

St. Joseph's National School

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St. Joseph's NS
Dublin Rd.
Longford

Roll No. 18178R

Health and Safety Policy
&
Risk Assessment

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St. Joseph's NS Health and Safety Policy

Introduction

The school safety policy has been reviewed by the Board of Management (2022-2023) in accordance with the Safety, Health and Welfare at Work Act 2005 and with the Health and Safety Authority (HSA)- *Safety and Health in Education Guidelines*. It is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school. The Board recognizes that hazard identification; risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff. The Board of Management, as employer undertakes in so far as is reasonable practical to:

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
5. Consult with staff on matters related to safety, health and welfare at work;
6. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

To these ends the Board is committed to ensuring the following;

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management will continually revise this statement as necessity arises, and shall be re-examined by the Board on an annual basis.
- Employees shall be consulted on matters of health and safety.

Relationship to Ethos

This policy has been drawn up in consultation with staff and the Board of Management and with reference to the school's mission statement.

'St. Joseph's NS is a Catholic Primary school which provides a holistic education in an atmosphere which respects individual rights'.

This document sets out the safety policy of the school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active

cooperation of all staff, students, contractors and visitors to the school. It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Staff, parents and others are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with other policies of the Board of Management, including;

- Critical Incident Policy
- Anti-bullying Policy
- AUP Policy
- Administration of Medicines Policy
- Substance abuse Policy
- Dignity at work Policy
- Child Protection Policy

Rationale

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work of that of others.

School Profile/ Mission Statement

St. Joseph's NS is a girls' school to sixth class, catering for boys to first class and three ASD classes. The school caters for pupils between 4 and 13 years of age. It operates according to the rules of the Department of Education and Skills under the patronage of the Catholic Bishop of Ardagh and Clonmacnoise but also has due recognition for all other religions.

At present there are well over 500 pupils. The staff consists of 51 teaching posts, 11 special needs assistants, one secretary, one caretaker, 2 cleaners, 2 bus escorts and one School Completion Project Worker. The school was built in 1957.

From time to time other adults such as students, parents and coaches also work in the school. It is a single-storey building with two extensions, one constructed in 1976 and one in 2017. There is a schoolyard and hall suitable for P.E and other activities.

There are two wheelchair accessible toilets in the school and the entrance to the school is also wheelchair accessible. The statement applies to the use of the school buildings, schoolyard and hall.

Resources for Health, Safety and Welfare

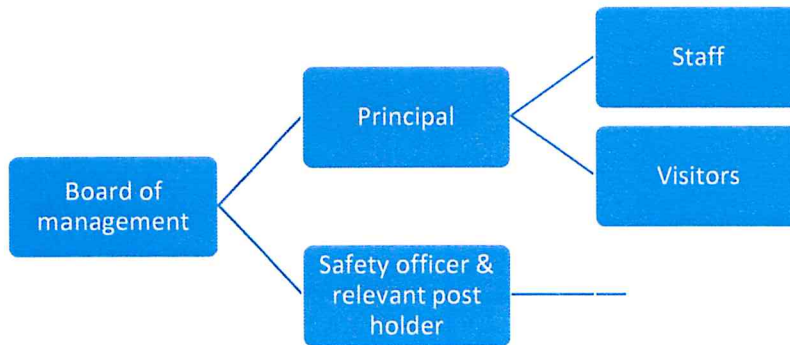
The following resources are in place within the school;

- Fire extinguishers break glass units and a fire alarm system is in place in the school and are maintained annually in line with fire safety guidelines
- Stocked first aid kits are kept in the staff toilets next to the Principal's office, main staffroom, wheelchair accessible toilet next to room 6 and the small staffroom beside room 21
- There is a locked cabinet in the principals office for emergency medications needed by some pupils (see Administration of Medication Policy)
- Policies regarding behaviour in the school and the schoolyard, bullying and administrations of medicines are in place in the school
- New employees are given induction on the health and safety practices in the school
- A number of staff will be trained as first aiders
- Procedures are in place for the monitoring of visitors /workers to the school
- Access to the school is carefully monitored and procedures are in place for the safe collection of children
- The health and safety officer on the Board together with the principal, health and safety representative and caretaker undertake safety audits and arrange for repairs as nec.

