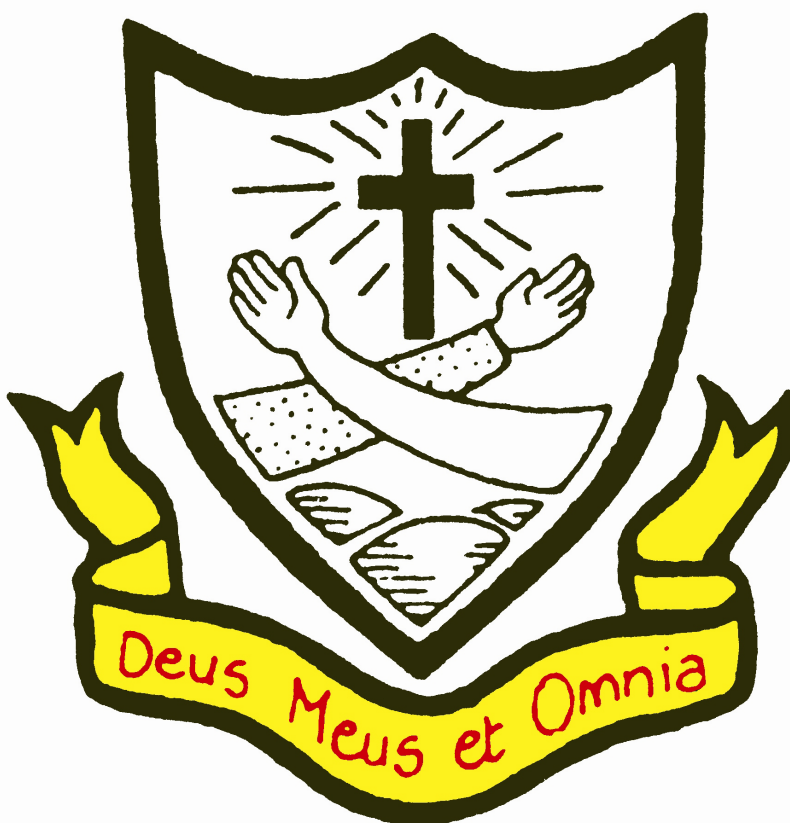


SAFETY STATEMENT



St. Clare's Primary School
Harold's Cross
Dublin 6W

Roll Number 16651H

St. Clare's Primary School Harold's Cross – Safety Statement

1. General Policy Statement

This document sets out the Health and Safety Policy of St. Clare's Primary School, Harold's Cross Road, Dublin 6W and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to students, parents, contractors and members of the public who may be affected by our operations. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school policies. It is the intention that this document will be amended regularly in the light of experiences and will take into account any changes in legislation which may be relevant. Employees and others will be encouraged to put forward suggestions for the improvement of this Safety Statement.

St. Clare's Primary School is committed to pursuing excellence in everything it does and this includes the management of health, safety and welfare.

The Board of Management is committed to giving health and safety the highest priority in all activities. We expect staff, students, visitors, contractors and other employers who work at St. Clare's Primary School to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

We are dedicated to ensuring the health, safety and welfare of all persons who may be affected by our activities by:

- providing, managing and maintaining a work environment, as well as sport and leisure facilities, which are, so far as reasonably practicable, safe and in which risks to health are controlled
- providing adequate and appropriate facilities and arrangements for welfare at work
- providing, managing and maintaining our workplace, grounds and property so that they are, so far as reasonably practicable, safe and that risks to health are controlled
- providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled
- ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled
- implementing systems of work that are safe and where risks to health are controlled

St. Clare's Primary School Harold's Cross – Safety Statement

- providing the necessary organisation and resources (including communication, consultation, planning, monitoring and auditing procedures) to ensure that there is effective management of health, safety and welfare throughout the school
- ensuring that any contractors employed are competent and carry out risk assessments for all the work they control
- providing the information, instruction, training and supervision at all levels necessary to ensure that our staff and students are aware of the hazards at their workplace, together with the appropriate measures to be taken to protect against these hazards
- giving adequate information on relevant hazards to any persons whose health and safety might be affected by them
- keeping up to date with best practice in relation to health, safety and welfare and complying with all relevant legislation and authoritative guidance
- consulting with and involving staff and students in matters relating to their health, safety and welfare.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner that does not affect the health, safety and welfare of any staff, students, contractors, visitors or members of the public, or adversely affect the environment.

The Board of Management is committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare. We expect everybody in St. Clare's Primary School to share this commitment and to work with the Board of Management to achieve this goal.

Signed: *Sr. Mercedes Loen*
Chairperson Board of Management

Date: 12.08.2020

St. Clare's Primary School Harold's Cross – Safety Statement

Introduction

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. The policy requires the co-operation of all employees. The Board, therefore, is committed to a policy of ensuring that the highest standards of health, safety and welfare which are reasonably practicable to attain are provided for all staff. This policy has been reviewed in June 2020 in accordance with the Safety, Health and Welfare at Work Act 2005, HSA Guidelines on Managing Safety in Primary Schools and HSA advise on Covid-19.

Rationale

The management and staff of St. Clare's Primary School, Harold's Cross have a primary responsibility for the welfare of the employees and students in our care and seek to provide a safe and secure environment for learning. The school aims at protecting our employees from workplace accidents and ill health at work. This Safety Statement is our programme in writing to manage health and safety. This policy is consistent with the school's values and ethos.

Relationship to Characteristic Spirit

This policy has been developed in line with our Mission Statement which states:

'We in St. Clare's aim to create an ordered and orderly environment in which children feel secure, in which self-esteem is fostered and in which children can make progress at their work'

Therefore, we must ensure that:

- The Safety Statement supports the way in which all member of the school can live and work together in a supportive way.
- Promote a safe and healthy environment for all employees and to meet our duties to students and members of the public who may be affected by our operations.

School Profile

St. Clare's Convent Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin and the Trustees of the Sisters of St. Clare. The school is managed by the Board of Management, is funded by the Department of Education and Skills (DES) and operates in accordance with legislation and regulations and circulars issued from time to time by the DES. St. Clare's Primary School is a vertical co-educational school with two AS classes. St. Clare's Primary School is situated in Harold's Cross on a beautiful landscaped site. It was founded in 1803. St. Clare's aim to

St. Clare's Primary School Harold's Cross – Safety Statement

create an ordered and orderly environment in which children feel secure, in which self-esteem is fostered and in which children can make progress at their work. St. Clare's has an enrolment of 299 and a total staff of 38 (including teachers, special needs assistants, secretarial, caretaking, play therapist, violin teacher, music teacher, and after care staff) The staff consists of 21 teachers and 9 Special Needs Assistants. There are 11 mainstream class teachers, six SET teachers and two special class teachers. The school has a secretary and a caretaker. Other specialists such as play therapist, violin teacher and coaches work in the school.

Building

The building consists of 13 classrooms, a staff room, a library, a computer room, a sensory room, a kitchen, 7 resource teaching rooms, secretary's office, principal's office and a cleaner storeroom. There is a large general purpose hall with a storage area for physical education equipment. There are also a number of store rooms in the building.

The school building is very well maintained. New windows have been installed in the school during summer of 2005 and full roof repairs have been carried out during June 2006 as part of SWS scheme. The two courtyards have been landscaped in the last number of years. The grounds are well maintained and trees and shrubs are planted regularly. During the academic year 2004-2005 the school planted a kitchen garden. Games have been painted on the playground and a regular schedule of maintenance occurs on a yearly basis. To accommodate the growth in the school's numbers a building programme incorporating a new classroom block with four additional classrooms commenced in April 2008 and was completed in August 2008. Internal modifications to the existing building were also completed in August 2008. Improvement works to all WC facilitates was undertaken as part of SWS 2009 scheme and was completed in August 2009. An outdoor classroom was open in June 2017.

This Safety Statement is written in accordance with section 19 and 20 of the Safety, Health and Welfare at Work Act 2005 and it includes details of the management, governance and staffing structure within the school. It provides an overview of the facilities and services and information about how pertinent persons can engage with safety, health and welfare while at work.

The Board of Management undertake to review the document every two years and to update it as necessary in line with legislation, regulations, standards and service developments.

St. Clare's Primary School Harold's Cross – Safety Statement

Scope

The implementation of this policy applies to all students, teachers, employers, coaches, OT specialist, play therapist, tutors and assistants in after-school classes, clubs and gatherings, contractors and visitors. It applies to all school-related activities occurring in and out of school.

Duties of the Board of Management

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every organisation to ensure, so far as reasonably practicable, the safety, health and welfare at work of all its employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement.

The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed.

The Board of Management accepts the following specific responsibilities:

- ensure that an effective statement on safety, health and welfare is available within the school and direct its implementation
- apply the school's policies on health, safety and welfare
- co-ordinate and prioritise for action any health, safety and welfare issues raised by checks and audits or by individual employees
- ensure that all systems of work are regularly reviewed for health, safety and welfare reasons
- ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.
- ensure that new systems and equipment being introduced are as safe as reasonably practicable.
- consult with the Principal and Deputy Principal on health, safety and welfare issues which affect the school and take appropriate action arising out of consultations and matters raised at board meetings.

St. Clare's Primary School Harold's Cross – Safety Statement

- ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
- prevent improper conduct or behaviour on school grounds (for example, violence, bullying or horseplay)

Ensure the design, provision and maintenance of:

- i. safe work places
 - ii. safe means of access to and egress from the school
 - iii. safe plant and machinery
- ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement
 - ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information is provided for all employees of the school
 - ensure that safe systems of work are in place
 - ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger
 - direct and support the work of the Principal
 - review the effectiveness of the Safety Statement and ensure that it is modified as necessary.
 - arrange for insurance cover for all risks especially in relation to injuries to employees, students, and the public and loss or damage to school property.
 - report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as required
 - provide a financial review on safety, health and welfare to be included in the annual accounts.

Responsibilities of the Principal

- take responsibility on behalf of the Board of Management for safety, health and welfare in the school

St. Clare's Primary School Harold's Cross – Safety Statement

- acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel understand their responsibilities
- understand and implement all safety policies and statutory requirements
- ensure all activities are planned and organised to minimise risk and to create a safe working environment
- ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition
- ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in
- ensure adequate welfare facilities are provided and maintained
- provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to
- ensure that all accidents and dangerous occurrences are reported and are entered in the Accident/Incident Report Book on Aladdin
- review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Allianz and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three consecutive days following an accident
- co-operate with the Board of Management in implementing the school safety policy
- to endeavour, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy
- to arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection
- to make provision for appropriate safety training and instruction
- to maintain the safe upkeep of the school
- to provide full executive support for all staff who have been given responsibility under this statement of policy
- to provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect
- to ensure the review of the safety standards with staff

St. Clare's Primary School Harold's Cross – Safety Statement

- to set a personal example of safety, health and welfare management in the school
- to facilitate the release of staff for training where necessary
- to assist in compiling the annual health and safety report of the school
- to liaise with third parties regarding safety matters e.g. Safety Consultant, HSA and contractors.

Responsibilities of the Deputy Principal

- to assume the responsibilities of the Principal in safety, health and welfare matters in the absence, for any reason, of the Principal
- to assist (following consultation with the Principal) in the assessment of the health, safety and welfare needs of the school on a regular basis
- to set a personal example of safety, health and welfare management in the school
- to make provision, in consultation with the Principal, for appropriate safety training and instruction
- to retain all relevant information that will assist in the compilation of the annual health, safety and welfare report for the Board of Management
- to have knowledge of the legislative requirements and ensure that they are observed
- to require safe working practices are observed at all times.
- to ensure that safety precautions are accounted for when employing outside contractors or volunteers
- meet regularly with the Principal to ensure that proper reporting, recording, investigation and costing procedures are in place
- to require that any protective clothing and equipment provided is used and maintained in accordance with manufacturer's instructions
- to ensure that high standards of hygiene throughout the school are observed.
- to be familiar with fire drills and evacuation procedures within the buildings and the school grounds.

St. Clare's Primary School Harold's Cross – Safety Statement

Responsibility of the Caretaker

- use the appropriate personal protective equipment (PPE) and clothing provided as directed
- work in a manner that is safe to himself and others
- use the proper tools and equipment for each task undertaken
- report any hazard that is encountered
- ensure that no person has access to areas which are hazardous or whilst work is in progress
- to be available for attendance when requested by the Principal or Deputy Principal
- to be familiar with fire drills and evacuation procedures
- to be familiar with the use of firefighting equipment
- prevent the build-up of rubbish and especially of combustible material
- report broken or faulty windows, doors, school furniture and sports equipment, etc. to the Principal/Deputy Principal as soon as they are noticed or are recorded in repair maintenance notebook
- remove broken equipment from use and to have it repaired or decommissioned
- ensure that all exits, entrances, pedestrian walkways, firefighting equipment and fire alarm points are not obstructed
- monitor continuously that services such as electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations
- undertake all activities in a safe way and not to undertake work at height or lifting activities without a proper risk assessment
- monitor all reported hazards and record actions taken
- attend all necessary and appropriate training as required

St. Clare's Primary School Harold's Cross – Safety Statement

Responsibilities of all employees (teachers, SNAs, support and secretarial staff, caretaker, cleaners, etc.)

Employees are expected to set a personal example of safety, health and welfare management in the school and are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- co-operate with the Board of Management, the Principal, Deputy Principal or any other person, as necessary, to assist them in complying with the statutory obligations
- correctly use any appliance, convenience, or means provided for use at work or for his or her protection e.g. personal protective equipment (PPE)
- attend appropriate training and instruction arranged by the Principal
- not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work to that of any other person
- report to the Principal/Deputy Principal without unreasonable delay:
 1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel or students
 2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare
 3. breaches of statutory provisions likely to endanger themselves or another person
- not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person
- not misrepresent themselves as regards the level of health and safety training they have received.

Additional responsibilities of teaching staff

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and students under their control. In the discharge of this responsibility, each teacher shall:

St. Clare's Primary School Harold's Cross – Safety Statement

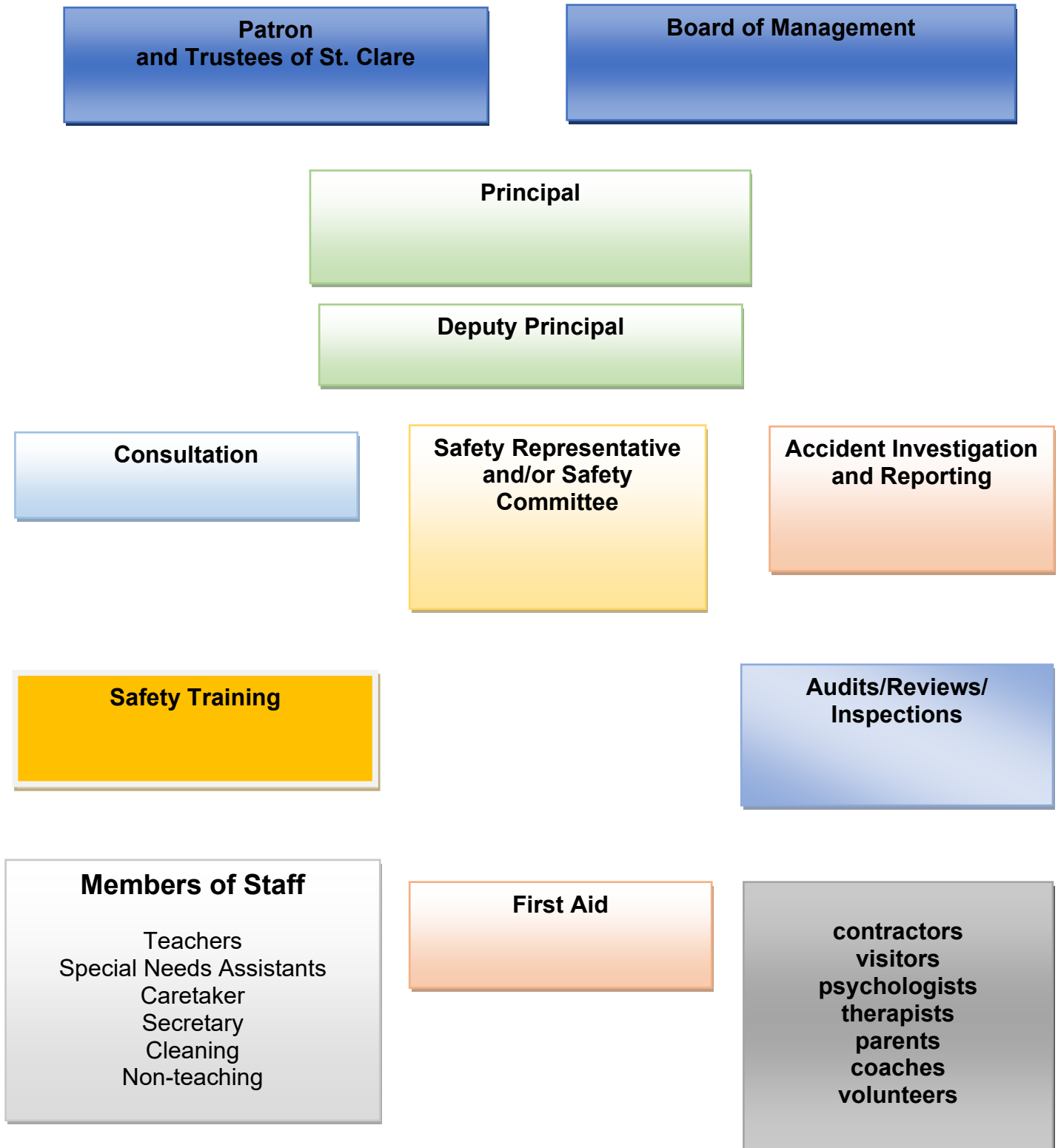
- ensure that any room they are leaving is left in a safe condition i.e. equipment switched off and computers switched off in accordance with shutting down procedures
- ensure that, at the end of each school day, that the students tidy their books, put up the chair on the desk, check that the room is litter free, the lights are switched off, the windows closed and computers switches off in accordance with shutting down procedures
- ensure that they take care during their work activities to avoid accidents or injury to themselves, other members of staff and students
- observe all safety instructions and health advice issued by the Board of Management, the Health and Safety Authority (HSA), National Public Health Emergency Team (NPHET) and the government of Ireland.
- avoid stacking or storing items at high level e.g. on the top of high cupboards and/filing cabinets where they may be unstable or may be difficult to reach.
- ensure that all protective clothing and equipment (PPE) as required is both available and used by themselves and students.
- co-operate fully with the principal, deputy principal and members of the leadership team on all matters pertaining to health and safety.
- exercise effective supervision of students and known procedures in respect of Fire, First Aid etc.
- observe the safety measures to be adopted when teaching Science; Visual Arts, Field trips and studies; PE & sports activities: football, hurling, swimming, athletics; outdoor environmental activities and ensure that they are applied.
- Give clear instructions and warnings as often as is necessary.

Section 14 of Safety, Health and Welfare at Work Act 2005 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities. This applies to all **persons** not just employees and as a result has implications for students and visitors to St. Clare's Primary School.

Staff will encourage students to report to them any items or situations which are hazards or potential hazards.

