

1.

INTRODUCTION

The purpose of the Safety, Health and Welfare at Work Act, 2005, to ensure the safety, health and welfare of all staff in the work place.

This Act applies to employers and staff in all types of work and embrace the activities of St Anthony's School.

The Act requires the employer to prepare a written Safety Statement describing the employee's arrangements and the staff co-operation necessary to achieve this purpose.

A safety Statement is a programme for managing health and safety in the work place. It is based on the identification of hazards and the assessments of risks in the working environment, and it identifies the measures/procedures which need to be implemented to ensure that risks are effectively managed.

This statement was reviewed and approved by the Board of Management on: 30/5/2016

Date: 30th May 2016

Signed: Johnny Mee, Chairperson

2. Health and Safety Mission Statement for St. Anthony's School
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To each Employee, Visitor, Pupil and Contractor:-

This document sets out the Safety Policy of St Anthony's School, specifies the means provided to achieve that policy.

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our school culture.

It is our mission to provide a safe and healthy work environment for all our staff and to meet our duties of care, as far as is reasonably practicable, to pupils, visitors, contractors and members of the public who may be affected by our operations.

We will endeavour to achieve these objectives by providing adequate resources committed to safety and health and through a proactive plan of accident prevention in co-operation with all staff.

It is also our policy to consult with all staff (and pupils where reasonably practicable) on matters of health and safety. Staff are encouraged to comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the workplace.

Safe working is a condition of employment. All personnel will assume responsibility for working safely. The success of the policy will depend on your co-operation. It is therefore, important that you read the Safety Statement carefully and understand your role and the overall arrangements for health and safety.

It is Management's intention to review the Safety Statement in the light of experience and developments within the organisation. Staff are encouraged to put forward suggestions for improvement to the statement.

Signed:

JOHNNY MEE.

Chairperson of Board of Management.

Date:

30/5/2016

3. Health and Safety Policy Statement of St. Anthony's School
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KEY ACTIONS

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in our school. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

*We in **St Anthony's Special School** are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:*

- *Work activities are managed so as to ensure the safety, health and welfare of my/our employees*
- *The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually*
- *Identified protective and preventive measures are implemented and maintained*
- *Improper conduct likely to put an employee's safety and health at risk is prevented*
- *A safe place of work is provided, which is adequately designed and maintained*
- *A safe means of access and egress is provided*
- *Safe plant and equipment are provided*
- *Safe systems of work are provided*
- *Risks to health from any article or substance are prevented*
- *Appropriate information, instruction, training and supervision are provided*
- *Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury*
- *Emergency plans are prepared and revised*
- *Welfare facilities are provided and adequately maintained*
- *Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.*

*Signed: Johnny Mee
Chairperson Board of Management*

30/5/2016

4 Organisation and Responsibilities for Health and Safety.

4.1 Organisation.

It is management's responsibility to facilitate a working environment in which every person is committed to health and safety. In order to achieve this management have devised a Safety Management Programme with specific responsibilities assigned to individuals.

*The Chairperson of the Board of Management has been allocated with **overall** responsibility within St Anthony's School.*

The Board of Management have appointed a Safety Officer on the Board who will liaise with both the Safety Co-ordinator and Safety Representative of the School on the implementation and ongoing monitoring of the Health and Safety responsibilities under the Health & Safety Act 2005.

To achieve this, the Person Responsible has delegated certain duties to the Authorised Deputy; the Principal. The Principal is responsible for the implementation and day-to-day running of the health and safety programme.

The **Safety Officer** on the B.O.M. is: _____ (Signature)
Joe Staunton.

The **Safety Co-ordinator** is: _____ (Signature)
Fiona Byrnes - Principal.

A Safety Representative has been appointed from the school staff to assist the Safety Co-ordinator.

The **Safety Representative** is: _____ (Signature)
Michael Kelly.

4.2

Duties of Persons Responsible:

Johnny Mee, Chairperson B.O.M. & Joe Staunton, Safety Officer - B.O.M.

The Chairperson of the Board of Management holds overall responsibility for health and safety. They are required to ensure that sufficient resources in terms of manpower, time and finances are allocated to the requirements of the safety policy and will also give their full commitment to ensure the programme is management driven. The Safety Officer on the B.O.M will assist the Chairperson by taking responsibility for ensuring that the issues below are addressed.

- Be the driving force behind the Safety Management Programme and take a direct interest in health and safety.
- Provide direct support and commitment towards the safety management programme and to ensure that the person allocated with specific duties; the Safety Co-ordinator has all the required resources.
- Ensure that all necessary resources financial and other are available for the successful implementation of the health and safety management programme
- To support the Safety Committee in their endeavour to working towards a safe and healthy working environment.
- Ensure compliance with current legislation.
- Be familiar with contents of Safety Statement. Ensure that the Safety Statement is brought to the attention of staff at all levels.
- Ensure a reasonable level of safety awareness so far as is reasonably practicable amongst.
- Ensure that the Safety Statement is reviewed regularly. Ensure that the Safety Statement and safety management programme are understood, communicated and implemented
- Ensure that ALL processes and activities are completed safely and without risk to health.
- Ensure that all activities are planned to enable a preventative approach to the control of hazards.
- Ensure consultation between management and staff.
- Consult regularly with the Safety Co-ordinator to keep informed of developments within the Safety Management Programme and ensure that on a continual basis a consultative process with staff exists and is active.
- Ensure staff representations are acted upon where reasonably practicable.
- Appoint specific competent people responsible in the event that action is required in relation to health and safety.
- Ensure that persons with specific responsibilities for health and safety are aware of their responsibilities and have received sufficient training or instruction to enable them to fulfil their roles.
- Ensure that there is a positive approach to safety at all levels of staff and that all staff are aware of the role they play to ensure that successful implementation of this safety

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management programme. All staff will be made aware also of their accountability in terms of their performance in relation to health and safety.

- Appraise the effectiveness of the safety management programme by ensuring that the Safety Co-ordinator meets regularly (as far as is reasonably practical) with the Safety Committee and in particular the Safety Officer.
- Ensure that all management receives competent information on health and safety issues.
- Ensure that risk assessments are reviewed regularly and that these are correctly represented in the Safety Statement.
- Ensure adequate resources are made available e.g. time, manpower, training and finance for the implementation of the health and safety policy to ensure that suitable arrangements and controls can be achieved.
- Endeavour to ensure that a reasonable level of funds and time is available to provide adequate safety and health training. This will enable staff to achieve safety and health standards required by legislation, by relevant codes of practice and those required by this Safety Statement.
- Ensure that an emergency plan for fires, floods, bomb alerts and civil disturbances etc. have been prepared and that personnel responsible under these plans have received adequate training or instruction.
- Complete annual report on progress in relation to health and safety.
- Ensure that management are aware of their role in initiating disciplinary procedures for wilful breaches in health and safety.
- Ensure appropriate training in occupational and environmental health and safety is available to all levels of staff (where deemed necessary).

4.3 Responsibilities of the Safety Co-ordinator: Principal Fiona Byrnes

- Be the driving force behind the Safety Management Programme and take a direct interest in health and safety.
- To co-ordinate health and safety management programme on behalf of the Board of Management and to consult regularly with the Safety Officer.
- To ensure the planning and implementation of training and information in relation to health and safety at all levels of staff. This should be done in consultation with the Safety Committee.
- To provide training in relation to health and safety including induction training for new staff
- Endeavour to ensure that any contractors working for the school observe reasonable safety considerations. Ensure that they are aware that any work carried out will be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.
- Ensure that all accidents and dangerous occurrences are fully investigated and action to correct hazards etc. taken.
- All new equipment, processes, hazardous substances etc. are assessed prior to purchase to determine their suitability from a health and safety perspective, before being used in the school.
- Ensure that all staff with roles, duties and responsibilities under the health and safety management system are aware of their duties and fulfil them.
- To review the Safety Statement annually (or as required in the event of any changes in structure of organisation) with the assistance of the Safety Committee.
- Accident reporting and the maintenance of the accident report book. To ensure that all records and reports concerning audit inspections, accident reports, dangerous occurrences, hazards identified etc. are maintained for future reference.
- Ensure that all records relating to the health and safety of staff are maintained and that any records, test sheets or registers in respect of plant, building, equipment and machinery required by law, are correct and up to date.
- Complete regular reports and distribute to staff regarding current arrangements and progress in the health and safety management system. This will be communicated through the Safety Committee to staff.
- Ensure that all matters arising from consultation with the Safety Committee are dealt with appropriately and represented to management.
- To ensure that availability of legislative information.
- To ensure that regular risk assessments are carried out and results of such risk assessments are communicated to management and staff.

4.4 Responsibilities of the Safety Representative: MICHAEL KELLY

- Keep up to date on health and safety legislation and be fully familiar with the contents of the Safety Statement.
- To assist the Safety Co-ordinator with the health and safety management programme and to consult regularly with them.
- To assist the Safety Co-ordinator with the planning and implementation of training. This should be done in consultation with the Safety Committee.
- To provide induction training to new staff.
- Provide regular status reports on issues relating to accident statistics, safety programmes, training, resources, audits and their outcome and to document any non-compliance's that they become aware of.
- Ensure that all employees understand that health and safety information is available as a right.
- To ensure that all staff are aware of the requirement to report all incidents and accidents however minor.
- To assist Safety Co-ordinator with the implementation of specific training programmes where/when necessary.
- To carry out regular audits/inspections of the school and of work practices. To communicate the results of these inspections to management.
- To carry out regular risk assessments.
- To communicate results of risk assessments to management as they arise

4.5	Responsibilities of Teachers & All School Staff
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KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.

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Additionally teachers must take responsibility for ensuring the safety, health and welfare of all pupils under their jurisdiction and any other staff that they may be responsible for. Their contribution to maintaining a safe environment will give example directly to pupils that will be instrumental in helping to create a safety culture within the school.

To this end their responsibilities so far as is reasonably practicable are:

- Staff have a responsibility to ensure in so far as is reasonably practicable, the safety, health and welfare of all pupils under their control.
- To ensure that the working area under their control (the classroom) is maintained in a safe manner.
- Ensure that any staff and pupils under their control adhere to the schools safety rules and policies.
- Ensure that they address any issues highlighted to them during safety audits in relation to their working area or work systems.
- To report any accident, incident or near misses both observed and communicated to the Safety Co-ordinator or Safety Representative.
- To be aware of the Fire Safety Policy within the school including the causes of fire, fire prevention and the evacuation policy.
- To evacuate pupils from their classrooms in the event of an evacuation drill or a real fire event.

St Anthony's School additionally requires all staff to immediately report any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

Our Motto is:

Spot it, Sort it, Can't sort it, Report it!

Considerable time and resources have been expended in the preparation and implementation of a safety policy designed to protect the interests of all staff and pupils. The success of this policy depends on your co-operation. The programme will not succeed unless management and staff work together to secure the safety, health and welfare of everyone at work.

St Anthony's School will ensure that adequate information and instruction on health and safety is provided to staff to ensure their safety and health. Information will be provided at induction and at regular intervals as far as is reasonably practicable.

Each employee is expected to carry out their work in a safe manner so as to avoid injury to themselves and other employees and to avoid damage to company equipment and property.

5. Health and Safety Co-operation - Contractors, Temporary Workers & Visitors

Contractors:

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- *Be competent to carry out the work*
- *Have adequate resources to carry out the work*
- *Provide copies of their own:*
 - *Safety statement*
 - *Insurance*
- *Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.*
- *Report to the designated person on arrival at my/our workplace.*

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my/our workplace.

Contractors must comply with the following arrangements.

Contractors must:

- *Observe the safety guidelines and safety instructions given by St Anthony's School.*
- *Co-operate with St Anthony's School to allow us to comply with legislation on safety.*
- *Not to put at risk any staff.*
- *Comply with and adhere to the organisation's 'Emergency Evacuation Procedure'*
- *Carry appropriate minimum insurance cover such as employers and public liability.*
- *Ensure that they are fully trained in all aspects of the work to be undertaken.*
- *Be fully responsible for the health and safety of all personnel working for them.*
- *Report to the main reception.*
- *Once on site, not enter areas where they are not authorised to visit.*
- *Report any defects in the place of work or any equipment, which might endanger safety.*
- *Adhere to any safety regulations in force on the premises.*
- *Report any accidents or dangerous occurrences to the liaison person.*

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- Where applicable cordon off boundaries of the contractors' operation, where possible and mark them with warning signs.
- Where the contractor's work involves a high level or risk (such as working on roofs) provide a method statement identifying controls to be imposed by the contractor.
- Ensure that all electrical work will only be carried out by a competent person completed to the Electrical Regulations (ETU) Standards. A method statement will again cover all work on live equipment.
- Have suitable personal protective equipment available to his personnel and provide any emergency safety equipment, which may be required for the contractor's operation.
- Follow strictly the terms of any permit to work systems in force at the time of the contract. Ensure that no hot work is carried out without first producing a Method Statement.
- Co-operate with St Anthony's School in the event of inspections of the contractor operation, which may be carried out.
- Comply with any recommendations or enforcements made in relation to any breaches in health and safety.
- Comply with the organisation's accident reporting procedure informing management immediately and using the prescribed accident form.
- Before they complete the operation, ensure that all materials and equipment are removed from the area and are stored safely.
- Comply and co-operate with St Anthony's School's right to halt operations, which they deem to be hazardous to its staff.
- Not borrow any materials or equipment from the organisation without prior arrangement.
- Understand that St Anthony's School's reserves the right to refuse or withdraw permission to anyone to be on site at their discretion.