- Fire drills are carried out regularly and pupils are instructed in the safe evacuation procedures

Roles and Responsibilities

The chart below shows the overall Safety Management structure and indicates the people with responsibilities for safety:



Board of Management (Safety officer)

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members as safety officer. This officer shall monitor safety generally and operation of safety procedures within the school. In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will:

- Ensure that the school has written risk assessments and an up to date safety statement
- Guide and advise on all health, safety and welfare at work matters
- Ensure that safety procedure are adequately communicated to staff
- Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur
- Set safety, health and welfare objectives
- Receive regular reports on safety, health and welfare matters and matters
- Allocate adequate resources to deal with safety, health and welfare issues
- Appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school
- Arrange for the appointment of a safety rep within the school

Principal

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including;

- Complying with the requirements of the 2005 Act;
- Managing safety, health and welfare in the school on a day-to-day basis

- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed
- Coordinating fire drills, training, etc. with the relevant post holder
- Ensuring that fire fighting equipment is tested annually.
- Carrying out safety audits with the safety officer and safety rep.
- Ensuring that all contracts provide a safety plan to the school before commencing work.

Relevant Post Holder/Safety Rep

The responsibilities of the safety representative include:

- Organising fire drills on a regular basis and updating evacuation plan as necessary.
- Bringing to the attention of the safety officer any items of health and safety that need attention
- Ensuring an adequate supply of first aid kits for use on school trips
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees
- Supplying a copy of the Safety Statement, together with additional information or instructions as they become available, to all present and future staff
- Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety and health standards

Employees

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to;

- co-operate with school management in the implementation of the safety statement
- inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks
- ensure that all activities are planned so that they may be carried out safely
- check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Ensure that all electrical appliances are turned off at the mains before going home
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work
- Report without delay, any health and safety issues or concerns to the school Health and Safety representative or Health and Safety officer on the Board of Management. Work according to the premise of;

Spot it, Sort it, Can't Sort it, Report it.

- Never intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities
- Attend such training as may be required by the Board of Management
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace

Other school users

Other school users such as students, parents, volunteers, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

Large scale works contractors:

Contractors must comply with statutory obligations as designated under the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007* and any other relevant legislation such as the *Safety, Health and Welfare at Work (Construction) Regulations 2006*.

- The Board of Management will make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.
- The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work.
- If the school is sharing a workplace with a contractor it will co-operate and coordinate school activities in order to prevent risks to safety, health and welfare at work.

Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

- The board of management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA).
- The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise the principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Substantial building works, (e.g. extension to school building):

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of "client". The client (Board of Management) will

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information;

- notify the HSA of the appointment of the PSDP on Approved Form AF1 “Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”;
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

Prior to carrying out any construction work the board of Management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the *Safety, Health and Welfare at Work (Construction) Regulations 2006*. The Board of management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills (See appendix)

Risk Assessment

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, relevant national authorities such as the National Authority for Safety Health and Welfare at Work and Dublin Corporation Fire Prevention Section. Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits. The Board through its risk assessment will;

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimise the risk
- Consult with employees

A detailed risk assessment of the various areas within the school is included in the appendices. The Board of Management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives

Fire safety/emergency procedures

A Fire and Emergency Plan has been prepared covering the building. A copy of the plan is attached to this safety statement. The plan sets out the main emergency safety arrangements including:

- The layout of escape routes for each floor of the building
- The location of the assembly points
- The location of the fire fighting equipment
- Special fire safety features of the building
- The routine for the practice of fire drills
- The routine for fire equipment inspections
- In all classrooms and at strategic locations, schematic maps are posted showing the advised evacuation routes.
- An adequate supply of fire extinguishers is provided and correctly sited to meet statutory and insurance requirements. Fire extinguishers are capable of dealing with any type of fire
- All fire fighting equipment is inspected each year and is serviced by specialised contractors.
- Instruction is given in the use of Fire Extinguishers for specific materials/sources of fire
- “Break Glass” units are provided at strategic locations to raise the alarm.
- Fire extinguishers are available in the staff room.
- All fire exits are clearly marked and are visible to visitors.
- Fire drill will be held during each term i.e. at least three times a year. An evacuation procedure has been prepared and is given to each employee. Employees are reminded

to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

- All electrical equipment to be unplugged or turned off outside hours of the approved use of the school. Teachers are responsible for their own classrooms.
- Assembly areas are designated outside the buildings
- In the event of evacuation, each teacher will account for the pupils/personnel at the assembly area
- Smoking anywhere in the school building or school grounds is prohibited.

First Aid

A separate Administration of Medications policy is in place in the school. Throughout this year some members of staff will be trained as Cardiac First Responders/ First Aid Responders/ Child First Aiders.

There are comprehensive First Aid Boxes available in the staff toilets next to the Principal's office, main staffroom, wheelchair accessible toilet next to room 6 and the small staffroom beside room 10 to deal with minor injuries. The following is a list of essential supplies: plasters, cotton bandage, tape, sterile cleansing wipes, scissors, tweezers. Disposable gloves must be worn at all times when administering First Aid. The appointed post holder as necessary replenishes the first aid kits.

Infectious Diseases

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves and PPE are provided for use in all first aid applications, cleaning jobs etc. Staff has been provided with separate toilets with hot and cold water, soap and paper towel.

Accident Reporting and Investigation

All accidents/near misses to persons (staff/contractor/visitors), however slight, must be recorded on the appropriate accident form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred.

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

Accidents on the yard/in the hall/ in classrooms

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to Allianz Ireland, the insurance broker for the school.

Safety Instruction and Training

In accordance with legislation the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work. All employees will be: -

- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a practical demonstration of fire extinguishers)
- Notified of any changes in safety procedures.
- Advised of the health and safety requirements as part of their induction training.

A record will be kept of all safety training.

Electrical Appliances

Electrical appliances, machinery and kitchen equipment should only be used by competent persons. Arrangements will be made for all electrical appliances to be checked on an annual basis by a competent person, i.e. a maintenance person, the supplier or his agent.

Before using any appliances, the user should check that: -

- All safety guards which are a normal part of the appliance are fitted and are in working order
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug-tops are used and fitted with the correct fuse.

Photocopiers/laminators/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

Chemicals, Solvents, Detergents.

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked storage area and protection for their use will be provided.

Staff is not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any staff member found breaking this rule will be liable to disciplinary procedures up to and including dismissal.

Welfare of staff

To ensure the continued welfare of employees, a staffroom is provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.

A dignity in work policy is in place in the school and the Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

Staff are supported by Medmark and The Employee Assistance Service. Staff will be supported through illness and or injury. In addition the school community will seek to develop a culture where a sense of belonging and connectedness is fostered.

Communication of Policy

Hard copies of this policy will be available on request. The policy will be available to all staff members on Google Drive. It will be published on the school website.

The Board of Management will undertake a review of health and safety issues annually and any changes will be communicated to staff. Information will also be disseminated using the school WhatsApp group, Aladdin, email and Google Drive. Parents and guardians will receive updates via newsletters/ Seesaw and text message.

Concluding Comment

The Safety Statement has been based on conditions existing in the premises of the school at the time of writing. The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Frank Gearty .

Date: 24/10/2022 .

Frank Gearty

Chairperson.

