

# St Brigid's National School, Ballysax, RN 16302F

## Safety Statement



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## 1. POLICY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of St Brigid's NS, Ballysax, 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 this policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

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

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

- a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d) 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;
- 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.

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.

It is the Board of Management's intention that all reasonable practicable measures will be taken to eliminate/or avoid risk to members of staff, pupils and others who might be affected.

Our policy is to provide, so far as is reasonably practicable, a safe and healthy environment for all teaching staff, ancillary staff, pupils and all persons who come into contact with work activities.

A Safety Statement will be maintained and reviewed with a view to continuous appraisal and improvement.

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## **2. SAFETY ORGANISATION**

This document has been produced by direction of the Board of Management in compliance with Section 39 of the Safety, Health and welfare Act 1989. (section 212, sub-section 1 to 8).

Responsibility for Safety, Health and Welfare within the school is incumbent on all members of the school community. The Board of Management recognises its statutory responsibilities and its obligations under the Health and Welfare Act in respect of staff, children and visitors.

“Every employer shall ensure, so far as is reasonably practical, the safety, health and welfare at work of his or her employees.”

### **2.1 Responsibilities of the Board of Management:**

Ensure school meets/fulfils statutory requirements (para.2) in accordance with the Safety, Health and Welfare Act 1989.

To ensure the production of a current Safety Statement and the implementation of the stipulated/required education, training, in house and external, for staff.

The regular exercise of safety procedures within the school for staff and pupils.

Continuous review and updating of this statement, in respect of all safety measures.

Ensure continuous training, as required, on the advice of Safety Officers.

Safety is a management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The safety officers shall monitor safety generally and the operation of safety procedures and ensure that each employee shall obtain a copy of the safety statement and be familiar with its contents.

Conor Moloney is the Safety Officer on behalf of the Board of Management and is responsible for overseeing the safety provision on behalf of the school and Esther Reddy and Elaine Downey are the Safety Officers on staff. Teachers are responsible for the supervision and implementation of safety measures/procedures in their own area. The school Principal, Esther Reddy, will ensure that a copy of the current approved safety statement is supplied to the Board of Management, school staff and Parent Teacher Association (PTA). Safety Officers' responsibilities are outlined at Appendix 1.

### **2.2 Responsibilities of the Safety Officer:**

- Complies with the requirements of the 2005 Act
  - Reports to the board of management on safety, health and welfare performance
  - Manages safety, health and welfare in the school on a day-to-day basis
  - Communicates regularly with all members of the school community on safety health and welfare matters
  - Ensures all accidents and incidents are investigated and all relevant statutory reports completed
  - Supports organisation of fire drills, training, etc
  - Carries out safety audits.
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**2.3 Responsibilities of the Teachers:**

- Comply with all statutory obligations on employees as designated under the 2005 Act
- Co-operate with school management in the implementation of the safety statement
- Inform students of the safety procedures associated with individual subjects, rooms, tasks
- Ensure that students follow safe procedures
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect check that equipment is safe before use
- Ensure that risk assessments are conducted for new hazards
- Report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement

**2.4 Responsibilities of the Care-taker:**

- To check all equipment and work areas to ensure they are safe to use and to report or repair any safety concerns
- To maintain the school building and environment in safe condition and to liaise directly with the principal when a safety issue arises
- Use the correct systems of work and equipment for each activity and job
- To participate in safety training when required
- To report immediately accidents or safety concerns or defects or any new hazards to the Principal and Safety Officer
- To support the annual Hazard Inspection, carried out each school year.

**2.5 Responsibilities of the Cleaner:**

- To protect their own health and safety and that of any other person likely to be affected by their work
- To report immediately accidents or safety concerns or defects to the Principal and Safety Officer
- Where a defect or safety concern is identified, ensure suitable isolation to prevent reuse of equipment until it is made safe.

**2.6 Responsibilities of other school users:**

- Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

**2.7 Responsibilities of 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.
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- The school will make available the relevant parts of the safety, health and welfare statement to any contractors working in the school on behalf of the school.
- The school 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.

