



Caherline National School  
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Roll No. 15226k  
Registered Charity No: 20127596

# Caherline National School

## Health and Safety Policy

Revision	Date	Description	Approved

*"Judge each day not by the harvest, but by the seeds you sow."*

## **EMERGENCY TELEPHONE NUMBERS:**

<b>Assembly Points:</b>	<b>Designated assembly points</b>
<b>Hospital:</b>	<b>061 301111</b>
<b>Doctor</b>	<b>Dr. Margaret Sheahan, Caherconlish 061-351899</b>
<b>Ambulance:</b>	<b>112 / 999</b>
<b>Fire Brigade:</b>	<b>112 / 999</b>
<b>Garda Station:</b>	<b>Garda Station</b>
<b>Health &amp; Safety Authority:</b>	<b>1890 289 389</b>
<b>HSE Helpline Covid</b>	<b>1850241850</b>
<b>ESB Networks</b>	<b>1850 372 999</b>
<b>Gas Networks Ireland:</b>	<b>1850 205 050</b>
<b>Eir:</b>	<b>1901</b>

## **Contents**

1.1.	Information: .....	4
1.2.	School Profile:.....	4
2.	General Statement of Policy .....	6
3.	Applicable Legislation .....	7
3.1.	Determination of applicable legal requirements and other requirements .....	7
4.	Responsibilities and Safety, Health and Welfare Personnel .....	9
4.1	Responsibilities of the Board of Management (BOM) .....	10
4.2.	Responsibilities of the Principal / Deputy Principal .....	11
4.3.	Responsibilities of Schools Health and Safety Post Holder / Committee .....	12
4.4.	Responsibilities of Teachers / Non-teaching personnel .....	13
4.5.	Responsibilities of Maintenance Personnel .....	15
4.6.	Responsibilities of the School Bus Driver .....	16
4.7.	Responsibilities of Designated Persons .....	17
4.7.1.	First Aid Personnel .....	17
4.7.2.	Fire / Emergency Personnel .....	18
4.8.	Responsibilities of Safety Representative(s) .....	19
4.9.	Responsibilities of Competent Persons .....	20
4.10.	Responsibility of Contractors (Suppliers and Self-Employed Persons) .....	21
4.11.	Responsibilities Students and Visitors .....	22
5.	Arrangements .....	23
6.1.	Emergencies and Accidents .....	23
6.2.	First Aid and Accidents.....	24
6.3.	Reporting Accidents / Incidents and Dangerous Occurrences .....	27
6.4.	Consultation .....	30
6.5.	Information.....	31
6.6.	Training & Instruction.....	32
6.7.	Personal Protective Equipment (PPE) .....	33
6.8.	Monitoring /Inspections, Auditing & Review .....	34
6.9.	Employee Health, Well-being and Conduct .....	36
6.9.1	Medical Fitness to Work .....	36
6.9.2	Pregnant Employees.....	36
6.9.3	Intoxicants - Drug and Alcohol Use .....	36
6.9.4	Stress .....	36
6.9.5	Disciplinary Procedures.....	36
7.	Risk Assessments .....	38
7.1.	The Risk Assessment Process .....	40
7.2.	The Risk Assessment Form.....	42
7.3.	Risk Assessment Folder.....	43
8.	Miscellaneous .....	44
8.1.	Pupils .....	44
<input type="checkbox"/>	Accident Procedures:.....	44
8.2	Staff.....	46
8.3	Access to school .....	47
9.	Acknowledgement of Safety Statement.....	48
a.	Acknowledgement of Safety Statement.....	49
2.	Appendix.....	50
a.	School Safety Folder Structure .....	50
b.	Sample inspection check sheet.....	51
c.	School Bus Walk- Around Check Sheet .....	52

## **Information:**

This Safety Statement details how Caherline NS manages safety, health and welfare at work and ensures to minimise the risks of injury and ill health at work.

It is therefore very important that you are aware of this document content and understand your role and the overall arrangements for health and safety throughout the organisation.

Caherline NS is confident it has the full support of all employees, and other persons involved in achieving its aims of ensuring Health, Safety and Welfare.

The safety statement will be;

- Brought to the attention of the employees upon commencement of employment and **at least annually**, or when it is amended
- Reviewed, and amended if there has been significant change in the matters to which it relates, and in the light of experience, developments and legislative changes.

This policy has been formulated by the Board of Management, the principal and the Health and Safety Officer. The policy was communicated to the staff and they were given the opportunity to put forward any suggestions for improvements to the safety statement.

