



Méanscoil na mBriathre Inis Diomáin

Health and Safety Policy

2020/2021





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Méanscoil na mBriathre Safety Policy:

SECTION 1: SAFETY POLICY

It is the policy of Méanscoil na mBriathre Inis Diomáin to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of Méanscoil na mBriathre Inis Diomáin in relation to the management of health and safety. The School is committed to managing and conducting activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and strives for continual improvement of safety management systems to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe place of work, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems of work;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;



- reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
- obtaining, when necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. Méanscoil na mBriathre Inis Diomáin is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their employees, students or members of the public at risk. The Principal has overall responsibility for health and safety within the school. Staff share a responsibility with management in ensuring their own safety while at work.

This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the School to discharge its responsibilities under law. Méanscoil na mBriathre Inis Diomáin is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

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

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

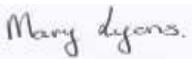


- a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c) maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d) continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e) consult with staff on matters related to safety, health and welfare at work;
- f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: 

Chairperson, Board of Management

Signed: 

Principal

School: Méanscoil na mBriathre Inis Diomáin

Date: 15/10/2020



SECTION 2: ORGANISATIONAL STRUCTURE

2.1 School Profile

Meánscoil na mBráithre,

We are a voluntary Catholic Secondary School under the trusteeship of the Edmund Rice School Trust (ERST), focusing on the importance of a value based Christian Education in the Catholic tradition.

Our School will endeavour to educate our students so that as emerging adults they can participate fully in community and family life, work and leisure



2.2 School Structure

The management structure of Méanscoil na mBriathre Inis Diomáin is as below:

Management and Administrative Details

Chairperson of the Trustees: Gerry Bennett

Chairperson of the Board of Management : Mrs. Bridgette Meehan

Principal: Mrs. Mary Lyons

Deputy Principal: Mr. Michael Clohessy

School Secretary: Mrs. Brigid O'Brien

School Caretaker: Mr. Stephen Sheppard



2.3 Personnel

The following health and safety responsibilities have been allocated to those shown in the table below:

Board of Management Representatives	Mr. Brian Dillon, Ms. Eimear Griffey
Principal	Mrs. Mary Lyons
Deputy Principal	Mr. Michael Clohessy
Teacher Union Representative	Mr Jason Daffy (TUI)/ Ms. M Molloy (ASTI)
Care-taker	Mr. Stephan Sheppard
Fire Warden (All staff)	All Staff
First Aiders	Mr. Kieran Meehan, Ms. Selina O'Sullivan
Automated External Defibrillator (AED) Trained Personnel	Mr. Kieran Meehan, Ms. Selina O'Sullivan
COVID Response Team	Mrs. Mary Lyons, Mr. Kieran Meehan, Mr. Cathal Mac Mahon, Ms. Selina O'Sullivan, Mr. Steven Mathieson



SECTION 3: DUTIES & RESPONSIBILITIES

SCHOOL PRINCIPAL

The School Principal is responsible for the planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that these are taken into account in planning, administration and maintenance activities and in organising work generally. He/she has ultimate responsibility for the co-ordination of health and safety management in the organisation.

The School Principal is responsible for ensuring that staff are given sufficient information and training to do their job effectively and that work targets are realistic and do not compromise health and safety requirements. He/she is also responsible for ensuring that staff are given adequate support to make the correct decisions on health and safety issues and that the standards described in this Safety Statement are met in a practical manner.

S/he will ensure that:

- an up-to-date signed Safety Statement is in place and Safety Policy is on display;
- the Safety Statement is brought to the attention of, and is understood by all employees;
- the Safety Statement is regularly reviewed and amended as necessary and any changes are brought to the attention of all employees;
- safety is a prime consideration in all planning;
- adequate funds, materials, equipment and human resources are budgeted to meet safety requirements;
- proper corrective action is taken and recorded when required;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;



- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing and training in the use of the equipment and training in the evacuation procedure;
- all statutory registers, notices and documents are maintained and available for inspection;
- contractors are engaged in accordance with the company policy and that the contractors approval form is completed in all cases;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- he/she responds to all queries from staff in relation to health and safety;
- he/she co-ordinates pregnant employee risk assessments as required
- accident records are maintained;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- VDU assessments are carried out and training provided for all new staff, as appropriate.



3.1 Deputy School Principal

The Deputy School Principal is responsible for health and safety performance and standards in respect of those activities under his/her control.

