

DROM NATIONAL SCHOOL

SCHOOL POLICY PLANNING

HEALTH & SAFETY STATEMENT

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Part 1

SAFETY STATEMENT

1. Introduction

This safety statement outlines the health and safety policy of Drom National School, Drom, Templemore, Co. Tipperary and in doing so aims to fulfil the requirements of all relevant legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007,
- Relevant European Legislation
- The Children's Act 2001
- Education for Persons with Special Needs Act 2004
- Disability Act 2005

This statement also takes into account codes of practice as written and will be amended as required to quote relevant legislation.

Drom National School, Templemore, Co Tipperary is located beside St. Mary's Church in the village of Drom. It is situated directly in front of the graveyard and there is access from the graveyard onto the grounds of the school at the rear of the buildings. Currently it employs 3 mainstream teachers and 1 shared learning support teacher and 1 shared resource teacher. There is also ancillary staff comprising of 1 secretary and 1 cleaner.

Children are supervised between 9.10am – 3pm and access to the school is strictly monitored.

As with most places of work, there are risks and hazards. This safety statement defines those risks and hazards associated with the activities throughout the school. It also specifies the systems in place to secure the Health, Safety and Welfare of all employees and pupils. The employees consist of the Principal, who heads the workforce, followed by the deputy principal, teachers, secretary and cleaning staff as outlined above.

This safety statement has been prepared following consultation with employees, both staff and management.

Safety Is A Journey Not A Destination

2. Statement of Policy

The Board of Management of Drom National School, Templemore, Co. Tipperary declare that the responsibility for the health, safety and welfare of all employees is their ultimate responsibility. They will strive to do their utmost to secure a workplace that is as safe and healthy as possible.

It is a responsibility of management to provide the necessary resources in terms of finance and personnel to enable the operation of this safety statement and to enable us as management to fulfil our duties to all employees.

Under the Safety Health and Welfare at Work Act, 2005 it is the policy of management to ensure so far as is reasonably practicable at all times:-

- A safe place of work.
- Safe access and egress.
- Safe plant and machinery.
- Safe systems of work.
- The provision of appropriate information, instruction, training and supervision.
- Provision of suitable personal protective clothing and equipment.
- The preparation and revision of emergency plans.
- To ensure good housekeeping and good hygiene practices.
- The designation of staff having emergency duties.
- The provision and maintenance of welfare facilities.
- The reporting of accidents and dangerous occurrences.
- The provision of a competent person to advise and assist management in their health and safety duties.
- To carry out safety inspections and Audits.
- The provision of facilities to enable the Safety Representative to fulfil his/her functions.

Drom National School, Templemore, Co Tipperary would like to remind all employees that the success of our policy depends on co-operation between all. All employees must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions at work. There is also a reminder to report without unreasonable delay any defects in plant, equipment, place of work or system of work, which may endanger safety, health or welfare.

This safety statement will be reviewed at such interim time, as shall be decided on or agreed as necessary to take account of any technological changes or changes in work practices. Management would like to take this opportunity to encourage the participation of employees in particular the Safety Representative in the fulfilment of our objectives and we recognise his/her role in consultation with the board of management.

Yours sincerely,

Fr. Martin Murphy

Chairperson of the Board of Management,
Drom National School, Templemore, Co Tipperary

3. Safety Organisation and Consultation

3.1: Safety Committee

The Board of Management has ultimate control over health and safety within the organisation. They have selected a safety committee to determine the health and safety policies of the school. The safety committee is the Principal, the Health and Safety Officer nominated by Board of Management and the Staff Safety Representative

The safety committee:

- has been set up to implement the policy set out in the safety statement.
- shall continuously monitor and review all aspects of the safety statement.
- shall ensure that there is safety consultation between employees and management with regards to all matters that may affect health and safety at the workplace.
- shall meet at least every year and it is the responsibility of the Health and Safety Officer to see that these meetings are organised and that minutes are kept.

The business of the safety committee meetings shall minimally include the following:

- (a) Review of any accidents or dangerous occurrences since previous meeting.
- (b) Recommendations for correction of accidents caused.
- (c) Review of safety inspection and findings.

The safety committee is a forum through which employees may consult and give recommendations on health and safety issues.

3.2: Safety Consultation

Drom National School recognise that employee involvement in health and safety is an integral part of the operations of the school, and sees health and safety as being of value within these operations. Thus the Board of management encourage employees to elect from their ranks a Safety Representative.

The Safety Representative will consult with the Board of management through procedures on any relevant health and safety issue. The Board will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

Any necessary training and information to the Safety Representative shall be provided in accordance to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfil his/her duty.

4. Responsibilities

4.1: Chairperson of the Board of Management

The Chairperson of the Board of Management of Drom National School, Drom, Templemore, Co Tipperary takes ultimate responsibility for:

1. The safety, health and welfare of all employees.
2. The provision of both financial and personnel resources to maintain the safety policy.
3. The periodic review of the safety policy.
4. The insurance that responsibility is properly assigned and accepted at all levels.

4.2: School Principal / Board of Management Safety Officer

In accordance with Section 15 of the Safety, Health and Welfare at Work Act

2005, **Ms. Amadean Moore-Walsh, Principal**, on behalf of the Board of Management has responsibility for the implementation of the safety policy within the school and also has a responsibility to co-ordinate the efforts of teachers and other employees in working towards achieving the schools' objectives.