Temporary Workers.

St Anthony's School may from time to time, employ temporary staff, to deal with workload, changes in work, staff absences and for other reasons. When we do this, we shall ensure that the temporary staff, are protected to the same high standards, which apply to permanently employed staff.

We shall ensure that:

- On arrival each temporary worker shall be provided with an induction briefing on the general arrangements within the school and on the specifics of the work they are to carry out *and*
- During the initial briefing, any high risk activities shall be highlighted, to ensure that the temporary worker is aware of the hazards, risks and precautions to be followed.

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Visitors.

Definition: A visitor is a person other than an employee or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with my/our place of work. To minimise the risk of injury to visitors, I/we will:

- *Practice good housekeeping, including:*
 - *Keeping walkways clear*
 - *Cleaning up spills immediately*
- *Restrict access to hazardous areas*
- *Prevent visitors from using equipment or machinery*
- *Ensure appropriate safety signs and notices are displayed*
- *Ensure safe walkways and access routes are maintained*
- *Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.*

Visitors are required to:

- *Conduct themselves in a safe manner at all times*
- *Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.*

In the event of an emergency or test evacuation of the school, all visitors shall be required to participate, and be guided from the premises by the member of staff to whom they have been visiting.

6 Consultation and Information

6.1 Consultation

We welcome and value the view of all our staff and visitors and we understand that consultation is an important part of safety management.

Management will ensure that all personnel are consulted in advance and in good time on changes being carried out in the workplace, which can have an effect on safety and health. Management are responsible for consulting with and providing appropriate information to their staff and the Safety Officer on all matters relating to health and safety.

Staff will be given the opportunity to consult with management directly or through their Safety Officer. They may also go directly to the Safety Co-ordinator or the Safety Representative BOM.

Management will consult with staff (where "reasonably practicable") on:

- The outcome of risk assessments on workplace hazards.
- Health and safety information.
- Notifiable accidents or dangerous occurrences.
- The planning and organisation of health and safety training.
- Introducing new technologies or new work processes; and
- Purchasing personal protective equipment.

6.2 Safety Representative.

A Safety Officer has been elected to represent staff in consultations with management. Staff are encouraged to contact their Safety Officer directly on matters relating to health and safety.

The Safety Officer may consult with, and make representations to management on safety, health and welfare matters. Management will consider these representations, and act on them where reasonably practicable and necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of overcoming them.

The Safety Officer should consult regularly with their colleagues and the Safety Representative BOM. The Safety Officer will be given the opportunity to make representation on behalf of staff at the Safety Committee meetings. Any matters that require immediate attention can be discussed in the interim with the Safety Officer.

The Safety Officer will be given full access to any information in relation to health and safety that directly relates to the safety, health and welfare of staff. The safety Officer will be given the opportunity to avail of relevant health and safety training as required.

The Safety Officer will be informed of any inspection visit by the Health and Safety Authority and invited to accompany them during a site inspection. They will be facilitated in terms of resources (manpower and time) for any time they take off during a visit or in relation to any other aspect of their role as a Safety Officer.

6.3 Information.

Information in the form of fire orders, evacuation plans, warning signs and posters are displayed in prominent locations around the school. Information on health and safety will be provided to staff either through the Safety Officer or Principal. It is very important that all staff are aware of hazards that exist in their working environment and of the control measures and arrangements that have been put in place to secure their safety, health and welfare.

6.4 Availability of the Safety Statement.

There will be a copy of our Safety Statement available in the main office. All staff will be given the opportunity to read this document. We will also put a copy on school website www.stanthonysmayo.ie

6.5 Revision of the Safety Statement.

The Safety Committee will review this Safety Statement as required. This review will be based on amendments to risk assessments and changes in the organisational structure (as listed below) and will also be reviewed to monitor and assess performance. Expert help will be sought as required.

The Safety Statement may require revision between annual reviews arising from changes in legislation or the request of the Health & Safety Authority and such changes will be made by the appropriate responsible person or competent external personnel.

Arrangement for revision will take into account any changes in the following areas:

1. Names of responsible persons.
2. Changes in risks
3. New equipment or machinery.
4. New personal protective equipment.
5. New legislation or standards.
6. Change of Workplace.

The current workplace will be audited prior to the review of this Statement, to ensure that appropriateness of existing work practices, control measures etc. and risk assessments will be reviewed to identify and confirm any remedial action has been implemented.

We will review all relevant safety procedures following all accidents/incidents or near misses.

Specific training and personal protective equipment needs will be reviewed regularly.

Areas to be covered in the Annual Report to the BOM include information on changes and amendments to the Safety Statement, report on training completed during the year, breakdown on accident and incident statistics and an overview of planned safety programmes if applicable.

7 Resources.

Considerable resources have been expended in implementing the health and safety policy intended by this statement. The Board of Management will allocate sufficient resources in terms of personnel, time, materials, equipment and purchase of goods and services to ensure the safety, health and welfare of all personnel.

The following resources are available:

Personnel.

Management have allocated responsibilities to delegated personnel. These people will receive sufficient and/or training to enable them to fulfil their role under the safety management system. A Safety Representative has been appointed to act as a representative to management on behalf of staff to ensure sufficient consultation is taking place. The Safety Officer on BOM will monitor the ongoing health and safety of the organisation. The Safety Co-ordinator meets regularly with the Safety Officer and Safety Representative.

Time.

Management understands that the provision of suitable time to carry out necessary health and safety arrangements may in the long term reduce human suffering, loss or disability. With this in mind we will allocate sufficient time for maintenance, training, planning and sufficient time for persons responsible for health and safety to enable them to adequately fulfil their roles.

Training.

St Anthony's School is committed to providing information, instruction, training and supervision as is necessary to ensure safety at work so far as is reasonably practicable. Financial and direct resources (time, materials, equipment etc) will be spent in the provision of training in a variety of areas relating to health, safety and welfare. All new recruits will receive induction training. All training is based on an analysis of the task to be completed and safety training will be based on the hazards of the particular training.

The Principal ensures that a programme for health and safety training is being implemented. Within this programme are training requirements, which are developed following risk assessments and in light of the policies within this Safety Statement.

Specific training will be conducted where hazards have been identified and an ongoing programme whereby staff will be trained in all the hazards in their workplace and the

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precautions to be taken at each stage to ensure safety. This training programme will also include management training as deemed necessary.

The following training will be provided on an on-going basis:

Induction training/job specific training

All staff will receive induction training on commencement of employment to ensure that they are fully aware of the hazards, associated risks and control measures as applicable to their position within the school. The Safety Co-ordinator or the Safety Representative provides induction training.

Fire safety training

Personnel with specific responsibilities in relation to fire safety will receive training according to the role they play in the fire safety management programme. All staff will receive information on fire prevention and the use of fire extinguishers. Regular fire drills are carried out for staff.

The Safety Officer or Co-ordinator may coordinate and contract a fire equipment supply company to provide fire safety training. *See Fire Safety Policy.*

Ergonomic Awareness Training

This incorporates postural awareness for employees that would be termed as 'habitual users' of computers (VDU's).

The Safety Co-ordinator will ensure that all VDU users have been assessed and that basic postural awareness training is provided on-going basis.

Manual Handling & People Moving Training

This is provided to all staff where deemed necessary as a result of on-going risk assessments and is updated as per guidelines.

Occupational First Aid.

A School Nurse is employed and there are suitable number of Occupational First Aiders provided in the school.

We recognise that the most important link in the safety chain is the first line supervision and therefore, special attention will be paid to ensuring that personnel in a supervisory capacity are committed to the principles of safety.

Additional training needs will be identified as part of on going risk assessments

Fire Fighting Equipment.

The school is fitted with an adequate number of fire extinguishers. Fire equipment is serviced and checked on a contractual basis and following use in the event of a fire. Adequate resources are provided to ensure that these are replenished upon demand.

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Fire alarms and smoke detectors are fitted. These are tested on a regular basis to ensure that they are working properly.

The persons responsible for the provision and maintenance of fire fighting equipment is:

MICHAEL KELLY
Safety Representative

First Aid Equipment.

Fully equipped First Aid boxes are available in the school in the Paramedical Area. There is a full time Nurse working in the school and the Special Needs Assistants have completed a course in first aid.

First aid equipment is serviced and checked on a regular basis. Adequate resources are provided to ensure that these are replenished upon demand.

The person responsible for the provision and maintenance of first aid equipment is:

SCHOOL NURSE

Warning notices and Safety Signs.

These are available as required on equipment and machinery that may pose a threat to a person's health and safety. All personnel should adhere to these Safety Notices. Where there is a risk that is impossible to eliminate the hazard entirely, Safety Signs have been erected to warn users of the materials and equipment of the risks associated with its use.

Personal Protective Equipment (PPE).

Where a hazard has been identified that cannot be removed, and where there is a requirement for PPE, it will be provided. Assessments for PPE requirements will be identified in on-going risk assessments.

Accident/Incident Reporting Procedures.

Procedures are in place to ensure compliance with the Section 10 of the Safety, Health and Welfare at Work (General Application) Regulations, 1993 on the Notifications of reportable accidents/incidents to the Health and Safety Authority. See Section 10.6 for more detailed information on this Accident Policy.

Accidents should be reported to Safety Co-ordinator (Principal)

Welfare Provisions.

We put the safety and welfare of all staff as a high priority. To ensure their comfort and welfare, certain provisions in relation to sanitary facilities, adequate ventilation and lighting, temperature, canteen and staff room are available. Separate male and female toilet facilities in various locations around the school. Staff toilets are available separately from pupil's toilets. These are equipped with toilets, wash hand basins, hand drying facilities (hand dryers and paper towels) and sanitary bins. There is one cleaning lady who works every evening for three hours to ensure that all facilities are cleaned regularly.

Legislative Resources

See appendix. The availability of legislative resources is the responsibility of the Safety Officer. Where possible legislative references will be available either in paper or electronic form.

Other resources.

Resources committed to controlling hazards are those required for-

- providing competent personnel
- the completion of safety audits/inspections.
- incident investigation.
- monitoring and reviewing regularly work system.
- provision of information.
- warning signs.
- personal protective equipment

8. Hazard Identification and Risk Assessment

A hazard is anything that can potentially cause harm. In formulating this Safety Statement, the hazards associated with the operations carried out has been identifies. We will endeavour to remove or reduce the risk of injury associated with these hazards.

The following methods of hazard identification have been used and will continue to be used in determining the hazards and risks. Through continuous monitoring and reporting of these hazards and the controls and arrangements put in place to remove and reduce the risks associated with them, we will endeavour to maintain an environment which is safe and healthy. We will achieve this with the co-operation of our staff and any visitors or contractors to our premises. It is our intention also to fulfil our obligations under current and future legislation.

8.1 Staff Consultation and Participation.

All personnel will be informed of the hazards to which they may become exposed to during the course of carrying out their duties. Should anyone become aware of unsafe work practices of other hazards that may cause risk of injury to them, their fellow workers or any other person, then they are obliged to act upon this through corrective action or by reporting to the relevant personnel.

We have a motto "*Spot it, Sort it, Can't sort it, Report it*"

Management appreciates and encourages any recommendations that staff may have to ensure the health, safety and welfare of all.

8.2 Safety Audits.

Through a systematic examination of work practices and operations, we will continue to monitor and improve the health, safety and welfare of all affected by our business. Internal safety audits will be carried out regularly and any risks identified will be assessed and where reasonably practicable will be removed. Where relevant this Safety Statement will be updated to include any new risks that have been identified ad a result of changes in working systems, work practices and the working environment. Audits will also be carried our on all areas on a regular basis. Results of these audits are available for inspection and are held by the Safety Officer.

8.3 Accident Records.

Any accident or incident that occurs will be reported and recorded. Though evaluation on a regular basis of these records and the reasons as to why the accident occurred, we will

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strive to put in place controls and arrangements to ensure the risk of re-occurrence is removed or minimised.

An Accident Report Book along with accident records are kept with the Principal. See accident policy for further details.

8.4 Risk Assessment.

In formulating this Safety Statement, risk assessments were carried out. The main purpose of carrying out risk assessments is to examine the working environment, work activities and work equipment to determine what could cause harm to people. In formulating a list of hazards and their associated risks, we are able to check that our preventative measures are suitable and adequate and whether additional protection is required to avoid the risk of ill health or injury.

These are reviewed regularly and results of these assessments communicated at management meetings.

8.4.1 Risk Assessment Rating.

When a safety audit identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The safety audit will assess the risk of each hazard using the ranking described below.

When determining the required action following the identification of a risk as an extreme, high, medium or low risk, consideration must be given to the impact that a risk will have on the school as a whole as well as on an individual level. Considerations should include humanitarian, economic and legislative requirements.

Extreme risks will always take priority and high risks are usually given priority over medium and low risks and will be identified in the risk assessments and hazard control sheets. Medium to low risk hazards may be given a low priority as their overall impact on the school is relatively small.

The significant hazards identified through the risk assessment process have been identified and are compiled in the Safety Statement in the form of "Hazard Control Sheets". These indicate our commitment to firstly endeavouring to remove the hazard and where it cannot be reasonably removed putting in place adequate control measures or safety arrangements to reduce the risk of injury or ill health occurring.