St. Clare's Primary School Harold's Cross – Safety Statement

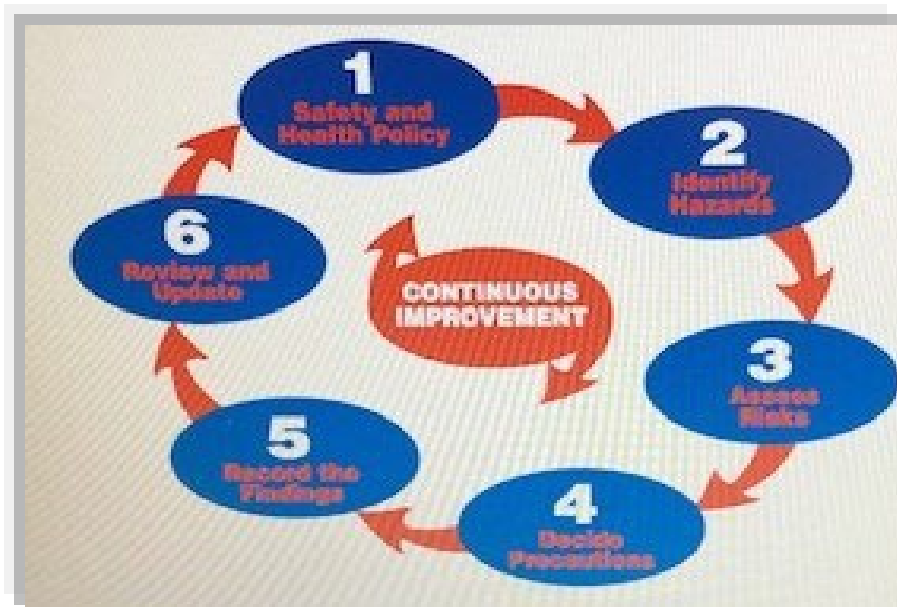
Safety Management Structure (SMS)



St. Clare's Primary School Harold's Cross – Safety Statement

Purpose of the Safety Management Structure (SMS)

- provides a structure to manage Occupational Health and Safety issues within the school
- establishes and maintains commitment to safety by all
- put in place organisational structures to address health, safety and welfare at all levels
- provide for consultation
- ensure that adequate resources are made available
- through training to develop employee skills in recognising hazards, risks and control measures
- through monitoring and review systems feedback will be provided on the effectiveness of safety structures within St. Clare's Primary School thereby allowing amendments where necessary
- provide the staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way



St. Clare's Primary School Harold's Cross – Safety Statement

Responsibilities towards Third Parties

The Board of Management has responsibility for the application of this Safety Statement and in accordance with legislation will ensure that:

- all third-party visitors to our school are made aware of all known hazards and means of escape by means of notices
- where contractors and sub-contractors are on the premises, the Board of Management may designate a pertinent member of staff/person to advise (by way of notices or public announcement) students, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken
- there is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed the contractor's supervisor will be immediately advised.

Responsibilities to Contractors and Self-Employed

Before undertaking major work activities on the school premises all sub-contractors and self-employed persons will be requested to submit a written Site Specific Safety Statement and/or a Safe System of Work Plan (SSWP). All sub-contractors and self-employed persons must: Produce appropriate insurance details of work being undertaken

- Contractors must comply with statutory obligation 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 and Welfare at Work (Construction) Regulations 2006.
- Contractors coming on site must arrange their visit in advance. Contractors may not carry out work on site unless they have furnished the relevant documentation detailed in this policy.
- Contractors coming onto site must report to reception on arrival where they should wait until they are met, liaise with Principal or Deputy Principal about work being carried out and on all health and safety matters.
- Contractors must produce appropriate insurance details of work being undertaken.
- Contractors may not use the school's equipment or the assistance of any employees of the Board of Management of St. Clare's.
- Contractors must ensure that the equipment they bring on site is in good condition and tested and certified as required by statute e.g. lifting equipment.

St. Clare's Primary School Harold's Cross – Safety Statement

- Contractors must adhere to the terms of the Safety Health & Welfare at Work Act 2005 and any regulations pertaining to the work they are carrying out.
- Contractors must report any accident, which occurs on the school premises or in the environs, no matter how minor to the Principal. Full co-operation into the circumstances of the accident must be given.
- Contractors shall familiarise themselves with St. Clare's Primary School regulations and instructions relating to safety and health.
- Contractors must be provided the Health & Safety Officer with a copy of the relevant parts of their own Safety Statement and a Method Statement as to how work is to be carried out and what control measures are in place to minimise risk.
- Contractors must co-operate and coordinate their activities in order to prevent risks to safety and health at work if work is being carried out during school time.

Substantial Building Work

Prior to carrying out any construction work the Board of Management will familiarise themselves with their legal health and safety responsibilities as clients as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2006. Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management will:

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources
- co-operate with the project supervisors and supply any necessary information
- notify the HSA of the appointment of the PSDP on Approved Form AF1 "*Particulars to be notified by the Client to the Health and Safety Authority before the design process begins*"
- retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation

Part 2

First Aid

Table of Contents

1	General	
2	Location of First Aid Boxes	
3	Emergency Phone Numbers	
4	Responsibility for checking and stocking First Aid Boxes	
5	Staff trained in First Aid	

St. Clare's Primary School Harold's Cross – Safety Statement

1. General

The Board of Management will comply with Chapter 2 of Part 7 of the Safety, Health & Welfare at Work (General Application) Regulations S.I. No. 299 of 2007 concerning First Aid at Work. The Board will provide first aid materials/equipment within the school where working conditions require it. Trained occupational first-aiders will also be provided and the Board will ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) within the school. Under the Safety, Health and Welfare at Work (General Application) Regulations 2007, there is a requirement on employers based on a risk assessment to have a sufficient number of occupational First Aiders trained and deployed in the workplace.

2. Location of First Aid kits

Staff Room	classrooms (1- 12)
AS classrooms (11 and 18)	Library
SET classrooms	Computer Room
PE Hall	Kitchen Area

A First Aid kit, stocked in accordance with I Guidance is provided in the Staff Room. First Aid supplies are checked frequently and replenished when required. Travel First Aid kits are available for use on educational trips and or outings including matches. These are located in the storage room located opposite the Staff Room. Each classroom has a small First Aid stocked with the items listed.

First Aid kits are readily accessible and easily seen, marked with a green cross on a white background and have First Aid written on them.

The contents of the First Aid Box in the Staff Room

Contents	Quantity
Adhesive Plasters	40
Sterile Eye Pads No 16 (Bandage attached)	4
Individually wrapped triangular bandages	6
Safety Pins	6
Individually wrapped sterile unmedicated wound dressings medium (10 x 8cms)	4
Individually wrapped sterile unmedicated wound dressings large (13 x 9cms)	8
Individually wrapped sterile unmedicated wound dressings extra-large (28 x 17.5 cms)	4
Individually wrapped disinfectant wipes	40
Paramedic Shears	1
Pairs of Examination Gloves	Full Box
Sterile Eye Wash	2 x 500mls

St. Clare's Primary School Harold's Cross – Safety Statement

Pocket Face Mask	1
Water based burns dressing small (10x 10) (3)	1
Water based burns dressing large (3)	1
Crepe bandage	1
Ice Pack	12

First Aid travel kit used on educational trips/outings and matches

Contents	Quantity
Adhesive Plasters	20
Sterile Eye Pads No 16 (Bandage attached)	2
Individually wrapped triangular bandages	2
Safety Pins	6
Individually wrapped sterile unmedicated wound dressings medium (10 x 8cms)	2
Individually wrapped sterile unmedicated wound dressings large (13 x 9cms)	2
Individually wrapped sterile unmedicated wound dressings extra-large (28 x 17.5 cms)	2
Individually wrapped disinfectant wipes	20
Paramedic Shears	1
Pairs of Examination Gloves	25
Sterile Eye Wash	2 x 500mls
Pocket Face Mask	1
Water based burns dressing small (10x 10) (3)	1
Water based burns dressing large (3)	1
Crepe bandage	1
Ice Pack	10

First Aid Classroom Kit

Contents	Quantity
Adhesive Plasters	10
Ice Pack	3
Individually wrapped antiseptic wipes	12
Pairs of examination gloves	12

St. Clare's Primary School Harold's Cross – Safety Statement

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11- 25 persons	26 – 50 persons
Adhesive plasters	20	20	20	40
Sterile eye pads (no.16)(bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety pins	6	6	6	6
Individually wrapped sterile unmedicated wound dressings – medium (no. 8) (10 x 8cms)	1	2	2	4
Individually wrapped sterile unmedicated wound dressings – large (no. 9) (13 x 9cms)	1	2	6	8
Individually wrapped sterile unmedicated wound dressings – extra large (no. 3) (28 x 17.5cms)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Pairs of examination gloves	3	5	10	10
Sterile water where there is no clear running water*2	2x20mls	1x500ml	2x500mls	2x500mls
Pocket face mask	1	1	1	1
Water based burns dressing – small (10x10cms)*3	1	1	1	1
Water based burns dressing – large*3	1	1	1	1
Crepe bandage (7cm)	1	1	2	3

St. Clare's Primary School Harold's Cross – Safety Statement

S. Emergency Phone Numbers

Fire Brigade	999/112 or 01 2224000
Rathmines Gardaí	01 6666700
Terenure Gardaí	01 6666400
Gas Networks	1 850 205050/ 01 9205050
ESB Networks	01 2386555 or 1 850 372757
Health and Safety Authority	01 6147000 or 1 890 289398

S. Responsibility for checking/stocking First Aid boxes

Regular checks will be carried out on each First Aid box and stocks will be replenished as required certified First Aider. There is a spare First Aid kit in storage at all times.

S. Staff trained in First Aid

All our staff are trained in emergency first aid and one member of staff Patricia Kelly is currently certified as an occupational First Aider.

Part 3

Fire and Emergency Procedures

Table of Contents

1	General	
2	Fire Prevention	
3	Fire Protection	
4	Evacuation	
5	Fire Assembly Points	
6	Evacuation Drills	
7	Trained Fire Wardens	
8	Emergency Telephone Numbers	

St. Clare's Primary School Harold's Cross – Safety Statement

1. General

St. Clare's Primary School is a single storey building with passive and active systems for fire detection and control. All areas are fully equipped with regularly serviced and maintained fire-fighting equipment.

St. Clare's Primary Schools has:

- an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised
- a well organised means of safe evacuation of all persons on the premises to a point of safety in the event of any emergency.
- a means by which any fire and rescue services that may be required to enter the school building during a fire can quickly, safely and accurately navigate their way round and be fully informed of any persons not accounted for in the evacuation.

Fire procedures (including floor plans) are prominently displayed in each classroom and throughout the school with specific instructions as to the procedures to be followed in the event of a fire.

All staff and students are instructed in the action to be taken in the event of a fire and a fire drill.

The Principal arranges all Fire Drills. In her absence the Deputy Principal along with the Assistant Principals will take responsibility in the event of an emergency.

2. Fire Prevention/Safety

- good housekeeping is critical at all levels to prevent fires from occurring and to carry out evacuation procedures in an emergency
- rubbish and waste materials must not be allowed to accumulate; such materials must be removed regularly from classrooms and from school buildings to the designated waste collection area located to the rear of the school building
- pending removal, waste must be stored in the non-combustible locked containers provided, away from sources of ignition. The two 1100 litre general waste bins and the two 100 litre recycling waste bins are located in a designated area to the rear of the building. The bins are locked each day at 15:00 by the caretaker.

St. Clare's Primary School Harold's Cross – Safety Statement

- staff will be made aware of the importance of not accumulating rubbish or waste on any part of the school premises in accordance with our Mission Statement which states *'that we create and ordered and orderly environment'*
 - the use of highly flammable materials will be avoided where possible and cleaning agents should be stored in accordance with manufacturers' instructions
 - escape routes and fire exits are adequately should be maintained free from obstruction so that they can be safely and effectively used at all times
 - the **drying of items of clothing, books or materials over radiators is prohibited**
 - regular cleaning of workplaces, machinery and equipment should be carried out to prevent the build-up of dust, dirt, etc.
1. no refuse or material for shredding to be left anywhere but at the points intended for this purpose
 2. corridors and other escape routes shall be kept free from obstacles (e.g. school bags, baggage, cleaning and maintenance materials) which obstruct the escape path and/or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible
 3. faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the Principal or Deputy Principal
 4. staff are made aware of the potential of fire hazards as a result their activities and smoking including (e-smoking) is prohibited within the school building and grounds
 5. ensure adequate ventilation to all electrical equipment to prevent overheating
 6. staff shall follow procedures for operating the fire alarm as outlined in the Health and Safety Statement.
 7. all staff will take reasonable care in their work activities to ensure that they not generate any potential fire hazards.
- materials contained in furnishings in the Sensory Room will be of EU standard (i.e. kite symbol or CE compliant) in relation to fire retardant properties and will be nontoxic.

Fire Training

All staff will be instructed at induction on the following:

- policy on smoking, electrical equipment

St. Clare's Primary School Harold's Cross – Safety Statement

- how to activate the fire alarm
- actions to be taken on discovering a fire
- location and use of escape routes
- evacuation procedures
- assisting pupils with a disability, visitor or others during an evacuation
- location of fire extinguishers and alarm buttons.

Fire Safety Register

In accordance with the Fire Services Act 1981, a Fire Safety Register will be maintained by St. Clare's Primary School. This will include the following details:

- specific duties for members of staff
- inventory of fire-fighting equipment
- details of the fire alarm system
- maintenance/test/inspection schedule
- fire safety training

3. Fire Protection

Fire Detection and Alarm System

The building is equipped with the following fire safety features:

Audible sounders: In the event of a fire, the alarm will sound throughout the building.

Classroom doors in the new extension: These are made to withstand heat and fires for half an hour.

Evacuation Routes: A number of fire escape routes are available from all areas of the building. 9 exists lead directly to the front or sides of the building. A plan of school is located in each room/area with clearly marked symbols showing route of egress and the location of nearest fire equipment. All fire exits and emergency paths of egress are marked using the standard symbol.

Emergency Announcements

Emergency announcements are announcements to advise students and staff that a fire or other emergency exists. These announcements are made over the intercom which is audible in all occupied areas of the school building. The Principal/Deputy Principal/Assistant Principal will make the announcement.

St. Clare's Primary School Harold's Cross – Safety Statement

Announcement

Teachers, staff students, and visitors we have an emergency. Please proceed immediately to the nearest available exist and leave the school building. Do not re-enter the school building. Please obey the instructions of the teachers and staff.

Exit Signs: These are emergency escape route signs over the doors to the escape routes which will remain lit in the event of a power failure. Both the Exit Signs and Emergency Lights are fitted with telltale neon bulbs that on inspection, confirm they are operational.

External Exit Doors: All exit doors can be opened easily and immediately.

Fire Alarm: The Fire Alarm is monitored 24/7 and the control panel is located at reception area inside the main front door.

Fire Call Points: Located at all exits in the school building and the alarm will sound immediately once the button is pushed.

Fire Fighting Equipment: All firefighting equipment located on the premises will be in accordance with the requirements of the area that it is being located and will meet the required classification for that area based on the classifications as per I.S. 290: 1986 standard. The extinguishers are located at clearly identifiable **Fire Points** throughout the school building, including the electrical room and boiler room.





All firefighting equipment is tested and serviced annually by **APEX FIRE** certified contractors. In accordance with the recommendation of the appropriate *Irish Standard I.S 291.1998* for fire equipment, 30% of extinguishers will be discharged each year. An up to date fire log book is available recording all tests and maintenance.

The premises is equipped with portable Fire Extinguishers. Five types are provided:

- CO₂ for electrical and computer fire
- Water for normal organic materials. Do not use on electrical fires
- Powder for use on liquid or electrical fires
- Foam for use on liquid fires – do not use on electrical fires
- Fire Blanket for use in the event of fire in the kitchen or staff room

The chart outlines the correct use of the most commonly available fire extinguishers. Please note that CO₂ extinguishers should not be used on paper or light material as they may spread burning fuel causing the fire to further spread.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

Lights: Emergency lights will remain lighting when the mains supply has failed. They are located in all areas of the building to ensure adequate illumination for escape purposes.

Smoke Detectors: Ceiling mounted detectors are fitted throughout the building and are highly sensitive and capable of detecting a fire in its early stages.

Emergency gas detectors are in place with automatic shut off.

4. Evacuation

If you discover a fire:

1. Immediately activate the nearest Fire Alarm Call Point.
2. Alert others in the building and report the location of the fire and have them institute the emergency procedures.
3. Close all doors in the immediate area of the fire to control the movement of smoke.
4. Extinguish the fire with a fire extinguisher only if it is very small and confined to a small area. If the fire is too large or there is excessive smoke or heat, leave the area and close the door to contain the fire.

St. Clare's Primary School Harold's Cross – Safety Statement

5. If you are not in your own classroom, open the nearest exit and direct the class or group to leave with you.
6. Use the nearest fire exit
7. Do not stop to collect any personal belongings.
8. Evacuate to the assigned Assembly Point

Advice for students if a fire occurs or during a fire drill exercise when the alarm sounds

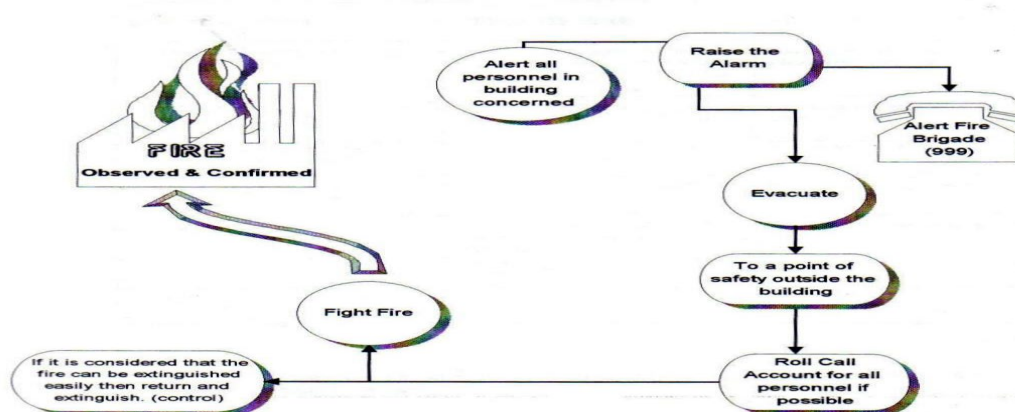
1. All students stand to attention behind their desks.
2. When teacher gives the signal, all students should move **at a uniform pace in their 'pods' while maintaining physical distance to the designated Assembly Point** exiting the building via the nearest and safest exit. The **Assembly Point** for all classes is located in the large field to the front of the building. The teacher will follow the students.
3. Students must leave all their belongings in the classroom.
4. The classroom door should be closed by the teacher in order to prevent the spread of fire.
5. Students who are not in class at the time of a fire alarm should make their way via the nearest and safest exit to their designated **Assembly Point** in the field.
6. On reaching the designated **Assembly Point** students should line-up in single file and alphabetically according to their class roll.
7. The class teacher will then call the roll for their class. The names of students who are not in the line will be noted.
8. During evacuation and assembly it is very important that absolute order and attention be maintained. All students must be able to hear any instruction given, especially in the event of an exit being blocked by fire or smoke.
9. No student or staff member should re-enter the school building until the **'all clear'** is given by the Principal.
10. When assembly is finished and the **'all clear'** is given, students will be instructed to return to the building one class group at a time.

St. Clare's Primary School Harold's Cross – Safety Statement

The responsibilities of the Principal/Deputy Principal/Assistant Principal and teaching staff are to:

- Clear the building if the alarm is activated
- Check all areas to ensure that they are empty (without taking any personal risk) including toilets, resource rooms, etc.
- Ensure that all doors are closed
- Call a roll of class at the assembly point
- Call a roll of teaching staff, SNAs and non-teaching staff
- If a member of staff or a pupil is missing a Fire Warden may re-enter the building if and only he/she is taking no personal risk
- The Main Fire Warden (Principal Teacher) or Deputy must make herself known to the Fire Brigade as soon as they arrive
- Inform the Fire Brigade if any member of staff or any student is missing

Remember, if you discover a fire raise the alarm. Shout: Fire and activate the nearest Fire Alarm Call Point



5. Fire Assembly Point

There is a designated **Fire Assembly Point** located in the pitch area of the grounds at the front of the building. The **Fire Assembly Point** is clearly marked with the standard sign. All students, staff and visitors must evacuate to the relevant area. Each class group is assigned to a specific zone and there is a designated zone for SET teachers, visitors, contractors, ancillary staff, caretaker and administrative staff.

