



Safety, Health and Welfare Statement

Date ratified by the Board of Management: 15/11/11

Date of review: 06/11/ 2014

Date of review: 21/10/2020

**School Patron: The Right Rev. Dr. Paul Colton,
Bishop of Cork, Cloyne and Ross**

School Address: Knocknabohilly, Kinsale, Co Cork, P17 AF10

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Roll number: 14726C

www.stmultosens.ie

Chairperson: Mr Daniel Emerson

Principal: Ms Jill Horan

Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007

Further significant statutes observed are:

- The Safety, Health and Welfare at Work (General Application) Regulations, 1993 and the 2001 and 2003 amendment Regulations
- The Maternity Protection Act, 1994 and associated Regulations and Orders
- The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001
- Occupiers' Liability Act 1995
- The Organisation of the Working Time Act, 1997
- The Safety, Health and Welfare at Work (Construction) Regulations 2004 and 2006
- The Public Health Tobacco (Amendment) Act, 2004

This Safety, Health and Welfare Statement sets out the Safety Policy of the Board of Management of St. Multose N.S. and sets out the means to achieve that Policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

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

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, whether possible, to minimise the recurrence of such accidents and ill-health.

Signed: _____
Chairperson Board of Management

Date: _____

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK

The members of the Board of Management of St. Multose N.S.

Chairperson: Daniel Emerson

Secretary: Jill Horan

Treasurer: Olga Lavelle
Michael O'Sullivan

Safety Officer on BOM: Jennifer McElroy, Nicola Curtin
Staff Safety Officer: Lorraine Kingston (Deputy Principal) will liaise with the
BOM Safety Officers.

Other BOM Members: Rev. Peter Rutherford, David Peare

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work.
- The design, provision and maintenance of plant and machinery.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils' challenging behaviour.
- The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent (face-masks, face-visors, aprons, gloves) as necessary to

ensure the safety and health at work of its employees; the cleaner will wear protective gloves when handling cleaning products.

- The preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- The continuing updating of the Safety, Health and Welfare Statement.
- The provision of arrangements for consultation with employees in matters of Health and Safety.
- The provision of arrangements for the selection from amongst its employees of a representative.
- The provision of facemasks, face-visors, gloves, aprons, hand-sanitiser, disinfectant spray, blue roll, disinfectant wipes to all staff members to protect against infectious diseases such as Covid-19.

The Board of Management recognises that their statutory obligation under legislation extends to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management of St. Multose N.S. will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 are adhered to.

DUTIES OF EMPLOYEES

It is the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work,
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions,

- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work,
- To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she has become aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Safety Officer/Representative

- The Safety Officer/Representative has statutory rights to appropriate training (as necessary), to make reports and to investigate accidents. Also, to represent all employees on Occupational Health and Safety matters.
- Acting as a focal point on health and safety matters for employees, meeting and liaising with BOM, reporting back to fellow employees (Appendix B).
- Giving advice or seeking sources of advice where necessary.
- Carrying out an annual inspection/safety audit, in consultation with the Principal. Reviewing and updating the Risk Assessments.

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of St. Multose N.S.

- To consult with staff in the preparation and completion of the Safety, Health and Welfare Statement and of risk assessment forms (see Appendix A)
- To ensure that all present and future staff are aware that the school has a Safety, Health and Welfare Statement and that they are familiar with its contents

- That any additional information or instructions regarding health, safety and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That health, safety and welfare will form an integral part of any future staff training and development plans.
- To ensure that parents are aware that the school has a Safety, Health and Welfare Statement, available in the office and on the school website.

