

Safety Statement & Risk Assessment For Rathcormac National School



School Details			
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Approved By	Board of Management	Date	4 th March 2025
Approval Signature:			

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1.0 Introduction to Statement

Rathcormac NS is a 21 staff school situated in the village of Rathcormac, 3 miles north of Sligo. The school has several facilities including spacious classrooms equipped with interactive white boards, a basketball court and a large indoor Parish owned hall. The hall is used for many different activities. They have spacious indoor and outdoor areas with green areas around the school and tarmac to the front. They have 10 classrooms & 3 x special classrooms with 254 children.

Our school principal is Ms. *Geraldine Connell*.

Our deputy principal is Ms. *Catherine Coggins*.

The curriculum of the school aims to enable each child:

1. To live a full life as a child, to realise their potential as a unique individual.
2. To develop the holistic child: a social being, through living and co-operating with others and so contribute to the good of society.
3. To prepare for future education and lifelong learning.

This Safety Statement has been written by Workplace Training and Compliance Ltd, with the assistance of the staff, the Safety Representative, the principal as well as the board of management of the school. This document has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 (Amended 2016-2021) 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 Board of Management.

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 Board of Management of Rathcormac National School aims to always ensure a safe working environment 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. Day- to-day responsibility for health and safety rests with **all staff, at all levels** within the school. The Safety Statement will be revised on an on-going basis by the Health and Safety Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school. The integration of the schools, Admission`s policy, Code of Conduct policy, and all school policy`s with the Safety Statement is cross referenced as they are symbiont upon each other.

2.0 Circulation List

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 Rathcormac National School, master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages

<u>Manual No.</u>	<u>Name of Recipient</u>	<u>Title</u>
1	Ms. <i>Geraldine Connell</i>	Principal
2	Ms. <i>Catherine Coggins</i>	Deputy Principal
3	Fr. <i>Thomas Hever</i>	Chairperson of the BOM
4	Mr. Peter Keating & Ms Aine O'Brien [BOM] Mr. Cathal Kelly Teacher	BOM Safety Representatives and Teaching Safety Representative

Rathcormac National School,
Drumcliffe,
Co. Sligo.
F91 NX21

Principal
Ms Geraldine Connell
Roll No. 19408 N

The working copy of the Safety Statement is located on file in the principal's office and in the staffroom. It will be available for viewing by any employee.

Buildings

The scope of the safety statement covers:

1. Rathcormac National School, grounds, both inside and outside to the boundary
 - Music room
 - Storerooms
 - Maths room
 - Library
 - Science storeroom

Maintenance Storage Area

A written safety statement is developed, reviewed and updated as required.

Section 20 of The Safety, Health and Welfare at Work Act 2005, requires that an employer produce a safety statement to safeguard:

- the safety, health and welfare at work of his or her employees.
- the safety and health of other people who might be at the workplace, including students, visitors, Contractors and members of the public.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it considering legislation change, equipment, experience and other relevant developments.

3.0 Safety Policy Statement

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 at Rathcormac National School, its employees and pupils, is a top priority 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 be professional in our work and to do so 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 at the school. 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 attention of the Health & Safety Representative (Peter Keating & Aine O'Brien [BOM] Cathal Kelly Teacher Representative)

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 at least once a year. This will provide an on-going 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 assessment of

hazards and associated risks at Rathcormac National School was completed within a multidisciplinary approach. On the day of the audit, as many as is reasonable, hazards were identified. On an ongoing basis, additional risks will be identified and assessed. It is not possible to identify every risk and a structured approach to this identification was completed. The Safety Statement provides a base line for management to build on. To increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

4.0 Safety Policy Statement

Rathcormac National School will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, Rathcormac National School, Board of Management 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 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 on-going assessments of our operations through the medium of audits and inspections.
- Integrate all school policies with the school's safety statement

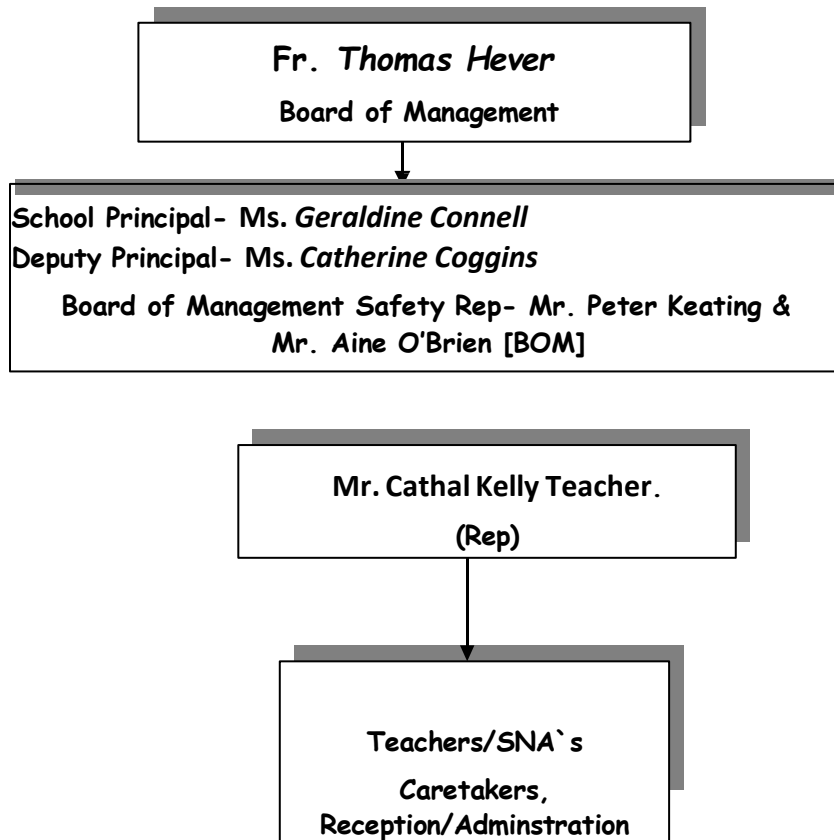
Each of us are reminded that ***every*** employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to the principal or deputy principal, 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: _____ Signed: _____

Chairperson Fr. Thomas Hever, Board of Management, School Principal- Ms. Geraldine Connell.

Date: _____ Date: _____

5.0 Health & Safety Management Organizational Chart



6.0 Staff Health & Safety Responsibilities Breakdown

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 Board of Management represented by the Health and Safety Representative is ultimately responsible for health and safety within the school. The principal will be supported in their job by all other management and staff. The principal and deputy principal will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety program. We will adhere to the Safety Health and Welfare at Work Act 2005 and we are aware of the responsibilities under the Occupiers Liability Act 1995

6.1 Board of Management – Chairperson (Fr Thomas Hever)

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 Board of Management of the school. The members of the Board of Management 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; safety will be a permanent agenda item in these meetings.

Specifically, they will:

- Appoint a Health and Safety representative from within the Board of Management (Fr. Thomas Hever).
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in her role
- 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 Representative, Principal, Deputy 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.

6.2 Health & Safety Representative on the Board of Management (Mr. Peter Keating & Ms. Aine O'Brien [BOM])

The Health and Safety Representative on the Board of Management (BOM) shall keep the BOM informed of staff health and safety concerns as raised by the H & S Rep.

6.3 Teachers (see list of staff in appendix 1)

All Teachers are responsible for creating a 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 staff
- 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.
- Ensure their work area / classroom is secure and left in a safe condition at the end of the school day.
- Manage Behaviours of Concern to the best of their ability.
- Ensure all controls around Biological Agents incl Biological Risks are adhered to

6.4 School Health & Safety Representative (Mr. Cathal Kelly)

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

He or a nominated person by the board of management will:

- Complete a safety inspection of the school premises on an annual basis
- Organize 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 provided. They 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 BOM Health and Safety Representative and Principal.

6.5 Other Employees (SNA's/ Secretary/Caretaker)

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, led by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Rathcormac National School 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, and 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.
- 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

7.0 Resources and Welfare Facilities

Rathcormac National School 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 representative on the Board of Management with the assistance of the School Principal and the school Health & Safety Representative will develop appropriate health and safety programs, inspections, maintenance programs and training activities etc.
- Rathcormac National School 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 First Aid nominated areas.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Firefighting equipment has been positioned throughout the school. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are in place throughout the school and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards. All signs must meet current legislative requirements.

First Aid Provisions:

- There is a first aid box for staff in the secretary's office.
- A sports first aid bag is provided for sporting trips or activities from the school
- A first aid bag is available for yard duty by an SNA/teacher on the yard ,stored on the shelving beside the secretary's office.

Various welfare facilities are provided by Rathcormac National 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 Representative on the BOM
- The provision of a First Aid boxes and the filling of same.
- The liaison with insurance companies
- The notification of reportable accidents to the Health & Safety Authority
 - Responsible person is: Ms. Geraldine Connell/Ms. Catherine Coggins
- The provision and testing of firefighting equipment/maintenance of Fire Register:
 - Responsible person is: Specialist Engineer from Atlantic Fire, Cathal Kelly
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
 - Responsible persons are: Ms. Geraldine Connell and Ms. Catherine Coggins
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)

8.0 Health and Safety Training

Rathcormac National School is committed to providing appropriate health and safety training for all employees applicable to their function within the school.

Training will be given on the job in specialized areas where staff may require the skills to ensure the high level of safety is maintained. Behaviours of Concern in line with the recent guidance from the Department of Education in November 2024, First Aid, Fire and Evacuation, Positive Handling, Food Safety and Handling, Manual Handling etc. All training on site will be coordinated by the Board of Management and the principal. For a plan of all proposed training and completed objectives see later section.

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

Course Code	Course	Required Attendees
SC 1	Induction Training with Infection Prevention and Control	All new staff
SC 2	Manual Handling and People Moving	All staff
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	Class teachers
SC 4	Emergency Evacuation Training (Fire Drill)	All Staff
SC 5	First Aid Training	Selected staff
SC 6	Behaviours of Concern	Applicable Staff

Green School

Rathcormac National School works hard toward being a green school and the following are what we try and achieve

1. Reduce, Reuse, Recycle

We recycle cans, paper, batteries, clothes, kitchen waste.