6. Evacuation Drills

- formal evacuation procedures will be carried out at least once per term and a record maintained in the main office
- each class group has a designated space and assembly point in the school grounds assigned to them
- time taken to evacuate and any deficiencies encountered will be noted in the school 'fire drill report' form
- each individual using the school facilities should have a clear understanding of the evacuation procedures and evacuation route to their designated assembly point
- a procedure for fire evacuation which clearly outlines the duties of all teachers in the event of any evacuation is located in each classroom. A plan of the nearest escape route is located in each classroom.
- the attention of staff and students should be brought to: location of firefighting equipment, how to raise the alarm and the evacuation procedures and evacuation routes on a regular basis by the Principal or other delegated staff member
- staff should be encouraged to ensure that their working methods do not present unnecessary obstacles in the event of an emergency evacuation
- students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.

7. Trained Fire Wardens

- There are currently no trained fire wardens in St. Clare's Primary School.
- Each class teacher is assigned to co-ordinate evacuations and to attend at the assembly point. Their duties are to evacuate the building safely closing all doors behind them. Carry out a roll call at the assembly point and inform the Principal/ Deputy Principal of any missing pupils and their likely location within the building.

St. Clare's Primary School Harold's Cross – Safety Statement

8. Emergency Phone Numbers

Organisation	Location or name of person	Telephone Number
Emergency	All Services	999 or 112
St. Clare's Primary School	Office	01 4963237
St. Clare's Convent	Reception	01 4995100
Gardaí	Rathmines	01 6666700
	Terenure	01 6666400
Hospital	St. James	01 4103000
Fire Bridge	Dolphins Barn	01 2224000
Local GP	Dr. Regina Bradford Rathmines Clinic	01 4966025
Gas Networks	Dublin	1 850 205050/01 9205050
ESB Networks	Dublin	01 2386555/ 1 850 372757
Health & Safety Authority	Dublin	01 6147000/ 1 890 238398
National Poisons Information Centre	Dublin	01 8092166
Environmental Protection Agency	Wexford	053 9160600
	Dublin	01 2680100
HSE	Dublin	01 6486500
Tusla	Lord Edward Street	01 6486555
Community Care Team	Terenure	01 4904648
Lucena Clinic	Rathgar	01 4923596
CAMHS	Cherry Orchard	01 8796800
Fire Alarm	Apex Fire	049 4352300
Intruder Alarm	Alfa Alarms	01 4089123
Top Security	Dublin	01 4900333
Alfa Electrical	Ronan Howard	087 929969/ 01 4600732
	Brian Moran	087 9091504/01 4600732
	Andy	087 9197037
Plumber		
AJ Drains	Johnny Uzal	087 6905400
Designated Liaison Person	Maria Spring	01 4963237
NEPS	Psychological Services	076 1108440
Chairperson Board of Management	Sr. Mercedes Coen	00 44 7976240645
DES	Athlone	(09064)83600
Employee Assistance Service (EAS)	Spectrum.Life	1800 411 057

Part 4

Accident Reporting and Investigation

Table of Contents

1	General	
2	Accident Reporting Procedures	
3	Procedures in the event of an accident	
4	Procedures in the event of bomb threat	
5	Procedures in dealing with suspicious packages	
6	Procedures in dealing with trespassers	
7	Procedures in the event of other emergencies	
8	Vulnerable Students	
9	Staff Responsibilities	

St. Clare's Primary School Harold's Cross – Safety Statement

1 General

An **Accident** is “any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity.”

A **Dangerous Occurrence** is “an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007.”

2 Accident Reporting Procedures

All accidents must be reported immediately or without unreasonable delay to the Principal or the Deputy Principal.

All injuries received at St. Clare's Primary School are recorded in the school incident/conversation report form and filed in the Principal's Office. Incident/conversation report forms are kept in the secretary's office and a copy of the report form can be found in the appendices of this document.

Notification of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences are notifiable to the Health and Safety Authority using the Accident Report **Form IR1** and Dangerous Occurrences **Form IR3** respectively (see appendices). As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- if due to any injury received at work a person dies or is prevented from performing their normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- any other person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other contractor or sub-contractor).

3 Procedures in the event of an accident

Minor accidents

- appropriate first aid should be administered by a staff member and professional advice sought when in doubt (*minor cut or graze: wound cleaned with antiseptic wipe and a plaster applied*)

St. Clare's Primary School Harold's Cross – Safety Statement

- staff must wear protective clothing (disposable apron and gloves) to clean any bodily fluids or spillages
- always wash hands thoroughly after administering first aid
- if a child is involved in an accident or incident they will be taken to a quiet area, if possible
- parents/guardians should be contacted if a student needs reassurance or if external medical assistance is being sought
- complete the St. Clare's Primary School Incident/Conversation Report Form (see appendices)

Serious Accidents

When a serious accident occurs the **certified first aid staff member** together with the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- call the local doctor, contact the child's parents/guardians and/or call an ambulance
- if parents cannot be reached, the emergency contact persons as identified on the Aladdin will be contacted
- administer first aid, if appropriate, while waiting for external medical assistance or the emergency services
- if there is a risk of further injury move injured person to safety, otherwise do not move them
- if the emergency services are summoned ensure they are given the exact location using the **eircode** so they can access the injured person
- establish location of hospital
- notify the family/guardian and appoint a suitable person to travel with the injured person to hospital
- ensure that the scene of the accident is not disturbed and if Health and Safety Authority are to inspect the scene do not move anything unless further serious risks have to be avoided

St. Clare's Primary School Harold's Cross – Safety Statement

- gather all information immediately about the accident. Obtain statements from and take photographs or draw sketches of the scene
- complete the St. Clare's Primary School **Incident/Conversation Report Form** (see appendices) and give assistance to the Principal and Health and Safety Authority Inspector if/when they carry out an investigation
- get clearance from the Principal before resuming the particular task on which the injured person was involved

4. Procedures in the event of a bomb threat

Depending on the source of the threat and the authenticity of it, the Board of Management of St. Clare's Primary School authorises the following:

1. carry out a detailed search of the area without evacuating the school building.
2. evacuate the school building, if necessary by use of the fire alarm and await the arrival of the Gardaí.

This decision will be taken by the Principal or in her absence the Deputy Principal or nominated member of the Senior Management Team.

On receipt of a bomb threat, the staff member taking the call should take details using the form a copy of which is on the server under forms and hard copy kept in the Secretary's Office and in the appendices of this document. The staff member should then immediately notify the Principal/Deputy Principal or Assistant Principal who will follow the following procedure:

- Alert the Gardaí – telephone 112 or 999.
- All floor space, furniture and fittings must be checked thoroughly. Remember to include the playground and courtyards.
- If a suspect device is discovered, do not move it and do not touch it.
- Area should be then evacuated, and access to the area prohibited.
- Priority to be given to searching the evacuation routes and areas where staff and students congregate.
- Await the arrival of the Gardaí who will then take over the responsibility for the incident control procedures.

5. Procedures on how to deal with suspicious packages

If you come across an object which looks suspicious and cannot be accounted for in any way, do not touch or move it.

- do not allow anyone touch it
- notify the Principal/Deputy Principal or Assistant Principal
- evacuate the room/area. If the devise appears to be large, surrounding rooms/areas should also be evacuated
- leave the doors and windows open, so as to reduce any blast effect
- keep students, teachers, non-teaching staff away from the area
- do not handle the suspect object, and do not try to carry it outside
- do not place the devise in water

6. Procedures for dealing with a trespasser

If a trespasser is found on the premises the Principal/Deputy Principal or caretaker will:

- (a) establish their name and why they are on the premises
- (b) inform another member of staff that they are dealing with a trespasser and activate the lock down or evacuation procedure if required
- (c) offer help to the person or to call someone for them in the event that the trespasser is distressed, or it is suspected that they are under the influence of alcohol or other intoxicants
- (d) request that the person leaves quietly
- (e) If the person refuses to leave the Gardaí will be called
- (f) under no circumstances must staff put themselves in danger if the trespasser is aggressive or violent. The evacuation procedures should be followed, and the Gardaí called

7. Procedures in the event of other emergencies

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the “hazard” included in the Safety Statement and outline appropriate risk reduction measures.

All preventative measures recommended will be issued to all staff.

8. Vulnerable Students

Students who have ongoing medical problems e.g. diabetic or other controlled conditions may need medical interventions during the school day. Staff will be informed and trained on how to deal with an emergency situation of a vulnerable student when the need arises.

Parents of students with known allergies are responsible for informing the Principal/Deputy Principal of any assistance that may be needed for a student with food allergies.

9. Staff Responsibilities

All employees, contractors and self-employed persons who may be engaged in work on the school premises must report all accidents (including minor ones) and dangerous occurrences to the Principal or Deputy Principal as soon as possible following the incident.

Where a member of staff, the public or a student receives an injury while on the premises staff should record the details of the incident, the name of the injured party, any assistance rendered and name and contact details of any witnesses and forward this information to the Principal or Deputy Principal as soon as possible after the incident.

Part 5

Consultation around Safety, Health and Welfare

Table of Contents

1	Introduction	
2	Safety Representative	
3	Safety Committee	
4	Board of Management Duties	
5	Staff Meetings	
6	Induction Training	
7	Training	
8	Welfare	

St. Clare's Primary School Harold's Cross – Safety Statement

1. Introduction

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure co-operation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a safety representative or by agreement with their employer more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the place. The employer must also provide information on safety health and welfare at the workplace to employees or their safety representative.

2. Safety Representative

The Board of Management and the Principal will support the selection and appointment by staff of a Safety Representative. If no selection is made by staff the Principal may nominate a member of staff to fill the role as School Safety Representative. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management and the Principal will support the election of the Safety representative by the staff employed at the time.

There is no nominated Safety Representative in St. Clare's Primary School.

There are no duties associated with the Safety Representative but there are rights and functions. These are listed in the 2005 Act and outlined in *The Safety Representatives Resources Book* and *Guidelines on Safety reps* on www.hsa.ie. A short awareness-raising course is available free of charge for safety representatives on <http://hsalearning.ie>.

3. Safety Committee

A Safety Committee can facilitate the exercise of the rights of staff to be consulted and to make representations to the Board of Management in matters concerning safety, health and welfare. While employees are entitled to select a Safety Representative, the establishment of a Safety Committee is a matter for agreement between Board of Management and the school staff.

The Safety Committee currently in place in St. Clare's Primary School include Principal, Deputy Principal, Assistant Principals, Lead Worker Representative (LWR), Deputy Lead Worker Representative and the certified First Aider.

4. Board of Management Duties

As an employer, the Board of Management will:

- consult with all staff and/or their Safety Representative on any proposed measures likely to substantially affect their safety, health or welfare at work
- provide staff and/or their Safety Representative with the results of all risk assessments and consult with them on the preparation of the Safety Statement
- provide staff and/or their Safety Representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety, health and welfare matters and the preventative and protective measures to be taken to avoid risks (i.e. a copy of the Safety Statement) This information will be in a form and language likely to be understood by the staff
- refrain from penalising any staff member for acting in accordance with safety and health laws or for reporting complaints regarding safety, health and welfare matters at work
- recognise that the Safety Representative has various rights including the right to:
 - i. inspect the place of work
 - ii. investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by a Health and Safety Authority Inspector)
 - iii. investigate complaints made by staff after giving reasonable notice to the employer
 - iv. be given time off work, without loss of remuneration, to receive appropriate training
 - v. accompany a Health and Safety Authority Inspector carrying out an inspection at the workplace
 - vi. make representations to the employer on safety, health and welfare
 - vii. make representations to and receive information from a Health and Safety Authority Inspector
 - viii. consult and liaise with other appointed school safety representatives

5. Staff Meetings

The Principal and Deputy Principal will be available at all reasonable times to discuss and examine all health, safety and welfare issues of concern to employees, students or contractors/visitors.

Safety is the responsibility of every person on the school premises and the more people educated, interested and encouraged to participate in health, safety and welfare issues in St. Clare's Primary School the better. Meetings are a valuable tool in successfully implementing and improving key elements of the safety programme within the school.

Staff meetings are held regularly during the academic year. All staff are encouraged to make comments and suggestions on health, safety and welfare issues which affect them or others with a view to promoting and developing measures to ensure a safe working environment.

In addition, members of the safety committee will identify and plan for the provision of personal protective equipment and for subject specific preventative measures. These will be reported to school management and staff.

It is essential for the success of the safety management system within the school for the reduction/elimination of hazards and risks that:

- the Board of Management commits the necessary resources of personnel, time and money to the process
- sensible recommendations from the staff meetings/leadership team meetings are taken into account and acted upon by the Board of Management and Principal
- that health, safety and welfare is on the agenda for all Board of Management and staff meetings.

The safety agenda within St. Clare's Primary School for staff and Board members will include the following:

- progress reports on the implementation of the policies as set out in the Safety Statement
- the incident record book may be examined and compared to that at the last meeting
- preventative recommendations of any recent serious accidents or dangerous occurrences will be analysed
- safety improvements and initiatives undertaken

St. Clare's Primary School Harold's Cross – Safety Statement

- consideration of inspection reports
- reports and feedback on safety training courses attended by staff
- updates on legislation
- annual health, safety and welfare report given to Board of Management.

6. Induction Training

A short period of induction will be given by the Principal or a designated staff member for new employees joining the staff. This will include:

- receiving a copy of school policies
- completion of the staff induction checklist (See appendices)
- a tour of the premises for familiarisation purposes
- fire emergency procedures, location of exits, assembly points and training on firefighting apparatus
- details of accident reporting and investigation procedures
- a discussion on the hazards in the workplace (particularly those relating to their own area of work), preventative measures in force and the Safety Statement.
- an explanation of the consultative process, name of Safety Representative and staff meetings
- a detail of the new employee's safety responsibilities
- details of further training (if required or identified)
- receiving a copy of the School Safety Statement
- Signing of induction sheet

7. Training

It is the policy of St. Clare's Primary School to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training within may include

St. Clare's Primary School Harold's Cross – Safety Statement

the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day.

Training to do with the professional development of staff including health, safety and welfare is arranged by the School Authorities, the Department of Education and Science (DES), INTO, Patron, CPSMA and IPPN. Additional training around health, safety and welfare can be arranged by the Principal in consultation with staff and the Board of Management.

8. Welfare Facilities

All necessary welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Drinking water is available for staff and students at the following easily accessible locations.

- sink area on the corridor opposite the classroom 1-4 and 9-12
- faucet for drinking water located in the sink area of classroom 5-8
- sink in the staff room and in the kitchen

Toilet Facilities (Employees and Students)

The toilet facilities have been upgraded in recent years and have a particular high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities for washing and drying.

A toilet is available for students and adults with disabilities.

Employees and students will be provided with adequate toilet facilities.

- student toilets are located off the classroom areas and properly ventilated
- individual cubicles are provided
- sinks and toilets are at appropriate heights for the students using them or a step up is provided.
- water is thermostatically controlled and does not exceed 43 degree Celsius
- liquid soap is available at all times
- toilet paper is provided
- hand drying facilities shall not be shared among students, therefore, each student is required to have their own hand towel in zip-lock bag for their own personal use
- suitable sanitary disposal facilities are provided for staff and students and a maintenance contract is in place.
- Separate staff toilet facilities are provided for male and female users

St. Clare's Primary School Harold's Cross – Safety Statement

- paper towels are available in the staff bathrooms and a foot operated pedal bin for disposal of same

Toilets and Washrooms

AREA	TOILET	SINK
Classroom	2	2
Staff Ladies	2	2
Staff Gents	2	2
Disabled Facility	1	1

Staff Room

A staff room is provided for the use of staff members which is equipped with appropriate seating and tables with modern facilities

- 1 microwave oven
- 2 quick boil electric kettles
- 1 fridge/freezer
- 1 dishwasher
- cutlery and crockery

Part 6

School Policies and Procedures

Table of Contents

1	Dignity at Work	
2	Smoke-Free Workplace Policy	
3	Working Alone Policy	
4	School Security	
5	Infection Control	
6	Chemical Control	
7	Pregnant, Post-Natal and Breastfeeding Employees	
8	Procedures in the event of other emergencies	
9	Workplace Stress	

1 Dignity at Work

The Board of Management of St. Clare's Primary School recognises that all staff members have a right to a workplace free from bullying and sexual harassment and is fully committed to ensuring that every staff member will enjoy that right. Each and every employee has a duty to uphold the right of every individual in the facility to work in an environment that is free from bullying and harassment of any kind.

The Dignity in the Workplace Policy applies to all persons employed in of St. Clare's Primary School. This network of relationships must be underpinned by a deep respect for people and is characterised by courtesy, tolerance, loyalty and respect for the integrity of all as the facility works towards a common vision.

The detailed policy is available to all school employees

Dignity at Work Charter – St. Clare's Primary School

Principle

Each individual is guaranteed a working environment that recognises the individual's right to be treated with dignity by management and colleagues is a core employment value. The commitment to provide a workplace free from Bullying is integral to this.

Objectives

The objectives of the Dignity at Work Charter:

- to create and maintain a positive environment which recognises and protects the right of each individual to dignity at work
- to ensure that all individuals are aware of, and committed to, the set of principles set out in the charter

Declaration

We at St. Clare's Primary School commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. The right of each individual student to dignity at St. Clare's Primary School is also respected.

All will be treated equally and respected for their individuality and diversity. Bullying in any form will not be accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

St. Clare's Primary School Harold's Cross – Safety Statement

All individuals, whether teachers or students at St. Clare's Primary School, or others directly employed or contracted by us, have a duty and responsibility to uphold the Dignity at Work Charter. The Board of Management and staff have a specific responsibility to promote its provisions.

Nothing in this Charter overrules a person's legal and statutory rights

2. Smoke-Free Workplace Policy

Smoking is not permitted in the school building or in the grounds in compliance with the Public Health (Tobacco) (Amendment) Act 2004.

Rationale

Exposure to Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, students and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe environment.

Policy

It is the policy of the Board of Management of St. Clare's Primary School that all employees have a right to work in a smoke-free environment. ***Smoking is prohibited within the school building and within the grounds with no exceptions. This also includes the use of 'Vape' (tobacco replacement smoking).*** This policy applies to all employees, and visitors. In the school context, this also applies to students and parents.

Implementation

Overall responsibility for policy implementation rests with the Board of Management. All staff has an obligation to adhere to, and facilitate the implementation of this policy. The Principal as the person in charge of the school shall inform all existing staff members of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees shall be given a copy of the policy on recruitment/induction by the Principal. Students and parents will also be informed of this policy.

Infringements

Infringements by staff will be dealt with under “*in-house*” disciplinary procedures. Section 47(3) of the Public Health (Tobacco) Act 2002 states that “*any person*” (including an employee) found to be in contravention of the regulations will be “*guilty of an offence*” Infringements by pertinent persons etc., will be dealt with in accordance with the procedure set out below.

Employees and visitors who contravene legislation prohibiting smoking in the workplace are also liable to criminal prosecution with an associated fine (up to €3000).

Procedure if a person smokes in contravention of Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

- a) draw the person's attention to the “*No Smoking*” signs and advise that they are committing an offence by smoking on the premises or grounds
- b) advise the person that it is also an offence for the school to permit anyone to smoke in contravention of the law
- c) advise the person that the school has a smoke-free policy to ensure a safe working environment for employees and students
- d) if a person continues to smoke advise them that they are in breach of school rules and that disciplinary sanctions will have to be implemented
- e) violation of the smoke free policy will invoke disciplinary procedures. Action will be in line with the procedures used for violation of any other health and safety procedure in the school

3. Working Alone Policy

Ideally, staff should not work alone in St. Clare's Primary School as there are risks involved such as assault, accident or sudden illness. Any staff member wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within ‘*hailing distance*’, or with both parties having mobile phones programmed with each other's numbers.