### **3. HAZARDS**

It is acknowledged that there are potential hazards and danger spots involved in many aspects of teaching and learning, where there are children gathered together e.g. science classes, outdoor activities, arts and crafts etc. It is agreed that children need to be supervised at all times, that potential hazards are identified in so far as is possible and that children are reminded of safety routines and precautions and that their awareness of safety in general is raised. Many of our policies include aspects of safety e.g. child protection, anti-bullying, response to critical incidents. These policies should be read in conjunction with this statement.

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

#### **3.1 Hazard Identification Procedures**

Each year the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimise them. A hazard is anything that can cause harm or ill effects and may include physical health, biological, chemical and human hazards. Risk means the likelihood of a harmful event such as injury or death occurring from the hazard.

The following hazards are considered by the school to be a source of potential danger and are brought to the attention of all concerned.

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**Identification of Hazards, Risk Assessment and Action(s) Taken****Updated – February 2024****Area: School building and external area**

<b>Hazards</b>	<b>Low Medi um High risk</b>	<b>Risks to persons</b>	<b>Control Measure</b>	<b>Is this control in place? Y/N</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Date when completed</b>
Boiler house	M	Fire/ burns	Only authorised persons will be allowed into the Boiler house. All persons so authorised will be made aware of the special hazards i.e high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boiler house will be kept clean and tidy at all times.	Y	None	Caretaker/ principal	
Car park	M	Children entering carpark at yard times Risk of injury to pedestrians at drop off and pick up times	Gate kept closed at all times  Signage	N  N	Fence and gate to be erected  Signs to be placed on car park wall and on school gate	Caretaker  Secretary & Caretaker	Oct 22  April 23
Staffroom (boiling water, cleaning supplies)	L	Burn injury Fire	Care must be taken at all times when using water boilers, kettles and other kitchen equipment. The areas should be kept tidy at all times. Microwave, toaster, sandwich toaster are turned off at socket or unplugged unless in use. Cleaning products stored under the sink.	Y	None	All staff	
Oil tank	H	Fire, oil spillage	Oil tank locked and secured by fence.	Y	None	Caretaker/ Principal	
Fuse board	L	Electrocution hazard	No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses. The area around the fuse boards will be kept clean and tidy at all times.	Y	None	Caretaker	
Electrical connections / leads	M	Personal injury	Switch off/unplug if not in use. Use cable tidy.	Y	None	All staff	
Damaged electrical fittings and	M	Electrocution hazard	Defective electrical equipment shall be clearly identified, labelled as out	Y	None	Caretaker/ Safety Office	



equipment			of use and stored separately to prevent accidental use. Report defects to caretaker/ safety officer to ensure all items are repaired or replaced.				
Grass cutting	L	Injury	Grass cutting takes place outside of school hours. Responsibility is with the worker to use proper safety equipment.	Y	None	Grass cutting operator	
Store room	L	Trip/fall	Materials/equipment are labelled and stored tidily. Tablet trolleys locked when not in use.	Y	None	All staff	
Fire threat	H	Fire causing death or injury	Fire extinguishers in place and accessible. They are serviced annually. Fire drill performed by all classes biannually. Fire assembly points marked clearly. Fire evacuation plan displayed in all classes. Fire alarm tested at regular intervals. Staff training on how to use fire extinguishers and fire blankets. All fire doors are marked with 'Fire door' safety sign. Person designated to raise the alarm and contact the emergency services in case of fire. All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Fire Alarm systems within school building. Emergency Lighting within school building.	Y	Staff training	Principal Safety Officer  Principal  Principal/ Safety officer	Staff training completed 22/10/21
Manual Handling	H	Personal injury	When purchasing stock such as clay, the guideline weights are taken into account and smaller weight items purchased where possible e.g. 5kg bag of clay instead of 12kg bag. An appropriate trolley is used to transfer heavy loads. Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.	Y	None	Staff/ Caretaker/ Cleaner	Staff Training completed Feb 2024

