

Safety Statement

Letterfrack NS

Ratification Date	2023
Prepared By	Olivia Heneghan Olivia Kerrigan
Approved By	Board of Management & School Principal

Introduction to Statement

Letterfrack NS is located in Letterfrack. Currently its staff of people include permanent teachers, part-time teacher, temporary teachers, Special Needs Assistants (SNA's), Caretaker, Cleaner and Secretary. At present, there are 98 approx. pupils enrolled in the school. The school at different times throughout the year also has a number of adults/college students carrying out work experience with the staff.

This Safety Statement has been written by Olivia Heneghan, Health & Safety Representative with the assistance of the staff, the Principal as well as the board of management of the school. This statement has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of Letterfrack NS aim's to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Day to day responsibility for health and safety rests with **all staff at all levels** within the school. The Safety Statement will be revised on an on-going basis by the Health and Safety Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

LFNS is a four classroom school with shared toilet facilities accessible through the hall. One staff room with kitchen, one staff toilet and one shared office space, one wheelchair accessible access, one small SET room, one disabled toilet that is not universally accessible. An application made for additional accommodation in January 2023. LFNS has a large but very run down yard, a quiet zone with benches and an old shelter with rusty corrugated roof, crumbling basketball court, an infant area with swings and a grass pitch, small astro pitch and little forest area.

The working copy of the Safety Statement is located on file in the school's office. It will be available for viewing by any employee. The Safety Statement will in the future be introduced to all new employees at their *Induction Training*.

Safety Policy Statement

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Letterfrack NS employees and pupils is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Olivia Heneghan.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area at **least once a term**. This will provide an on-going upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. **The Safety Statement provides a base line for management to build on.** In order to increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

Letterfrack NS will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, the Letterfrack NS Board of Management will:

- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out on-going assessments of our operations through the medium of audits and inspections.

Each of us are reminded that **every** employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who

may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

Signed: _____ Signed: _____

Chairperson (Board of Management). School Principal

Date: _____ Date: _____

Staff Health & Safety Responsibilities Breakdown

Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management represented by the Health and Safety Representative is ultimately responsible for health and safety within the school. The Principal will be supported in her job by all other management and staff. A teacher will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

Board of Management – Chairperson (Brian McDermott) Principal (Olivia Kerrigan)

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School; safety will be a permanent agenda item in these meetings.

Specifically, they will:

- Appoint a Health and Safety representative from within the Board of Management.
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in his role as the '*day-to-day manager*' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that applications will be made to DES to provide sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Representative, principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

Health & Safety Representative on the Board of Management (Olivia Heneghan)

The Health and Safety Representative on the Board of Management (BOM) shall keep the BOM informed of staff health and safety concerns.

Teachers

All Teachers are responsible for creating a genuine safety culture within the School.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.
- Ensure their work area / classroom is secure and left in a safe condition at the end of the school day.

School Health & Safety Representative (Olivia Heneghan)

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

She will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided. She will support all staff in this function.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ www.hsa.ie)
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the BOM Health and Principal.

Other Employees (SNA's/Caretaker/Secretary/Cleaner)

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy.

Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, led by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Letterfrack NS in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

It shall be the duty of every employee while at work to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not 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 and welfare of persons arising out of work activities.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer.

Students and Parents and Other Visitors to the School.

It will be the responsibility to the school to:

- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while on the premises.
- If suffering from a disease or illness that adds to risks, to tell the Principal/Classroom Teacher.
- To not 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 and welfare of persons arising out of school activities.
- Visiting contractors please see visitor and contractor control policy.

Safety Resources.

Letterfrack NS will dedicate the appropriate safety resources where necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following safety resources arrangements have been dedicated:

- The Health and Safety representative on the Board of Management with the assistance of the School Principal and the school Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Letterfrack NS will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff are trained in 'First Aid' (see appendices).
- A fully stocked First Aid kit for use in any accidents on site is located in the office and by the back door.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Firefighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are in place throughout the School and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards. All signs must meet current legislative requirements.