Areas for specific attention

FIRE

It is the policy of the Board of Management of St. Multose N.S. that:

- There is an adequate supply of fire extinguishers which will deal with any type of fire
- All fire equipment is identified and regularly serviced.
- Regular Fire Drills take place – at least once a term.
- Instruction is given in the use of Fire Extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment where practical, will be unplugged or turned off outside school hours and when the school is vacated for lengthy periods.
- An assembly area is designated outside the school against the tennis court wall.
- Those leaving classrooms should do so only with the class teacher/Principal's permission.
- There will be a specific person in school responsible for Fire Drills and evacuation procedures
- A Fire Safety engineer has checked the school and equipment and all recommendations made by him/her have been implemented.
- Fire alarms are provided and checked annually.

Machinery, Kitchen Equipment & Electrical Appliances

It is the policy of the Board of Management of St. Multose N.S. that machinery, kitchen/staffroom equipment and electrical appliances are used only by competent persons.

- St. Multose N.S. ensures that they employ professional and certified designers and installers to install and maintain all electrical installations in accordance with the 1993 & 2007 Regulations and the ETCI Rules.
- An electrical contractor will check regularly and confirm that the mains supply is still capable of meeting the maximum demand, that the distribution system is suitable for the type of work being carried out, the isolating switches are marked, accessible and known to staff.
- All staff should routinely check the condition of equipment that they are using and that there are no obvious signs of misuse such as damaged or discolored plug tops or damaged leads.
- Electrical equipment includes kitchen equipment and portable equipment, e.g. overhead projector, microwave oven etc.
- Electrical equipment will be turned off when not in use.
- A check will be made to ensure that all equipment is plugged out or switched off, prior to breaking for weekends, school breaks and holidays.
- No school personnel will attempt to open up or repair any damaged electrical device or equipment in the school. All damaged equipment will be reported promptly.
- Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

Covid-19 and other Infectious Diseases

The Board of Management will endeavour to minimise the risk of Covid-19 and other infectious diseases to the school community by adherence to sound principals of cleanliness, hygiene and disinfection. The Board of Management have provided facemasks, face-visors, disposable gloves, aprons, hand-sanitiser, disinfectant wipes, disinfectant spray and blue roll for use.

Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

Chemicals

It is the policy of the Board of Management of St. Multose N.S. that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked cupboard and protection provided for use when handling them.

Drugs/Medications

See Administration of Medication Policy

Security

St. Multose N.S. ensures that a high degree of security is provided to the premises to keep staff and pupils safe from harm. Activities to ensure that this security is maintained include:

- The school building is fitted with an alarm and a monitoring security firm is employed. In the event of the alarm going off, the security company's protocol is to contact the Gardaí, followed by the keyholders
- The external school building is fitted with security cameras. The security camera content can be viewed/accessed on the school mobile phone.
- The local Garda station contacts are posted on the emergency contacts list on display.
- Only one external door to the school is used for access and this is locked securely at the end of each day.
- Emergency exit doors are checked daily to ensure that they are not blocked or open.

Lone Working/Out of Hours Work

Lone working is a regular occurrence in schools outside of normal school hours. If it is necessary to work alone arrangements should be made to stay in contact via mobile phone.

All staff should:

- Take all appropriate steps to keep themselves safe when working alone. This may include locking the main door of the school.
- Ensure that they have means to summons help in an emergency, e.g. mobile phone
- Key holders locking up or attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible.

- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.
- The cleaner, working alone after hours or at weekends, should ensure they have a means to summons assistance close at hand.

Stress at Work

It is the aim of the BOM to be proactive in the reduction/management of sources of stress. Stress arises when the demands on the worker exceed the capacity to cope. Staff members, who are subject to occupational stressors, are encouraged to seek assistance from management. Stressful situations will be identified and safeguards implemented at organisational level to minimise the risks. This may mean making changes to the organisation of work. Refer to HSA handbook on Workplace Stress – Cause, Effects, Control (1993).