Manhole covers	L	Trip/ Personal injury	Inspect manholes regularly and report any faults to the relevant personnel.	Y	None	Caretaker	
Hygiene and cleaning supplies	H	Respiratory and irritation problems	When choosing chemical cleaners for use in the classroom the least hazardous product is purchased. Chemical products/materials are labelled and stored safely and secured by lock. Students do not have access to chemical products/materials.	Y	None	Cleaner/ principal/ caretaker	
Steps	L	Trip hazard	Yellow line painted at each door Signage Appropriate lighting in place	N	Warning signs to be placed on corridor and hall doors	Caretaker	April '23
Protruding units and fittings	L	Bump/Bruise hazard	Keep units closed when not in use Bring the attention of others to the relevant units	Y		Whole school community	
Icy surfaces on a cold day	H	Slip hazard	Salt is spread on the entry points to the school in icy weather.	Y	None	Caretaker	
Mats in hall	L	Slip hazard	Mats are replaced if they are curling or causing a trip hazard.	Y	None	Whole School Community	
Wet corridors and floors	L	Slip hazard	The washing of floors shall be conducted, as far as is possible, after school hours to eliminate the danger of slipping. Where floors are wet, warning signs will be used.	Y	None	Staff/ Cleaner/ Caretaker	
Aggressive or violent behaviour by employees, pupils or parents	M	Bodily harm/ ill health	Implementation of Code of Behaviour, Anti-bullying policy, Parent/teacher appointment procedure Positive staff relations, Grievance procedure	Y	Code of Behaviour to be shared with parents and pupils as required	Whole school community	March 23
Person/s on the premises without the knowledge of principal or other staff member	H	Inappropriate access to students, injury, trauma	Visitors' Log Book at reception where visitors sign in with name, purpose of visit, time and sign out on leaving. Visitors then report to the appropriate person. Ensure that all entrance doors to the school are closed and locked and that visitors must request that door be opened.	Y	Signage to be placed on front door to direct visitors to the office	Secretary and principal	April 23
				N	Remind staff to close and lock doors on entry	Principal	April 23
Students with temporary illness or a chronic medical condition	L	Danger of injury, seizure or death	The school obtains written and signed consent from the student's parents/guardians to administer medication along with the appropriate instructions. Designated staff should be instructed and trained in	Y	None	Parent / Guardian  Respective Teacher	

			<p>the appropriate procedure. Board of management establishes a school policy on administration and storage of medicines and medical devices. Medication is stored securely in the classroom cabinet and is clearly labelled with the student's name</p>				
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**Identification of Hazards, Risk Assessment and Action(s) Taken****Area: Playground/ First Aid**

<b>Hazards</b>	<b>Low Medi um High risk</b>	<b>Risks to persons</b>	<b>Control Measure</b>	<b>Is this control in place? Y/N</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Date when completed</b>
Playground slips/ trips/ falls	L	Injury	Students and staff informed of established school code of behaviour relevant to behaviour in playground. Playground supervision roster established and implemented. Condition of playground inspected by supervising staff members.	Y	None	All staff/ pupils	
Dangerous objects in playground	H	Injury	Caretaker inspects school grounds regularly. Staff inform caretaker/ safety officer of any dangerous objects. Use of protective gloves and dedicated safe bins for storage of dangerous materials before disposal.	Y	None	Caretaker/ staff members	
Incident of sudden sickness/ injury in the playground	L	Illness, injury, trauma	Access assistance from nearest staff member. Bring student to secretary's office and administer appropriate first aid. Inform principal and decide on appropriate further action or medical referral. Complete accident report form for school records.		None	All staff	
Inadequate first-aid equipment/ kits	M	Injuries could be serious or life threatening if not dealt with quickly and appropriately	First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines. Responsibility has been given to a designated employee for restocking the kits	Y  N	Safety officer will be in charge of restocking first aid kits.	Secretary/ Safety Officer/ SNAs	April 23