Various facilities are provided by Letterfrack NS and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
 - Responsible person is: The BOM
- The provision of a First Aid boxes and the filling of same.
 - Responsible person is: Olivia Heneghan
- The liaison with insurance companies
 - Responsible persons are: Olivia Kerrigan/Brian McDermott
- The notification of reportable accidents to the Health & Safety Authority
 - Responsible persons are: Olivia Kerrigan/Olivia Heneghan
- The provision and testing of firefighting equipment/maintenance of Fire Register:
 - Responsible person is: Specialist Engineer as appointed by Olivia Kerrigan
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
 - Responsible persons are: Olivia Kerrigan / Olivia Heneghan
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)
 - Responsible person is: The caretaker

Health & Safety Training

Letterfrack NS is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management. For a plan of all proposed training and completed objectives see later section.

These specialised areas will include the following:

Course	Required Attendees
Induction Training	All new staff
Fire Warden/Awareness and use of Fire Extinguishers	All Staff
Emergency Evacuation Training (Fire Drill)	All Staff
First Aid Training	All Staff
Periodic Safety Training as identified by the BOM	Applicable Staff

Employee Consultation

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Letterfrack NS to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications.

The Health and Safety Representative on the BOM will act as a conduit between the school H & S Rep and the BOM. The school H & S Rep will report staff safety concerns to the BOM and revert back with recommendations.

All safety matters that staff have raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them via the Principal.

The School Safety Representative is: Olivia Heneghan

The BOM Safety Representative is: Olivia Heneghan

Visitor Control Policy

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- *The visitor will not carry out any work without prior permission and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the facility.*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended*

Contractor Control Policy

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Letterfrack NS must provide the following items to the Principal (when requested):

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

Emergency Evacuation Policy

Introduction to Emergency Evacuation Policy

An Emergency Evacuation Procedure has been established at Letterfrack NS that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “*Evacuation Procedure in case of fire*” has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. All teaching staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff: If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class roll calls at the assembly points and await direction from the Emergency Site Controller.

Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

- **FIRE EXTINGUISHERS**

I.S. 291:2000 states that inspection of extinguishers shall be carried out at monthly and **annually intervals** by the user, or agent appointed by the user, supplier, or a competent extinguisher maintenance agent.

- **FIRE DETECTION AND ALARM SYSTEMS**

Quarterly Routine for Fire Alarm and Detection Systems

The responsible person shall ensure that every **3 months** the following checks are carried out by a competent person:

- a) Entries in the log book shall be checked and any necessary action taken;
- b) Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken;
- c) Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measurements that are indicative of the conditions of

each cell, by the use of a proprietary load test meter specific for the purpose.

NOTE It is recommended that during the quarterly/periodic service a percentage of the detection devices be tested such that at the end of the annual period all devices have been tested.

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be co-ordinated by the Health & Safety Representative. Safety files are kept in the Principals office.

Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

If you come across a Fire:

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Evacuate the Building & Move towards the Assembly Point
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers.

DO NOT PUT YOURSELF AT RISK.

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Call the Fire Brigade

If you hear the Fire alarm;

- **EVERYONE OUT** of the building using the nearest escape routes. Class teachers bring Roll Books with them **WALK QUICKLY** but **CALMLY** and **QUIETLY**. **NO OVERTAKING**.
- **DO NOT RETURN** for anything you have forgotten.
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard). Class teachers call the roll.
- Wait for direction from the Emergency Site Controller

Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Galway City	112 or 999
Hospital	Galway City	112 Or 999
Local Ambulance	Galway City	112 or 999
Garda Siochána	Letterfrack/Clifden	095 22500

First Aid

The Deputy Principal provides and will maintain adequate and appropriate first aid equipment, suitability marked and easily accessible, in order that first-aid can be provided. The first-aid equipment is located in the office and kitchen.

The First Aid box Contents

The first aid box will contain the following where there are up to 50 people on the premises, and the quantities will be increased pro-rata where there are more than 50 people.