Hazards identified in risk assessments may not be rectified immediately, although action and a person in charge of the action have been delegated. The control of hazards is a continuing process and therefore whilst actions are being taken and remedies sought, it is important that all staff exercise care to avoid the hazards when working near them.

Hazard Controls & Risk Assessments Table of Contents:

HAZARD CONTROL SHEET:

HOUSEKEEPING - OFFICE
HOUSEKEEPING -CLASSROOMS
FIRE SAFETY
VISUAL DISPLAY SCREENS AND ERGONOMICS
ERGONOMICS GENERAL
MANUAL HANDLING - INANIMATE
MANUAL HANDLING - ANIMATE
ELECTRICITY
STRESS
LIGHTING/HEATING/VENTILATION
HAZARDOUS SUBSTANCES
BIOLOGICAL HAZARDS, INFECTION, 1ST AID
OUTDOOR ENVIRONMENT
HYGIENE
HAND TOOLS
GARDEN TOOLS
LADDERS
PAINTS AND VARNISHES
KITCHEN; GENERAL
KITCHEN; HYGIENE
KITCHEN; EQUIPMENT

All Above Reviewed in May 2016 by Safety Officer and Safety Co-ordinator: plus
SENSORY ROOM

ACCESS TO DRUGS AND MEDICINES
AGGRESSIVE /VIOLENT BEHAVIOUR
CLEANING
DEEP FAT FRYER
FIRE
GAS APPLIANCES
MANUAL HANDLING
VERMIN
WHEELCHAIR HOIST

Plus Risk Hazard Identification & Assessment Sheets No.s 1 - 54 as evidenced in Appendix R.
Staff leaving school during school day policy attached

9.1 HAZARD CONTROL SHEET: HOUSEKEEPING - OFFICES

Hazards:

Trailing cables, poor storage of materials, curled up edges of carpets, mats and other flooring.

Risks:

Risk of slips, trips and falls leading to injury, risk of falling objects, risks of injury through excessive reaching.

CONTROLS:

1. Adequate space is provided in the offices for storage of items to prevent poor housekeeping issues.
2. Desks are maintained uncluttered and under there is sufficient space for leg clearance under the desks.
3. We will try to avoid the need for trailing cables by ensuring a sufficient number of sockets at suitable locations in each area. Where it is necessary to trail cables across main thoroughfares we will protect these cables from damage and will provide suitable coverings for cables to prevent trip hazards.
4. Electrical extension blocks are avoided where possible.
5. Filing cabinet drawers are closed and never left in the open position.
6. All filing cabinets are of the type where it is only possible to open one drawer at a time. This prevents likelihood of toppling.
7. Waste office materials are placed in bins and emptied regularly.
8. Aisle ways are kept free from obstruction to avoid any trip hazards.

RESOURCES:

1. Time and manpower for regular housekeeping.
2. Safety, Health and Welfare at Work Act, 2005

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE

9.2 HAZARD CONTROL SHEET: HOUSEKEEPING CLASSROOMS

Good housekeeping is a fundamental principle of accident prevention and aids the promotion of good health and a tidy workplace is safer than an untidy one and reflects the schools attitude and concern for safety.

Hazards:

Spillage's and wet/greasy floors. Personal belongings; coats, bags etc., boxes, materials left lying across the floor, cupboard doors left open, trailing leads, cables and equipment left lying around. Torn/worn/curled up edges of carpets and mats or other floor finishes.

Risks:

Risk of slips, trips, falls and collisions causing bodily injury.

Controls:

1. Staff and pupils are expected to keep the classroom clean and tidy at all times.
2. All aisles, corridors will be kept clear. Staff will remove any trip hazards from the floor area.
3. Routes to emergency exits will be kept clear.
4. Each classroom has an area designated for the storage of materials e.g. stationary, books, and equipment. Staff encourage pupils to return all materials to their designated storage areas after use. Staff will report to the Principal if there is inadequate space in cupboards or shelves are overcrowded. Materials and equipment are stacked safely to avoid the risk of materials falling and causing injury. Staff and children will avoid overloading bookshelves.
5. Necessary trailing cables/leads etc. will be protected. These should not be left lying across a classroom floor area. Where possible all necessary cables and wiring will be tacked against a suitable wall surface or alternate surface. In the event of the use of a cable, extension lead staff will point out the potential hazard to pupils and will remove it immediately after use.
6. Floors will be maintained in a safe, sound condition. Staff will report any damaged floor surfaces to the Principal or the safety Officer. Remedial action will be taken to repair or replace the damaged floor surface or sufficient signage will be placed at the point of damage to warn pedestrians.

Safety Statement of St Anthony's School

7. Floors will be cleaned regularly with hot water. Cleaning occurs in the evening therefore the risks associated with slipping on wet floors is minimized, however, on occasion there may be a requirement to clean during school hours. Portable warning signs will be erected where cleaning is in progress.
8. In the event of a spillage or wet/greasy floor all those in the area will be notified. In the meantime someone will stand over the spillage/wet floor or erect a "Slippery Floor Surface" sign until the spillage has been removed.
9. Light fittings will be cleaned and maintained in a safe condition.
10. Windows will be cleaned regularly.
11. All furniture and equipment will be kept clean and free from dust.
12. Where areas are carpeted, they will be cleaned with the use of a vacuum cleaner regularly.
13. Pictures, shelving, whiteboards are securely mounted to the wall or other surface.
14. Furniture and fittings are inspected regularly to ensure that there are no protruding nails, sharp ends, damaged wood (protruding).
15. All windows and glass panels on doors are maintained in a safe condition. Damaged glass is replaced immediately.
16. All windows close correctly and are free from draughts.
17. Michael Kelly is responsible for general routine maintenance and he will ensure that the school is maintained to a good standard and that good housekeeping practices are followed. Staff and pupils can report directly to him in the event that an area of the school requires attention.

RESOURCES:

1. Adequate time, manpower for regularly "clean-ups" during the day.
2. Personal protective equipment.
3. See risk assessment sheets no.s 1, 5, 12, 39

Personal Responsible: Safety Representative

9.3 Hazard Control Sheet: Fire

Hazards:

Most accidental fires begin with smouldering and the evolution of smoke and gas.

Hazards include: incorrect disposal of ignited materials (cigarettes etc.), incorrect storage of flammable substances/build up of combustible material. Electrical equipment incorrectly used or malfunctioning. Excessive build up of heat. Build up of combustible/flammable materials.

Risks:

Fire can kill or cause serious injury in many ways e.g. by asphyxiation, irradiation, poisoning or burning.

Controls:

1. *Fire drills are held every term.* The Principal is overall responsible for ensuring that these fire drills are carried out and that fire prevention is a priority on the health and safety agenda. Each teacher is responsible for ensuring the safe evacuation of the children in their classroom. Procedures have been formulated (*see following page*) and these will be followed in the event of an emergency. The teacher will bring the roll book with them when leaving the classroom.
2. *Staff are aware of the risks associated with the evacuation of a building that caters for pupils with physical and intellectual disabilities.* At all times the emphasis is on fire prevention due to the problems associated with full evacuation for this category of people.
3. Suitable fire fighting equipment is provided, inspected and replaced as required.
4. All staff are familiar with correct use of fire fighting equipment.
5. Staff are informed that they should never attempt to extinguish a fire unless it is safe unless it is safe to do so.
6. Regular inspections of fire exits are carried out.
7. Staff are encouraged to report to the Principal or the Safety Officer immediately in the event that they discover a blocked fire exit route or damaged or missing fire fighting equipment.
8. Smoking on the premises (inside or outside) is not permitted.

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9. If the fire alarm sounds in the school, do not attempt to collect your belongings, instead leave the school by the designated route immediately. Go to your designated Assembly Point outside immediately. These are indicated on the Fire evacuation Notice nearest to you.
10. Fire Evacuation Notices are available in each classroom.

RESOURCES:

1. Fire Prevention and Control Policy.
2. Manpower for Emergency Response team.
3. Equipment.
4. Training.
5. Safety, Health and Welfare at Work Act, 2005
6. See Risk Assessment sheets no.s 3, 12, 13

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE

9.4 HAZARD CONTROL SHEET: VISUAL DISPLAY SCREENS AND ERGONOMICS (OFFICE)

Hazards:

Musculoskeletal disorders are likely to occur in any form of work. The risks are therefore apparent for the person spending long periods of time sitting at a computer workstation.

Poor ergonomic consideration of the layout or arrangement of the workstation can include; inadequate space forcing the user to work under cramped conditions or in an awkward posture, inadequate arrangement of materials and equipment which result in the requirement to stretch and over-reach etc. Other ergonomic issues include excessive heat, poor air quality. Inadequate space.

Risks:

User may experience feelings/symptoms associated with physical fatigue. Due to increased fatigue, they may suffer with minor aches and pains, which may develop into more serious musculoskeletal problems. Eyestrain, fatigue or headaches etc. Increased stress and its associated symptoms. Fatigue and general feelings of discomfort can be associated with inadequate environmental conditions such as; excessive heat, air humidity or noise levels. If left unattended they can result in increased stress levels due to the discomfort felt by the user or due to a perceived lack of concern by management for staff welfare.

Controls:

All workstation of 'habitual users' will be assessed in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 1993*

(A habitual user is "a staff member who uses display screen equipment as a significant part of his normal work")

Any problems identified during these assessments will be recorded and presented to management. Remedial action will be taken for significant hazards found.

1. Each 'habitual' VDU user will be assessed if. As a result of these assessments management intends to implement any reasonable recommendations made and to review these assessments regularly in the event of any significant changes to the workstation or the working environment. Where problems are identified during assessments and consultation with staff remedial action will be taken. The workstation for each display screen user shall be reviewed on appointment, whenever there is a significant change to office layout and in any event annually to see if it is set up appropriately for the work.

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2. During VDU assessments staff are informed of the correct posture to adopt whilst working at a computer workstation. All staff are encouraged to adopt a good working posture; avoiding "slouching" and avoiding any twisting or over-reaching. Staff are interested on the correct way in which to sit in their work chair.
3. All new recruits (that work for extended periods on display screen equipment) receive information on health and safety relating to working at a VDU and are instructed on the correct VDU set-up and how to adjust their work chairs to ensure their comfort and safety.
4. Staff are encourage to report to the Principal or the Safety Officer any problem they may have with display screen work, defects in the environment or the equipment, or personal health status which could affect one's ability to work safely and in comfort. Management will make every effort to rectify any problems once identified.
5. The following ergonomic have been considered in the workstation design:
 - Good seating
 - Adequate space on desks to allow for safe and flexible arrangements of equipment and materials.
 - Adequate space around workstations to allow for freedom of movement and to avoid overcrowding.
 - Sufficient storage space.
 - Suitable environmental conditions; good lighting, adequate ventilation, suitable heat and humidity levels.
 - Ergonomic accessories where required.
6. Any equipment purchased is chosen, so far as is reasonably practical, for its ergonomic design to help minimise the risk of development of musculoskeletal disorders. Equipment used in the office such as hole punches and staple guns will be considered for their ergonomic based on the extent of their age.
7. We have a policy in relation to eyesight tests for habitual users. All such staff are offered eyesight tests at regular intervals.
8. Staff are encouraged to report to their manager or to the Safety Officer if they experience any discomfort whilst working e.g. pains in the wrists, hands, shoulders, neck, lower back, or irritation to the eyes etc. Advice and information, corrective or preventative actions will be given.
9. Suitable lighting is available in all areas. Fluorescent tubes are checked and replaced as required as part of the planned preventative maintenance programme. Staff are expected to report problems associated with lighting levels (excessive levels or problems associated with glare)

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10. Staff are aware of the requirement to report any incidences in which they do not feel comfortably with the environmental conditions within their working area, such as incidences of excessive noise levels (these may be disturbing noise as opposed to high levels) or excessive heat levels.
11. Female staff are informed at induction of the requirement to inform management directly in the event that they become pregnant (as early as possible) to enable management to carry out a risk assessment to identify any problems that may occur. Management understand the requirement for pregnant women to take regular and frequent breaks and encourage pregnant women also to alternate their work tasks to avoid the need to sit in on position for long periods of time. *Refer below to the guidelines on breaks from computer work.*
12. Staff are encouraged to alternate/rotate job tasks to reduce associated with prolonged exposure to one specific task or to repetitive motions.
13. Management are committed to health surveillance programmes, which aim to detect early stages of Musculoskeletal disorders (MSD's). All staff will be alerted to the potential risks associated with MSD's and are encouraged to take an active part in the monitoring and reviewing of potential causes of MSD's. Records will be kept of any reported incidences of MSD.

Below are guidelines for VDU users: (there are communicated to "habitual users")

- Ensure that you have adequate lighting conditions before working for prolonged periods at your desk; this will help avoid eye fatigue.
- If your are experiencing glare on the screen, first try to re-orientate the screen by tilting downwards slightly, If glare still exists close blinds on windows and finally try moving the orientation of the VDU on the workstation. VDU screens are best positioned at right angles to windows. Lighting above the VDU screen is best if it is running parallel on either sides of the VDU.

The following tips will help alleviate the ill effects associated with working at a desk for prolonged periods of time in a seated position:

- When seating at a desk for prolonged periods to time, ensure that you get up and move around frequently. Frequent rest pauses are also required if you are spending prolonged periods writing at a desk. These are most beneficial before the onset of tiredness, not as a recuperative period from it. Short frequent pauses are more satisfactory than longer pauses taken occasionally. Some pregnant find that as their pregnancy develops they find it more difficult to find a comfortable seating position, particularly towards the end

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of the pregnancy. It is therefore imperative that they should avoid any prolonged seating periods throughout the working day and should instead get up regularly and walk around.

