



## St Oliver's School Safety Statement

### Mission Statement:

*"St. Oliver's respects difference, cares for all,*

*nurtures individual talents and develops self confidence*

*in a safe and caring environment*

### Introduction:

The Board of Management of St Oliver's N.S Clonmel, is committed to securing the safety, health and welfare of its pupils, employees and members of the public. This policy was drawn up in conjunction with the staff of St. Oliver Plunkett's N.S. and the Board of Management and revised in 2022, in response to the publication of the new **Guidelines on Managing Safety, Health and Welfare in Primary Schools**. This statement specifies the manner in which the safety, health and welfare of staff, pupils and members of the public shall be secured.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Designated Safety Officers and a report made annually to all staff. Health and Safety issues will feature frequently during staff and Board of Management meetings, in order to keep its importance uppermost in our minds. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

### Aims

The aims of this statement are to:

- Comply with legislation contained in the Health & Safety Act of 1989 and 2005, which compels all organisations to have a safety statement.
- To comply with subsequent legislation, The Education Act 1998, The Education Welfare Act 2003.



## **St Oliver's School Safety Statement**

- Contribute to the awareness, among staff and management, on safety policy in the school.
- Identify the roles and responsibilities of staff and management.
- Identify hazards, on the school grounds, for teachers to be aware of and seek management to address them in the near future.

### **Roles and Responsibilities:**

#### **1. Management**

- ✓ To ensure, as far as practicable, the highest standards of safety shall prevail.
- ✓ To ensure that the design, provision and maintenance of all places, is safe and without risk to health.
- ✓ To provide safe access to and exit from the school.
- ✓ To ensure the maintenance of equipment and replacement of unsafe equipment.
- ✓ To instruct and supervise staff and students in so far as is reasonably possible so as to ensure health and safety in school
- ✓ To ensure that procedures are safe and without risk to health, for staff and pupils.
- ✓ To ensure the school has an up to date risk assessment and safety statement
- ✓ To appoint competent persons as necessary to advise and assist the board on health, safety and welfare at school
- ✓ To provide protective clothing or equivalent as is necessary to ensure the safety and health at work of its employees.
- ✓ To consult with employees on matters of health and safety.
- ✓ To appoint 1 Safety Officer from Staff along with 1 Safety Officer from the Board of Management.
- ✓ To comply with and revise, as necessary, plans for emergencies.

The Board of Management of St Oliver's N.S, Clonmel recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting business in the school and to the public. It will continue to undertake to ensure that the provisions of the **Safety, Health and Welfare at Work Act of 2005** are adhered to



## **St Oliver's School Safety Statement**

### **2. Employees**

Under the terms of the 2005 Safety, Health and Welfare at Work Act, it is the duty of employees;

- ✓ To take reasonable care to protect the health and safety of themselves and others in their care.
- ✓ Not to engage in improper behaviour that will endanger themselves or others
- ✓ Not to be under the influence of drink or drugs in the workplace
- ✓ To undergo any reasonable medical or other assessment if requested to do so by the employer
- ✓ To report to the Principal, Designated Safety Officer or staff representative any defects in the place of work or equipment which might be a danger to health and safety

It is expected that no person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities. Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 8 of the Safety, Health and Welfare at Work Act, 2005)

### **3. Designated Safety Officer:**

The designated safety officer shall be responsible for overseeing the safety provisions on behalf of the board of management. He/she will work with the Post Holder to ensure the procedures are followed and documented. He/she should be consulted if any employee has queries regarding any of the safety provisions mentioned in this statement. His/her main duties and responsibilities are as follows:

- ✓ To guide and advise on all health, safety and welfare matters.



## **St Oliver's School**

### **Safety Statement**

- ✓ To ensure that the school authority understands all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005 and associated regulations.
- ✓ To ensure that the appropriate safety education and training are co-ordinated and carried out using both internal and external resources.
- ✓ To ensure the Safety Statement is frequently reviewed by Staff Safety Representative as part of the AP 11 post
- ✓ To ensure Fire Drills are carried out in accordance with Policy.
- ✓ To ensure that adequate fire protection methods are provided.
- ✓ To investigate all accidents and dangerous occurrences and to ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as is practical, and where appropriate, remedial action shall be specified.
- ✓ To ensure all accidents are recorded on the appropriate template documents in the office-dated and parents informed if needed.
- ✓ To carry out regular safety audits with support if needed from outside agencies, HAS, or Allianz etc.

