



**St Joseph's Adolescent School**

**Roll No. 20153N**

**Safety Statement 2013**

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## **1.0 HEALTH AND SAFETY POLICY**

- 1.1** In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.
- 1.2** The successful implementation of this policy requires the full support and active cooperation of all staff, contractors and students of the school.
- 1.3** It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.
- 1.4** The Board of Management, as employer, undertakes in so far as is reasonably practicable to:
- a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
  - b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
  - c) maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
  - d) continually improve the system in place, in conjunction with St Vincent's Hospital, for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
  - e) consult with staff on matters related to safety, health and welfare at work;
  - f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.
- 1.5** The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it annually in light of changes in legislation, experience and other relevant developments. A Health and Safety Checklist will be completed every two months and retained in the school.

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

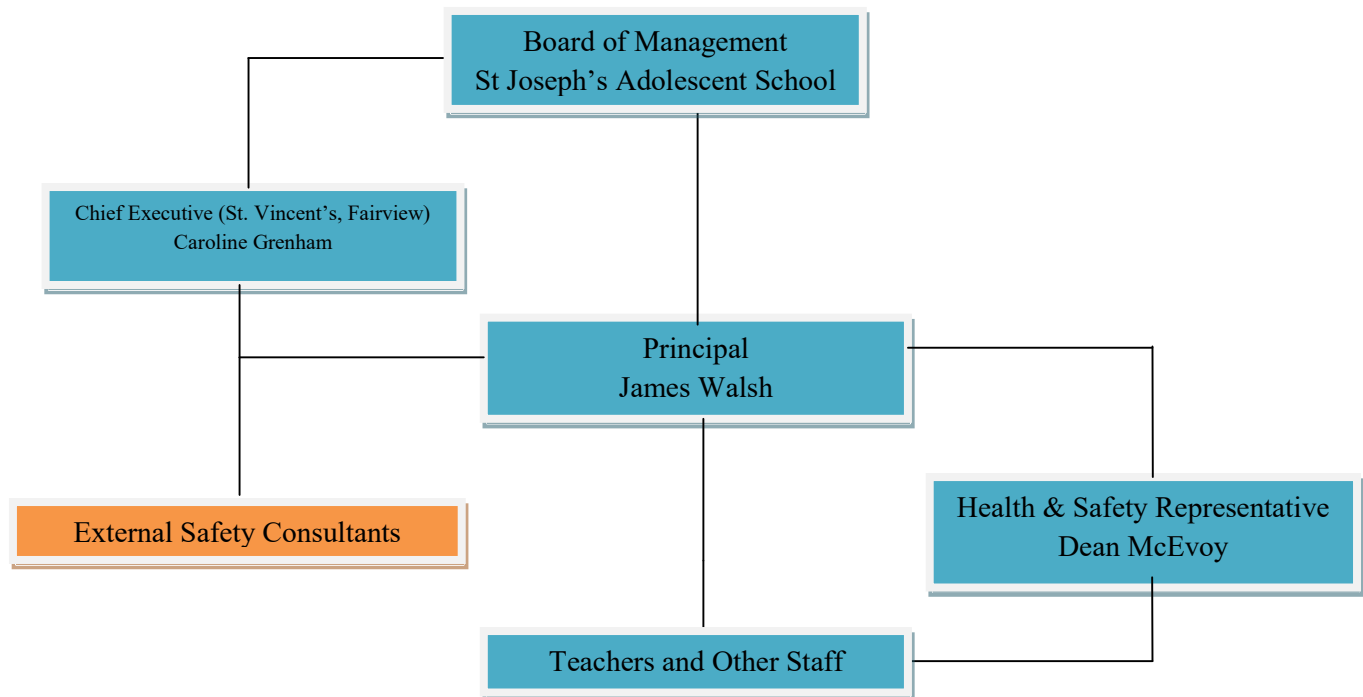
***Chairperson, Board of Management***

Date: \_\_\_\_\_

**Note:**

***The School Safety Statement is not designed to replace St. Vincent's Hospital Statement, but should be read in conjunction with the existing safety management programme. This document is designed to provide staff with a more specific document outlining the roles and activities undertaken within the School and the applicable controls in place to manage them.***

## 2.0 School Safety structure – Communication



### **3.0 Roles & Responsibilities**

#### **3.1 Board of Management**

1. Ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and students in the school, as outlined in the Health and Safety Policy.
2. Identify the level of knowledge required for all staff under their control and provide the necessary training where this is possible. Training needs, which cannot be met, are reported to the next higher authority, and training records clearly documented.
3. Review the safety statement on an annual basis.
4. Ensure that effective means of safety consultation is provided