- 40 adhesive plasters
- 4 sterile eye pads (with bandage attached)
- 6 individually triangular bandages
- 6 safety pins
- 8 medium individually wrapped sterile unmedicated wound dressing (approx 10cm X 8cm)
- 4 large individually wrapped sterile unmedicated wound dressings (approx 13cm X 9cm)
- 4 extra-large individually wrapped sterile unmedicated wound dressings (approx 28cm X 17.5cm)
- 10 individually wrapped wipes
- 1 paramedic shears
- 2 pairs of latex gloves
- 2 sterile eye wash.

First Aid Treatment Area(s)

The area assigned for the provision of First Aid treatment in our school is the office/outside staffroom/ bench in quiet zone. We will make our best endeavour to equip this location with as many as possible of the following:

- Sink with running hot and cold water
- Drinking water
- Soap
- Paper towels
- A suitable store for first aid materials
- First aid equipment
- Suitable refuse containers lined with a disposable plastic bag
- A chair
- Accident record book
- A bowl

The number of general first aiders. These first aiders will have refresher training every 3 years. Their names and details are as follows:

1. Olivia Heneghan
2. Stephanie Salmon
3. Olivia Kerrigan
4. Triona Coyne.
5. Fiona Hennessey.
6. Maire McNally.
7. Leigh Birchmore.
8. Ancillary Staff – Pauline Kane.

The Deputy Principal will provide information to staff, parents, Board of Management regarding the first aid facilities and arrangements in place.

The person responsible for ensuring that the first aid equipment and facilities are provided and maintained is the Deputy Principal.

Accident Reporting & Investigation Procedure Policy

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. The Principal will be informed immediately of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (*Health and Safety Authority*) will be completed by the Health and Safety staff representative/principal on Form IR1 (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.

Accident Reporting & Investigation Procedure

- Upon notification of an accident, the Health & Safety Representative or Principal/Vice Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.
- School insurance may be notified if deemed necessary.

Work-place Environment

We will provide a healthy working environment and will ensure that the following issues are always addressed. Olivia Kerrigan is responsible for these matters.

Ventilation will be adequate.

Where VDUs (Workstations) are being used for more than 1 hour a day we will provide suitable chairs, sufficient space (a minimum of 4.65 sq metres per person).

The temperature will be comfortable, normally above 17.5°C, and will not become excessively hot during warm weather.

Adequate lighting will be provided.

We will provide adequate facilities for boiling water and taking meals.

Smoking will not be permitted in our workplace.

We will provide at least:

4 toilets for 51 to 75 people

5 toilets for 76 to 100 people

And keep them clean and in working order. Hot and cold water, soap and towels will be provided.

At least one wash basin for every 20 employees will be provided.

The school will be cleaned as required. Floors and traffic routes will be cleaned at least once per week.

Waste materials will be removed twice a week.

Risk Assessment

SAFETY HAZARDS	RISK ASSESSMENT	CONTROL MEASURES	REVIEW
	Low Med High		
Uneven surface in the yard.	Med	Patch surface with tarmac / cement when funds in.	<p>Some patch work undertaken during Summer 2015 and again during the development of the carpark in 2018.</p> <p>Funding required for resurfacing the ground beside the shelter shed and resurfacing tarmac.</p> <p>Replace the soft surface tiles and loose stones in the infants yard.</p> <p>Emergency Works application being prepared to resurface yard and the installation of rain water drainage and replacing of guttering. Sept 2023.</p>
Pitch & Forest is water logged and muddy during wet weather, very slippy.	Med	New drainage works completed in Dec 2019.	May need to put 804 or wood chippings on footpaths in forest and on the sloping banks.
Fencing.	Low	It is rotting, broken.	Fencing behind astro, infant yard and boundary fence all need replacing.
Spillages – slips and trips.	Med	Area to be sealed off and wet cone to be put in place.	Working well.
Running in corridor.	Med	No running rule to be strictly enforced teacher always to lead class out of room.	Working well.
Children outside staffroom at lunch time.	Low	Discretion of staff.	Working well.

