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Health & Safety Statement

Introduction

A Health & Safety statement is required by law under the Safety, Health & Welfare at Work Acts (1989 & 2005). This Statement is prepared by the Board of Management (BOM) of Saint Michael's National School, 11 Barrington Street, Limerick, to set out in writing a programme for safeguarding Safety, Health & Welfare of staff in St Michael's National School.

It represents the commitments of the BOM to providing a workplace, which is as safe and as healthy as possible for its employees, and specifies the organisation, the manner necessary for maintaining and reviewing safety and health standards.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'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 BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

The Board of Management (BOM) of Saint Michael's N.S strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management of Saint Michael's N.S recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management of Saint Michael's N.S and sets out the means to achieve that policy. The Board of Management's objective is to endeavor 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 into contact. This policy requires the cooperation 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 Board of Management will undertake to carry out a safety audit annually and report to staff.

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Saint Michael's National School, 11, Barrington Street, Limerick V94 A0K7

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, wherever possible, to minimise the recurrence of such accidents and ill-health.

The Board of Management of Saint Michael's NS brings to the attention of staff the following arrangements for safeguarding safety, health and welfare at work. Staff are reminded yearly to read and review the policy and once complete this is recorded. (Appendix 3) If new staff join during the year they are also asked to read the policy. The policy is emailed in these cases for ease of access and referral.

The policy, reviewed annually, or more frequently if necessary, in light of experience or changes in legal requirements. The safety statement will be re-examined by the Board of Management on at least an annual basis. The safety statement requires the cooperation of all employees in order to be effective. All records of accidents and ill-health are monitored in order to ensure that any corrective measures required can be put in place to reduce the recurrence of such accidents and ill-health. The Principal will give the Board a summary of incidents as they arise.

Aims:

The Board of Management of Saint Michael's National School wishes to ensure (as far as is reasonably practicable) that:

- A safe and healthy school environment is created by identifying, preventing and tackling hazards and their accompanying risks.
- That there is an understanding of the school's duty of care towards pupils
- That the school community is protected from workplace accidents and ill-health at work
- Procedures and practices in place are outlined to ensure safe systems of work
- Work systems are planned, organized, performed and maintained so as to be safe and without risk to health.
- Staff are instructed and trained as necessary to ensure health and safety.
- Plans for emergencies are complied with and revised as necessary.
- Employees are consulted on matters of health and safety.
- That all relevant health and safety legislation is complied with (so far as is reasonably practicable) to include the following areas:
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc*
 - *To ensure competency of employees, who will carry out safe work practices.*
 - *Safe handling and use of hazardous substances and equipment.*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment.*

The BOM recognises that its statutory obligations under legislation extend to employees, pupils, student-teachers, to any person legitimately conducting school business off-site or legitimately conducting other business on the school premises. The Board of Management of Saint Michael's N.S undertakes to ensure that the provisions of the Safety, Health and Welfare at Work

Act 2005 are adhered to.

Policy Statement on Safety, Health and Welfare at work of The Board of Management of Saint Michael's NS.

- 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 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 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 with challenging behaviour when such children are enrolled.
 - The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
 - The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
 - The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, 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 competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
 - An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.
 - The provision of arrangements for consultation with employees on matters of Health and Safety
 - The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

The Board of Management will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Saint Michael's NS and the requirements under the Safety, Health and Welfare at Work Act, 2005.

The Board of Management will appoint a Safety Representative from the School Staff.

Consultation and Information:

It is the policy of the Board of Management of Saint Michael's N.S :

- To consult with staff in the preparation and completion of the Health and Safety Statement/ Policy.
- To make available the *Health & Safety Statement/ Policy* to all present and future staff.
- That any additional information or instructions regarding safety, health 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.
- That the *Guidelines on Managing Safety, Health & Welfare in Primary Schools 2013* will be used for planning, organising and managing a safe and healthy school environment for staff, pupils and visitors. The HSA guidelines are available to read here

https://www.hsa.ie/eng/publications_and_forms/publications/education/guidelines_on_managing_safety_health_and_welfare_in_primary_schools.html