Board of Management St. Joseph's NS

Appendix 1

Health and Safety Training

Training	Who?	How often
Induction training	All new staff	As necessary
Manual handling	Caretaker Secretary SNAs Cleaners	Every 2 Years or when new staff appointed
Use of Fire extinguishers	Selected staff	Every two years ACTION Upskilling to be carried out 2022/2023
Emergency evacuation Training	All staff	Annually
First Aid Training	Selected staff	Every two years ACTION Upskilling to be carried out 2022/2023

Appendix 2 Risk Assessment

Classroom Hazards

Hazards	Risk	Risk rating	Controls
Spilled liquid	Injury due to slip/trip/fall	H	Spills dealt with immediately Absorbent materials located near high spill risk areas
Slip/trip	Injury from slip, trip or fall	H	High risk areas for slips, trips, and falls are identified and dealt with
Equipment stored away	Injury from slip, trip or fall	H	School equipment is stored tidily School bags stored tidily Pupil belongings on hooks or safely under desks Floors and access routes are kept clear
Floor mats	Injury from slips, trips and falls	H	Heavy mats are used as necessary Mats and rugs are properly designed/ fitted mats are recessed into flooring where possible Weighted edges are used where possible or edges are fixed in place
Wet area (floors)	Injury from slips, trips and falls	H	All areas prone to constant wetting are identified Sinks are kept clear to avoid overflow
Cables/flexes	Injury from slips, trips and falls	H	Electrical outlets sited to avoid trailing cables No trailing cables and flexes
Damaged flooring	Injury from slips,	H	Poorly maintained or damaged floors or paving identified Repairs carried out and steps taken to prevent future

	trips and falls		damage
Floor cleaning	Injury from slips, trips and falls	H	<p>Where wet cleaning, detergent is used and water is at the right temperature</p> <p>Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry</p> <p>A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers</p> <p>Cleaning is organised to provide dry paths through areas being cleaned</p> <p>Warning signs are used</p>
Over used signs	Injury from slips, trips and falls	H	Where warning signs are used these are removed when no longer required
Shoes/footwear	Injury from slips, trips and falls	H	<p>Suitable slip resistant footwear is worn as needed</p> <p>Parents are reminded of the need to provide adequate footwear</p>
Damaged furniture	Falls and related injuries	H	Broken furniture removed from service until repaired or replaced
Hot food/ hot drinks	Liquid spills, burns	H	<p>All staff members utilise covered travel mugs/ flasks</p> <p>Students remain seated and are requested to exercise due caution when having hot drinks for lunch</p> <p>Pupils are not allowed to eat in unsupervised classrooms</p>
Defective electrics	<p>Electrocution</p> <p>Fire</p> <p>Burns from hot surfaces</p>	H	<p>Defective electrical equipment shall be clearly identified, labelled as out of use, and stored Visual checks carried out as follows to prevent accidental use.</p> <p>Tools/appliance</p> <ul style="list-style-type: none"> • On/off switch is working correctly • No signs of damage to casing • No loose parts or missing screws • Live parts are properly guarded so as not to be inadvertently accessible <p>Cables</p> <p>Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints,</p>

			<p>overloading (overheating indicated by colour change or smell), cable cores not externally visible</p> <p>Plug</p> <p>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</p> <p>Socket outlet</p> <p>No cracks or damage or sign of overheating</p> <p>Report defects to caretaker and principal to ensure all items are repaired or replaced.</p>
Sharp objects	Cuts/lacerations	H	<p>Pupils are instructed in safe use of scissors, knives, cutters and staplers.</p> <p>Knives, cutters and scissors checked for damaged blades or handles once per term and disposed of if damaged.</p> <p>Knives are washed in sink separately from other items of equipment and never left soaking in sink.</p> <p>Knives, cutters and scissors stored separately to other equipment.</p>
Fumes from paint /glue	Respiratory irritation and problems	L	<p>When choosing chemical cleaners for use in the classroom the least hazardous product is purchased.</p>
Accessing high noticeboards.	Falls	H	<p>Ladders are available for all staff</p>