**Identification of Hazards, Risk Assessment and Action(s) Taken****Area: Hallways/Classrooms**

<b>Hazard</b>	<b>Low Medium High risk</b>	<b>Risks to persons</b>	<b>Control Measure</b>	<b>Is this control in place? Y/N</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Date when completed</b>
Running in School building	M	Slip/ trip hazard for children and staff	Running is strictly forbidden in hallways and classrooms.	Y	None	All staff and students	
Wet floor in toilet area	M	Slip hazard for children	Children are encouraged to inform the teacher if there has been an accident in the toilet cubicle. Spills will be covered with newspaper. Children will be told to use alternative toilets if necessary. The cleaner will be informed in order for the toilet to be cleaned.	Y	None	Classroom teacher/ cleaner	
Windows opening out	H	Personal injury	Safety tape and high vis vests used to create safe area to walk	Y	None	Warm days/ summer term	Classroom teachers/ caretaker
Inadequate storage of school equipment and personal belongings	M	Trip hazard	School equipment is stored tidily. Children are given clear guidelines to store bags and boxes under the desk. Floors and access routes are kept clear.	Y	None	Teachers/ Pupils	
Classroom furniture	M	Trip hazard	Teachers and children keep access areas clear of protruding furniture.	Y	None	Teachers/ Pupils	
Hot liquid spills/ burns	M	Slip/trip hazard fall injury burn	All staff members utilise covered travel mugs/ flasks. Students remain seated and are requested to exercise due caution when having hot drinks for lunch. Lunch times are supervised by teachers.	Y	None	All staff members	
Spills, e.g. liquid spills, drinks, art/crafts materials	M	Injury due to slip, trip, fall	Spills dealt with immediately. Absorbent material used to soak up the spill.	Y	None	All staff	

**Identification of Hazards, Risk Assessment and Action(s) Taken****Area: School tours/ visits/ activities**

<b>Hazard</b>	<b>Low Medium High risk</b>	<b>Risks to persons</b>	<b>Control Measure</b>	<b>Is this control in place? Y/N</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Date when completed</b>
Sick/ Injured pupil	L	Becoming ill Slip/trip	Class teacher will ensure: -that there is an appropriate staff/pupil ratio. -they have a fully charged mobile phone. - that a fully stocked and checked First Aid Kit is carried on all trips. -they have sick bags in case of vomiting. - that parents are given details of the tour including drop-off/ collection times.	Y	None	Class teacher/ principal/ accompanying adults	
Traffic Accident	L	Injury	Safety belts must be worn where students are being transported by road. Adult accompanying tour will ring school and/or principal in case of emergency. Procedures detailed in the Critical Incidents Policy will be followed.	Y	None	Teacher/ Accompanying adult	
Pupils getting lost	L	Distress/injury	Pupils will be given clear guidelines by the adults on tour including the steps they are to follow if they get lost.	Y	None	Teacher/ Accompanying adult/ Pupils	

## **4. CONSTANT HAZARDS**

It is the policy of the Board of Management of St Brigid's NS, Ballysax that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **4.1 Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) caretaker, supplier. Before using any appliance, the user should check that:

- a) All safety guards which are a normal part of the appliance are in working order.
- b) Power supply cables/leads are intact and free of cuts or abrasions.
- c) Unplug leads of appliances when not in use.
- d) Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- e) Follow official guidelines issued by the Health and Safety Authority.

### **4.2 Chemicals**

It is the policy of the Board of Management of St Brigid's NS, Ballysax that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

### **4.3 Drugs And Medication**

It is the policy of the Board of Management of St Brigid's NS, Ballysax that all drugs, medications, etc be kept in secure medical cabinets in the appropriate classrooms relevant to the needs of children. They must be locked at all times and the key kept in a separate and secure place.

### **4.4 Wet Floors**

It is the policy of the Board of Management of St Brigid's NS, Ballysax that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used.

### **4.5 Smoking**

It is the policy of the Board of Management of St Brigid's NS, Ballysax, in line with Government Legislation, that the school shall be a non-smoking area.