The staff are regularly reminded of the Department of Education's Employee Assistance Service 'Spectrum Life' (July 2020). To access this support service, staff can register their details by following the link:

<https://wellbeingtogether.spectrum.life/login?org=yVIIU17> or Freephone helpline 1800 411 057 or text 'Hi' to 087 369 0010 to avail of EAS support on SMS & WhatsApp

Bullying, Violence and Harassment

The BOM policy is to promote respect and to protect dignity of its employees and school pupils and to counter sexual harassment, harassment, violence or bullying. Any likely violent (verbal as well as physical) situations will be identified and safety precautions will be put in place to prevent the attacks and limit their effects.

Harassment and other similar behaviours are considered as potential human-factor hazards and need to be assessed accordingly. Where there is a risk to health from these forms of behaviour, school based measures will be devised to prevent and deal with them and to create an awareness within the school that they are unacceptable. In 1997, the Department issued a circular entitled “Assaults on teachers/school employees” which identified measures to be taken to prevent or minimise the risks of assaults to teachers or other staff employed in schools, and identified measures to be taken in support of staff who have been assaulted or threatened with assault and in ensuring that appropriate action is taken to safeguard against a recurrence.

The St. Multose National School's Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations (2000) and our 'Dignity at Work: Building & Maintaining a Positive & Effective Work Environment Policy.

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Pregnant Employees

The BOM is committed to protecting the reproductive health of all employees and minimising the risks to the unborn. In accordance with legislation a pregnant employee must notify her employer of her condition as soon as practicable. An assessment will be completed to highlight any areas of concern in conjunction with the employees to establish appropriate controls.

The BOM will endeavour to ensure that pregnant members of staff are not exposed to hazardous chemical or biological agents. The Board will encourage the staff member to avoid standing for long periods: chairs and stools are provided. No pregnant member of staff will engage in lifting heavy or awkward items.

Refuse Removal

Refuse is removed from classrooms, staffroom and office daily. It is stored within a designated location prior to removal and disposal. Refuse is not stored within corridors during normal school hours. Waste bags will not be overfilled to avoid the risk of a manual handling injury.

St. Multose N.S. seeks to minimise the creation of waste by avoiding the unnecessary wastage of materials and recycling materials as far as possible. Separate recycling, non-recycling and composting bins are provided in all areas.

Storage of Materials and Equipment

All materials are stored within suitable storage locations, cabinets and shelving. Materials are stored in such a manner so as to prevent the hazard of slipping, tripping or falling. Materials are not stored in corridors or at escape points. Shelving is located within accessible reach. Suitable step ladders will be used by adults only to access higher shelving. Shelves are not overloaded and materials are stacked in a tidy and secure manner. Cabinet drawers and doors are kept closed when not in use. Heavier materials and equipment is stored within the lower drawers.

Playground

The areas provided for the playground are safe and the activities are managed and controlled as follows:

- All pupils and staff are aware of the school rules and adhere to the school Code of Behaviour, which is posted on the school website: stmultosens.ie

- There is always at least one teacher to supervise children at break times. Additionally SNAs will be on hand to assist with their assigned children and others should the need arise.
- Staff will alert the staff safety officer of any issues with the condition of the school playground.
- The yard is free from trip hazards
- Unsuitable areas for pupils playing or which present supervision difficulties are subject to a clear policy. This includes the area at the left side of the school building adjacent to avenue.
- Grass areas are checked regularly for holes and are maintained. These areas are out of bounds during very wet weather as they may be a hazard.
- Traffic/deliveries are excluded from play areas at play time.
- Dogs are excluded from entering the playground and school premises, and must be ushered out as quickly as possible if one enters.
- Area is kept free from litter – pupils are encouraged to value a litter-free environment in line with our Green Schools policy.
- Staff members are vigilant in checking for dangerous objects in the playground and dispose of same using protective gloves using the appropriate refuse bin.
- The playground will be inspected during frosty, icy and/or snowy conditions and its use will be limited as appropriate.
- The school has a health policy, administration of medication policy and an incident book for dealing with incidents of sudden sickness or injury in the playground.
- The school has clear guidelines for dealing with aggressive or violent behavior in the playground: see Code of Behaviour and Anti-bullying policy.
- The school ensures the safety of children with special educational needs or requirement. An SNA is assigned to children with particular needs and the school yard is wheelchair accessible with ramps and adequate access and egress provision.