- If you have an adjustable chair, seek advice (if required) on how to adjust your chair. You should aim to have your feet flat on the ground with your legs positioned at a right angle. You may need a footrest if you are unable to rest your feet on the ground whilst maintaining a comfortable position with your legs at approximately 90° angle.
- Avoid crossing your legs as this reduces circulation and cause muscle fatigue and injury.
- Ensure that you have adequate leg and clearance space under your desk to allow you to stretch and re-position your legs. This may be achieved by reducing the clutter and storage of items under the desk.
- Ensure you take sufficient rest periods.
- A few seconds is sufficient to rest your eyes.
- Stand up regularly and take time to stretch your fingers and "shake" your wrists.
- Stop keyboard work regularly and take time to stretch your fingers and "shake" your wrists.
- Gently rotate your neck and shoulders to eliminate stiffness.
- Do not slouch in your chair instead ensure that you sit up straight in your chair using the available backrest. Always make sure that the lumbar support in your seat is positioned at a height where it is adequately supporting the curve in your lower back.
- Do not use damaged chairs.
- Ensure that the materials e.g. books, writing equipment etc that are used most frequently are within arms reach, to prevent over stretching.
- Regular exercise and a healthy diet will ensure that you remain fit and will help avoid musculoskeletal problems associated with sedentary office work.

The above information has been circulated to all staff members with a note as to its importance.

RESOURCES:

1. VDU Assessments.
2. EU compliant seating.
3. SHAWAWR, 1993.
4. See Risk Assessment sheets no.s 12, 18

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE

9.5 HAZARD CONTROL SHEET: ERGONOMICS (GENERAL)

Musculoskeletal disorders are likely to occur in any form of work. There risks are therefore apparent for the person carrying out maintenance work (using heavy tools or working in fixed, constraints postures), or the person carrying out cleaning duties who is stooping or twisting to reach materials, surfaces etc.

Hazards:

Poor ergonomic consideration of the working environment and work equipment can include result in the development of musculoskeletal disorders. Other ergonomic issues include excessive workload, repetitive work and insufficient rest or recovery periods. Inadequate lighting, excessive heat, poor air quality. Inadequate space. Poor ergonomic design of work equipment resulting in increased forces or the requirement for poor/awkward work postures.

Controls:

1. Tools and equipment used are chosen also for their ergonomic features such as tools that do not require excessive force when applying them or that have unfavourable ergonomic features in their design such as the incorrect handles shape and size.
2. Consideration is given to the design and use of work equipment before it is chosen and purchased.
3. Consideration is given to the manual handling of loads (see manual handling hazard control sheet).
4. Risk assessments have been completed that identify any tasks that may pose an ergonomic risk factor such as excessive forces, repetition or the requirement for a poor posture. Where unfavourable ergonomic issues exist or arise every consideration will be given to the modification or elimination of the work system, work equipment or working environment to reduce the risks to an acceptable level.

RESOURCES:

1. Safety, Health and Welfare at Work Act 2005.
2. ALL STAFF TRAINED IN MANUAL HANDLING & PEOPLE MOVING SKILLS AS REQUIRED
3. See Risk Assessment sheets no.s 28, 42, 44

PERSON RESPONSIBLE: SAFETY CO-ORDINATOR.

9.6 HAZARD CONTROL SHEET: MANUAL HANDLING (Inanimate Loads)

Hazards:

Poor techniques when carrying or lifting materials or carrying goods that are too heavy, awkward or in environments that are unsafe can increase the likelihood of an injury occurring. Other hazards include; poor posture (stooping, twisting and awkward postures) whilst lifting and carrying, the requirements of over-reach or step over/around objects. Poor housekeeping can increase the risk of trips and falls, which may prove particularly serious if the individual is handling a load.

Risks:

Back injury may arise from the mishandling of loads or associated with postures that require twisting, stooping, over reaching or other movements. Insufficient rest or recovery period after carrying out manual handling tasks. These can result in discomfort, pain, restriction of joint movement, soft tissue swelling to the hands, pain or more severe injury to the neck and lower back.

Controls:

Management recognises that injuries and ill health associated with manual handling can cause much unnecessary suffering and pain. To this end, we are committed to a policy of reducing manual handling operations and minimising the risk of injury or ill health to an acceptable level, so far as it reasonably practicable.

1. All manual handling which, for the time being, it is necessary to carry out are subject to an annual review to establish what improvements and/or reduction or load and/or mechanical aids may be provided to reduce the risk of accident.
2. The layout of the working environment does as far as reasonably practicable take into consideration good ergonomic principles. Work tasks are assessed and steps are taken to modify the environment to avoid over-reaching, stretching, requirement for awkward postures or unnecessary lifting
3. Where manual handling presents a hazard that cannot be removed then training is provided. External consultants are brought in as required.
4. All relevant staff are reminded of their obligation to participate in this training to ensure that they understand the correct way in which to carry out manual handling tasks and how to work to the guidelines provided in that training and subsequently by management.
5. Pupils will not be required to lift any heavy or awkward loads and are advised not to lift anything that they cannot easily manage.
6. Staff are aware that where possible and practical, items should be brought to waist height level to be sorted rather than from the floor level. Staff must avoid storing items on the floor and if required should never twist and stoop to reach these items.

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In order to assist in the prevention of injuries associated with manual handling staff are required to co-operate with management by:

- Reporting any pre-existing relevant medical conditions e.g. back problems, muscular injuries, or recent operations and pregnancy. If you fail to do this, you may be allocated to a task that is beyond your capacity therefore, putting you at risk.
- Always making use of mechanical aids that have been provided to minimise lifting.
- Limiting the load to that which is suitable for you to lift. No one is expected to lift, carry or move any load so heavy as to be likely to cause injury. Do not over-strain to lift or move something, which does not feel immediately within your capability.
- Reporting any problems with the size or frequency of load, the working environment or the moving/lifting equipment available to the Safety Officer.

RESOURCES:

1. Training. Most recent 2014. Due to be updated 2016-2017
2. Safety, Health and Welfare at Work (General Application regulations) 1993
3. Mechanical equipment as required.
4. See Risk Assessment sheets no.s 28, 42, 44

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE/CO-ORDINATOR

9.7 HAZARD CONTROL SHEET: MANUAL HANDLING (Animate Loads)

Hazards:

Working with animate loads as opposed to inanimate loads poses a greater risk to the handler. Particularly hazardous manual handling of inanimate loads includes the transportation or moving of non-ambulant (non-mobile) people, people who require partial assistance or people with challenging behaviour or intellectual disabilities. This is mainly to do with the fact that they will be either excessively heavy or awkward to move or that they have a tendency to fall or alternatively they may resist the handler therefore placing undue force on the handler. Some situations where there may be the requirement to move or handle pupils is in the case of toileting, showering or transferring pupils onto buses. Caregivers may also be required to deal with falling or fallen pupil. Hazards also include; lack of correct moving and handling equipment, inadequate space to use available mechanical or other equipment, poor systems or work, inadequate manual handling policy etc.

Risks:

Some of the risks include; back strain and injury, development of musculoskeletal disorders, permanent disability associated with heavy lifting or over-frequent lifting. Injury associated with poor posture whilst carrying out a transfer. Risk of permanent disability associated with the back. Risk of injury associated with physical abuse from a person with 'challenging behaviour'

Control:

St. Anthony's School understand the requirement from a humanitarian and legal perspective to minimise the risk of injury and ill-health to staff. It is our duty to our staff to ensure that every consideration is given to safe systems of work, proper equipment and a safe working environment. To this end we implement a 'minimal handling policy which reflects our commitment to the reduction of back injuries and other musculoskeletal disorders associated with the moving and handling of pupils.

1. All pupils that require full or partial assistance to move will be assessed to determine the level of risk existing. Some of the assessment criteria includes; person's ability to weight-bear, person's ability to co-operate with the handler and person's clinical condition and psychological well-being.
2. Where a risk assessment reveals a risk i.e. if the person cannot weight - bear or they display challenging behaviour every suitable control measure will be put in place to minimise the risk of back injury.

3. Information attained from a risk assessment will be recorded on the pupils care plan/file etc. in order that the handler can determine the most suitable means to carry out the transfer (e.g. toileting etc)
4. Flowcharts are used to determine the most suitable means of moving and handling a pupil.
5. No person is expected to lift a pupil unless in an emergency situation. (Emergency situations are defined as 'unexpected or unplanned events such as in the case of a fire or a person drowning). The majority of the events occurring within the school are predictable and therefore following risk assessments every precaution can be put in place to ensure the health and safety of both parties(pupils and handler)
6. We follow a hierarchy of measures that are in accordance with a safer moving and handling policy. These are as follows:
 - Get pupil to move themselves. (where this is not possible see 2)
 - Use a sliding system e.g. transfer board to move non- weight bearing pupil from chair to toilet. (where this is not possible in instances where pupil cannot sit upright see 3)
 - Use a mechanical device such as a hoist or sit-to-stand aid. (If this is possible then see 4)
 - In the event that none of the above techniques are suitable then the handler should not perform the task (as the risk to them is too great)

Lifting of a person should not occur unless it can be classified as being emergency situation, whereby the handler had no other choice. Having no choice cannot be considered in cases where equipment is not available.

7. Equipment such as hoists will be used if there is a requirement to carry out full bodied lifts for example on and off buses or onto the toilet etc. Slicing devices such as transfer boards can be used for people that have good upper body tone.
8. Any person required to carry out transfers of pupils will receive training in good moving and handling techniques. Every effort will be made to avoid the need for hazardous transfers.
9. Always follow the safe lifting techniques. NEVER compromise yourself or your colleagues by not adhering to these safe practices. If you are unsure about a particular transfer or in relation to a

- suitable transfer for a particular student do not carry out the move. If you are unsure whether a lift is safe or not, use a hoist.
10. Although under recent legislation there are now no maximum weights to be lifted, there are however, general guidelines as to safe weights to lift. See below.

The maximum weights to be lifted by the following categories of persons are as follows;

* Male Adult	25kg
* Female Adult	16kg

All employees lifting or carrying, even light load's, are exposed to the risk of back injury unless safe lifting techniques are used.

THE FOLLOWING BASIC PRINCIPLES SHOULD BE FOLLOWED:

1. Think before you lift.
2. Don't lift or handle more that you can easily manage.
3. Adopt a stable position.
4. Ensure a good hold on the load.
5. At the start of the lift, moderate flexion (slight bending) of the back, hips and knees is preferable to fully flexing the back (stooping) or the hips and knees (squatting)
6. Keep the load close to your waist.
7. Don't flex the spine any further as you lift.
8. Avoid twisting the trunk of leaning sideways, especially while the back is bent.
9. Keep your head up when handling.
10. Move smoothly.
11. Put down, then adjust.

Resources:

1. See Risk Assessment sheets no.s 28, 42, 44
2. Training - most recent 2014. Due to be updated 2016-2017.
3. Part IV of the Safety, health and Welfare at Work (General Application regulations) 1993.
4. Mechanical equipment as required.

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE/CO-ORDINATOR

9.8 HAZARD CONTROL SHEET: ELECTRICITY

Hazards:

Some of the hazards associated with electricity include; damaged electrical equipment, wiring, sockets, switches and cables or broken or disconnected earth. Exposure to live parts, wires or equipment. Incorrectly rated or "make-shift" fuses, taped lead joints etc. Incorrect use of electrical appliances. Unsuitable domestic type plug and other accessories used inappropriately. Cabling lying across main thoroughfares or at close proximity to water.

Risks:

Electricity supplied by mains is provided at voltage that can cause burns and electrical shocks, which may cause serious injury or fatality if anyone comes into contact with a live conductor.

Controls:

1. An authorised person carries out electrical repairs and general maintenance. For more detailed inspections, maintenance and repairs, contractors are employed.
2. All electrical systems and equipment are properly specified, designed and installed.
3. All systems are wired in accordance with the ETCI rules or IEE Regulations current at the time of installation.
4. All new equipment is manufactured to an appropriate standard and marked as conforming to European or general standards (CE marked)
5. Fixed installations, such as sockets and lighting fixtures, are inspected for re-certification every five years (unless required sooner) by an authorised person.
6. Portable appliances are routinely inspected and tested. Insulation and earthing is checked regularly.
7. Authorised and competent persons carry out work on electrical systems or on any piece of electrically powered equipment only. Under no circumstances are unqualified staff permitted to carry out repairs. Staff are informed that they must not attempt any repairs. As common practice damaged electrical equipment rendering it unfit for use.
8. All electrical cabling is neatly stored within conduits where possible. This minimises the risks associated with trailing cables such as trips and falls and damage to cabling.

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9. Staff are made aware that they should never use taped joints on flexes/leads and never run flexes/leads under mats unless they specifically designed for this purpose, as this is a fire hazard.
10. Electrical appliances are never left lying unguarded across the ground. Leads from electrical machinery/equipment are prevented from coming into contact with water.
11. Sockets are not overloaded, even temporarily. Maintenance personnel as part of their planned preventative maintenance programme assess electrical requirements and will provide additional sockets as required.
12. Electrical cables are checked frequently for signs of wear and report defects immediately as part of the planned preventative maintenance programme.
13. If possible electrical equipment is always repaired off-site. If this is not possible than maintenance personnel ensure that they place safety signs around work areas warning immediate staff of the hazards.
14. ELCB/RCCB devices protect all socket circuits. These are tested periodically by using the "test" button. Carrying out this test can help to maintain the effectiveness of the device. The maintenance person will carry out these tests.