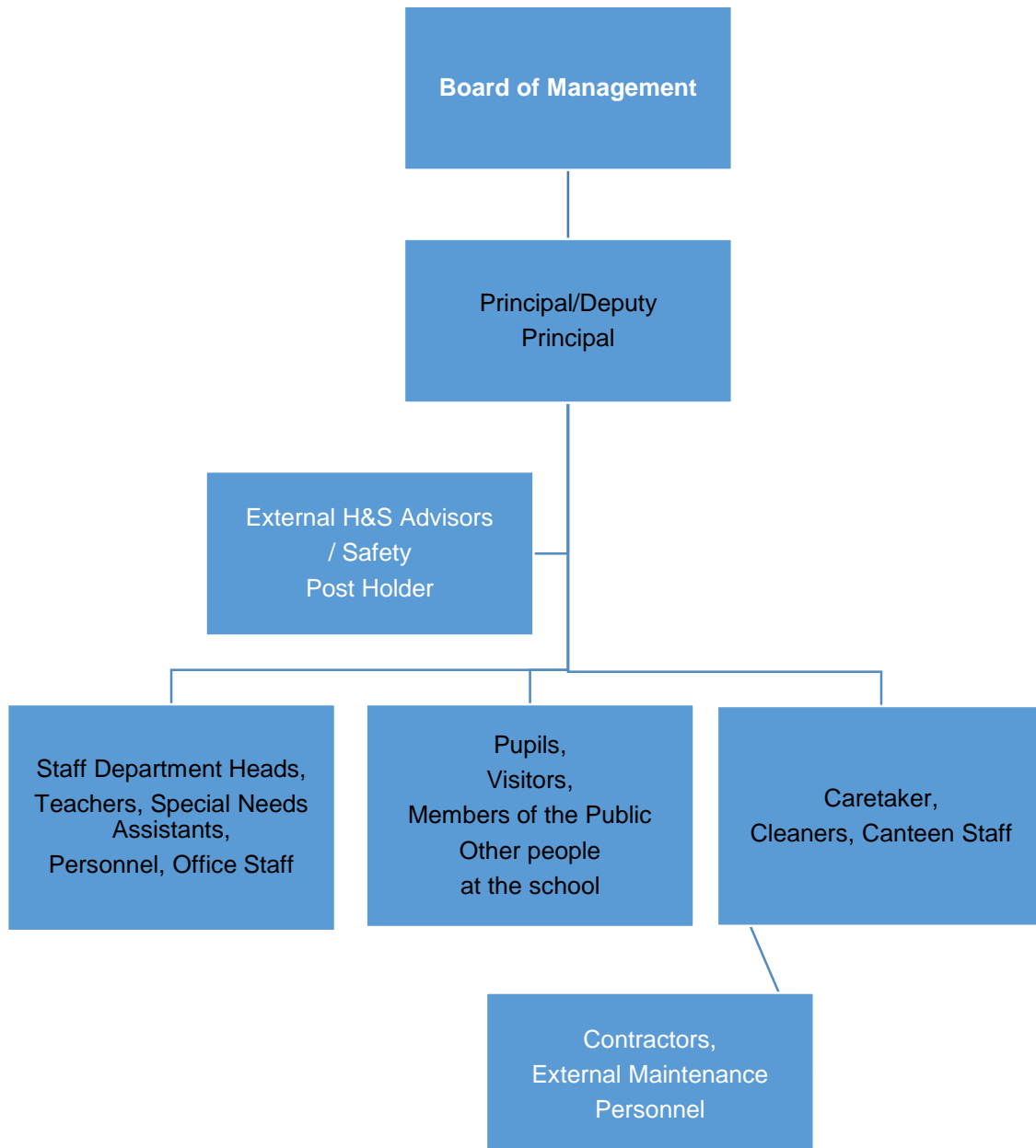
### **1.1. Information:**

Location:	Caherline, Caherconlish, Co. Limerick
Board of Management:	The Board of Management consists of 8 members
Principal:	Gearóid Power
Deputy:	Orlagh Eichholz
Address:	Caherline, Caherconlish, Co. Limerick
Telephone:	061 351 657
Email:	caherlinenationalschool@gmail.com
Web:	www.caherlinens.ie

### **1.2. School Profile:**

Caherline NS is situated in East County Limerick. We are a co-educational primary school catering for pupils from junior infants to sixth class. We also have two Autistic units in our school.

## Organisational Structure



## **2. General Statement of Policy**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

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

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**Chairperson, Board of Management**

**Principal**

School: Caherline National School

Date:

*This statement shall be posted at the School's Administration*

### **3. Applicable Legislation**

Non-exhaustive list of safety, health and welfare legislation and guidance that particularly applies to Caherline National School.

- Safety, Health and Welfare at Work Act, 2005
- Safety, Health and Welfare (General Application) Regulations, 2007 to 2016
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001
- Safety, Health and Welfare at Work (Biological Agents) Regulations 2013

#### **Applicable Guidance**

- H.S.A - Guidelines on Managing Safety and Health in Primary Schools

#### **3.1. Determination of applicable legal requirements and other requirements**

To ensure that the school is aware of, and can implement measures to ensure compliance with national legislation, applicable standards, and other requirements applicable to the school; the Board of Management (or a designated person) shall;

##### **1. Identify / Review**

Identify and review legal and other requirements at least annually, relevant legislation sources which include:

- Health and Safety Authority
- Irish Standards Authority
- Other applicable industry sources

Identified legislation and other specific compliance requirements will be included within the company safety statement and company policies where applicable.

##### **2. Apply**

The company policies and procedures will be reviewed with respect to compliance obligations when changes to relevant legal and other requirements occur. This includes making recommendations for review and amendment, as applicable.

##### **3. Communicate legal and other requirements**

Legal and other requirements will be communicated to employees through the following means:

- Circulation of documents and verbal briefings

References:

The link <http://hsa.ie/eng/Legislation/> gives access to various occupational safety and health and dangerous substances legislation and associated Codes of Practice which is administered and enforced, in whole or part, by the Health and Safety Authority.

The webpage and documents are updated periodically, and while every effort is made to ensure the accuracy of the document, the Health and Safety Authority cannot guarantee it to be completely accurate.

Access to all Irish legislation is available on [www.IrishStatuteBook.ie](http://www.IrishStatuteBook.ie) (Website of the Office of the Attorney General).



#### **4. Responsibilities and Safety, Health and Welfare Personnel**

<b>POSITION:</b>	<b>2020</b>
Board of Management - Chairperson	Christine Madden
Board of Management	See note 1 (p. 41)
Principal	Gearóid Power
Deputy Principal	Orlagh Eichholz
Safety Representative	Gearóid Power
Health and Safety Post-Holder	Eileen Kelleher
Post of Responsibility for Fire Safety	Eileen Kelleher
Caretaker	Micheal Murnane
Cleaning	Mena Fitzgerald
Teachers	See note 2 (p. 41)
SNA's	See note 3 (p. 41)
Secretary	Michelle Nelligan
Sub-Contractors	As required for school maintenance
Visitors	Parents, Guardians, Other persons utilising the school facilities.
Students	As applicable

## **4.1 Responsibilities of the Board of Management (BOM)**

**The Board of Management, acting as the Employer, will ensure that:**

1. Adequate resources of time, personnel and finance are available for the effective implementation of the schools Safety, Health and Welfare Statement
2. All personnel recruited are suitable for and competent to carry out their duties.
3. Subcontractors and self-employed persons engaged will be made aware of the employers and schools safety, health and welfare statement.
4. A safe place of work with safe access egress is designed, provided and maintained.
5. Plant and equipment that is safe and without risk to health is provided and ensure that regulatory inspections and examinations are conducted.
6. Risks to employees from the use of any articles or substances and from noise, vibration, radiation or any other physical agent are prevented.
7. Safe Systems of work are planned, organised, maintained and revised.
8. Adequate welfare facilities are provided and maintained.
9. Employees are informed instructed, trained & supervised in a format, manner and language that can be understood by all.
10. Suitable protective clothing and equipment required by legislation or risk assessments is provided and maintained
11. Any accidents and disease, and dangerous occurrences at work that requires notification is reported to the Health & Safety Authority
12. Where necessary, the services of a competent person for the purpose of ensuring the safety, health & welfare of employees is obtained.

Any temporary or fixed term worker is deemed by the Safety, Health and Welfare at Work Act 2005 to be an employee so all of the duties of employers to their employees also apply for these workers.

Employers cannot pass onto employees any financial cost associated with duties relating to safety, health & welfare at work.