## **5. PROTECTIVE MEASURES:**

To minimise these dangers the following safety/ protective measures must be adhered to:

- a) Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.
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- b) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- c) Where applicable, the Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.
- d) Copies of this Safety Statement will be available to all contractors prior to contract by the Principal/Board of Management. Any contractors entering the school must adhere to the provisions of this statement.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- f) Ladders must be used with another person's assistance.
- g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- h) The Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- i) Principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- j) An annual routine (end of year) for inspecting furniture, floors, apparatus, equipment and fittings will be made by the Safety Officers and caretaker.
- k) Check that wooden beams, benches etc. are free from splinters and generally sound. (Principal/ Deputy Principal).
- l) Check that there are no uneven/broken/cracked paving slabs. (Caretaker, Safety Officers).
- m) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. (Caretaker, Safety Officers).
- n) Caretaker and Safety Officers check that manholes are safe.
- o) Check that all play areas are kept clean and free from glass before use.
- p) Check that outside lighting works and is sufficient. (Caretaker, Safety Officers).
- q) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. (Caretaker, Safety Officers).
- r) Check that refuse is removed from the building each day and is carefully stored outside. (Caretaker).

## **6. PROCEDURES TO DEAL WITH EMERGENCIES**

### **6.1 Emergency contact procedures**

The school secretary updates contact details annually. These are kept in the secretary's office and are uploaded to Aladdin. The principal, teachers and the secretary have access to these details. In case of emergency parents/guardians or emergency contact person nominated by parents/guardians are contacted by telephone.

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## 6.2 Fire-drill and school evacuation procedures

Fire-drills are held at least biannually. All teachers and pupils are aware of the designated assembly point/s following evacuation of the building. These assembly points are clearly marked. The school revises these procedures annually and all staff members are informed of any changes.

Serious Accident Procedure & Accident Report Form. (See "Guidelines on Managing Safety, Health and Welfare in Primary Schools").

A report must be made to the HSA in respect of the following types of incident:

- a. An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises;
- b. An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident;
- c. All accidents sustained by students will be recorded in an Incident Report book. Where such accidents require medical attention an Accident Report form will be completed.
- d. Accidents can be reported to the HSA using an 'IR1 form' which can be accessed directly online at [www.hsa.ie](http://www.hsa.ie)

## 6.3 Emergency closures

Where the school needs to close for particular emergencies parents will be notified by email from the school. Failing this they will be contacted by text through the Aladdin system.

## 6.4 Security

Staff will be informed to keep all external doors closed during class time. Teachers will be vigilant that doors are closed after children come into school in the mornings and after breaks. Staff on yard duty will inform the principal /other staff members immediately if a security issue arises during break times.

## 6.5 Fire

It is the policy of the Board of Management of St Brigid's NS, Ballysax that:

- a. The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
  - b. The Board of Management will arrange for training for staff in the use of Fire Extinguishers. (Note: training scheduled for 22/10/2021 for all staff members)
  - c. The Board of Management is cognisant of the danger of fire. Consequently, fire drills will be conducted on a periodic basis and not less than twice per school year.
  - d. Fire alarms shall be clearly marked. (Responsibility of Safety Officers & Caretaker).
  - e. All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.
  - f. A plan of the school shows assembly points outside the school and the exit routes for each room.
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- g. Assembly areas are designated outside each building, and the locations specified.
- h. Exit signs shall be clearly marked.
- i. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- j. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

## **6.6 Fire Alarm System**

The fire alarm system within the school is tested every 3 months. All fire alarm smoke detectors within the school building are tested every year to verify they operate correctly. This testing is completed on a phased basis, 25% are tested quarter one, the next 25% are tested quarter 2, the next 25% are tested quarter 3 and the final 25% are tested quarter 4. This ensures that all smoke detectors within the building are tested annually.

## **6.7 Emergency Lighting**

The emergency lighting system within the school is tested every 3 months. The emergency lighting system including emergency light bulkheads and exit signs are tested for 30mins every 3 months. One full 3 hr test will be performed once per year.

The emergency lighting test logbook is included in Attachment 1.