Manual Handling

Manual handling is one of the most common and costly of workplace injuries. Manual handling involves the use of human effort to push, pull, carry, hold or

restrain an object. Manual handling is not normally a duty of any of the school employees, but it does not just relate to the lifting of heavy objects. Task specific safety training as required will be provided, e.g. manual handling for moving of furniture, equipment and books – also applies to pupils.

The BOM has undertaken risk assessments of material handling hazards involved in normal school activities and implement the following strategies to reduce the level of risk. These include but are not limited to the provision of training, on-going supervision of staff and pupils, but proper workplace design and provision of equipment.

- No one should undertake any manual handling task that they feel that they are unable to manage, if in doubt, seek assistance.
- Be aware of the risk factors involved - the safety of the area, e.g. is it cluttered, is lighting adequate, are there any slip/trip hazards, the characteristics of the load and your own ability.
- Use assistive equipment where possible, such as trolleys, ladders and lifting devices.
- Reduce the weight of the load to be lifted
- Always use correct manual handling technique – keep spine neutral, bend with the knees and avoid twisting/flexing of the spine.
- When a pupil who needs to be bodily lifted/assisted is enrolled in the school, suitable support services and training will be provided. All SNA's will be encouraged to avail of the regular manual handling training provided by the West Cork Education Centre.

Building Maintenance Work

Major contract building and maintenance works will be managed by the BOM who will employ qualified Architects and Engineers to design the works and act as PSDP. Experienced contractors will be selected to carry out the work and they will be required to have appropriate Safety Statements and H&S Plans prepared for the project and to act as PSCS.

In regards to minor regular building maintenance and servicing works, competent experienced companies and tradesmen will be used who have their own safety statements and safe operating procedures. For minor works such as gardening and voluntary work, adequate PPE (personal protective equipment) is mandatory. Personnel must be experienced and above the minimum recommended age for operating equipment, etc.

TRAINED FIRST AID PERSONNEL

It is the policy of the Board of Management of St. Multose N.S. that

- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Elastoplast Plasters

Wasp Eze

Tape

Antiseptic Disinfectant

Antiseptic Cream

Cotton Bandages

Scissors

First Aid Chart

Disposable gloves which must be used all times when administering First Aid

Mouth guards (for artificial respiration)

- Hot water and soap will be available and should be used before and after administering First Aid

There are personnel employed in the school who are qualified first aiders and have received First Aid in CPR and use of the defibrillator on a regular basis. The defibrillator is stored in the office. Lorraine will take responsibility every 6 months to check the battery life. One designated qualified person will be in the school at all times. First aid kits are located in the staff room. Local doctors' phone numbers are listed on the office wall in the event of an emergency. The HSE ambulance service will be called for any serious injury.

ACCIDENT / INCIDENT REPORTING

All potential serious accidents, whether involving employees, pupils or members of the public, must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An accident report book should record all such accidents. Serious accidents/incidents will be reported to the BOM.

GENERAL HOUSEKEEPING/DAY-TO-DAY MAINTAINANCE

The aim of the Board of Management of St. Multose N.S. is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

- An antiseptic hand gel is provided at all entrance points to the school and all staff, pupils and visitors are required to use it.
- Observing the general rules of safety.
- Using all plant, machinery and equipment in a safe and proper manner.
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.