The Principal in conjunction with the Safety Officer appointed by the Board of Management will endeavour to:

- Liaise with the Chairperson of the Board of Management and staff in relation to safety, health and welfare issues.
- Ensure that the general policy on safety, health and welfare is established, understood and accepted at all levels.
- Ensure that all equipment is suitable and in compliance with statutory requirements.
- Ensure that competent staff, trained and informed on safety, health and welfare matters, are available at all times.
- Ensure that all teachers are suitably trained in relation to safety, health and welfare, particularly in relation to manual handling.
- Ensure that employees "Sign off" on training and that records of training are kept.
- Continually develop best practices to ensure as so far as is reasonably practicable, the safety, health and welfare of all employees.
- Advise and assist on matters relating to safety, health and welfare of all teachers and pupils.
- Liaise with government bodies and competent persons in safety, health and welfare on matters pertinent to safety, health and welfare.
- Ensure that all new employees receive appropriate instruction, information and training in safety, health and welfare and that records are kept on all training.
- Keep a record of all accidents and dangerous occurrences.
- Ensure that all notifiable accidents and dangerous occurrences are brought to the attention of the Health and Safety Authority, and the appropriate I.R.1 and I.R.3 forms are used. (See page 11)
- Stop any operation where there is an immediate danger of injury to any teacher or pupil.
- Ensure that safety inspections are carried out periodically and that the findings are recorded.
- Ensure that recommendations following a safety inspection are acted on.
- Organise and chair safety meetings; record and keep minutes of each meeting.
- Investigate accidents promptly and find out the cause, with a preventative aim.
- Ensure that the safety statement is continually updated to reflect changing circumstances.
- Ensure that teachers within their own class are aware of the proper actions to be taken in case of an emergency.
- Ensure that good housekeeping standards are maintained and safe access and egress is a priority
- Ensure that adequate supervision is available at all times particularly where new pupils are concerned.
- Ensure that thorough and prompt reports are completed and submitted to the Principal following accidents or dangerous occurrences.
- Consider and support any reasonable representation about Health and Safety issues from pupils within their classroom.
- Assist the Safety Representative during the safety inspections.
- Ensure that equipment is safe and without visible defects and that safety devices are intact and operational.

4.3: Employees.

Drom National School would wish that all employees would be proactive in relation to health and safety, and that under Section 13 of the Safety, Health and Welfare at Work Act 2005, employees have a responsibility to:

- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.
- Ensure that he or she is not under the influence of any intoxicant as to endanger the safety, health and welfare of himself or herself or any other persons.
- Co-operate with their employer and or any other person to such extent as will enable their employer or the other person to comply with any of the relevant statutory provisions.

- Take proper care of, and use in a correct manner, as shown, any appliance, protective clothing, convenience equipment or other means or things provided to secure their safety, health and welfare and that of others.
- Not engage in improper conduct or other behaviour which is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- Report to their employer or immediate supervisor, without unreasonable delay any defects in plant, equipment, place of work or systems of work which might endanger safety, health or welfare, of which they become aware.
- Employees must adhere to all safe systems of work, wear personal protective equipment provided and use any safety equipment provided and be aware of the safety issues and guidelines in their own department.
- No employee shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Ensure that they are aware of persons within their department who are responsible for securing their safety, health and welfare.
- Breaches of health and safety guidelines or breaches of employee's duties by any employee shall be dealt with under the schools disciplinary procedures. Details of the disciplinary procedure can be obtained from management.
- All accidents or dangerous occurrences should be immediately reported to the Principal.

4.4: Safety Representative

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, Drom National School recognises the right of all employees to elect a Safety Representative and also recognise the duties and rights attached with such a position.

The role and statutory rights of the Safety Representative are as follows. The safety representative:

- has the right to information as is necessary to ensure the health and safety of employees at the place of work.
- shall be informed when an inspector from the H.S.A. enters the place of work, and shall accompany the inspector on an inspection tour, if requested.
- has the right to make representation to the Board of management on any aspects of health and safety.
- may investigate accidents and dangerous occurrences provided he or she shall not interfere or obstruct the performance of statutory provisions.
- has the right to make oral or written representation to inspectors on any health and safety issue.
- May receive advice and information from H.S.A. inspectors.
- May attend interviews with employees after an accident / dangerous occurrence.
- May carry out safety inspections with prior consent and agreement.
- May investigate potential hazards and complaints made by other teachers or employees.
- May accompany an inspector on the investigation of an accident by prior request to do so.
- May receive, without loss of remuneration, time off from his regular duties for the purpose of acquiring knowledge to discharge his/her functions, and time off to discharge this function.
- shall not be placed at any disadvantage in relation to his employment for discharging his/her function.

4.5: Contractors

All contractors entering Drom National School must first report to the school principal. Contractors and self-employed persons are required to have their own safety statement and insurance details prior to entering the premises. They must furnish the school principal with these documents before beginning whatever work they are contracted to complete.

