

Safety Statement Of Scoil Ghormáin Naofa

Ratification Date		Revision No.	
Prepared By	Lisa Dempsey (Principal)	Date	April 2015
Approved By	Anthony Byrne (Manager)	Date	

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Safety Statement Document 1

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Scoil Ghormáin Naofa Primary School is located in Castletown near Gorey, Co. Wexford. Currently it has a staff of 13 people (4 Class Teachers, 4 support teachers (2 part-time time), 3 SNA's, 1 secretary and 1 cleaner. At present there are 119 pupils enrolled in the school. The school at different times throughout the year also has a number of adults, college and secondary school students carrying out work experience with the staff throughout the year.

This Safety Statement has been written by Lisa Dempsey, Principal, in consultation with Anthony Byrne (School Manager) and with the assistance of the staff. This revision has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Single School Manager.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Manager of Scoil Ghormáin Naofa Primary School aim's to ensure a safe working educational environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Responsibility for health and safety rests with **all staff at all levels** within the school. The Safety Statement will be revised on an ongoing basis by the Health and Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

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The following people will be issued with a controlled copy of the Safety Statement and the Health & Safety Representative will supply any changes or upgrades to the Scoil Ghormáin Naofa Primary master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages

Manual No.	Name of Recipient	Title
1	Lisa Dempsey	Principal
2	Anthony Byrne	School Manager
3	Anne Gilmartin Ryan	H & S Representative
4	Anthony Byrne	H & S Officer on the BOM
5		

The Scoil Ghormáin Naofa working copy of the Safety Statement is located on file in the principal's office and on the school website at www.castletownnationalschool.ie . It will be available for viewing by any employee. A copy of the Safety Statement will also be left in the Staff Room .The Safety Statement will in the future be introduced to all new employees at their *Induction Training*.

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The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Scoil Ghormáin Naofa employees is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Anne Gilmartin Ryan.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a base line for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

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Scoil Ghormáin Naofa will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors and pupils at all times.

In particular, the Scoil Ghormáin Naofa Manager will:

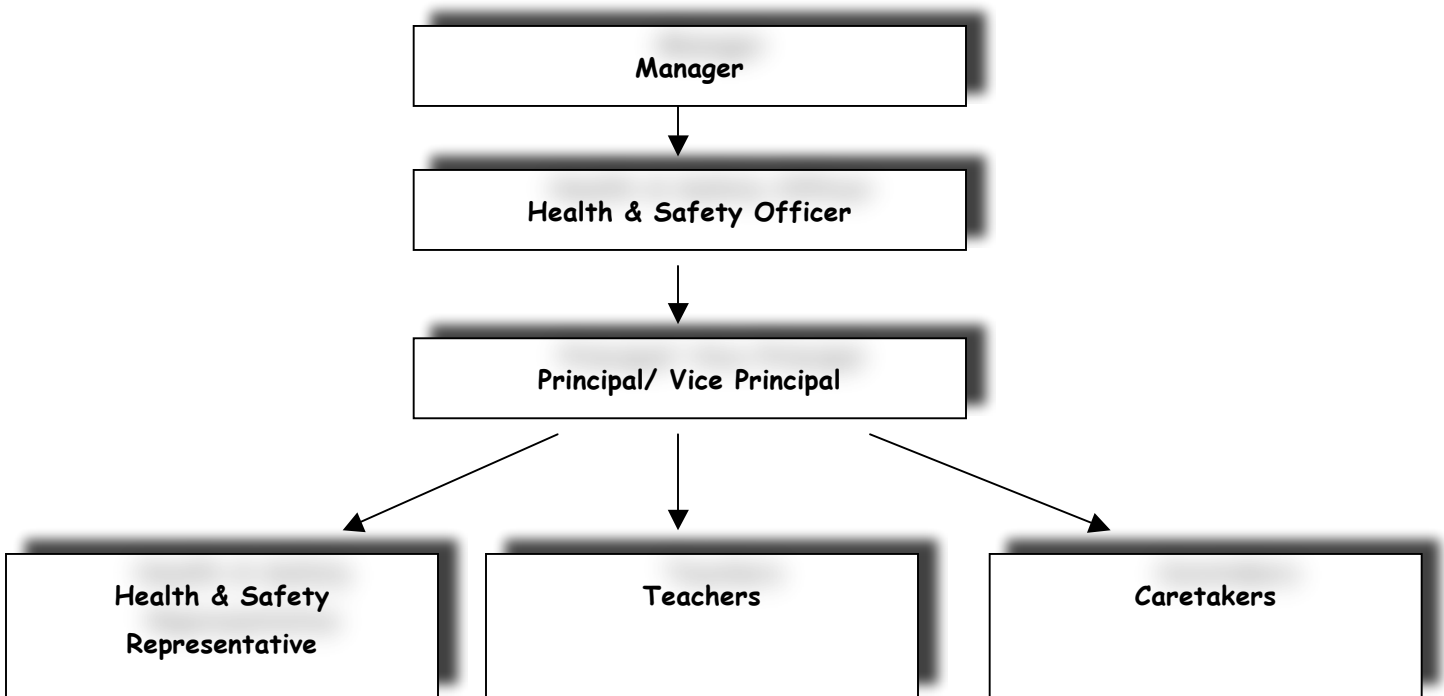
- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood.
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.

Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

Signed: _____
Health & Safety Officer (Board of Management).

Date: _____

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Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Manager is ultimately responsible for health and safety within the school. The Principal will be supported in her job by all other management and staff. A teacher will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

6.1 Single School Manager

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Manager of the school. The Manager will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School. Specifically they will:

- Appoint a Health and Safety officer from within the Board of Management. (The Manager will assume this position until such time as a Board has been established)
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in her role as the 'day-to-day manger' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Officer, principal, vice principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

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6.2 Health and Safety Officer on the Board of Management (Single School Manager) , Principal/Deputy Principal.

The Health and Safety Officer (School Manager) via the Principal as the 'day-to-day manager' of the school shall:

- Monitor the competence of all members of staff to carry out their work safely and follow procedures if he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Arrange to annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure that an appropriate number of Fire Wardens (teachers) and First Aiders have been appointed from among the staff (see appendices).
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace
- Require employers from whom the School contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to their attention.

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6.3 Teachers

All Teachers are responsible for creating a genuine safety culture within the School.

Specifically they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.

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6.4 Health & Safety Representative

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

He/She will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided. He/She will support all staff in this function.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ www.hsa.ie)
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the School Health and Safety officer.
 - **Spot it, Sort it, Can't Sort it, Report it.**

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6.5 All Employees (Teachers/SNA's/Caretaking/Secretarial Staff etc)

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Scoil Ghormáin Naofa in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

It shall be the duty of every employee while at work to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work. *Spot it, Sort it, Can't Sort it, Report it.*
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.

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6.5 All Employees continued

- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

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Scoil Ghormáin Naofa will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements have been dedicated:

- The Health and Safety officer with the assistance of the School Principal and the Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Scoil Ghormáin Naofa will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff are trained in 'First Aid' (see appendices).
- A fully stocked First Aid kit for use in any accidents on site is located in the staff room.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Fire fighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk. See Section 26.3 for the location of all fire fighting equipment in the School
- Various signs are in place throughout the School and external areas to provide directional information, emergency exits, and fire fighting equipment and identification of any hazards. All signs must comply with current signage regulations.

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Various welfare facilities are provided by Scoil Ghormáin Naofa Primary School and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
 - Responsible person is: the Health & Safety Officer on the BoM
- The provision of a First Aid boxes and the filling of same.
 - Responsible person is: The Health and Safety Representative
- The liaison with insurance companies
 - Responsible person is: The School Secretary
- The notification of reportable accidents to the Health & Safety Authority
 - Responsible person is: The Health and Safety Officer
- The provision and testing of fire fighting equipment/maintenance of Fire Register:
 - Responsible person is: The Health and Safety Officer
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
 - Responsible person is: The Single School Manaer
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)
 - Responsible person is: The Single School Manager

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Scoil Ghormáin Naofa is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment or as soon as is practicable thereafter. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Manager. For a plan of all proposed training and completed objectives see Section 26.2.

