

Health and Safety Statement

Date	March 2016
Initial Draft	Ratified March 2016 Redrafted Oct 2022
Ratified by the Board of Management	28th November 2022

This is a working continuous document

Introductory Statement:

This document has been prepared in compliance with the Safety, Health and Welfare at Work Act 2005 in March 2016 and ratified by the Board of Management in April 2016.

Reviewed and re-ratified on 28th November 2022

The Safety Committee is: Claire Durr, Principal,
Gary Phelan, Caretaker, Safety Officer
Catherine Glennon Assistant Principal, Safety representative, teaching staff, Lead Worker Representative

Rationale:

It is a legal requirement under the Safety, Health and Welfare at Work Act 1989 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health and specifies the manner, the organisation and the

resources necessary for maintaining and reviewing safety and health standards.

The Board of Management wishes to document their health and safety programme and make it available to all employees, outside service providers and Inspectors of the Health and Safety Authority.

The Board of Management of Naomh Maelruain Junior School recognises and accepts its statutory responsibilities from section 20 of the Safety, Health and Welfare at Work Act 2005 and also its obligations as an employer to direct, manage and achieve, in so far as is reasonable and practical, the Safety, Health and Welfare at Work for every employee and pupil, any person legitimately conducting school business and the members of the public, while they are on the premises.

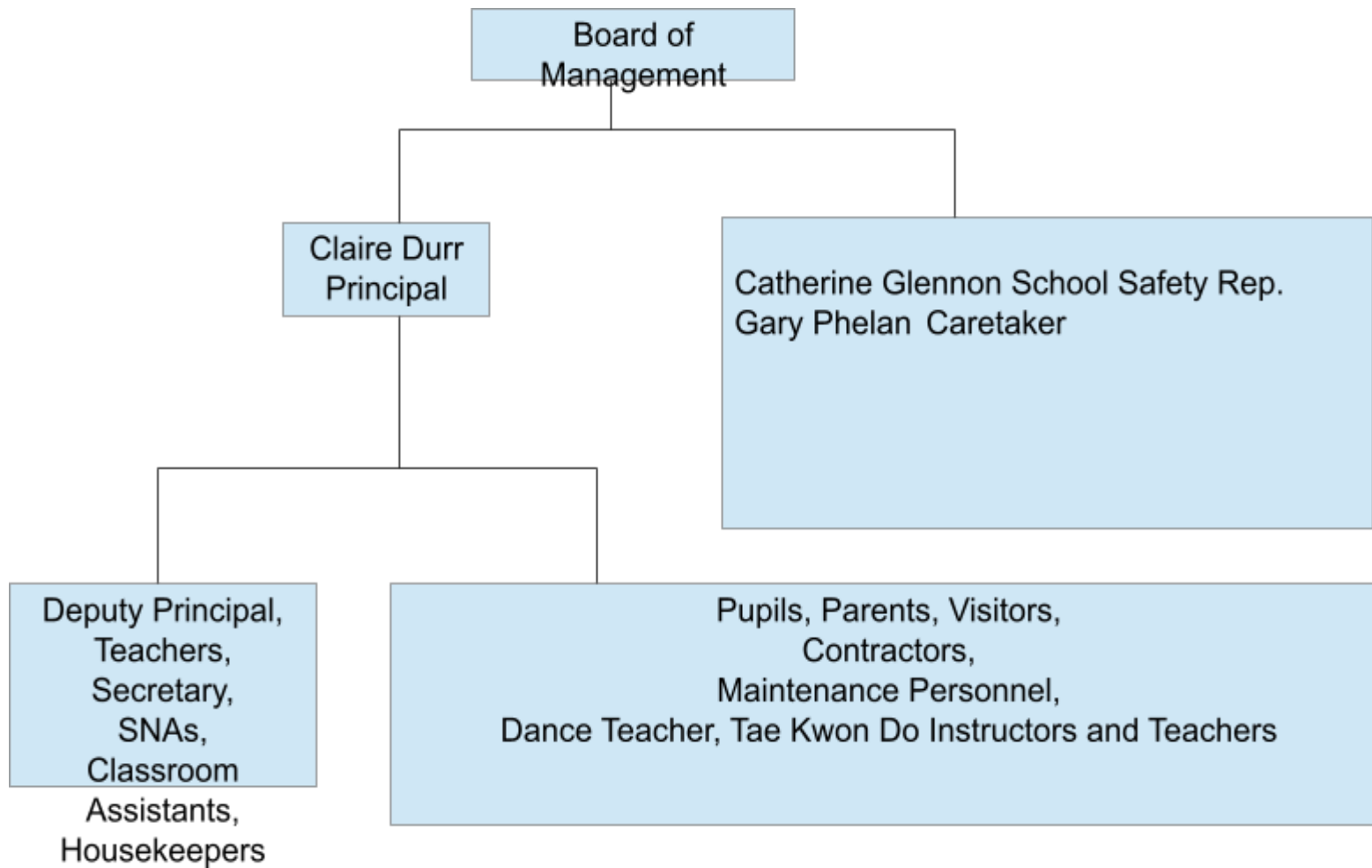
Relationship to characteristic spirit of the school:

Our Health and Safety Policy reflects our commitment to ensure the school offers a safe and pleasant learning environment, characterised by a spirit of cooperation and collaboration between staff, parents and pupils.

Aims:

- This Safety Statement aims to create a safe and healthy working environment.
- It aims to protect employees and pupils from workplace accidents and ill health at work and school.
- It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:
 1. Provision of a safe workplace.
 2. Provide safe access and egress routes.
 3. Safe handling and use of chemicals.
 4. Safe equipment including maintenance and use appropriate guards.
 5. Provision of appropriate personal protective equipment.
 6. Ensure that employees receive ongoing information, instruction and training.
 7. Carry out risk assessment and hazard analysis of work activities and record significant findings.
 8. Carry out fire risk assessment and fire drills.
 9. Use and consult with competent persons. These persons to be named.
 10. Prepare an emergency plan and procedures.
 11. Consult with and inform staff on Health and Safety issues and the names of the Health and Safety school committee.

Our Safety Management Chart



Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
1	Arrival at school before 8:50am	Bodily harm Lack of supervision Child leaving school	P HF H	Snow and frost protocols. (salt) Letter sent to parents at start of school year advising them of time at which the school can accept responsibility for their children.		Paths cleared if possible	Medium	Safety Officer Principal	
2	Closing of doors after 9.00am	Unauthorised access/exit Lack of supervision	HF HF	Children line up with their parents at arrival at the school yard. Each teacher takes charge of their class at 9:05 am and escorts them to the classroom from the class assembly areas on the playgrounds.		Doors are opened at 9.05 by the Principal, Deputy Principal and SNAs Wet day procedures When it is raining before school the main entrance will only be opened at 8:55 am. Children only may enter the school and will assemble with their class groups. They will remain in the hall under supervision of the teachers. At 9:05 the children will be taken to their classrooms by their class teacher. All other doors will be opened at 9:05. Signs are put on the doors to indicate that “wet morning protocols” are in place.	Low	Deputy Principal SNAs	
3	Arrival at school 8:50am – 9:00am	Lack of supervision Unauthorised access/exit	HF HF	Access will be provided at the main entrance by the Special Needs Assistant/SET Team who will take children to the classroom.		Doors are closed by the Principal, Deputy Principal and SNAs	Low	Principal SNA Secretary Caretaker	
4	Arrival after 9:00am	Lack of supervision Child leaving school	HF HF	Access will be provided at the main entrance by the Secretary, caretaker or Principal who will take children to the classroom Use main entrance and inform school secretary. Child must be signed in by a parent. Access will be provided by the secretary.			Low	Principal SNA Secretary Caretaker	
5	Teacher leaving the classroom	Lack of supervision	HF	Teacher must tell neighbouring teacher that s/he is leaving, both classroom doors remain open until teacher returns.			Low	Class Teacher	