We segregate our waste

We use recycled paper and when photocopying, use both sides of the paper.

Everyone brings healthy lunches in a lunch box and if there is any wrapping used it is taken back home.

2. Energy

We conserve energy where possible in the school. The building is of an older age but staff and children work hard to do their best for the environment. It is very difficult to adhere to conservation of energy with the older buildings

3. Water

We looked at where our water comes from: the need for good clean water in order to survive; the problems of drought throughout the world; water as a source of energy; the consequences of water pollution; and the use of less harmful cleaning products. One of our mottos is: Down the drain and back again. We promoted Bio-degradable cleaning products where possible. There are some instances where we cannot adhere to this.

4. Transport and Travel

Vehicles are used to transport children and we do our best to ensure we only travel where necessary

5. Travel

Outings are encouraged where possible for all attending Rathcormac National School

Employee Consultation

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 Rathcormac National School, to consult with their employees on matters of health and safety, to encourage a teamwork strategy for safety and to carry this out through regular communications with all staff and communications.

The Health and Safety Representative on the BOM will act as a conduit between the school H & S Rep and the BOM. The school H & S Rep will report on staff safety concerns to the Board of Management. They will report this to the BOM and revert back with recommendations.

All safety matters that staff have raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them via the principal.

The school code of behaviour policy outline appropriate behaviour when in school. The admissions policy, safeguarding policy with DLP and ADLP have been assigned and is adhered to.

The School Safety Representative is: Mr Cathal Kelly

Please reference schools register of policies and procedures which will be read in conjunction with this Safety Statement

10.0 Visitor & Contractor Control

10.1 Visitor Control

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, parent teacher meetings, drop off and collections, visiting staff members or management. It will also apply to persons attending interviews, child meetings and or new staff for a potential job.

- The visitor will not carry out any work without prior permission 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. Incl Biological controls such as Biological Risks controls
- 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

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 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 Rathcormac National school , must provide the following items to the Principal (when requested):

- 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.

- School Work Permit

11.0 Emergency Evacuation

11.1 Introduction to Emergency Evacuation

An Emergency Evacuation Procedure has been established at Rathcormac National School , that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principals 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 coordinated response to any on site fire or other emergencies. The school is an older school but have plans in place for evacuations. There are assembly points in the school yard. The front of the school will also act as the assembly point for all visitors to the school under the supervision of staff.

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. All staff received fire awareness training. All fire points are wall mounted, indicated with fire point signs and always kept clear of obstructions. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

Emergency Site Controller (Principal: Ms. Geraldine Connell): 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: Ms. Catherine Coggins) 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 take their class list .They will bring their children out of the building through their assigned exit to the assembly point and call the class roll and await directions from the Emergency Site Controller..

11.2 Statutory Testing of Fire/Evacuation Equipment

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

- **FIRE EXTINGUISHERS**

I.S. 291:2000 states that inspection of extinguishers shall be carried out at monthly and **annually intervals** by the user, or agent appointed by the user, supplier, or a competent extinguisher maintenance agent.

- **FIRE DETECTION AND ALARM SYSTEMS**

Quarterly Routine for Fire Alarm and Detection Systems -Powerright

The person responsible shall ensure that every **3 months** the following checks are carried out by a competent person:

- a) Entries in the logbook shall be checked and any necessary action taken.
- b) Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken;
- c) Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measures that are indicative of the conditions of each cell, by the use of a proprietary load test meter specific for the purpose.

NOTE It is recommended that during the quarterly/periodic service a percentage of the detection devices be tested such that at the end of the annual period all devices have been tested.

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 coordinated by the Health & Safety Representative. Safety files are kept in the secretary's office.

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.
- Evacuate the Building & Move towards the nearest emergency exit.
- 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.
- Call the Fire Brigade 999 or 112

If you hear the Fire alarm;

- **EVERYONE OUT** of the building using the nearest escape routes. Class teachers/support staff, 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. Class teachers identifies all children present
- Wait for direction from the Emergency Site Controller

11.4 Emergency Contact Numbers.

SERVICES	LOCATION	TELEPHONE NO.
Fire Brigade		112 or 999
Hospital		112 or 999

Local Ambulance	Hospital	112 or 999
Garda Siochana		112 or 999
NEPS		01 889 2700 0870520802

12.0 Accident Reporting & Investigation

12.1 Accident Reporting & Investigation

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. The principal will be informed immediately 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 (www.hsa.ie). This procedure will be in line with the General Application Regulation 2016 (Reporting of accidents and Dangerous Occurrences)

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 and Critical Incidents

- Upon notification of an accident, the Health & Safety Representative or Principal/Deputy Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details.
- 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 photographs are 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.

Rathcormac National School aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. Rathcormac National School strives to provide a happy and secure environment where the self-esteem of each child will be enhanced. The educational, spiritual, moral and cultural needs of each child will be identified and developed with compassion,

enthusiasm and due regard for the child's individuality.

The Board of Management, through the Principal, and deputy principal, has drawn up a Critical Incident Management Plan as one element of the school's policies and plans.

Consulted resource documents available to schools on www.education.ie and www.nosp.ie including:

- Children's First Act 2015
- Responding to Critical Incidents Guidelines and Resources for Schools (NEPS 2016)
- Suicide Prevention in the Community – A Practical Guide (HSE 2011)
- Well-Being in Primary Schools – Guidelines for Mental Health Promotion (DES, DOH, HSE 2015)

13.0 Opening & Closing

Supervision in the school yards will commence no earlier than 9am. The below times may be adopted to suit the needs of the child, the situation on the day and general demands of running the school safely.

School Day

School Starts: 9.20am.

SOS (Break): 10.50 to 11am

Lón (Lunch): 12.30pm to

1pm

School Finishes: Infants

2.00pm

Other Classes 3pm.

Contractor Visits

When electricians/plumbers and other tradespeople need access to the school an arrangement is made with a member of staff to open and lock the school as required. The control of contractors is adhered to at all times and the appropriate Health and Safety paperwork is submitted and approved when required.

All staff are key holders and they are permitted to enter the school after hours.

At the end of the school day, the last member of staff to leave is responsible for securing their own classroom / area; locking the front door.

14.0 Storage & Administering of Medication

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. Rathcormac National School, holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. No teacher can be required to administer medicine or drugs to a pupil. A teacher/SNA, who, with the consent of the BOM, appropriate documentation signed and has been trained and approved, does take on the responsibility for administering medicines and takes on a 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.

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 Board of Management in writing, with advice from the family doctor as to what procedure should take place.

Necessary medication is kept 'out of child's reach' in the Secretary's office or in the staff room (fridge) This policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organization.

Introduction

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorized school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children.

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- Parents are responsible for ensuring that the smallest possible dose of medication is brought to the school by the parent and handed over to a responsible adult and for ensuring that an adequate supply is available.
- The medication will be stored in a locked cupboard (If maintained on school ground or during the day) out of reach of pupils. Inhalers used by asthmatic children, will be kept in a designated place in the classroom for use during the day.
- Parents are further required to indemnify the Board and authorise members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

2. Procedures to be followed by the Board of Management

- The BOM may refuse to accept responsibility for the administration of medication to pupils where:
 - a) The timing of its administration is critical to the health of the child; or
 - b) Some technical or medical knowledge and /or training is required;
 - c) Or intimate contact with the pupil is required
(This will be discussed with the child`s parents or guardians)
- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe. Reference Medication Care Plan
- The parent must provide written instructions on the administration of the medicine
- Medication must not be administered without the specific authorization of the Board of Management.

- The medication should be *self-administered*, if possible by the child, under the supervision of a staff member. Due to the capacity of each child, this may not be the case.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. They will immediately ring 112/999 and ring the parent.
- Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

Ratified by Board of Management on _____

Date: _____

Signed: _____

Chairperson, Board of Management.

Rathcormac National School ,

Administration of Medicines Indemnity

This Indemnity made on _____ day of _____ 20 _____ between

_____ (lawful parents/guardians of

_____ (hereinafter called "the Parents")

of the One Part and _____ for and on

behalf of the Board of Management of the Rathcormac National School, (hereinafter called "The Board") of the Second Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of a pupil of the above school.

2. The pupil suffers on an ongoing basis from the condition known as_____.
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher/nurse and/or such other member of staff of the said school as may be designated from time to time by the Board. NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines. IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED _____

15.0 Bullying & Harassment

15.1 Anti-bullying & Anti-harassment - Dignity at School (Working Together)

Rathcormac National School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. They will adhere to all updates and new policies and procedures introduced by the Department of Education. They will also take into account and consider bullying and harassment code of practice by the HSA 2021 (Health and Safety Authority). The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. All staff have read and confirmed they understand all policies and procedures relating to their working environment at the school or on school duty outside of the school grounds. It is located in the principal's office and is a living document. Rathcormac National School, acknowledges that conflict may occur between staff, between staff, parents and contractors or between staff and pupils, and can include behavior 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

Rathcormac National School 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 Rathcormac National School, 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 behaviors 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.

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 behavior to their own management or to have it dealt with. All harassment complaints will be investigated in a

fair and objective manner.

Aggression towards any individual should not take place, as a result of reporting such instances. 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.

16.0 Stress at work

Rathcormac National School 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. They will adhere to the HSA “Work related stress guide for employers”. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal’s office and is a living document. 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:

- Poor working relationships
- Poor communication at work
- Poorly identified work roles
- Highly demanding tasks

Rathcormac National School have introduced 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.

17.0 Pregnant Employee

Rathcormac National School will take all necessary steps to comply with the Safety Health and Welfare at Work (General Application) Regulations 2007-2023, the Maternity Protection Act 1994 and 2004 and related best practices and guidance. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. 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 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 Board of Management will make arrangements to facilitate this.