These specialised areas will include the following (SC = Safety Course):

Course Code	Course	Required Attendees
SC 1	Induction Training	All new staff
SC 2	Manual Handling	All staff
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	Class teachers/Persons on Site out of Hours
SC 4	Emergency Evacuation Training (Fire Drill)	All Staff
SC 5	First Aid Training	Selected staff

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A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Scoil Ghormáin Naofa to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer is responsible for consulting with, and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff has raised will be discussed with the School Manager. Any matter that requires the urgent attention of the Manager will be brought to them immediately by the Principal.

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10.1 Visitor Control Policy

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- *The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the facility.*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended*

10.2 Contractor Control Policy

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the school. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Scoil Ghormáin Naofa must provide the following items to the Principal:

- Copy of all employers and public liability insurance certificates.

- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

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11.1 Introduction to Emergency Evacuation Policy

An Emergency Evacuation Procedure has been established at Scoil Ghormáin Naofa that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An "Evacuation Procedure in case of fire" has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. A number of selected staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained (See Appendix 26.4).

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff: If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class rollas at the assembly points and await direction from the Emergency Site Controller.

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11.2 Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<u>Test/Inspection/Examination</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	12 Monthly	External - Contractor
Fire Alarm System	12 Monthly	External - Contractor
Emergency Lighting	12 Monthly	External - Contractor

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be co-ordinated by the Health & Safety Representative.

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11.3 Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

If you come across a Fire;

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish

or contain the fire using the appropriate extinguishers and hoses etc. **DO NOT PUT YOURSELF AT RISK.**

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the Building & Move towards the Assembly Point
- Call the Fire Brigade

If you hear the Fire alarm;

- EVERYONE OUT of the building using the nearest escape routes. Class teachers bring Roll Books with them. WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard). Class teachers call the roll.
- Wait for direction from the Emergency Site Controller

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11.4 Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Gorey	112 or 999
Fire Brigade	Arklow	112 Or 999
Local Ambulance	Gorey	112 or 999
Local Ambulance	Arklow	112 or 999
Garda Siochana	Gorey	05394 30690
Garda Siochana	Arklow	0402-26320
Bradshaw's Lane Surgery	Arklow	0402 32418
Gorey Meducal Centre	Gorey	053 9421303

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12.1 Accident Reporting & Investigation Procedure Policy

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form (See Section 26.5). The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative/principal on Form IR1 or IR3 (www.hsa.ie). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

12.2 Accident Reporting & Investigation Procedure

- Upon notification of an accident, the Health & Safety Representative or Principal/Vice Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details.
- Accident Book will be located in the office.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher/person in charge should determine whether a camera is necessary - if so, photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

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The first member of staff to arrive at the school building will open the school building.

No responsibility is accepted for pupils arriving before 8.50 a.m.

8.50am School gates open to admit pupils

9.00 am School doors open to admit pupils

1.40 pm Junior and Senior Infants finish

2.40 pm End of school day (1st - 6th classes)

The last member of staff to leave the school building closes and locks the school at every evening.

When electricians/plumbers and other workmen need access to the school the principal makes an arrangement with the caretaker to open the school as required.

All teaching staff are key holders. They are permitted to enter the school to do work as they wish.

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Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short-term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher, who, with the consent of the manager does take on the responsibility for administering medicines, takes on a heavy duty of care. Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records. Parents are informed of this through the office.

In exceptional circumstances the Manager may appoint a staff member to give medication if a request has been received from a family doctor and parent to do so.