The following rules apply:

- Contractors must comply with the Safety, Health and Welfare at Work Act 2005, The Construction Regulations 2006 and the General Application regulations 2007.
- Contractors must be made aware of the Drom Primary School's safety statement and must be in possession of their own.
- Contractors must be adequately insured, and must produce a copy of insurance, safety statement and/or method statement if requested.
- Contractors must use their own equipment, which must meet the standards required by the Safety, Health and Welfare Act 2005
- Contractors should be aware of permit - to - work systems, which may be necessary if doing certain works.
- Contractors must take reasonable care of their own safety and that of their employees, sub-contractors and others affected by their work.
- Contractors must use any personal protective equipment, devices, or clothing necessary. Failure to do so will result in breach of contract agreements.
- Contractors must report all accidents or near - misses to the Principal within Drom National School.
- Contractors must be aware of emergency procedures.
- Hot Work procedures by contractors require a Hot Work Permit to be supervised by the contractor supervisor.
- Contractors must use only competent and suitable persons for the work performed.
- Contractors must complete all work satisfactorily and ensure that all areas worked on are left in a safe condition after work is completed.

4.6: All others including Suppliers, Parents & Visitors

- Observe the safety rules and the instructions given by people enforcing the school's safety policy.

5. Welfare Facilities

5.1: Welfare Facilities

Drom National School intends to provide/secure suitable welfare facilities in accordance with statutory provisions that are applicable. We recognise that this provision is an essential element in securing safety, health and welfare for all.

Suitable washing and sanitary facilities

Suitable washing and sanitary facilities will be provided. This will include water flush toilets with washing facility that is subject to daily cleaning.

Canteen

The canteen will comprise of tables and chairs and washable surfaces. A water / boiler fixed and secured. The kitchen/canteen area has the following equipment: Microwave, toaster and kettle. No hot drinks are to be taken from the canteen.

Drinking Water

Drinking water of suitable drinking quality as provided by council services will be available.

Safe Access / Egress

All offices/corridors, to contain suitable and appropriate fire fighting facilities. All corridors and means of egress are to be kept clear at all times.

5.2: First Aid and Medical Attention

- A fully equipped First-aid box is provided and stationed opposite the infant classroom for all staff. New staff shall be made aware of this facility.
- No staff are trained currently in First Aid.
- Any staff member trained in First Aid shall attend refresher courses every two years.
- One First - Aid box is provided and stationed opposite the infant classroom. First Aid materials are stored in bulk in the staff room. There is an additional First Aid Box for use when on school outings. Each classroom has a small box of First Aid materials at their disposal. These boxes are fully equipped as per H.S.A. guidelines. Keys for first - aid box are available through the First Aid Provider or the Principal.
- All teachers are made aware of pupils with allergies and / or sickness and specific illnesses such as diabetes etc.
- In case of a medical emergency, an injured person should be brought to the nearest doctor on duty.
- It is important that First-Aid Providers keep records of any treatment given.
- It is also the schools policy that in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor.
- Parents are asked to nominate two additional contacts on enrolment. These will be contacted if it not possible to contact parents by phone and the situation is not an emergency.
- Failure to contact parents/guardian in the event of an emergency means that the pupil is taken to the doctor or the doctor or medical emergency services may be called to the school.
- If necessary the insurance company may be informed.

5.3: Emergency Evacuation

- During an emergency evacuation all persons on the premises must evacuate the building immediately.
- During emergency evacuation leave by the nearest available exit.
- Teachers / fire wardens are responsible for the safe evacuation of their pupils.
- There is an emergency evacuation assembly point located on the inside of the front perimeter wall.
- All staff will be instructed on emergency evacuation procedures as part of their induction.
- Only designated trained fire wardens are to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately
- Upon evacuation the Principal will contact the local Fire Brigade from the assembly point.
- The Principal will then check that all persons are safe at the assembly point and will be able to inform the fire brigade accordingly.
- The above person will then assist the fire brigade upon their arrival.

5.4: Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following:

- (a) Fire detection equipment.
 - (b) Fire extinguishers and other means of fire prevention.
 - (c) Warning systems.
 - (d) Exit signs.
 - (e) Emergency lighting and notices.
 - (f) Appropriate systems of ventilation.
 - (g) Appropriate instruction and training of staff.
 - (h) The holding of evacuation drills.
 - (i) Safe means of escape.
- Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.
 - There is a fire register present which is regularly updated and documented
 - Amadean Moore-Walsh and Margaret Butler have been designated as fire wardens.
 - Fire wardens shall be trained in fire warden duties and in the use of fire extinguishers.
 - Only designated trained fire wardens are to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately

- Fire wardens should only attempt to extinguish a fire when they consider it is safe to do so.

There are four types of combustible materials and four types of fire extinguishers. The extinguisher required depends on the material to be extinguished. The following chart describes the required extinguishers.

Fire Type	Cause	Extinguisher	Colour Code
A	Paper, wood and general combustible fires requiring cooling and quenching.	Water, Powder or Foam	Red, White or Blue
B	Burning liquids i.e. petroleum, spirits, paints and oils.	Powder, Foam or CO2	White, Blue or black
C	Gas Fires such as propane, methane, acetylene etc.	Powder or Fire Blanket	Blue or Black
D	Electrical fires from electrical wiring or appliances	Powder or Fire Blanket	Blue or Black

- All fire equipment are maintained by an approved company.
- Fire extinguishers are placed in strategic positions and are identified with Fire Point Signs.
- A check is undertaken once a year by the safety representative to ensure that all fire equipment is in place. Fire extinguishers can be checked by checking the gauge on water, foam and powder extinguishers and by checking the seal on CO2 extinguishers. Accessibility to all equipment must also be checked.
- A weekly check that there is clear access to all escape routes.
- Fire Hydrants are located at the front of the school.
- Tampering with fire equipment is a criminal offence and will be disciplined severely. A copy of each term check is filed at the end of this section.