#### **3.2. Principal**

1. Prepare and update appropriate health and safety procedures, liaise as appropriate with Board of Management, teachers, St. Vincent's Hospital and external advisors to ensure functional consistency of practice, and ensure that all staff for which the school is responsible receive and understand health and safety procedures.
2. Report all incidents and near misses in accordance with procedures, and the carrying out of appropriate follow-up action in accordance with legislative and St Vincent's Hospital/Department of Education and Skills' requirements.
3. Develop and implement safe working practices and systems by training, supervision and provision of information within the School, particularly in the case of young or inexperienced workers, to ensure maximum safety for all personnel controlled.
4. Undertake hazard identification exercises and safety monitoring inspections to ensure that machinery and equipment is maintained in a safe condition, that safety devices are fitted, maintained and operated, and that safety rules and procedures are observed, and safety equipment utilized.
5. Liaise with the school safety representative on all matters concerning safety.
6. Keep up-to-date with developments in their field of work and respond to change as necessary.
7. Ensure that all employees are aware of the first aid facilities available.
8. Respond to specific safety technical information notified. Ensure that any visitors are segregated from hazards, or are advised of any hazards they may encounter. Where school activities take place outside of school grounds, ensure that similar care is taken.
9. Monitor the environmental conditions of the school.
10. Ensure that the school is kept tidy, with safe access and egress, and safe storage, use and disposal of materials.

11. Ensure that new equipment is inspected by a competent person and staff are trained before it is brought into use.
12. Ensure that fire procedures are brought to the attention of all staff.
13. Make proposals to the Board of Management for improvements, and contribute towards the preparation of safety policies, where appropriate.
14. Maintain appropriate safety records.
15. Review, as necessary, Incident Notification Reports.
16. Ensure that all Fire Drills are carried out to schedule and the Evacuation Drills are carried out annually.

### **3.3 Safety Representatives**

The School recognises the rights of a Safety Representative.

Safety representatives may:

- After giving reasonable notice to the employer, and following normal School reporting and escalation procedures, investigate complaints from staff relating to health and safety.
- Consult with and liaise with other safety representatives in the undertaking concerned, whether or not they work in the same place of work or in different places of work under the control of the same employer.
- Investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- Accompany Health and Safety Authority (HSA) inspectors carrying out inspections and receive advice and information from such inspectors on matters relating to safety, health and welfare at the place of work.
- Make representations to employers and to HSA inspectors.

**Safety Representative – Dean Mc Evoy**

### **3.4 Employees – Teachers and Other Staff**

1) An employee shall, while at work:

(a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work.

(b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.

(c) If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.

(d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate.

(e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.

(f) Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.

(g) Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment.

(h) Report to the Principal or nominated person, as soon as practicable

- any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person
- any defect in the place of work, the systems of work, any article or substance which might endanger the safety health or welfare at work of the employee or that of any other person, or
- any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person of which he or she is aware.

2) An employee shall not, on entering into a contract of employment:

misrepresent himself or herself to an employer with regard to the level of training previously received.



Interference, misuse — A person shall not intentionally, recklessly or without reasonable cause.—

- (a) Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- (b) place at risk the safety, health or welfare of persons in connection with work activities.

### **3.5 Contractors**

When contracts are offered to Contractors, a safety clause shall be inserted to ensure that they and their employees, working on or otherwise in the property, are aware of and abide by all Safety Regulations. Before commencement of work, such contractors will be instructed to contact the School Principal who will make them aware of safety requirements at the property.

The following responsibilities are allocated to contractors operating on site:

1. Contractors must comply with and sign the Contractors' Safety Policy and the School's Health and Safety Policy.
2. Contractors must comply with the school's Rules and Regulations for Safety, Health and Welfare and ensure that their own Safety Statement is complied with. Contractors working inside the premises must sign in. All "Hot Work" is strictly controlled and a work permit must be obtained before commencing work. Permits of work are held with the Maintenance Engineer/Manager of St Vincent's Hospital, Fairview.
3. All work done must be carried out in accordance with statutory provisions, the contractor's own Safety Rules, and must take into account the Safety of all persons affected by their activities.
4. Scaffolding and other access equipment used by a contractor must be erected by competent personnel and maintained accordingly.
5. All plant and equipment brought onto site by Contractors must be safe and in good working order, fitted with any necessary safety guards and safety devices. Portable power tools or electrical equipment must operate at 110 volts and all transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating on a 240-volt supply, a suitable residual current device must be used.
6. Any injuries sustained by contractors must be reported immediately to the School Principal and to the Technical Services Manager of St Vincent's Hospital, Fairview.
7. Contractors must immediately comply with any safety instruction given by the Technical Services Manager of the hospital.
8. The School has the right to see documentation regarding clarification of contractors' insurance arrangements and to satisfy itself that the "Insurance Covers" are adequate and in good order.