In addition, if you choose to work alone in the school you are requested to take the following precautions:

- if you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site

St. Clare's Primary School Harold's Cross – Safety Statement

- if you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going
- park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- if possible, carry a mobile phone with you
- lock the doors and close the windows to prevent intruders
- avoid working outside of the main building
- do not work at heights on a ladder or steps
- know the location of your nearest fire exit and how to open it in an emergency
- know the location of the nearest first aid kit
- do not do any tasks involving hazardous tools or materials
- when leaving, limit the amount you are carrying to have one hand free
- ensure someone knows where you are and your estimated time of arrival home
- if you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

Note: You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

4. School Security

The Board of Management has taken all reasonable steps to prevent unauthorised entry on to its premises. There is only one entrance (the main entrance) through which employees, students who arrive late for school, parents, visitors and contractors can enter the school building. The entrance is controlled through the use of a door bell and a door release from inside the building. This is designed to prevent unauthorised access at any time.

Visitors are required to report to the school reception office on arrival and are obliged to establish their identity. Staff are encouraged to be vigilant at all times and are authorised to challenge any person not known to them, so as to establish the reason for their presence.

St. Clare's Primary School Harold's Cross – Safety Statement

The school caretaker and secretary are responsible for the security of the buildings during the day assisted by the Principal, Deputy Principal and staff.

The security of the school building is assisted by the installation of an intruder alarm together with personal panic button which is fully maintained by Alfa Security and monitored by Top Security.

Top Security operates a key holding service in the event of alarm activation. Gardaí are notified by Top Security as per standard requirement.

A fully automated fire detection system in place and a panic button is fitted.

All valuable property is marked and serial numbers recorded.

All entrances/exit doors are secured against unauthorised entry during the school day.

Security lighting is fitted and operated on light sensitive.

Warning signs are located in the school grounds to alert drivers to slow down, the speed limit is set at 10km.

The perimeter and boundary of the school is clearly defined by high block walls and electric gate at the main entrance. The exterior boundaries are in good condition.

There is a clear policy for visitors/parents and others as to the point of entrance to the school building.

There is a clear defined policy for student arrival and dismissal and for early release of students.

The security safe is locked with two five lever high security dead locks and is sheeted out internally with steel plate including the roof. The safe is alarmed. All school registers are stored in this safe at all times.

All visitors to the school will wear identification badges and are accompanied by a member of staff at all times. Visitors and contractors sign in/out.

All arrivals and departures of people whether students, staff, visitors or contractors are recorded.

5. Infection Control

It is the policy of St. Clare's Primary School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases.

Any individual, i.e. management, staff, student, contractor or visitor may unknowingly transmit/receive a virus or infection to/from fellow individuals in the school. All face the same hazard but with varying degrees of risk attached. The standard of awareness of staff and students in the school is particularly important in developing a management strategy for the safe conduct of work. In all cases, it is necessary to ensure the consistent use of appropriate safeguards.

The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided personal protective equipment (PPE) for use in all First Aid applications, cleaning tasks etc.

- the school provides appropriate Personal Protective Equipment (PPE) to staff where exposure to blood or body fluid is anticipated
- disposable gloves, aprons are used appropriately for nappy changing, cleaning blood and body fluids
- gloves are changed and hands washed after each care episode
- reusable household gloves are used for cleaning
- respiratory and cough hygiene and hand hygiene policies are in place
- an illness exclusion policy is in place
- a system of managing outbreaks of notifiable incidents is in place
- a robust intimate care and toileting policy is in place

Precautions for cleaning staff

The work of cleaning and other ancillary staff, including contractors, may involve accidental contact with materials that could be infectious. As well as the general precautions outlined on the previous page, cleaning staff must also observe the following safe working practices:

- always wear Personal Protective Equipment (PPE) provided for your protection when working in the school and see that it is properly worn
- use PPE for personal use and never use PPE that has been previously worn by someone else and dispose of PPE appropriately

St. Clare's Primary School Harold's Cross – Safety Statement

- wash your hands often while at work, especially after you have handled soiled equipment or materials that you have been instructed to move or clean and always before leaving the school or going to the staff room for food and drink
- cover cuts and grazes with waterproof dressings so that material you are handling cannot get into them.
- wear gloves when required
- do not touch any eating or drinking utensils, dishes or equipment in the school while using chemicals

6. Chemical Controls

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

In order to ensure that no harm comes to staff or students from the use of chemical substances at this service, the following safety procedures will be adhered to:

- use of chemicals at school will be limited to those which have been authorised by the Principal. These chemicals will be obtained from a reputable supplier or purchased by an authorised member of staff
- staff will be provided with and must use all PPE as advised
- spillage control and safe disposal procedures will be implemented in line with the instructions given
- staff may not bring onto the premises any chemicals without the authorisation of the Principal/Deputy Principal
- all chemicals will be stored securely out of reach of students when not in use; the storage area will be kept locked at all times
- only non-toxic child-safe chemicals will be used in the cleaning of the school.
- under no circumstances are contractors allowed to bring onto the premises any chemicals that may cause an injury to staff, students or members of the public. Where it is necessary for a contractor to use any chemical, approval must be sought from the Principal/Deputy Principal prior to the chemicals being brought on-site. Contractors will

be held responsible for any harm caused to persons if they do not inform the Board of Management of the use of chemicals at these premises.

Warning labels are designed to alert users to the potential risks associated with the use of a particular substance. As of 2010 red, white and black symbols have been appearing on chemical packaging and Safety Data Sheets in accordance with EC 1272/2008.

Control of Substances Hazardous to Health General Signage (Current)



7. Pregnant, Post-Natal and Breastfeeding Employees

The Board of Management of St. Clare's Primary School is conscious of its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2 'Protection of Pregnant, Post Natal and Breastfeeding Employees.'

It is the policy of St. Clare's Primary School to ensure, as far as is reasonably practicable, that the normal safety precautions will adequately protect pregnant, post-natal and breastfeeding employees.

A pregnant employee who feels she may be at risk should inform the Principal or Deputy Principal without delay to ensure appropriate precautions can be taken. A detailed risk assessment for pregnant employees is included in the appendices of this Safety Statement.

8. Workplace Stress

The Board of Management supports the work of the Employee Assistance Service through www.spectrum.life.ie

The Employee Assistance and Wellbeing Programme for Teachers and Special Needs Assistants will be provided by Spectrum.Life. under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available.

In addition, online cognitive behavioural therapy is provided.

As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service.

Spectrum.Life will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

St. Clare's Primary School Harold's Cross – Safety Statement

Website: www.spectrum.life.ie

Email:

Freephone: 1800 411 057

Non-teaching staff with concerns about workplace stress should contact the Principal or Deputy Principal in the first instance for confidential assistance.

Additional information in relation to workplace stress can be found on the Health and Safety Authority's website <http://www.hsa.ie>

Part 7

Hazard Identification and Risk Assessment

Table of Contents

1	Introduction to Risk Assessments	
2	Methodology used for hazard identification and control	
3	Relevant Legislation and Circulars	
4	Risk Assessment Index	
5	Detailed hazard identification and risk assessments	

St. Clare's Primary School Harold's Cross – Safety Statement

1. Introduction to Risk Assessments

The Board of Management revised this Safety Statement in August 2020 as COVID-19 represents a hazard in the context of health and safety in the school environment. The process included consultation with the Principal, Deputy Principal and all school staff. It involved an audit and review of the existing Safety Statement and the collection of risk assessment from staff.

2. Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management in St. Clare's Primary School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff and students are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

Risk assessments were carried out and following this process, and in line with section 26 of the Safety Health and Welfare at Work Act 2005, these were brought to the Principal and staff for approval and amendment, where necessary. The agreed assessments are incorporated into the Safety Statement for St. Clare's Primary School, in line with requirements of section 20 of the 2005 Act.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary risks are reassessed. Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation, new European Directives, new equipment, changes in work practices, etc.). In line with best practice they will also be reviewed on a regular basis.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

St. Clare's Primary School Harold's Cross – Safety Statement

Control measures

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the principles of prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- avoidance of risks
- evaluation of unavoidable risks
- combating of risks at source
- adaptation of work to the individual
- adaptation of workplace to technical progress
- replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- priority to collective protective measures over individual protective measures
- development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- appropriate training and instructions to employees

When the safety audit identifies hazards it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss.

Risk Assessment Method Used

Risk Rating	Priority	Action Required
Low	non-urgent	No Action Needed No Additional Controls
Medium	Action needed	Controls Required Controls Documented Assessment Recorded
High	Immediate urgent action required	Controls urgently required Assessment immediately recorded Controls Documented

3. Relevant Legislation and Department of Education and Skills (DES) Circulars and Guidelines

DES Circular 0024/2020: Coronavirus (COVID-19) Delay Phase Arrangements for Teachers and Special Needs Assistants employed in recognised primary and post primary schools

DES Circular 0054/2019 Chapter 2 – Maternity Leave Schemes

Guidelines on Managing Safety and Health in Primary Schools

Fire Services Act 1981 and 2003

Gas Act 1976

Safety, Health and Welfare at Work Act 2005

The Construction Regulations 2013

Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016.

REACH Regulations 2007

Chemicals Act 2008 – 2010

The Building Control Regulations 1997-2013

The Organisation of Work Act 1997

S.I. 78 of 2001: The Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001.

S.I. No. 146 of 1994: The Safety, Health and Welfare at Work (Biological Agents) Regulations, 1994 – amended by S.I. No. 248 of 1998.

S.I. No 157 of 1990; European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990 and Directive 2003/10/EC of the European Parliament and the Council on 6 Feb 2003 on: the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (noise).

S.I. 218 of 2000: The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations – Section 4.

S.I. No.457 of 1994: European Communities (Personal Protective Equipment) (CE Marking) Regulations, 1994.

S.I. No 619 of 2001: The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001.

****This list is not exhaustive.***

4. Risk Assessment Index

1. Fire
2. Use of Electrical Equipment
3. Slips, Trips and Falls
4. Playground: Slips, Trips and Falls and dangerous objects
5. First Aid
6. Administration of Medicines
7. Events: Concerts, Open Days, Science Exhibitions, Art Exhibition, Prayer Service,
8. Car Park, External Areas and Pedestrian Walkways
9. Boiler House
10. Visitors Log
11. Early Release of Students
12. Computers and Visual Display Units (VDUs)
13. Staff Room
14. Use of Knives, Scissors and Cutters
15. Chemical and Hazardous Substances
16. Bullying
17. Pregnant, Post Natal and Breastfeeding Women
18. Manual Handling
19. Additional Hazards
20. Classrooms including SET Rooms
21. Outdoor Classroom
22. Access/Egress
23. Infectious Diseases
24. Swine Flu
25. Storage Areas
26. Caretaking Activities
27. Kitchen Area (practical activity cooking)
28. PE equipment
29. Goal Posts
30. Out of School Activities – trips, matches, outings
31. Office Spaces
32. Administration
33. Maintenance Work

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Fire	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Outbreak of fire on the school premises	Burns, asphyxiation smoke inhalation risk of multiple injuries/fatalities collapse of structure	<ul style="list-style-type: none"> • The school is a single storey building and all areas of the building are fitted with fire extinguishers, fire call points, smoke detectors and emergency lighting. • The Fire Alarm is a fully automatic addressable system and is monitored 24/7. • Emergency exit routes are clearly identified. • Push bar mechanisms are fitted to all emergency exit doors, open outwards and are not locked. • Electrical equipment and systems on the premises are properly installed, conforming to ETCI rules and General Application Regulations 2007. • Students do not have access to electrical systems such as the ESB distribution boards and the boiler room. Access is restricted to competent person. • Only qualified, competent and authorised electrical contractors (RECI certified), nominated by the Board of Management are permitted to work on electrical equipment and systems. • All fire protection equipment and systems are serviced and maintained on a regular basis throughout the premises. • Mains electrical switch room and the boiler room are not used as storage areas. • All areas of the building are fitted with ELCB's to protect against oversupply of electricity. • Good housekeeping practices will be strictly adhered to, to minimise any build-up of materials throughout the school. • Staff are not permitted to bring electrical equipment such as kettles or heaters onto the premises. • Staff must follow the manufacturer's instructions when using flammable liquids and ensure they are not used near naked flames or any source of ignition. 	HIGH	Board of Management Principal Staff Students Visitors

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none">• Use of multiple adaptors is not permitted, so as to prevent overloading the electrical system.• No storage of combustible materials, school equipment or personal belongings is permitted on exit routes or in corridors.• Staff must immediately report electrical faults etc. and cordon off area or take defective equipment out of use (e.g. damaged cables, loose plugs/sockets).• In the event of an alarm activation, fire procedures must be complied with immediately. Assembly points are identified for individual classes and are listed in the Emergency Procedure Plan.• Instruction and training will be provided to all staff and students by the Principal and or the Deputy Principal.• Fire drills are held at regular intervals to ensure that those involved are aware of and abide by emergency procedures. Records are maintained of all drills• Sign in/Sign out system is in place for visitors and visitors are required to wear ID badges.• Fire Safety Register and a Fire Safety Manual will be maintained.		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Use of Electrical Equipment	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Defective electrical equipment Exposed wiring/live parts Failure in earth Electrical equipment subject to heavy wear and tear Electrical equipment becoming live	<ul style="list-style-type: none"> • Electrocution • Fire • Burns from hot surfaces 	<ul style="list-style-type: none"> • All electrical equipment in use in St. Clare's is modern and undamaged. • The mains electrical switch room is not used as a storage area. • All electrical equipment must be used in accordance with the manufacturer's instructions and should be appropriate for the task for which it was intended. All equipment includes protection from moving parts. • Any defective, broken or faulty equipment should be reported immediately to the Principal/Deputy Principal and taken out of circulation and marked appropriately until repair or disposal. • Electrical cables are laid in a safe manner away from danger zones and are inspected at regular intervals for damage or signs of overheating. No trailing cables are permitted. • The use of adaptors is not permitted and sockets are not overloaded. • Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained. • All portable electrical equipment is tested periodically by competent person and records filed. • Staff are not permitted to bring electrical equipment, such as kettles or heaters to work. 	Medium	Principal Caretaker Staff

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none">• Visual checks carried out as follows: Tools/appliance<ul style="list-style-type: none">• On/off switch is working correctly• No signs of damage to casing• No loose parts or missing screws• Live parts are properly guarded so as not to be inadvertently accessible Cables<ul style="list-style-type: none">• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible Plug<ul style="list-style-type: none">• Securely anchored, no sign of cracked casing, overheating, loose or bent pins Socket outlet<ul style="list-style-type: none">• No cracks or damage or sign of overheating		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Slips, Trips and Falls	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Spills, e.g. liquid spills, drinks, art/craft materials/water play	Injury due to slip, trip fall	<ul style="list-style-type: none"> • The floors are designed to minimise the likelihood of slips, trip and falls. • The floors are regularly checked for damage. • Staff are not permitted to take hot drinks from the staffroom. • All students remain seated while eating their lunch and are reminded to exercise caution. • Students are supervised and monitored by teachers while eating their food. • All spills are dealt with immediately. • Absorbent material is used to soak up the spill. • Absorbent materials are located near high spill areas. 	Medium	Principal Caretaker Staff Students
Inadequate storage of school equipment and personal belongings	Injury due to slip, trip fall	<ul style="list-style-type: none"> • School equipment is stored tidily. Bags, boxes etc. are not stored where they could cause injury. • School bags are closed and stored tidily on the back of the student's chair. • Coat hook are located outside each classroom and students hand coats, jackets and hi-visibility jacket on a hook using the loop on the inside of the garment. This is to ensure that the item of clothing will not fall onto the floor. • Sports bags and camogie/hurling/athletics/swimming gear are stored under the sink areas outside Room 9, 10, 11, & 12 and safely under the work area at the rear of the room in classrooms 5, 6, 7 & 8. • The floors and access routes are kept clear at all times. 	Medium	Principal Caretaker Staff Students
Inadequate fitted mats	Injury due to slip, trip fall	<ul style="list-style-type: none"> • All mats are properly fitted and installed • Mats are recessed into the flooring in new extension • Heavy duty mats are used at the following areas: <ul style="list-style-type: none"> - Entrance/Exit – Room 12 - Front Entrance (Main) & Rear Entrance (Kitchen) 	Medium	Principal Caretaker Staff

St. Clare's Primary School Harold's Cross – Safety Statement

Area prone to constant wetting	Injury due to slip, trip fall	<ul style="list-style-type: none"> Brushes are provided at rear entrance area for students, staff, visitors and contractors to remove excess moisture from footwear before entering the building. Sinks are kept clear to avoid overflow. 	Medium	Principal All staff members Students Visitors Contractors
Level changes	Injury due to slip, trip fall	<ul style="list-style-type: none"> All areas where levels change are clearly identified Slip resistant surfaces are ensured. Proper lighting is provided Drain covers are in place Changes in levels are highlighted. 	Medium	Principal All staff members Students Visitors Contractors
Cables and hoses	Injury due to slip, trip fall	<ul style="list-style-type: none"> No trailing cables and hoses is permitted Retractable reels are used Cables are kept tidy and away from walkways in office and classrooms and enclosed in cable tidy. 	Medium	Principal All staff members Contractors
Slippery surfaces	Injury due to slip, trip fall	<ul style="list-style-type: none"> Particular attention is paid to pedestrian walkways, paths that may become slippery during severe weather and treated with salt as and when required. Toilet floors are non-slip and checked regularly. 	Medium	Principal Caretaker Staff Students Contractors
Cleaning and washing floors	Injury due to slip, trip fall	<ul style="list-style-type: none"> Floor cleaning takes place outside school hours and with the use of warning signs. A system is used to keep pedestrians away from wet/moist floor areas using physical barriers and warning signs. Excess liquid is removed to assist the floor drying process and as far as possible, the floor is cleaned until dry. 	Low	Principal Caretaker Staff Students Contractors
Warning signs	Injury due to slip, trip fall	<ul style="list-style-type: none"> The yellow warning signs are removed when the hazard has been dealt with. 	Low	Principal All staff members
Shoes/footwear with poor slip resistance	Injury due to slip, trip fall	<ul style="list-style-type: none"> Suitable slip resistant footwear is worn at all times by staff and students. Students shall not participate in PE without suitable footwear. Flip flops are not permitted. The footwear policy is notified to all staff and students at the beginning of each term. 	Low	Principal Caretaker Staff Students Contractors