5.5: Fire Prevention and Safety

- All staff will be informed of and trained in emergency evacuation procedures during induction.
- A fire drill will be carried out every year to enable staff and pupils practice emergency evacuation procedures.
- Fire drill procedures posted on notice boards and in classrooms.
- Each fire drill will be recorded and reviewed afterwards. Procedures will be modified if required.
- All emergency numbers are filed in this safety statement and a copy is kept in the office adjacent to the front exit.
- Rubbish and waste materials will not be allowed to accumulate and will be disposed of weekly.
- Flammable liquids, gases and other potential dangerous substances will be limited to small quantities, handled with extreme care and stored in a suitable area that is clearly marked.

5.6 Accident Recording & Notification

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.
- Any accident or dangerous occurrence must be notified to the principal or person in charge as soon as is reasonably practicable.
- The principal or safety officer will then carry out an investigation into the incident. A full record of the incident will be written onto the Accident Incident form. The school must keep the record of all accidents which occur for a period of 10 years.

- All accident incident forms will be filed under their own section in the school safety file so that they can be taken into account at the annual revision of the safety statement.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the company to notify the HSA if the following applies:
 - A. The incident is included in the dangerous occurrences outlined in the 12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and
 - B. If any person dies or is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non working days) or
 - C. If the person injured was not employed by the school but received medical attention from a nurse or doctor.
- Notification to the HSA must be given by telephone and in written form as follows:
 - A. Immediately in the case of death and then in writing on form IR1
 - B. In the case of an injury causes an absence of or causes the injured person to be unable to carry out normal work for more than 3 consecutive days after the day of the injury then this injury accident must be reported on form IR1.
 - C. In the case of a dangerous occurrence the report is on form IR3
- IR1 Forms may be electronically filled in on the www.hsa.ie website

6. School Policies

6.1: Guidelines for Pupils

- Pupils shall show respect and courtesy to all members of the Teaching Staff and to each other. They shall obey the directions of their teachers and the Principal.
- Classes commence at 9.20 a.m. and end at 2 p.m. for Infants and 3 p.m. for all other students. Infant students travelling on the bus remain in their classroom until 3 p.m.
- Pupils who are absent from, or late for class for any reason (full-day or half day) shall give a written explanation to the class teacher.
- Pupils are not allowed to leave the school premises during school hours without a written request from their parents.
- Pupils shall not cycle in or out of the school grounds.
- No pupil is allowed in the school building during play period unless required to because of inclement weather conditions except to use bathroom facilities.
- Classrooms and school grounds should be kept clear of litter.
- Rough or dangerous play is forbidden.
- Pupils shall be fully responsible for their own personal property in the school.
- Continuous disruption of a class is forbidden and will not be tolerated.

6.2: Pupil Disciplinary Procedures

- The written policy of pupil disciplinary procedures must be in place.

6.3 Vulnerable Groups

6.3.1: People with Disabilities

Drom National School holds a high regard for people with disabilities.

This school has aspired to have an equal opportunities programme in place, which includes people with disabilities.

The objectives of this programme would be to:

- Provide a basis for future positive actions with regard to disability issues, with particular reference to promoting equality of opportunity in the workplace.
- These mechanisms and approaches include; safe access and egress to include wheelchairs.

6.3.2: Young Workers

It is the policy of Drom National School to educate, train, inform and instruct all new employees on health and safety issues before commencing teaching or any other operations, and to make them aware of the risks and hazards in their area.

6.3.3: Pregnant Employees

Drom National School provides specific risk assessment for their pregnant employees and including issues such as:

- Manual Handling.
- Awareness of the Maternity Protection Act 1994/2001 and employees rights therein.
- Rest rooms, i.e. Staff canteen
- Time off and rest allowances, if appropriate or necessary.
- Changes in working procedures, to exclude heavy or repetitive manual handling.
- As Drom National Primary School is an environment which incorporates manual handling operations in its work practices, all employees, with specific regards to pregnant employees, are notified and instructed on the hazards and risks involved.
- If an employee is pregnant her Principal or First-aider must be notified, and her entitlements and rights under the 2007 Regulations explained to her.

6.4 Manual Handling

6.4.1: General

Approximately 25 per cent of accidents are caused by incorrect manual handling procedures. Injuries include strained backs, slipped discs, sprains, internal injuries e.g. hernia etc. Generally injuries are caused by attempting to lift loads, which are either too heavy for the individual and most are preventable.

6.4.2: General Precautions

The method identified, aims to reduce the amount of muscular effort required to move objects by making maximum use of the body weight. The method is strongly recommended for lifting and transferring weights and is based on simple rules which may/can reduce/eliminate the risk of back injury or strain occurring.

- Assess the Task
- Use mechanical lifting equipment where possible.
- Before attempting to lift any load by any means, assess the load and decide if you are capable of lifting the load or will you need assistance.
- **If in doubt, ask for assistance.**
- Ensure team lifts are carried out with one person providing instructions to the others.
- Know where you are going to set it down, and ensure that the route is clear of obstructions.

6.4.3: Rules for Safe Lifting:

If you decide it is safe to handle the load assess the load and carry out the following lifting technique:

- Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible.
- Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift.
- Bend your knees, lower your hands and drop down beside the load, inclining your head and keeping your back straight.
- Grasp the object with a firm grip, test the weight to ensure it is not excessive and keep your arms as close as possible to the body.
- Raise you head and look forward, this locks the cervical vertebrae and helps to keep the spine straight.