#### **4. Staff Safety representative:**

- ✓ To update the Safety Statement and ensure it is in keeping with up-to date legislation. (AP 11 Post) To update Risk assessment as required.
- ✓ To liaise with the designated safety officer on matters of health, safety and welfare of staff
- ✓ To consult with the designated safety officer on behalf of employees who have queries regarding any of the safety provisions mentioned in this statement.
- ✓ To frequently bring Health and Safety good practice tips and reminders to whole staff meetings, email or on Aladdin and to raise staff awareness on matters of the day-to-day health, safety and welfare in the workplace.
- ✓ To accept staff concerns with regard to health, safety and welfare in the workplace and to liaise with the designated safety officer/principal on such matters.





## **St Oliver's School Safety Statement**

### **5. School Safety Committee:**

- ✓ Designated safety officer and staff safety representative to meet termly or as needed to discuss ongoing concerns or issues.

### **6. Visitors to the school**

All school users i.e. parents, volunteers and visitors are asked to comply with school regulations and instructions relating to safety and welfare. A copy of our Safety Statement is available to all organisations that use our school and the school expects that they will follow guidelines as outlined.

### **7. Contractors:**

- ✓ Contractors must comply with statutory obligations under the Safety, Health and Welfare at work act and provide the school with relevant parts of their safety statement and risk assessment The board will retain the safety file containing information on the completed structure for future maintenance.
- ✓ The school will make relevant updates to their risk assessment when a contractor is working in the school
- ✓ The board of Management of St Oliver's will ensure that any contractor employed for short periods of time for routine maintenance jobs are competent and suitably qualified and registered with the relevant authority (Electrician RECI or ECSSA)
- ✓ In the case of substantial building works a project supervisor will be appointed before the design work starts, Project Supervisor for the Design Process (PSDP)
- ✓ A project supervisor for the construction phase will also be appointed before the work begins (PSCS). The PSCS will coordinate appropriate safety, health and welfare arrangements on site to prevent accidents occurring
- ✓ The board will retain the safety file containing information on the completed structure for future maintenance



## St Oliver's School Safety Statement

### Hazards:

Machinery, kitchen equipment, electrical appliances.-It is the policy of the board of management that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Pupils must never be asked to plug in or unplug electrical appliances. Such appliances and equipment will be subject to regular maintenance checks.

Person responsible: Maintenance person, in consultation with the designated safety officer.

### Fire

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that:

- ✓ The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- ✓ The Safety Officer and Staff Safety Representative will ensure that fire drills shall take place at least once a term. Practice is advised and also unannounced drills also.
- ✓ Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer).
- ✓ Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer).
- ✓ All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- ✓ A plan of the school shows assembly points outside the school in each room.
- ✓ Assembly areas are designated outside each building, and the locations specified.



## St Oliver's School Safety Statement

- ✓ Exit signs shall be clearly marked.
- ✓ All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- ✓ Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- ✓ Boiler house will be free of all combustible content and in line with advice from Allianz (caretaker informed of same)
- ✓ All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- |                      |   |
|----------------------|---|
| 1. Wet corridors.    | 17. Slabs around perimeter of school.   |
| 2. Climbing frames.  | 18. Garden stores.                      |
| 3. Gas Valves.       | 19. Icy surfaces on a cold day.         |
| 4. Trailing leads.   | 20. Mats in hall.                       |
| 5. Computers.        | 21. Windows opening out.                |
| 6. Guillotine.       | 22. Nosing on steps.                    |
| 7. Projectors.       | 23. Disclaimer notices.                 |
| 8. Fuse Board.       | 24. Upright stands of basketball hoops. |
| 9. Electric kettles. | 25. Moss on footpaths and yards.        |
| 10. Boiler house.    | 26. Refuse and recycling bins.          |
| 11. Ladders.         | 27. Speed ramps.                        |