18.0 Adult/Student Work Experience

Included in this group are students on teaching practice, adults on SNA training (Inclusion Support Staff), people on the Work Placement Program (WPP). The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. The principal and Work Experience Coordinator decide on behalf of the Board of Management 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 programs in the school.

19.0 Manual/People Handling

Any faulty equipment must be identified

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. Staff will adhere to the regulations as set out in the 2007 GAR associated to Manual Handling (Part 2, Chapter 4, Regulations 68 and 69). The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. Training in the correct manual/people handling techniques will be provided as appropriate. All children have unique handling plans and as such must be adhere to. Specific equipment may be assigned to be used, and this equipment must be used for the safety of all.

All staff need to consider both animate and inanimate handling. Any interaction with children must be assessed and a plan put in place. This document will work in conjunction with the child's care plan.

Every employee must be familiar with the correct lifting techniques. These may be completed as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Adhere to the 8 principals of safe lifting
- T.I.L.E.O assess all handling tasks (Animate and Inanimate)
Task, Individual, Load, Environment, Other Factors
- 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.

20.0 DSE

The school is fully aware of its obligations under the General Application Regulations 2007 Part 2, Chapter 5, on the use of DSE. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document.

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.(if requested)

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, the principal's secretary and other staff where appropriate.

21.0 Food Safety

Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document.

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.

22.0 Dealing with Infectious Diseases (Biological Management)

It is the policy of Rathcormac National 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 endeavor to assess 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. All controls around any biological agent including Biological risk as an example, are in place and will be adhered to by all.

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.

23.0 Grievance Procedure and Complaints Procedure

The Board of Management is responsible for safeguarding the health, safety and welfare of persons working in the school. This responsibility extends not only to pupils and teachers but also all other persons working in the school, both during school hours and outside school hours, and employed directly or indirectly by the Board. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document.

The Board acknowledges that all relationships in the workplace have the potential to create stress for those working there and that such stress may amount to an illness requiring medical treatment. In particular, the Board understands that bullying and sexual harassment can cause stress, as can the calling into question of a worker's personal and / or professional reputation or skills by the making of a complaint about their conduct. Dignity at school is essential and the school adheres to the HSA Code of practice 2021 for employers and employees in the prevention and resolution of Bullying in the workplace.

The Board will not condone bullying or harassment of any type in the workplace.

The Board has a responsibility to safeguard workers, in so far as possible, against stress and stress-related illnesses.

The Board is of the view that the achievement of this objective requires:

1. That the Board's policy in relation to workplace relationships be clearly stated and communicated to all those who have an interest in same.
2. That adequate mechanisms and procedures for dealing with and resolving difficulties which may arise from workplace relationships (including complaints by and about workers) are put in place.
3. That the existence and nature of such mechanisms and procedures are communicated to all those having an interest in same.

Existing Procedures for Good Practice:

A key asset to working in any school is where **positive staff relations are promoted**. The principal management bodies of primary schools and the INTO are of the view that it is incumbent on the staff and management of each school to promote a culture of positive working relations at all times. Where such a culture prevails, instances of adult bullying or

harassment or staff conflict rarely occur. In the event of difficulties in the workplace, clear

and specific procedures are vital.

The appropriate procedures to be adopted in relation to the difficulties experienced in a workplace relationship will necessarily vary depending on the relationship in question. Accordingly, it is necessary to deal with various relationships separately.

23.1 Pupil / Staff:

The Board acknowledges that a pupil has a right to complain of the manner in which he / she, are being treated by a staff member in the school. Ordinarily, one would expect such complaints to come via the pupil's parents or guardians. However, if the pupil is capable of articulating a complaint, then the fact that his / her parents have not become involved does not justify disregarding it. In such circumstances, arrangements should be made for the pupil to discuss the matter with the principal, whether the pupil seeks such an opportunity or not. Another adult (staff member, board member, the child's parent) may be invited to be present at this discussion. We are advocate`s for the child when at school

The staff member about whom the complaint is being made should not be present during such a discussion. However, he / she should be informed as soon as possible thereafter of the nature of the complaint. The staff member will be invited to respond to the allegation. He / she will be informed of the steps which the principal proposes to take, whether by way of further investigation or otherwise. In the event of a pupil making a complaint about the principal, the deputy principal and / or the chairperson of the Board will discuss the matter with the pupil and investigate further if necessary.

A record should be maintained of the complaint made and of the staff member's response to the complaint. He / she should be entitled to inspect this record and should be entitled to furnish an explanation thereof in writing, which should be added to the record.

The pupil's parents or guardians should be kept fully informed of the complaint and the steps taken.

23.2 Staff / Pupil:

Where a teacher has a complaint about a pupil which he / she has been unable to deal with as a matter of routine classroom discipline, the complaint should be referred to the Principal or Deputy Principal. This also applies to complaints by non-teaching staff about pupils.

The teacher / staff member is entitled to be kept informed by the principal of the steps, which are taken in relation to any such complaint. The principal should advise the member of staff of any contact which he / she has with the parents or guardians in question in relation to the said complaint.

23.3 Parent / Teacher:

Parents are always expected to address complaints they may have with the teacher in question. Where an issue remains unresolved, and a parent has a complaint to make about a teacher the complaint should be made in the first instance to the principal unless of course the teacher in question is the principal. Staff will also be aware of guidance from the INTO and CPSMA (Jan 24 guidance)

Where any complaint is made about a teacher directly to the Board, or any member thereof including the chairperson, without first being raised with the principal, the parents should be advised as to the appropriate procedure and the Board should take no steps in relation thereto.

Where, by reason of the seriousness of the complaint or for any other reason, the principal feels unable to deal with same, he / she may refer the matter to the Chairperson of the Board of Management who shall convene a meeting of the Board to deal with the matter.

Where the parent is dissatisfied with the manner in which his / her complaint is being or has been dealt with by the principal, the parents should be advised to write to the Chairperson of the Board outlining the reasons for his / her dissatisfaction whereupon the chairperson will convene a meeting of the Board consider the matter.

23.4 Staff / Staff:

Where a member of staff has made a complaint about another staff member (other than the principal) the complaint should be made to the principal. The other member of staff concerned is entitled to be informed as soon as practical of the nature of the complaint being made and to be offered an opportunity to be heard in relation thereto. The principal should not require the complaint to be made in the presence of the member of staff about whom the complaint is being made, nor should he / she require the last-mentioned teacher to offer an explanation or defense of his / her behavior in the presence of the complaining member of staff.

If the principal, by reason, of the seriousness of the complaint or for any other reason feels unable to deal with the matter, he / she should refer to the Chairperson of the Board of Management who will convene a meeting of the Board to consider the matter.

If the principal proceeds to deal with the matter and either of the parties involved is dissatisfied with the manner in which it is dealt with by the principal, and then either party should be entitled to raise the matter with the chairperson of the Board who will convene

a meeting of the Board to deal with the matter.

23.5 Staff / Board member:

In any situation where the Board is investigating a complaint by or concerning a staff member and requires either party to attend a Board meeting at which the said complaint will be discussed; such party shall be entitled to be accompanied by a legal advisor or a representative from his / her union. If the peer against whom the complaint is made is a member of the Board of Management that person shall withdraw from all meetings while the matter is discussed.

The Board of Management shall act in a fair and impartial manner in order to achieve resolution and shall deal with the matter sensitively, having due regard to the problem.

23.6 Ratification & Communication

This policy to be ratified by the Board of Management at a meeting to be defined.

All staff are issued with a copy of this policy on employment. Parents and students are informed on enrolment and regularly reminded of the complaints procedure through newsletters, meetings and on the school notice board. Copies of the complaints / grievance procedures are available on request from the school office.

This policy will be reviewed as necessary.

External Supports for Primary Schools

- National Educational Psychological Service (NEPS)
- Special Education Support Service (SESS)
- School Completion Programme (SCP)
- Behavioural Support Teams
- The National Disability Authority (NDA)
- Child and Adolescent Mental Health Services (CAMHS)
- Early Intervention Teams (EIT)
- Autism Support Services
- TUSLA (Child and Family Agency) Services

24.0 Electrical Appliances Safety

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 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 principal when necessary. Faulty or damaged equipment will be replaced.

25.0 Chemical/Cleaning Products Safety

It is the policy of Rathcormac National School that all chemicals, photocopier toner, detergents and other cleaning materials etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. The storeroom is locked and restricted. There is appropriate signage and a SDS (Safety Data Sheet) for each chemical in the register. If deemed necessary products shall be kept in a locked area and protection provided for use 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.

26.0 Appendices to the Safety Statement

26.1 Responsible Persons

AREA
Health and Safety Representative (BOM representative). Brings H&S issues to the attention of the BOM.
Principal: Employed as the <i>day-to-day manager</i> of the school. Brings H&S concerns to attention of the H&S representative. Takes on responsibilities as listed herein.
Health and Safety Representative and Deputy Principal (staff representative). Brings H&S concerns to the attention of the principal. Takes on responsibilities as listed herein.
Yard Supervisory role All First Aid accidents are recorded
Follow procedures herein.
Will look out for Health and safety in their areas of work

Register of Fire Fighting Equipment

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

Fire Drill Records

These records will be kept in the Designated Fire Safety Information folder

Accident Report Form

Folder with Accident Report forms is to be kept in the staff room and in the Office.

First Aid

There are fully stocked First Aid boxes in various locations in the school

26.2 Sample Safety Inspection Checklist

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

Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all firefighting equipment easily accessible?			
Is all firefighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of firefighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly color coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			

Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in all rooms and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced			
Hazard Type: <u>Manual Handling</u>	Yes	No	Action
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to reduce excessive twisting, bending, overreaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			

Are floor surfaces kept clear and in good condition where staff have to lift?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			
Where animate handling and engaging with children is required, has there been an individual child assessment around people moving been introduced?			