- Keeping work areas clean and tidy at all times.
- Making sure that all corridors are kept free of obstruction at all times.
- Ensuring that fire exits are not blocked or covered up in any way and are ready for use should the need arise.
- Periodic inspections are carried out so as to identify and eliminate any conditions likely to present the hazard of slipping, tripping or falling.
- Floors are washed after school hours.
- Chairs are placed on desk tops for purposes of hoovering the floors in classrooms. These will be moved back to the floor under adult supervision before class commences.
- Clearing up spillages on floors quickly.
- All safety related signs used will meet statutory requirements.
- The school has been checked for the presence of radon and suitable vents installed.
- There is no evidence of a noise issue within the workplace from internal, external or equipment generated noise sources.
- Lighting levels in the school are designed and maintained to meet the required standards.
- Heating levels in the school are designed and maintained to meet the required standards. (The central heating system is maintained on a regular basis by an external contractor.
- Ventilation is provided by vents in the skylight and windows.
- Safety off the school premises: See School Tours and Volunteer Policy

Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. **During the Covid-19 Pandemic, all visitors to the school must have pre-arranged an appointment with the principal.** Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside

professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat.

Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin Text-a-Parent system, local media, school website etc.

Office Advice

- The secretary will be encouraged to take regular breaks when working with the office computer and stretching exercises must be taken.
- The workstation desk, chair, keyboard, screen, printer must be suitable for the user and the VDU work environment (e.g. lighting, glare, reflections) adapted to the location.
- An associated item is the correct arrangement for a workstation and the principles of adopting the correct posture while sitting at the computer.
- See also HSA guidelines on VDU/workstation risk assessments in the 2007 General Application Regulations.

Hazard Identification and Risk Assessment for School Based Activities

Hazard	Possible consequences	Risk	Control Measures
Manual Handling	Back injury / strain	Low	<p>School tasks requiring regular manual handling will be identified by the Principal. Personnel identified as being required to execute these tasks will be provided with relevant training.</p> <p>Get assistance or use assistive equipment.</p> <p>The St. Multose N.S. Safety, Health and Welfare Statement and School Plan policies and procedures will be implemented.</p>
Slipping & Tripping	Personal injury	Low	<p>The Safety, Health and Welfare Statement and School Plan policies and procedures will be implemented.</p> <p>First Aid boxes to be maintained and contents checked regularly.</p>
Fire	Personal injury/Fatality or Damage/loss to property or equipment	Low	<p>The Safety, Health and Welfare Statement and School Plan policies and procedures will be implemented.</p> <p>Electrical equipment will be turned off when not in use.</p>
Electric shock	Burns to skin/possible fatality	Medium	<p>The Safety, Health and Welfare Statement and School Plan policies and procedures will be implemented.</p> <p>Routine checks of equipment for damage.</p>
Fall from a height	Personal injury/possible disability or fatality	Medium	<p>Storage of materials at height is discouraged. Adults need to supervise the storage and retrieval of stored materials by pupils.</p>
Foot injury	Personal injury	Low	<p>Sensible footwear must be worn within the school and appropriate footwear for sports in the playground.</p>

School equipment and appliances	Personal injury, amputation or possible fatality	Low	Guards must not be removed, e.g. from the guillotine, shredding or photocopier. Hands, ties and loose clothing must be kept clear of shredding equipment. Equipment/appliances must be secure on stable surfaces. Access to and operation of equipment limited to trained staff members.
Falling objects	Personal injury	Low	Adherence to storage requirements set out in the Safety, Health and Welfare Statement.
VDU/Work station layout	Strain/fatigue	Low	Adherence to VDU/workstation requirements set out in the Safety Statement. Adopt correct posture. Do stretching exercises. Take regular breaks.
Stress	Psychological effect	Low	All employees are made aware of the Safety, Health and Welfare Statement policies and information available. Information included is on stress management and life balance techniques.
Bullying / Harassment	Psychological effect/Personal Injury	Low	All employees are made aware of the Safety, Health and Welfare Statement policies and information available.
Lone working	Personal Injury	Low	The Safety, Health and Welfare Statement and School Plan policies and procedures will be implemented.
Pregnancy	Personal Injury	Low	Adhere to the Safety, Health and Welfare Statement and School Plan policies and procedures. Also refer to Department information and procedures.
Construction & building maintenance	Personal injury and injury to others	Low	Construction and maintenance activities will not normally be undertaken during open school hours. Work areas will be segregated and barriers erected, to prevent access in occupied areas. Contractors will take account of the Safety, Health and Welfare Regulation 2001 requirements, the Safety, Health and Welfare Statement and will prepare a specific H&S Plan for the new work.