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
6	Departure from school at 1:30 pm and 2:30 pm	Children not collected	P	Four exit doors as shown on the school plan.			Low	Class Teacher	
			HF	Children are individually collected by parents at the door.					
			HF	All uncollected children will be brought back inside the school for safety.					
			HF	Each teacher has a duty of care to his or her class and this duty of care continues until the last child is collected each evening.					
			P	Exit doors will be closed by the last teacher there in the evening.					
7	Child being collected early	Authority of person to collect if not parent	P	Child has to be signed out by person collecting and by staff member noting name of person and collection time and date.			Low	Secretary	
8	Children moving around the school	Falls, trips, bumping into each other.	P	Adult supervision of whole classes			Low	Class Teacher SNA if child under their supervision	
		Untied laces	P	Check laces often.		Advise parents on the appropriate shoe type for small children			
		Unauthorised access/exit	HF	Children go on messages in pairs					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
9	Children doing art activities on corridor	Spills, scissors, left behind	P	Adult supervision at all times (teacher, SNA).			Low	Class Teacher	
				Collect and store all materials especially knives, scissors and needles.					
		Behaviour problems	HF	Adult supervision at all times (teacher, SNA).					
10	Stairways	Trips, falls	P	Stairs to be fitted with rails on both sides and barrier where necessary.			Low	Board of Management	
				New barrier at stairs to senior side.					
11	Mats in corridors	Trips, falls	P	Anti-slip mats on the floor.			Low	Caretaker	
12	Anti-social/ aggressive behaviour of employees/ pupils	Bodily Harm, ill health	HF	Implementation of the school's Code of Discipline and Behaviour.			Low	Principal	
			HF	Anti-bullying policy.					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
13	Children moving around the classroom	Trips, slips, accidents in the classroom	P	Children to be supervised at all times.			Low	Class teacher SNA if child under their supervision	
				Coats to be hung outside classrooms.					
				School bags to be kept under tables.					
				Chairs to be pushed in when leaving places. Stacked in fives					
				Laces to be tied.					
14	Cutting, pasting activities. Use of scissors/ pencils	Bodily harm	P	Adult supervision at all times.			Low	Class Teacher SNA if child under their supervision	
				Children trained in proper use of scissors and pencils.					
				Scissors to be counted and collected after use.					
				Hands to be washed after Art lessons.					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
15	Wet floors, level changes	Slips, trips, falls	P	Spills to be mopped up immediately.			Low	Caretaker	
				Yellow men to be posted at doors of classrooms where floors have been washed until they are dry.					
				Yellow tape to mark level changes					
16	Class supervision in absences of class teacher.	Bodily harm, trips, slips, aggressive behaviour	P	Classroom assistants and SNAS should not be given sole responsibility for the class.			Low	Principal Deputy P. Assistant P.	
17	Drinks in glass containers.	Breakages resulting in bodily harm.	P	No glass containers should be used by children.			Low	Class Teacher	
	Hot water, drinks on corridors	Scalds, slips and cuts	P	Staffroom hot tap monitored			Low	Caretaker	
				Written memo prohibiting carrying open hot drinks on corridors and playground while children are on the premises. Covered containers only can be used.			Low	Principal	
18	Poor lighting	Falls, trips, unseen dirt.	P	New better light fittings sought for corridors and toilets.			Low	Caretaker	

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
19	Behavioural issues in the classroom	Illness or aggressive behaviour	HF	Assess seriousness of situation.			Low to High risk - incident dependent	Class Teacher/SNA (if the child is under their supervision)	
				Red/ yellow cards to be sent to principal depending on gravity of situation.					
				See Accidents and Injuries to pupils/ Code of Discipline.					
				Classroom Teacher/SNA to use Positive handling training if necessary			High	Class Teacher/SNA (if the child is under their supervision)	
20	Accidents in toilets	Slips, trips, catching fingers in toilet doors, wet floors	P	Only one child is allowed in the toilet cubicle.			Low	Class Teacher	
				If floors are wet children should report to teacher and toilet is not used.					
				Lighting improved.					
21	Injuries, illness to staff members/ children. Intrusion into the school.	Bodily harm	P	See "Accident & Injuries to Pupils" or "Critical Incident Policy."			Low	Principal	
				Training in first aid to be arranged for all staff members periodically.					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
22	Playground protocols not observed	Bodily Harm	P	Two separate playgrounds for different age groups + special play area.		Wet weather during playtime. Additional assistance is provided by teachers from the staffroom to ensure safe transfer of students back to class.	Low	Class teachers SNA for children they are supervising	
			HF	Playtime practices: children are brought to the playground at 10:30 and 10:40 and 12:00 and 12:30. Please await the arrival of the teacher on playtime supervision before you leave the children. Children are collected by the class teacher at 10:4-, 10:50, 12:30 and 1:00.					
23	Accidents in the playground	Bodily Harm	P	Children may go inside to use the toilet when given a toilet pass in an emergency.		Check yard protocols	Low	Yard supervision teachers SNA if child is under their supervision	
				Dangerous games forbidden.					
				Unsafe running not allowed.					
				Accidents & Incidents are logged in yard book.					
				See "Accidents & Injuries to Pupils" for treatment of injuries					
				Accident report form to be completed in case of serious accidents. Copy of form attached.					