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

27.0 RISK ASSESSMENT

27.1 Procedure for Risk Assessment

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. Risks at Rathcormac National School, were identified in conjunction with staff. There may be, however, additional risks that will present during the year and these will be added to the risk register and risk assessments completed. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs. The risk assessments were completed with visual inspection only at the time of writing (3rd March 2025)

Outside Building Hazards		Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
<p>Exterior fabric of buildings,. Damaged fabric can cause a range of hazards from items falling, to people being injured on protruding objects</p>	<p>All on site</p> <p>Action. Ensure ongoing assessments and inspections at pre-defined intervals to include boundary fence, playground access and egress points A disclaimer notice should be erected on school entry Replace faded and older signage Review of yards and trip and slip hazards. Review footpaths around and driveway leading to school with regards to trip hazards</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day-to-day basis to the principal or Safety representative. • Where damage is reported and there is a risk of harm, the area must be cordoned off until repair works are completed. • Staff, pupils and visitors to be informed of risks and reasons for cordoning off as soon as possible. • Access to cordoned off area to be arranged using cones and tape etc. • Regular checks of cordoned areas are to be carried out by Safety representative. 	

<p><i>Fence and boundary security</i></p>	<p>Action: Ensure all railings, fencing, gates including metal and timber are checked to ensure no sharp edges are present.</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day-to-day basis to the principal or Safety representative. • Damage to be repaired as necessary. • Playtime supervisors to be informed of the damage by the Safety representative and restrict children from the area and monitor whilst they are outside.
<p><i>Gates and signage</i> Secure buildings out of hours. Speed limit and safety information on outside park area. Reverse parking promoted.</p>	<p>Children and all attending the school</p> <p>Action:</p>	<ul style="list-style-type: none"> • Gates are suitable size to prevent unauthorized access and egress. • Gates and locked areas outside to be checked by the Safety representative to ensure they close/lock • Road markings and lights at the entry to the school and on approach roads • Good signage overall. • Secure site. Patrons reminded to abide by no parking when dropping and collecting. No parking signs, and bus only signs to be adhered to.

<p>This can allow unauthorized access and egress.</p>		<ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day-to-day basis.
<p>Glazing Damaged Glazing can cause cuts/grazed and potentially more serious injuries. Harm to those that clean glazing</p>	<p>All on site Action: Where possible, all cleaning to take place on the ground, ladders a last resort and when students are not entering or exiting</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day-to-day basis • Where damage is reported and there is a risk of glass falling, the area to be cordoned off by the Safety representative until repair works are completed. • If there is danger of high winds carrying glass over access/play areas, consideration to be given to suspending use of playground if it could be affected. • Staff awareness to be in line with action to take for damage to the exterior of the building.
<p>Yard Playing games and sports in yard. Playground safety Grass Area Safety</p>	<p>Action: Visually check equipment, replace if defective. Ensure the underfoot of both yards and entry and exit is maintained.</p>	<ul style="list-style-type: none"> • All maintenance work in the yard is completed while children are in class or outside of school for larger works. • During Icy weather salt is spread. The principal will decide if the outside area is safe. They will also decide in conjunction with the board of management if the school needs to be closed for health and safety reasons

<p><u>Grassed play areas</u></p> <p>Injuries from falling on uneven surfaces or on items left on the grass.</p> <p>Injuries from falling down steep slopes</p> <p>Steel goal posts</p>	<p>All on site</p> <p>Action</p> <p>Padding required around goal posts. Ensure visual inspection of this grass area</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damage they notice on a day-to-day basis . • All equipment used for the playtime to be gathered after each session • The time of year will also affect the suitability of grass area for play and the decision to use these areas rests with the principal/deputy principal who will keep staff informed at all times.
<p><u>Sun Exposure</u></p> <p>Exposure to sun during hot weather</p>		<ul style="list-style-type: none"> • All those working outside are aware of sun damage. • Where classes are taken outside, sun danger is taken into review. • Sun cream to be applied to pupils prior to arrival at School. • Shaded play areas provided in some outdoor areas • Outdoor play time limited as required. • Pupils may be permitted to bring sun cream into school where appropriate • Drinking water available at all times
<p><u>Lighting</u></p> <p>Inadequate lighting may contribute to a range of accidents</p>	<p>All on site</p>	<ul style="list-style-type: none"> • Staff to be instructed to report any damaged lighting • Sufficient internal/external lighting is provided to ensure all walkways can be used safely after dark.

<p>Roofs</p> <p>Items falling off the roof may cause a variety of injuries</p> <p>All access to the roof must be approved and all safety control points put in place</p> <p>Control of contractors</p>	<p>Those accessing the roof</p> <p>Action</p> <p>Working at height training, PPE and controls around working at height to be implemented</p> <p>External contractors used where possible especially where risks are greater of injury</p> <p>Any use of hop up steps or ladders require staff to be trained and all in good condition with risk assessment completed</p>	<ul style="list-style-type: none"> • Inspection by the principal visually, caretaker visually or other approved staff, BOM and safety representative / maintenance when required. • Staff to be instructed to report any damage they notice on a day to day basis . • Where damage is reported and there is a risk of items falling the area to be cordoned off by the Safety representative or other staff member until repair works completed. • Where roof maintenance is carried out or access required to roof refer to <i>roof work risk assessment</i>. All work by contractors must be in conjunction with the school health and safety

<p><u>Walkways</u></p> <p>Injuries from slips, trips and falls are likely where walkways are not well maintained</p>	<p>Action</p> <p>Edging paint and upgrade of signage and safety information. Fix all trip hazards on foot paths around school</p>	<ul style="list-style-type: none"> • Edge painting applied to highlight path. • Staff instructed to report any damage they notice on a day-to-day basis . • Where areas become slippery they are treated to reduce slips. This will include clearing moss and algae and treating with anti-slip coatings where necessary. • Slopes are kept to a minimum gradient and where wheelchair access is required a handrail is fitted.
<p><u>Refuse and Bins</u></p>	<p>Everyone</p> <p>Action</p> <p>Refuse and Recycling bins should ideally be kept in a secure compound or alternatively secured by a padlock and chain to a post situated ten meters from the building to prevent them being moved against the building and set alight.</p>	<ul style="list-style-type: none"> • All bins and refuse stored away from the building and secured • Segregation of waste adhered to • All litter picking completed with appropriate PPE • Manual Handling of bins assessed, and training given to staff

Inside Building Hazards		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
<p><u>Boiler room</u></p> <p>Hazards come from the fuel used and general storage that these rooms are often used for.</p>	<p>Everyone who enters the boiler room.</p> <p>Locked external area</p>	<ul style="list-style-type: none"> • Boiler rooms is kept always locked; they are not occupied. • The boiler is maintained every year. • Boiler rooms are kept clear of storage as far as is possible, especially flammable materials. • Fire risks are covered in the fire risk assessment. • 	
<p><u>Doors</u></p> <p>Hazards include finger traps and injuries from glazing.</p> <p>Hazards associated with fire are dealt with in the fire risk Assessment</p>	<p>Everyone using doors</p>	<ul style="list-style-type: none"> • Doors and closures to be checked by the Safety representative where necessary. • Fire doors to be reviewed by appropriately trained persons to ensure their suitability. • All doors that are fire doors close correctly and are visually inspected. All defects are reported by whomever discovers the defect 	
<p><u>Entrances</u></p> <p>May become wet after rain</p>	<p>Everyone</p> <p>Action: Trip hazards associated to mats throughout building</p>	<ul style="list-style-type: none"> • Non-slip mats are placed at entrances where floors become slippery when wet and staff and pupils asked to wipe their feet before entering the building. • Cleaning team mindful of wet floors on wet days • Appropriate safety signage, including all safeguarding information clearly posted 	

<p>Electricity</p> <p>If the fixed wiring or portable electrical appliances are not maintained it can lead to fires and/or electrocution</p>	<p>Anyone using the building</p> <p>Ensure all electrical sockets are maintained and secured in good condition</p>	<ul style="list-style-type: none">• The frequency of inspection visually is as follows: Electrical equipment is repaired or replaced as necessary.• Staff to report any damage they notice on a day-to-day basis. Damaged equipment to be taken out of use and labeled 'damaged awaiting repair, do not use'.• Staff are not to repair equipment themselves or bring equipment from home. • Extension leads are used as a last resort and not used where they pose a trip hazard. They must not be coiled as they can overheat.• One plug in one socket is the standard applied in the school and if additional sockets are needed on a regular basis the Safety representative arranges for new sockets to be fitted.

<p>Floors</p> <p>Slips, trips and falls</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • Floors are maintained in a safe condition and staff are instructed to report any damage they notice on a day to day basis. • Temporary repairs are made to damage flooring in the short term . • Where regular activities are likely to lead to the floor getting wet anti slip flooring is laid. • Accidental spillages are mopped up immediately and a wet floor sign placed over the wet area until the area is dry. Care is taken to ensure that sufficient time is allowed for floor to dry before being used. If the spillage is a body fluid see the control of infection risk assessment.
<p>Glazing</p> <p>Damaged glazing can cause cuts/grazes and potentially more serious injuries</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • <i>See outside building hazards risk assessment</i>
<p>Hall</p>	<p>Action</p> <p>Hall used for storage and indoor play. Ensure all items are stored safely and correctly. Report all defects and fix where appropriate</p>	<ul style="list-style-type: none"> • <i>Visual inspection prior to allowing children start games or enter hall</i> • <i>Stage inspected and in good repair.</i> • <i>All defects reported to maintenance</i> • <i>All spillages cleaned immediately where and when identified</i> • <i>All lighting, timberwork, in good condition. General hall structure in good condition</i> • <i>Teacher outlines rules clearly to all children prior to going to hall</i> • <i>Students must never enter the Hall unless they are under the supervision of a teacher/SNA.</i> • <i>All the equipment used is in good working order.</i> • <i>All defective equipment will be reported.</i> • <i>Ensure that floors are kept clean and wet floors are always monitored.</i> • <i>All incidents/accidents reported and documented where appropriate.</i> • <i>All electric sockets in good visual condition and checked</i>