Chemicals	Personal injury	Low	Stocks of chemicals to be controlled and kept in a secure location.
Traffic	Personal injury	Low	Driver awareness at entrance to school when pupils/pedestrians are present.
Infectious Diseases	Illness	Low	Adhere to sound principals of cleanliness, hygiene and disinfections. Use disposable gloves for First Aid, cleaning tasks, etc. Ensure safe disposal of waste.
Minor maintenance, servicing, gardening, etc	Personal injury and injury to others	Low	Adequate PPE is mandatory. Experienced personnel, above recommended age. Well maintained tools and equipment.
Burns in kitchen	Personal injury	Low	Good kitchen management & housekeeping

Risk Control

In selecting controls the following hierarchy of the "General Principles of Prevention" shall be adopted:

- The avoidance of risk
- Assess unavoidable risks
- Tackle issues at source
- Make sure that the work suits the individual, with respect to workplace design, type/content /continuous duration of work
- Replacement of dangerous articles, substances or systems of work with safe, less dangerous ones.
- The development of an adequate prevention policy
- Appropriate training and instruction to employees.

Contacts & Other useful information

Health and Safety Authority publications website : www.safework.ie;
www.hsa.ie/education; Tel 1890 289389

A Guide to Insurance, Safety and Security in the School – Church & General,
Burlington Rd, Dublin 4; www.cg-online.ie;

NISO, 10 Hogan Place, Dublin 2 Tel 01 6620399 – for Safety Posters.

Health Promotion Unit, Hawkins House, Dublin 2 – First Aid Chart.

Dept of Health Guidelines on first aid: www.education.ie

Government Publications, Sales Office, Molesworth St, Dublin 2 – Tel 01- 6710309

CPSMA Management Board Members' Handbook:-

- Appendix 36 - Safety, Health and Welfare at Work Act 2005
- Appendix 38 - Form of Notice of Accident

Social Development Planning Support: www.sdps.ie

INTO: www.into.ie

IPPN: www.ippn.ie

APPENDIX A: SCHOOL FACILITIES SAFETY AUDIT/CHECKLIST

INSPECTED BY:	DATE:
DATE OF NEXT SCHEDULED AUDIT / INSPECTION	DUE DATE:

1.0	HOUSEKEEPING / GENERAL FACILITIES	Y/N
1.1	Is the overall condition of the room /area tidy with surplus items stored away safely?	
1.2	Are heavy items stored at an appropriate height for ease of manual handling – are shelves secure?	
1.3	Are passageways, especially emergency exits, kept free from obstruction?	
1.4	Are floor coverings damaged or worn so as to be a tripping hazard?	
1.5	Are there trailing cables, which are likely to be a tripping hazard?	
1.6	Are sufficient bins provided for rubbish, are they emptied regularly?	
1.7	Are kettles, coffee machines, etc securely fixed to avoid risks of scalds?	
1.8	Are areas cleaned regularly, include windows?	
1.9	Are doors working properly?	
1.10	Windows should open easily without undue force being applied.	
1.11	Classroom furniture is not damaged, there are no sharp edges; furniture is positioned safely.	
1.12	Toilets are stocked with toilet paper, soap, paper towels etc., and are disinfected regularly. Provision is made for disposal of sanitary towels.	
1.13	Are all chemical containers clearly labelled and stored correctly?	
1.14	Roofs, guttering, drain pipes, fencing, etc are, as far as can be seen, sound and well maintained.	
1.15	Is the playground /grass area in good condition and clean – free from glass?	
1.16	All parking facilities for cars are safe in regards to the presence of pedestrians.	
1.17	Any other housekeeping observations.	
2.0	ELECTRICAL & HEATING SAFETY	
2.1	Are all plug covers and sockets secure, correctly wired and in good condition? Are they located in safe and convenient locations? Are indicator lights on sockets working? (insulating tape/broken plug tops/loose sockets etc. are unacceptable)	