If a child has for example a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the principal. If parents have been advised that immediate action may be needed they must inform the Manager in writing, with advice from the family doctor as to what procedure should take place. If necessary the Manager will appoint a staff member to administer necessary medication. Necessary medication is kept 'out of child's reach' in the child's classroom or other area as required.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Bullying & Harassment Policy
Section	15.0	Page No.	1 of 2

Anti-bullying & Anti-harassment Policy

Scoil Ghormáin Naofa is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Scoil Ghormáin Naofa recognises that conflict may occur between staff, between staff and contractors or between staff, and can include behaviour that is offensive to the recipients such as:

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

Scoil Ghormáin Naofa will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career. As far as Scoil Ghormáin Naofa is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff and contractors. Staff members/parents are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Bullying & Harassment Policy
Section	15.0	Page No.	1 of 2

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Stress at work Policy
Section	16.0	Page No.	1 of 1

Scoil Ghormáin Naofa adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Scoil Ghormáin Naofa will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the senior management team.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Pregnant Employee Policy
Section	17.0	Page No.	1 of 1

Scoil Ghormáin Naofa will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Manager will make arrangements to facilitate this.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Adult/Student Work Experience Policy
Section	18.0	Page No.	1 of 1

Adult/ Student Work Experience Policy

Included in this group are students on teaching practice, adults on SNA training, students of speech/occupational therapy training, people on the Work Placement Programme (WPP) and Transition Year/ Secondary students for the local secondary schools. The Principal decides on behalf of the Manager the personnel allowed on work experience/work placement in the school.

The Principal will inform the Health and Safety representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety representative will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals. This is available from the Health and Safety representative.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Manual Handling Policy
Section	19.0	Page No.	1 of 1

Any faulty equipment must be identified to the secretary.

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate

All staff will be given a copy of the following manual handling policy. Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages - floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms - not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	VDU Policy
Section	20.0	Page No.	1 of 1

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

Lighting Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

Reflection & Glare Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available. Eye tests will be facilitated for the school secretary and funded by the BoM annually where required.

Workstation The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the principal's secretary and other staff where appropriate.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Food Safety Policy
Section	21.0	Page No.	1 of 1

A staff room will be equipped and maintained by the Manager. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Dealing with Infectious Diseases Policy
Section	22.0	Page No.	1 of 1

It is the policy of Scoil Ghormáin Naofa Primary School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school 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, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Electrical Appliances Safety Policy
Section	23.0	Page No.	1 of 1

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person. 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 (e.g. Interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use
- Stand alone heaters in teachers' rooms are turned off at break times and when teacher is not in the room (at PE...)
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by The Health and Safety Officer at the end of every year.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Chemical/Cleaning Products Safety Policy
Section	24.0	Page No.	1 of 1

It is the policy of Scoil Ghormáin Naofa that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Appendices to the Safety Statement
Section	25.0	Page No.	1 of 2

APPENDIX NUMBER	DESCRIPTION
26.1	Names and Job Titles for all Responsible Persons List of staff members with First Aid qualification.
26.2	H&S Training Records
26.3	Register of Fire Fighting Equipment On Site
26.4	Record of Completed Fire Drills
26.5	Accident Report Forms
26.6	First Aid
26.7	Safety Inspection Checklist
26.8	Health & Safety Authority: Safety & Health Resources available for schools
26.9	Grievance Procedure Policy
26.10	Complaints Procedure Policy
26.11	Anti-Harassment Policy

Document Title	Safety Statement Scoil Ghormáin	Rev. No.	
Date		Subject	Responsible Persons
Section	26.1	Page No.	1 of 1

AREA	NAME
Health and Safety Officer (BoM representative). Brings H&S issues to the attention of the BoM.	Anthony Byrne
Principal: Employed as the <i>day-to-day manager</i> of the school. Brings H&S concerns to attention of the H&S officer. Takes on responsibilities as listed herein.	Lisa Dempsey
Health and Safety Representative (staff representative). Brings H&S concerns to the attention of the principal. Takes on responsibilities as listed herein.	Anne Gilmartin Ryan
<i>Spot it, sort it, can't sort it, report it.</i> Follow procedures herein.	All staff
Will administer injection to child with serious allergy to nuts.	Not applicable
Annual check of electrical equipment	Health and Safety Officer arranges this.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	H&S Training Records
Section	26.2	Page No.	1 of 3