St. Clare's Primary School Harold's Cross – Safety Statement

Damaged furniture	Injury due to slip, trip fall	<ul style="list-style-type: none">Broken furniture is removed until repaired or replaced.	Low	Principal Caretaker Staff
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Playground: Slips, Trips Falls and dangerous objects	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Slips, Trips, Falls	Injury	<ul style="list-style-type: none"> Students and staff are informed of code of behaviour for St. Clare's Primary School relevant to behaviour in the playground. Playground supervision roster is established and implemented. The condition of the playground is inspected every morning before school opens by the caretaker and by supervising staff members during break time. 	Low	All staff members
Dangerous objects in the playground	Injury	<ul style="list-style-type: none"> Protocols are in place for checking the playground for dangerous objects such as syringes, etc. All such incidents reported immediately to the caretaker. PPE is used when removing dangerous objects and a dedicated safe bin is provided before disposal. 	Low	Caretaker Teachers SNAs
Incident of sudden sickness/injury in the playground	Illness, injury, trauma	<ul style="list-style-type: none"> Assess assistance from the nearest staff member on duty. If appropriate, the student is taken inside to a quiet area and appropriate first aid administered. Inform the Principal/Deputy Principal and certified First Aider and decide on appropriate further action or medical referral. Complete accident report form for school records. 	Low	All staff members
Aggressive or violent behaviour in the playground	Injury	<ul style="list-style-type: none"> Assess assistance from the nearest staff member on duty. Send a responsible student to the staff room to get further assistance. Inform the Principal/Deputy Principal. Follow the established procedures set out in the school's Code of Behaviour. 	Medium	All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	First Aid	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Inadequate first-aid equipment/kits	Injuries could be serious or life threatening if not dealt with quickly and appropriately	<ul style="list-style-type: none"> First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines (see recommended contents of first aid kit on page 20). Specific responsibility has been given to Patricia Kelly for re-stocking the kits. 	Low	Patricia Kelly
Inadequate information about trained first-aider	Injuries could be serious or life threatening if not dealt with quickly and appropriately	<ul style="list-style-type: none"> One certified occupational first-aider is available in accordance with the Health and Safety Authority guidelines during school hours. Staff and students are aware of who the occupational first-aider is and how to alert her in the event of an emergency. If occupational first-aider is unavailable an alternate person is designated to take over in the event of an emergency. 	Low	All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Administration of Medicines	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Students with a temporary illness or a chronic medical condition	Danger of injury, seizure or death	<ul style="list-style-type: none"> • The school obtains written and signed consent from the student's parents/guardians to administer medication along with the appropriate instructions. • The designated staff are instructed and trained in the appropriate procedure. • The Board of Management has a policy on administration and storage of medicines with regular review and monitoring of the policy. • Medication is stored securely in the Principal's Office and clearly labelled and identified with the student. • A medical care plan is place for students with conditions that may require emergency intervention • Checks are completed before administration of medication (see full policy) • Staff perform hygiene techniques when administering medication. • A written record of dates and times when medication is administered signed by two members of staff. 	Low	
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Events – Concerts, Open Days, Science Exhibitions, Art Exhibition, Parent Evenings, Prayer Service	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Fire restricted access/egress Electrical faults	electrocution shock burns smoke inhalation delays in exiting the building fire causing death or injury	<ul style="list-style-type: none"> • The school is a single storey building and all areas of the building are fitted with fire extinguishers, fire call points, smoke detectors and emergency lighting. • The Fire Alarm is a fully automatic addressable system and is monitored 24/7. • The emergency exit routes are clearly identified and the fire assembly point is clearly marked. • Push bar mechanisms are fitted to all emergency exit doors, open outwards and are not locked. • Exit routes are kept free from obstruction and stewards are in place during events to ensure escape routes are unobstructed. • The Principal or her delegate has overall responsibility for safety, health and welfare of all persons attending events. • The school emergency plan is brought to the attention of the stewards assisting at the event. Torches are provided to the stewards during evening performances to assist them in the event of the need to evacuate the building. • The agreed policy and procedures is followed on the maximum number of audience permitted, seating booked in advance and seating is pre-numbered. • The emergency evacuation plan is explained to the audience before each performance/event. (safety announcement) • The audience shall remain seated during performance. • Smoking including e-cigarettes is prohibited in the building and in the grounds. • The audience will remain seated following the performance and await directions on where to be re-united with their child/children. • A qualified electrician is present during all concert performance. • 	Medium	Principal Deputy Principal All staff members Students Parent Visitors Contractors All attending events
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Car Park, External Areas and Pedestrian Walkways	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Slippery walkways due to ice	Slips, trips, falls	<ul style="list-style-type: none"> The caretaker applies salt in icy weather to the pedestrian walkways, paths and the area at the main gate. Students line up in the hall under supervision if the playground is icy. 	Medium	Caretaker
Person being hit by a vehicle	Injury or death	<ul style="list-style-type: none"> There are specific controls and procedures for vehicular access to the school grounds. A traffic management system is in operation and students enter the school grounds via the pedestrian gate and walk along the pedestrian walkway and cross at the designated area. Parents are notified of the procedures and policy at the beginning of every term. Staff cars and taxis transporting special needs students are permitted entry to the school grounds. The parking area for staff is clearly marked and set down area for taxis with special needs students. The pedestrian routes for students and parents are clearly marked and appropriate signs are in place. Controls are in place around the delivery of goods (deliveries only permitted between 09:00 – 13:00) All students wear hi-visibility jackets coming to and going home from school. Staff supervise student arrival and dismissal and wear hi-visibility jackets. Bike and scooter stands are provided for students and staff. Cycling is prohibited on the school avenue. Access to the playground is restricted to students and staff with supervision in place and the gate is locked daily at 08:50. Late arrivals must present at reception. Students are escorted by the class teacher to the gate at dismissal time. The car park surface, pedestrian walkway and paths are checked on a daily basis for broken glass or debris and removed. 	Low	All staff
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Boiler Room	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Flammable Gas	Asphyxiation Fire Explosion Burns	<ul style="list-style-type: none"> • The boiler room is a concrete compartment with a ventilated door and is kept locked at all times. • The boiler and boiler room is not accessible to staff or students. • Safe access is provided and unsafe access is prevented. • Gas detectors are in place with automatic shut off. • Gas detectors are serviced annually. • The fire detection system in the boiler room is linked to main alarm system and serviced annually. • The boiler is serviced annually and service records are maintained. • A work permit is operated for all work in the vicinity of the boiler room. • All personnel working in the boiler house or carrying out essential repairs to the school heating system must institute any control measures deemed necessary by their own SSWP. • It is the responsibility of service engineers to leave the work place clean and safe and all waste materials to be removed. • If a smell of gas is detected gas networks are notified immediately. • Unauthorised persons are not permitted in the vicinity of the boiler room. • The storage of combustible materials or machinery in the boiler house is prohibited. • Smoking is prohibited in the vicinity of the boiler room. 	Low	Board of Management Principal Caretaker Contractors
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Visitors Log	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Person on the premises without the knowledge of principal or other staff member	Inappropriate access to students Injury, trauma Death	<ul style="list-style-type: none"> • Access is restricted to authorised persons with an electronic door entry system fully operational. • Entrance to the school is controlled by an electronic control and door is released by the Secretary, Principal/Deputy Principal. • Teachers, SNAs or students are not permitted to allow access to visitors, parents or other persons. • All staff are advised of the access procedures and do not to let others enter behind them into the building. • Principal/Deputy Principal is informed in advance of speakers/psychologists/Therapist. • Visitors must provide identity if and when requested. • Visitors will be sign in with name, purpose of visit and sign out on leaving. (visitors log) • Visitors will remain in the reception area; this is a controlled area with no access to the classrooms or other areas of building. • Visitor will wear a badge identifying them as an accredited visitor. • Visitor will be escorted to the appropriate person or remain in reception until met by an authorised member of staff. • Visitors are escorted by the authorised member of staff when exiting the building. (Child Safeguarding Statement) • Protocols are implemented consistently and reviewed regularly. • All visitors must follow the Visitors Policy. 	Medium	Principal Deputy Principal Secretary All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Early Release of Students	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Student being picked up by person other than Parent/guardian or designated person	Access to students by inappropriate person, injury, trauma	<ul style="list-style-type: none"> The school has an Authorisation to Collect Students' policy which is implemented consistently, regularly reviewed and communicated to parents annually. Students shall only be released by the school personnel to an authorised person nominated by the parent and the name of the nominated person is duly notified in advance to the school authorities by the parent/guardian. The authorised person nominated by the parent must have Photo ID. Telephone requests will only be accepted in an emergency. In such instances the school authorities will phone the parent/guardian back to verify the call and the request. 	Low	All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Computers & Visual Display Units (VDU's)	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Unsuitable layout of workstation	Repetitive strain injury (RSI) Upper limb pain and discomfort Bad working posture Visual problems	<ul style="list-style-type: none"> • Workstations are arranged to avoid awkward movements, reflections, aches and pains. • The Board works with staff to ensure compliance with the necessary regulations taking account of: <ul style="list-style-type: none"> ○ position of the monitor with regard to lighting and distance ○ height of work desk ○ adjustable and ergonomically designed chair with footstool where necessary ○ position of the keyboard and mouse to allow for adequate support for the arms and hands • Employee workstations will be assessed in line with I requirements for display screen equipment. • Monitors with poor image quality or flickering screens will be repaired or replaced. • Only software suitable for the requirements of the job will be used. 	Medium	Board of Management Principal
Inadequate breaks	Eye strain Eye fatigue Headache	<ul style="list-style-type: none"> • Where VDU is intensive or continuous adequate breaks are taken to rest eyes. • Eye screening/eye tests will be offered to staff using VDU's on a continuous basis in line with regulations. 	Medium	Board of Management Principal
Electricity/electrical cables	Trips and falls Shock	<ul style="list-style-type: none"> • No trailing leads • Sockets are not overloaded 	Medium	All staff
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Staff Room	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Wet floors and spillages Unsafe storage of utensils and crockery Steam Heated utensils and appliances Fire Explosion Defective portable electrical equipment	Injury from slips, trips and falls Toppling of goods Electrocutation Scalds Burns Cuts Smoke inhalation	<ul style="list-style-type: none"> • Access to the staff room is restricted to staff members only. • Staff access and egress must be maintained throughout the room. • Microwaves used in line with the manufactures instructions. • Portable electrical appliances visually inspected before use. • Utensils, crockery and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access. • Defective electrical equipment shall be clearly identified, labelled as out use and stored separately to prevent accidental use. • Personal and other items are not to be stored on the floor or under the chairs. • Each staff member must put used crockery, cutlery and utensils into the dishwasher. • Good housekeeping is adhered to all times in the staff room. • Staff who spill drink or food must clean it up immediately. • Knives are not left soaking in the sink. • The staff room is fitted with appropriate fire alarm system. • Appliances are serviced as per the manufactures instructions and by a registered contractor. • Report defects to the Principal/Deputy Principal. 	Low	All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Use of Knives, Scissors and Cutters	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Scissors, sharp knives, cutters, sharp objects (staples)	cuts and lacerations	<ul style="list-style-type: none"> • Student scissors are used in classroom. • Students are instructed in the safe use of scissors, knives, cutters and staplers. • Tools are used in the manner for which they are designed to be used. • A visual check should be carried out by the teacher before use to ensure that there are no visible faults. • Knives, cutters, scissors and staplers are checked for damaged once per term and disposed of if damaged. • Scissors, knives, cutters counted out to students at beginning of the class and counted back at the end of the class. • Knives are washed separately from other items of equipment and are never left soaking in the sink. • Knives and cutters are stored separately to other equipment and never stored in a classroom. 	Medium	Principal Caretaker Staff Students Contractors
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Chemical and Hazardous Substances	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
solvents, flammable materials fumes from paint and glues	Fire causing death or injury Asphyxiation Explosion Respiratory irritation	<ul style="list-style-type: none"> • All chemicals, photocopier toner, detergents are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be stored in accordance with the requirements of the Safety Data Sheet (SDS). • Safety data sheets supplied with all such materials are retained on file in the office and Cleaning Store Room and updated as required. • Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS). • Chemical Safety Awareness training is provided to staff. • Flammable liquids must be used and dispensed in a safe place with adequate natural or mechanical ventilation. • Sources of ignition i.e. static electricity, unprotected electrical equipment, naked flames etc. are prohibited where highly flammable liquids are being used. • A system of inspection of stock and disposal of deteriorated materials is operated. • Containers must be kept closed to stop vapour escaping. Spillages must be contained; Spillages of flammable liquids must be dealt with immediately. • All containers of flammable substances whether full or empty should be treated as if they are full and as highly dangerous. • Waste material is cleaned and disposed of appropriately • Only safety approved substance are used by students – non-toxic glue and paint. 	Medium	Board of Management Principal Staff Students Contractors
Contact with chemical cleaning products	Skin irritation	<ul style="list-style-type: none"> • Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in Cleaning Store Room. • All users and personnel has access to the Safety Data Sheet (SDS). 	Medium	All staff members

St. Clare's Primary School Harold's Cross – Safety Statement

	<p>Allergies</p> <p>Splashes (eyes)</p> <p>Burns</p>	<ul style="list-style-type: none"> The cleaning Store Room is locked to prevent unauthorised access or use. Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS). Chemicals are labelled and stored safely in accordance with requirements of Safety Data Sheet (SDS) Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together. Absorbent material (rolls of blue paper) is readily available to soak up spillages. 		
Contact with biological agents	<p>Needle stick injury</p> <p>Infectious disease</p> <p>Exposure to infectious diseases</p>	<ul style="list-style-type: none"> All biological fluids e.g. blood and bodily fluids are treated as potentially infectious and gloves are worn during clean up. Shaving cream or foam is not used as a play material. To reduce the possibility of a needle, stick injury, individuals should not put their hands into bins or into areas where the contents cannot be seen. Clinical waste must be disposed of in the clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company. If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately. 	Medium	All staff members
Contact with hazardous substances	<p>Dermatitis or allergy</p> <p>Spills</p> <p>Burns</p>	<ul style="list-style-type: none"> The school has a contract with a cleaning company and have their own safety statement which is on file in the Cleaning Store Room. 	Medium	Cleaning Company
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Bullying	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Workplace bullying	Effects on physical health, mental health Isolation Low Morale	<ul style="list-style-type: none"> 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. There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information. All new employees, permanent or temporary receive a copy of the policy. 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. Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant. Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned. Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee. A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure. 	Medium	Board of Management All staff members
Student Bullying	Damage to physical and mental health	<ul style="list-style-type: none"> The school has formally adopted an anti-bullying policy that fully complies with the requirements of the <i>DES Anti-Bullying Procedures for Primary & Post-Primary Schools 2013</i>. The Board conducts an annual review of the school's anti-bullying policy and its implementation in accordance with checklist set out in Appendix 4 of <i>DES Anti-Bullying Procedures for Primary & Post-Primary Schools 2013</i>. Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned. 	Medium	Board of Management All staff members

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none"> The school fully complies with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children. The school has adopted and will implement the DES Child Protection Procedures for Primary and Post Primary Schools 2017 as part over Child Safeguarding Statement. 		
Aggressive threatening behaviour towards a staff member	Physical injury, stress, psychological trauma	<ul style="list-style-type: none"> Alert nearest staff member. Immediately inform the Principal/Deputy Principal. Follow established school procedures. 	Low	All staff members
Stress	Effects on physical health, mental health Isolation Low Morale	<ul style="list-style-type: none"> The Board provides reasonable systems of work that comply with legislation, regulations and guidelines in order to protect employee's wellbeing. The Board complies with procedures in section 6 of the Safety Statement. The Board encourages positive working relationships and an annual staff review takes place with the Chairperson. The Board consults with staff to identify problems and to develop systems. 	Low	Board of Management All staff members
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Pregnant, Post Natal & Breastfeeding Employees	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Manual handling contact with chemical agents Working with VDUs Mental and physical fatigue	Harm to the unborn child or breastfed babies Infection Manual handling injury	<ul style="list-style-type: none"> On receipt of the notification that an employee is pregnant, the Board of Management will assess the specific risk to that employee and take action to ensure that she is not exposed to anything referred the Act that will damage either her safety or health or that of her developing child. A detailed risk assessment checklist for pregnant employees has been devised – (Appendix of this document). Suitable control measures and actions will be implemented on the basis of identified individual need following assessment. The <i>Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations SI 218 of 2000- Section 4 applies as does DES Circular 54/2019 Chapter 2 on Maternity Leave, Health and Safety Leave and Maternity Protection Act 1994.</i> Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm. Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items. 	Low	Board of Management Principal
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Manual Handling	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
<p>Transporting heavy loads over distances</p> <p>Pushing/pulling heavy or awkward items</p> <p>Lifting a heavy load above shoulder height</p> <p>Poor housekeeping</p>	<p>Musculoskeletal injury</p> <p>Back Injury,</p> <p>crushing of hands or feet</p> <p>Bruised or broken bones</p> <p>Lower back disorder</p>	<ul style="list-style-type: none"> • The Board of Management will adhere to the principles Guide to the Safety Health and Welfare at Work (General Applications) Regulations: Manual Handling Chapter 4 or Part 2 and eliminate as far as practicable the need for manual handling. • Employing the proper procedures and ensuring that no practice is used which may act a source of danger. • Clay for use in art classes is purchased in 5kg bags. • All material is stored close to the point of use or the source of the handling aid. • Staff will carry out a risk assessment of the task prior to manual handling. • Materials are stored at a convenient height to prevent over stretching or stooping when moving them, e.g. heavier items are stored on the middle shelves. • When accessing upper shelves or articles stored at height staff shall use the steps provided. • Staff shall not lift any load in excess of their own lifting capacity. • Staff choose the safest route for moving items. • All members of staff are encouraged to seek help when manual tasks are being undertaken and to follow the manual handling guidance in Safety Statement. 	<p>Low</p>	<p>Board of Management</p> <p>All staff members</p>

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none"> • Assistance is available and should always be sought in the event of a load being considered too heavy or awkward for one person. • An appropriate trolley is provided to move items and staff shall use the mechanical aids provided to carry out manual handling tasks and to move equipment. • It is prohibited to use a chair or table for standing on to fix display material to walls or notice boards. • Ensure that steps or a platform system, which is used for access, is placed on a level surface which provides adequate friction and stability. • The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture. • Staff will receive training in manual handling techniques. • Special training will be provided to members of staff who have the responsibility of caring for semi-ambulant students. • All staff must inform the Principal of any manual handling difficulties they encounter. 		
<p>Assessment Date: July 2020</p>		<p>Assessor's Name: Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Additional Hazards	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Exposure to asbestos	Asbestos related lung disease	<ul style="list-style-type: none"> Asbestos survey carried out in accordance with the Technical Guidance Document HSG 264 indicating no presence of asbestos in the school building is included in Safety Management System File (SMS) 	Low	Board of Management
Radon	Lung cancer and other health risks	<ul style="list-style-type: none"> Radon measurement taken by an accredited measurement company and have been informed very low level of radon. 	Low	Board of Management
Mould	Lung irritation Sensitisation Adverse health affects	<ul style="list-style-type: none"> The building is well insulated and good ventilation is in place and gutters are cleared and in good working condition. The bathroom facilities are new and have a particularly high standard of hygiene arrangements. Preventive maintenance procedures are in place to check for leaking pipes. 	Low	Board of Management
Legionella bacteria	Pontiac fever Legionnaires disease	<ul style="list-style-type: none"> The cold water tank is fitted with a cover and is located in concrete and brick structure located on the roof and protected from extremes of temperature. The cold water storage holds enough for a day's use and has no build-up of scale or sludge. The hot water distribution pipes are insulated. The cold tanks flushed regularly during term time due to school usage. The cold water tanks flushed periodically during holidays and fully flushed in advance of the start of a new term and records retained. The water storage tanks are cleaned and disinfected every 6 months. The shower head and cleaned and disinfected quarterly and records retained. 	Low	Board of Management Principal Cleaning Contractors
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Classrooms (including SET Rooms)	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Spills, e.g. liquid spills, drinks, art/craft materials/water play Bullying Fire	Slips, trips, falls	<ul style="list-style-type: none"> • All classrooms are fitted with vision panels in the doors and are appropriately ventilated. • The classroom windows in Room 5 and 6 are fitted with restrictors to allow opening without risk to pedestrians on the adjacent path. • The area around the classroom door is kept free of all equipment and items of furniture to ensure ease of access and egress at all times. • Trailing cables are not permitted. • The floors and access routes are kept clear at all times. • Teachers regularly remind students what is safe and not safe to do while on the school premises. • Students are not allowed to be in the classroom unsupervised. • Child Safeguarding Statement shall be followed by all staff. • All equipment and books will be placed in the correct storage in accordance with school policy. • Good housekeeping procedures will be implemented by teachers at all times. • Bags, boxes etc. are not stored where they could cause injury. 	Low	All staff members