## St Oliver's School Safety Statement

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| 12. Excess gravel on school yard.     | 28. Boiler House – combustible items. |
| 13. Protruding units and fittings.    | 29. Surface of car park.              |
| 14. Flat roof of school.              | 30. Handrails on steps.               |
| 15. External store to be kept locked. | 31. Hanging posters – procedures.     |
| 16. Lawnmower.                        |                                       |

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee pages 1 – 2 of this document):

- ✓ Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the school's Safety Statement and shall adhere to its provisions.
- ✓ In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- ✓ Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- ✓ All machinery and electrical equipment are fitted with adequate safeguards.
- ✓ Precautionary notices, in respect of safety matters are displayed at relevant points.
- ✓ Ladders must be used for accessing all items above arm height. 2 Step ladder available on each corridor.
- ✓ Safety Officer, in consultation with cleaning staff, caretaker and Staff Safety Representative will check that floors are clean, even, non-slip and splinter-proof.
- ✓ Staff will replace PE equipment in a safe and responsible manner-ready for the use by the next member.





## **St Oliver's School Safety Statement**

- ✓ An annual Safety Audit will take place by the Board of Management Safety Officer and Staff Safety Representative.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis. Before using any appliance the user should check that;

- All safety guards which are a normal part of the appliance are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection to be used when handling them. Safety Officer to ensure staff member has a safe cupboard/storage unit to ensure chemicals are stored correctly. Staff must ensure the safe storage of substance in their use.

### **Drugs and Medication**

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that all drugs, medications etc. be kept in a secure cabinet, locked at all times and the key in a separate and secure place and used only by trained and authorised personnel. Administration of Medicines policy applies.



## St Oliver's School Safety Statement

### Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff Room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. Adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded;

- ✓ A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- ✓ Staff and students **are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.** Any person found breaking this rule will be liable to disciplinary action.

### Wet Floors

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down steps. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical



## **St Oliver's School Safety Statement**

### **Smoking**

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that the school shall be a non-smoking area .

### **Infectious Diseases**

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

### **Covid 19:**

The Board of Management will do everything practical to minimise the risk of staff or pupils contracting the Covid 19 virus in the school. The following protocols have been put in place:

- Education on hand hygiene/cough etiquette
- Social distancing
- PPE for staff
- Enhanced cleaning
- Ventilation of classrooms
- Protocols for all aspects of school life (See Parent/Staff Protocols Sept 2020 Doc)
- Appointment of a Lead Worker Representative
- Risk Assessment (attached) for September 2020 re-opening and February 2021 re-opening



## St Oliver's School Safety Statement

### First Aid

It is the policy of the Board of Management of St. Oliver Plunkett's N.S. that a number of staff members receive First Aid training annually. This training is valid for 2 years. An up-to date list will be on File in the office..

1. Notices are posted in office detailing;
  - First Aid training each kept for staff – ongoing part of back to school procedures.
  - Arrangements for giving first aid.
  - Location of first aid boxes.
  - Procedure of calling ambulances etc.
  - Telephone numbers of local Doctor, Gardaí, Hospital.
2. All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Staff Members.

Staff safety Representative will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing;

- Plasters.
- Tape.
- Cotton Bandage.
- Antiseptic Wipes.
- Scissors.
- Disposable gloves must be used at all times in administering First Aid





## **St Oliver's School Safety Statement**

### **Access To School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to enter **via the main school entrance**. The school has a maintained access control system on this door. Visitors must identify themselves to the Principal or the Secretary as relevant, along with the purpose of their visit, before gaining access to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Collecting Children**

All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Parents must name specific individuals for collection of children.

Children will only be released to adults, as approved by parents/legal guardians. We have a traffic management system in place for morning and evening to support the safe movement of cars outside our school. A copy of this, along with reminders, is frequently given to parents/guardians. Staff cars are advised to drive slowly on entering school grounds.

Those parking outside the school grounds are advised to accompany children to and from the school premises.

### **Induction of new staff:**

All new staff will have access to this safety statement through the school office and website and will be asked to familiarise themselves with it as soon as possible after starting in the school. Elements of the policy will be discussed regularly at whole staff meetings.