## **6.8 Covid 19**

The outbreak of Coronavirus Disease 2019 (COVID-19) has evolved rapidly. The Department of Health is leading the government response in Ireland to this national public health risk and it along with the Health Protection Surveillance Centre is providing up to date information and advice at:

- <https://www.gov.ie/en/organisation/department-of-health>

Exposure to COVID-19 may present a health risk to workers and other persons at a workplace. Employers are advised to follow the latest public health advice and identify and implement suitable control measures to mitigate the risk of COVID-19 infection in the workplace. These public health measures should be communicated to all relevant employees and others at the place of work.

Employees should follow the public health official advice and guidance including ensuring good hygiene practices, such as frequent hand washing and respiratory etiquette, to protect against infections and should seek professional healthcare advice if unwell.

Refer to the Covid-19 Statement Policy & Response Plan and Risk Assessment for St Brigid's National School.

## **6.9 Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff Room separate from the work area is provided, where tea and

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lunch breaks may be taken. Staff must cooperate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels, soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- a. A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- b. When a member of staff is pregnant, a Pregnancy Risk Assessment (Appendix 4) will be undertaken by a Safety Officer in school and any Risk Assessment Recommendations will be carried out.
- c. Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

## **7. SAFETY SUPERVISION**

Each classroom will be supervised by the resident teacher who will report all safety hazards to the Safety Officer. These matter(s) will be brought to the attention of the Safety Officer as soon as possible for attention. Notwithstanding this requirement, immediate action will be taken to remove, correct or rectify the potential hazard from the classroom by the resident teacher, without delay.

### **7.1 Common school areas**

The school principal, or in their absence, the deputy principal, will exercise supervision on all common areas in respect of movement, cleaning, maintenance, access to prohibited areas and visitors.

### **7.2 Playground**

Pupils will be supervised at all times during school breaks by the appointed teachers and SNAs, who will ensure that all activities in the playground are appropriate and in keeping with best practice.

Each teacher and SNA will have a small First Aid Kit to deal with minor injuries on the yard. Procedures for dealing with accidents in the school yard, or any part of the school, can be seen in the Policy for dealing with Accidents in the School.

Playing Area: All games will be supervised by the appointed teacher.

Pupil Access: Staff will ensure that:

- a) Pupils in classes will not leave the school designated area without being collected by an authorised parent/person.
  - b) Once pupils enter school they will not leave without authorisation of the teaching staff.
-

## **8. SAFETY MEASURES**

### **8.1 Training**

Designated staff members will undergo external safety training as agreed by the Board of Management. A record of all staff training will be maintained by the School Principal on behalf of the Board of Management.

All employees will be:

- a. Instructed in lifting and manual handling techniques.
- b. Advised/informed in relation to location/use of safety equipment and clothing and its use.
- c. Briefed and exercised in relation to fire equipment and its operation and drills.
- d. Be familiar with current safety procedures.
- e. In general be safety aware.

### **8.2 Signs**

- a. Signs will be placed/affixed to identify prohibited/hazardous areas.
- b. These signs will be periodically inspected by the safety officer and additional signs if required.

### **8.3 Medical**

- a) Staff members will undergo appropriate external first aid training.
- b) All staff members will familiarise themselves with the specified procedures/measures outlined in school policies, "Substance Use" and Policy for dealing with Accidents in the School.
- c) Good hygiene is of concern to all members of the school community and all staff will support the promotion of good hygiene etiquette. Lapses will be reported to the Principal for appropriate action.

### **8.4 Electrical**

- a) All electrical connections and leads are potential hazards.
- b) Connections must always be secure, appropriate to the equipment being used (e.g. 13 AMP plug socket for heaters, computers, copiers, projectors, etc.)
- c) All frayed leads should be replaced immediately.
- d) All leads should be of the minimum length to provide the desired connection.
- e) Overheating/smoke should be reported immediately and the relevant equipment disconnected at once.
- f) All liquids are banned from proximity to electrical devices.
- g) Repeated tripping of switches should be reported to the electrician immediately and the offending equipment isolated.