The Deputy School Principal will assist the Principal in co-ordinating the management of health and safety in the school. S/he will ensure that:

- the Safety Statement is brought to the attention of, and is understood by all employees;
- safety is a prime consideration in all planning;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;
- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- all statutory registers, notices and documents are maintained and available for inspection;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- VDU assessments are carried out and training provided for all new staff, as appropriate,



3.2 Teaching Staff

Teaching Staff are responsible for health and safety performance and standards in respect of those activities, which are within his control. In addition to the responsibilities outlined in section 3.5 for all employees, teaching Staff will ensure that:

- they read and understand the Safety Statement and carry out their work in accordance with its requirements
- they follow the manufacturers / suppliers instructions in the use of any materials / equipment he / she is required to use in the course of his / her teaching.
- He/she keeps his/her classrooms in a neat and tidy fashion, in order to minimise the risk of accidents. Specific attention must be paid to trailing cables, wet spots on the floor, spillages, and the storage of student bags and belongings
- Student work is displayed / stored in such a manner that it does not constitute a fire risk;
- They are aware of the location of all emergency exits and fire exits and fire points; to be able to recognise the fire alarm sounded and to be familiar with the evacuation procedures to be followed in the case of an emergency.
- They co-operate with the Principal and Person with responsibility for Safety in matters relating to health and safety.
- They ensure that all school protocols are followed for school trips / excursions.
- They comply with all school policies (e.g. dignity at work, bully & harassment etc).
- They do not use wood work equipment or other school equipment that they are not trained or authorised to use.



3.3 Caretaker / Gardener /Cleaners

The responsibilities of the Caretaker/Gardener/Cleaners are:

- To read and understand the Safety Statement and carry out their work in accordance with its requirements
- To carry out routine inspection of the building and grounds ensuring that all floor areas are free from spillage and any obstructions that might lead to accidents;
- To make every effort to maintain the security of the building and grounds;
- To carry out regular inspections of all fire escape routes, fire points and alarms etc and report any defects immediately to the Principal;
- To ensure that the manufacturers / suppliers instructions are followed when using chemicals and equipment on floor/wall cleaning, gardening etc;
- Store gardening equipment etc. safely and out of reach of students, teachers etc.;
- Store a minimum amount of petrol on site for the strimmer / mower (petrol should only be stored in approved containers out of reach of students, teachers etc.)
- Not to allow “horseplay” or practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- To report immediately any defects of plant or equipment.
- To report any accident, however minor, to supervision immediately.
- To set a personal example by wearing protective clothing and by carrying out their own work in a safe manner
- To look for and suggest ways of eliminating hazards and to bring to the attention of supervision any improvements or additions to the safety statement which they feel should be made.



3.4 All employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal as soon as practicable:
 - I. Any work which may endanger the health and safety of themselves or others.
 - II. Any defect in the place of work, systems of work, articles or substances.
 - III. Any breach of health and safety legislation of which he or she is aware.
- **Employees must not:**
 - I. Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
 - II. Place anyone at risk in connection with work activities.
 - III. Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.



Additionally members of staff must:

- read and understand the school's Safety Statement;
- report any accident or damage, however minor, to management as soon as possible;
- co-operate in the investigation of accidents;
- not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training;
- know the procedure in the event of a fire;
- clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene;
- ensure that their work does not compromise safety regulations or impede emergency exit routes;
- not attempt to lift or move articles or materials so heavy as likely to cause injury;
- not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb;
- suggest ways of eliminating hazards and improving working methods;
- inform management if pregnant;
- heed all caution and warning signage on site;
- take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees (It is also advised that employees do not run in the workplace);
- bring any problems regarding health and safety to the notice of the Principal;
- Adhere to all school safety rules and requirements.



3.5 Health and Safety Co-ordinator (Principal)

The main responsibility of the Health and Safety Co-ordinator is to advise and assist management and staff on health and safety matters.

He/She shall:

- Co-ordinate the organisations health and safety management system.
- Ensure that the Safety Statement including risk assessments is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider, and fire warden.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Ensure that all relevant accidents and dangerous occurrences are reported to the H.S.A. (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.

3.6 Visitors. It is the responsibility of visitors to the school to:

- Co-operate with the School with respect to all matters relating to health and safety;
- Obey all safety instructions given by the School staff;
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement;



- Take care of their own health and safety by not indulging in “horseplay”, wilful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises;
- Take note of, and obey all safety signage, where necessary.