Resources:

1. Electrical contractors.
2. Planned preventative maintenance.
3. The Electricity Regulations, 1993 (SHAWAWR, 1993).
4. See Risk Assessment sheets no.s 5, 13, 44

Person Responsible: SAFETY REPRESENTATIVE

9.9 HAZARD CONTROL SHEET: STRESS

Hazards:

Some of the causes may include; insufficient support from management, long working hours, insufficient rest periods/breaks, workload demands, and lack of control over work, poor relations with colleagues, etc. Stress can also be caused by the culture of the school and by the manner in which certain individuals 'fit-in' with this culture etc. Stress may also be associated with dealing with pupils with abusive (physical or verbal) behaviour or challenging behaviour.

Risks:

Any of the above factors can include feeling of stress. Stress may be both psychological and physical effects on the victim. Psychological effects can include; increased irritability, mood swings, depression, loss of concentration, low self-esteem, low morale, feelings of discontent, anger etc. Physical effects; stress related illness or injury such as increased blood pressure, nausea, loss of concentration increasing risk of accidents and hence injury. Some of the long-term effects of prolonged stress are heart disease and increased absenteeism.

Controls:

1. Management understands that stress is a potential hazard in the working environment and will pay special attention to potential risks from stress and signs of stress at work will be noted. Management will endeavour to put systems in place that will reduce the risk of occurrence of excessive levels of stress.
2. Staff should wherever possible and when deemed necessary consult with their direct manager in the event that there are any issues surrounding their jobs or colleagues etc. that they feel may be contributing to stress levels. Management will assist wherever possible or organise assistance by an external, competent person.
3. If you encounter a situation where you are experiencing difficulties with a colleague, where possible report any such incidences to the Safety Officer or Principal.
4. In relation to bullying in the workplace, staff need to be aware that they may be subjected to bullying themselves or they themselves may unwittingly bully others. Management will listen to and assist any staff member who feels he/she is the subject of bullying. Staff should consult the policies on bullying and sexual harassment in the Personnel Manual.
5. Information and advice on how to deal with problems associated with stress may be available from your GP (Doctor) directly or through referral.

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6. Every attempt will be made by management to identify sources of stress. Staff also have a responsibility to report significant sources of stress. This will enable management to address sources which may not have been identified or where there are inadequate control measures in place. The main aims to reduce or eliminate these sources.

Resources

Positive Staff Working Relations Policy

See Risk Assessment sheet no. 21

Person Responsible: Safety Co-ordinator

9.10. HAZARD CONTROL SHEET: LIGHTING, HEATING AND VENTILATION

Hazards:

Lighting: Poor/inadequate lighting. Direct or indirect glare from windows facing direct sunlight or from shin/reflecting surfaces.

Heating and Ventilation: Excessive cold or heat conditions. Inadequate ventilation.

Risks:

Lighting: Eyestrain associated with poor lighting or glare. Discomfort or impairment of vision.

Trip's. Falls and collisions associated with poor/inadequate lighting levels.

Heating and Ventilation: Feelings of discomfort, which may lead to stress. Heat stress, onset of fatigue or heat exhaustion associated with elevated temperatures. Flu's, colds etc. associated with inadequate heating levels. Inadequate ventilation can result in poor air quality, increases in cold and flu's from cross contamination, unpleasant odours in offices and classrooms etc.

Controls:

1. A maintenance person is employed to deal with general maintenance work. They will be responsible for routine maintenance work around the school as part of a planned preventative maintenance programme.
2. So far as is reasonably practicable we will ensure that lighting levels are suitable and sufficient for the task at hand. As part of routine inspections of the school, lights are checked regularly to ensure that they are properly maintained. Lights will be changed as required, lighting fixtures cleaned regularly. Staff will report to the Safety Officer or the Safety Representative in the event that there is a requirement for a new light.
3. *Methods of reducing or preventing glare:*
 - All lighting will be fitted with shades/casing to prevent glare. If these become damaged they will be replaced. Staff report any damaged lights.
 - Staff are encouraged to re-adjust their work desks to a position where direct sunlight or reflections from windows or work surfaces are avoided.
4. Adequate ventilation by means of windows is provided in all areas. Staff can open windows regularly to ensure sufficient air exchange in the rooms.
5. Heating is provided. We are aware that feelings of discomfort associated with temperature are often subjective. However, every attempt is made to ensure that there is a consistent temperature (that is generally accepted as being comfortable) maintained in the school.

Resources:

1. Planned Preventative Maintenance Programme.
2. See Risk Assessment sheets no.s 3, 5, 30, 31, 32, 33, 47

PERSON RESPONSIBLE: SAFETY OFFICER/Co-Ordinator

9.11 HAZARD CONTROL SHEET: HAZARDOUS SUBSTANCES

Hazards:

Incorrect use of cleaning agents and disinfectants, inks, glues, tippex and paints. Non-use of special protective clothing e.g. gloves, face mask, etc.

Risk:

Hands and other exposed bodily parts can become itchy, red, blistered or crusty. Skin, eyes or respiratory irritation. The use of certain chemicals may affect the health of pregnant women.

Control:

It is mainly the maintenance person and cleaning ladies that will be handling hazardous substances.

1. All hazardous substances are stored in a cleaning cupboard. This will be kept locked where reasonably practicable. Substances are kept away from the reach of children.
2. The most appropriate control measure is to address the issue of prevention. The following points will be considered:
 - Replacing certain agents for less hazardous substances:
 - Ensuring the availability of Material Safety Data Sheets, which will be read by the person using the substance.
 - Handle all chemicals/cleaning agents with care:
 - PVC gloves or other protective gloves will be used to prevent contact with hands:
 - Good personal hygiene is essential. Wash hands immediately after contact with any chemical: use hot water, cleansers and towels (never leave hands wet) and barrier creams.
3. The above safety measures have been provided to protect you from the ill effects of hazardous substances. All relevant staff will read the relevant Material Safety Data Sheet (MSDS) that accompanies chemicals (industrial) and the relevant information on the container. If in doubt, personnel should not handle a chemical. Persons using hazardous substances will always read the labelling on the container before using a product and will always follow any instructions given.
4. Suitable PPE will be provided at all times.
- 5 First aid supplies are available in the event of accidental contact with certain hazardous substances.

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6. There may be no risk to the health of pregnant women who are exposed to certain chemicals, however, you should avoid contact with chemical substances labelled as follows; R40, R45, R46, R61 and R64.

Resources:

1. Safety, Health and Welfare at Work Act 2005.
2. Chemical Regulations 2000
3. See Risk Assessment sheets no.s 10, 11, 30-33 and 40

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE/CO-ORDINATOR

9.12 HAZARD CONTROL SHEET: BIOHAZARDS, INFECTION AND 1st AID

Infections amongst schoolchildren are common. Some are acute (there for a long time) and others are chronic (there for a longer time, even life) Even minor infections, by resulting in school absenteeism, can have a negative impact on child welfare. Some other infections although relatively harmless to children are more serious in adults and pose a specific threat to pregnant women. Not all infectious diseases are contagious.

Hazards:

Incorrect procedures taken when handling infected bodily fluids associated with urine, vomit etc. Biological agents such as; viruses and bacteria. Infected bodily fluids e.g. hepatitis B, HIV, tuberculosis etc. Contact with person/s infected with contagious disease.

Infection is commonly passed on from one child or adult through:

- *the gastrointestinal tract e.g. infectious diarrhoea and hepatitis A*
- *the respiratory tract e.g. colds and influenza*
- *direct contact; skin contact, contact with saliva and other bodily fluids and bacterial skin infections*
- *blood contact e.g. handling contaminated blood*
- *food*

Risks:

Risk of contracting Hepatitis A, B or C, HIV/AIDS, viral illness (measles, mumps and chicken pox), colds and flu's, meningococcal infection, TB, ringworm/scabies/head lice etc.

Controls:

1. Both staff and parents are made aware of the potential for infection to occur in the school.
2. Parents are informed that upon discovery that a child is suffering from a contagious infectious disease then the school should be notified.
3. Teachers are aware of the requirement to inform immediately the Principal, Board of Management or the Department of Education if they have any contagious diseases/illness. This will protect your colleagues and will allow adequate precautions to be taken.
4. All staff will be informed of illnesses that 'break out' amongst school children, particularly pregnant women.
5. Hepatitis inoculation will be made available in the event that a child or adult in the school is suffering from hepatitis B. Please contact the Principal for further information.

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6. Where possible and respecting the confidentiality of the person (adult or child) other staff will be informed in the event that a person is a carrier/infected etc, with an infectious disease.
7. The most effective control of the spread of infectious disease is in good hygiene practice such as washing hands thoroughly after contact with an infectious person, handling bodily fluids, before eating, drinking or smoking and after using the toilet. Teachers are responsible for ensuring that children under their control are aware of the requirement for good hygiene. This may decrease the spread of infection. Teachers will encourage children to wash their hands before eating and after toileting.
8. Teachers will discourage children from sharing personal items such as, toothbrushes, combs etc. They will also be discouraged from sharing cups, mugs, straw's and from passing half-eaten foodstuffs around.
9. Sanitary bins will be available in the female toilets and in toilets for young girls that have reached puberty. People using these facilities will be informed of the requirement not to dispose of soiled provisions in the toilet.
10. Staff are informed of the requirement to avoid contact with materials contaminated with blood or other bodily fluids as infectious disease may be present in these materials, equipment etc.
11. All bodily injuries such as cuts and grazes will be treated with first aid, open cuts or wounds should be covered appropriately. Staff will be informed of the requirement to wear disposable gloves when handling any bodily fluids.
12. Staff are aware that they should never attempt to clear away the following substances; vomit, blood, urine and faeces unless they are wearing the correct personal protective clothing/equipment. The minimum PPE required is disposable gloves and coveralls. Glasses should also be worn to prevent splashes of blood etc. into the eyes. Infected waste should be disposed of separately from other waste in a special 'biohazard' waste bag.
13. Staff are aware of the procedure to follow if they come across a needle or syringe on the grounds of the school. No attempt should be made to remove it, instead the Department of Health, the local doctor or the Gardai will be contacted for advice on its removal.
14. All employees will ensure that they clean their hands etc. after handling waste material and before taking meal and refreshments breaks.

Parents should be notified in the event that a child or children have the following conditions:

- Bacterial Meningitis
- Chicken Pox
- Head Lice/Nets
- Measles
- Mumps
- Ringworm
- Rubella

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- Scabies
- Scarlet Fever
- Strep Throat
- Threadworms
- Viral Meningitis
- Whooping Cough

Further information on any of the above conditions can be obtained from the Health Board.

RESOURCES:

1. Safety, Health and Welfare at Work (Miscellaneous Provisions) Regulations, 1995.
2. Suitable sanitary provisions.
3. PPE.
4. Staff will be offered vaccinations for Hep A and Hep B during 2016-2017
5. See Risk Assessment sheets no.s 10, 11, 20, 21, 22, 39, 40

Person Responsible: Safety Representative & Co-Ordinator & Nurse

9.13 HAZARD CONTROL SHEET: OUTDOOR ENVIRONMENT

Hazards:

Damaged concrete areas. Missing drain grates. Uneven ground surfaces; raised concrete, raised drain coverings, pathways etc. Broken glass left in the playground or school grounds. Objects protruding from the ground. Damaged fencing. Slippery pathways from frost, ice or excessive build up of water etc. Access to main road.

Risks:

Risk of trips, slips and falls causing minor to severe bodily injury.

Controls:

1. Adequate Supervision is extremely important in the playground area. The school policy stipulates that children will be supervised in the playground at all times. People providing supervision are briefed on the type of accidents/incidents that can occur in the playground and on the action that must be taken following an accident/incident.
2. A bell is used in the playground to call the attention of the children to the person/s in charge in the playground. This is also sounded to mark the end of a break. Teachers must ensure that children respond correctly to these alarms.
3. If an accident occurs during a break time and assistance is required, staff will remain in the area and send a child into the school (to get school nurse). All accidents will be recorded. Significant near misses will also be recorded.
4. Access boundaries will be clearly identified and staff will ensure that children remain within these. No child is permitted to leave the school building unless under supervision. Children will be re-informed of this school rule.
5. The Maintenance Person (Michael Kelly) will regularly inspect the school grounds to remove any potentially hazardous materials that have been left lying around. Heavy duty gloves will be provided and worn as required. Regular checks of the school grounds will also be made by the Principal in association with the Board of Management as part of on-going safety audits/inspections. These checks will include; the path's, gates, fencing, sheds, playgrounds and playing fields. The person responsible for this inspection will look for hazards such as; broken equipment; fencing, gates, benches, poles etc., hazardous materials; broken glass, metal pieces, chemical containers, lighters etc. The Principal is responsible for ensuring that these are communicated to the rest of the staff. Staff, contractors, visitors etc. are encouraged to report hazards.