<p><u>Lighting</u></p> <p>Poor lighting can contribute to trips and eye strain</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • All areas of the school have adequate lighting to enable people to work. Internal lighting is increased in areas where natural light is less. Lighting allows movement from place to place safely and without experiencing eyestrain. • There is sufficient lighting to ensure people can leave the building after dark safely with a combination of artificial light from other sources and emergency lighting is provided.
<p><u>Stairs and or steps</u></p> <p>Poor stairs and steps can cause slip and trip accidents</p>	<p>Everyone</p> <p>Action:</p> <p>Review condition of steps</p>	<ul style="list-style-type: none"> • Stairs/steps cleaned on a regular basis. Outside steps or transition areas clear and free from defects. Handrails in place to assist transition • Good lighting in these areas. • All defects reported immediately and fixed.
<p><u>Water Supply</u></p> <p>Hot water can cause scalds and poor-quality drinking water can cause a number of illnesses.</p> <p>In certain situations, there may also be the potential for legionella to pose a threat</p> <p>Legionella checks and flushing completed</p>	<p>Everyone</p>	<ul style="list-style-type: none"> • The water temperature should not exceed 40C. • Local county council samples water annually • As a guide the hot water system should be: <ul style="list-style-type: none"> ○ Well maintained, clean and properly insulated ○ Purpose-built ○ Correct size for intended use. ○ Frequently used. ○ Regularly cleaned and maintained. ○ Hot water stored at 60°C and reduced to 40°C at point of use to prevent scalding

<p>School Sports</p>	<p>Action</p> <p>Maintain all sport equipment in good order. Remove defective equipment</p>	<ul style="list-style-type: none"> • Staff and volunteers are Garda Vetted • All staff have been provided with the Child Safeguarding Statement and have had appropriate training. • School sports personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools and also are required to adhere to the Children First Act • The school has a Code of Behaviour, drafted in consultation with all stakeholders. • The school has a supervision protocol for all major events. • The school has a supervision protocol for transport to and from sporting activities • Coaching Staff are trained in First Aid. • The school has in place a policy and procedures in respect of student teacher placements • The school has in place a Code of Behaviour for students.
<p>School Hall</p> <p>Playing in the hall and injury due to defective or slippery underfoot</p>	<p>Hall in good visual condition</p>	<ul style="list-style-type: none"> • Visual inspection prior to allowing children start games or enter hall • All defects reported to maintenance • All spillages cleaned immediately where and when identified • All lighting, timberwork, in good condition. General hall structure in good condition • Teacher outlines rules clearly to all children prior to going to hall • Students must never enter the Hall unless they are under the supervision of a teacher/SNA. • All equipment used is in good working order. • All defective equipment will be reported. • Ensure that floors are kept clean and wet floors are monitored at all times. • All incidents/accidents reported and documented where appropriate. • All electric sockets in good visual condition and checked

<p>Class rooms</p> <p>Use of class room and class itself safe visually.</p> <p>Low Risk of harm to child while in the classroom</p> <p>Demands by students to use technology, art time/play time</p> <p>Teaching and Education</p> <p>There are students whose first language is not English and who may require extra focus with respect to safety, health and welfare?</p> <p>There can be students with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition</p>	<p>All classes and persons who enter these area</p> <p>Actions</p> <p>Ensure all classrooms left in a clean and safe when class ends and all exit each room. Coats and bags to be securely positioned out of harm's way and not to contribute to slips and trips.</p> <p>There are students with Behaviours of concern that could increase the potential for injury to occur.</p> <p>Behaviours of Concern training to be rolled out for staff around challenging children</p> <p>All placing up and retrieving at height to be completed on approved equipment and training to be given to staff for working at height</p> <p>Open Shelving units should be secured to the wall to prevent them falling</p> <p>Leads and Wires to be secured around IT equipment.</p>	<ul style="list-style-type: none"> • All passageways and walkways must be kept clear. • No items stored in front of or behind doors, particularly emergency exit doors. • Materials, coats, any mobility equipment or schoolbags shall be stacked or stored so as not to cause obstruction in passageways • No trailing cables. When cables must cross passageways, they must be securely taped to floor or walls so as to avoid trip hazards. • Waste must be disposed of regularly and never allowed to build up. • All areas must be always kept in a clean and tidy condition. • Adequate lighting and sufficient space must be provided in all access and egress routes in this school. • Provide mops/absorbent materials so that spillages can be cleaned up immediately. • Provide wet area signage during cleaning and after any spillages. • Support and assistance received from external agencies to assist each child where required <p>During school/lessons</p> <ul style="list-style-type: none"> • All school personnel are provided with a copy of the school's Child Safeguarding Statement • The Child Protection Procedures for Primary and Post-Primary Schools, incl Child Protection, are made available to all school personnel. Policy signed and posted in reception. • School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools and all registered teaching staff are required to adhere to the Children First Act 2015 The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • National Guidance for the Protection and Welfare of children 2017 adhered to • Procedure for primary and post primary 2017 adhered to. • Adherence to the Departments Child Protection Procedures for Primary and Post Primary Schools 2017 (Section 11 of the Children's First Act 2015 and Chapter 8 of the Child Protection Procedures for Primary and Post Primary Schools 2017 • The school has codes of conduct for school personnel (teaching and non-teaching staff) • The school complies with the agreed disciplinary procedures for teaching staff • The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum • The school has in place a code of behaviour for students
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Trespassers Unauthorized access by persons other than staff	All areas	Ensure that doors are locked at the end of each day. Access restricted to the front door Ensure that all chemicals, equipment and tools are locked away in a safe store. <ul style="list-style-type: none">• Any incidents or suspicious activity should be reported on the incident report forms to the school management immediately.• All outside lock ups are secured

<p>Staffroom</p> <p>Use of staff area for breaks</p>	<p>Staff Canteen</p> <p>Hot water causing burns</p> <p>Cuts</p> <p>Ensure all placed ovens or heating mechanisms for meals are serviced, maintained and inspected by competent person.</p>	<ul style="list-style-type: none">• Always cut or chop on a board, never in your hand.• Do not leave knives in the sinks. Clean as you go• Ensure any machines used are fit for purpose and only use as intended.• Firefighting equipment is available – e.g. fire extinguishers.• Clean microwave ovens regularly.• Ensure Emergency Exits are properly maintained, obstruction free, unlocked, easily opened.• Ensure regular maintenance of electrical equipment.• Report electrical faults immediately.• Never overload electrical
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The ISPCA do not recommend that pets are brought into school because of the stress that this can cause to the animal and as such animal welfare issues must be carefully considered.

Bringing small animals into school		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
Infection from the animals (e.g. hens)	Anyone in contact with the animals	<ul style="list-style-type: none"> • If children handle the animals, it is important that they wash their hands afterwards using a suitably dispensed and appropriate liquid soap disinfectant. If the children are young or it is felt to be necessary, this should be supervised. • Explain to the children that they are not allowed to eat/drink or put their fingers in their mouths until they have washed their hands. • Advice should be sought from the owner of the animal before any are handled and if there is any doubt as to the suitability of handling animals seek advice from the ISPCA. 	
Bites and other injuries from animals	Anyone in contact with the animals	<ul style="list-style-type: none"> • An assessment should be made as to the likelihood of the animal biting or scratching by checking with the owner and assessing whether the animal is stressed once in the classroom. If in doubt do not handle the animal or allow fingers to be put near the cage. This assessment is completed by an appropriate adult. • No animals defined as dangerous in the dangerous wild animal's act should be allowed in the school unless specialist advice is sought from the safety advisor. This is the responsibility of Principal. 	
Allergic reactions	Anyone in contact with the animals	<ul style="list-style-type: none"> • A check is carried out by an appropriate of any allergies the children have that may be affected by animals. Specialist advice should be sought from the parents or a medical advisor in such circumstances. 	
Failure to implement the control measures may lead to accidents	Anyone	<ul style="list-style-type: none"> • The principal or appropriate adult is responsible for ensuring the action required in the risk assessment is implemented. • The principal or appropriate adult will check that the above control measures are implemented by (periodically – how regularly) monitoring the activity. 	

Arrival and departure of children		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: <i>3rd March 2025</i>
Hazards	Who Is Affected	Control	
Children dropped off/ playing in the grounds before school	Children All persons in area Action Parking spaces to be reversed into The bus and disabled persons parking bays are not to be parked in by those not approved. Signage to be erected to state the above	<ul style="list-style-type: none"> • Adequate supervision is required at all times young children are on school grounds. The principal or the nominated person, ensures adherence to all safety policies and procedures are maintained. This is also completed at collection. There is also yard management in operation to ensure the safety of all at break time. • If before or after the school day there is no supervision either in the playground or as part of an organized activity children should not be allowed on school premises. • Parents are reminded of school start and finish times. • Insurance cover will determine when supervision begins and ends. • Signage and yellow painted kerbs to highlight walk area 	
Young children leaving with an 'unknown' person	Children	<ul style="list-style-type: none"> • Teachers to only allow parent or other 'known' person to collect children • All children should be collected from the relevant classroom or yard during the school day <p>Any incidents are then brought to the attention of the principal. All incidents and accidents are reported to senior management.</p>	

<p>First Aid and Medical Emergencies</p> <p>School policy around first aid and medication management to be adhered to and is communicated</p>		<p>The school obtains written and signed consent from the student’s parents/ guardians to administer medication along with the appropriate instructions</p> <ol style="list-style-type: none">1. At least two members of staff agree to take on the responsibility of administering Medication. Self-administration is the first option2. Designated staff should be instructed and trained in the appropriate procedure3. Regular review and monitoring of the policy and procedures4. The Board of management establishes a school policy on administration and storage of medicines and medical devices5. Designated teachers should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration. Medication should be stored securely or staff, should be clearly labelled and identified with the student. <p>School keeps written records of dates and times when medication was administered. In case of particularly complex or life –threatening medical conditions, the school should consider requiring parents to arrange for the administration of medication by a parent or medical professional</p>
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Bus use	Behaviour management	<ul style="list-style-type: none"> • All children line up in assigned bus line after school. • The children in their bus lines exit the schools in an orderly fashion. •
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Cash handling	Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: <i>3rd March 2025</i>
Hazards	Who Is Affected	Control