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none">• School bags are closed and stored tidily on the back of the student's chair.• Coat hook are located outside each classroom and students hang coats, jackets and hi-visibility jacket on a hook using the loop on the inside of the garment. This is to ensure that the item of clothing will not fall onto the floor.• Sports bags and camogie/hurling/athletics/swimming gear are stored under the sink areas outside Room 9, 10, 11, & 12 and safely under the work area at the rear of the room in classrooms 5, 6, 7 & 8.• All items of clothing and school bags are kept away from radiators.• Appropriate instructions will be given by teachers before students use scissors and cutters.• Scissors and cutters are stored separately from other equipment.• Scissors and cutters are counted out to students and counted back at the end of the activity.• Scissors and cutters are checked for damage once per term and disposed of if damaged.• Tools are used in the manner for which they were designed to be used.• Students are not permitted to remove cutting instruments from the classroom.		
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St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none">• Teachers ensure that students understand the instructions. The suitability of the task is assessed.• Teachers are responsible for their own classroom/work environment. All staff adhere to the clean desk policy.• Teachers adhere to the procedures and routines regarding supervision of pupils when getting coats, movement on the corridors, going to the playground, changing for extra-curricular activities, dismissal times and at other change times during the day.• Teachers ensure that students carry out all routines in a safe manner and do not create a danger for themselves or others.• All equipment is checked by teachers to ensure it is safe before use.• Art materials are purchased centrally and only safety approved substances are used in the school – non-toxic glue and paints, water based products and non-solvent based that do not omit fumes or vapours.• Safety procedures and rules apply for participation in in science, art, use of ICT and PE classes at all times.• Students are informed of the safety procedures for subjects such as science, internet use, art and craft, PE as outlined in the Science Policy, Visual Arts Policy, PE Policy.• Demonstration of safe practice will be undertaken before science, art, ICT and PE classes commences.		
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St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none"> • Students are supervised during experiments. • There is no unnecessary movement around the classroom during art class, PE class, science class. • Staff are not permitted to stand on a chair to work at height, putting up posters, starting data projector, etc. • All students remain seated while eating their lunch and are reminded to exercise caution. • Students are supervised and monitored by teachers while eating their food. • All spillages are cleaned up immediately. • Staff and students observe the general rules of safety at all times. • Any damage to infrastructure must be reported to the Principal/Deputy Principal immediately. 		
<p>Assessment Date: July 2020</p>		<p>Assessor's Name: Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Outdoor Classroom	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Pond Raised kerb Vegetation Composting area	Slips, trips, falls Cuts/lacerations Allergies	<ul style="list-style-type: none"> • Students do not access to the pond area and/or Outdoor Classroom except with adult supervision • The Outdoor Classroom is checked regularly to ensure the area is safe, secure and hygienic • A daily risk assessment is carried out by the caretaker • The pond is covered with a mesh at all times • Students are not permitted to go beyond the viewing area for the pond • The access gate to the outdoor classroom is locked at all times except when in use • The area is kept free of leaves, vegetation and tripping hazards. • Outdoor classroom and pond area are well maintained • All gates are secure and in good working order • Only one class group permitted in the Outdoor Classroom/pond area at any one time. • The walkways are clear of all hazards 	Low	All staff
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Access/Egress	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Blocked or obstructed access route	Unable to safely access/egress the building	<ul style="list-style-type: none"> • Fire exits are clearly marked. • All doors, gates and access routes will be maintained in good condition and will be kept clear at all times from obstruction. • All floor surfaces inside and outside will be kept free from tripping or slipping hazards. • Supervision appropriate to the size and volume of pedestrian traffic will be provided inside the building and throughout the grounds when required, i.e. arrival time, break times, dismissal, movement of students and classes, etc. • Specific procedures and routines are in place whereby classes wait at designated points before proceeding forward. • Students and staff walk in single file on the left hand side of corridors and pedestrian walkways. • Security lighting is fitted and operated on light sensitive. • All fire doors are checked weekly to ensure that they operate correctly. • The automatic closure mechanism on the fire exit doors are set so as not to cause hands to be trapped. 	Low	Board of Management All staff members Visitors Contractors
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Infectious Diseases	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
	Infection Illness	<ul style="list-style-type: none"> • Appropriate personal protective equipment (PPE) is available for dealing with body fluids spillages, intimate care and for first aid. • Respiratory and cough etiquette and hand hygiene polices are in place. • An illness policy is in place. • A system of managing outbreaks of notifiable incidents in is place. • A hand- washing policy is in place. • A body fluids spillage policy is in place • An infection control policy is in place • An intimate care policy is in place • Adequate and suitable sanitation facilities are provided with hot water available. • Staff are aware of infection control, hygiene and cleaning policies. • Equipment, furniture and fixtures are kept in a clean and hygienic condition. • Rigorous cleaning schedules followed • Students are made aware of personal cleanliness. • Pedal bins used throughout building • No sweeping brushes/mops/dustpans accessible in rooms • Hand washing guidelines are displayed in each toilet area • Perishable food is kept in refrigerator at temperatures between 0-5 degrees 	Medium Active monitoring	All staff
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Swine Flu	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Swine Flu	Infection Illness	<ul style="list-style-type: none"> • At all times the school encourages good respiratory and hand hygiene. • Students and staff have information on the symptoms of influenza, how to report a possible case and on how to prevent the spread. • Coloured posters are displayed on hand hygiene, respiratory hygiene and cough etiquette in all classrooms, bathroom areas, staff shower and the common areas around the building. • Alcohol based hand sanitiser is located inside the main entrance doors. • Any sick students or staff should stay at home for seven days from the onset of symptoms of Influenza A (H1N1). • If there is an outbreak of Pandemic of Influenza A (H1N1) or a cluster of respiratory illness in the school, the local Department of Public Health will be notified and will undertake risk assessment. There may be instances where class or school closure is appropriate. Unless the Department of Public Health advice the Board of Management to close as a precautionary measure, the school will remain open. The Board of Management will notify the Department of Education & Skills of the position without delay. • National Pandemic Influenza Plan is available form www.hse.ie • The Board of Management will keep itself informed of development regarding Swine Flu by checking the HSE website www.hse.ie 	Low	All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Storage Areas (including Science, Art, PE, Maths, Guided Reading, Music, Cleaning, External Stores, Book Rental, Staff Central Resource Room, etc.)	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Materials falling from height	Cuts Abrasions Falls from height	<ul style="list-style-type: none"> • The storage policy in St. Clare's is 'everything in its place and a place for everything'. • All storage areas are kept locked at all times when not in use. • Only authorised personnel are permitted access to the storage areas. • High standards of housekeeping will be maintained allowing adequate room to move around safely in the storage areas. • All cleaning equipment is stored in the Cleaner Store Room. • Storage of materials will be within easy reach and shelving will be sturdy enough to hold any heavy items. • These control measures apply to all storage areas in the school. 	Low	Board of Management All staff members
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Caretaking Activities	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Poor housekeeping Unsafe systems of work	Slips, trips, falls Cuts, lacerations Eye injuries Amputation Fatalities	<ul style="list-style-type: none"> • The external store used by the caretaker is adequately lit, free from trip hazards and all items stored in accordance with school policy (<i>everything in its place and a place for everything</i>). • The caretaker is trained in general safety procedures, hygiene, safe use of chemicals and including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures. • The caretaker will always wear the PPE provided and ensure that it is properly worn as per the manufacturer's instructions. • The caretakers shall only be use the PPE and clothing provided for personal use. • The caretaker is briefed on risk assessment, protective equipment, clothing and safety notices. • Any cuts or injuries received must be treated immediately by a trained First Aider in the school. • All hand tools provided by the school must only be used for the purpose for which they were intended and tools not fit for purpose will be repaired or replaced. • The trolley shall be used for moving items around the school. • The caretaker will monitor hazard reporting and will note and date all actions taken in relation to report hazards. 	Low	Board of Management Principal Caretaker

St. Clare's Primary School Harold's Cross – Safety Statement

Exposure to hazardous substances (pesticides, herbicides, cleaning products)	Skin irritation Allergies Burns Splashes (eyes)	<ul style="list-style-type: none"> The caretaker when using chemicals shall do so safely and in line with the manufactures instructions and guidance. Safety Data Sheets (SDS) are available for all hazardous chemicals and accessible to the caretaker and updated as required. The least hazardous herbicides, pesticides and chemical cleaners is purchased. All chemicals, are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be stored in accordance with the requirements of the Safety Data Sheet (SDS). Chemical Safety Awareness training is provided to the caretaker. The caretaker has been provided with personal protective equipment (PPE) and clothing and has been instructed on how to use PPE correctly. 	Low	Board of Management Principal Caretaker
Unsafe use of step ladder Unsafe storage of step ladder	Injury due to slip, trip, fall Fall from height resulting in serious injury or death	<ul style="list-style-type: none"> The step ladder is only used for a short duration (less than 30 minutes), for light work and where the risk to injury is low. The step ladder is stored safely and unauthorised use is prohibited. The step ladder is not placed on a drum, box, table or other such base. Footwear is free from mud or grass before climbing the step ladder. 	Low	
Working with electricity Grass cutting	Electrocution Injury – using ride on mower	<ul style="list-style-type: none"> The caretaker does not carry out repairs on electrical circuits Grass cutting and ground maintenance is carried out by contractor who have their own Safety Statement. 	Low	Board of Management Principal
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Kitchen (Cooking with Students)	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Cooker – hob & oven Hand blenders Pots/pans Utensils/Knives	Electrocution Overheating of oil Scalding Slips, trips and falls Burns Contact with hot surfaces/liquids	<ul style="list-style-type: none"> • Clear safety rules and guidelines apply when cooking and these are stringently applied by class teachers in order to protect the welfare and safety of their students. • Students are instructed in the safe use of equipment and supervised at all times during the practical activity of cooking. • Students must pay attention to what they are doing and follow the instructions exactly. • Equipment is used according to manufacturers' instructions and is appropriate to the age and stage of development of the student. • Potholders, tea-towels and any combustibles is kept away from the cooker. • Knives or other sharp objects shall not be placed into a full sink. • Cooking oil must not be left unattended in saucepans or frying pans. • The cooker shall not be left unattended when in use. • Handles of pots and pans shall be turned inward. • Sleeves must be tucked in or rolled up and avoid reaching over the cooker hob when cooking. • All food/liquid spillages cleaned up immediately. • The fire blanket, fire extinguisher and a first aid kit are readily accessible in the kitchen area. • The cooker has an isolation switch. • Any burns, cuts etc. that a student may sustain while cooking must be reported immediately. • The school fire safety procedures are implemented. 	Medium	All staff members
Food Hygiene	Food poisoning	<ul style="list-style-type: none"> • All staff are aware of infection control, hygiene and cleaning policies of the school and students are made aware of personal hygiene. • Safety and hygiene signage is posted in the kitchen area. • Perishable food is kept in refrigerator at temperatures between 0-5 degrees. 	Medium	All staff members

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none"> • Good hygiene shall be observed at all times by staff and students and PPE (aprons, gloves) is worn during practical activity of cooking. Hands should be washed thoroughly before and after cooking. • The worktops, cooker and floor is cleaned following the practical class of cooking. 'A clean as you' go policy is in place. • Adequate and suitable utensils, and handwashing, washing-up and sterilising facilities is provided. • Utensils, pots, pans, crockery and cutlery are washed in the dishwasher by the class teacher following the practical class of cooking. • Remove all scraps of food from sink and dispose of all food waste in the bin provided. • Tea-towels and dish clothes are laundered at 60 degree Celsius after use. 		
<p>Assessment Date: July 2020</p>		<p>Assessor's Name: Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Physical Education Equipment	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Using PE equipment Storage of PE equipment Poor housekeeping	Slips, trips, falls General injuries Collision	<ul style="list-style-type: none"> • All equipment is assessed for safety prior to use for the first time and that it is suitable for use by the appropriate ages of students. • Safety policy and rules apply when participating in PE classes. • Good housekeeping and monitoring standards is maintained. • Adequate storage is provided for PE equipment. • Students wear appropriate gear when participating in PE class. • Staff change into appropriate gear for PE class. • Students are never left unsupervised when carrying out PE activities. • Adequate care and precautions will be taken when setting up gymnastic equipment. • Appropriate instruction will be given by the teacher before students use PE equipment. • The PE equipment is sturdy and of good quality and well maintained. • Regular visible checks are made on the integrity of all PE equipment used to ensure connections and fixings are not loose and externally exposed parts are not damaged. • Any damage to equipment must be reported immediately and the damaged or defective equipment removed from use until repaired or replaced. • Benches are stored on the stage when not in use. • A First Aid Kit is available and easily accessible. • Formal inspections of all PE equipment are carried out on an annual basis by a competent person. 	Medium Active monitoring	All Staff Members

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Goal Posts	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Goalpost	Injury or fatality arising from misuse or collapse	<ul style="list-style-type: none"> • All goal posts in use conform to appropriate Irish Standard (IS) 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage. • Any replacement parts are purchased from the original supplier. • The goal posts contain a “warning label” and written instructions for assembly, installation, use, storage and maintenance. • The post holder for PE & Sport is aware of the relevant instructions for maintenance and storage. • A system for inspection of goal posts is in place which includes routine visual inspections, operational inspections and annual maintenance inspections in accordance with IS 357: 2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage. • A maintenance schedule is established and implemented. • Portable goal posts are anchored correctly when in use. • Access and use is prevented where goal posts are deemed to be “unsafe” as a result of inspection or maintenance. • All goal posts are used for intended use only. • Indoor goal posts are not used outdoor. • All personnel involved in assembly/dismantling the goal posts wears appropriate Personal Protective Equipment (PPE) where necessary. • All pupils are made aware of the dangers of incorrect or misuse of the goal posts e.g. swinging on the bars; pulling the netting; shaking the bars; etc. • The goal posts and all associated parts, nets, anchors are removed and stored correctly and safely when not in use. • Records required by IS 357: 2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage are kept in the school. 	Low	Principal Leadership Team member with responsibility for PE & Sport
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Out of school Activities – trips, matches, swimming etc.	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Inadequate preparation for school trips/matches/swimming etc.	Accidents/incidents dangerous occurrences/fatalities Hypothermia students being separated from main group	<ul style="list-style-type: none"> • Approval is sought for the outing/trip in line with agreed Educational Trips Policy. • An adequate number of teachers and SNAs will travel with students. • A risk assessment is carried out prior to the trip. • Weather conditions assessed on the day of the trip/match and considered suitable for the activity. • Principal/Deputy Principal is aware of the location of the group/class and the duration of the visit. • A safety briefing takes place for teachers & SNAs prior to the trip/match/outing • A list of all those travelling (including a head count) will be made before departure during the trip and before the return journey by the lead teacher. • Safety instructions will be issued to all students. • At all times teachers and supervisors will be on constant alert to identify foreseeable hazards and safety issues. • The wearing of appropriate clothing and footwear is required. • Throughout the duration of the trip/match teachers will carry a First Aid kit and medications required by any student in the group. • Permission for participation in the activity is received from parent/guardian. (Consent Form) • A signed permission form including signed medical authorisation is completed by all parents/guardians for student travelling on trip/match. (Medical Authorisation Form) • Information on particular medical conditions is received and recorded for each student participating on the trip/match • Emergency phone numbers is held by the lead teacher for each trip. • All students report feelings of illness/anxiety to their teachers. • Teachers have fully charged mobile phone. • Students are made aware of action to take if separated from the group. 	<p>Medium</p> <p>Active Monitoring</p>	Board of Management Principal Staff members

St. Clare's Primary School Harold's Cross – Safety Statement

		<ul style="list-style-type: none"> Emergency phone number must be held by the lead teacher for each trip/match/outing and available where the need arises. Students will enter and exit the bus in single file. Students will remain in their seats with seat belt on while in transit. (Bus Safety Policy) 		
Defective Vehicle	Collision Serious Injury/death General injuries	<ul style="list-style-type: none"> Transport companies engaged by the Board of Management will supply qualified drivers and vehicles road worthy. All modes of transportation used must be used in compliance with the Road Traffic Act. The driver will carry out a visual inspection of the vehicle prior to setting out on the journey (i.e. tyres, lights, indicators, wipers and other safety features for obvious defects) 	High	Bus Operator Principal
Road collision Unsafe road travel arrangements	Serious injury/death	<ul style="list-style-type: none"> Safety belts must be worn where students are being transported by bus. Safety belts must not be shared 	High	
Sick/injured student	Serious injury Illness death	<ul style="list-style-type: none"> The teachers and supervisors on the trip/match have fully charged mobile phone. A First Aid kit is carried on all trips/matches 	High	Teacher/Staff Member in charge of the trip/match/outing
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Office Spaces	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Staff working in office spaces	Tripping, falling, fire, etc.	<ul style="list-style-type: none"> • All offices are locked at all times when not in use. • Child Safeguarding Policy will be followed by staff. • Data and confidential information will be stored securely and in accordance with GDPR and Data Protection Acts. • Any damage to the office or to equipment must be reported immediately. • Office spaces shall be kept clean and clean desk policy is in operation. • Electrical equipment will be maintained and used in accordance with manufacturer's guidelines. • All spillages to be cleaned up immediately. • Electrical sockets will be not overloaded and no trailing cables. • Adequate care and appropriate precautions shall be taken when meeting with parents, students and visitors. • Exposure to chemical agents shall be avoided. • All office areas have appropriate glass viewing panels fitted. • Steps are provided for accessing the upper shelves. Staff shall not stand or climb on furniture or equipment. 	<p>Medium</p> <p>Active Monitoring</p>	<p>Board of Management</p> <p>Secretary</p> <p>Staff</p>
Assessment Date: July 2020			Assessor's Name: Maria Spring	

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Administration	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Shredder Shredding Paper	Lacerations to fingers	<ul style="list-style-type: none"> Only paper shall be inserted into the shredder feed opening. Feed the paper smoothly into the shredder. Never force paper into the shredder. Shred paper in small quantities to avoid the shredder jamming. If the shredder motor overheats, turn the shredder off and allow the motor to cool for about 15 minutes before using again. Always turn off the shredder and unplug before emptying the waste box or cleaning the paper shredder. Always turn off the shredder and unplug before cleaning the paper shredder or removing jams. 	Medium Active Monitoring	Secretary Office Staff
Photocopier	Fire Electrical fault Musculoskeletal injury	<ul style="list-style-type: none"> The photocopier is maintained and regularly inspected. Working at the photocopier is for short durations only. Students are not permitted access to the photocopier. 	Medium Active Monitoring	Secretary Office Staff
Laminating Machine	Burns Fire from overheated equipment	<ul style="list-style-type: none"> One member of staff uses the laminator and been instructed in how to use the laminator. The laminator is turned off, plugged out and left to cool down before returning to storage. The laminating machines is regularly checked and inspected. 	Medium Monitoring	

St. Clare's Primary School Harold's Cross – Safety Statement

Storage of monies	Theft/Burglary	<ul style="list-style-type: none"> • Safe system for access control and door entry to administration area • Electronic banking used for most payments and transfer of monies. • Agreed procedures for collection of monies and provision of receipts. • Procedures in place for daily storage and transfer to bank. • Procedures for refunds communicated in writing to parents. • All monies lodged in the school safe which is fire and alarmed. • Door control mechanism to control internal access doors of the entrance lobbies. • A panic button is installed linked to the intruder alarm. 	<p>Medium</p> <p>Active Monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Secretary</p>
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

HAZARD	What is the risk?	Maintenance Work	Risk Rating	Person(s) responsible and action implementation
		Controls (when all controls are in place risk will be reduced)		
Inadequate preparation before work commences Noise Unsafe system of work Inadequate PPE Contact with chemical products Working with electricity/gas Poor housekeeping Moving parts/rotating equipment	Risk to injury from maintenance activities	<ul style="list-style-type: none"> • Prior to starting any maintenance work on building fabric, services, drainage, fixtures, fittings, plant or equipment the contractor's Safe System of Work Plan (SSWP) will be vetted by the Principal. The Board of Management must be informed of this and give special instructions concerning protective measures that all pertinent individuals must take while work is in progress • Maintenance personnel must: <ul style="list-style-type: none"> ✓ Report to the Principal to receive any such special instructions before commencing any work on the school premises ✓ Must institute any control measures deemed necessary by the SSWP and continually review safety procedures and amend where necessary ✓ Any tools or equipment used in the course of their work must be in good working order and removed or stored safely after work each day ✓ All serviced equipment must be labelled to record that work has been carried out and to inform those concerned of any special precautions that need to be taken when being used • It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is complete • All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment • Only qualified and authorised personnel may work on critical services to the school i.e. electrical, plumbing, gas, heating, etc. 	Medium Active Monitoring	All maintenance personnel Contractors
Assessment Date: July 2020			Assessor's Name: Maria Spring	

ADDENDUM

Safety Statement

RISK ASSESSMENT TO MINIMISE THE RISK OF BEING EXPOSED TO

COVID-19

Updated Risk Assessments to minimise the risk of being exposed to Covid-19

The process involved consultation with all school staff.