General Considerations

Hazards	Risk	Risk rating	Control
Defective portable electrical appliances	Burns Electric shock Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use, and disposed of appropriately
Solvents and flammable materials	Asphyxiation, Explosion, Fire	H	Solvents and flammable materials are stored in the caretakers/ cleaners locked store
Electrical faults	Electrocution Electric shock Fire		Equipment checked prior to use for faults Electrical sockets not overloaded All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or insert
Restricted access/egress	Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly Exit routes kept free from obstruction School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis
Fire	Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher) All staff know how to raise the alarm and contact the emergency services. They should also receive training on how to use fire extinguishers and fire blankets

Poor lighting	Slips, trips, falls	H	External lighting is adequate and is switched on when evening events are planned such as meetings, parent/teacher meetings, school used by clubs or societies
Broken glass	Cuts	M	Broken glass should be removed. Replacement glass will be installed in buildings at the earliest opportunity
Slippery walkways due to Ice	Slips, trips, falls	M	Caretaker applies salt or grit in icy weather Grit or salt available for walkways which are prone to ice
Person being struck by vehicle in car park	Injury, death	H	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency service There are no vehicles allowed in the schoolyard except for deliveries. There are controls in place around appropriate times for visiting vehicles deliveries and collections
Handrails/steps	Slips, trips, falls	H	All steps have handrail on one side where necessary. ACTION All steps will be marked with antislip paint or appropriate indicators to indicate level change
Trip hazards including mats, broken tiles, holes in floor, trailing cables	Delayed escape in event of a fire or other emergency	H	Delayed escape in event of a fire or other emergency. School has applied for emergency funding for repair of broken and uneven flooring
Staffroom: water boiler, kettle, toaster, microwave	Burns	H	Appliances are inspected regularly by the caretaker. Staff report any concerns to the caretaker or safety rep.

Collection of Students	Access to students by inappropriate person, injury, trauma	H	<p>Policy in place that requires all visitors to report to reception.</p> <p>Parents wait at reception until their child comes to them.</p> <p>Parents/ guardians inform the school if someone other than designated person is to collect student.</p> <p>Principal/Deputy Principal informed in advance if there are any visitors to the schools, e.g. guest speakers,/Psychologist or other therapists.</p>
Washing and vacuuming floors and steps	Slips, falls	H H L	<p>When washing floors 'wet floor' signs are used</p> <p>Steps are washed outside of heavy usage times and steps are dried immediately where possible</p> <p>When using the vacuum cleaner, care should be taken to ensure cable does not pose a trip hazard</p> <p>ACTION Bathrooms & public areas will be cleaned daily. A checklist will be ticked and signed daily by the cleaner.</p>

Playground hazards

Hazards	Risk	Risk rating	Control
Slips, Trips. Falls	Injury	H	pupils and staff informed of established school code of behaviour relevant to the playground Playground supervision roster established and implemented
Dangerous objects/substances in playground	Stick injuries/cuts/infections	H	Caretaker checks the playground for dangerous objects/substances. Use of protective gloves for removal of dangerous materials . Any glass etc. wrapped before disposal
Incident of sudden sickness/ injury in the playground	Illness, injury, trauma	H	Access assistance from nearest staff member Bring student to office and administer appropriate first aid Inform principal and decide on appropriate further action or medical referral. Complete accident report form for school records
Aggressive or violent behaviour in the playground	Injury	M	Access assistance from nearest staff member on duty Send a responsible student to the staff-room to get further assistance Inform the principal
			Follow established procedures in school's Code of Behaviour
Wooden playground/ climbing playground	Injury/ falls/ slips	H	Meets RP II standards, inspected annually
<ul style="list-style-type: none"> Students who present with special educational needs and/or disabilities (hearing or visual impairment) 			Have the suitability of the task risk assessed(e.g. mobility teacher or visiting teacher)

<ul style="list-style-type: none"> Students who may have limited working knowledge /fluency in English 	Injury or falls	<p>Ensure students understand teacher's instruction</p> <p>Ensure access/egress is not restricted</p>
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Bullying