Violence when someone tries to steal the cash	Person handling cash	<ul style="list-style-type: none">• Try to encourage payment by direct payment through Aladdin Connect. A safe box is in the school which holds small amounts of money. In most instances no cash is stored in this room• There is only a minimum amount of cash held on school premises• Cash is kept in a locked box until it is taken to the bank.• Cash is only taken to the bank in daylight hours.• If attacked, hand over the money, personal safety is more important than the money•
Musculoskeletal injuries from lifting heavy bags of coins	Person handling coins	<ul style="list-style-type: none">• The amount of coins carried is kept to a minimum to reduce manual handling

Child Protection and Vulnerable Adults		Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
<p>Without introducing safeguards children can be at risk from abuse</p> <p>Safeguarding Policy in Place and signed by the school Board</p>	Children	<p>The school will adhere to all Safeguarding guidance and placed upon them, and they will commit to adhere to all these requirements.</p> <ul style="list-style-type: none"> • Schools have a role to protect children from abuse and to act where they consider a child to be at risk. • Up to date and sign Safeguarding policy by the BOM • The school adheres to all national policies and procedures including local policies and procedure for the school • Safeguarding staff (DLP and Deputy DLP) nominated and policy drafted. This statement is signed off by the board and managing staff • All National Policy's and local school policies on Child Welfare and safeguarding adhered to • All school trips to swimming, activities and tours will be adhered to by these policies and enforced by the principal. • Have parents /guardians collect children from the gates of the school and not from inside the school. • Safeguarding person nominated and policy adhered to at all times. Training given on changes 	

<p>Vulnerable Staff</p> <p>Pregnant staff</p>		<ul style="list-style-type: none">• Employees must inform their employer as soon as practicable after they become aware of their condition, with the appropriate medical certification.• Pregnant employee assessments• Take any necessary protective and preventive measures to safeguard the pregnant employee.
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Display Screen Equipment	Assessor: <i>James McLoughlin and Geraldine Connell</i>	Date: <i>3rd March 2025</i>
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Hazards	Who Is Affected	Control
In schools the main hazards from display screens are from the use of computers and the associated musculoskeletal injuries and eye strain.	<p>Anyone who uses a computer routinely as part of their working day</p> <p>Action</p> <p>All reception staff and those who use DSE equipment for over 1 hr. a day must receive a DSE assessment</p>	<ul style="list-style-type: none"> • Set up workstations in the most appropriate way. • No staff member spends over an 1hr a day on screen

Educational visits Transport by Bus and other vehicles	Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
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Hazards	Who Is Affected	Control
<p>There are an infinite number of hazards associated with educational visits.</p>	<p>Anyone who goes on a visit</p>	<p>Each visit is to be assessed on an individual basis. Risk assessments completed for all.</p> <ul style="list-style-type: none"> • Swimming • Sport activities • Tours <p>Policy in place for all external trips/visits All bus and coach companies could submit their safety statement, safeguarding training and the school will ensure that all children are supervised at all times First Aid adhered to outside of the school</p> <p>Separate risk assessments to be prepared for general school trips Policy in place First Aid bag carried for all trips. Person specific First Aid plans assessed Safeguarding Policy adhered to</p>

Fire	Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: <i>3rd March 2025</i>
Hazards	Who Is Affected	Control
Lack of a suitable room by room fire risk assessment leaves the school vulnerable to fire	<p>Everyone</p> <p>Action:</p> <p>Ensure all firefighting equipment receives its scheduled service and all compliance paperwork is maintained</p> <p>Review fire doors suitability</p> <p>Ensure drills completed by teachers for their room</p> <p>Training for fire marshals and staff</p>	<p>A fire risk assessment to be carried out for each classroom. The assessment considers the following:</p> <p>Individual (PEEP) associate to each class must be in place and practiced.</p> <ul style="list-style-type: none"> • Sources of combustion, ignition and oxygen. • Evacuation of those with restricted mobility, sight and hearing (PEEP) • The structure of the building including, fire doors, means of escape, travel distances, number of exits, emergency lighting etc. • Method of fire detection and fire warning (All serviced and in date) • Good signage and communications from teachers to children • Means of fighting the fire appropriate • Signage including fire exit sign, what to do in the event of an emergency • Monitoring and maintenance include alarm systems, call points, extinguishers, detection and warning systems, emergency lighting etc. • Fire drills and their frequency • Monitoring of the above documented

Control Of substances hazardous to health i.e. chemicals		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: <i>3rd March 2025</i>
Hazards	Who Is Affected	Control	
Hazardous substances cause many ill effects and it will depend on the substance as to the effect	Anyone coming into contact with the substance Students Housekeeping staff Visitors	<ul style="list-style-type: none"> • As a general approach, less hazardous substances are always used in preference to more hazardous ones e.g. water based paints are used rather than spirit based. • The process for completing the risk assessment is that the data sheet for the substance is obtained from the supplier. • All stores where chemicals are stored are secured, good storage and housekeeping maintained • If personal protective equipment is required, e.g. gloves or eye protection, this must be worn at all times the substance is being used. • Secured and locked areas for all chemicals 	

Housekeeping/Gardening		Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
Trailing cables can lead to trips and falls	Everyone	All cables are to be covered with cable covers. Cables are not run under carpets, rugs or taped to the floor.	
Boxes and other items left in corridors or other walkways can lead to trips and falls	Everyone	Trips and slips are a common cause of accidents and boxes and other items are not allowed to be built up in corridors and other areas.	
Spilt liquids can be a major slip hazard	Everyone	All spillages are cleaned up. (<i>See inside buildings risk assessment</i>).	
Bags, coats and lunch boxes left in classrooms can be a trip hazard.	Everyone	There are adequate storage areas for these items. This includes facilities to store /hang pupils clothing.	
Contractor Hazards Cutting and fixing components	All areas Action Ensure necessary controls in place for all outside works. Control of contractors paperwork to be rolled out	<ul style="list-style-type: none"> • Ensure all equipment is in good condition • Correct PPE selected for each task • Approved equipment used on school grounds • Where assistance is required, help is got • See ladder risk assessment • All chemicals are secured after each use and correctly packaged for re use • Refuel equipment using a funnel and outdoors only. • Do not smoke while refueling or handling the fuel. 	

- Add fuel before starting the engine. Never remove the cap of the fuel tank or add fuel while the engine is running or when the engine is hot.
- If fuel is spilled, do not attempt to start the engine. Move the machine away from the area of spillage and avoid creating any source of ignition until the fuel has evaporated and the fumes dispersed.
- Tighten the caps of all fuel tanks and containers securely.
- Store fuel in containers specially designed for this purpose.
- Ensure all fuel is stored away and is secured and locked when not in use.
- Ensure all containers are secured and fit for purpose

Before mowing:

Thoroughly inspect the area where the lawnmower is to be used and remove all objects which could cause injury e.g. stones, sticks, metal, wires, etc.

Remember there is no such thing as a "Safe" slope. To guard against overturning:

- o Do not stop or start suddenly when going up or downhill
- o Stay alert for humps and hollows and other hidden hazards.

Never mow across the face of a slope

Never leave a lawnmower running unattended

Always start lawnmower outdoors

Observe protective & preventative measures and procedures outlined for hazards with engine fuel

Keep other people at a safe distance when machinery is in use.

Make sure children, always stay clear of machinery and not use in the first place when they are nearby.

The following PPE must be worn when operating the lawnmower

- gloves,
- Hi-Viz waist coat,
- Steel toe boots
- Ear protection

Before using strimmer's

Thoroughly inspect the area where the strimmer's is to be used and remove all objects which could cause injury e.g. stones, sticks, metal, wires, etc.

Always make sure children and the public stay clear of the work area.

The following PPE must be worn when operating strimmer's

- gloves,
 - full face guard
 - Hi-Viz waist coat,
 - Steel toe boots
 - ear protection
-
- Never leave strimmer running unattended
 - Always start the strimmer outdoors
 - Observe protective & preventative outlined for hazards with

Lone Working		Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
Physical assault and violence	Lone workers	<ul style="list-style-type: none"> • Staff working alone on a regular basis, especially when there is no one else on site has to have access to mobile phones. Staff must ensure they are fully charged when going on Lone Working duty. • Where possible staff do not work on site alone. 	
Verbal abuse and threatening behavior	Lone workers	<ul style="list-style-type: none"> • Lone workers should never allow strangers into the building whilst on Lone Working duty. Nor should they meet with parents alone after school hours. 	
Slip and trips	Lone workers	<ul style="list-style-type: none"> • Staff working alone on a regular basis, especially when there is no one else on site has to have access to mobile phones. Staff must ensure they are fully charged when going on Lone Working duty. • Where possible staff do not work alone in higher risk areas such as roofs and loft spaces. 	

Cleaning toilets and urinals		Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
It is important to warn other users of the building that cleaning/descaling is in progress	Everyone	<ul style="list-style-type: none"> Warning signs must be displayed in prominent positions at all entrance points of areas to be cleaned. Signs must be left displayed until the task is finished and floor is dry. The preference is to do the task when the school is closed for holidays. 	
Slips and trips from spillages	Everyone	<ul style="list-style-type: none"> Always mop up any spillage immediately, leave as dry as possible. Children encouraged to report spillages 	
Chemicals used will damage health and must be assessed	Those using descaling chemical	<ul style="list-style-type: none"> The SDS for the chemical used must be given to the school prior to use. 	
Chemicals must be flushed away	Everyone	<ul style="list-style-type: none"> Flush all chemicals away. Never leave in W.C. or urinal 	
Chemicals left lying around may be picked up by children	Children	<ul style="list-style-type: none"> All chemicals and equipment is stored in a locked cupboard once the job is finished. 	