## **4.2. Responsibilities of the Principal / Deputy Principal**

**The Principal and Deputy Principal will ensure;**

1. A full and accurate knowledge and understanding of the school's safety statement and ensure that all involved appreciate their responsibilities.
2. Procedures are in place for all new employees in the school to receive adequate safety induction training.
3. All school personnel receive adequate instruction and training with respect to their duties
4. Work is planned and organised to minimise risks and ensure adequate supervision at all times.
5. Procedures are in place to provide adequate protection for all people involved in the school activities.
6. Policies are in place to prevent improper conduct and behaviour in the workplace such as bullying etc.
7. Procedures are in place to ensure work equipment is used and maintained in a good and safe condition.
8. Procedures are in place for the safe delivery, stacking and storage of materials.
9. Make arrangements to inspect and maintain the work premises, fire prevention/ fighting equipment, welfare facilities and first aid supplies.
10. Make arrangements to maintain all work areas in a tidy state and free of accumulated refuse.
11. Procedures are in place so that any required personnel protective equipment is available, issued, replaced when necessary and that it is used correctly by employees.
12. Periodic Safety, Health and Welfare inspections are carried out and report findings to BOM and review and implement improvements.
13. Procedures are in place to record all accidents / incidents in the school's incidental book.
14. Appropriate accident/ incident reports and investigations are completed and forwarded to the BOM who will then notify given to H.S.A where applicable.
15. Recommendations from safety, health and welfare reviews or accident investigations are implemented.
16. Procedures are in place to inform visitors / customers/ suppliers to the school of safety rules and arrangements.

#### **4.3. Responsibilities of Schools Health and Safety Post Holder / Committee**

**The School's Health and Safety Post Holder / Safety Committee (when established) will;**

1. Have a thorough knowledge of the school's safety statement and health and safety legislation and be committed to ensuring that the prescribed standards are observed.
2. Establish the objectives of the school's annual safety and health plan and oversee and promote the implementation of these objectives where possible.
3. Monitor Health and Safety in the school and carry out periodic inspections / audits and document and report findings to the schools BOM
4. Monitor risk assessment controls and advise management of compliance.
5. Ensure arrangements for advice, guidance and instruction on safety matters to all employees.
6. Ensure all relevant safety information is made available to school personnel.
7. Ensure arrangements for accident investigations to establish cause of accident / incident or dangerous occurrence. Report on accidents, incidents and/or dangerous occurrences should they occur and make recommendations for future avoidance.
8. Ensure that full cooperation is given to the safety representative and adequate time and training is provided for discharge of their duties.
9. Co-ordinate health and safety training where required.
10. Liaise with school management and staff on matters relating to Health and Safety.
11. Liaise with Health and Safety Authority when required.
12. Review and follow up where necessary inspection reports, and health and safety suggestions, complaints and requests for information.

#### **4.4. Responsibilities of Teachers / Non-teaching personnel**

**With respect to their relevant area a teacher / non-teaching personnel will:**

1. Comply with health and safety legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
2. Be familiar with school's safety statement and risk assessments applicable to their area and insist that the prescribed standards and controls are in place.
3. Continually assess their own work area and activities to identify hazards and risks and report to school management.
4. Where equipment or work materials are faulty or defective they are to be suitably labelled and removed from use.
5. Continually consider the equipment, work environment and personnel under their supervision to identify possible improvements, training requirements, problem areas and report using safety/ health forms to the health and safety officer.
6. Ensure adequate levels of housekeeping are maintained.
7. Ensure that they comply with the school's Code of Conduct and that personnel under their supervision have been informed of the risks and where required wear any personnel protective equipment.
8. Ensure that only competent personnel operate any plant or equipment provided.
9. Ensure tools, equipment and materials required are safely **USED, STORED** and **MAINTAINED** in good condition and that all safety guards and devices are fitted properly and used correctly.
10. Ensure that suitable First Aid / Fire Extinguisher(s) are available for emergency use and emergency exits are clear.
11. Report all accidents promptly, and complete in as much detail as possible in the incident book.
12. Assist the school safety personnel as and where instructed and trained.
13. Ensure that she / he is not under the influence of an intoxicant to the extent of endangering his or her own or any other person's safety and health.
14. Not engage in improper conduct or other behaviour, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other persons.
15. Must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety and health of any person at risk.
16. Employees must also report to the employer:-

- Any defect in the place or system of work or with any article or substance used which might endanger the safety and health of employees or any other person.
- Any contravention of safety and health legislation which may endanger the safety and health of employees or any other person.

#### **4.5. Responsibilities of Maintenance Personnel**

**Maintenance / Caretaker personnel will;**

1. Ensure that regular preventative general maintenance is carried out on all school premises to maintain safe working conditions and that safe access/ egress is available at all times
2. Ensure general maintenance of school grounds and outside facilities and that safe access/ egress is available and slip trip hazards are minimised.
3. Ensure general maintenance of plant and equipment where competent to do so and arrange for specialised repair or servicing.
4. Be familiar with risk assessments applicable to their department and ensure safety health and welfare controls are fully implemented. Ensure safe methods of maintenance work (i.e. isolation, lock out tag out etc.)
5. Continually assess their own work area and all of its activities to identify hazards and risks and report to school management.
6. Where equipment or work materials are faulty or defective they are to be suitably labelled and removed from use.
7. Continually consider the equipment and work environment to identify possible improvements, training requirements, problem areas and report to school management.
8. Ensure adequate levels of housekeeping are maintained and to report any faults or defects to school management.
9. Supervise maintenance contractors to monitor maintenance contractors' compliance with health and safety rules and regulations and report to school management
10. Assist the school safety personnel as and where instructed and trained
11. Attend safety consultation meetings when required.

#### **4.6. Responsibilities of the School Bus Driver**

**The School Bus Driver(s), must ensure that they;**

1. Are familiar with the Safety Statement and comply with the prescribed standards.
2. Competent and that they have the correct licence to drive the vehicle.
3. Assess their vehicle and equipment, associated traffic routes and work areas and associated tasks to identify hazards and risks and feedback information to the Health and Safety Post Holder / Principal / BOM.
4. Ensure that vehicles and lifting equipment have been inspected as required and that the vehicle is not overloaded and that passengers are secured appropriately prior to commencing journeys.
5. Continually consider the vehicle and the work environment to identify possible improvements, training requirements, problem areas and feedback information to the Health and Safety Post Holder / Principal / BOM.
6. Report any maintenance requirements and all defects to the relevant person and ensure that vehicles with defects remain out of use till repaired or serviced.
7. Report all accidents promptly and complete in as much detail as possible in the accident report forms in accordance with accident reporting procedure.



## **4.7. Responsibilities of Designated Persons**

### **4.7.1. First Aid Personnel**

#### **Designated Occupational First Aiders will:**

1. Have undertaken a recognised occupational first aid course and comply with the prescribed standards
2. **In general**
  - Assess the accident situation.
  - Arrive at a diagnosis for each casualty or illness.
  - Give immediate and adequate treatment, bearing in mind that some casualties will require more urgent attention than others.
  - Inform safety representative and manager
3. **When a serious accident occurs**, the following procedures must be followed

The designated first aid persons must take charge of the proceedings as follows;

- Observe accident location and status of injured person
  - If there is a risk of further injury, move injured person to safety.
  - Call for immediate medical assistance or emergency service.
  - See that first aid etc is administered as required.
  - If ambulance is called, make sure the exact location is given and that the ambulance can access the area as near as possible to the injured person.
  - Establish location of hospital and appoint a suitable person to travel with the injured person.
  - Notify family of injured person and if required arrange for transport for them to go to the hospital.
  - Inform safety representative and manager
  - Provide any assistance or information to personnel investigating accidents
4. **Undertake periodic practise of first aid activities**

#### **First Aid Supplies**

1. The secretary will co-ordinated the checking of first aid kits and order additional supplies with purchasing where required.