The contractors must supply all their own tools and equipment. Under no circumstances are contractors allowed to use school equipment without the permission of the Hospital's Technical Services Manager or the School Principal.

### **Employee Co-operation**

All employees are obliged to immediately report to the relevant Responsible Person or local supervisor any incident/accident resulting in loss or injury and any dangerous occurrence or near miss that could have resulted in loss or personal injury. Every employee shall co-operate with the investigation of an accident or incident either by the relevant Responsible Person, other relevant Officers of the School or an Inspector from the Health and Safety Authority.

Employees shall familiarise themselves with the Safe Work Practices for their work area and adhere to the requirements of same. New and revised Safe Work Practice Sheets shall be produced as required and shall be distributed by the Responsible Person and/or posted on notice board.

Employees shall ensure that they keep themselves fully informed of approved changes of Safe Work Practices and of the Safety Statement(s).

All employees are required to participate in the Fire and Safety Awareness Programmes of the School.

Each employee shall read and understand the School Safety Statement and the applicable Hospital/Department Safety Statements. Where necessary employees shall seek any clarification required from the relevant Responsible Person.

Failure to comply with the Health and Safety requirements laid out by the School shall be a disciplinary offence.

### **NOTE:**

Any constructive suggestions to help towards the improvement of safety, health and/or welfare in the School are welcome and can be submitted to the Responsible Person/Principal and/or your Safety Representative.

The success of the Safety Management Programme is fully dependent on the co-operation of all staff members observing both the statutory requirements and those set out by the Hospital & School respectively.

***SAFETY IS EVERY PERSON'S RESPONSIBILITY***

## **4.0 Welfare**

### **4.1 Staff Consultation**

The school recognises that employee involvement in health and safety is an integral part of ensuring that high standards are reached and maintained.

The principal mechanism for consultation with employees on health and safety matters will be via the School Principal or nominated Health and Safety Representative.

St. Joseph's Adolescent School operates an open door policy with regard to health and safety and encourages all members of staff to highlight any concerns that they may have via the routes detailed within section 2.0.

### **4.2 Fire & Emergency Procedures**

A comprehensive Fire Safety Policy & Emergency Plan has been developed for the School to ensure a co-ordinated response to any fire/ emergencies, which St. Joseph's has adopted as part of the hospital's fire prevention plan.

The provisions of this plan are communicated to all employees, contractors and visitors as appropriate and training is given to all employees on an annual basis. This ensures that staff are fully aware of procedures to prevent fire occurring and are fully aware of the actions to be taken in the event of a fire / emergency.

The location of fire fighting equipment, emergency exits and Fire Assembly Points are displayed in prominent locations throughout the School and is included in this safety statement for additional information. (See following page)

Fire drills, in which teachers, staff and students fully participate, are carried out four times annually

#### **4.2.1 If you discover a fire:**

1. Raise the Alarm.  
Sound the nearest alarm immediately by activating the break glass unit at the nearest fire point which are found in the corridors and on the exit routes.
2. Inform the Fire Brigade  
Inform the School Principal, call the fire brigade immediately
3. Deal with the Fire if safe to do so.  
Use the nearest suitable extinguisher or fire hose reel where appropriate. Do not take any personal risks or put any lives in danger.
4. Evacuate or assist in the evacuation of the School.