Roles and Responsibilities:

Duties of Employees

It is the duty of every employee while at work:

- (a) 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. Each employee has a duty to look after him/herself.
- (b) 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.
- (c) To use, in such a manner as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided for securing his/her safety, health or welfare at work.
- (d) To report to the BOM without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare.
- (e) The Chairperson of the BOM has a responsibility to ensure that all employees are not putting themselves in harm's way of the duties being undertaken.
- (f) Staff will sign in and out when taking class/es out of school during school hours; the risk assessment for school excursions will also be completed (Appendix 1).
- (g) Members of staff who are pregnant will, with the Principal, discuss and complete the risk assessment for pregnant staff (Appendix 2).
- h) Staff will carry out a risk assessment of the yard at the start of each term.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or things for securing safety, health or welfare at work. Employees using available facilities and equipment provided,

must ensure that work practices are performed in the safest manner possible.

Role of the Safety Representative

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

Duties of Safety Officer:

- To liaise with the Safety Representative on matters of Health and Safety
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

The BOM will consider reasonable representations made by the safety representative on behalf of the staff. **A member of the In School Management Team (ISM)** will be the Health and Safety Representative. This representative will remind staff to report any health and safety issues if evident in the school building or grounds. **The Board of Management will elect a representative**

Consultation and Information

It is the policy of the BOM, or the BOM representative, to consult with staff in an annual review of risk assessments at the beginning of each school year. A copy of the safety statement is made available to all staff via e-mail at the beginning of the school year.

Health, Safety and Welfare at work will be considered in any future staff training and development.

The Health & Safety Statement is displayed in a public place in the school. All staff members will be asked to read the Health & Safety Statement at the start of each school year and this will be recorded and dated. All work experience students and long term substitutes will be asked to read the Health and Safety Statement before commencing their role in our school. This will also be recorded (Appendix 3).

Hazards:

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated as far as resources and circumstances allow. The Board of Management in consultation with the employees will review and make

recommendations on the elimination of hazards.

When a Staff Member notices a hazard, he/she will notify the Safety Representative, who will coordinate and organise to rectify the issue. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

Fire

- (i) The Board ensures 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 has instructions for its use.
- (ii) The Principal ensures that fire drills take place at least once per term. (See Appendix 5 for fire drill procedures)
- (iii) Signs are clearly visible to ensure that visitors are aware of exit doors and routes.
- (iv) All doors, corridors, and exits are kept clear of obstruction and are able to be opened at all times from within the building. Each teacher, who has an exit in the classroom, must ensure it is kept clear. Back and main doors must be free of obstruction.
- (v) The assembly point is in the yard.
- (vi) All electrical devices should be left unplugged, when unattended for lengthy periods and when the building is empty, where practical. Teachers are responsible for their own classrooms. The Principal and the school secretary are responsible for their offices. The general kitchen area is each staff members' responsibility.
- (vii) Any recommendations made by a Fire Officer in addition to these provisions will be implemented.
- (viii) An outline of the fire escape plan is contained in the Critical Incident policy.
- (ix) A member of staff (usually a member of the SET team) has as their duties to act as Fire Marshall and oversee in conjunction with the Health and Safety Officer the above aspects of the policy.

Other Hazards:

- The surface of some of the playing areas is uneven, rocky and potentially hazardous. (in particular grassy area near long jump, paths around the school building)
- Some classroom windows open out at head level.
- On occasions the tiled surface of classrooms, hallways, stairs and toilets become slippery due to condensation and pose a risk.
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.
- Other risks are outlined in the termly risk assessment undertaken each term

Constant 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. Such appliances and equipment are visually checked at each use.

Electrical Appliances

Arrangements will be made for any appliances in need of servicing, 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.
- Suitable undamaged fused plug tops are used.

Unplug leads of appliances when not in use.

Chemicals

It is the policy of the Board that all chemicals, photocopier toner, detergents, etc be stored in clearly identifiable containers

Drugs/Medications

Procedures outlined in the Administration of Medicine Policy.