- Keep the load as close as possible to the body with the elbows in and the lift with strong leg muscles in a controlled movement, keeping the spine straight.
- Move forward and about at a comfortable pace and never rush.
- When lifting always ensure that the heavy side is close to the body, avoid jerking movements

6.4.4: Other Forms of Manual Handling

Pulling and Pushing

Again keep your back straight, although not necessarily vertical, bend at the hips and knees using your leg rather than your arm or back muscles to move the object.

Reaching

Never over reach, this may strain your back. If you reach overhead, keep your knees slightly bent to absorb any sudden loading. If this is not possible, use a stool or steps. Always reduce the weight to be lifted if lifting over the waist level.

Loading on to a Low Platform

Place one foot between the weight and the platform, with the other in line with the weight to be lifted. If more than one person is involved in the lift decide which man is to give the order to lift to ensure a simple rhythmic movement with the weight travelling on the leading foot position and the rear foot following forward.

Loading on to a High Platform

A swinging motion is necessary for lifting weights onto a platform above the waist level. Here the foot positions are altered, one foot placed in line with the object with the other away from the object and the platform.

Where more than one person is involved in the lift decide which man will give the command. Again using the rules of safe lifting, allowing just enough room for the object to pass, swing the object from the platform. The arms should reach a fully extended position before the return swing of this pendulum motion. As the weight passes the mid-line of the handlers on the return swing, the foot furthest away follows through, ready to assist the upward and resting action.

Stacking

- Check objects, which may roll and keep heavy articles near floor level.
- Organise work to minimise the amount of lifting necessary, using mechanical means where possible.
- Inspect pallets, platforms, containers and racks regularly for damage.
- Stack palletised goods vertically on a level floor so they will not overbalance
- Position stacked materials of uniform size like a brick wall pattern, so that no tier is independent of another.
- Use properly constructed racks/shelves/stillages where possible and secure it to a wall or floor where practicable.
- Ensure items do not protrude from stacks / stillages onto gangways or passageways.
- Do not climb racks / stillages to reach upper shelves / components, use a ladder or steps
- Never lean heavy stacks against structural walls or exceed the safe loading of racks, shelves or floors
- Never de-stack materials by throwing down from the top or pulling out from the bottom.
- Never throw down equipment / materials from a height, use controlled lowering means.

6.5: Bullying Policy

Drom National school procedure for dealing with incidences of adult bullying is in agreement with the Irish National Teachers Organisation procedure:

[Http://www.into.ie/ROI/InformationforTeachers/StaffRelations/BullyingHarassmentProcedure/](http://www.into.ie/ROI/InformationforTeachers/StaffRelations/BullyingHarassmentProcedure/)

6.5.1: Definitions of Bullying

Drom National School condemns any form of bullying and harassment and entails at all times to achieve a safe workplace and safe environment for pupils, teachers, parents and other employees, both physically and psychologically. Bullying and harassment will not be tolerated by school management.

Definition of Bullying:

Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

Definition of Harassment:

Harassment is any conduct that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment, in relation to gender, marital status, family status, sexual orientation, race, religion, age, disability, membership of the travelling community.

Definition of Sexual Harassment:

Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has a purpose or effect of violating a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

6.5.2

The procedure for dealing with incidences of adult bullying are in line with agreed INTO procedure: <http://www.into.ie/ROI/InformationforTeachers/StaffRelations/BullyingHarassmentProcedure/>

These procedures are included in this safety statement Part 3.

Pupil procedures for bullying are in line with the school's Code of Behaviour / Anti-Bullying Policy. See www.dromns.com: Information for Parents.

These procedures are included in this safety statement Part 3.

Disclosure of Abuse Policy is in line with the school's 'Child Protection Policy'. See www.dromns.com: Information for Parents.

These procedures are included in this safety statement Part 3.

6.6: Safety Inspections.

Drom National School and its grounds will be thoroughly inspected every year.

The safety team shall consist of the Safety Representative and the contracted caretaker. The safety representative will prepare a report of the findings of the inspection to the principal. The principal shall maintain copies of same and raise any concerns with the Board of Management.

A written report of the findings of the inspection shall be maintained by the Principal with copies of same posted on the notice board, also copies given to the safety representative and the Chairperson of the Board of Management, the findings shall be discussed at the following safety meeting and acted upon.

6.8: School Outings / Bus trips / Accidents

In the event of an accident

- You must report all accidents to the local Gardaí immediately.
- You must report all damage resulting from accidents, thefts, fire, vandalism and so on (however minor) involving a mini-bus.
- In the case of injury an accident report form must be completed.
- **You must take the following action at the scene of the accident and afterwards:**
 1. Ensure the safety and well-being of all those involved
 2. The emergency services should be contacted if anyone is injured
 3. Get the names, addresses and, if possible, motor insurance details from each driver involved in the accident.
 4. Make a note of the make, description (for example, van, car or bus) and registration details of every vehicle involved. If any vehicle is, or appears to be, owned by a company or business, get the name and address of the owner.
 5. Give your name and address, school name and office address to the other drivers.
 6. At no stage should you admit responsibility. Make no comment or statement on the accident (except to a Garda officer).
 7. Tell the Gardai if anyone has been injured or if the other driver did not stop or drove off before giving you personal details.
 8. Get the names and addresses of as many independent witnesses as possible.
 9. Take pictures of the scene, if possible. Do not try to remove your vehicle if this could cause further damage. Contact the principal/person in charge, who will make arrangements for the vehicle to be removed.
- The Principal/person in charge must ensure that each mini-bus is supplied with a set of relevant phone numbers, a first aid kit and fire fighting equipment.
- If alternative arrangements have to be made to transport passengers you should contact your Principal/ person in charge or the school administration office.