3.7 Contractors

Control of Contractors to Méanscoil na mBriathre Inis Diomáin is the responsibility of the Health and Safety Co-ordinator and School Principal.

Contractors must ensure that:

- they comply with the provisions of the schools Safety Statement and that their own company’s Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available;
- all work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- they comply with any Permit to Work system in place within the school;
- they wear any personal protective equipment as required;
- scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- all plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- no power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition;
- any injury sustained by a contractor’s employee is reported immediately to site management;



- they comply with any safety instructions given by site management;
- site management is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with the school recommendations and management approval;
- they respect the School's right to see documentary clarification of contractors' insurance arrangements.



SECTION 4: SAFE WORKING ARRANGEMENTS

4.1 Resources

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. They undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out. Health and Safety considerations are incorporated in annual estimates for running of the school. Management will provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of health and safety information and training to all staff.

4.2 Training & Induction

4.2.1 Records

Any safety training provided will be recorded by the Safety Co-ordinator. The school will keep health & safety training records (see appendices) detailing the following:

- name of the employee being trained;
- date of training and amount of time taken;
- training details and methods used; and
- signatures of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.



4.2.2 Training

The school shall provide the following training as appropriate:

- safety induction training for all new staff;
- as appropriate, VDU Assessor, manual handling and fire safety;
- management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

4.2.3 Safety Induction

It is the policy of Méanscoil na mBriathre Inis Diomáin that all new personnel receive induction training. Employees will be provided with an induction briefing covering the following:

- showing the new employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities;
- warning new employees of any prohibited actions in the work place;
- explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- explaining the fire and evacuation procedure and the location of assembly points;
- training the new employee in any relevant risk assessments and obtaining a signature for such training; and
- completing a VDU workstation assessment on new employees as required.



4.3 Safety Consultation

Regular team meetings are held. Although health and safety issues are not an agenda item, these meetings can be used by staff members to raise any issues of concern. The regular meetings should be used to facilitate communication and foster co-operation between management and staff on all issues including health and safety. By including health and safety on the agenda, it will keep health and safety relevant and current as well as stimulate new ideas for making the workplace safer.

Issues for consideration should include:

- reviewing accidents and dangerous incident statistics;
- identifying any unsafe conditions and practices;
- dealing with issues raised by employees
- reviewing safety audit reports;
- discussing and circulating external health and safety information;
- monitoring staff training;
- establishing and maintaining good communications networks relating to health and safety.



4.4 Safety Representative

The School will respect the rights of the Safety Representative.

4.5 First Aid

First Aid Kits are provided for use throughout the school. The School will provide training in First Aid to all nominated first aiders. This training will be reviewed and updated every two years or earlier when necessary. A sufficient number of first aiders will be appointed to ensure that where possible a trained first aider will be on site at all times. The names of all site First Aiders are available below. Contents of the first aid boxes are checked regularly. Where necessary the Principal is notified of the need to reorder stocks. The contents of first aid boxes as recommended by the Health and Safety Authority is given below.

First Aid Responder	
Kieran Meehan, Selina O'Sullivan	



General School Risk Assessments - No.19 First-Aid
RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS

Materials	First-aid box contents			
	First-aid travel kit contents	1 - 10 Persons	11 - 25 Persons	26 - 50 Persons*1
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

Notes:

*1: Where more than 50 persons are employed, pro rata provision should be made.

*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/effilable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.

*3: Where mains tap water is not readily available for cooling burnt area.



4.6 Reporting of Accidents & Dangerous Occurrences

All accidents to persons, whether or not in the employment of the school resulting in injury, however slight, must be reported immediately to the School Principal. If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3. The School Principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority. If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

4.7 Welfare Facilities

Adequate welfare facilities are provided for all personnel and maintained in good order. Toilet, washing and kitchen facilities are provided in this regard. All facilities are maintained and cleaned regularly.

4.8 Control of Contractors

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their Safety Statement. Method statements should be obtained from all contractors carrying out high-risk activities.



4.9 Pregnant Employees

It is the policy of this school to take all the necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007. It is the duty of the employee to inform the School Principal if they are pregnant as early as possible in the pregnancy. On receiving notification that an employee is pregnant the school will assess the specific risk to that employee and take action to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk (see appendices for relevant risk assessment form). Every effort will also be made to provide, where practicable, suitable working conditions and flexible working arrangements. The school fully subscribes to the provisions of the Maternity Protection Acts.