#### **4.3.2 On hearing the alarm**

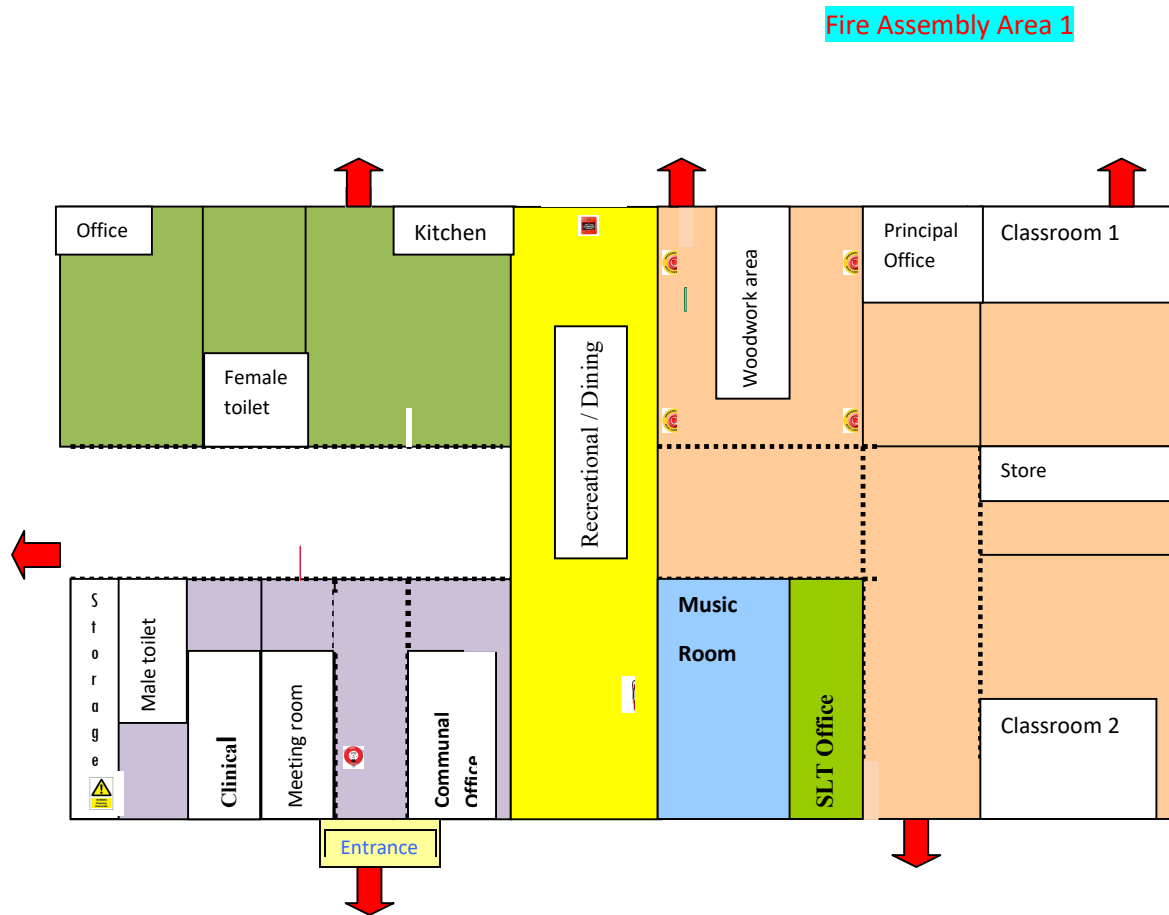
All staff:

1. Evacuate all students and staff from the School by the nearest and safest fire exit.
2. Use other staff members to direct/escort students to the exits. Ensure all staff leave and check all areas including offices, toilets, locker rooms, etc.
3. Leave the building by the nearest exit closing all doors behind you.
4. Do not run - move quickly and calmly.
5. Do not delay to collect personal belongings or for any other reason.
6. Assemble at your prescribed assembly point.
7. Do not re-enter the building or allow anyone else to unless the Fire Brigade has given the all clear.


Assembly Points are:

- 1 – Tennis Court at rear of school
- 2 - Car Park at front of school (only if No. 1. is not accessible)

### 4.3 Fire & Emergency Plan



..... = Passageways

 = Exits

 = Emergency Fire Extinguishers

 = First Aid

 = Fire Hose

 = Emergency Stops

 = Fire Glass

 = Fire Alarm

 = Chemicals

#### 4.4 First Aid

First Aid equipment is available to all persons working in the School. In the event of first aid treatment being required St. Vincent's Hospital will be notified. The location of First Aid boxes are listed below as well as in the appendix A of this safety statement.

|                                    |
|------------------------------------|
| <b>Location of First Aid Boxes</b> |
| <u>Front Office</u>                |
| <u>Woodwork/Art Room</u>           |
| <u>Classroom 1.</u>                |

| <b>Name of First Aider</b> | <b>Contact Number</b> |
|----------------------------|-----------------------|
|                            |                       |
|                            |                       |

#### 4.4 Pass Key

- Each staff member is issued with a numbered pass key, for the duration of their employment in the School.
- A register of key holders, which must be signed by each person issued with such a pass key, is kept in the General Office, St. Vincent's Hospital, Fairview.
- It is imperative that each key holder safeguards this key in their possession.
- Misaid/Missing keys must be reported immediately to the General Office staff in the hospital.
- A minimum number of storage/areas are locked and inaccessible with this pass key to protect students/staff and visitors from hazards and also to protect confidential information.

## 5.0 Hazard Identification & Risk Assessment

The management of risk is integral part of every process within the School and is central to the School's system of internal control.