				Children playing in dangerous areas of the yard - fencing in place to exclude areas that are or could be dangerous for children to play in				Yard supervision teachers SNA if child is under their supervision	
		Flight Risk	HF	Each child who is at risk of fleeing has a risk assessment in place. Fencing in place to highlight yard area and reduce opportunities to flee			High	Yard supervision teachers SNA if child is under their supervision	
Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
24	Inadequately stocked first aid kits and boxes of gloves	Lack of supplies to deal with illness/ injury	H	Three new fully stocked first aid kits in school.		One kit for Pre-Fabs	Low	Caretaker	
				One kit to be kept in kitchen and one in each block.					
				List of contents included in this policy.					
				For treatment of illness/ injury see “Accident & Injury to Pupils” document.					
				Basic first aid training for 30 staff.					

25	Kitchen Area	Accidents, hygiene, scalds, burns, food poisoning	P	Accidents to be dealt with accordingly, with procedures to be followed in the case of injury and illness.			Low	Caretaker	
				Fridge to be washed out each week and leftover food discarded.					
				Water purifier installed.					
Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
26	Administering First Aid	Infection	B	Gloves are to worn at all times			Low	First Aiders	
27	Fire	Bodily harm	P	Emergency exits are clearly marked and used during fire drills.		New signs	Low	Principal	
				Fire drill once per term.					
				Details of procedure for fire drill together with specific exit doors for classes and in entrance hall, P.E. Hall and Pre-Fabs		Photo-luminescent tape on walls			
				Candles – under adult supervision always					
				Ensure fire safety system to be checked annually.					

			Staff to be aware of the fire system and fire equipment in the school.					
--	--	--	---	--	--	--	--	--

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
28	Visitors to the school	Aggressive behaviour/ violence	P	Authorised visitors who have prearranged appointments with staff members will gain admission to the school.			Low	Secretary	
				These visitors will be seen off the premises by staff member.			Low	All staff	
				Parents without appointments will be asked to wait in the entrance hall.					
29	Car parking	Accidents to children/ adults coming and going from school	P	Car park restricted to use by staff between 8:30 am and 3:00 pm.			Low	Principal	
				Gates closed at 9 o'clock.					
				Clearly marked walkways to be used by pedestrian traffic at all times.		More signs posted to use walkway.	Low	Caretaker	
30	Dogs	Bodily harm/ hygiene	P	Dogs are not allowed on school grounds.			Low	Principal	
				In the event of stray dogs coming onto school property the dog warden will be notified.					
31	Smoking	Hygiene	H	Smoking in school grounds is prohibited in compliance with “Tobacco Control Legislation.”			Low	Principal	