Children being collected early from school.	Low	All children must be signed out by parent.	Working well.
Fire windows/doors in classrooms must be posted.	Low	Get labels from Apex fire	To be done.
Broken bottles on yard and other dangerous objects and animal faeces.	Low	Principal to check yard in advance each day, items to be removed to the black bin.	Working well. Guards aware of late night visitors on school grounds. CCTV in place.
Ice/snow.	Low	Principal to come to school early and salt/clear area	Working well
A.V Equipment is subject to regular maintenance checks	Low	Annual electrical checks	Look into PAT of small appliances.
Accidents on yard	High	Appoint first aider for each yard as part of time table.	All staff trained in first aid in Oct. 2016 and will receive training again in Autumn 2018 during CPH. To be completed again in 2020 but to COVID was done online again in 2022.
Unauthorised access after a school day when a school is at risk	High	Gates closed, blinds down in each room and office locked. CCTV when funds available.	Working well.
Entrance/Exit at teachers carpark.	Low/High	Dusk till dawn sensor light installed. Security lighting installed in 2012.	Checked annually by electrician
Fire alarm.	High	New system installed Summer 2020.	Need to set-up regular service of alarm system.
Electrical wiring in the school.	Low	Needs a periodic inspection.	When funds available.
Emergency lighting only in new building	Med	Installed in all rooms during Summer 2020.	Working well.

Playgrounds	Low	Ensure supervision rota in place. Play equipment in infant yard.	Rota in place. Mend broken seesaw and swing and a fence around the swing to prevent accidents.
Over use of extension leads	Low	Additional electrical sockets.	
Internal entrance to school on wet days	Low	Additional matting–mopping of floors (wet care sign)	Working well.
Equipment, materials, coats etc	Low	Equipment, materials not to be stored below tables. Coats to be hung on coat hooks	Working well.
Cleaning materials / bulk liquid	Med	To be stored in secured area disabled toilet in SEN room. Put lock on press in kitchen.	To be installed.
Assaults on members of staff by pupils, bullying / threatening behaviour.	Low	Refer to the Code of Discipline and Anti-Bullying Policy for powers of suspension and expulsion.	No such incidents to date
Assaults on pupils by other pupils, bullying / threatening behaviour.	Low	Refer to the Code of Discipline and Anti-Bullying Policy for powers of suspension and expulsion.	No incidents in the last year.
Dismissal of children at 2.55pm.	Med	Bus children escorted to the Bus by SNA. Children to remain behind gate until their parents are positioned beside the footpath in the drop off zone.	White lines to be painted in the carpark to highlight the drop off area more clearly. Application to fund this made in April 2019 and July 2020. Both unsuccessful. Private company used to provide temporary markings

Close off the area under prefab and behind prefab.	Low	Parents Association collecting funds.	Area under prefab completed in 2018. More funding required for behind prefab.
Mould on gable walls and Library prefab.	Med	Wash walls at each school holiday. Paint with mould resistant paint. Damp proof seal on outer wall.	Funding required to damp proof the walls. Funding application for extra accommodation so prefab can be replaced in January 2023.
Infant Playground – removal of stone and install soft matting.	Med	To replace when funds are available.	Still awaiting funding from fundraising.
External Doors Slamming. Uninvited visitors entering the school building without permission during the school day.	Med	To install soft closers. To lock doors during class time. Installed non-key locks and access control panels on the two main external doors.	When funds available. Installed in 2020.
Asbestos.	High	Asbestos found on school boundary, assumed to have been dumped there during building work in the school during early 1990's.	Emergency works grant being prepared.
Students with temporary illness or a chronic medical condition.	Low	The school obtains written and signed consent from the student's parents/ guardians to administer medication along with the appropriate instructions.	Medical plans in place

		<p>Designated staff should be instructed and trained in the appropriate procedure.</p> <p>Regular review and monitoring of the policy and procedures.</p> <p>Board of management establishes a school policy on administration and storage of medicines and medical devices.</p> <p>Designated teachers should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration.</p> <p>Medication should be stored securely in the office or staff room, should be clearly labelled and identified with the student.</p> <p>School keeps written record of dates and times when medication was administered.</p>	
Fire	High	<p>All teachers know how to raise the alarm and contact the emergency services.</p> <p>All teachers have received training on</p>	<p>Fire Drills twice a year.</p> <p>Training for all teachers on use of Fire Extinguishers to be undertaken in 2024.</p>