St. Joseph's Adolescent School, in conjunction with St. Vincent's Hospital, Fairview, has developed this risk assessment tool in line with national and international standards in order to support the Risk Management process and allow for uniformity within the risk assessment process.

Risk Assessment is an essential part of the risk management process and is the overall term covering:

- Risk identification
- Risk Analysis
- Risk Evaluation

### 5.1 Identify the hazard

Identify the situation or source with a potential for harm in terms of death, ill health, injury or damage to property.

Provide a description of the hazard, providing detail on the persons at risk and/or consequence of the risk/hazard being realised:

For example;

- Student
- Employee
- Physical environment of care
- Technical/Equipment issue

### 5.2 Analyse the Risk

Risk analysis is about developing an understanding of the hazard identified. In subjecting a hazard to analysis it is essential that account be taken of the existing control measures. In order to insure appropriate controls have been identified in order to eliminate or reduce the risk that the hazard may cause, some of the following techniques or sources of information may be used. (Below is a non-exhaustive list)

|                                |                                  |
|--------------------------------|----------------------------------|
| Processes                      | Health and Safety Authority      |
| Policies                       | Staff meetings & Consultation    |
| Procedures                     | Health & Safety Checklists       |
| National & Industry Guidelines | Incident/ Near miss reporting    |
| Equipment Manuals              | Department of Education & Skills |
| Staff Training                 | Department of Health & Children  |
| Emergency Arrangements         | Insurance Provider               |

All controls that are in place to minimise the hazard should be listed on the risk assessment form. When listed, time should be taken to consider their adequacy, method of implementation and level of effectiveness in minimising the identified hazard to the lowest reasonably practical level (i.e. do they make sense & are they being followed). See section 5.4.2.3 relating to the control the risk.

### 5.3 Rate the risk

The risk from the hazard should be determined by estimating the potential severity of harm and the likelihood that harm will occur.

The level of risk is rated by multiplying the numerical level given to the likelihood by that given to the severity.

#### Likelihood X Severity = Risk Rating

##### • Likelihood

| Level | Descriptor     | Description  |
|-------|----------------|--|
| 1     | Rare           | Could occur only in exceptional circumstances (1 in 1000 or less)          |
| 2     | Unlikely       | May occur in time – very infrequently (1 in 100 to 1 in 1000)              |
| 3     | Possible       | The event may occur occasionally (1 in 10 to 1 in 100)                     |
| 4     | Likely         | The event is likely to occur imminently or in short term (1 in 10 to even) |
| 5     | Almost Certain | The event is expected to occur or does occur regularly (evens to certain)  |

##### • Severity

| Level | Descriptor    | Health and Safety   |
|-------|---------------|---|
| 1     | Insignificant | No obvious harm or injury - No time lost                    |
| 2     | Minor         | < 1 day absence - First Aid Treatment                       |
| 3     | Moderate      | > 3 days absence but < 2 weeks - Medical Treatment required |
| 4     | Major         | > 2 weeks absence - Extensive injury                        |
| 5     | Catastrophic  | Fatality  |

##### • Risk Rating Matrix

| Likelihood →<br>Severity ↓ | Rare - 1 | Unlikely - 2 | Possible - 3 | Likely - 4 | Almost Certain - 5 |
|----------------------------|----------|--------------|--------------|------------|--------------------|
| Insignificant - 1          | 1        | 2            | 3            | 4          | 5                  |
| Minor - 2                  | 2        | 4            | 6            | 8          | 10                 |
| Moderate - 3               | 3        | 6            | 9            | 12         | 15                 |
| Major - 4                  | 4        | 8            | 12           | 16         | 20                 |
| Catastrophic - 5           | 5        | 10           | 15           | 20         | 25                 |

- The risk matrix provides a visual picture of where the risk lies.
- Those risks located in the **red boxes** are classified as key risks and should receive early management attention and ongoing monitoring.
- The risks located in the **yellow boxes** suggest that controls are adequate, but ongoing monitoring is required



- The lowest risks are those in the **green boxes**, which suggest the risk has been controlled to its lowest possible level.

#### **5.4 Evaluate/Control the Risks**

The purpose of risk evaluation is to make decisions based on the outcome of the risk analysis regarding which risks require treatment and the priorities of that treatment. Depending on the risk rating and the adequacy of the current controls in place an evaluation is made whether to;

- Accept the risk or
- Treat the risk by;
  - Avoiding
  - Transferring
  - Controlling

Criteria used to make decisions regarding accepting or treating the risk should be consistent with the defined internal, external & risk management contexts and taking account of the School's objectives.