#### **4.7.2.Fire / Emergency Personnel**

**H&S Post Holder will complete and coordinate;**

- Evacuation of the school premises
- Roll call

##### **1. In general**

- Assess the situation.
- If fire location is evident and only if it is safe to do so attempt to extinguish the fire with the appliances provided but do not take any personal risks.
- If fire location is unknown and only if it is safe to do so proceed to fire panel and establish the fire zone affected.
- If the fire has been successfully extinguished and no further risk is evident, turn off fire alarm and notify assembled personnel. Inform management at earliest convenience.
- If the fire cannot be successfully extinguished or further risk is evident evacuate immediately and notify the emergency services.
- Inform management ASAP.
- Meet the firefighting / emergency services and assist and inform as required.

**The H&S Post Holder will;**

1. Update the fire policy
2. Organise fire drills
3. Regularly check emergency exits, fire doors etc.
4. Inform school management of possible fire hazards

#### **4.8. Responsibilities of Safety Representative(s)**

The Safety, Health and Welfare at Work Act 2005 entitles employees to select and appoint safety representatives to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

##### **The safety representative(s) (when appointed) will;**

1. Have knowledge and understanding of the School Safety Statement and Safety Health and Welfare at Work legislation.
2. Be involved in consultation of maintaining safety health and welfare standards in the workplace and make representations to management as required.
3. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and ideally keep records of all such inspections and hazards.
4. Acquire the information, training and knowledge to fulfil the functions outlined by attending safety talks, seminars, training courses etc, as and when required.
5. Investigate complaints, accidents and dangerous occurrence
6. Accompany a HSA. Inspector on any inspection. Receive advice and information from an Inspector and make representation as required.
7. Foster safety awareness in the workplace, promote safe working practices

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

#### **4.9. Responsibilities of Competent Persons**

Where hazards and risks are complex the school will obtain the services of competent personnel for the purpose of ensuring the safety, health & welfare of employees.

##### **Competent persons will:**

1. Enter the premises at reception and sign in and out of the register maintained there. This is the responsibility of the staff member with whom arrangements were made.
2. Carry out specified activity, inspections and / or audits and document and report findings to school management.
3. Provide advice, guidance and instruction on safety matters to school employees.
4. Advise management to Order work to stop if of the opinion that any activities represent a serious risk of injury to personnel.
5. Advise management on legislation, which is relevant to school activities.
6. Advise management on statutory inspection and tests on plant and equipment as required.
7. Liaise with the school staff on matters relating to Health and Safety where required.
8. Monitor P.P.E usage and advise management on protective equipment required if applicable.
9. Review and follow up where necessary inspection reports, and health and safety suggestions, complaints and requests for information.

#### **4.10. Responsibility of Contractors (Suppliers and Self-Employed Persons)**

##### **Sub-Contractors and Self Employed will;**

1. Contractors and self-employed persons shall provide a copy of their Safety Statement when requested to do so.
2. Self-employed persons must conform generally with the duties and responsibilities as for employees.
3. Contractors must produce evidence when requested, showing that appropriate Employers Liability and Public Liability Insurance is in place.
4. Contractors and self-employed persons have a duty to bring to the attention of school management and anyone else that may be affected by any process or use of materials which may endanger Health and Safety while at work.
5. Contractors and self-employed persons shall comply with the requirements of this Safety Statement and co-operate with management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
6. Contractors must ensure all their employees and others under their care are provided with and wear suitable personnel protective equipment if applicable.
7. All Contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
8. Contractors must only use competent and suitable persons.
9. Contractors must ensure that their supervisors and employees are aware of the obligations placed upon them with regard to Health and Safety.

#### **4.11. Responsibilities Students and Visitors**

**Students and visitors are expected to;**

1. Respect and comply with the school's health and safety policies and procedures.
2. Cooperate with persons trying to implement the school's health and safety procedures.
3. Report any observed unsafe acts or conditions to a member of the school staff.
4. Respect and comply with the school's standard of behaviour and values.
5. Not engage in improper conduct or other behaviour that is likely to endanger their safety, health and welfare or that of any other persons.

## **5. Arrangements**

### **6.1. Emergencies and Accidents**

#### **Policy:**

Caherline NS shall prepare and revise as necessary adequate plans and procedures to be followed in the case of an emergency or serious and imminent danger and provide any necessary measures for first aid, fire-fighting and the evacuation of pupils, employees and others and contact with the emergency services

#### **Responsibility:**

<b>School Management</b>	Plan and develop procedures and provide instruction and training. Schedule the inspection of fire and emergency equipment.
<b>Caretaker</b>	Periodically visually inspect fire doors etc.
<b>H&amp;S Post Holder</b>	Maintain fire policy records Implement and record fire drills
<b>Employees</b>	Comply with procedures

#### **Method:**

##### **Fire / Emergencies**

Refer to Fire Drill and Evacuation Policy

- Established emergency procedures and responsibilities
- Posted emergency procedures and contact numbers
- Provision and maintenance of Firefighting equipment
- Provision and maintenance of Fire detection equipment

##### **Records**

Refer to Fire Drill and Evacuation Policy

Fire Policy Maintained and containing the following:

- Records of fire equipment inspections
- Records of emergency equipment inspections
- Records of fire drills

## **6.2. First Aid and Accidents**

### **Policy:**

Caherline NS will prepare and revise as necessary adequate plans and procedures to be followed in the case of an accident and provide suitable first aid supplies and designate competent persons

### **Responsibility:**

<b>School Management</b>	Plan and develop suitable accident procedures. Provide resources for equipment and training. Maintain incident book.
<b>Occupational First Aiders</b>	Complete training, practice and implement procedures. Report accidents in incident book.
<b>H&amp;S Post Holder</b>	Post emergency contact details.
<b>Secretary</b>	Coordinate the checking and stocking of first aid supplies. Ordering supplies.
<b>Employees</b>	Awareness of accident procedures, personnel and equipment. Comply with procedures, post-accident in incidental book.

### **Method:**

#### **1. First aid supplies and equipment**

- First aid box located at reception
- Secretary will coordinate checks on supplies each term and restock accordingly.
- All employees should inform the secretary of low supplies.