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
32	Chemical and cleaning agents	Bodily harm/hygiene	P	Cleaning materials to be stored in designated store room in clearly identifiable containers.		Room to be fitted with bolt on door out of reach of children.	Low	Caretaker	
33	Use of electrical appliances	Electrical shock	P	Alert staff on safety measure.		Switch off appliances	Low		
				Never use wet hands near switches or appliances.		Classroom → Teacher		Class teacher	
				Switch off power before moving, cleaning or adjusting appliance.		Staff room →Caretaker		Caretaker	
		Tripping		Check electrical system and RCDS are certified annually.		Offices → Secretary, Principal	Low	Principal	
				Notify Principal or caretaker if any damage or malfunction occurs.					
				Don't touch data projector bulbs.					
34	Use of Computers and Tablets	Access to unsuitable material	HF	Internet Filtering by NCTE		Monitor usage constantly	Medium	Class teacher	
				Store in secluded, locked container.					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
35	P.E. and Art Equipment General Resources	Striking injury	P	Ensure equipment is stored and replaced in all storage areas by the teacher and not children.		Notify caretaker if stores are untidy	Low	Class Teacher SNA for children under their supervision	
		Cuts or stabs							
		Trips		Teacher to count and collect all scissors, knives or any other sharp objects and store them in the art stores.					
36	After school activities	Exercise injury	P	Adequate supervision by group leaders.		Check insurance details of group leader	Low	Treasurer	
		Equipment use accidents		Proper training in use of equipment (check equipment conforms to ISEN 1176 and 1177).					
37	Lone worker safety (caretaker, housekeepers, teachers)	Health incident	P	Ensure outside door is locked.		Inform all concerned	Low	After School Teacher	
		Attack from an intruder		Have mobile phone to hand.					
				Inform third party of plans to work late.					
		Fire	Fire exit cage is unlocked adjacent to the after school classroom. Teacher is responsible for securing the cage.		Keep cage padlock in a secure place	Low			

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
38	School security	Intrusion	P	All external doors have keypad codes. Access can only be gained using the pin or fob. School staff only have fobbed access, the caretaker, principal, deputy principal, secretary and housekeeping staff have pin and fobbed access.		Challenge strangers on the grounds always	Medium	Principal	
		Stealing		Key fobs used to enter/exit doors.					
		Injury to pupils or staff		All external doors have keypad codes. Access can only be gained using the pin or fob. School staff only have fobbed access, the caretaker, principal, deputy principal, secretary and housekeeping staff have pin and fobbed access.		Responsible teachers lock each of the 4 exits after the 1:45 pm group and again after the 2:45 pm group			
		Property damage		School gate to be closed before 9:05 am.					
				Only staff cars in car park.					
				School alarmed when vacant.					
				All external doors have keypad codes. so the building is inaccessible during yard time. Access can only be gained using the pin or fob. School staff only have fobbed access, the caretaker, principal, deputy principal, secretary and				Teachers on Playtime Supervision	

			housekeeping staff have pin and fobbed access.					
			All external doors have keypad codes. Access can only be gained using the pin or fob. School staff only have fobbed access, the caretaker, principal, deputy principal, secretary and housekeeping staff have pin and fobbed access. Doors are locked and keys brought in and placed securely after playtime.					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
39	School evacuation	Bodily injury	P	1. Ring alarm		Check fire exit signs are visible at every turn	Low	Principal	
		Burns		2. Line up pupils and					
		Asphyxiation		3. Shepherd class to designated exit					
				4. Ensure orderly walking					
				5. Check any all zones					
				6. Call roll at assembly point					
				7. Inform Principal/D.P. If any pupil is missing					
				8. Remain at assembly point until all clear signal is given					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
40	Monitoring system malfunction	Break-in	P	School alarm		Yearly inspection by Chubb.	Low	Caretaker	
		Fire		Smoke alarm		Bi-annual check by caretaker.			
		Burns		Boiler		Check by service engineer.			
		Access to unsuitable material		Audio-visual and computer link-up		Annual check by I.T Engineer.			
		Trips		Emergency lighting system		Annual check by installers.			
		Fire		Fire extinguishers		Annual check by company.			
		Fire		Fire alarm		Annual check by company.			
41	Electrical storage heaters	Fire, trip hazard	P	Call electrician if fault detected.		Annual check by installers.	Low	Caretaker	
	Electrical heaters			Electrical heaters are to be fixed to the wall					

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
42	Fire, emergency	Bodily injury	P	*See attachment “Evacuation procedures when fire alarm is activated (September 2022)” at end of document.			Low	Class Teacher	
		Burns		Safety procedure reviewed annually					
		Asphyxiation		Clearly marked fire exits and fire assembly areas.					
				Fire drill once per term.		Opening & closing all fire doors			
				Pupils with special needs and wheelchair users accompanied by SNAs and classroom assistants.				SNAs Classroom Assistant	
43	Water tanks and plumbing	Leaks	P	Contract with supplier in place		Call plumber when necessary.	Low	Caretaker	
		Wet floor							

Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
44	Out of school activities	Outside	P	Roll count, teacher at each end of line.		Make all teachers aware of the protocols	Low	Principal	
		Pupil control		Safe cross procedure.					
		Transport use		Car park control, access and egress.					
		Use of footpaths		Keep pupils in view at all times.					
		Crossing roads		Monitor toilet breaks.					
		Use of halls, cinemas, churches, parks		Check numbers from list at beginning and end.					
Item	Hazards	What is the risk?	Hazard Class	Controls	Is this control in place	Action/to do list	Risk Level	Person responsible	Signature and date when action completed
45	uneven paths	Trip hazard	P	Principal, Deputy Principal and caretaker on the grounds at access and egress times. Path to be resurfaces as soon as possible	yes	Engage contractor to carry out minor works	High	Principal/Deputy Principal and Caretaker	
46	Paths too narrow for traffic	Trip hazard, due to congestion	P	Principal, Deputy Principal and caretaker on the grounds at access and egress times. Path to be resurfaces as soon as possible	yes	Engage contractor to carry out minor works	High	Principal/Deputy Principal and Caretaker	

School Policies

In conjunction with the Safety, Health and Welfare policy the school has a number of other policies which contain Safety, Health and Welfare elements. They are Child Protection, Anti-bullying, Complaints Procedures, Code of Behaviour, Data Protection, SPHE, Critical Incident, Staff Alerts of Students with difficulties, SNAs Policy and Guidelines, Accidents and Injuries to pupils and Administration of Medicines.

Administration of Medicines:

1. Procedure to be followed by parents who require medication administered to their children.
2. Procedure to be followed by the Board of Management.
3. Responsibilities of staff members.

Persons with Disabilities:

In compliance with Regulation 25 of Safety, Health and Welfare at Work (General Applications 2007) a ramp and handrail have been constructed at the main entrance, a corridor ramp to change levels, wheelchair access through main entrance and 4 exit doors, standing frame with straps for classroom use, a disabled toilet room with de-mountable table for changing, bin for medical waste and a chest of drawers for storage have been installed.

Contractor Guidelines:

1. School must supply contractor with Safety, Health and Welfare file and school regulations for Health Safety and Welfare.
2. Contractor must supply school with relevant part of their Safety, Health and Welfare statement and risk assessment of the particular work. Copies of their Safe Pass, Manual Handling and Insurance certificates must also be supplied prior to any work commencing.
3. When sharing a workplace the contractor must be aware of Safety, Health and Welfare risks to children.

General rules for Short Contracts:

1. Contractor must be competent, i.e. qualified and registered (e.g. RECI). Advise the Principal of hazards and plans. Show safety statement with a risk assessment for the job.

School Extension:

1. Architect is the Project Supervisor for the Design and Construction stages. School cooperates with both.
2. Retain safety files for the completed structure.
3. Notify the HSA of Appointments.

Safety Committee Roles and Plans

Duties of Safety Officer:

1. Comply with 2005 Safety, Health and Welfare at work act.
2. Report on Safety, Health and Welfare to the Board of Management.
3. Manage Safety, Health and Welfare issues day to day.
4. Communicate regularly to staff on Safety, Health and Welfare issues and seek feedback.
5. Investigate all accidents and see the completed report.
6. Monitor fire drills – check sign-age.
7. Do safety audits especially if new challenges arise.
8. Ensure names of Safety, Health and Welfare committee are known to staff and substitutes.

Safety Committee:

1. Ensure rest of staff have access to the Health and Safety Statement.
2. Note any deficiencies in the application of the Statement.
3. Apportion specific areas to each member to review from time to time, e.g. corridors, yard, etc.
4. Ensure new staff members get a copy of the Statement and evacuation details.

Teachers/ SNAs:

1. Be aware of names of committee.
2. Cooperate and implement the school Safety, Health and Welfare policy.
3. Report accidents, near misses, dangerous events to Safety, Health and Welfare person.
4. Complete report if necessary.