##### **5.4.1 Accepting the risk**

A risk is regarded as acceptable if it does not require treatment. Accepting a risk does not imply that the risk is insignificant. Risks in a service may be accepted for a number of reasons:

- the level of the risk is so low that specific treatment is not appropriate within available resources
- the risk is such that no treatment option is available. E.g. dependent on external factors such as government policy
- the opportunity presented outweighs the threats to such a degree that the risk is justified.

Steps 1-3 above conclude the Risk Assessment process. It is however essential that, in terms of managing assessed risks, the treatment (Action) plan is put in place against those risks that have been evaluated as requiring treatment.

##### **5.4.2 Treating the Risk**

There are three methods of treating the risk, these are:

###### **5.4.2.1 Avoid the risk**

This is achieved by either deciding not to proceed with the activity that contains an unacceptable risk, choosing an alternative activity, which meets the objectives and goals of

the School, or choosing an alternative and less risky methodology or process within the activity

**5.4.2.2 Transfer the risk**

Risk transfer transmits the Schools' risk to an outside party, such as the use of contractors, out-sourcing work/procedures, purchase of Insurance etc.

#### **5.4.2.3 Control the risk**

This is the most commonly used treatment option as it is focused on reducing the likelihood of and/or the impact of the risk, should it occur. Best practice is to remove or eliminate the risk. However this is not always possible. It is part of the School's policy to provide appropriate training, instruction and supervision for all tasks. While this assists in the control of unsafe acts, further controls are often needed in order to reduce to acceptable levels the risk.

Best practice states that controls must be examined in the following order, in order to assess its effectiveness;

##### **i) Elimination**

- Remove/avoid the risk from the activity, process, area etc.

##### **ii) Substitution**

- Replacement of dangerous articles, substances or systems of work by less dangerous articles, substances or systems of work.

##### **iii) Isolation**

- Restrict access to areas, processes that represent a significant risk of injury to authorised persons.

##### **iv) Engineer Out**

- Where hazards cannot be reduced it may be necessary to develop/purchase appropriate equipment in order to minimise the risk.

##### **v) Administrative**

- Standard operating procedures aid in giving collective advice on the safest possible way a task is to be performed, after all other controls have been investigated.

##### **vi) Personal Protective Equipment**

- It should be ensured that the collective protective measures highlighted above are exhausted prior to the use of individual protective measures, such as PPE.

#### **5.5 Treatment Plan**

In order to ensure that the treatment plans are implemented the following should be documented and subjected to on-going monitoring and review, as part of the normal activities of the School in which the risks are to be treated.

The treatment plan should include;

- Proposed actions (Avoid, transfer, Control)
- Resource Requirements (Local or escalation required)
- Responsible person
- Timeframe (Review Dates and/or action completion dates)

**Note:**

Appendix 3 of this Safety statement has a copy of the risk assessment template which along with the process outlined above should be followed when conducting a risk assessment.

## 5.6 Risk assessments

**All staff in the School should have access to hard/electronic copies of the School's and St. Vincent's Hospital Safety Statements.**

Where communication of the Safety Statement is an issue, i.e. through language or disability, please contact the School Principal as legislation dictates that information should be given in a form, manner and appropriate language.

**The School Safety Statement contains risk assessments for the following Hazards which are common throughout the School and which are broken down under the various headings. These include:**

| Physical  | Chemical   | Biological   | Human Factor   | Fire  |
|---|--|--|--|---|
| <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Slips trips and falls</li> <li>• Electrical</li> <li>• Ergonomic</li> <li>• Ventilation / heating</li> <li>• Lighting</li> <li>• Design of work environment</li> <li>• Noise</li> <li>• Mechanical/ Contact hazards/</li> <li>• Machinery /equipment</li> <li>• VDU's( visual display units)</li> </ul> | <ul style="list-style-type: none"> <li>• General chemical hazards</li> </ul> | <ul style="list-style-type: none"> <li>• General biological hazards</li> <li>• Needlestick/ sharp hazards</li> </ul> | <ul style="list-style-type: none"> <li>• Work-related stress</li> <li>• Bullying</li> <li>• Violence / Aggression</li> <li>• Inexperienced or untrained staff</li> </ul> | <ul style="list-style-type: none"> <li>• Lack of Fire Safety Management</li> <li>• Lack of trained staff</li> <li>• Lack of Fire Safety Procedures</li> <li>• Lack of Evacuation drills/training</li> <li>• Lack of tested Internal Emergency Response Plan</li> <li>• Unmaintained Fire fighting equipment</li> <li>• Kitchen hazards</li> <li>• Unsafe waste storage</li> <li>• Handling/storage of flammable solvents</li> <li>• Arson</li> <li>• Bomb</li> <li>• No-smoking Policy</li> </ul> |

It is the responsibility of all managers/supervisors to ensure that all relevant risk assessments are brought to the attention of relevant staff and, as appropriate, Contractors working within their areas. These risk assessments may also be used by senior staff in order

to develop their own departmental specific risk assessments using the template risk assessment form in Appendix 3 of the Safety Statement.