Floor Polishing/Cleaning	Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control
The chemicals used may cause ill health	Those working with the chemicals	<ul style="list-style-type: none"> • ALWAYS check that personal protective equipment is in good condition • Check that your gloves are clean and free of tears and holes. • Check that your eye protection is free of scratches and cracks, and the straps hold the protection firmly in place. • PRIOR to using any substance, you MUST read and follow the information and instructions that are on the <u>specific chemical risk assessment</u> If there is anything that you do not understand then seek advice
Electrical equipment can cause electric shocks	Those carrying using electrical equipment	<p>Prior to use,</p> <ul style="list-style-type: none"> • check power lead for cuts, splits, exposed wires, etc. • check plug for cracks, missing screws, and secure cord grip.
The floors will be wet and this can cause slips and trips	Everyone	<ul style="list-style-type: none"> • Warning signs MUST be displayed in prominent positions at all entrance points of areas to be cleaned. Signs MUST be left displayed until the task is finished.
Furniture will need to be moved that can give rise to back injuries	Those lifting furniture	<ul style="list-style-type: none"> • Only light items of furniture are to be lifted, assess the load to be lifted and if you feel that it is too heavy or awkward to lift, you must seek assistance. Mechanical aid used where possible T.I.L.E.I.O assess all material prior to lifting and adhere to the 8 principles of Safe Lifting • Always apply the lifting and handling techniques that you have been taught. • E.g. check the route that you intend to take for trip hazards and obstacles. • Get close to the load to be lifted and face the direction that you intend to travel. • Bend your knees and keep your back straight. • Grip the load firmly using the roots of your fingers. • Use your thigh muscles and not your back muscles and in a smooth action lift and move in the direction you intend to store the furniture. • When lowering furniture items, keep your back straight, bend your knees and use your thigh muscles to take the weight while lowering the load

Wet floors and long cables can contribute to slips and trips	Those working in the area	<ul style="list-style-type: none"> • <i>Keep surface water to a minimum. Always commence working at the furthest point from your exit.</i> • Always ensure that electric cables are kept behind the line of work and are not trailing in your path
		<ul style="list-style-type: none"> • ALWAYS ensure that all your equipment is checked for defects and cleaned before storing it away. • ALWAYS store your equipment in a tidy manner and only in authorized stores.

Clearing Gutters and or windows		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: <i>3rd March 2025</i>
Hazards	Who Is Affected	Control	
Gutters pose a serious threat to safety due to falls from height	Person clearing gutters Action Firstly, we avoid working at height where possible Fall arrest PPE required if in MEWP Ladder safety training and working at height training to be rolled out	<ul style="list-style-type: none"> • If this work is done by a contractor, ensure contractors have all the necessary safety paperwork presented to the school. • Mechanical aids including MEWPs hired where necessary • All ladders used must be in good working order and only used for short time scale (30 mins) For all ladder work by the caretaker, two staff will be present. Area around the ladder will be cordoned off for safety. • If this work is done in-house ensure a job specific risk assessment is carried out and refer to any other relevant risk assessments. • All window cleaning needs to be completed by trained staff with appropriate equipment. Where possible all cleaning to be completed from the ground, at a quiet time and only when all safety precautions in place. 	

Low level gutters	Person clearing gutters	<ul style="list-style-type: none">• The risk assessment for using ladders MUST be adhered to.• The gutters are cleared by standing on a ladder and scooping the leaves out of the gutter and letting them fall to the ground.• They are then swept up from ground level• Do not be tempted to overreach whilst on the ladder always keep toes within the stiles of the ladder. At all costs, the use of ladders will be limited, and mechanical aids will always be used
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Hand Tools	Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: 3rd March 2025
Hazards	Who Is Affected	Control
<p>There are a variety of injuries that can be caused by hand tools. A hand tool may include either an electric or manually powered tool.</p>	<p>All who use hand tools</p>	<ul style="list-style-type: none"> • Hand tools MUST be stored in an appropriate toolbox or bag and kept in a place safely away to prevent their unauthorized use. • Knives MUST be closed or sheathed when not in use. • NEVER carry sharp tools in pockets. • NEVER leave tools unattended. • All hand tools are safe to use and ensures the following e.g.: • Keeping tools clean • Keeping cutting edges sharp • There are no defective handles • There are no loose hammer heads • There are no spanners with rounded jaws • ALWAYS use the correct tool for the job & NEVER improvise • ALWAYS cut away from yourself when using sharp tools. • When using a Stanley knife or similar tool, ensure used blades are properly contained before disposal. • Mains fed electric tools used out-of-doors should not be used in wet weather. All such tools should be visually checked by the user prior to use to ensure cables; casings, air vents, etc. are in good order. •

		<ul style="list-style-type: none"> The appropriate risk assessments MUST be referred to as applicable. <p><i>Examples which can or will apply are:</i></p> <ul style="list-style-type: none"> Lone working Personal Protective Equipment Use of Ladders & Stepladders Use of Access Platforms Working at Height <p>If in doubt, ASK.</p>
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Using a ladder/ Hop up steps		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
There are many hazards associated with hop up steps, ladders and falling from a ladder can be fatal.	Anyone using a ladder Action Working at height training To be rolled out. Hop up steps to be used where appropriate	<ul style="list-style-type: none"> Alternatives to using a ladder will always be chosen in the first instance. Approval from the principal will then be given if there is no alternative. Hop up steps are used for retrieving items. All items in the first instance will be stored lower down Do not use a ladder or stepladder unless you have first considered an alternative, safer means of access such as a tower scaffold or mobile access platform. Never use a ladder at a vertical distance greater than 9m If the work is for short duration i.e. minutes rather than hours and you can ensure three points of contact on the ladder e.g. two feet and one hand, the ladder work is permissible Working at Height training to be completed 	

Ladders collapsing because they are unsuitable or damaged	Anyone using a ladder	<ul style="list-style-type: none"> • Only use ladders that have been inspected. • An additional visual inspection MUST be carried out before use. • Do not use ladders that are excessively dirty, damaged or faulty & NEVER attempt to repair. • If in doubt DO NOT USE
Falling whilst climbing a ladder or hop up steps	Anyone using a ladder	Tools/materials are carried in a tool belt/pouch or similar where possible. Do not carry tools in your hands unless there is no alternative and if the item is bulky ask someone to pass it to you once you are at the working height.
Ladder falling over due to uneven work surface	Anyone using a ladder	<ul style="list-style-type: none"> • Ensure that the ladder rests on a firm level surface, is not resting on fragile material & is properly secured. • It MUST be correctly footed
Items falling on people below work area or ladder getting knocked	Anyone using a ladder	Ensure the ground area is cordoned off denying any access to the public, especially children.

Ladder falling over during work activity		<ul style="list-style-type: none">• The top of the ladder must rest against a solid surface at the correct angle of 1 OUT: 4 UP. <p>Before a ladder is used, ensure that:</p> <ul style="list-style-type: none">▪ The task will leave one hand free to hold on to the ladder.▪ The work can be reached without stretching from the ladder.▪ There are at least 5 rungs above where your feet will rest. <p>If using extension ladders, the correct overlap is adhered to.</p> <ul style="list-style-type: none">❗ NEVER move a ladder or stepladder with someone on it.❗ NEVER attempt to 'jump' a ladder along a wall. ❗ Do not use a ladder externally in high winds ❗ Check to see if there are other applicable risk assessments❗ If in doubt, ASK.
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Roof Work or height work and maintenance	Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: 3rd March 2025
Hazards	Who Is Affected	Control
Falling from height can cause serious, if not fatal injuries	Anyone working on the roof	<ul style="list-style-type: none"> • Only people who are FULLY TRAINED & fit for the task must engage in roof work. • Mechanical aid and competent persons only to work at height after permits approved, safety documentation received • Only suitable plant and equipment that is maintained and in good order for its intended use should be used. If the school owns the equipment the Safety representative will keep records of the maintenance carried out and inspections completed prior to use. These records are kept in the school office. • Correct insurance and safety paperwork submitted • Where equipment is hired, or loaned, the Safety representative will ask to see copies of the most recent maintenance reports and make a note of what was seen. • NEVER attempt to work on a roof in bad weather, i.e. snow, ice, high wind or rain. • Edge protection must be provided where someone can fall if the roof works is anything other than very short duration e.g. retrieving a ball/shoe from the roof. • If edge protection is not provided consideration must be given to other means of access such as mobile towers or mobile elevated work platforms. • Where edge protection is not provided, safety harness systems may be considered,
Fatal accidents can happen whilst accessing the roof	Anyone working on the roof	<ul style="list-style-type: none"> • A safe means of access MUST be provided either by a suitable scaffold or a correctly fixed ladder. Refer to the relevant risk assessments

Serious accidents can happen whilst setting up the work area.	Anyone working on the roof	<ul style="list-style-type: none">• BEFORE WORK STARTS: Identify ALL cables in & around the work area & ensure they can be avoided.• If in doubt, ASK.• When carrying, or moving a metal ladder, extra care must be taken to avoid contact with electrical equipment, especially overhead cables. If needed ask for help.
Injuries from items located on the roof	Anyone working on the roof	<ul style="list-style-type: none">• If hazards such as TV aerials exist in the work area & they cannot be safely relocated, safety helmets & eye protection MUST be worn.

roof	roof	<ul style="list-style-type: none"> • Safety helmets must be worn AT ALL TIMES when working on or around a scaffold and where there is a risk of items falling from one level to another. • Where cables are run across the roof ensure they are secured or covered to prevent a tripping hazard.
Some roofs are fragile and will not support a person's weight	Anyone working on the roof	<ul style="list-style-type: none"> • BEFORE WORK STARTS carry out a visual inspection of the roof to assess its strength and type of materials that may be fragile. Glass, plastic and asbestos cement are all materials used as roof material and are all fragile. • Look for any safety signs. THEY ARE THERE FOR YOUR PROTECTION. • Specific instructions such as 'USE CRAWLING BOARDS' MUST be followed. • If in doubt, DO NOT go on the roof.
Injuries to people not connected to the work can occur if items fall from the roof		<ul style="list-style-type: none"> • NEVER throw or drop anything from height/from a roof. • The Safety representative will sign and tape off area below the workplace. • All staff are notified of the work by the Safety representative. • The Safety representative will check to see if there are other applicable risk assessments. • Regular checks of the cordoned off area will be carried out by Safety representative. <p>If in doubt, ask</p>
Failure to implement the above control measures may lead to accidents	Everyone	<ul style="list-style-type: none"> • The Safety representative/principal is responsible for ensuring the action required in the risk assessment is implemented. • The Safety representative will check that the above control measures are implemented by periodically –monitoring the activity.

