 6 months and are breast feeding?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] To Whom: _____ Date: _____

Section 2: Physical Agents Hazards	Yes	No
Do the pregnant employees work activities involve exposure to shocks, vibration or movement: including sudden severe blow to the body, low frequency whole body vibration, e.g. driving in off road vehicles?		
Do the pregnant employees work activities involve exposure to manual handling of loads?		
Do the pregnant employees operations involve climbing steps, ladders or other heights?		
Do the pregnant employees work activities involve exposure to loud noise?		
Do the pregnant employees work activities involve exposure to ionising radiation?		
Is there any difficulty for the pregnant employee wearing protective equipment due their increased size as the pregnancy develops?		
Do the pregnant employees work activities involve exposure to non-ionising radiation or electromagnetic radiation e.g. ultraviolet (UV), visible and infrared) and electromagnetic fields (power frequencies, microwaves and radiofrequencies)?		
Do the pregnant employees work activities involve exposure to extremes of cold or heat?		
Is there exposure to physical assault and/or excessive and/or unpredictable physical activity from clients, members of the public?		
Do the pregnant employees work activities involve entry to tightly fitting workspaces which would present comfort difficulties to the pregnant person?		
Is there any difficulty in the pregnant person evacuating the building in an emergency due to lack of speed and movement? <i>If you have ticked yes to any of the above questions please ensure that you complete Section 4 as appropriate.</i>		
Biological Agents Hazards	Yes	No
Do the pregnant employees work activities involve exposure to Group 2, Group 3 or Group 4 biological agents, which cause human disease e.g. Measles, HIV or Rubella? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Chemical Agents Hazards	Yes	No
Do the pregnant employees work activities involve exposure to chemical agents labelled as: R40 Limited evidence of a carcinogenic effect R45/H350/H351 May cause cancer R46 /H340/H341 May cause heritable genetic damage R49 May cause cancer by Inhalation R61/ H361 May cause harm to unborn child R63/H360 Possible risk of harm to the unborn child R64/H362 May cause harm to breastfed babies R68 Possible risk of irreversible effects <i>If you have ticked yes to any of the above questions please ensure that you complete Section as appropriate.</i>		

Do the pregnant employees work activities involve exposure to mercury or mercury derivatives which could affect the foetus during pregnancy and slow its growth? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to Antimitotic drugs also known as cytotoxic drugs? (Imuran, Cytosan, and Rheumatrex taken for arthritis) <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to chemical agents which allow percutaneous absorption through the skin e.g. some laboratory work? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to lead or lead derivatives? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Display Screen Equipment Hazards	Yes	No
Do the pregnant employees work activities involve work on display screen equipment? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Other occupational safety and health hazards identified	Yes	No
Have you identified any other safety and health hazards? <i>If you have ticked yes to this question please ensure that you complete Section 4 as appropriate.</i>		
Section 3: Risk Assessment Recommendations:		
Assessment Carried out by:		
Pregnant Persons' Signature:		
Department Manager:		
Date of Completion of assessment:		
No of Weeks Pregnant:	[] <i>The risk assessment is to be reviewed on a regular basis throughout the pregnancy or more frequently should circumstances dictate.</i>	
Note: The Manager should ensure that the remedial action specified is implemented to ensure the safety health and welfare of the pregnant employee and their unborn child, as far as reasonably practicable.		

Findings & Recommendations:

If you have answered “NO” to any of these questions, please document your findings on the list below and consult with your employer.

Item no	Issue	Recommendations	Management sign off