### **8.5 Car park**

This is a potential risk area for all small children. No pupils are allowed in this area.

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**8.6 Grass cutting**

No grass cutting will take place during school hours. Grass cutting operatives will wear appropriate, approved hearing protection.

**9. RECORDS:**

The following records will be maintained as designated:

- a. Safety Statement will be reviewed annually and approved by the Board of Management.
- b. Risk Assessment for Members of Staff - Form A (Appendix 2) to be completed in each staff member's work setting by the appropriate member of staff, ie classroom, office, SET areas etc. at the beginning of each term.
- c. Risk Assessment for Members of Staff – Form B (Appendix 3) to be completed by any staff member if a hazard/risk to safety is observed in any part of the school outside of each person's workspace, ie yard, corridor etc.
- d. Risk Assessment forms will be maintained by the Principal, to record reports by school staff of relevant issues. The Principal and Caretaker will arrange to have all issues on these forms addressed.
- e. Fire drill book will be maintained by the Principal.
- f. Inspection fire equipment will be maintained by the Principal/Firestop Ltd.
- g. Accident/incident book will be maintained by the Principal & school staff.

**Ratification:**

Reviewed by the Board of Management on March 19<sup>th</sup> 2024

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## **10. APPENDIX 1 – SAFETY OFFICER RESPONSIBILITIES**

The Safety Officer is the Board of Managements representative for health and safety.

The role of the safety officer is:

- To be familiar with the health and safety statement.
  - To take action with issues raised by the health and safety representative.
  - To raise health and safety issues arising from any school policies.
  - To review the health and safety statement on an annual basis and make recommendations to the Board of Management.
  - To keep the board informed of any health and safety issues and/or any training required.
  - To review the incident book and take appropriate follow up action once notified by the safety representative.
-

**11. APPENDIX 2 – RISK ASSESSMENT FOR STAFF MEMBERS – FORM A**

To be used in each staff member's work setting, ie classroom, office, SET areas etc. at the beginning of each term.

Please include any possible hazard/risk in connection with Covid-19.

Hazard/Risk present	Risk rating H=High M=Medium L=Low	Action Needed	Person/People responsible	Signature and date when action completed

Work area(s):

\_\_\_\_\_

Staff member(s) assigned to this work area: (Block Capitals)

\_\_\_\_\_

\_\_\_\_\_

Date Risk Assessment completed: \_\_\_\_\_

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

**12. APPENDIX 3 - RISK ASSESSMENT FOR STAFF MEMBERS – FORM B**

To be used by any staff member if a hazard/risk to safety is observed in any part of the school outside of each person's workspace, i.e. yard, corridor etc.

Please include any possible hazard/risk in connection with Covid-19.

Hazard/Risk present	Risk rating H=High M=Medium L=Low	Action Needed	Person/People responsible	Signature and date when action completed

Area(s):

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Date Risk Assessment completed: \_\_\_\_\_

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



**13. APPENDIX 4 PREGNANCY RISK ASSESSMENT FORM**

<b>Pregnancy Risk Assessment Form</b>	
<b>Notes:</b>	<p>This template will assist employers in carrying out a risk assessment required by the Protection of Pregnant, Post Natal and Breastfeeding Employees Regulations 2007.</p> <p>In these regulations, an employee means a pregnant employee, an employee who is breastfeeding or a post-natal employee.</p> <p>On being informed that an employee is pregnant, you must carry out an assessment to consider if there are specific risks from the work to the employee and decide if any action needs to be taken to protect against something that could damage her health or that of her developing child. The existing workplace risk assessments should be available and may need to be examined whilst completing the individual risk assessment for the employee.</p> <p>There is no prescribed form that must be used to record the assessment but the following has been made available to aid employers.</p> <p>For more information, the following guides and specific hazard control information are available on the HSA website:</p> <p><u><a href="#">Workplace Health Toolkit to Assist Small Business Section 6</a></u></p> <p><u><a href="#">Guide to the General Application Regulations: Pregnant, Post Natal and Breastfeeding Employees</a></u></p>
<b>Section 1: EMPLOYEE RISK ASSESSMENT</b>	
<b>Name:</b>	
<b>Date:</b>	
<b>Company Address:</b>	St Brigid's NS
<b>Location:</b>	Ballysax, The Curragh, Co Kildare
<b>Job Title:</b>	Múinteoir Scoile -
<b>Assessment Carried Out By:</b>	Esther Reddy, Principal
<b>Manager / Supervisor's Name:</b>	Esther Reddy
<b>Name &amp; Address of Medical Advisor:</b>	
<b>Number of weeks pregnant:</b>	