Manual Handling		Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
<p>All tasks involving lifting and handling carry the risk of injury</p> <p>Animate (Adhere to child's handling plan) and Inanimate Lifting</p> <p>Responding to behaviour training to be rolled out to staff</p>	<p>All staff who lift and handle</p> <p>Action:</p> <ul style="list-style-type: none"> TILEO assessments to be completed for manual handling Principal /Safety Representative Responsible Person specific assessment completed for all when required 	<ul style="list-style-type: none"> All staff who lift and handle need to be trained at an appropriate level to their manual handling tasks. The Principal/Safety representative will be responsible for carrying out and reviewing manual handling risk assessments when required. Records of assessments are kept on their file. 8 Principals of safe lifting adhered to TILEO assessments to be completed for manual handling-when required (Task, individual,Load,Envoroment,Other) The following is also taken into account before lifting and handling: Behaviours of Concern or responsive behaviour training given to staff who interact with students <p>ELIMINATE THE TASK IF POSSIBLE.</p> <ul style="list-style-type: none"> Does it need to be moved? Could different processes & techniques eliminate the need for lifting & handling? <p>Reduce human input by the use of mechanical aids.</p> <p>Some examples which may be available are</p> <ul style="list-style-type: none"> Trolley Hoist Wheelchair Walking aid 	

<p>Poor lifting technique can lead to injury</p>	<p>All staff who lift</p>	<p><i>Before lifting an assessment will include such factors as:</i></p> <ul style="list-style-type: none"> ▪ Weight ▪ Shape ▪ Size of load ▪ Surroundings <p>Ordering bagged materials in small, easily handled sizes</p> <ul style="list-style-type: none"> ▪ Reducing the weight & size of the load by dismantling into component form ▪ Employing methods that avoid multiple handling ▪ Planning & reviewing the lifting operation ▪ Planning the handling route to avoid steps, etc.
<p>Injury caused by lifting loads that are too heavy or awkward to be handled by one person.</p>	<p>All who lift</p>	<ul style="list-style-type: none"> • If mechanical aids cannot be used and the weight & size of a load cannot be reduced further, the load must be shared by two or more people. • If there is concern regarding an individual lifting task, then a specific manual handling risk assessment is carried out for that task.

Personal Protective Equipment		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: <i>3rd March 2025</i>
Hazards	Who Is Affected	Control	
Failure to wear the correct PPE may lead to a number of injuries.	Anyone not using PPE appropriately	<ul style="list-style-type: none"> • Individual activity risk assessments will include an assessment of the PPE needs. • The Safety representative is responsible for identifying work-related PPE needs on an on-going basis. • The Safety representative is responsible for ensuring that these PPE needs are met and maintained/renewed as necessary. Records of PPE issued are kept by the Safety representative. • PPE is always seen as a last resort and careful thought given to doing a job in a different way to avoid the need for PPE. • Where PPE is required the choice of PPE is carefully considered to ensure the most appropriate type is used. • Staff are involved in the selection process and are informed of the reason for the need for the PPE along with the performance limitations of the PPE. Also included is the when the PPE should be used and health effects if it is not used. 	

Traffic Management	Assessor: James McLoughlin and Ms. Geraldine Connell	Date: 3rd March 2025
Hazards	Who Is Affected	Control
<p>Vehicles parked outside the school entrance Obscured view Access restricted / blocked Death or major injury to pedestrian.</p> <p>Playtime Children running into paths of vehicles etc.</p>	<p>Parents, pupils, staff, public</p> <p>Action: Review signage on leaving and entering the school regarding cars Speed limit (Area is restricted to staff but on occasion may be used by parents)</p>	<ul style="list-style-type: none"> • Clear guidance on Rathcormac National School, policies and procedures in place and communicated to parents around drop off and collection. Co-operation of parents e.g. persuading them to park away from the entrance/ school letters • No parking at the gates • Reverse parking where possible • Supervised drop off and collection. Only approved cars are allowed to enter grounds • Parents encouraged to walk their children to school from car park drop off points. • Children’s play areas sited away from parked cars or suitably segregated with appropriate barriers. • Gates closed outside of hours.
<p>Reversing vehicles death or major injury to pedestrian, damage to building or other vehicle</p> <p>Speeding vehicles / death or major injury to pedestrian, traffic accident, damage to building or other vehicles</p>	<p>Parents, pupils, staff, public</p> <p>Action:</p>	<ul style="list-style-type: none"> • Provision of designated delivery points. • Supervises the safe movement of vehicles. • Hedges and shrubs maintained to ensure maximum visibility.

<p>Impact with vehicle, building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle</p>		<ul style="list-style-type: none">• Pedestrian routes clearly indicated• Restricted access for vehicles (e.g. by closing the gates at the beginning and end of the school day).• Restrict delivery times (e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes• Reception/school office clearly identified (e.g. by signage).
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Work Experience		Assessor: <i>James McLoughlin and Ms. Geraldine Connell</i>	Date: 3rd March 2025
Hazards	Who Is Affected	Control	
Lack of work experience and potential immaturity places students on work experience placements at greater risk of injury than experienced workers.	Those on work experience	<ul style="list-style-type: none"> • Students on work experience placements are supervised by a competent member of staff. • The overall co-ordination of students at the school is organised by the principal or appropriate member of staff to ensure that their specific health and safety needs are met. 	

SMOKE FREE POLICY

(PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004)

Rathcormac National School in line with Legislation, is fully compliant with the above act.as

This Policy was devised to reduce risk of exposure to the ill effects of tobacco smoke.

It is a medical fact that second hand smoke is harmful and contains cancer causing substances, so not only are smokers at risk, but everyone in their smoke trail.

Our duty of care extends to our Staff, Visitors, Parents and School Children.

Because of the “Child exposure” at our premises, we cannot provide designated Smoking Areas.

Smoking is therefore prohibited throughout the facility and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures.

Hazard		
Fire	Who is affected	Control
No smoking is allowed inside the school perimeter.	Staff, Visitors, Parents and School Children.	No smoking is allowed inside the school perimeter

Child Safeguarding Risk Assessment Rathcormac National School (Area: Transport)

Important Note: It should be noted that risk in the context of this risk assessment is the risk of 'harm' as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Risk (school activities)	Insert risk of harm identified in this section	Insert the procedures in place/to be put in place to address risks of harm in this section	In which Policy might this be addressed
1.	<u>Collection and Drop off. School outings</u>	<ul style="list-style-type: none"> • Seat belts working Seat for each child 	<ul style="list-style-type: none"> • Check belts and seats 	Health and Safety
		<ul style="list-style-type: none"> • Number of teachers supervising 	<ul style="list-style-type: none"> • Make sure correct number of teachers per groups of children 	
		<ul style="list-style-type: none"> • Proper ventilation for summer tours (windows can open + air conditioning) 	<ul style="list-style-type: none"> • Ask about ventilation/access to proper ventilation (windows open) 	
		<ul style="list-style-type: none"> • Reputable bus company 		
		<ul style="list-style-type: none"> • Risks associated with school tours 	<ul style="list-style-type: none"> • Do research on tours beforehand 	
		<ul style="list-style-type: none"> • Do age appropriate school tours 		
		<ul style="list-style-type: none"> • Medical conditions known beforehand *Allergies – EPI PENS (Auto Injectors) 	<ul style="list-style-type: none"> • Permission slip granted by parents • Medical conditions brought to attention on consent forms 	
		<ul style="list-style-type: none"> • Safety getting on/off bus 	<ul style="list-style-type: none"> • Lesson beforehand on behaviours expected on bus. 	
2.	<u>PE and events away from school</u>	<ul style="list-style-type: none"> • Male and female teachers accompany children • Child specific assessments adhered to 		P.E. Policy

Child Safeguarding Risk Assessment Rathcormac National School ,

Important Note: It should be noted that risk in the context of this risk assessment is the risk of ‘harm’ as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Risk (school activities)	Insert risk of harm identified in this section	Insert the procedures in place/to be put in place to address risks of harm in this section	In which Policy might this be addressed
1.	<u>One to one small group setting</u>	<ul style="list-style-type: none"> Emotional abuse/ill treatment 	<ul style="list-style-type: none"> Garda vetting for all staff. 	SPHE Policy
2.		<ul style="list-style-type: none"> Physical abuse 	<ul style="list-style-type: none"> Stay Safe Programme implemented /Walk Tall. 	Health and Safety Policy
3.		<ul style="list-style-type: none"> Sexual Abuse 	<ul style="list-style-type: none"> Door open if student taken alone 	Code of Behaviour
4.		<ul style="list-style-type: none"> Insufficient knowledge of pupils medical conditions 	<ul style="list-style-type: none"> Window in door so all in the class can be seen (unobstructed). 	Code of Conduct (teaching council)
		(above by teachers and peers)	<ul style="list-style-type: none"> Children seated to allow ease of egress from the room. 	Anti-Bullying Policy
5.		(in both small group settings and supervision of classes)	<ul style="list-style-type: none"> Ensure all staff are briefed fully on the medical conditions of the students in their care. 	
6.			<ul style="list-style-type: none"> Child safe guarding statement provided for all staff members. 	