		<p>how to use fire extinguishers. There is an accessible fire extinguisher in classroom or hallway close to classroom.</p> <p>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</p>	<p>Connaught Fire Defence Service extinguishers annually.</p>
Students being picked up by other than parent / guardian / designated person	High	<p>The school should be aware of the person/s normally designated to collect students from the school.</p> <p>Establish a protocol whereby parents/ guardians inform the school if someone other than designated person is to collect student.</p>	<p>Enrolment Form required details of person/persons permitted to collect.</p> <p>Parents to inform teacher of any changes.</p>
Workplace bullying	Low	<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 the</p>	<p>Dignity at work policy created in 2022.</p> <p>Upon enrolment all parents agree to abide by our Code of Conduct Policy.</p>

		<p>prevention of workplace bullying 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>Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee.</p>	
Student bullying	Med	Devise, review, amend school Anti-Bullying Policy following DES Guidelines	Reviewed by staff and BOM annually.
Working alone or in isolation / caretaker	Med	<p>A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone.</p> <p>Lone workers have access to adequate first-aid facilities.</p> <p>Personal protection equipment (PPE) is provided to lone workers where</p>	

		<p>required.</p> <p>Lawn Mower is only started when it is safe to do so - no bystanders in the vicinity.</p> <p>Lawn mower and strimmer used in accordance with manufacturer's instructions.</p> <p>Ear and eye protection worn.</p>	
Legionella bacteria	High	Cold water tanks flushed periodically during holidays and fully flushed in advance of start of new term.	Working well.
School excursions / day trips	High	<p>Adequate number of supervisory adults present.</p> <p>Head count carried out before departure and before return journey by trip supervisor.</p> <p>Supervisor(s) has a fully charged mobile phone.</p> <p>Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises.</p> <p>Information on particular medical conditions has been received and recorded.</p> <p>Safety instructions provided to students including information</p>	<p>School Mobile purchased 2023.</p> <p>Access to text a parent and Aladdin apps on school mobile and staff mobiles.</p> <p>Parents are made aware of all excursions plus no device policy.</p> <p>All children requiring medical plans will have access to medication.</p> <p>Fully stocked and checked First Aid Kit carried on all trips.</p> <p>On occasion High Viz Jackets are provided when walking.</p>

		<p>on correct clothing and equipment required.</p> <p>Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit.</p> <p>Safety briefing for adults assisting in supervision.</p> <p>Strictly no electronic devices permitted to be brought by children.</p> <p>Safety belts must be worn where students are being transported by road. Safety belts must not be shared.</p>	<p>Weather depending, parents advised to send rain gear, sunscreen, midge spray, hats.</p>
Construction Contractors	Low	<p>The Board of Management are aware of their responsibilities under the Safety, Health and Welfare at Work (Construction) Regulations 2006.</p> <p>Where required the Board of Management will appoint a Project Supervisor Design Process (PSDP) before design work commences and a Project Supervisor Construction Stage (PSCS) in writing before any construction activities take place. The Principal, or</p>	<p>Followed when construction workers on site</p>

		<p>designated contact on behalf of the Board of Management, ensures consultation with the PSDP/ PSCS before work commences and during the project.</p> <p>Appropriate information is kept on file at the school as necessary e.g. relevant forms and safety file.</p>	
Boiler House & Oil Burner	Low	<p>Oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner.</p> <p>Extinguisher serviced annually.</p> <p>Safe access is provided.</p> <p>Unauthorised persons are not permitted in the vicinity of the boiler room.</p> <p>If oil tank is filled from the top the opening is safely accessible (e.g. person delivering oil does not have to balance on a wall to reach).</p> <p>Oil tank is provided with an adequate barrier to prevent it being struck by a vehicle and is adequately locked and secured against vandalism or tampering.</p>	Working well