<b>Expected Date of Delivery:</b>	
<b>Employee's Signature:</b>	
Has the employee formally notified her employer that she is pregnant or is a new mother within 6 months and/or is breastfeeding?	Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] To Whom: _____ Date: _____

<b>Section 2:</b>			
<b>Physical Agents</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Does the Employee's work activities involve exposure to the following:</b>			
Physical shocks (including direct blows to the abdomen) or vibration to the body?			
Handling of loads entailing risks?			
Climbing steps, ladders or other heights?			
Excessive noise?			
Ionising or non-ionising radiation?			
Extremes of cold or heat?			
Movement, travelling or postures that are abrupt or severe or give rise to excessive fatigue?			
Underground mine work?			
Confined spaces?			
Within pressurisation chambers?			
Underwater diving?			
<b>Biological Agents</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is there likely exposure to biological agents which can endanger human health (Groups 2, 3 or 4 biological agents)?			
Are control measures in place and personal			

protective equipment (PPE) provided if required?			
Is there possible exposure to:  Toxoplasmosis?  Rubella virus?  Has the employee immunity to such agents?			
<b>Chemical Agents Hazards</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>Do the employee's work activities involve exposure to the following chemical agents? :</b>			
<b>Those labelled as the following? :</b>  R40 : Limited evidence of a carcinogenic effect  R45 / H350 / H351 : May cause cancer / suspected of causing cancer  R46 / H340 / H341 : May cause genetic defects / suspected of causing genetic effects  R49 / H350i : May cause cancer by inhalation  R61 / R63 / H360 / H360D / H360FD / H360FD / H360Df / H361 / H361d / H361fd / H361d : May damage fertility or the unborn child / Suspected of damaging fertility or the unborn child  R64 / H362 : May cause harm to breastfed children  R68 : Possible risk of irreversible effects  H350 : May cause cancer H370 : Causes damage to organs H371: May cause damage to organs			
Mercury or mercury derivatives?			
Antimitotic (cytotoxic) drugs?			
Carbon Monoxide?			
Chemical agents of known dangerous percutaneous (skin) absorption?			
Lead or lead derivatives?			
Are control measures in place and PPE provided if required?			

<b>Night Work</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the employee work at least three hours between 11pm and 6am?			
Does she have a medical certificate stating that night work should be avoided?			
<b>Movement / Posture</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the work involve long periods of time sitting or standing?  Is there a chair accessible?			
Is the employee a visual display user (VDU)?  Has a workstation assessment been carried out?  Can the employee vary tasks at her own discretion?			
Is it necessary to reach over and around obstacles?			
Are there constraints preventing good posture?			
Is there exposure to strong air movements?			
Poor lighting?			
Use of ladders / platforms at height?			
Lone working?  Is the employee aware of emergency procedures and has a means of communication?			
Aggressive or violent persons?  Is the employee trained how to deal with aggressive or violent persons?			
Is there any difficulty for the employee wearing PPE due to her increased size as the pregnancy develops?			
Entry to tightly fitting workspaces which would present comfort difficulties to the employee?			
Is there any difficulty in the employee evacuating the building in an emergency due to lack of speed and movement?			

Have you identified any other safety and health hazards?	Yes	No	Comments

<b>Section 3: Risk Assessment Recommendations:</b>
<p><i>The risk assessment is to be reviewed on a regular basis throughout the pregnancy or more frequently should circumstances dictate.</i></p>