### Appendix 1; Staff Safety Training provisions

#### School Safety Representative

|                        |                      |
|------------------------|----------------------|
| James Walsh, Principal | Dean McEvoy, Teacher |
|------------------------|----------------------|

#### First Aiders

|   |  |
|---|--|
| Sinead Rickerby, Teacher (basic training) |  |
|   |  |
|   |  |

#### Location of First Aid Box

|                |                       |
|----------------|-----------------------|
| (1) Staff Room | (2) Woodwork/Art Room |
|----------------|-----------------------|

#### Emergency Response Numbers

|                                    |  |
|------------------------------------|--|
| Ambulance 0 999                    |  |
| Security, Hospital 2999            |  |
| Clontarf Garda Station 01 666 4800 |  |
|                                    |  |

**Health and Safety training requirements which all staff must complete (this may vary based on the nature of the staff members work activities)**

| Name            | Manual Handling | Fire Safety Training |
|-----------------|-----------------|----------------------|
| James Walsh     |                 | yes                  |
| Sinead Rickerby |                 | yes                  |
| Elaine King     |                 | yes                  |
| Dean McEvoy     |                 | yes                  |
|                 |                 |                      |
|                 |                 |                      |
|                 |                 |                      |
|                 |                 |                      |
|                 |                 |                      |
|                 |                 |                      |

## Appendix 2; HEALTH & SAFETY CHECKLIST

|       |                     |
|-------|---------------------|
| AREA; | CHECK COMPLETED BY: |
|       | DATE:               |

*Please complete the following once every two months.*

| Electrical  | Yes | No | N/A | Comments |
|---|-----|----|-----|----------|
| Are there any damaged electrical appliances?  |     |    |     |          |
| Are there electrical appliances being misused?  |     |    |     |          |
| Are there any personal electrical appliances in use?  |     |    |     |          |
| Are there wires/cables exposed or damaged, in need of repair?   |     |    |     |          |
| Environment   |     |    |     |          |
| Is the standard of hygiene satisfactory?  |     |    |     |          |
| Is lighting satisfactory?   |     |    |     |          |
| Are temperature levels adequately controlled?   |     |    |     |          |
| Fire safety & Safe Access / Egress  |     |    |     |          |
| Are access and egress routes (main and fire routes) from the department clearly marked?   |     |    |     |          |
| Are access and egress routes from the department kept clear / free from obstruction?  |     |    |     |          |
| Are there adequate fire extinguishers available, visible and in good working order?   |     |    |     |          |
| Have all staff within the departments received suitable fire evacuation training?<br>(Stair chairs and Evacuation sheets)                               |     |    |     |          |
| Are escape maps and alarm/evacuation procedures clearly displayed?  |     |    |     |          |
| Are fire detection and alarm systems in good working order?   |     |    |     |          |
| Can fire alarm sounders be heard during weekly alarm bell tests?  |     |    |     |          |
| Are fire doors kept closed or on working automatic release mechanisms?  |     |    |     |          |
| Are restricted areas secured at all times?  |     |    |     |          |
| Are staff aware of: <i>Ask staff to verify</i><br>All evacuation routes?  |     |    |     |          |
| The location and type of fire fighting equipment available in the area?   |     |    |     |          |
| The position of break glass alarms?   |     |    |     |          |
| The location of Fire Hose Reels? (if applicable)  |     |    |     |          |
| The location of Oxygen Isolation valve?   |     |    |     |          |
| The location of Evacuation Sheets?  |     |    |     |          |
| The location of the Cardiac arrest Trolley?   |     |    |     |          |
| The Daily procedure for checking cardiac arrest trolley?  |     |    |     |          |
| Are cigarette ends disposed of safely?  |     |    |     |          |
| Are any sources of ignition apparent? (E.g. light bulbs too close to combustible materials, accumulation of waste, damaged / covered air heaters, etc). |     |    |     |          |
| Are fire doors wedged open?   |     |    |     |          |
| Hazardous Substances  |     |    |     |          |
| Are all hazardous substances clearly identified and labelled?   |     |    |     |          |
| Are Safety Data Sheets (SDS) available in your department for all hazardous substances?   |     |    |     |          |
| Are staff familiar with accidental spillage control procedures?   |     |    |     |          |
| Is there evidence of unsafe storage of Hazardous Substances?  |     |    |     |          |
| Manual Handling / Lifting   |     |    |     |          |
| Any unsafe lifting practices observed?  |     |    |     |          |
| Have all staff within department received suitable training?  |     |    |     |          |
| Is there a safe means of access to high-level storage?  |     |    |     |          |
| Is equipment provided for access to high-level storage adequate and maintained in good order?   |     |    |     |          |
| Machines and Equipment  |     |    |     |          |
| Are moving parts of machines adequately guarded?  |     |    |     |          |
| Are isolation points/emergency shut off for machines clearly labelled?  |     |    |     |          |
| Are machines/equipment regularly serviced and documented?   |     |    |     |          |