Hazards	Risk	Risk Rating	Controls
Workplace bullying	<p>Effects on physical health, (e.g. raised blood pressure)</p> <p>Effects on mental health, (e.g. stress, anxiety, depression)</p> <p>Isolation Low morale</p>	H	<p>The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work</p> <p>There is a written policy on dignity in the workplace and all employees are aware of the policy and have access to this information</p> <p>Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.</p> <p>Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant.</p> <p>Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned.</p> <p>Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee.</p> <p>A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.</p> <p>ACTION: Update and review the Dignity in work policy</p>
Student bullying	Damage to physical and mental health		<p>Update and review the schools anti-bullying policy on an annual basis. Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.</p> <p>Allegations of bullying are investigated fairly and thoroughly without reprisals for the complainant.</p> <p>A copy of the anti-bullying policy is available to view on the school website</p>

Other concerns

- Staff and Board members should retain a copy of this document.
- Please sign and return the document to the Principal, indicating relevant section, should you have Health and Safety concerns. Please include a brief written summary of the concern.
- The person acting as the H&S rep on behalf of the BoM, will investigate all concerns and will report to the Board.
- Staff may address H&S concerns directly to the Board if they wish: -----
-----NAME, Health and Safety Officer, St. Joseph's NS, Dublin Rd.,
Longford
- Health and Safety issues are usually raised at staff meetings should somebody have a concern.
- A copy of the Health and Safety Authority "Guidelines on Managing Safety, Health and Welfare in Primary Schools" is available online at www.hsa.ie.
- Workplace accidents/incidents must be reported to the Principal and must be recorded in the BoM file. Where appropriate, the HSA is informed.
- The BoM Health and Safety Policy is reviewed annually. Hard copies are available in the staff room and a copy is available on Google Drive.
- Other BoM policies related to H&S are similarly available; code of discipline, anti-bullying policy, dignity at work policy
- The health and safety of pupils, employees and visitors at St. Joseph's NS is everyone's responsibility and is everyone's duty of care while on the premises and off the premises on school business. Everyone's vigilance and co-operation is appreciated.

Órla Egan
Principal 2022

Appendix 3

Fire safety Equipment

St. Joseph's NS is a single-storey building with two additional single storey extensions. It has the following systems for fire detection and control:

Detection

Throughout the building ceiling mounted smoke/fire detectors are fitted. They are also provided in key areas such as the Staff Room and Boiler Room. In the event that a fire is detected, the alarm will sound throughout the building. This is the signal to evacuate the school via the nearest exit route.

Fire Call Points

Break-glass Fire Call Point units are strategically located near exit routes. Breaking the glass sounds the alarm and alerts all the building occupants. The "glass" will break readily using elbow, fist or any small implement. The call points are coloured red with a small glass front.

Fire Fighting Equipment

The building is provided with portable fire extinguishers. Two types are generally provided –CO2 for electrical and other fires and water for non-electrical fires involving ordinary combustibles.

The extinguishers are located at or near the escape routes with extra extinguishers in the staffroom.

All fire fighting equipment is inspected annually by the suppliers or by persons contracted to do so on their behalf. Our current supplier is Cavan Fire Services. The fire alarm is inspected every quarter by Premier Fire.

Procedure

DO NOT USE WATER OR FOAM ON LIVE ELECTRICAL APPARATUS

Alert other occupants and break glass in the nearest Fire Call Point.

Telephone the Fire Brigade immediately:

- Lift the receiver and dial 999
- Give operator your telephone number and ask for "Fire Services"
- When the Fire Brigade replies, give call distinctly, **Fire at St. Joseph's NS, Dublin Rd., Longford, N39DY23**
- **Do not hang up until the fire services have the address.**

Appendix 4

Evacuation Plan

1. Rationale:

This plan outlines the key aspects of our school evacuation plan. Copies are circulated to all staff members and displayed in the staffroom.