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management of St. Clare's Primary School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board of Management is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to **Covid-19** and these will be incorporated into the Safety Statement for St. Clare's Primary School in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

St. Clare's Primary School Harold's Cross – Safety Statement

Control measures

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

Severity x Probability = Risk Rating

St. Clare's Primary School Harold's Cross – Safety Statement

Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

Probability/Likelihood

Probability Rating	Interpretation	Numerical Value
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

St. Clare's Primary School Harold's Cross – Safety Statement

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<p style="text-align: center;">Emergency – Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p>	<p>Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.</p>
11 – 15	<p style="text-align: center;">Severe and Serious</p> <p>If an incident were to occur, it would be likely that an injury requiring medical treatment would result.</p>	<p>Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.</p>
6 – 10	<p style="text-align: center;">Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p>	<p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p>
1 – 5	<p style="text-align: center;">Trivial or Negligible</p> <p>If an incident were to occur, there would be little likelihood that an injury would result</p>	<p>No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.</p>

***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Risk Communication, Education and Training Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and message boards to increase awareness of Covid-19 among staff and students ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required 	Negligible	Board of Management Principal Staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> • After coughing or sneezing • Before and after eating or preparing food • Before and after using protective gloves • Before and after being on public transport • When arriving and leaving the school campus • After toilet use ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The BoM will supply the required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	The Board of Management will ensure that: <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school building and grounds. ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid-19 compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of staff room or other communal facilities ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied regularly throughout and at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards. 	Requires monitoring	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> July 2020		<u>Assessor's Name:</u> Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Social Distancing Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that: <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ where 2 metre distance cannot be maintained, all staff including teachers will be required to wear face coverings. ✓ all SNAs will be required to wear face coverings, or in certain situations clear visors, in the classroom. ✓ bus escorts, will be required to wear face coverings. ✓ physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, kitchen areas, staff room, where congregation or queuing of staff, or students of visitors might occur ✓ Break times will be staggered and school supervision procedures shall be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school building and grounds ✓ Appropriate social distancing arrangements will be in place throughout the building and grounds. ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible 	<div style="background-color: red; color: white; padding: 5px; margin-bottom: 10px;">Requires monitoring</div> <div style="background-color: red; color: white; padding: 5px; margin-top: 10px;">Serious</div>	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> July 2020		<u>Assessor's Name:</u> Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff are advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are washed at 60 degrees before re-use - ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use ✓ System in place for the disposable of cleaning cloths and used wipes in a refuse bag. Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection 	Requires monitoring	Board of Management Principal Staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Office and administration areas Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. 	Requires monitoring	Board of Management Principal Administration staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Use of PPE Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <ul style="list-style-type: none"> ✓ all SNAs will be required to wear face coverings, or in certain situations clear visors, in the classroom. ✓ bus escorts, will be required to wear face coverings. ✓ where 2 metre distance cannot be maintained, all staff including teachers will be required to wear face coverings. <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. <u>Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.</u></p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19 Controls	Risk Rating with controls	Action implementation
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <p style="padding-left: 40px;">Maintain physical distancing (currently 2 metres)</p> <p style="padding-left: 40px;">Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school</p> <p style="padding-left: 40px;">Follow the agreed school protocols if you are displaying symptoms of Covid-19</p> <p style="padding-left: 40px;">Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school</p> <p style="padding-left: 40px;">Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year</p> <p style="padding-left: 40px;">Hands should be washed in line with relevant guidance</p>	Requires monitoring	Board of Management Principal Staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Using hand tools or equipment Controls	Risk Rating with controls	Action implementation
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery must be thoroughly cleaned and sanitised prior to use 	Requires monitoring	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers. <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided 	<p>Requires monitoring</p>	Board of Management Principal Staff
<p><u>Risk Level Calculation</u></p> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<p><u>Risk Level Action</u></p> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> 60 years of age and over have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> A fever (high temperature of 37.5 degrees Celsius or above) A cough - this can be any kind of cough, not just a dry cough Shortness of breath or breathing difficulties Loss of sense of smell Loss of sense of taste or distortion of sense of taste Death 	<ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. 	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> July 2020		<u>Assessor's Name:</u> Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Covid-19 cleaning Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours should be double-bagged ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> 60 years of age and over have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> A fever (high temperature of 37.5 degrees Celsius or above) A cough - this can be any kind of cough, not just a dry cough Shortness of breath or breathing difficulties Loss of sense of smell Loss of sense of taste or distortion of sense of taste Death 	All cleaning will be undertaken in line with DES and public health guidance. Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times Disinfectants used should be effective against viruses. Additionally: Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, steam cleaning should be used. Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal	Serious Requires monitoring	Board of Management Principal Cleaning staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Laundry</p> <ul style="list-style-type: none"> ✓ Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known ✓ All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> July 2020</p>		<p><u>Assessor's Name:</u> Maria Spring</p>		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Travel to and from work Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc. Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	Requires monitoring	All staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Dropping off and picking up of pupils Controls	Risk Rating with controls	Action implementation
Staff Students Parents/guardians Bus and taxi drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> 60 years of age and over have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> A fever (high temperature of 37.5 degrees Celsius or above) A cough - this can be any kind of cough, not just a dry cough Shortness of breath or breathing difficulties Loss of sense of smell Loss of sense of taste or distortion of sense of taste Death 	Arrangements for dropping off and picking up pupils from the school will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area that supports social distancing measures. Parents/guardians will be encouraged to wait in the car outside of the school gate along Harold's Cross Road and in the vicinity. Where SEN students are dropped off and picked up by a private bus/taxi, the bus escort shall remain in the car/bus with the student. A designated staff member will come to the car/bus to receive the student and will avoid or limit physical contact with the bus escort . There is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other students. A similar process should be followed for pick up.	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: July 2020		Assessor's Name: Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Visitors to school Controls	Risk Rating with controls	Action implementation
Staff Pupils Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	The Board of Management will ensure the safety and wellbeing of all visitors to the school premises. Visits to the school will be severely restricted and visitors will be asked to: <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	Requires monitoring	Board of Management Principal
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> July 2020		<u>Assessor's Name:</u> Maria Spring		

St. Clare's Primary School Harold's Cross – Safety Statement

Who may be affected?	Identified Risks	Management of deliveries and supplies to school Controls	Risk Rating with controls	Action implementation
Staff Pupils Drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • All drivers to remain in their vehicle and to follow instructions to set down area • Ensure that all delivery transactions comply with physical distancing requirements • Agree a delivery protocol with suppliers • All deliveries to be planned with allocated times for collections and deliveries • Arrangements to be made for paperless deliveries • System to be agreed with suppliers to ensure reconciliations are accurate • Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	Requires monitoring	Board of Management Principal Staff Delivery personnel
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> July 2020		<u>Assessor's Name:</u> Maria Spring		

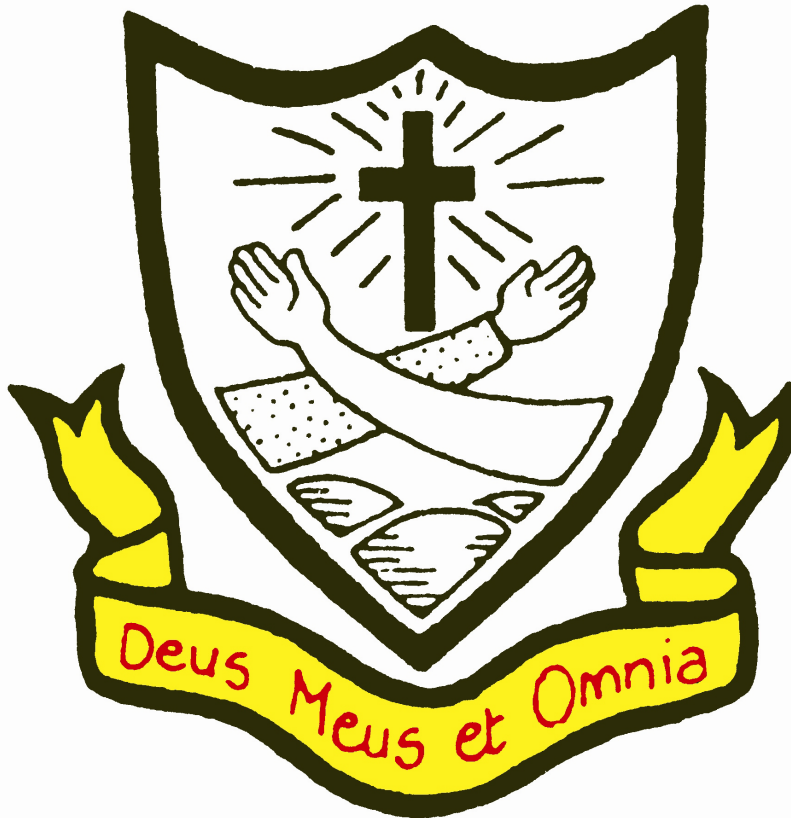
Part 8

APPENDICES

Table of Contents

1	Critical Incident Plan for St. Clare's Primary School	
2	Bomb Threat Guidelines	
3	Incident Report Form	
4	The Principles of Safe Lifting	
5	Declaration of Sight	
6	Staff Induction Checklist	
7	Annual Health and Safety Report	
8	Forms IR1 and IR2	
9	Safety Statement Review	

CRITICAL INCIDENT POLICY



St. Clare's Primary School
Harold's Cross
Dublin 6W

Roll Number 16651H

St. Clare's Primary School Harold's Cross – Safety Statement

Introductory Statement

This policy has been formulated and drafted by the Board of Management of St. Clare's Primary School following the publication of Responding to Critical Incidents in Schools which requires all schools to have a critical incident management policy in place.

Rationale and School Ethos

St. Clare's Primary School in its Mission Statement aims to protect the well-being of its pupils by providing a safe and nurturing environment at all times. St. Clare's Primary School is a co-educational, Convent Catholic Primary School. We in St. Clare's aim to create an ordered and orderly environment in which children feel secure, in which self-esteem is fostered and in which they can make progress at their work. We aim at a general education, which embodies high academic standards allied to a broad range of experience, which will develop the whole child and prepare him/her for the demands of further education and the rapidly changing society in which we now live.

St. Clare's Primary School has taken a number of measures to create a coping, supportive and caring ethos in our school. We have formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of staff and pupils, both in ordinary times and in the event of a critical incident.

Review and Research

The Critical Incident Management Team (CIMT) has consulted resource documents available to schools on www.education.ie and www.neps.ie including:

- Responding to Critical Incidents during School Closures and Public Health Restrictions arising from COVID-19 Information Booklet for Schools (NEPS 2020)
- Responding to Critical Incidents Guidelines and Resources for Schools (NEPS 2016)
- Suicide Prevention in Schools: Best Practice Guidelines (IAS, National Suicide Review Group 2002)
- Suicide Prevention in the Community - A Practical Guide (HSE 2011)
- Well-Being in Primary Schools - Guidelines for Mental Health Promotion (DES, DOH, HSE 2015)

St. Clare's Primary School Harold's Cross – Safety Statement

Critical Incident

St Clare's Convent Primary School recognises a critical incident to be 'an accident or sequence of events that overwhelms the normal coping mechanism of the school and disrupts the running of the school. Critical incidents may involve one or more pupils, staff, the school or our local community. Types of incidents might include:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide
- An accident involving pupil(s) or staff on or off the school premises
- A physical attack on a staff member and/or staff members
- A physical attack on a pupil(s) An intrusion into the school
- Serious damage to the school building through fire, flood, vandalism etc.
- The disappearance of a member of the school community
- An accident/tragedy in the wider community

Aim

The aim of the Critical Incident Management Policy is to help school management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to effect a return to normality as soon as possible.

Creation of a Coping Supportive & Caring Ethos in the School

Systems have been established to help to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community.

Physical Safety

Our school carries out the following to ensure the physical safety of all school members on the school premises (***see Health & Safety Statement***)

- Parents and pupils use the pedestrian path and marked walkways provided

St. Clare's Primary School Harold's Cross – Safety Statement

- Lines enter the school under supervision in an orderly and controlled manner; Line-up is according to classroom number (**see Supervision Policy**)
- A security system operates on all entrance/exit doors to the school. Outside of assembly and dismissal times, entry to the school is via the main entrance only
- The gate to the playground is locked at 8:50 a.m. daily prohibiting access to the playground
- The gate to the playground is locked and the school is alarmed when vacant
- Staff shall not open Fire Exits to allow parents and or/pupil(s) enter the building
- During the school day parents, pupils and visitors must report to the main office
- Late arrivals, early collection and late collections recorded and signature required.
- Supervision is provided before class commences and during break times
- Only staff cars, delivery vehicles and vehicles with permits are permitted at any time in the school grounds
- At 13:30 and 14:30 the teachers will escort the pupils along the pedestrian path to the gate where parent(s)/guardians will be re-united with their child/children
- Parents are not to block the entrance to main gate while waiting for the dismissal of the pupils
- The same procedures apply for pupils attending extra-curricular activities and/or After Care
- Pupils wear the high visibility jacket coming to and going home from school
- Fire Drills are conducted regularly. Evacuation procedures are clearly displayed in all classrooms and general purpose areas
- All Fire Exits are checked quarterly.
- All Fire Extinguishers are checked on yearly basis.

Psychological safety

St. Clare's aims to create an open and encouraging environment in the school where pupils can talk about their difficulties and seek help for the same. The management and staff of St. Clare's aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion.

- Social, Personal and Health Education (SPHE) is integrated into the work of the school. It is addressed in the curriculum by addressing issues such as:-
 - grief and loss
 - communication skills
 - stress and anger management
 - resilience

St. Clare's Primary School Harold's Cross – Safety Statement

- conflict management
- problem solving
- help-seeking
- bullying
- decision making
- prevention of alcohol and drug misuse

Promotion of mental health is integral to the development of a supportive and caring ethos in St. Clare's.

- Staff have access to training for their role in SPHE
- Staff are familiar with the Children First 2015 and *Children First National Guidance for Protection and Welfare of Children 2017* and details of how to proceed with suspicions or disclosures
- Books and resources on difficulties affecting the primary school pupil are available
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety
- Some staff are trained to deliver the Friends for Life programme.
- Staff are informed in the area of suicide awareness and some are trained in interventions for suicidal students
- The school has developed links with a range of external agencies:
 - NEPS
 - Tusla
 - Garda Siochána
 - Lucena Clinic
 - Educational Welfare Service
 - CAMHS
 - Health Service Executive (HSE)
- Inputs to students by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers in accordance with DES Circular 0022/2010
- St. Clare's has an anti-bullying policy and deals with incidents of bullying in accordance with this policy

St. Clare's Primary School Harold's Cross – Safety Statement

- There is a Pastoral Care system in place in the school using the "Continuum of Support" approach which is outlined in the NEPS document available on www.education.ie
- Students who are identified as being at risk are referred to the appropriate personnel where concerns are explored and the appropriate support provided When required a referral is made to an external agency
- Staff are informed about how to access support for themselves

Critical Incident Management Team

A Critical Incident Management Team (CIMT) has been established in line with best practice. The members of the team include the Senior Leadership Team (SLT) Middle Leadership Management Team (MLMT) and others selected on a voluntary basis who will retain their roles for at least one school year. The members of the team will meet annually to review and update the policy and plan. Each member of the team has a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

Team leader Principal – Mrs. Spring

Role

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the Board of Management, DES, NEPS
- Liaises with the bereaved family

(Note – The Deputy Principal Mrs. Liston will act as Team Leader in the absence of the Principal)

Garda liaison: Principal – Mrs. Spring

Role

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

St. Clare's Primary School Harold's Cross – Safety Statement

Staff liaison Ms. Moran

Role

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Advises staff on the procedures for identification of vulnerable students
- Provides materials for staff (from their critical incident folder)
- Keeps staff updated as the day progresses
- Is alert to vulnerable staff members and makes contact with them individually
- Advises them of the availability of the [Spectrum.Life](https://www.spectrum.life) <https://www.spectrum.life>

Student liaison Ms. Moran

Role

- co-ordinate information from teachers about students they are concerned about
- Alerts other staff to vulnerable students
- Provides materials for students (from their critical incident folder)
- Maintains student contact records (R1)
- Prepare the Assembly Hall as necessary

Community/agency liaison Ms. Moran

Role

- Maintain up to date lists of contact numbers of
 - Key parents, such as members of the Parents Council
 - Emergency support services and other external contacts and resources
- Liaise with agencies in the community for support and onward referral
- Is alert to the need to check credentials of individuals offering support
- Coordinate the involvement of these agencies
- Remind agency staff to wear name badges
- Update team members on the involvement of external agencies

St. Clare's Primary School Harold's Cross – Safety Statement

Parent liaison Mrs. Spring

Role

- Visit the bereaved family with the team leader
- Arrange parent meetings, if held
- May facilitate such meetings, and manage 'questions and answers'
- Manage the 'consent' issues in accordance with agreed school policy
- Ensure that sample letters are typed up, on the school's system and ready for adaptation
- Sets up room for meetings with parents
- Maintain a record of parents seen
- Meet with individual parents
- Provide appropriate materials for parents (from the critical incident folder)

Media liaison Mrs. Spring

Role

- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g. students being interviewed, photographers on the premises, etc.)
- In the event of an incident, will liaise where necessary with the DES; relevant teacher unions etc.
- Draw up a press statement and give media briefings and interviews as agreed.

Administrator (School Secretary)

Role

- Maintenance of up to date telephone numbers of
 - Parents or guardians
 - Teachers
 - Emergency Services
- Take telephone calls and notes those that need to be responded to
- Ensure that templates are on server and ready for adaptation
- Prepare and send letters, emails and texts
- Photocopy materials needed
- Maintain records

St. Clare's Primary School Harold's Cross – Safety Statement

Record keeping CIMT

In the event of an incident each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, material used etc. The school secretary will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

Confidentiality and good name considerations

The management and staff of St. Clare's Primary School have a responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of public statements. Members of school staff will bear this in mind, and seek to ensure that students do so also, e.g. the term 'suicide' will not be used unless there is solid information that death was due to suicide and that the family involved consents to its use. The phrases 'tragic death' or 'sudden death' may be used instead. Similarly, the word 'murder' should not be used until it is legally established that a murder was committed. The term 'violent death' may be used instead.

Critical Incident Rooms	
In the event of a critical incident, the following rooms are designated for the indicated purposes	
Room Name	Designated Purpose
<i>Staff Room</i>	Main room for meeting staff
<i>Library</i>	Meetings with students
<i>Room 23</i>	Meetings with parents
<i>Principal's Office</i>	Meetings with media
<i>Room 14</i>	Individual sessions with students
<i>Principal's Office</i>	Meetings with other visitors

St. Clare's Primary School Harold's Cross – Safety Statement

Consultation and communication regarding the plan

St. Clare's Critical Incident Management Policy and plan in relation to responding to critical incidents has been presented to all staff. Each member of the critical incident team has a personal copy of the plan. All new and temporary staff will be informed of the details of the plan.

The plan will be updated annually in September.