4.10 Monitoring & Revision

This school will ensure that safety performance is monitored and systems revised where necessary. This will be achieved in the following manner:

- All employees are expected to bring to the notice of the School Principal any areas where the policy on health, safety and welfare appears to be inadequate and request an amendment to be made to the Safety Statement;
- Such information will be communicated directly to management or through the Safety Representative and this will ensure that the Safety Statement is monitored on a continuous basis;
- The School Principal will ensure that the Safety Statement is regularly updated (to reflect changes in legislation, staff or work practices etc.) and employees will be informed of the changes; and



- The school will undertake on a regular basis to carry out safety inspections and ascribe a risk assessment of High, Medium or Low and time scale to address same together with the person assigned to implement the necessary corrective measures

	3.	MEDIUM	HIGH	HIGH
SEVERITY	2.	MEDIUM	MEDIUM	HIGH
	1.	LOW	MEDIUM	MEDIUM
		1.	2.	3.
		LIKELIHOOD		



4.11 Others Affected by School Activities

Third parties affected by school activities include:

- visitors;
- contractors.

The school will give at least the same level of attention to contractors and visitors as it gives to employees in the area of health, safety and welfare. Visitors shall be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals. All contractors working on the premises should be aware of the fire safety provisions (e.g. emergency exit routes, alarm signals, etc.). In the event of an emergency, all contractors and visitors will be instructed to evacuate and/or follow staff members to a safe exit route.

4.12 Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked. The following precautions are in place:

- instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of fire fighting equipment;
- holding fire and evacuation drills every 6 months;
- providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction;
- providing adequate fire protection equipment and systems;
- inspecting and maintaining fire protection equipment and systems;



- maintaining good housekeeping practice to ensure the removal of all combustible rubbish;
- testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

4.12.1 Action in the Event of a Fire

Protocol

In the event of you discovering a fire:

If the fire is a small one, use an available and suitable extinguisher

	Old Type	Used For
Water	Red	all but electrical fires & burning liquids
Dry Powder	Blue	all fires; do not use in confined spaces
CO₂	Black	All fires
AFFF Foam	Cream	Oils, bitumen, combustible materials





On realizing a fire has broken out:

1. Sound the alarm by shouting repeatedly
2. Ensure someone calls 112 or 999
3. If small, tackle using appropriate fire extinguisher
4. Do not put yourself or others at risk
5. Leave the building by the nearest exit, do not run, (it instils panic in others), do not collect, or return for personnel affects.
6. Go immediately to the assembly point assigned to you, (denoted by a green “assembly point” sign, the exact location will be known).If an assembly point cannot be de-noted due to the nature of the works employees should stand an adequate distance away
7. Wait at the assembly point until you have been accounted for (if applicable) –Do not leave until told to do so.
8. Do not return to the building/works area until the fire warden informs you it is safe to do so, this will only come from the fire brigade, **NO OTHER PERSON** can advice you to return to the building.



If you are the person contacting the Emergency Services, follow these steps:

1. DIAL 999 OR 112 FOR EMERGENCY SERVICES:

- AMBULANCE
- FIRE SERVICE
- GARDAI

2. GIVE CLEAR INSTRUCTIONS TO THE LOCATION OF THE SCHOOL AND ENTRANCE TO BE USED TO GAIN ACCESS TO SCHOOL. STAY ON THE LINE UNTIL THE OPERATOR HAS REPEATED THE INFORMATION BACK TO YOU.

SCHOOL LOCATION

3. GIVE AN INDICATION OF:

- a) NUMBER OF PERSONS IN SCHOOL INJURED.
- b) BRIEF DESCRIPTION OF HOW ACCIDENT OCCURRED
- c) EXACT LOCATION OF INCIDENT IN SCHOOL
- d) BEST POINT OF ENTRY FOR EMERGENCY SERVICES
- e) ANY SPECIFIC HAZARDS THAT ARE IN THE SCHOOL THAT THEY CAN BE EXPOSED TO SUCH AS FLAMMABLE LIQUIDS OR GASES.
- f) ANY CHEMICAL HAZARDS



4. ALERT PRINCIPAL/ VICE PRINCIPAL TO PROVIDE AN ESCORT FOR EMERGENCY SERVICES TO THE EXACT LOCATION OF INCIDENT.

5. CORDON OFF THE AREA TO PREVENT ANYONE ENTERING INTO A HAZARDOUS SITUATION/AREA.

4.12.2 Emergency Lighting and Directional Lighting

Emergency lighting is provided in the office area and through the main hallway to facilitate escape from the building during any interruption of the general lighting system. Illuminated exit signs should be provided above protected doorways leading from the escape route.