Highly Polished Floors

Every attempt will be made to avoid the creation of slippery surfaces. Floors are washed, as far as is possible, after school hours to minimise the danger of slipping. Where floors are wet, warning signs regarding wet floors, should be used where practicable. Attention is drawn to the possibility of outside surfaces being affected by rain in wet weather, wet leaves and frost in cold weather. Where possible staff and pupils shall be reminded to use handrails when going up or down ramps.

The Code of Conduct:

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

Accidents and Injuries:

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 6.

Smoking

The entire school premises, both indoors and outdoors, is deemed a non-smoking premises to avoid any hazard of passive smoking and fire.

Broken Glass

Staff are asked to carefully remove broken glass. Class teachers should ensure that children are instructed to report broken glass to a teacher and are warned never to pick up broken glass or foreign items they may find on the yard.

Visual Display Units

The advice contained in the Health & Safety Authority's (HAS) guidelines on the safe operation of visual display units is followed. Any up-to-date information regarding hazards relating to the use of VDUs will be studied and recommendations and directives implemented.

Infectious Diseases

It is the policy of the BOM that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The BOM will endeavour to minimize 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 are provided at all times with a facility for the safe disposal of waste.

Specific procedures are in place at present due to COVID 19. The school is guided in this area by the HSE and the Department of Education. An internal cleaning checklist is in operation to minimize the risk of contaminated surfaces causing infection. In the classroom staff maintain their work area and clean as necessary.

Bullying

Saint Michaels N.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)**'.

Access to Employees is by Consent

When an 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.

First Aid

It is the policy of the Board of Management that: Employees will be trained to apply First Aid to pupils and other employees. All required remedies and equipment are made available for first aid function.

The first aid box is located in the shelter shed and a smaller version is available in each classroom. Contacts for the school

doctor and emergency services are to be found in this policy.

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 member of staff on duty and/or the Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. The staff member on duty keeps an Accident Report File, recording all accidents and incidents. This report is a Google Form available to staff digitally. It is renewed each September.

(1) A yearly/termly review of use by dates is carried out on medical supplies

The Principal will see that there will be maintained in the school, a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Cotton bandage/gauze
- PPE (apron, masks)
- First Aid Spray (anti-bacterial, anti-viral, anti-fungal)
- Non-woven triangular bandage
- Instant cold pack
- Adhesive surgical dressing
- Roll of plastic bags
- Disposable gloves
- Adhesive surgical dressing
- Medistrips (skin closure strips)
- Antiseptic spray
- Silk tape
- Normasol (sterile topical irrigation solution)
- Antiseptic wipes
- Scissors
- Savlon antiseptic wash

Disposable gloves must be used at all times in administering First Aid.

(The school will follow Guidelines as outlined in the Critical Incident policy.)

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

Other Procedures:

1. 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/guardian) 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. A risk assessment form is completed before leaving the school. See Appendix 1. This form is available on a google form. QR codes available at each exit and in the staff room

2. 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. 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.

3. 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.

4. 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/guardians who bring their children to school are contacted. Every effort is made to ensure that all parents/guardians are made aware of the situation through Aladdin Connect.

Risk Assessment

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

1. Wet corridors
2. Trailing leads
3. Computers

4. Guillotine
5. Projectors
6. Fuse Board
7. Electrical appliances
8. External gas boiler
9. Ladders
10. Surface of school yard
11. Protruding units and fittings
12. External stores (to be kept locked)
13. Icy surfaces on a cold day
14. Ramp entering the school when wet/icy or when wet leaves have gathered
15. P.E.T testing is carried out each year on the necessary appliances

To minimise risks from these sources, the following safety/ protective measures must be adhered to (see 'duties of employee' above):