#### **2. First Aid Personnel**

- The school will consult with and designated at least 2 people as First Aid Responders
- First Aid Response training is to be provided and periodic practice of procedures completed



**Designated First Aid Responder will;**

1. Have undertaken a recognised occupational first aid course and comply with the prescribed standards
2. **In general**
  - Assess the accident situation.
  - Arrive at a diagnosis for each casualty or illness.
  - Give immediate and adequate treatment, bearing in mind that some casualties will require more urgent attention than others.
  - Inform safety representative and school principal or deputy principal.
3. **When a serious accident occurs**, the following procedures must be followed  
The designated first aid persons are to take charge of the proceedings as follows;
  - Observe accident location and status of injured person
  - If there is a risk of further injury, move injured person to safety.
  - Call for immediate medical assistance or emergency service.
  - See that first aid etc is administered as required.
  - If ambulance is called, make sure the exact location is given and that the ambulance can access the area as near as possible to the injured person.
  - Establish location of hospital and appoint a suitable person to travel with the injured person.
  - Notify family of injured person and if required arrange for transport for them to go to the hospital.
  - Inform safety representative and school principal or deputy principal.
  - Provide any assistance or information to personnel investigating accidents

**3. Accident Procedures**

Emergency contact numbers at reception

**Employees**

1. In the event of an accident employees will inform the schools designated person / first aider immediately

2. Provide assistance as required
  3. Complete accident report in incident book
4. **Undertake regular practise of first aid procedures**
5. **Records**
  - a. Incident book available in reception
  - b. Completed Accident reports should be logged in the Incident book.
  - c. Copies of training records of designated first aid responders to be kept in the office

### **6.3. Reporting Accidents / Incidents and Dangerous Occurrences**

#### **Policy:**

It is school policy to evaluate and record (in the Incident Book) all accidents or incidents, adversely affecting employee safety health and welfare, that occur during work activities in order to prevent reoccurrence and instigate improvements, where practicable.

#### **Responsibility:**

<b>School Management</b>	Investigate accidents, review and implement corrective action where required
<b>H&amp;S Post Holder</b>	Ensure records are kept, and assist management in implementing corrective action reported to management
<b>Employees</b>	Record all accidents and incidents and report to management.

#### **Method:**

##### **1. Accident Reporting Procedure**

1. Once first aid has been arranged (if required) all accidents / near misses must be reported to the safety representative and or management in a timely manner.
2. The teacher will record all accidents/ incidents on health and information.
3. All serious accidents and dangerous occurrences (after first aid has been arranged) are to be reported immediately to management.
4. **A report in the Incident book is** to be completed by all necessary personnel as soon as possible where applicable.
5. The Employer will notify the Health and Safety Authority on the Standard Approved IR1 or IR3 form:

##### **Accident Report Form (IR1)**

##### **Dangerous Occurrence Report Form (IR3)**

6. Both the Accident Report Form – IR1 and the Dangerous Occurrence Report Form – IR3 can be completed online using the link: [Report an incident online](#)
7. Accidents and dangerous occurrences are required to be reported to the Authority in line with the Safety, Health and Welfare at Work (Reporting of

Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016). The guidance document explaining why accident and dangerous occurrence reporting is required, what is reportable, what is not reportable, who should make the report and how the report should be made can be found at the following link

[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Safety\\_and\\_Health\\_Management/Accident\\_and\\_Dangerous\\_Occurrences\\_Reporting.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Accident_and_Dangerous_Occurrences_Reporting.pdf)

8. Only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable.
9. Fatal accidents must be reported immediately to the Authority or Gardaí. Subsequently, the formal report should be submitted to the Authority within five working days of the death.
10. Non-fatal accidents or dangerous occurrences should be reported to the Authority within ten working days of the event.
11. Injuries to any employee because of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the Authority.
12. In the event of death, supply the Health & Safety Authority by the quickest practicable means with the name of the deceased, brief particulars and the location of the accident and as soon as practicable send a written report in the approved form to the Authority of the death, injury, condition, accident or danger occurrence.
13. Details of an accident or dangerous occurrence shall be kept in the form in which they were reported to the Authority. All such records shall be kept for a period of at least ten years.

### **Health and Safety Authority**

Call: 1890 289 389

(9:00am to 12:30pm, Monday to Friday)

Email: [wcu@hsa.ie](mailto:wcu@hsa.ie)

[www.hsa.ie](http://www.hsa.ie)

Health and Safety Authority

The Metropolitan Building

James Joyce Street

Dublin 1

## **2. Accident / Investigation**

In the aftermath of the accident (as soon as is possible) school management and competent persons shall;

1. Ensure the workplace remains undisturbed if the H.S.A are to inspect the scene of the accident. Do not move anything unless further serious risks have to be avoided.
2. Gather all information available, take sketches / photographs of area where the accident happened.
3. Obtain written witness statements as soon as possible.
4. Seek guidance on further reports and investigations
5. Complete Incident report
6. Establish any preventative or corrective action to prevent reoccurrence of accident or similar occurrence.

## **6.4. Consultation**

### **Policy:**

Caherline NS has a duty to consult with employees about; -

- Risk Assessments (hazards, risks and control measures)
- Safety Statement (management of safety, health and welfare)
- Accidents, ill health, diseases and dangerous occurrences
- Persons designated with emergency duties.
- Competent persons for ensuring safety and health
- Training
- New work technologies / equipment / activities

### **Responsibility:**

<b>School Management</b>	Designate persons and times for health and safety communication and consultation
<b>H&amp;S Post Holder</b>	Assist the school management in providing information and issues for consultation at health and safety meetings and periodically at staff meetings
<b>Employees</b>	Engage in health and safety consultation

### **Method:**

#### **General Safety Consultation**

1. The school initially consults with employees through communication of the safety statement, risk assessments and health and safety procedures in place in the school.
2. The school promotes employee feedback or suggestions on safety, health and welfare issues either in daily communications with the school management or by informing the H&S coordinator or safety representative.
3. Health and safety issues are also communicated at staff meetings.

#### **Safety Representative**

1. The employees can consult with the elected safety representative

## **6.5. Information**

### **Policy:**

Caherline NS provides employees and others with information on hazards, risks and measures taken as regards safety, health and welfare and the names of emergency staff and safety representatives. Employees of another employer working in the place of work must also be informed.

### **Responsibility:**

<b>School Management</b>	To ensure the provision of suitable and sufficient health and safety information to reduce accidents and ill health.
<b>H&amp;S Post Holder</b>	To compile and update and maintain the health and safety statement and make it accessible to staff.
<b>Employees</b>	To utilise and comply with the health and safety information provided.

### **Method:**

The following information is provided and located in the office and on the school's computer network where applicable.

- The School's Health and Safety Statement:
  - Brought to the attention of all staff on an annual basis or when it is amended.
  - A copy of the Safety Statement is held in a central location and questions or queries are to be dealt with immediately.
- School Risk Assessments
- School Policies - Fire Drill and Evacuation
- Emergency procedures and numbers
- Incident book
- Plant and equipment manuals and operating instructions
- Signage erected throughout work place

### **Relevant Guidance documents**

- H.S.A Guidelines for Managing Health and Safety in Primary Schools
- Health and Safety Legislation and guidance documents
- Department of Education and Skills circulars and guidance information.