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6. Extreme care will be taken during wet and icy weather conditions. If the pathway becomes slippery, sand, gravel or salt will be sprinkled across it. If the conditions are particularly hazardous and cannot be alleviated, children will be kept in during breaks.
7. Staff are not permitted to park their cars directly in front of the school gates, as this may impede access for the emergency services; fire brigade, ambulance etc. Staff will communicate this to visitors and parents etc. If necessary 'No Parking' signs will be erected on the roadway directly in front of the gates.
8. Running in the hallway, in or out of doorways and running around the outside of the school on the pathway is forbidden. Staff will enforce these rules.

Resources:

1. Safety, Health and Welfare at Work Act 2005.
2. See Risk Assessment sheets no.s 1, 6, 7, 8, 9, 14, 15, 38

PERSON RESPONSIBLE: **Safety Representative**

9.14 HAZARD CONTROL SHEET: HYGIENE

Hazards:

Inadequate hygiene and welfare facilities; insufficient programme for cleaning. Dirty/dusty walls ceilings, floor surfaces etc. Inadequate facilities for food and drink preparation. Poorly maintained sanitary accommodation. Inadequate sanitary accommodation i.e lack of hot running water, soap, means to dry hands etc.

Risks:

Ill health associated with poor or inadequate hygiene or welfare facilities.

Controls:

1. Waste is removed regularly from the school.
2. The toilets are cleaned regularly and are maintained to a high standard of cleanliness.
3. Staff and pupils are encouraged to report to the Principal or Safety Officer in the event these facilities require attention.
4. Provisions such as; soap, hand towel, toilet paper etc. are available in all toilets. Where provisions fall short staff or pupils will contact the Principal, Safety Officer or other staff member.
5. Staff will not clean toilets following a spillage or accident unless the correct personal protective equipment e.g. protective disposable gloves etc. is available.
6. Personal protective equipment is always readily available.
7. The cleaning lady who is carrying out work that may involve the use of hazardous substances etc. will be made aware of good hygiene practices, such as washing the hands thoroughly before meal and refreshment breaks.
8. Floors in toilets, corridors and other areas may become wet or slippery throughout the course of a school day. A "caution wet/slippery floor" sign will be erected. Spillages and wet floors will not be left unguarded.
9. Staff and children are also alerted to the risk of slipping associated with tiles on toilet floors which may become slippery if they get wet.

RESOURCES:

1. Safety, Health and Welfare at Work (Miscellaneous Provisions), 1995
2. Suitable PPE.
3. Regular Cleaning
4. See Risk Assessment sheets no.s 5, 31-33, 39

PERSON RESPONSIBLE: SAFETY Representative/Co-Ordinator

9.15 HAZARD CONTROL SHEET: HAND TOOLS - WOODWORK ROOM

Hazards:

Incorrect use of hand tools. Inadequate maintenance and use of damaged and worn tools e.g. wrenches with cracked or worn jaws, screwdrivers with broken points or split or broken handles, hammers with loose heads, broken or split handles, mushroomed heads on chisels, and dull saws.

Risks:

Risk of cuts, lacerations, bruising to hands, arms, face or other body parts. Electric shock.

Control:

1. The woodworking teacher is fully trained in the safe use of equipment and tools.
2. All equipment and tools is used in accordance with the safe operating procedures for that equipment as per the manufacturer's instructions.
3. Equipment and tools are formally inspected regularly. The teacher will carry out a visual inspection of the equipment before use.
4. Damaged/defective tools will be taken out of circulation and will not be used until the necessary repairs have been made.
5. All tools will be stored correctly when not in use. All tools are stored out of the reach of pupils. All equipment is returned to the correct storage area at the end of each day.
6. A designated storage area is provided for all tools.
7. Safety Signs will be erected where necessary for all machinery used.
8. Trailing cables will be avoided wherever possible. However, in the event of the requirement for trailing cables they will be suitably highlighted and protected from pedestrian and vehicular damage.
9. The woodworking teacher will decide what equipment is to be used by each pupil. This will be based on a risk assessment of the ability (intellectual and dexterity) of each pupil.

Equipment: Powered and Non-powered tools

Powered: Drills (battery), wood lathe

Non-powered: Hammers, mallets, chisel, screwdriver, sanding,

This equipment is used for general woodwork and maintenance work.

Controls: (General)

- Pupils are not permitted to use powered hand tools authorised by teacher and under the direct supervision of the teacher.
- Powered tools are at 110 volts.
- The proper tool is always used for the job.

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- Guarding is provided on tools where necessary. Under no circumstances will guards be by-passed.
- Safety signs will be erected where necessary.
- Personal protective equipment for use with tools and equipment is provided and worn.
 - Appropriate eye protection must be worn by all workers and students using hand tools which may generate flying chips of material (including cutting, drilling and impact) due to sparks and /or airborne particles.
 - Leather or cloth gloves may be worn where there is a risk of injury to the fingers from sharp, rough edges of metal.
 - Hearing protection will be worn where there is risk of exposure to excessive noise levels.
- Equipment is checked regularly for loose connections, damaged cable or other potential electrical hazard.
- The operator using the tools shall visually inspect all work equipment for damage, removed signage, cleanliness and any other hazards.
- During any cleaning, maintenance, inspection and adjustments, the equipment will be turned off and the power supply isolated.
- Tools will be stored neatly in designated storage area in the work area when not in use.

Specific Controls for Work Equipment

Equipment: Drills (battery and electric)

The following considerations are for the safe operation of electric drills:

Double insulation: this gives double protection from electric shock.

Switch lock: A locking pin within the handle retains the appliance in the ON position. This should never be secured and should only be used with extreme care

Speed selection: Using the correct speed on any drill gives a better job and more importantly is safer for the operator.

Where reasonably practicable the following safe operating procedures will be followed.

We will:

- Always tighten the chuck securely and ensure chuck key is removed before commencing drilling.
- Ensure that the workpiece is secured, unless large enough to avoid movement.
- Use the speed controls: start drilling into all hard materials at a slow speed and increase accordingly.
- Slow down the rate of feed just before breaking through the surface (particularly of metals, to avoid snatching and twisting)
- Keep drill vents clear and ensure that there is adequate ventilation
- Use sharp drills at all times.

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- Make sure that all plug connections and fuses are secure and correct.
- Keep all cables clear of the cutting area during use.
- **Water safety glasses.**
 - (If too much force is applied, drill bits can break, launching fragments into the air. Material removed by the drill bit can also become airborne).
- **Clamp work securely.**
 - A spinning drill bit can grab the workpiece and yank it around if it is not properly clamped in place, resulting in hand injuries, especially if the workpiece has sharp edges. A Small vice or clamp is used for this purpose.
- **Note what is underneath the piece being drilled.** Be sure that the drilling is done Into a secure block of scrap wood or into clear space.
- **Store tools safely.** Unplug electrical tools when not in use.

Equipment: Metal Cutting tools: Saws and Hacksaws (manual)

- Saw will be properly selected for the job.
- The correct type of blade, set to a suitable tension is always used.
- Worn blades are never used. Saws will be kept sharp and the teeth kept well set to prevent binding.
- A firm grip is retained avoiding applying excessive force.
- Where hard metals are being worked the teeth may wear quickly becoming smooth and slippery. To avoid this we will grind off excess materials.
- Hacksaws will be adjusted in the frame to prevent buckling and breaking, but should not be tight enough to break off the pins that support the blade. Blades are installed with teeth pointing forward.
- Safety glasses are always worn (particularly when cutting aluminium) as removed material could become airborne.
- The workpiece is always clamped securely, unless large enough to avoid movement or we use a stop block to prevent movement or ejection of small workpieces. This removes any inclination to hold the workpiece near the cutting zone, and allows better control of the tool. A small vice or clamp is used for this purpose.
- Cutting is always done into a clear space.
- Hands are always kept from the cutting zone as the blade can jump and cause minor hand injuries.
- Electric cables are kept well clear of working surface.
- Tools are stored safely.

Equipment: Impact Tools (Hammers, mallets, chisel)

- Hammer-stuck and striking tools are made of forged, hardened steel so that they are hard enough to withstand blows without mushrooming excessively, and are not to be so hard that they chip or crack.
- Sharp tools will never be carried around in clothes pockets. Instead carrying pouches that will fasten around the waist are provided.

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- Eye protection will be worn and a shield or screen will be used to prevent injury to others from flying particles.
- Hammers have securely wedged handles suited to the type of head used. The handle will be smooth, free of oil, shaped to fit the hand, and properly sized for the job.

Equipment: Screwdrivers

- Screwdrivers will only be used for the purpose in which they are designed. They are easily damaged causing blades to slip off the slots and injure workers' hands.
- Operators will always ensure that the screwdriver tip fits the screw. A sharp square-edged bit will not skip as easily as a dull, rounded one, and it requires less pressure. The tip will be kept clean and sharp to permit a good grip on the head of the screw.
- Screwdrivers having blades or rivets extending through the handle will never be used for electrical work. Both blade and handle will be insulated except the tip.

Equipment: Lathe

- Eye protection will be worn at all times when operating the lathe.
- Loose clothing or jewellery is not permitted while operating the lathe and long hair will be tied up or a hair net used.
- Power feeds will be disengaged in sufficient time and at safe distance from revolving chucks.
- A Swarf hook will be used and hand gloves will be used when removing the swarf.
- The chuck will never be stopped by hand, and the chuck guard will be in place at all times when chuck is moving. The clutch brake will be properly maintained and checked regularly for wear.
- Files and emery paper will never be used on the lathe.
- Always check the chuck is mounted and locked up correctly and ensure work piece is tight before starting machine. Only standard size chuck key will be used. Ensure to remove chuck key before starting machine and place in designated receptacle.
- The work piece should be mounted between the headstock centre and tailstock before the machine is started.
- The max. speed of the machine for four jaw chuck work, which is much less than the overall max speed will never be exceeded.
- All cutting tools/tool holders will be locked up rigidly and with as little over hand as the job will permit.
- The proper speeds and feeds for the job will always be used and always ensure adequate coolant.
- All cables, sockets and electrical controls will be checked regularly. Maintenance will be carried out in accordance with manufacturer's recommendations.

PERSON RESPONSIBLE: WOOD WORKING TEACHER/ SAFETY REPRESENTATIVE

9.16 HAZARD CONTROL SHEET: Garden tools

HAZARDS:

Incorrect use of garden tools. Inadequate maintenance and use of damaged and worn tools e.g. rakes and shovels. Flying objects thrown by the motor in mowers and strimmers.

Risks:

Risk of deep cuts, burns, broken bones, lacerations, bruising to hands, arms, face or other body parts, amputations and eye injuries.

Controls:

The only person likely to be using the gardening equipment and tools is Michael Kelly. This person is competent to work with such equipment. No other personnel are permitted to handle or use equipment, unless authorised to do so and even then if deemed competent.

Lawnmower and strimmers

- Staff will always prepare the lawn before mowing by checking for items such as sticks, rocks, toys, sports equipment, dog bones, wire, and equipment. In addition staff will always ensure that no items are hidden in tall grass and will look for and remember immovable objects, such as pipes, or partially buried rocks as running into a fixed object can shatter the blade and throw jagged chunks of metal out the discharge chute or under the housing.
- Staff will always handle fuel with care when filling up the tank and always wipe up spills. The tank will never be filled on a mower that has been operating as a hot muffler can ignite vapours from the petrol.
- Staff will always wear appropriate fitted clothes that are less likely to get caught on controls or moving parts. Long pants and sturdy leather shoes will staff protect from flying sticks, stones, or other items not caught by the rear guard. Shoes will provide good traction. Canvas or open toed shoes will not be worn as will not protect against the blade of the mower. Staff will wear appropriate PPE if mowing for long periods of time or if noise is objectionable

* Staff will use safe mowing techniques to:

Ensure that all other people especially children are out of the way. All children will be supervised while the lawn is being mowed, as operators may not hear or see children approaching. Staff will be aware that children do not understand the dangers associated with mowers and strimmers.

Ensure that the discharge chute is never pointed at anyone or the mower is never run over gravel as objects may be thrown from the mower.

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Ensure that wet grass is never mowed as it is slippery and the operator can lose footing, slip under the mower, or allow the mower to roll backwards. Wet grass will also clog the discharge chute and can cause the engine to falter. If this happens, the operator will always turn off the engine and wait a few seconds for the blades to stop rotating before correcting it.

Ensure care is taken on inclines, as some slopes are too steep to mow safely. Staff will always push walk-behind mowers across slopes to avoid coming in contact with the mower (e.g. by sliding down the hill onto the mower, or allowing the mower to roll backwards on tip of operator) Ride on mowers will be used up and down slopes.

Ensure a running mower is never left unattended. When leaving the operator's position the mower will always be turned off. New models have an operator presence switch that will automatically kill the engine when the operator releases the handle.

Ensure that the spark plug is disconnected before servicing the mower. This will prevent the engine from accidentally being started and prevent accidents due to the mower starting unexpectedly.

Ensure all parts will be kept in working condition. Any fluid leaks (gas or oil), blade sharpening, and balancing will require professional service.

Rakes and Shovels

- Lightweight tools will be used
- Handles will be cylindrical in shape and contoured to provide equal pressure along the entire arch of the palm.
- Tools will be held in a loose comfortable grip. Holding too tight will cause injury
- Handles will be made of compressed rubber to minimize friction.
- Handle length makes a difference: shorter handles provide greater leverage control, while longer handles provide greater power and are best for jobs that require full body motion.
- Tools that require awkward body positioning will be avoided.
- Tools will be kept clean and well maintained garden tools as are less likely to cause strain injury.