2.2	Are all electrical leads/ cables free from obvious damage? Are they the correct length? (no exposed cores/frayed cables/burn marks)	
2.3	Are electrical repairs carried out by competent and trained personnel only?	
2.4	Are there any multi-point adaptors in use?	
2.5	Is there easy access to the main electrical switchboard – are all switches labelled – are all members of staff familiar with the board?	
2.6	Had the RCD been tested/tripped regularly?	
2.7	All light fittings switches are working and kept in a clean condition.	
2.8	Are copies of equipment manufacturers' instructions/operating manuals easily accessible?	
2.9	Is equipment switched off/unplugged when not in use?	
2.10	Is the electrical equipment & electrical installation checked annually – is there a maintenance contract in place?	
2.11	Is the heating system working adequately?	
2.12	Is external lighting sufficient – bulkheads over external doors, sensor lights, etc?	
2.13	Is the security system serviced and checked annually – is there a maintenance contract in place?	
2.14	Any other electrical safety observations?	
3.0	FIRE SAFETY	
3.1	Are Fire Wardens appointed and trained?	
3.2	Are fire exits and escape routes accessible and unimpeded?	
3.3	Is a fire drill conducted annually at a minimum – date of last drill?	
3.4	Do all personnel know where the fire extinguishers/fire blankets are located?	
3.5	Note date that the fire extinguishers were last serviced.	
3.6	Are the fire extinguishers labelled for their correct use and have people been trained in their use?	
3.7	Are all flammable materials stored securely in appropriate locations?	
3.8	Does all staff know the alternative escape routes in the event of fire?	
3.9	Are the escape routes clearly marked?	
3.10	Are the assembly areas accessible and set away from emergency vehicle access points?	
3.11	Are evacuation procedures clearly displayed?	
3.12	Has the fire alarm system been tested regularly while the school is in session to ensure that it works and is audible in all parts of the building?	

3.13	Any other fire safety observation.	
4.0	EMERGENCY PREPAREDNESS	
4.1	Is a member of staff trained in First Aid?	
4.2	Is the First Aid box located in a prominent and accessible location? Is it fully stocked?	
4.3	Are all staff aware of what to do in the event of an emergency (requiring first aid, spotting a fire, etc)?	
4.4	Is the Emergency/Security Response Numbers prominently displayed for staff working out of hours?	
4.5	Is the accident book readily available and kept up to date?	
4.6	Any other Emergency Preparedness observations.	
5.0	MANUAL HANDLING	
5.1	Are members of staff who routinely lift/push/pull loads trained in correct manual handling techniques?	
5.2	Are heavy items stored at an appropriate height for ease of manual handling?	
5.3	Any other manual handling observations?	
6.0	VDU ERGONOMICS	
6.1	Are all chairs in use at VDU stations fully adjustable?	
6.2	Does the secretary take regular breaks for display screen work (5 mins per hour)?	
6.3	Is there adequate space underneath desks to swivel knees in each direction?	
6.4	Are windows fitted with blinds to eliminate glare?	
6.5	Is the temperature at 17.5 deg C or above?	
6.6	Any other VDU Safety Observations.	

APPENDIX B: RISK ASSESSMENT SHEET PRO FORMA

Activity / Risk Area:	
Assessed By:	Date:
BOM / Employees informed of risk assessment, by / how :	
Date of next assessment:	

Newly identified hazards in this risk area	Possible consequences / who is at risk	Risk L/M/H	Control Measures (responsible persons, information located, action required, etc)	Action by / priority