## **6.6. Training & Instruction**

### **Policy:**

Caherline NS is committed to providing Health and Safety instruction and training at all levels in the organisation. The more employees are educated, interested and encouraged to participate in accident prevention measures, the better the result will be. Employees are entitled to receive safety and health training, which must take place during work time and without loss of remuneration.

### **Responsibility:**

<b>School Management</b>	Coordinate and source suitable training and instruction
<b>H&amp;S Post Holder</b>	Review risk assessments and identify training needs and maintain records
<b>Employees</b>	To avail of health and safety training and comply with the standards prescribed by the training or instruction.

### **Method:**

1. **Training and instruction will be given on a periodic basis to all staff**
2. **General School Induction including the;**
  - Safety Statement
  - Emergency procedures
  - School policies and procedures
3. **Specialist Courses**
  - Specialist training is provided where required to ensure employees have the necessary skills to complete their work safely.
  - e.g. First aid, health and safety at work.
4. **Training Records**

Copies of training records are to be contained in the school's safety folder / employee records.



## **6.7. Personal Protective Equipment (PPE)**

### **Policy:**

Caherline NS will select and provide suitable and sufficient Personal Protective Equipment to all employees in compliance with regulations and where required by school risk assessments and statutory requirements.

### **Responsibility:**

<b>School Management</b>	Provide appropriate PPE and obtain advice and aid from the manufacturers/supplies if required. Ensure adequate supplies of PPE are available.
<b>H&amp;S Post Holder</b>	Review risk assessments and identify PPE requirements and training.
<b>Employees</b>	Help identify the PPE necessary in their work area and for specific tasks. Take reasonable care of any equipment and wear and use any equipment provided as directed.

### **Method:**

1. Risk assessments reviewed to establish PPE requirements or as specified in specific or operating manuals / procedures.
2. PPE will be issued to all employees as required.
3. The arrangement for wearing PPE is obligatory to all personnel.
4. Defective or worn PPE is not to be used by employees and must be replaced.
5. PPE supplies and replacements are ordered from suppliers by teachers or designated persons as applicable to their department.
6. Employees are to notify school management of any concerns regarding PPE fit or use.

## **6.8. Monitoring /Inspections, Auditing & Review**

### **Policy:**

Caherline NS will regularly monitor and inspect the workplace as a means of

- Identifying hazards
- Checking that controls are implemented and
- Appraising any problems with work conditions and practices.

### **Responsibility:**

<b>School Management</b>	To ensure the provision of suitable and sufficient health and safety monitoring. To request and review health and safety performance reports, workplace inspections and implement corrective action to reduce accidents and ill health.
<b>H&amp;S Post Holder</b>	Complete health and safety inspections and report to management. Assist management in corrective action when required.
<b>Employees</b>	Assist and provide information as required in completion of inspections and corrective action.

### **Method:**

1. **General**
  - Informal day to day basis inspection of the school workplace and activities by school employees.
  - If employees have not the authority to remedy the situation they will communicate the problem to a member of school management who has.
2. **Annual School Inspections**
  - The H& S coordinator completes an annual safety, health and welfare inspection using a check sheet and the risk assessments in the last term and reports to management
3. **Annual Safety Statement and Risk Assessment Review**
  1. The H& S coordinator will review the school's safety statement and safety procedures
  2. Report to school management
4. **External Audits /Inspections**
  - Periodic audits or inspections may be scheduled by the school or by external parties such as the Department of Education and Skills, the

Health and Safety Authority and others as applicable. The may include:

- General safety inspections
- Specific safety inspections
- Accident investigations
- Reports presented to management will be reviewed and corrective action implemented.

## **6.9. Employee Health, Well-being and Conduct**

### **6.9.1 Medical Fitness to Work**

Employees who become aware that they are suffering from any disease or physical or mental impairment, which affects their performance of work and could give rise to risks to the safety health and welfare of persons at work, must notify the employer and /or a registered medical practitioner.

### **6.9.2 Pregnant Employees**

Caherline NS is aware of its responsibilities under the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks.

### **6.9.3 Intoxicants - Drug and Alcohol Use**

The Safety Health and Welfare at Work Act 2005 defines “intoxicant” as including alcohol and drugs and any combination of drugs or of drugs and alcohol.

Employees must not be under the influence of an intoxicant to the extent that they are in such a state as to endanger their safety and health or that of any other person. It is policy to prohibit the illegal use of any drug, narcotic or controlled substance.

The organisation would encourage employees with drug or alcohol-related problems to seek the support of medical advice and counselling.

### **6.9.4 Stress**

Stress that results in ill-health in the workplace is recognised as significant health and safety issue.

Employees who feel that they are under unreasonable stress or anyone that notices personnel who seem to be suffering ill-health from stress should bring the problem to the attention of their principal, vice principal or safety representative where elected.

### **6.9.5 Disciplinary Procedures**

Caherline NS is committed to providing an environment, which supports and encourages the rights of all individuals. All teaching and non-teaching employees are expected to respect the right of each person to dignity in the work place. The Employer has a specific responsibility to prevent Improper Conduct and to promote acceptable behaviour in the workplace.

Caherline NS will not tolerate any form of behaviour that includes

- **BULLYING**
- **VIOLENCE OR**
- **SEXUAL HARASSMENT**

Where advice and persuasion fail to achieve compliance with the Safety Health and Welfare requirements detailed in this statement then the following disciplinary procedure will apply.

Breaches of health and safety responsibilities or breaches of established health and safety rules and procedures are treated very seriously.

Employee disciplinary procedures and policies are contained on the school server.

## **7. Risk Assessments**

### **Policy:**

Caherline NS will systematically identify the hazards in the workplace and prepare written assessment of the risks and implement any controls and improvements considered necessary. Risk assessments will be used as a basis for monitoring health and safety controls and improvements in the workplace.

### **Responsibility:**

<b>School Management:</b>	To ensure appropriate risk assessments are prepared and advice obtained from competent persons if required.
<b>H&amp;S Post Holder</b>	To coordinate the completion of risk assessments using the HSA's risk assessment tools and maintain the risk assessment folder and coordinate annual revision and updating of written risk assessments.
<b>Employees</b>	Assist in the identification of hazards and preparation of risk assessments for their designated work areas. Assist in the implementation and monitoring of controls. Report to management or their safety representative any new or additional hazards and risks in the workplace.

### **Method:**

The risk assessment process is ongoing.