- (a) All equipment is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (b) Where applicable the BOM will ensure that members of staff are instructed in the correct use of plant, machinery and equipment.
- (c) Operation of equipment is restricted to those members of the staff whose job function includes running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.
- (d) Before engaging a contractor, the Principal/ or BOM will send a copy of this Safety Statement to them. Any other contractors entering the school must be shown a copy of the school's Health & Safety Statement and must adhere to its provisions. Contractors working onsite must sign in and out.
- (e) All items of electrical equipment are fitted with adequate safeguards.
- (f) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (g) Ladders must be used with another person's assistance.
- (h) Staff will avoid use of glass bottles by pupils, where possible. Remove broken glass immediately on discovery.
- (i) The BOM will check that floors are clean, even, non-slip and splinter-proof.
- (j) The staff will ensure that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (k) All personnel check that all PE and other mats are in good condition and not presenting trip hazards.
- (i) There is an on-going inspection of furniture, floors, apparatus, equipment and fittings by staff. Any faults are reported on Aladdin, which is accessed daily.
- (m) The staff check that wooden beams, benches, etc. are free from splinters and generally sound.
- (n) A caretaker or other person designated by the BOM, checks that there are no uneven, broken or cracked paving slabs.
- (o) The BOM's representative with the caretaker, checks that roofs, guttering, drain pipes, etc. are sound and well-maintained as far as can be seen.

- (p) Staff check that manholes are safe.
- (q) Staff check that all play areas are kept clean and free from glass before use.
- (r) The BOM checks that outside lighting works and is sufficient.
- (s) The caretaker ensures that all building materials, caretakers' maintenance equipment, external stores, etc. are stored securely.
- (t) The staff checks that refuse is removed from the building and is carefully stored outside in a location likely to minimise damage in the event that it should catch fire.
- (u) The In School Management team carry out a yard risk assessment once per term and as the need arises (Appendix 4).

Staff Facilities

Members of staff are reminded that:

- (a) 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.
- (b) Staff members are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.

Contractors & Access To School

Anyone entering the school premises must:

- identify themselves to a member of staff before gaining admittance to the school and
- provide a copy of their current schedule of insurance.

Any contractor must make direct contact with the Principal, before initiating any work on the premises and be shown a copy of the Health & Safety statement applying to the school and must agree to its provisions. While work is in progress, noise shall be avoided wherever possible during school hours. The contractor and his work team shall not create any hazard, permanent or temporary, without informing the Principal and shall mark such hazard with suitable protection or at least with warning signs.

Contact Phone Numbers

Emergency Services	999/112
Mid-West Regional Hospital	061-301111
School Doctor – Dr. Hanley	061-314810
Roxboro Garda Station	061-214340
Henry St Garda Station	061-212400
ESB	021/2382410/1800372999
HSE Live	1800700700/072408787

Review of this Health and Safety Statement

This statement shall be regularly revised by the Board of Management of St Michael's NS in accordance with experience and the requirements of the Safety, Health and Welfare at Work Act 2005 and the Health and Safety Authority.

The Health and Safety Statement is also made available to all staff, who have been forwarded a copy and requested to read same.

Chairperson of BOM:



Dean Niall Sloane

Date:

12/06/2023

(The Health & Safety Statement was prepared by representatives of the school community, in accordance with the Safety, Health and Welfare Act at Work Act 2005.)

Health & Safety Representatives

Staff Safety Representative (Health and Safety Officer) : Mairéad Doran

BOM Safety Representative : Nominated BOM member

Please note: *This plan is subject to change based on emerging needs.*

Appendix 1: Available on a Google Form : QR codes available at exit doors and in the staff room

Lead Person:		Reason for visit	
Accompanied by:		Swimming	
Bus Operator		School tour	
Location:		Other	
Date:	Safety Ref. No.:		

Saint Michael's NS Safe System of Work for off-site school excursions

I have read & understood the School H&S Safety Statement

Tick

☐

Before Leaving School the Following Must be in Place & in Date:

Appropriate Garda Vetting	Charged Mobile Phone	Location Known by School	Personal Protective Equipment	List of Children	Check Forecast
PPE	Please tick/fill in the PPE used				
High Vis jacket/Vest	Torch				

CHECK HAZARD CHART BEFORE PROCEEDING *If it's not safe don't do it!*

Comment & hazards identified

On the back of this form is a list of potential hazards that may be encountered while off school grounds.