Course Code	Course	Staff who have attended course or are expected to attend course
SC 1	Induction Training by Health & Safety representative	All new Staff
SC 2	Manual Handling	All Staff
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	Selected Staff
SC 4	Emergency Evacuation Training (Fire Drill)	All staff
SC 5	First Aid Training	Selected staff

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	H&S Training Records
Section	26.2	Page No.	2 of 3

EMPLOYEE NAME	Training Code									
	S	S	S	S	S					
	C	C	C	C	C					
	1	2	3	4	5					

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	H&S Training Records
Section	26.2	Page No.	3 of 3

EMPLOYEE NAME	Training Code									
	S	S	S	S	S					
	C	C	C	C	C					
	1	2	3	4	5					

Document Title	Safety Statement Scoil Ghormáin	Rev. No.	
Date		Subject	Register of Fire Fighting Equipment
Section	26.3	Page No.	1 of 1

Contractor's Certificate is displayed on the wall outside the secretary's/ principal's office.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Fire Drill Records
Section	26.4	Page No.	1 of 1

Date of Fire Drill	Evacuation Time Alarm Activation to All Clear	Problems Identified During Fire Drill
Sep 2014	5 mins	If fire is in the boiler house Infants may need to use other exit.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Accident Report Form
Section	26.5	Page No.	1 of 1

Folder with Accident Report forms is kept in the staffroom.

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	First Aid
Section	26.6	Page No.	1 of 1

A Fully stocked First Aid box is located in the staff room. Other First Aid boxes for use on school tours, sporting events etc. are also located in the staff room.

The following trained and certified First Aiders will be available within the school.

NAME	Position	DATE OF TRAINING
Michelle Kehoe	S.N.A.	Ongoing

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Safety Inspection Checklist
Section	26.7	Page No.	1 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?	X		
Are staff members aware of all immediate egress points from their work area?	X		
Have staff members taken part in an emergency evacuation drill?	X		
Are good housekeeping standards maintained in the workplace?	X		
Can all emergency exits be opened easily?	X		
Are all emergency egress routes kept clear of all obstructions?	X		
Are spaces between equipment sufficient for safe operation?	X		
Are floors free from slippery materials and loose objects?	X		
Are floors maintained in good condition?	X		
Is the emergency lighting checked on a 13-week basis?	x		
Are there suitable stepladders or kick stools available to safely access heights?	X		
Are there sufficient exits in the area for prompt escape?	X		

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Safety Inspection Checklist
Section	26.6	Page No.	2 of 6

SAFETY INSPECTION CHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?	X		
Is all fire fighting equipment easily accessible?	X		
Is all fire fighting equipment serviced and labelled and fitted with a seal?	X		
Are staff trained in the correct use of fire fighting equipment?		X	Arrange for training
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?	X		
Are no smoking signs posted and observed?	X		
Are staff aware of the means of escape in case of fire?	X		
Are fire drills carried out on a regular basis, minimum 6 monthly?	X		
Are all flammable materials properly stored and labelled?	X		
Do all exit doors open outwards?	X		
Are all escape routes unobstructed?	X		
Are all escape routes sign-posted from the workplace?	X		

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Safety Inspection Checklist
Section	26.6	Page No.	3 of 6

SAFETY INSPECTION CHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
Are any main aisle ways and passageways kept clear?	X		
Is the work area kept clean and orderly?	X		
Are non-slip materials used on the floor where applicable?	X		
Are all spillages dealt with immediately?	X		
Are extension leads and electrical cables kept out of the aisle ways?	X		
Are materials stored off the floor including personal equipment?	X		
Are floor materials checked and free from trip hazards?	X		
Are mats, false floors and platforms in good condition?	X		
Are work areas adequately illuminated during working hours?	X		
Are non-slip floor covering materials in use in canteens and possible wet areas?	X		
Is rubbish or litter only stored in designated storage containers?	X		
Is all rubbish or packaging picked up as soon as possible after it is produced	X		