Resources:

See Risk Assessment sheets no.s 48, 49, 50, 52

Person Responsible: Safety Representative/Co-ordinator.

9.17 HAZARD CONTROL SHEET: LADDERS

Hazards:

Hazards include; poor maintenance of equipment, use of defective/damaged equipment, ladders not sufficiently secured to a surface, poor work practices when lowering and erecting ladders, incorrect storage practices.

Risks:

Serious injury or fatality in the event of falling off a ladder from a height.

Controls:

1. Ladders will be chosen because they are the correct means of access for the job.
2. Equipment will be maintained in safe, good condition and checked for faults/defects before use.
3. Ladders will be inspected for any loose steps and for non-rigidity.
4. Where work is of a short duration and no form of fixing can be achieved, to prevent the ladder slipping someone will "foot" the ladder to hold it firm against movement.
5. Ladders will be secured to prevent them from slipping sideways or outwards.
6. Where the ladder is to be used at a constant height, the top of the ladder will be engaged to a surface.
7. Ensure that all equipment including ladders are inspected to determine their conditions and to ensure that there are no damaged rungs, etc.
8. It is the responsibility of the individual to check over this piece of equipment before mounting it. The Safety Officer will arrange and implement a check procedure and regular inspection of all ladders and steps.

Below are basic safety points to follow when using a ladder:

- a. Use the ladder at the correct angle (75 degrees)
- b. Wear clean footwear, free of mud and in good condition.
- c. Do not reach out from a ladder.
- d. The base of the ladder must always be supported on a firm, level and secure surface.
- e. If ladder rises approximately one metre above their landing place there must be other handholds available
- f. Ideally the top of the ladder should be fixed to a secure part of the building to stop it from slipping or get someone to hold it.

A good maintenance and inspection procedure should include checking ladders to ensure that:

- * All ladders must be kept clean of dirt and mud. Extra care is necessary to avoid their becoming slippery, e.g. oil or grease on aluminium ladders.
- * Store all ladders flat to avoid twisting or warping.

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- * At the end of a working day remove the ladder from the area.
- * *If a ladder is defective, destroy it or repair it immediately before use.*

See Risk Assessment Sheets 52

Review of ladders 2012 still applicable and attached to appendices

Person Responsible: Safety Officer

9.18 HAZARD CONTROL SHEET: PAINTING AND VARNISHING WOOD

Hazards:

Exposure to chemical irritants, fire, storage of heavy paint tins at height.

Risks:

Risk of skin irritation of dermatitis. Risk of irritation to eyes or respiratory system. Risk of sensitisation. Risk of poisoning. Risk of burns, explosion, fatality or multi-fatality. Injury to back or upper limbs.

Controls:

The most appropriate control measure is to address the issue of prevention. The following points will be considered:

- Replacing certain agents for less hazardous substances;
 - Ensuring the availability of Material Safety Data Sheets, which will be read by the person using the substance.
 - Handle all chemicals/cleaning agents with care;
 - PVC gloves or other protective gloves will be used to prevent contact with hands
 - Face masks will be used to prevent inhalation of hazardous substances.
-
- All chemicals have been identified and Material Safety Data Sheets are available for each
 - All users are familiar with the hazardous properties of each chemical and have implemented appropriate precautions in accordance with MSDS directions.
 - Personal protective equipment is provided and will be used and maintained in accordance with the PPE policy.
 - All users wear PPE at all times when handling hazardous chemicals.
 - Good hygiene is practiced by washing of hands after using chemicals. Protective overalls will be removed immediately if spillage occurs on overalls.
 - All chemicals are stored safely at appropriate height and in accordance with the manual handling policy and labelled accordingly.

Resources

1. Safety, Health and Welfare at Work Act 2005.
2. The Work Equipment Regulations, 1993 (SWAWAWR, 1993)
3. Chemical Regulations 2000
4. SEE Risk Assessment sheet no. 40

Person Responsible: SAFETY REPRESENTATIVE.

9.19 HAZARD CONTROL SHEET: KITCHEN (GENERAL)

Activities in busy kitchens can result in slips and falls on floor spillages, cuts from knives, food processing equipment and other sharp objects e.g. knives etc. left at the bottom of a sink etc. Accidents can also occur as a result of the miss-use of equipment or in the event of using faulty/defective equipment.

Risks:

Falls, trips, collisions (causing bodily injury), burns scalds etc. Electric shock. Injury to the back or other body parts. Cuts from knives and food processing equipment.

Controls:

1. Footwear with anti-slip soles will be worn. Smooth rubber soles are dangerous.
2. Aprons or overalls will be worn to cover low open pockets that might catch saucepan scalds from hot surfaces and steam.
3. Bracelets re dangling jewellery that could catch in moving equipment are not permitted.
4. Oven mitts will be used when handling hot dishes.
5. Trolleys will be used to move heavy loads within the kitchen.
6. Staff are warned of the hazards associated with wet floors and rushing around the kitchen.
7. When cleaning the kitchen floor boiling water and detergent to remove build up of grease etc. are always used. Floor spillages or food debris are cleared away immediately. Staff understand the requirement to stay at the mopped spot until it is dry or use a portable warning sign however, never leave a spillage unattended if the portable warning sign is not available.
8. Detergents are caustic and irritant when concentrated but when diluted most are hazardous only on contact with the eye or in ingestion. They can when diluted cause irritant dermatitis, therefore, care will be taken when handling such materials.
9. Hair will be worn tied back and covered when handling food.
10. The floor will be kept clear especially in circulation areas.
11. Staff are aware of the requirement to take care when taking utensils from the sink as there may be broken glass or sharp knives etc. in the bottom of the sink.
12. Rubber gloves, aprons, boots and eyeshield's will be used when degreasing deposits with caustic cleaning agents. These often contain caustic soda (sodium hydroxide), which is very corrosive to the skin and will cause burns.
13. Dishwasher detergent solution is also corrosive and can burn the skin. Exercise extreme caution if the hose becomes detached from the dosing system. Ensure that the hoses do not become kinked if the machine is moved.

RESOURCES

1. Safety, Health and Welfare at Work Act, 2005
2. Chemical Regulations 2000
3. The Work Equipment Regulations, 1993 (SWAWAWR, 1993).
4. See Risk Assessment sheets no.s 2, 4, 5, 53

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE/CHEF/TEACHER

9.20 HAZARD CONTROL SHEET: KITCHEN HYGIENE

Food poisoning is caused by bacteria growth in improperly stored and prepared food, unclean worktops and processing equipment and failure of staff to carry out good hygiene practices e.g. washing hands regularly.

Hazards:

Improperly stored or prepared food or infected food handlers. Poor hygiene practices. Unclean utensils, worktops etc.

Risks:

Risk of food poisoning resulting in potentially serious illness.

10 of the most common causes of food poisoning

1. Food prepared too far in advance.
2. Failure of kitchen staff to wash hands regularly.
3. Food stored at room temperature.
4. Cooling food too slowly prior to refrigeration.
5. Not re-heating food to high enough temperature.
6. Use of uncooked food contaminated with bacteria.
7. Under-cooking poultry and meat.
8. Not thawing frozen meat and poultry.
9. Cross contamination from raw to cooked foods.
10. Storing hot food below 63°C

The 10 points mentioned above highlight the most common causes of bacteria growth in the kitchen. Employees should put in place safety measures i.e. good hygiene practices to avoid the risk of any of the above occurring. The above should be used as an indication to safe hygiene practices for food handlers.

Resources

1. Safety, Health and Welfare at Work Act, 2005
2. Chemical Regulations 2000.
3. The Work Equipment Regulations, 1993 (SHAWAWR, 1993)
4. See Risk Assessment sheets no.s 2, 4, 5, 53

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE/CHEF/TEACHER

9.21 HAZARD CONTROL SHEET: KITCHEN EQUIPMENT

Hazards:

Accidents can arise from the miss use of equipment or in the event of using faulty/defective equipment. Equipment used without suitable guards in place.

Risks:

Cuts/lacerations to hands, fingers or more serious injury (amputation) associated with contact with moving parts. Severe skin burns associated with hot or fat splashes. Burns to the eyes causing potentially serious damage. Risk of hot ingredients ejecting from the food processor. Falls, trips, collisions (causing bodily injury), burns scalds, etc. Electric shock. Entrapment and entanglement.

Controls:

(i) Deep Fat Fryer

Splashes from hot oil or fat from deep fat fryers cause severe skin burns. The following simple precautions will eliminate or reduce the risks:

- Always ensure that guarding; splash trays are in place
- Always lower food into the hot fat slowly - never drop it.
- Never use a fryer without ensuring that it contains enough oil to cover the thermostat.
- Never leave the fryer unattended whilst it is switched on.
- Switch off the power when frying is finished.
- Do not refill pan with oil whilst the apparatus is still alight.
- Report defective restraint devices for raised elements during oil change.

(ii) Electric Mixer

Electric Mixers have cutter plates and mixing blades that rotate at high speed and can cause severe injury to the fingers. Also hot ingredients can be ejected and cause scalding.

- Only a trained person will use and clean this machine.
- Use pusher to feed material down the chute - not your hand.
- Never use a machine with a broken bowl lid, feed chute or electrical interlock.
- When cleaning the machine, always unplug it first.
- When changing cutters, unplug the machine first and wait for the cutters to stop rotating.
- Never overfill the bowl with hot ingredients.
- Never run the machine without the feed tray in position.

(vi) Gas Ovens

Incorrect use of gas ovens or incorrect maintenance can result in a risk of explosion in the event of gas leaking into the oven chamber when the flame is out, resulting in injury to the operator.

- Ensure the pilot lights are working.
- Always check that main burners have actually lit. The burner may have extinguished by draught produced by slamming doors. Delayed ignition can cause an explosion.
- Close doors gently after lighting up.
- Ensure oven has either a flame safeguard or low pressure cut-off valve to
- Prevent accidental build-up of gas in the chamber. These will be maintained regularly by qualified fitters.
- Never leave oven doors open, particularly drop down doors.

RESOURCES

1. The Work Equipment regulations, 1993 (SWAWAWR, 1993)
2. The Safety, Health and Welfare at Work Act 2005.
3. See Risk Assessment sheets no.s 2, 4, 5, 53

PERSON RESPONSIBLE: SAFETY REPRESENTATIVE/CHEF/TEACHER

Hazards:

Electricity for operation of equipment. Trailing fibre optics. Dark room.

Risks:

Electric shock, items in eyes

Controls:

The sensory room is designed specifically for SEN children to access in a safe way.

Walls are padded and there are no sharp edges in the rooms.

Staff check sockets or equipment before use as required.

Staff ensure room is safe to use before children use it.

Faulty items notified to management immediately.

Children do not wear shoes in room.

Adults must supervise children in room.

10.0 ADMINISTRATIVE ARRANGEMENTS.

10.1 Emergencies.

Principal: Fiona Byrnes is responsible for handling emergencies that require immediate action or complete evacuation. There are set procedures to follow in the event of the following emergencies; a fire, bomb alert, explosion or other emergencies. These will be reviewed and updated where necessary. We will inform all staff of any arrangements in the event of an emergency.

10.2 Fire Control

Fire can cause serious injury or fatality and damage to equipment and property. Management will ensure that every effort is made to reduce the occurrence of fire hazards and to protect occupants of the school in the event of a fire.

Most accidental fires begin with smouldering and the evolution of smoke and gas. Hazards include; incorrect storage of flammable substances, an excessive build-up of combustible material; the incorrect disposal of ignited materials, electrical equipment incorrectly used or malfunctioning; an excessive build up of heat and sparks from machinery. Negligence with naked flames or cigarettes are also hazards.

The provision of a safe workplace, which includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and speedy evacuation of everyone from the building in which a fire has started. We will also ensure adherence to the *Fire Services Act, 1981*.

10.2.1 Fire Safety Management.

A Fire Safety Management programme has been devised to control the risks associated with fire outbreak in the school. The implementation of this programme is the responsibility of the Principal and the teachers. The person with overall responsibility for fire safety is the Safety Officer. This person will be known as the Fire Manager.

The Fire Manager is: MICHAEL KELLY

Fire Manager's responsibilities.

- Ensuring that the fire fighting equipment is provided and adequately maintained.
- Assisting the Fire Wardens in the evacuation of staff and pupils from the school.
- Ensuring that the Fire Wardens have sufficient training to fulfil their role as a Fire Warden.

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- Ensure that all teachers are familiar with the fire evacuation procedure and the exact role they play in the evacuation process.
- Conducting fire evacuation drills.
- Maintaining records of evacuation drills, including progress reports on these evacuations.
- Ensuring that all staff are familiar with the principals of fire prevention.
- Staff and parents do not smoke on the school premises.
- Staff are aware of the need for good housekeeping.
- Staff are familiar with the location of fire fighting equipment and their use.
- Staff are aware of the requirement to report fire hazards immediately to them.

Staff Responsibilities.

All staff are responsible for ensuring the effectiveness of this fire safety policy by co-operating with those responsible for fire safety.

Staff should:

- Report fire hazards upon discovery and report any defective or missing fire protection equipment and/or blocked obstructed aisles or emergency routes.
- Keep emergency routes clear at all times and remove obstructions to emergency routes where it is safe to do so.
- Follow any procedures and instructions given to them in routine drills and in the event of an emergency.
- Familiarise themselves with the different fire extinguishers and the correct fire extinguisher to deal with particular fire types.
- Not smoke on the school premises in particular in areas where flammable/combustible materials are being used or stored.
- Switch off and unplug all electrical appliances when not in use, except those designed to be left on full-time.
- NEVER attempt to extinguish a fire unless it is safe to do so.