2. Responsibilities:

- Principal/Deputy Principal: In the event of a fire the principal/deputy principal ensures that the school is cleared and that the Emergency Services are called if necessary.
- Post Holder: The Post Holder ensures that the evacuation plan is up to date and is circulated to all members of staff. The Post Holder gives periodic reminders to staff via WhatsApp/ Aladdin/ email and informs staff when the first Fire Drill of the year will be held. Another unexpected fire drill will be organised soon after.
- Staff:
- In the event of a fire drill or fire, it is the responsibility of each class teacher to ensure that their class are accounted for. Each teacher is responsible for having a class list on the back of/ near their door to be taken with them in the event of a fire drill or real fire. Each teacher should also carry a sheet of red and green card with them. On calling the roll and accounting for their class in the assembly area they should display the appropriate colour. Green if all are present, red if anyone is unaccounted for.
- SETs should have similar lists of groupings they take to their room. The SET should only return the children to their class teacher once outside the building, and only if safe and appropriate to do so.
- It is also the teacher's role to train the children early in the year how to exit the classroom and school building quickly and safely and to familiarise them with their nearest exit.
- Principal, Deputy Principal and Assistant Principal will be designated to assembly area A (Mrs. Egan), B (Mrs. Harte) or C (Ms. Marie Dolan), accounting for staff
- Contractors: A copy of the school's health and safety plan will be given to any contractors working in the school.

3. Training for Staff:

- Staff are given reminders at the start of the school year to check their evacuation plan and to familiarise themselves with their nearest exit. New teachers are provided with a copy of the school evacuation plan and fire drill procedures are explained to them.

4. Training for pupils:

- Through regular fire drills the children receive annual training in evacuating the building. The children are trained to:
 - Leave all possessions behind.
 - Swiftly and quietly exit the classroom and to proceed to their nearest exit/ appointed exit
 - Join the nearest line if they are in the toilets or on a message when the fire alarm goes off.
 - Children who are attending SET when the fire alarm goes off will exit the building with their SET and re-join their class at the assembly point, if safe to do so

5. Evacuation procedures:
 - Upon hearing the fire alarm children and staff quietly exit the building through their nearest exit/ appointed exit.
 - The class teacher is last to leave the classroom and closes the door. The teacher brings her/his mobile phone and class list with her/him.
 - Children and staff move to their designated assembly points where they quietly line up.
 - A roll call is carried out to determine all children are present.
 - Nobody is to leave the Assembly point until the ALL CLEAR is given by Mrs. Egan, Mrs. Harte, Ms. Dolan or the Fire Authority

6. Assembly Points:
 - Assembly Point A: rooms 38-50, Hall
 - Assembly Point B: rooms 1-6, 34-37, Office and Store
 - Assembly Point C: rooms 25-33
 - Assembly Point D: rooms 7-24 *Note 4 exit doors
 - An alternative assembly point is the Secondary School Car Park at the rear of the school or the front of the Cathedral

7. Fire Drill Procedures:
 - Alarm Code: 2222
 - Roll: Teachers bring class list
 - Calling Emergency Services: The Principal or Deputy Principal or member of staff who comes upon a fire raises the alarm at a Glass Break point.
 - Alternative Emergency points: Secondary School Car Park at rear of school, front of Cathedral

8. Signage:
 - Clear Emergency signage is present over all the Emergency exits

Appendix 5 Staff Training Record

Training Course: _____

Date of Course: _____

Course Provider: _____

Signatures of attendees	Names of attendees

Appendix 6

Emergency Phone Numbers

Emergency Services	999 or 112
Longford Garda Station	0433350570
Poisons Information Beaumont Hospital	01 8092566
Mullingar Hospital	044 9340221
Chairperson BOM	086 3593638
Educational Welfare Officer	0870509152
INTO	01 8047700
CPSMA	01 6292462
Prysbytery	043 3346465
Principal	087 7017747
DES	01 8896400
National Educational Psychological Services	01 8892700
Employee Assistance Service	1800 411 057