## St Oliver's School Safety Statement

### Working in the building outside of school time:

Any staff member who is intending to work in the building when empty (evening/weekend/holiday time) will inform the principal/deputy/secretary in advance and make arrangements for locking/unlocking (see also Key Holder information attached).

### **Monitoring and evaluation**

The safety committee will evaluate the effectiveness of this plan in the following ways:

- Review the Risk assessment annually or as required.
- Periodic discussions and reviews at staff meetings
- Review of accident reports book to facilitate corrective action, if necessary to prevent further occurrence

### **Review and Ratification**

This policy was ratified by the board in March 2022 and it is reviewed annually.

Signed: \_\_\_\_\_  
Chairperson BOM

Signed: \_\_\_\_\_  
Safety Officer BOM

Signed: \_\_\_\_\_  
Staff Safety Representative AP 11 Post Holder.

Date: 2/3/2022.



## **St Oliver's School Safety Statement**

# Appendix 1

## SAFETY STATEMENT

**SCHOOL NAME:** St. Oliver Plunkett's N.S.

**NAME / TEL OF:**

**ADDRESS:** Heywood Road,  
Clonmel,  
Co. Tipperary.

**SCHOOL TYPE:** Primary School

**Hospital / Garda:** 052 - 617700/052 - 61222222  
**Fire Brigade** 052 - 6134616  
**Safety Officer** Mrs. Valerie Slattery.  
**Safety Representative** Ms. Debbie Swift  
**Person responsible for**  
**First Aid:** All Adult staff.

This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:

- *Provision of a safe workplace*
- *Safe access and egress routes*
- *Safe handling and use of chemicals*
- *Safe equipment including maintenance and use of appropriate guards*
- *Provision of appropriate personal protective equipment.*

**Signed:** , **Date:** 2/3/2022.  
Manager/Chairperson Board of Management

**Name of Deputy (in absence of above):**

*Employees are reminded of their responsibilities under the 1989 and 2005 Safety, Health and Welfare at Work Act*

- *to take reasonable care for their own safety, health and welfare and that of others.*
- *to make proper use of all machinery, tools, substances etc.*
- *to make proper use of personal protective equipment.*



## Appendix 2

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/ High Risk	Risk to persons	Action to be Taken	Date	Person responsible
Access pathway to the school	High	Walking	Sections to be replaced during Easter holidays to allow digging up and resetting concrete panels	Ongoing pathways patched to safe standard	Caretaker, Principal
Manhole covers on pathways	Medium	Slipping	Apply non-slip paint to the surfaces	Ongoing	Caretaker & Principal
Perimeter fencing	Low	Enabling unauthorised access or exit from school property	Maintain and replaced damaged parts of fence	Ongoing maintenance	Caretaker
Passage-way between 2 Fences on yard	Medium	Children running in narrow space, hidden area from a supervision point of view.	Ensure supervision.	Completed Ongoing	Principal and all on supervision duties.
Timber fencing on boundary with yard.	Low	Fencing needs to be more secure and complete	Plan to redo fencing during a holiday period	January – March 2019	Caretaker and Principal
Roof of Jnr. Inf., 1 <sup>st</sup> class rooms. Entrance main building.	Low	Risk of Leaking & ultimately collapsing	Ongoing. Remedial works to be taken.. Monitoring of leaks after every heavy rain	Ongoing maintenance. Audit by roofing expert	Caretaker & principal

Identification of Hazards, Risk Assessment and Action(s) Taken						
Hazards	Hazards	Hazards	Hazards	Hazards	Hazards	Hazards
Blinds & Pulleys	High	Risk of choking and hanging	Install hooks to prevent free movement and accidental harm		Principal & Caretaker	
Access to high areas including classrooms	Low	Falling	Acquire proper climbing equipment	Ladder	Principal & Caretaker	
Exposed Pipes	Medium	Risk of burn	Consult with caretaker	Signage	Caretaker & Principal	
Compost Area.	Low	Dumping area for organic waste	Fence off area with hedging or fencing. Green cones to be used.	Pupils do not have permission to be there – no access	Caretaker & principal	
Electrical wiring & cabling	Medium	Trips over unattended or extended cabling	Ensure staff pay proper attention to classroom environment	Ongoing	All staff	
School Bags & other items left on the floor	Medium & constant	Tripping over bags or exits blocked	Ensure staff and pupils pay proper attention to classroom environment	Ongoing	All staff & pupils	



Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Hazards	Hazards	Hazards	Hazards	Hazards
Electrical Fuse Box Area	Low	Unauthorised	Ensure access to fuse box is locked	Ongoing	Principal & all staff
Extinguishers & Fire Equipment	Low	Fire & unauthorised access	Ensuring all equipment is certified and working. Training for staff.	Extinguishers Checked	Principal
Principal's Office	Low	Excessive Electrical Overload	Separate electrical cabling. Plug out what's not in use. Ensure filing cabinet locked. Ensure access is locked when not available.	Ongoing	Principal
Main Office – Reception	Low	Faulty electrical equipment Risk of shock/fire etc.	Servicing of equipment Training of staff Computer servicing when necessary. Furniture maintenance	Ongoing	Board of Management Caretaker
Back Injury/Lifting	Medium	All staff, especially caretaker, SNAs & teachers	Manual handling course TBA. Caretaker/SNA's courses done on manual handling.		Principal & Board of Management

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Hazards	Hazards	Hazards	Hazards	Hazards
Car Park	Medium	Children & Adults at 1.45 p.m. and 2.45 p.m.	Access to car park for staff only. Visitors to enter through office only. Parents and children informed that access to car park areas is prohibited.	Ongoing	All Staff.
Kitchen Area/Staff Room	Medium	Boiling Water – spillage Electrocution Slips, Trips & Falls	Staff instructed on safety using the kettle/burco boiler Kettles/Burco properly maintained and serviced. Any spills cleaned up immediately.	Ongoing	All staff
Kitchen Area/Staff Room	Medium	Using microwave & inherent dangers of electrocution. Hot food	Equipment properly maintained and checked and used in accordance with standard procedures. Staff instructed on proper use.	Ongoing	All staff
Kitchen Area/Staff Room	Medium	Fire – electrical/burns/ smoke	Good housekeeping, no smoking, good quality appliances, fire extinguisher installed and appropriate training.	Ongoing	All staff
Kitchen Area/Staff Room	Medium	Toaster – electrical hazard, hot food, burns	Good housekeeping, no smoking, good quality appliances, fire extinguisher installed and appropriate training.	Ongoing	All staff



Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Hazards	Hazards	Hazards	Hazards	Hazards
Kitchen Area/Staff Room	Medium	Food-poisoning	Proper cleaning of all surfaces and staffroom cleaned daily.	Ongoing	All staff
Kitchen Area/Staff Room	Medium	Cuts	Proper safety training on the use of cutting utensils	Ongoing	All staff
Toilets	Medium	Health hazard	Proper and Regular cleaning & maintenance	Ongoing	All staff
Toilets	Medium	Hot Water	Moderate thermostats on water heaters	Ongoing.	All staff
Access Points/Fire Exits	Medium	Hazard of blockage	Ensure all access to exits are free and usable quickly in an emergency. Fire Exits clearly marked.	Ongoing	All staff
Cleaning Products	High	Storage of poisonous materials	Ensure they are away from the pupils in school, locked where possible and necessary	Ongoing	Cleaning staff and caretaker

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Hazards	Hazards	Hazards	Hazards	Hazards
Outside contractors	Medium	Ensure knowledge of safety procedures in the school	Provide a copy of Health & Safety Policy & Safety Statement to everyone engaged in work in the school.	As necessary	Principal
Containers	Medium	Chemicals, lawnmowers, furniture.	Only caretaker and principal have access.	Ongoing	Caretaker Principal.