You are asked to tick if the hazard is present and give it a risk rating of high, medium or low.

Hazards present (hazard Numbers identified)

Comment & additional hazards identified:

If an incident has occurred have you filled out the incident report form? (If Yes tick box)

☐

Signed: _____ Date: _____

Date:	Date:	Date:
Person	Person	Person
Comment	Comment	Comment

1.	Getting on and off bus	(a) Bus must Park in Visible, clean Area	(b) Must alight/ disembark onto footpath or other controlled area	(c) Keep back from corners/ blind spots				
2.	Walking on the Public Road	(a) Teachers to Wear High Visibility clothing	(b) Walk on the right hand side	(c) Beware of oncoming traffic	(d) Use footpaths if available			
3.	Crossing the Public Road	(a) Teachers to Wear High Visibility clothing	(b) Cross at pedestrian crossings where available	(c) Children to walk in pairs	(d) Beware of oncoming traffic			
4.	Slippery/Wet /Uneven Surfaces	(a) Wear Suitable Footwear	(b) Keep Hands Free	(C) Avoid Worst Areas				
5.	Dogs	(a) Avoid Close Contact by children						
6.	Running in the Park	(a) Ensure that children are in sight at all times	(b) Make sure children know where teachers are to stand.	(c) Ensure that children are in pairs	(d) Don't stand behind when reversing			
7.	Aggressive members of the public	(a) Don't get into an argument leave	(b) Request Garda Presence if required	(c) Contact school secretary before and after visit.				

Appendix 2 - Risk Assessment for Pregnant Staff

This risk assessment should be discussed by the pregnant member of staff and Principal:

Name	
Position in School	
Have you been certified pregnant?	
Have you notified the Principal?	
Expected date of delivery (EDD)	
Date of risk assessment	
Are there recommendations made by Doctor, Midwife and/or Consultant:-	

Has the pregnant woman checked if she is immune to the rubella virus, chickenpox, measles or Slapped Cheek disease (Parvovirus)?					
• Rubella (measles)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
• Chickenpox	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
• Slapped cheek disease	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
• Other (specify)					
(For more information on diseases refer to the Health Protection Agency Guidance on Communicable Disease and Infection Control in Schools and Nurseries or to the Safetynet document on Infectious Control Guidance).					

Have risks associated with farm or zoo visits (in particular, contact with sheep) been assessed?	
Are there infection risks in tasks which may be carried out eg: clearing up body fluids or disposing of used syringes?	
Have particular risks associated with the teaching of PE been addressed?	
Have risks associated with crowded corridors been addressed?	
Movement and posture	
- Does the job involve awkward twisting or stretching?	Yes No <input type="checkbox"/> <input type="checkbox"/>
- Does the woman have to stand for long periods of time	

without a break?

Yes ☐ No ☐

- Does the woman have to sit for long periods of time without a break?

Yes ☐ No ☐

- Are there space restrictions (eg: working behind a desk)?

Yes ☐ No ☐

- If so, will these cause more restricted movement as the pregnancy develops? Yes ☐ No ☐

If yes to any of the above, what measures can be taken to prevent problems:

Manual Handling

- Does the job involve twisting, stooping or stretching to lift objects?

Yes ☐ No ☐

- Does the job involve the lifting, pushing or pulling of heavy loads?

Yes ☐ No ☐

- Does the job involve rapid repetitive lifting (even of lighter objects)?

Yes ☐ No ☐

- Does the job involve lifting objects that are difficult to grasp or awkward to hold? Yes ☐ No ☐

If yes to any of the above, what measures can be taken to prevent problems:

Working Time

- Is the woman expected to work long hours or overtime? Yes ☐ No ☐

- Does the work involve very early starts or late finishes? Yes ☐ No ☐

If yes to any of the above, what measures can be taken to prevent problems:

- Does the woman have some flexibility or choice over her working hours?

Yes ☐ No ☐

If not, what measures can be taken to prevent problems:

Work-related Stress

- Are there any tasks which are known to be particularly stressful, eg: dealing with potentially irate adults or pupils with violent or aggressive behaviour?