4.12.3 Fire Drill

A fire drill shall be undertaken at least twice per year and recorded in the fire register.

4.13 Gas

The main hazards associated with gas are:

- a) Fire and possible explosion when accumulations of unburnt gas is ignited;
- b) Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.



4.13.1 Action in the Event of a Fire

- If you smell gas:
- Do not use any naked flames.
- Do not use your mobile phone in the vicinity of the gas leak.
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).
- Check whether gas is coming from a pilot or burner a) If so, turn the burner off b) If not turn the supply off where it enters the room or at the meter
- Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build up of gas has dispersed.
- Report the leak immediately to the Principal.
- Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.
- If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.



4.14 Smoking

Smoking is prohibited on the school grounds and in the school building.

Policy on smoking:

Purpose:

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or Passive smoke 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 second-hand smoke and the consequent health effects of such exposure.

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment as far as is reasonably practicable.

Policy:

It is the policy of Méanscoil na mBriathre Inis Diomáin that all of our workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the workplace, including company vehicles, with no exceptions.

This policy applies to all employees, parents, students, contractors, customers and visitors.



Implementation:

Overall responsibility for policy implementation rests with the occupier or person in charge of the workplace. All staff has an obligation to adhere to, and facilitate the implementation of the policy.

Policy regarding Infringements:

Infringements or non-compliance with this Policy will be administered in the first instance under employee disciplinary procedures.

Employees, consultants, students and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.



4.15 Covid 19

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this Control in place?	Action/to do list / outstanding controls *Risk rating applies to outstanding Controls outlined in this column	Person Responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	Follow public health guidance from HSE re hygiene and respiratory etiquette	Principal, LWR All Staff & students	Continuous
					Y	Complete School COVID-19 Policy Statement	Principal Management team	V 1.6 complete
					Y	Return to Work Forms received and reviewed	Principal & staff	Complete August 26 th
					Y	Undertake Induction Training	Principal & LWR	Sept 7 th
					Y	Maintain log of staff, student and visitors	Principal & School Sec	In place Aug 5 th
					Y	Complete checklists as required	Principal & LWR	Ongoing
					Y	How to deal with a suspected case	Covid Response Team	Revised sept 17 th
					Y	Physical distancing requirements	All staff & students	Continuous

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Mary Lyons (Principal) Michael Clohessy (DP) Kieran Meehan (LWR) Ms Campbell AP1 Date: 19th August 2020



COVID-19 Protocols

Risk /Instruction from DES , Chief Medical Officer	School Response
<p>School are to eliminate as many points of cross contamination as possible</p>	<p>1.Lockers Students will not have access to lockers as they have been identified as major areas of congregation and possible contamination. Teachers will work with students to minimise how much is to be carried in to school each day by increasing the use of OneNote. Students will bring a note pad (refill) and pencil case to school. They will also bring materials such as calculators. No items can be shared and so no items can be loaned to students. In order to fully participate in class, they will need to bring their own materials. They will use their note pad in school and their books at home. A4 softcover is preferable and if they have a number of sections this would be good. Eg. Pukka Pad</p> <p>2. Devices-Laptops, Surface Go etc Students will each have a school email and TEAMS account where teachers will send notes etc. They are bound to follow the school Acceptable Use Policy (AUP) for students at all times. The increased use of One Note will help reduce the weight of school bags by reducing the number of books and copies. Parent will be encouraged to consider purchasing a laptop for their sons. (Birthdays and Christmas gifts??)</p> <p>3.Classrooms Desks will be arranged as per DES specification - there will be clear floor markings to show where desks are to be placed and they must not be moved Students will be given assigned seating in their classrooms. They may not sit in any other area in the classroom. The desk and chair must be wiped down before they leave.</p> <p>4.One way corridor system A one way system will be in place for corridors, floor signs will guide staff and students this will require students to move outdoors to go to some classes. The school jackets or a navy /black jacket may be worn (NOT HOODIES).There will be designated entry and exit doors to the school, signs will be in place.</p> <p>5.Arrival to school Students will go directly to the classroom where their first class takes place and sit in their designated seat. Students who live close to the school are encouraged to walk or cycle to school and arrive in the minutes before 9.00am</p> <p>6. Departure from School The release of students at the end of the day will also be staggered from 15:40 to 15:50pm, this will be supervised by teachers.</p> <p>7. After school Study After School Study commenced on 21st September</p>