6.9: Maintenance

- Maintenance to the building/Grounds will be carried out by a contracted caretaker.
- All hazardous substances are stored in a locked room for maintenance and cleaning staff.
- Material Safety Data Sheets (MSDS) sheets are available for Employees involved in Cleaning and/or maintenance.

6.10: Kitchen / Staff canteen room

The kitchen /staff canteen room is used primarily for staff breaks. There are no hot drinks to be taken outside the canteen where children are present.

- Fire protective equipment is present
- Maintenance of any appliance is only carried out by a suitably qualified person.

7. Monitoring of Safety Statement

- The initial hazard identification and risk assessment has been included in the safety statement.
- Further risk assessments will take place annually or whenever new hazards become apparent.
- The Board of Management meetings will contain Health and Safety on the agenda.

- The school endeavours to take account of new legislation or guidelines in relation to health and safety.

8. Emergency Numbers

Organisation Contact Telephone Numbers

Principal: Amadean Moore Walsh	0504 51688
Emergency:	999 / 112
Gardaí: Templemore	0504 32630
Gardaí: Thurles	0504 25100
Doctor: Kevin Delargy	0504 50600

9. Accident Notification Form

NAME

DATE / TIME

LOCATION OF ACCIDENT

**EMPLOYEE'S JOB AT TIME
OF ACCIDENT**

**HOW DID THE ACCIDENT
OCCUR**

**PPE WORN
WITNESSES**

INCIDENT REPORTED TO

INJURIES RECEIVED

**MEDICAL ATTENTION
RECEIVED ON SITE**

**MEDICAL ATTENTION
RECEIVED OFF SITE**

**EMPLOYEE ABSENCE
REPORTED TO HSA ?**

INVESTIGATED BY

**INVESTIGATION
CONCLUSION**

Signed: Date: _____

Notes Miscellaneous:

FIRE DRILL

The fire drill is reviewed every year.

Rules for Fire Drill

1. Walk. Do not run.
2. Listen quietly to directions.
3. Stay with your group

Please note:

- Each child must have a partner.
- Remember to close doors on exit
- Bring Roll Book & Mobile Phone
- Children attending Learning Support / Resource Teacher / Paired Reading should be brought to the appropriate lines by the teachers/ other adults in charge, if their class is called.
- Children attending Extra-Curricular Activities must go to assembly point with their teacher if their class is called.
- Children on errands must join their class at assembly point.

PART 2

RISK ASSESSMENTS

Identification of Hazards and Risk Assessment

Drom National School is committed to identify hazards and to make suitable provisions for the elimination or reductions of those found to be present. To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources to fulfil this role on an annual basis or as required if deemed necessary. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the work place, equipment, procedures and records to date.

Our staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Safety Representative who will subsequently inform the Principal.

A HAZARD:

Is a situation with a potential for human injury, damage to property, damage to the environment or a situation with a combination of all three.

A RISK:

Is the likelihood of an undesired event occurring and the likelihood, great or small, that someone or something will be harmed by a hazard.

The Risk levels have been divided into three categories:

- **HIGH: The likelihood of the Hazard causing injury is high or the outcome of the resulting injury will be serious or fatal.**
- **MEDIUM: The likelihood of the Hazard causing injury is Medium or the outcome of the resulting injury may be serious.**
- **LOW: The likelihood of the Hazard causing injury is Low or the outcome of the resulting injury may be slight.**

Our approach to implement appropriate control measures shall include the following:

- Accepted practices
- Statutory guidelines and advice
- Expert advice and consultation
- Training of workforce to mitigate the risks by formal communication procedures

*Fire***Hazards**

- Locked fire escape doors
- Signage located incorrectly
- Faulty Electrical equipment.
- Hot work
- Smoking
- Improperly stored flammable materials (Chemicals & dry goods)

Risks HIGH

- Burning
- Smoke inhalation
- Entrapment

Control Measures

- All employees must be aware of the **emergency evacuation** procedure during induction.
- Emergency evacuation procedures are posted throughout the building in **correct locations**.
- Fire doors are fitted throughout and all passageways and exits are clear and **unlocked**.
- A fire alarm is present, monitored and checked regularly
- The fire fighting zone chart is displayed in the schools entrance hall.
- Emergency evacuation training takes place regularly and drills are recorded and stored on file.
See Fire Emergency Evacuation on page 9, Fire Safety Equipment on page 9 and fire Prevention & Safety on page 10.
- Access to fire fighting equipment is kept clear at all times
- Every employee should be aware of two routes from their location of work.
- All machinery / equipment will be maintained as far as is reasonably practicable to a safe standard by appropriately trained employees and contractors.
- Only competent qualified contractors are allowed to perform electrical maintenance or hot work on the premises.
- All areas must be kept clear of rubbish or combustible materials.
- Store solvents and cleaners correctly and in their correct containers.
- Label all flammable products
- Smoking is prohibited.
- Hydrants are located at the front of the building.
- All flammable materials such as chemicals and dry goods will be stored in areas with a low risk of a fire source.
- Hot Work permits must be issued to all contractors before been permitted to carry out hot work. These permits outline the appropriate precautions to take and must be strictly adhered to.
- The fire register is filled in regularly and stored in the secretary's office.