Plan for the Year:

1. Do a risk assessment after each new event or accident, note date etc. and add to policy.
2. Safety audit every term.
3. Walk-through inspection, take notes.
4. Fire drills once per term.
5. Training – First Aid, Manual Handling.
6. Check accident register.
7. See how risk can be diminished – take action.
8. Risk evaluation report.

Contents of First Aid Box

- Box of disposable gloves.
- Plasters.
- Savlon – Antiseptic Wash.
- Savlon – Dry Spray.
- Savon – Cream.
- Scissors.
- Tweezers.
- Gloves.
- Cotton wool.
- Bags of ice.
- Accident Book.
- Pen.
- Sick bags.
- Sterile wipes.
- Foot covers.
- Sterile un-medicated dressings.
- Sodium Chloride solution.
- Triangular bandages.
- Face masks.
- Medicines in locked cabinet administered by SNAs as instructed.

Medicines dispensed by SNAs retained in locked cabinet.

Insulin stored in a refrigerator.

Tool 5: Accident or Incident Record Form

Sample Accident or Incident Record Form for use in the school

INJURED PARTY DETAILS:

Surname: _____ First Name(s): _____

Address (Home/Company): _____

D.O.B.: _____ Sex: Male/Female _____

Status (Please tick appropriate box)

☐ Student
 ☐ Teacher/staff member
 ☐ Visitor
 ☐ Contractor

Other (please specify):

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT

Tick

MAIN AGENT WHICH CAUSED ACCIDENT:

Injured/damaged by a person

Struck by/contact with

Caught in/under

Slip/trip/fall

Sharps

Road Traffic Accident/Crash

Exposure to substances/environments

Manual handling

Property damage

TYPE OF INJURY

Tick

Fatality

Bruise

Concussion

Internal injury

Abrasion, graze

Fracture

Sprain

Torn ligaments

Burns

Scalds

Frostbite

Injury not ascertained

Trauma

Occupational disease

Other (Please specify)

112

© All Rights Reserved

Tool 5: Accident or Incident Record Form cont'd.

Consequences		Result	Anticipated absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 1-4 days	
	<input type="checkbox"/> Excused	<input type="checkbox"/> 4-7 days	
<input type="checkbox"/> Non-fatal	<input type="checkbox"/> Light Duty	<input type="checkbox"/> 8-14 days	
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days	
		<input type="checkbox"/> NONE, i.e. no anticipated absence on resulting from the accident or incident.	

Has the accident been reported to the Health and Safety Authority?
(See note below) ☐ Yes ☐ No ☐ Not applicable

Have you informed your insurance company? ☐ Yes ☐ No ☐ Not applicable

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred
- the equipment in use (if any)
- location of accident

Detail how the accident occurred

Attach:

- (A) Injured party's report
 (B) Witness list (level of detail required will vary depending on the severity of the accident)
 (C) Witness statements (level of detail required will vary depending on the severity of the accident)
 (D) Sketch or photograph of the scene, equipment etc. where appropriate

Investigating staff member (BLOCK CAPITALS): _____

Signature: _____

Date: _____

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie Further information can be found in Part 1 of the *Guidelines* in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie

Contractors:

Electrician:	Brian Stephens (RECI)	087 9694650
Heating Contractor:	Hayden Heating Ltd.	(01) 4501638
Computer Engineer:	IT.ie	www.it.ie
Fire Safety Installation Company:	Master Fire	(041) 6853313
Plumber/ Carpenter:	Brian Carroll	087 2062719
Fire Alarm:	Master Fire	(041) 6853313
School Alarm:	Chubb	(01) 2952366
Security Fobs:	Westside	(01) 4146912

Health, Welfare and Safety Audit Tool

Hazards

Physical:	Manual handling, slips, trips, falls, fire, electricity, untied laces and obstacles.
Health:	Noise, harmful dust, unsuitable lighting levels, vibration.
Chemical:	Glues, solvents, dyes, cleaning agents.
Biological:	Viruses, bacteria.
Human Factors:	Stress, bullying, violence.

Risk Assessment	1. Identify the hazard	Questions	1. What can cause injury or harm?
	2. Evaluate the risk		2. Can Hazard be eliminated and if not,
	3. Put control measures in place		3. What preventative or protective measures can be put in place to control risk?