<b>Identification of Hazards, Risk Assessment and Action(s) Taken</b> <b>January 2022</b>					
<b>Hazards</b>	<b>Low/Med./ High Risk</b>	<b>Risk to Persons</b>	<b>Action to be taken</b>	<b>Date</b>	<b>Person Responsible</b>
Nosing on steps		Slipping	Painted using non-slip coating		
Windows		Children banging into open windows	Fitted child proof window locks maximum opening 100mm		
Disclaimer Notices			Fitted in car park		
Upright strands of Basketball Rings		Collision	These need to be padded		
Moss on paths & school yards		Slipping	This needs to be removed		
Refuse & recycling bins secured		Bins being moved against building and set alight	Secure compound or padlock, no less than 10 m from building		
Speed Ramps		1	Repainted white		



Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Med./ High Risk	Risk to Persons	Action to be taken	Date	Person Responsible
Combustible items in Boiler House		Fire in the event of malfunction	Removed and stored safely elsewhere or suitably disposed of.		
Surface of Car Park		Uneven. Tripping, slipping, falling	Resurfaced		
3 or more steps		Trip/Fall	Up to 1 metre – single handrail More than 1 metre – 2 handrails		
Hanging Posters		Fall	Procedure for safe hanging of posters		



1	The nosing on steps should be painted using a non-slip coating in order to highlight changing levels. Gloss paint should not be used as it will make the surface slippery under wet conditions.
2	Opening windows that present a danger should be fitted with child proof window locks with a maximum opening 10 100 mm.
3	Disclaimer notices should be erected within the school car park. See sample wordings attached.
4	The upright stands for basketball rings should be padded.
5	Moss should be removed from the paths surrounding the school building.
6	Refuse and Recycling bins should ideally be kept in a secure compound or alternatively secured by a padlock and chain to a post sited no less than ten metres from the building to prevent them being moved against the building and set alight.
7	The white paint strips should be repainted on the speed ramps to the rear of the school.
8	To reduce the risk of fire in the event of malfunction, combustible items must be removed from the boiler room and if still required stored safely elsewhere or otherwise suitably disposed of.
9	The surface of the car park is very uneven and worn in places. I would recommend that it be resurfaced as soon as possible.
10	Where there is three or more steps, it is a requirement of current building regulations that those which are up to one metre in width, should have a single handrail fitted and that any steps wider than this should have at least two handrails fitted.
11	A procedure for safety hanging posters at heights within classrooms should be established and communicated to all relevant staff.

[Type here]

### Appendix 3

In the event of a dangerous item being discovered in a classroom, or on the premises of the school.

- A member of staff must report it immediately to the class teacher or nearest teacher.
- The Principal will be called.
- All pupils will be removed from the immediate vicinity.
- If this requires a class evacuation this should be conducted quickly and quietly.
- The class will go to their class assembly point on the yard and stay there until instructed otherwise.
- The Principal will decide if a school evacuation is necessary.
- If so, each class teacher is responsible for the safe orderly evacuation of their class.
  - See Fire Drill Procedure.
- The assembly points are the class assembly points on the yard.
- Special Education Teachers are responsible for the evacuation of the children under their care to the assembly points on the yard of the pupils' classes.
- The Principal will direct that the Garda/Doctor/Fire Brigade/Ambulance or other emergency services be notified.
- No pupil/staff member will return to their class until instructed by the Principal.
- The Principal will seek advice from the emergency services involved.
- If parents have to be contacted to collect children this will be done through phone calls/text-a-parent or any other means of communication required.

[Type here]

## Appendix 4

### ***Fire Safety***

All teachers are responsible for making the children in their class aware of procedure in the event of a fire.

A school fire officer, co-ordinates school policy and procedures with regard to fire safety. The school fire officer is Ms. Debbie Swift.

Three practice fire drills will take place each year one in each term.

Evacuation procedure is as follows:

- (a) On hearing alarm, either the full fire alarm or a school bell, each teacher takes their class to the designated exit and assembly point outside.
- (b) Each pupil will be instructed by their teacher to:
  - Stand at their places.
  - Push their chairs under the tables.
  - Evacuate in single file.
  - Walk to the assembly point on the yard.
  - No pushing or shoving or running
  - Toilets must be checked before leaving room and door closed.
- (c) Children attending Learning Support or Special Needs exit with the teacher they are working with but re-join their class at assembly point outside for roll call.
- (d) The School Secretary will bring the Sign In/Out Book to the yard.

[Type here]

- (e) When the class teacher calls the roll, he / she then reports to the assembly point co-ordinator who then makes a report to the principal.
- (f) All pupils will stay at the assembly point until instructed to return to class.
- (g) If parents have to be contacted, to collect children, this will be done through phone calls/text-a-parent or any other means of communication available.