If so, what measures can be taken to prevent problems:

- Are colleagues, BOM and ISM team supportive toward the woman?
Yes ☐ No ☐
- Is the woman aware of what to do if she feels she is being bullied or victimised?
Yes ☐ No ☐
- Has the individual risk assessment taken into account any concerns the woman has about her own pregnancy?
Yes ☐ No ☐

If no to any of the above, what measures can be taken to prevent or deal with issues:

Extremes of cold or heat

- Does the work involve exposure to temperatures that are uncomfortably cold (below 16°C) or uncomfortably hot (above 27°C) Yes ☐ No ☐
- Is the worker exposed to cold draughts even when the average temperature is acceptable?
Yes ☐ No ☐

If yes to any of the above, what measures can be taken to prevent problems:

- Is room temperature and ventilation effective? Yes ☐ No ☐
- Are there arrangements for sufficient breaks and access to hot or cold drinks?
Yes ☐ No ☐

Welfare Issues

Is there somewhere quiet for the pregnant woman to rest? Yes ☐ No ☐

Are new or expectant mothers provided easy access to toilets and allowed sufficient breaks where needed? Yes ☐ No ☐

(If necessary measures should be put in place to ensure that new and expectant mothers can leave their workstations at

short notice eg to use bathroom)

Is there a clean, private area to express milk? Yes ☐ No ☐

- Is there somewhere safe to store expressed milk? Yes ☐ No ☐

If no to any of the above, what measures can be taken:

Signed: _____ (Member of Staff)

Signed: _____ (Principal)

Appendix 3

I can confirm that I have read the Health and Safety statement of Saint Michael's National School and I understand my role.

[illegible]

APPENDIX 4 – Health and Safety Policy - Risk Assessment of Yard

Hazard	Is the hazard present	What is the risk?	Risk rating H – high M - medium L – low	Controls (when all controls are in place will risk be reduced?)	Is this control in place?	Action / to do list/ outstanding controls	Person responsible	Signature and date when action completed

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken.
 Medium Risk (M) actions should be dealt with as soon as possible.
 Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Term 2:

Date:

Term 3:

Date:

Appendix 5: Fire Drill Procedure

DRILL

- Students leave classroom and make their way to their designated area on the yard
- Teacher is last to leave the classroom: Bring Class list, Check Toilets, Close doors
- Two members of the SET team will walk the perimeter of the building to check if there is a fire. One at each side to the building, checking that entrance and exit doors are closed.
- The side gate does not de-magnetise automatically. An SET teacher or class teacher should open the gate.
- In the event of a fire, an SET teacher walking the perimeter phones the fire brigade.
- The Secretary will make a laminated class list for each teacher to be kept in the classroom, a copy will also be available in the shelter shed in the event that a class is outside at the time of the drill.
- The Fire Drill procedure should be communicated with staff at the beginning of each term or when new staff join.

Appendix 6: Accident Procedure:

In the case of an accident, the following steps should be taken:

1. Accident Google Document for pupils to be filled in by relevant personnel
2. Parents contacted if necessary.
3. Insurer informed if necessary

Accident that occurs which results in absence:

1. Accident report form will need to be filled in by investigating staff member(s) and the injured party. (See form below)
2. Insurer will need to be contacted if necessary
3. The following types of accidents must be reported to the Health and Safety Authority through the school profile.

(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.

(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).

(c) a death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a student during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work. (d) a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road. The IR1 form is the only form used to report accidents to the Health and Safety Authority. Forms are available from the Workplace Contact Unit of the Authority or it can be reported directly on-line at www.hsa.ie.

The school must keep records of all accidents which occur for a period of 10 years. Dangerous occurrences must also be reported to the Health and Safety Authority as per requirements of the IR3 form. The IR3 form is available from the Health and Safety Authority at www.hsa.ie.

Accident Report Form:

Name of person reporting this statement	
Name of injured party:	
Name of investigating Staff member	
Witness:	
Location of accident:	
Detail of how accident occurred: Who, What, Where, When, the follow up	

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