Traffic / Vehicles

The term vehicles, incorporates cars in the car parking area, drop offs and delivery trucks.

Hazards

- Traffic Congestion
- Erratic driving
- Collision between two vehicles.
- Collision between a vehicle and a person.

Risks Medium

- Serious injury through crushing or laceration.
- Collision

Control Measures

- A speed limit has been posted in village and must be adhered to.
- Traffic route of school bus is one way children embark and disembark at kerbside outside the school to ensure maximum safety.
- Deliveries of any nature should not present a hazard to the other vehicles, road users, pedestrians or adjacent structures.
- Particular care must be taken while reversing.
- All vehicles will be parked safely in the allotted spaces.
- Ongoing discussion with the local council and Gardai to implement new arrangements per traffic as required and appropriate. Parents will be informed of any new policies.
- Lighting is present in the school parking area
- There is a footpath immediately outside the school's front to facilitate persons accessing the school grounds.
- Yellow lines are present at the school entrance to discourage parking obstructions here.

*Slips, Trips and falls (Access & Egress)***Hazards**

- Inadequate access to the Workplace
- Blocking of access ways with equipment.
- Poor Housekeeping practices
- Wet, slippery or broken flooring.

Risks Medium

- Personal injury due to slips, trips and falls

Control Measures

- Define all doors, access routes and walkways and ensure they are kept clear of obstructions.
- All floor surfaces must be kept in a clean undamaged condition as is reasonable practicable.
- Appropriate anti-slip flooring is installed throughout.
- Wet mats are placed at all entrances.
- Every employee is responsible for ensuring that his/her workplace is kept clear of slipping or tripping hazards.
- Ensure all materials are stored safely.
- Waste materials must be disposed of immediately to appropriate skips or recycling areas.
- Good housekeeping practices are strictly adhered to
- The leads from office / visual display equipment may not be allowed to trail on the floor where someone may trip over them.
- Running and horseplay are strictly prohibited.

Manual Handling

See Manual Handling on Page 13.

Manual handling incorporates lifting, pushing, pulling moving or transporting a load.

Most activities on the premises involve manual handling of some form.

Hazards

- Improper manual handling techniques and lifting of excessively heavy or awkward loads.

Risks Medium

- Back injury, sprains, broken toes or feet

Control Measures

- Drom National School attempt to remove manual handling wherever possible.
- Personnel required to carry out manual handling activities will be trained in safe manual handling techniques by a suitably qualified person.
- The selection of persons to carry out manual handling tasks shall be based on training given, age and physical build.
- Employees are encouraged to advise management on steps to be taken to reduce manual handling work.
- Personal protective equipment is provided by the school to persons who may have to handle awkward or heavy loads.
- It is important for employees to assess the manual handling activity to ensure it is safe to proceed.
- Employees are instructed to seek assistance in manual handling tasks where they expect or experience difficulty.

Unauthorised Access

Hazards

- Persons intentionally or accidentally intruding on the site.
- Theft
- Arson (See Fire)
- Abduction
- Sexual Misconduct

Risk Factor: Low

- Intruders may cause harm to themselves, employees or children

Control Measures:

- A burglar alarm has been fitted.
- All employees will monitor the school grounds to ensure that any persons entering will be politely challenged as to their authorisation.

Display Screen Equipment - DSE's

Hazards:

The DSE's on the premises are the computers for pupils and work equipment used by staff and in the administration office.

Risks: Low

- Repetitive strain on the eyes.

Control Measures:

- The office arrangements adhere to the requirements of the 10th and 11th Schedules of the Safety, Health and Welfare at Work (General Applications) Regulations 2007
- Any staff member that is covered by the following will be trained by a competent instructor in the safety & health of using DSE's
- Must use a DSE to carry out his/her work
- Normally uses the DSE for periods greater than one hour
- If the DSE is generally used by the employee on a daily basis.
- All employees covered by the above conditions will have periodic breaks and alternative activities away from DSE's.
- All DSE's are covered with an anti-shimmer device.

- The company in accordance with regulation 26 of the above act (taking into account any tests and appliances provided by the state) will ensure that an appropriate eye and eyesight test, carried out by a competent person, is made available to every employee:
 1. Before commencing DSE work
 2. At regular intervals thereafter
 3. If an employee experiences visual difficulties which may be due to DSE work.

DSE Training:

- A general appreciation of the computer system to which the DSE may be linked.
- Appropriate induction training. Employees should understand how the work is organized so as to comply with these regulations
- Instruction on the general principles of ergonomics, the proper adjustment of furniture, screens, keyboard, lighting etc. so as to suit individual employee's height, reach etc.

*School Outings / Bus trips / Supervision***Hazards**

- Collision with another vehicle
- Collision with a cyclist/pedestrian(s)
- Vehicle overturning
- Losing control of the bus whilst driving

Risk Factor: Medium

- Serious injury through crushing or laceration.
- Collision

Control Measures:

- Only fully licensed and authorised drivers are allowed to drive vehicles with passengers on board.
- Details of driving licence must be supplied to School Administration and regularly updated if necessary.
- All passengers travelling on the bus must be seated and must use the seat belts provided
- It is Drom National School policy that only one person per seat is allowed on its buses/mini-buses.
- The bus/mini-bus is regarded as an extension of the school. Therefore the rules and regulations and Code of Discipline that apply in a school, that are reasonably operable on a bus/mini-bus, also apply to all passengers on the bus/mini-bus
- If a driver considers that a particular passenger poses a considerable risk or danger to other passengers on the bus then she/he should inform their Principal person in charge of this fact ASAP.
- The driver of the bus is in charge of the bus and its passengers.
- Drivers must ensure that they have no alcohol taken before they drive the bus. (You should always remember that it is still possible to be 'over the limit' from alcohol you drank the night before)
- Drivers must tell their Principal person in charge about any medical condition which might affect their driving ability.
- By law it is an offence, and dangerous, to drive under the influence of alcohol and certain types of drugs.