1. The HSA's school risk assessments templates are utilised and are completed by various employees and others for the different school departments and school activities. Specific risk assessments may also be completed by external parties as required.
2. Completed risk assessments are documented in the "Risk Assessment Folder"
3. Any identified health and safety concerns or required additional controls from the risk assessment process will be presented to school management for decisions regarding further actions to be implemented with priority given to hazards that continue to present a level of high risk.

4. The completion and review of risk assessments priority will also be given to hazards where employees have raised concerns, competent guidance or additional information recommends assessment and when near misses, incidents and accidents have occurred.
5. Risk assessments are also to be used as the basis for monitoring and inspecting health and safety in the school.
6. **Relevant Risk assessments will be reviewed and revised where required**
  - **at least annually**
  - **immediately upon accident, incident or near miss report**
  - **When work conditions, school activities and or personnel significantly change**

## **7.1. The Risk Assessment Process**

In order to ensure that hazards with the greatest risks are addressed first it is necessary to be able to rank those risks.

The method chosen for Risk Assessment is descriptive. Two factors were taken into consideration for the Assessment of each risk. (Likelihood of Occurrence and Consequence of Occurrence)

LIKELIHOOD OF OCCURRENCE	CONSEQUENCE OF OCCURRENCE
Never	Trivial
Rarely	Minor Injuries, e.g. Cuts and Bruises
Occasionally	Medium Injury, e.g. Burn, Cut requiring stitches
Often	Major - Breakage of limb / Serious back injury
Always	Death / Loss of one or more limbs

Once hazards are assessed in terms of likelihood and consequence a risk level can be expressed.

**Risk level = Likelihood x Consequence**

The table below illustrates the level of risk is determined as follows:

Consequence		Trivial	Minor injury	Medium injury	Major injury	Death
Likelihood	Never	LOW	LOW	LOW	MED	MED
	Rarely	LOW	LOW	LOW	MED	MED
	Occasionally	LOW	MED	MED	MED	HIGH
	Often	MED	MED	MED	HIGH	HIGH
	Always	MED	MED	HIGH	HIGH	HIGH

The actions to be taken at this stage are documented in the table below.



RISK LEVEL	ACTION AND TIMESCALE
<b>LOW</b>	No immediate action required but should be assessed again after a 6-month interval.
<b>MEDIUM</b>	<p>Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period.</p> <p>Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.</p>
<b>HIGH</b>	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

## **7.2. The Risk Assessment Form**

There is a need to assemble all the pertinent information regarding the Risks and Hazards of the task being assessed in one place. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard-causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows management to evaluate dangers to their work force and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

Particular attention must be paid to risk assessments made with regard to the following:

### **Young Persons under the age of 18 years**

No young person is to be employed where the work:

- Is beyond their physical and/or mental capacity;
- Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration;
- Where there is a risk of accidents that are unlikely to be perceived by young persons

### **Pregnant Employees**

Caherline NS intends to do all that is reasonably practicable in complying with its obligations under the *Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees* as well as other relevant legislation. The Business accepts that no Pregnant Employees health status or the unborn child should be put at risk by her work duties.

### **7.3. Risk Assessment Folder**

Risk Assessment Folder	
Art	1.
Canteen	2.
Cleaning	3.
Computers	4.
General School / Classroom	5.
Maintenance	6.
Physical Education	7.
Science	8.
Technologies	9.
Trips / Extra-Curricular / Sports	10.
Other	11.

## **8. Miscellaneous**

### **8.1.Pupils**

#### **Enrolment Form:**

There is a section allowing parents to identify any allergies/illnesses of the applicant.

The policy of the school in relation to the treatment of accidents is outlined on the enrolment form as follows:

In the case of minor accidents, such as slight cuts and grazes, the cut is normally washed with water and then treated with a mild disinfectant spray. A plaster is then applied. If you do not want this administered, please inform the school in writing.

- ❑ All staff are made aware of health issues in relation to certain pupils at the beginning of the school year for all new entrants.

#### **Administration of Medicine:** (See school's Administration of Medicine Policy)

It is the policy of the BOM of Caherline NS that all drugs, medications etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorized personnel.

#### **Accident Procedures:**

- Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with water or a mild wound spray and applying a plaster where necessary. If you do not wish school staff to treat a minor injury please inform the school in writing.
- The first aid kit is kept outside the secretary's office in the GP Hall.
- If the accident is serious parents are informed immediately and are asked to collect the child to bring him/her for treatment.
- If the child suffers a head injury in school, the teacher/secretary will ring and inform the parents.
- We have a list of contact telephone numbers for all our families, which is updated every year. This is kept in the secretary's office close to the phone and also in each classroom.

All pupils are covered by Personal Accident Insurance, which will cover medical expenses incurred as a result of accidents that happen during school hours or outside school hours on school related activities.

❑ Sickness:

Children who are ill should not be sent to school. The parents/guardians of children who become ill during school time are contacted and advised of situation.

When a child becomes ill or injured during break time, the teacher on yard duty will ensure that yard is being monitored while they briefly leave to accompany child to the reception.

❑ Head Lice:

If there is an outbreak of head lice in the class, all parents of that class are informed and asked to take immediate action to treat infestation.

❑ Healthy Eating: See Healthy Eating Policy

❑ Water:

There is an adequate supply of drinking water in the school for staff and pupils. Regular communication between the Water Scheme and the school ensures we are kept up to date with any concerns or hazards.

❑ Clothing/Protection:

Parents and pupils are made aware of the need for proper clothing and footwear (e.g. proper shoes for PE, helmets for hurling, gloves for National Spring Clean)

- ❑ All children who need to leave the school building during the day for medical appointments etc. have to be collected at the school reception. A note or phone call is required.
- ❑ Each teacher is paired with another teacher and in the event of a teacher being absent, paired teacher will take over yard duty and supervision. The supervision roster is displayed in the staff room each new school year and is kept on file thereafter.
- ❑ Code of Behaviour and Anti Bullying Policies available in School Plan.

- ❑ For all allegations or suspicions of Child Abuse we refer to the Child Protection Guidelines and follow them precisely. Also refer to CPSMA Management Board Members Handbook.

## ❑ Collecting Children

All parents/guardians/carers, in the interest of safety must obey all signs upon entering the school grounds.

Cars are advised to drive slowly on entering school grounds when collecting children.

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

Due to health and safety concerns we would ask those collecting infants at 1.40 to walk onto the basketball court and to take their child by the hand from the designated line. Class teachers and SNA's will ensure this happens. Under no circumstances will infant pupils be left leave the school premises without an adult.

## **8.2 Staff**

- Garda Clearance: Each employee will have garda clearance before working in the school.
- Duty of Care: The school maintains a high standard in it's duty of care by:
  - supervising the playground adequately at all times
  - monitoring arrival and dismissal times
  - organising paired duty on the yard
  - organising a roster to allow teachers to leave classrooms on wet days for short breaks
  - a non-run policy is in operation within the school building
- Positive Staff Relations: The school seeks to maintain positive staff relations by following the procedures and policies in the INTO 2000 and the CPSMA Management Board Members Handbook.
- Chemicals: It is the policy of the BOM of Caherline NS that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. All staff have access when necessary.