## School Safety Statement

| Personal Protective Equipment (PPE)  | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| Is there adequate provision of Personal Protective Equipment?  |     |    |     |          |
| Have staff received suitable training in the use of this PPE?  |     |    |     |          |
| Is this equipment utilised as required?  |     |    |     |          |
| <b>Reporting Defects and Follow up</b>   |     |    |     |          |
| Are reporting procedures, including a logbook in place for reporting all defects to relevant persons?  |     |    |     |          |
| Have appropriate and timely follow up actions been taken on all such reports? (Verify that reports in the logbook have been rectified and signed off). |     |    |     |          |
| <b>Sharps</b>  |     |    |     |          |
| Are sharps disposed of in appropriate containers?  |     |    |     |          |
| Are in appropriate materials disposed of in the sharps containers?   |     |    |     |          |
| Are sharps containers either wall mounted or placed securely on procedure trays?   |     |    |     |          |
| Are containers assembled correctly and signed as such?   |     |    |     |          |
| Are containers overloaded, more than two thirds full?  |     |    |     |          |
| Are containers properly labelled prior to disposal?  |     |    |     |          |
| Are sharps being disposed of correctly at point of use (e.g. no recapped needles in container)?  |     |    |     |          |
| <b>Slips, Trips</b>  |     |    |     |          |
| Are floors and passageways free from slippery materials, loose objects and equipment?  |     |    |     |          |
| Are floors maintained in good condition?   |     |    |     |          |
| Are there any large objects out of place or projecting parts of machines or equipment?   |     |    |     |          |
| Are there materials or equipment on stairs or at the bottom of stairs/under stairwell?   |     |    |     |          |
| Are there sufficient containers available for waste?   |     |    |     |          |
| Are there any trailing electric cables or wires on floors?   |     |    |     |          |
| Is there sufficient filing and storage space?  |     |    |     |          |
| <b>Staff Safety awareness – Safety Consultation and Incident Reporting</b>   |     |    |     |          |
| Are staff aware of School Safety Consultation process? (Committees, safety representatives, etc.)  |     |    |     |          |
| Are staff aware of incident accident reporting procedures?   |     |    |     |          |
| Have all new staff been inducted in the department (read health and safety policies, know how to use equipment etc.)                                   |     |    |     |          |
| <b>Violence and Aggression</b>   |     |    |     |          |
| Have all staff received training on de- escalation techniques ?  |     |    |     |          |
| <b>Welfare</b>   |     |    |     |          |
| Are toilets in good working order?   |     |    |     |          |
| Are washing facilities and as applicable staff locker rooms kept in clean condition?   |     |    |     |          |
| Are adequate facilities provided for food storage for staff?   |     |    |     |          |
| Are call bells in working order?   |     |    |     |          |
| <b>General</b>   |     |    |     |          |
| Please document any other hazards / issues observed that are not included above:   |     |    |     |          |

Signature: \_\_\_\_\_

Following completion of this checklist please address / rectify any areas that require attention or contact the risk management department for assistance as required.

**Appendix 3; Risk Assessment Template**

|                          |                       |                                  |                    |                         |                           |                    |
|--------------------------|-----------------------|----------------------------------|--------------------|-------------------------|---------------------------|--------------------|
| <b>AREA</b>              |                       |                                  |                    |                         |                           |                    |
| <b>COMPLETED BY</b>      |                       |                                  |                    |                         |                           |                    |
| <b>HAZARD / RISK</b>     |                       |                                  |                    | <b>DATE:</b>            |                           |                    |
| <b>Hazard / Activity</b> | <b>Persons @ risk</b> | <b>Control measures in place</b> | <b>Risk rating</b> | <b>Actions required</b> | <b>Responsible Person</b> | <b>Review Date</b> |
|                          |                       |                                  |                    |                         |                           |                    |
|                          |                       |                                  |                    |                         |                           |                    |