Specific Risk Assessment to Drom National School

1. Fire

Hazards

- Children's belongings blocking exit routes.
- Nominated fire wardens are not trained to use fire extinguishers.

Risks HIGH

- Burning
- Smoke inhalation
- Entrapment

Control Measures

- All employees must be aware of the **emergency evacuation** procedure during induction.
- A fire alarm is present, monitored and checked regularly
- The fire fighting zone chart is displayed in each room showing location of fire fighting equipment and escape routes.
- Emergency evacuation training takes place regularly and drills are recorded and stored on file. See Fire Emergency Evacuation on page 9, Fire Safety Equipment on page 9 and fire Prevention & Safety on page 10.
- Access to fire fighting equipment is kept clear at all times.
- Every employee should be aware of two routes from their location of work.
- All machinery / equipment will be maintained as far as is reasonably practicable to a safe standard by appropriately trained employees and contractors.
- Only competent qualified contractors are allowed to perform electrical maintenance or hot work on the premises.
- All areas must be kept clear of rubbish or combustible materials.
- Exit routes are to be kept clear in as far as is practicable e.g. school bags to be stored under desks or hung up outside of classroom. Physical Education equipment to be stored in small bags and hung up on coat hangers.
- Store solvents and cleaners correctly and in their correct containers.
- Label all flammable products.
- Smoking is prohibited.
- Hydrants are located at the front of the building.
- All flammable materials such as chemicals and dry goods will be stored in areas with a low risk of a fire source.
- Hot Work permits must be issued to all contractors before been permitted to carry out hot work. These permits outline the appropriate precautions to take and must be strictly adhered to.
- The fire register is filled in regularly and stored in the secretary's office.

2. *Slips, Trips and falls***Hazards**

- Leaves & Debris: Muddy area at the end of the ramp and muddy area located on new footpath between grass areas at the back of the school. Mud and leaves gathering in sheltered areas of the basketball court.
- Flooding in playing yard during wet weather.
- Icy conditions in playing yard during cold weather.
- Water on floors of bathrooms and around sink areas.
- Uneven surface of basketball court.
- Briars and hedging around boundaries contain thorns.
- Branches and roots of large trees in school grounds.
- Fire windows in 1997 building are potential trip hazards when open.
- Dog faeces and dogs entering the school ground.

Risks High

- Personal injury due to slips, trips and falls

Control Measures

- Appropriate anti-slip flooring is installed throughout. Damaged mats are removed.
- All floor surfaces must be kept in a clean undamaged condition as is reasonable practicable.
- Wet mats are placed at all entrances.
- Wet mats are placed in the bathrooms.
- Have regular checks for broken or damaged branches or roots that could cause a potential risk
- Every employee is responsible for ensuring that his/her workplace is kept clear of slipping or tripping hazards.
- School yard to be swept regularly.
- Salt to be placed on school grounds during icy conditions.
- Fire windows to remain closed unless needed in an emergency.
- Netting to be placed where gaps exist in existing boundaries at the back and side of the school.

3. Manual Handling**Hazards**

- Moving props for school plays
- Moving sporting equipment

Risks High

- Back injury, sprains, broken toes or feet

Control Measures

- All employees require manual handling training to carry out manual handling activities.
- The selection of persons to carry out a manual handling task shall be based on training given, age and physical build.

4. Falling from a height**Hazards**

- Low level wall around oil tank.
- Low level wall at front perimeter.
- Working on flat roof or retrieving footballs etc.
- Storage at height in new storage room.
- Putting up pictures/charts on walls.
- Using step ladder.

Risks High

- Serious injury due to fall from height

Control Measures

- Prohibit playing in area of oil tank.
- Provide supervision when children are at front perimeter wall and prohibit playing at this area.
- Permission must be sought from principal before gaining access to roof area.
- Any person working on roof must wear a suitable harness.
- Storage in the new storage room, only light items stored at height.

- When working at height only use a suitable ladder and always maintain 3 points of contact in the working position.
- Always inspect ladders before and after use.
- Ladders are removed to storage at the end of each use to ensure that unauthorised access to roof etc. by others is prevented. Children are never permitted to gain access to the roof area

5. *Electrical*

Hazards

- Overloading of electrical system in senior classrooms

Risks High

- Fire
- Electrocutation

Control Measures

- Supplement existing sockets to eliminate as much as possible extension leads.

6. *Unauthorised Access*

Hazards

- Persons intentionally or accidentally intruding on the site.
- Theft
- Arson (See Fire)
- Abduction
- Sexual Misconduct

Risks High

- Physical violence from intruder

Control Measures

- Front entrance at infants section is a fire door and has to remain unlocked, have a push bar handle on inside and no handle on outside so access is only by key.
- A burglar alarm has been fitted.
- All employees will monitor the school grounds to ensure that any persons entering will be politely challenged as to their authorisation.