Evacuation procedures when fire alarm is activated (February 2016)

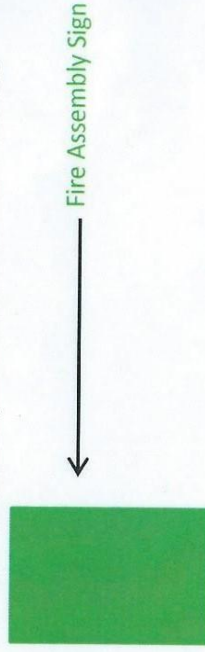
Zones	Exit	Assembly Point
Zone A Classrooms 4,5, 6, 7	Door beside Room 6 Exit 1	1 – Grass area beside gateway onto big playground facing the Fire Assembly Sign
Zone B Classrooms 1,2,3,8	Door beside Room1 Exit 2	2 – Grass are near the flagpole facing the Fire Assembly Sign
Zone C Classrooms 9,10,11, 16	Door beside Room 10 Exit 3	3 – Grass area to the right of the car park facing the Fire Assembly Sign
Zone D Classrooms 12,13,14,15	Door beside Room 13 Exit 4	4 – Tarmac of Senior School playground area facing the Fire Assembly Sign
Zone E Pre-fab 1 and 2	Exit doors or fire escape doors	3 – Grass area to the right of the car park facing the Fire Assembly Sign
Zone F Learning Support 1 and 2 Staffroom, Hall and Offices	Fire doors in the hall	2 – Grass are near the flagpole facing the Fire Assembly Sign

You are required to exit with your class via the nearest exit door and assemble in the Fire Assembly Area allocated to that exit door. *See note below regarding children that are with a support teacher or SNA.

Assemble the children as they do at lining up time facing the Fire Assembly Point Sign as follows:

Class A: ☺ Class B ☺ Class C ☺ Class D ☺
Class A: ☺ Class B ☺ Class C ☺ Class D ☺
Class A: ☺ Class B ☺ Class C ☺ Class D ☺
Class A: ☺ Class B ☺ Class C ☺ Class D ☺

Please fill the assembly area furthest right, then each subsequent class assembles to the left



Checklist

Action	Personnel	✓
Children leave on your instruction leaving all belongings inside	Teacher or Supervising Teacher	
Bring class list from the door	Teacher or Supervising Teacher	
Do pupil count	Teacher or Supervising Teacher	
*Bring children who have exited with you to your assigned fire assembly point	Support Teacher and Special Needs Assistant	
Check Zone E	Secretary	
Check Zone A, B and F	Principal	
Check Zone C and D	Caretaker	

No-one is permitted to re-enter the building while the fire alarm is sounding. You will be advised when to re-enter. As you leave the building please monitor the class ahead of you to ensure that no child returns. If the class teacher is not present in the classroom beside you at the time the fire alarm rings you are required to bring his/her class to the assembly point. Always leave the building via the nearest exit door to you.

Health, Welfare and Safety Audit Tool

1. Safety Statement:
 - Made available to staff and substitutes
2. Hazard Identification:
 - Risk assessment and controls
3. Legal Issues
4. Action Plan
5. Resources, Roles, Responsibilities
6. Training and Awareness
7. Communication from and to staff on Health, Welfare and Safety issues
8. Participation and Consultation
9. Monitoring of Performance
10. Incident Investigation:
 - Written log – all reportable results communicated to HSA
11. Corrective Action for Non-compliance:
 - New hazards identified, risk assessed, upgraded
12. Health, Welfare and Safety Reviewed, dated and documented
13. Control of Records:
 - Identification, storage, retention of all records including Health, Welfare and Safety Safety statement.
14. Board of Management Review and Update Policy:
 - Note feedback from Fire Services, risk assessment and contractors
 - Decisions of Board of Management communicated to staff and parents

This Health and Safety Statement has been revised and amended by the Health and Safety Committee.

The effectiveness of the Health and Safety Policy depends on its implementation by all members of staff.

Audits on the progress and effectiveness of the policy's implementation to be made by the Health and Safety Committee after each school term.