Signature: *Sr. Mercedes Coen*
Chairperson Board of Management

Date: 26.06.2020

St. Clare's Primary School Harold's Cross – Safety Statement

Critical Incident Management Team		
Role	Name	Phone
Team leader	Mrs. Spring	01 4963237
Garda liaison	Mrs. Spring	01 4963237
Staff liaison	Mrs. Liston	01 4963237
Student liaison	Ms. Moran	01 4963237
Community liaison	Ms. Moran	01 4963237
Parent liaison	Mrs. Spring	01 4963237
Media liaison	Mrs. Spring	01 4963237
Administrator	Mrs. Walsh	01 4963237

Short term actions – Day 1

Task	Name
<p>Gather accurate information</p> <p>It is crucial that the school has the correct information regarding the crisis. Therefore, it is important that involved staff gather to establish the facts – this may involve contacting others such as hospitals, Gardaí, parents.</p>	All Staff
Who, what, when, where?	
Convene a CIMT meeting – specify time and place clearly	Principal
Contact external agencies	Deputy Principal
Arrange supervision for students	Middle Leadership Management Team (MLMT)
Hold staff meeting	Deputy Principal
Agree schedule for the day	CIMT

St. Clare's Primary School Harold's Cross – Safety Statement

<p>Inform students – (close friends and students with learning difficulties may need to be told separately) Information to students should:</p> <ul style="list-style-type: none"> • Be communicated in a sensitive manner • Give the facts as they are known • Highlight the support that will be available • Indicate the actions that are planned 	Assistant Principal
<p>Compile a list of vulnerable students</p>	SEN Team
<p>Prepare and agree media statement and deal with media</p> <p>In preparing a press statement thought should be given to the following suggestions:</p> <ul style="list-style-type: none"> • Priority to be given to the sensitivities and needs of those affected directly by the crisis • The non-release of names, addresses and phone numbers • Rely on facts and avoid speculation • Consider likely questions and a response to them • Agree with the press a time for briefings if this is necessary in an ongoing situation • Nominate a specific location for press briefings • It is recommended that this Press Statement be simple and brief. If appropriate, it should express the sorrow of the entire school community at the sudden death or illness of one of their members and it should extend sympathy to the bereaved family. This statement should be adhered to, and not elaborated on, in all communications with the media and it should be familiar to every member of the school staff. 	Principal
<p>Inform parents</p>	Principal Deputy Principal
<p>Contact Chairperson of the Board of Management</p>	Principal Deputy Principal
<p>Hold end of day staff briefing</p>	Principal Deputy Principal

Medium term actions - (Day 2 and following days)

Task	Name
Convene a CIMT meeting to review the events of day 1	Principal
Meet external agencies	Ms. Moran
Meet whole staff	CIMT
Arrange support for students, staff, parents	Ms. Moran
Visit the injured	Mrs. Spring
<p>Liaise with bereaved family regarding funeral arrangements</p> <p>The involvement of students in any funeral or other services needs to be discussed. This requires invitation, planning and review. The families involved need to be consulted, the students invited to take part, time given to prepare for this participation and, finally, a debriefing of those concerned. While it would be appropriate for the deceased student's classmates to attend the funeral, it may be inappropriate for large numbers of students to be present. The presence of large numbers of young people at such highly charged events could prove to be inappropriate as well as being upsetting for individual students and for the parents of the deceased student.</p> <p>At all times the rights of the deceased family to privacy must be respected.</p>	Mrs. Spring
<p>Agree on attendance and participation at funeral service</p> <ul style="list-style-type: none"> • Decide what form of representation is appropriate. It is essential where possible, to consult the family concerned. Do not presume that the bereaved family will want a very public presence by the school. • Prepare students ahead of the funeral. For some this may be the first occasion they have been exposed to a major grief. • For those students who wish, encourage and assist them to write a personal message of sympathy. Consider also a common expression from students and/or staff. • Check with funeral directors the arrangements concerning floral tributes. Any accompanying messages should be handwritten. 	Mrs. Spring

St. Clare's Primary School Harold's Cross – Safety Statement

<ul style="list-style-type: none"> • If possible, representatives of the school should visit the home of the bereaved. If students request to visit the home, phone ahead to check that this is appropriate. Visiting the bereaved may be distressing – support those involved. • Pupils wear the school uniform when attending or participating at the funeral. 	
<p>Make decisions about school closure Whether the school will remain open or will close as a mark of respect to the bereaved family will depend on the judgement of the Principal, management and the Department of Education and Skills following consultation with the school staff. If the decision is to close the school, it is advisable to do so ONLY after informing the bereaved family and of the routine which the school will follow over the coming days. Parents should be formally notified of the school closure.</p>	BOM

Follow-up – beyond 72 hours

Task	Name
Monitor students for signs of continuing distress	Class teachers
Liaise with agencies regarding referrals	Ms. Moran
Plan for return of bereaved student(s)	Mrs. Spring
Plan for giving of 'memory box' to bereaved family	Mrs. Spring
Decide on memorials and anniversaries	Principal Deputy Principal
Review response to incident and amend plan	CIMT

EMERGENCY CONTACT LIST

AGENCY	CONTACT NUMBERS
Gardaí Garda Terenure Garda Rathmines	999/112 01 6666700 01 666400
Hospital Hospital St. James	999/112 01 4103000
Fire Brigade Dolphin's Barn	999/112 01 2224000
Local GPs Dr. Regina Bradford	01 4966025
HSE	01 6486500
Community Care Team Terenure	01 4904648
Child and Family Centre/Lucena Clinic	01 4923596
Child and Family Mental Health Service (CAMHS)	01 8796800
School Inspector Liam Walsh	01 8896553
NEPS Psychologist	076 1108440
DES	(09064)83600
INTO	(01) 8047700 / 1850 708708
Clergy Harold's Cross	(01)4965055
SPECTRUM.LIFE	1800 411 057

APPENDIX 1 Principal's Checklist

The following is a checklist of things to consider on the morning of a tragedy. They are not written in order of what must come first etc. It is important for a Principal to take time to plan what he/she must do and what is appropriate to say to all concerned.

- Take time to let the news sink in
- Call a meeting of the CIMT, include Year Head and Tutor.
- Put together as much factual information as possible
- Inform staff what has happened
- Discuss school routine for the first day with the staff
- Identify particular students who may need to be told individually, e.g. close friends, relatives etc.
- Inform the pupils of the event and explain that this is something that everyone will find difficult to cope with. Explain school routine for the day and outline support and back-up for the students.
- Contact NEPS, CAMHS, Chairperson of the board of management and the patron.
- Make contact with the family.
- Meet with key staff who can offer student support and decide on the format.
- Decide on any other arrangements which need to be made on the first day, e.g. a short religious service.
- Check in with staff in the staff room during the day and keep abreast of what is happening in the school.
- Be aware of members of staff who may be particularly distressed, e.g. staff who are recently bereaved themselves or who have had prior experience of a similar tragedy.
- Encourage staff to come to you during the day and let you know how things are going
- Find out details of the funeral etc. and communicate this to staff and students.
- At the end of the first day review events with staff and make plans for the following day.
- Make staff aware of students who are particularly vulnerable and what supports will be available for them.
- If there is a likelihood of interest from the media discuss a strategy to deal with any such requests.
- Liaise with Principals if the incident involves a student(s) who has sibling(s) in another school(s)

Appendix 2 Staff Support

The Employee Assistance and Wellbeing Programme for Teachers and Special Needs Assistants is provided by [Spectrum.Life](#) under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available.

In addition, online cognitive behavioural therapy is provided.

As part of the services provided by [Spectrum.Life](#) a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service.

[Spectrum.Life](#) will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

Website: www.spectrum.life.ie

ADDENDUM

Responding to Critical Incidents

during

School Closures and Public Health

Restrictions

arising from

COVID-19

ACTION PLAN FOR CRITICAL INCIDENT
during
School Closures and Public Health Restrictions
arising from COVID-19

Short Term Actions – Day 1

Task	Name
Establish accurate facts <i>Who, what, when, where?</i>	Mrs. Spring
Convene a CIMT meeting virtually - specify date and time clearly	Mrs. Spring
Conduct an initial assessment of the incident, decide what level of response is required and agree an Action Plan	CIMT
Contact Chairperson of the Board of Management	Mrs. Spring
Contact appropriate agencies	Mrs. Spring
Decide who needs to be contacted directly – staff/students/others and by what means: text/email/letter/notice on website	CIMT
Identify vulnerable students and consider how to connect with them:- phone call to parents and/or speaking to students directly	SEN Team
Notify staff via school administration system of the initial Action Plan <ul style="list-style-type: none"> • Make separate contact with staff who may be vulnerable • Remind staff of the availability of <i>Spectrum.Life</i> https://www.spectrum.life • Agree a tie for a follow-up staff meeting for updates and reflection on shared experiences • Draw teachers' attention to Teacher Wellbeing and Self Care during Covid-19 school closure • Share with staff any resources being forwarded to parents. 	Mrs. Spring Ms. Moran
Notify parents via the school administration system <ul style="list-style-type: none"> • Remember to respect family privacy and avoid references to the cause of death • Bear in mind it is not usual practice for a school to inform the school community of the death of a parent • Manage social media as per guidelines (R22). 	Mrs. Spring Ms. Moran

St. Clare's Primary School Harold's Cross – Safety Statement

<ul style="list-style-type: none"> • Draft a media statement if necessary (Appendix 1) • Distribute resources ‘for parents sharing sad news with their child’ as appropriate outlined on page 7 ‘Responding too Critical Incidents during School Closures and Public Health Restrictions arising from COVID-19’ 	
<p>Connecting with students</p> <ul style="list-style-type: none"> • In accordance with school policy, some staff may link directly with students via telephone, video link or email. • Remind students that maintaining communication is important for wellbeing and encourage them to keep in touch with close family and friends whilst observing HSE guidelines. • Remind students that others are available to provide support. • Reassure students of their resilience and ability to cope. • Encourage them to think of times and ways that they have coped in the past and to identify attributes that have helped them during difficult times. 	<p>Ms. Moran SET Teachers</p>
<p>Bereavement rituals: Funeral restrictions and alternative goodbyes</p> <p>The designated CIMT member(s) should liaise with the bereaved family regarding the funeral service and, where appropriate, a memorial service.</p> <ul style="list-style-type: none"> • Remind students that they are not alone in their grief and that everyone shares the loss of not being able to participate in our usual rituals and togetherness i.e. visiting the family, attending the funeral etc. • Reassure students that the bereaved family understands the need to comply with Public Health restrictions and that a commemorative service will take place at a later date. • Invite students to think of alternative ways to express sympathy e.g. sending a card to the family, lighting a candle, prayer, message of condolence, etc. • Remind students to be considerate and sensitive when posting messages on any social media platform. • Encourage students to participate individually, but collectively in any bereavement ritual being organised e.g. streamed funeral service, lighting a candle at a particular time during the ceremony, playing music, etc. <p style="text-align: center;">At all times the rights of the deceased family to privacy must be respected.</p>	<p>Mrs. Spring Ms. Moran</p>

Medium Term and Follow Up Actions (Day 2 and following days)

Task	Name
<p>Convene a further Critical Incident Management Team (CIMT) meeting virtually to review what has been done and to identify new tasks needed.</p>	Mrs. Spring
<p>Update staff virtually on any new information</p>	Mrs. Spring
<p>Continue to provide support</p> <ul style="list-style-type: none"> • Continue to link in with students, especially more vulnerable students. • Remind students that others are available to provide support e.g. teachers, guidance counsellors, close family, friends and/or online supports. • Advise students to use practical approaches to manage anxiety. Share DES resources and advice for young people during COVID-19:- using breathing techniques, relaxation techniques, coping statements, doing exercise, etc. • Support students to create action plans and to break down problems into small, realistic and manageable steps. • Encourage students to try to spot any unhelpful thoughts and to 'reframe' them to a more helpful thought. • Encourage them to identify positive, self-soothing strategies with prompts such as 'What will help?' or 'What can I do now?' Further resources www.yourmentalhealth.ie • Advise parents and students against making big life changes or hasty decisions at this challenging time. • Advise parents to make a referral to their GP should their child show signs of severe emotional stress (R14) 	<p>Mrs. Spring Ms. Moran SEN Team</p>

Follow-Up Actions

Task	Name
Discuss and review the status of any student referrals made to outside agencies	Mrs. Spring
Prepare for how the school might support all students and staff when schools reopen, in particular those who have been bereaved	Mrs. Spring
Review response to incident and amend plan	CIMT

APPENDIX 2

BOMB THREATS – GUIDELINES

It is important that a staff member, on receipt of a bomb threat should not panic. So as to reduce confusion and assist the appropriate authorities, every effort should be made to obtain and record the information as outlined below.

Note the exact time of the call _____

Origin Mobile Landline

Note the exact words of the threat – particularly the location of the bomb and when it is going to explode.

LET THE CALLER FINISH MESSAGE WITHOUT INTERRUPTION

Ask

Where is the bomb now? _____

What does it look like? _____

When is it going to explode? _____

Who planted it? _____

Why was it planted? _____

Note whether the voice is male/female _____

Note the accent of the caller _____

Note whether the caller sounds intoxicated? _____

Note any background noises – traffic, music voices, etc. _____

St. Clare's Primary School Harold's Cross – Safety Statement

Note if the voice is familiar - who? _____

Note the manner of voice- calm, angry, aggrieved, _____

Note the time the caller hung-up? _____

Signature: _____

Date: _____

**ONCE THE CALL IS COMPELTE
NOTIFY THE PRINCIPAL OR DEPUTY PRINCIPAL IMMEDIATELY**

INCIDENT/CONVERSATION REPORT FORM

Date: _____

Details of incident

Witnessed by: _____

Signed: _____

Signature of witness _____

Date: _____

APPENDIX 5 PRINCIPLES OF SAFE LIFTING

1. Do not lift any load in excess of your own lifting capacity – always use mechanical devices such as trolleys as an alternative. Avoid lifting when a mechanical aid can be used.
2. Observe correct body posture, i.e. face the load and keep back straight.
3. Assess the size, shape, weight and gravity of load to determine if assistance is required – either mechanical or a two person lift.
4. Assess the route you plan to take, is it clear.
5. Take firm grip with palms of both hands.
6. Keep feet close to the load on the lift.
7. Feet apart with leading foot in direction of travel to allow follow through to prevent hands reaching out excessively.
8. Crouch and lift with straight back (not upright) raising head and keeping chin in at the same time. Lift through the leg muscles and not the back.
9. Keep load as close to body as possible and carry at waist height.
10. Do not have your view obscured by the load.
11. Only change direction with the feet not the load.
12. Put down in same manner.

Wear safety gloves and/or safety footwear as appropriate

St. Clare's Primary School Harold's Cross – Safety Statement

APPENDIX 6 DECLARATION OF SIGHT

I have read and understand the contents of this document including my duties as an Employee as outlined in Section 13 of the Safety, Health and Welfare at Work Act 2005.

Signed: _____ Dated: _____

Signed: _____ Dated: _____

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St. Clare's Primary School Harold's Cross – Safety Statement

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St. Clare's Primary School Harold's Cross – Safety Statement

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St. Clare's Primary School Harold's Cross – Safety Statement

APPENDIX 7: STAFF INDUCTION CHECKLIST

Please undertake all aspects of the following checklist and certify at the end of the page when completed.

STAFF SAFETY HEALTH AND WELFARE TRAINING CHECKLIST	YES	NO
1. Was the employee given a tour of the premises for familiarisation purposes?		
2. Was the employee shown the location of all exit and assembly points?		
3. Was the employee shown the firefighting equipment?		
4. Was the employee instructed and fully understands the Fire and Emergency procedures?		
5. Was the employee shown the location of First Aid equipment and advised of the members of staff trained in First Aid?		
6. Was the employee informed of the consultative process in the school (staff meetings, etc.)?		
7. Was the employee introduced to the Lead Worker Representative (LWR)?		
8. Was the employee informed of all hazards associated with the work they are about to engage in?		
9. Does the employee get sight of relevant risk assessments for their particular work area?		
10. Does the employee fully understand the preventative measures in force as detailed in the risk assessments?		
11. Were the employee responsibilities fully explained?		
12. Was the employee informed of further safety training they must undergo?		
13. Was the employee issued with the required Personal Protective Equipment (PPE)?		
14. Did the employee confirm that there are in general good health?		
15. Did the employee sign the Safety Statement and receive a copy by e-mail?		

Note: Please comment in the box provided of any issues/concerns brought to your attention during induction

Additional Comment Box

We the undersigned hereby certify that the above Safety, Health and Welfare Induction Programme was completed on: _____

Signed: _____ (Principal/Deputy Principal)

Signed: _____ (Employee)

APPENDIX 8 Annual Health, Safety and Welfare Report

Health, Safety and Welfare Report to the Board of Management of St. Clare's Primary School

Safety Training

During the year the following safety training courses were attended by the staff:

New Safety Arrangements

The following new safety arrangements were put in place during the year:

Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year

St. Clare's Primary School Harold's Cross – Safety Statement

Emergency Drills

(Number) emergency drills were practiced during the school year and the results were

Safety Programme

Our Health and Safety Programme for St. Clare's includes

Safety Consultation

(Number) meetings of the consultation group took place during the year and they reviewed the following issues

St. Clare's Primary School Harold's Cross – Safety Statement

List of Accidents on the School Premises

a) Accidents resulting in absences in excess of three days

b) Minor accidents

Safety Deficiencies

The following areas need to be addressed

St. Clare's Primary School Harold's Cross – Safety Statement

APPENDIX 9 FORM IR1 AND IR3

The Health and Safety Authority requests that **Form IR1** should be completed online www.hsa.ie

Submitting details of accidents online

- ✓ Allows the school authorities to view all accidents that were reported online over the previous year
- ✓ The school authorities will obtain a confirmation receipt (email) for each accident reported
- ✓ The Principal will be sent a letter containing an approval code which enable access to all accidents reported in the previous year.

Tool 5: Accident or Incident Record Form

Sample Accident or Incident Record Form for use in the school

INJURED PARTY DETAILS:

Surname: _____ First Name(s): _____

Address (Home/Company): _____

D.O.B.: _____ Sex: Male/Female _____

Status (Please tick appropriate box)

Student Teacher/staff member Visitor Contractor

Other (please specify): _____

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT

Tick

- Injured/damaged by a person
- Struck by/contact with
- Caught in/under
- Slip/trip/fall
- Sharps
- Road Traffic Accident/Crash
- Exposure to substances/environments
- Manual handling
- Property damage

MAIN AGENT WHICH CAUSED ACCIDENT:

TYPE OF INJURY

Tick

- Fatality
- Bruise
- Concussion
- Internal injury
- Abrasion, graze
- Fracture
- Sprain
- Torn ligaments
- Burns
- Scalds
- Frostbite
- Injury not ascertained
- Trauma
- Occupational disease
- Other (Please specify)

PART OF BODY INJURED

Tick

- Head (except eyes)
- Eyes
- Face
- Neck, back, spine
- Chest, abdomen
- Shoulder
- Upper arm
- Elbow
- Lower arm, wrist
- Hand
- Finger (one or more)
- Hip joint, thigh, kneecap
- Knee joint
- Lower leg
- Ankle
- Foot
- Toe (one or more)
- Multiple injuries
- Trauma, shock
- Other(Please specify)



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St. Clare's Primary School Harold's Cross – Safety Statement

APPENDIX 10 SAFETY STATEMENT REVIEW

The Safety Statement of St. Clare's Primary School will be reviewed and amended as appropriate on a routine basis or reviewed as a result of any of the following:

- ✓ Changes in circumstances within or to the school structures
- ✓ Changes in the nature or operations of the school
- ✓ Any accident or dangerous occurrence
- ✓ Changes to risk assessments
- ✓ Significant changes to the detail of the Safety Statement
- ✓ Recommendations from the HSA
- ✓ Introduction of new legislations or guidance from HSA, Department of Education & Skills, Department of Health and/or Government of Ireland

This policy was approved by the Board of Management on 12.08.2020

Signed: 
Sr. Mercedes Coen
Chairperson Board of Management

Date: 12.08.2020

Signed: 
Maria Spring
Principal

Date: 12.08.2020