As part of our fire safety policy management will ensure:

10.2.2. Fire Safety Training

- A reasonable awareness amongst staff of the fire precautions within the school.

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- The co-ordination of staff training programmes e.g. fire drills; and appointing all staff with specific responsibilities for their areas.
- All personnel are informed of the location of the Assembly Points.
- All staff will be shown how to use a fire extinguisher, the different types of fire extinguishers and when each should be used.
- Flammable materials and substances (cleaning fluids) are correctly stored (where relevant).

10.2.3. Fire Evacuation and Drills.

- Fire drills are held at least on time per term.
- Records are kept of all fire drills including the time and date of the drill and comments on the procedure (effectiveness) in order that improvements can be made if required.
- Fire evacuation procedures are communicated and practiced by all staff and pupils.

10.2.4. Fire Fighting and Detection Equipment.

- Suitable and sufficient fire fighting equipment is provided.
- Fire extinguishers are kept in prominent locations around the school. The amount and type of extinguishers available are determined based on the requirements of I.S. 291 Use, Siting and Maintenance of Portable Fire Extinguishers. Fire Point signs will be provided above all equipment.
- Smoke detectors are available and tested by the Fire Company every 3 months.
- A competent person within the school checks fire fighting equipment regularly. Annual inspections are also carried out by fire safety contractors who inspect and replenish or replace fire extinguishers as required. Certification of inspections is maintained on each fire extinguisher and in the fire safety register.
- A fire safety register is kept, with records of tests and inspections. This is maintained in the Safety File in the Principals office.

10.20.5. Means of Escape

- Means of escape from the school have been clearly designated and identified.

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- The provisions of unobstructed fire exit routes with correct signage are available.
- Fire doors are checked regularly.
- Fire Evacuation Notices are posted in prominent locations around the school Assembly points are clearly marked and are indicated on all Fire Evacuation Notices.
- Risk assessments have been carried out and include fire hazards and arrangements for the protection against the outbreak of fire. Regular audits will assess arrangements for maintenance of fire exit routes (free from obstruction) etc.

10.2.6. Fire Prevention

Teacher Responsibilities

Teachers are generally responsible for ensuring that adequate fire safety measures take place within their classroom/area.

They are also responsible for ensuring that:

- There is no smoking on the premises (either in the school building or in the playground).
- Pupils are made aware of the fire Evacuation Procedures by co-operating in regular fire drill practices and as part of education awareness i.e. pupils are made aware of some of the causes of fire.
- Pupils are evacuated safely from the classroom or all other areas in the school.
- Avoid an excessive build-up of combustible waste in their area. Encourage good housekeeping in their area amongst pupils.
- They are familiar with the location of fire fighting equipment and they know how to use it.
- Report fire hazards upon discovery and report any defective or missing fire extinguisher to deal with particular fire types.
- Familiarise themselves with the different fire extinguishers and the correct fire extinguisher to deal with particular fire types.
- Switch off and unplug all electrical appliances when not in use, except those designed to be left on full time. Avoid placing materials near to heat sources.
- NEVER attempt to extinguish a fire unless it is safe to do so.
- Never bring portable electric heaters into the classroom.

10.2.7. Fire Evacuation and Safe Assembly

Fire Evacuation Notices are available and are located in prominent positions around the school. These indicate the procedure that should be followed in the event of the requirement for an evacuation from the school.

EMERGENCY SERVICES AVAILABLE IN THE AREA.

SERVICE	LOCATION	TELEPHONE NO
Fire Brigade	Castlebar	094-9021211/9021122
Garda Siochana		094 9022222
Hospital/Ambulance		999 094 9021733
Doctors		
On site Nurse	Mary O'Malley	087 9574042
County Council		094 9024444

Action to take in the event of a fire.

Prompt action in the first few minutes is critical and can determine the outcome of the fire.

The following actions should be taken:

Ensure that the fire alarm is raised

* Inform Principal or other member of staff who will call 999 or '112' (emergency services)

* Obtain assistance if required.

* Providing it is safe to do so, attempt to extinguish or contain the fire using the appropriate fire fighting equipment available to you. **NEVER PUT YOURSELF AT RISK**

10.3 Safety Inspection Procedures

Once a Safety Statement is formulated it is critical that regular inspections are conducted to monitor the effectiveness of the safety policy and to ensure compliance with the requirements within this document. These requirement may be either organisational or statutory.

10.3.1. Safety Audits

Safety audits are an integral part of the Safety Management Programme and examine current arrangements and progress in health and safety. The areas that are addressed extend to work equipment, the working environment, work systems, work practices, job design, management procedures and arrangements for health and safety.

A safety audit will be completed annually either internally or by external consultations. A formal report detailing significant findings will be issued to the Chairperson of the Board of Management. The Safety Committee are responsible for ensuring that this audit is completed.

10.3.2. Safety Inspections

These are routine safety inspections of areas within the school. These are conducted by the Safety Committee. The teacher in the relevant area will accompany the member/s of the Safety Committee. Our aim is to endeavour to complete these at least bi-monthly. Hazards that are found during these routine inspections will be addressed according to their overall impact. Where a hazard is found that presents a high risk to a person or number of people imminent action will be taken (where reasonably practical) to control the risk.

10.3.3. Statutory Inspections

In accordance with Statutory requirements, certain inspections and testing of equipment etc. will be carried out at specified intervals. Schedules for inspection are identified below.

ITEM	FREQ. OF INSPECTION	INSPECTOR
Boilers	annually	External Contractor
Fire Fighting Equipment	annually	External Contractor

The Safety Committee in association with the Principal is responsible for ensuring that these inspections are carried out.

10.4 Welfare

Pregnant women.

On receiving notification that a staff member is pregnant, we will assess the specific risks to that staff and take action to ensure that she is not exposed to any thing, which will damage either her health or that of her developing child.

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, We will assess the specific risks arising to that employee from the work and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, We will carry out the following:

- *Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received*
- *Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities*
- *If a risk cannot be eliminated or reduced to an acceptable level, then:*
 - *Adjust the working conditions or hours of work or both; or*
 - *If this is not possible, provide alternative work; or*
 - *If this is not possible, grant the employee health and safety leave*
- *I /we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed*
- **Form 1.5 Responsible Persons Register in Appendix 1** *can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments.*

FURTHER INFORMATION

The Health and Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. Chapter 2 of Part 6, Protection of Pregnant, Post-natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

HYGIENE

A direct labour cleaner is employed to clean the school regularly at evening times. The cleaning programme includes: all classrooms, toilets, hallways, and staff facilities.

Pest control checks are completed every 3 months.

Medical Facilities.

In the event of an emergency concerning pupils they are immediately taken to a local doctor.

10.5. First Aid Policy

The school are committed to a Health and Safety policy with underlying principles of prevention. To this end, every attempt will be made to reduce hazards that increase the risk of ill health and injury. In the event that injuries and ill health do occur, we have developed this policy to ensure that the accident victim receives immediate treatment to avoid any unnecessary discomfort and deterioration of their condition. /all personnel should be aware that, in the event of a medical emergency, efforts should be made to seek professional medical assistance (where necessary) although first aid facilities are available.

The person with overall responsibility for First Aid is the Principal. Assistance and support is provided to the Principal by:

Mary O'Malley
(ON SITE NURSE)

Between the Principal and Nurse they will ensure that:

- First aid supplies are provided and replenished regularly.
- There is one first aider on the premises during normal working hours so far as is reasonably practicable.
- Refresher training courses are provided for existing First Aiders.

Responsibilities of the First Aiders.

- The First Aiders are required to provide first aid to accident victims within the limits of that which they are comfortable to do.
- In the event of an accident resulting in first aid being administered, the First Aiders shall ensure that a record is made of first aid treatments. The First Aiders must also ensure that if the injury is likely to require notification to the Health & Safety Authority that it is drawn to the attention of the Principal immediately.
- Records shall be kept of the actions taken in providing first aid provision and recorded in the accident daybook. This is held with the Principal.
- Records shall be kept of the actions taken in providing first aid provision and recorded in the accident daybook. This is held with the Principal.

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- First Aiders should take all necessary precautions to protect themselves whilst administering first aid treatment e.g. wearing protective gloves. Where possible only qualified personnel should treat an accident victim.

First Aid Provisions

- **The Nurse** is responsible for the purchasing of first aid supplies
- The required contents of a first aid box are listed on the following page.

There is a First Aid box located in Nurses Room and in office

10.6. Accident Policy

It is essential that all accidents and incidents be reported. Accident/Incident data is used to identify and evaluate risks and it allows management to consider the frequency and severity of these risks, in order that effective control measures may be implemented. Failure to report accidents or incidents can result in re-occurrence and often consequences can be more severe when an accident re-occurs.

Please see updated Accident Policy 2015-2016.

1. All accidents/incidents resulting in injury or ill health will be reported as soon as possible to the Principal. The Principal will report significant accidents/incidents to the Board of Management.
2. Each teacher on 'yard' duty is responsible for reporting and recording any accidents that occur during their duty.
3. All accidents will be recorded in the accident daybook, which is located in the Principal's Office.
4. The person responsible for filling first aid box will record all accident data on a master book.
5. Accidents resulting in personnel being absent from work for more than 3 consecutive days should be reported using form IR to the Health & Safety Authority. Weekends and other normal days off are included when calculating the period of absence. For Example, an employee or trainee who normally has Saturday and Sunday off work is injured on Wednesday and returns to work the following Monday, the incident is reportable.

Completed forms should be sent to:

**Health & Safety Authority,
10, Hogan Place,
Dublin.**

6. Accidents can also be reported through the HSA Web Page at:
www.hsa.ie.

7. Records must be kept, for a minimum of ten years, of all reportable accidents.

DEFINITION OF INJURY CLASS

Serious Loss Time Accident/Incident

This classification is one in which the employee misses work for three days or more where there is a loss of limb, eye, permanent disability or fatality.

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Minor Loss Time Accident/Incident

This is appropriate for when an employee misses work for three days or more but returns with a total recovery and no long term affects .

Medical Treatment

An injury that requires medical attention with no lost time beyond the shift in which the injury occurred.

Minor First Aid Accident

The employee receives first aid treatment from an in-house First Aider and then returns to their normal work after the treatment.

Incident Accident

This classification covers any situation in which a near miss occurs where there is no injury, which may or may not cause damage to property.

10.7. Disciplinary Procedure Policy

In the interest of fairness to all individuals and in relation to industrial relations, the school have a disciplinary procedure in place. These procedures provide a fair method of dealing with non-compliances in health and safety management system. Health and safety rules, standards and methods of working have been formulated and are apparent in this Safety Statement. These assist the company to operate effectively in terms of health and safety.

The school provides training, information and procedures in the interest of the safety, health and welfare of all our staff. We expect all staff to adhere to any rules and regulations and to attend training and information meetings.

Staff must be aware that any gross negligence of the company's Safety Management Programme may result in instant dismissal. In other cases the situation will be discussed and the employee will be alerted to any shortcomings and given reasonable time to put them right.

INTO policies on bullying and violence have been documented and are available for review by teachers.

11.2. Appendix 3: Legislative Resources

Legislation, Codes of Practice and Guidelines: *not exhaustive list

- Safety, Health and Welfare at Work Act, 2005
- Safety, Health and Welfare at Work (General Application) Regulations, 1993
 - General Health and Safety Regulations. Part II of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.
 - Workplace Regulations. Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.
 - Work Equipment Regulations. Part IV of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.
 - Personal Protective Equipment Regulations. Part V of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.
 - Manual Handling Regulations. Part VI of Safety, Health and Welfare at Work (General Application) Regulations, 1993.
 - Electricity Regulations. Part VIII of the Safety, Health and Welfare at Work (General Application) Regulations 1993.
 - First Aid Regulations. Part IX of the Safety, Health and Welfare at Work (General Application) Regulations 1993.
 - Notification of Accidents and Dangerous Occurrences Regulations. Part X of the Safety, Health and Welfare at Work (General Application) Regulations, 1993
- Safety, Health and Welfare at work (Miscellaneous Welfare Provisions) Regulations 1995.
- Fire Services Act 1981.
- The Safety, Health and Welfare at Work (Signs) Regulations 1995.
- European Communities (Protection of Workers) (Exposure to Noise) Regulations, 1990.
- Building Regulations, 1997.
- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985.
- The Pregnant Employees Regulations 1994 and 2007.
- The Parental Leave Act 1998.
- The Safety, Health & Welfare at Work (Night Work & Shift Work) Regulations 1998.
- The Food Hygiene Regulations 1950 (and amendments).
- The Tobacco (Health Promotion & Protection) Regulations, 1995
- The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 1994
- Safety, Health and Welfare at Work (Carcinogens) Regulations 1993.
- Safety, Health and Welfare at Work (Biological Agents) Regulations, 1994.
- Dangerous Substances (Storage of Liquefied Petroleum Gas) Regulations, 1990.
- The European Communities (Classification, Packaging, labelling and notification of Dangerous Substances) Regulations 1994 and European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Amendments) Regulations, 1998.
- The Organisation of Working Time Act 1997.
- Occupiers Liability Act 1995.
- National Rules for Electrical Installations. (ETCI)