Document Title	Safety Statement Scoil Ghormáin	Rev. No.	
Date		Subject	Safety Inspection Checklist
Section	26.6	Page No.	4 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Housekeeping</u>	Yes	No	Action
Are floors kept free from all tripping hazards?	X		
Are tools and equipment returned to their proper places when not in use?	X		
Are suitable waste bins provided and used?	X		
Is waste removed on a regular basis i.e. daily?	X		
Are storage areas kept clean and tidy?	X		
Are leads from equipment prevented from trailing across aisle ways and walkways?	X		
Are there designated storage areas for stored materials?	X		
Are there separate disposal containers for broken glass?	X		

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Safety Inspection Checklist
Section	26.6	Page No.	5 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Manual Handling</u>	Yes	No	Action
Are all persons informed of safe manual handling techniques?		X	Arrange for this
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?	X		
Are steps or ladders available for all lifting from over shoulder height?	X		
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?	X		
Are floor surfaces kept clear and in good condition where staff have to lift?	X		
Are mechanical devices used where practical?	X		
Are heavier objects stored at waist to chest level?	X		

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Safety Inspection Checklist
Section	26.6	Page No.	6 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Electrical</u>	Yes	No	Action
Are all sockets, plugs and switches in good working order?	X		
Are all cables visually free from defect or damage i.e. overheating, insulation damage?	X		
Do competent persons carry out all-electrical work?	X		
Are all electrical panels and enclosures kept closed with proper covers or doors?	X		
Do extension leads in use have a grounding conductor?	X		
Are all electrical circuit breaker panels accessible and unobstructed?	X		
Are all electrical panels protected against impact?	X		
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?	X		
Are electrical panels kept free of all storage and rubbish?	X		

Document Title	Safety Statement Scoil Ghormáin Naofa	Rev. No.	
Date		Subject	Health & Safety Authority: Safety & Health Resources available for schools
Section	26.8	Page No.	

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Safety Statement Document 2 Risk Assessment

DOCUMENT NO.2: RISK ASSESSMENT

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Date		Subject	Procedure for Risk Assessment
Section		Page No.	1 of 2

The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

To use this system, one must use the chart below and choose a probability descriptive phrase and then choose a consequence descriptive phrase. Once chosen, both of these will present a numerical factor between 1 and 9. When the probability numerical factor and the consequence numerical factor are multiplied together they give a number between 1 and 81. This number fits into one of the following categories. This category identifies the risk level.

Risk Levels

- 1 - 9 = Low Risk**
- 10 - 19 = Medium Risk**
- 20 - 39 = High Risk**
- 40 - 81 = Very High Risk**

Document Title	Safety Statement Scoil Ghormáin Naofa Primary School	Rev. No.	
Date		Subject	Procedure for Risk Assessment
Section		Page No.	2 of 2

This Risk Assessment is based on a Probability x Consequence Index Listed Below

RISK FACTOR INDEX	
PROBABILITY THAT AN ACCIDENT WILL HAPPEN	
Probability Index	<u>Descriptive Phrase</u>
9	Almost Certain
8	Very Likely
7	Probable
6	More Than Even Chance
5	Even Chance
4	Less Than Even Chance
3	Improbable
2	Very Improbable
1	Almost Impossible
CONSEQUENCE OF POTENTIAL ACCIDENT	
Consequence Index	<u>Descriptive Phrase</u>
9	Death
8	Permanent Total Incapacity
7	Permanent Severe Incapacity
6	Permanent Slight Incapacity
5	Injury Requiring 3 Months With Total Recovery
4	Injury Requiring 3 Weeks With Total Recovery
3	Minor Injury With <i>Severe</i> Potential Up to 1 Week with Total Recovery
2	Minor Injury with <i>No Severe</i> Potential Up to 1 Week With Total Recovery
1	No Human Injury Expected