- Welfare: To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staff-room separate from the work area is provided where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. Staff are not permitted to leave the staff room with an uncovered cup of hot liquid. All staff are aware of this.
- Smoking: It the policy of the BOM of Caherline N.S that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.
- Broken Glass: The BOM of Caherline NS shall minimize the danger arising from broken glass.
- Infectious Diseases: It is the policy of the BOM of Caherline NS that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The BOM will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, hand dryers, paper towels and a facility for the safe disposal of waste.
- Covid: We have enforced all the recommended guidelines from the HSE in relation to Covid 19. Please refer to the school's policy on Covid guidelines. Please refer to Covid 19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools (Appendix 1)

### **8.3 Access to school**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or Secretary as relevant before gaining admittance to the school.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or their nominated agent and shall mark such hazards with warning signs or other suitable protection.

## **9. Acknowledgement of Safety Statement**

### **Policy:**

Caherline NS will bring the safety statement to the attention of all employees on an annual basis.

### **Responsibility:**

<b>School Management:</b>	To ensure a safety statement briefing is conducted with all employees.
<b>H&amp;S Coordinator</b>	To coordinate the completion of safety statement and maintain employee records of acknowledgement of the safety statement and their commitment to it.
<b>Employees</b>	Employees are to confirm their awareness of and commitments to the school's Safety Statement and comply with procedures to help ensure the health and safety of all persons.

### **Records**

Employee Safety Statement Acknowledgement forms to be retained in the school's safety statement.



**a. Acknowledgement of Safety Statement**

I confirm that I have read, understand and I accept the contents of Caherline NS Safety Statement and will abide by all the rules and procedures contained in it.

[illegible]

## **2. Appendix**

### **a. School Safety Folder Structure**

School Safety Folder	
Safety Statement	1.
Risk Assessments	2.
Consultation/ Meetings	3.
Training Records	4.
Information	5.
Emergency	6.
Emergency Plans	
Fire Register	
Accident / Incident	7.
Plant and Equipment Records	8.
Inspections	9.
Planning	10.
Other	11.

## **b. Sample inspection check sheet**



Sample inspection check sheet from H.S.A - Guidelines on Managing Safety and Health in Post Primary Schools Page 236

Classroom/Workshop:	Control In place	Comment	Safety action required	Responsibility	Date closed
Assessed by:					
	Y	N			
<b>Housekeeping</b>					
Floor free from trip/slip hazards?					
Emergency exits/routes & passageways clear?					
Items stored appropriately?					
Raw materials adequately stored?					
All tools stored safely and securely?					
All waste cleared?					
<b>Fire safety</b>					
Fire equipment pins and seals in place?					
All fire equipment gauges reading correctly (i.e. in green)?					
Equipment mounted, serviced, accessible and undamaged?					
Emergency exits indicated, illuminated & easily opened?					
<b>Technical rooms</b>					
Local extraction ventilation working correctly?					
Machine guards & covers in place?					
Any visible machine faults or defects?					
All hand tools free from damage?					
All chemicals stored safely and securely when not in use?					
Personal protective equipment (PPE) in a good working condition?					
Personal protective equipment (PPE) used where required?					
<b>Electrical safety</b>					
All sockets, switches, plugs & cables free from damage?					
Any sockets overloaded?					
Switch/fuse boards locked?					
<b>Working environment &amp; welfare</b>					
All furniture & fittings in good repair?					
All light fittings working functioning?					
First-aid kit accessible and appropriately stocked?					
Relevant safety signs & markings in place?					

If response is 'no' state what action is required and who is responsible.

Signed					
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### c. School Bus Walk- Around Check Sheet

Bus / PSV Driver Walk-Around Check Sheet			
Vehicle Registration Number		Mileage	
			OK 
			Defect 
Check Items			
<b>In-Cab Checks</b>			
1	Good visibility for driver through bus windows and mirrors. All required mirrors fitted and adjusted correctly.		
2	Driving controls, seat and driver safety belt adjusted correctly.		
3	Windscreen washer, wipers, demister and horn operating correctly.		
4	Tachograph calibrated with correct hours. Speed limiter plaque displayed.		
5	All instruments, gauges and other warning devices operating correctly (including ABS/EBD in-cab warning lights).		
6	No air leaks or pressure drop.		
<b>PSV Checks</b>			
7	Fire extinguisher, first aid kit, emergency hammer (if applicable) in place and serviceable.		
8	Passenger safety belts, seats, handrails, walkways, lighting and luggage racks in good condition.		
9	Emergency exit door and buzzer working correctly. Emergency signs in place.		
<b>External Vehicle Checks</b>			
10	Vehicle sitting square and not leaning to one side.		
11	Tax disc, insurance disc and PSV plate (if applicable) present and valid. Number plates clearly visible.		
12	Wheels in good condition and secure. Tyres undamaged with correct inflation and tread depth.		
13	All lights and reflectors fitted, clean and in good condition.		
14	Exhaust secure with no excess noise or smoke.		
15	Vehicle body work in good condition, fuel cut off working.		
16	Vehicle access, steps, handholds and surfaces in good condition.		
17	Air suspension correctly set (if fitted).		
18	Engine oil, water, windscreen washer reservoir and fuel levels checked and no leaks (including fuel cap).		
<b>Prior to Leaving Depot</b>			
19	Steering and brakes operating correctly.		
20	Luggage door secure.		
<b>On-the-Road</b>			
21	Tachograph, speedometer and speed limiter operating correctly.		
22	ABS/EBD warning lights off.		
<b>Defect Details</b>			
Signed		Date	

NOTE: This is a sample driver walk-around Bus / PSV checklist. It is recommended that operators prepare their own driver walk-around checklists to account for the type and use of their own vehicles.

### Note 1: Board of Management

Chairperson: Christine Madden  
Patrons: Fr. Currivan  
Principal: Gearóid Power  
Teacher Representative: Lisa Riordan  
Parents Representative: Peter Tiernan  
Parents Representative: Gemma Murnane  
Community Representative: Ronan O' Connor  
Community Representative : David Balfry

### Note 2: Teachers

Gearóid Power  
Lisa Riordan  
Eileen Kelleher  
Cormac Heffernan  
Denise Carey  
Niamh Mulcahy  
Laura Ivory  
Helen D'Arcy  
Linda Jenkins  
Liz Sheeran  
Orlagh Eichholz  
Caroline Hickey  
Niall Liston  
Karen Crowley

### Note 3: SNA's

Margaret O'Connell  
Olive Murnane  
Trish Commons  
Sharon Casey  
Jo O' Sullivan  
Christine O' Dwyer