New procedures be put in place to minimize risk

1. Staggered Breaks

Both breaks will be staggered to assist us in monitoring physical distancing and to reduce the numbers accessing common areas at any one time.

Juniors will have the morning break at 10.20am and the lunch break at 12.30pm.

Seniors will have the morning break at 11.00am and the lunch break at 1.10pm.

There will be no water fountain in operation in the school as these have been identified as a point of contamination.

Our school canteen provider is not in a position to offer a service during the pandemic. Students will be required to bring a packed lunch and their drinks (No fizzy drinks allowed) to school each day. Students should bring home their rubbish in the lunchbox.

Lunch boxes should be labelled and not left lying around.

Students will be assigned an area for their lunch and will receive instruction on the use of school facilities - they are required to follow their instructions at all times.

2. Induction for students

Students will receive training upon their return to school. Individual year groups will be gradually returning over a longer period to allow greater time to adjust.

3. Training for staff

On Friday 28th August staff will have school COVID Induction day , online training will be available on gov.ie

4. Restricted Access

Visitors to the school will be strictly limited to essential trips only.

The office/reception area will not be open for parents – no parents/guardians may to school unannounced. Please phone the office to make essential appointments.

A Contact Tracing log will be kept by the school for anybody who must visit.

5. Uniform

Students are requested to wear full uniform and to wear addition layers of clothes in cold weather. Windows and doors will be opened at specific times to increase ventilation, students may wear either the school jacket or a dark jacket (navy or black) in colder weather .NO HODDIES allowed.

6. Very high-risk students

If your child is considered to be in the high-risk category please refer to the very high risk category on the HSE link here:

<https://www2.se.ie/conditions/coronavirus/people-at-higher-risk.html>

If your son falls into this category please email Principal@cbsennistymon.com with the relevant information and arrangements will be made to facilitate your son's ongoing learning.

Schools are asked to promote and facilitate good hygiene etiquette

1. Procedure if ill in school or at home

No students are permitted to enter the school if ill. If they attend school while ill, or become ill while in school, they will be required to leave class and go to an isolation area. You will be asked to collect them from school as soon as possible. This is referred to as the 'STAY AT HOME POLICY' and is compulsory for all students and staff members in the schools in Ireland.

2. Hand sanitizing



Students must wash hands frequently during the day, especially after using bathroom facilities. Warm water, soap, sanitizer will be available in the toilet facilities. The number of wash hand basins and urinals have been increased.

Students are also required to sanitize their hands at the beginning and end of each class and as directed to do so by school staff. Every classroom and common area will have hand sanitizing dispensers.

3.Masks

It will be a requirement to wear face masks where 2 meter physical distance cannot be maintained .This will include the vast majority of classes and when moving between classes. For the sake of the environment we ask that students use washable cotton masks and keep them in a Ziplock type bag when not in use. Masks must be fitted behind the ears and fit well below the chin. Students must ensure that they are of plain material and colour and do not make any offensive statement. Bandanas or scarves will not be allowed.

Students will be reminded regularly of appropriate respiratory hygiene (cough and sneeze etiquette)

Pedal bins are provided in classrooms for disposal of tissues, wipes etc.

The school has a plan for a new and enhanced cleaning routine

Students may not share any items with others and must not use the items of others.

Schools are asked to maintain records on both staff and students which will be made available to the HSE in the event of an outbreak

Return to Work /School Form

All staff and students returning to school after school summer holidays must fill out the Return to work/ school form’ three days before they return to the school. –Please complete the form by clicking on this link.

<https://bit.ly/2Eq6J4r>

All staff and students are asked to declare if they have been abroad and undertake the mandatory 14 days self-isolation period for all countries except those on the Dept of Foreign Affairs Green List

Staff and students may not attend school if they have symptoms, are awaiting test results or have been in contact with someone who has the virus or is suspected of having the virus

Staff and students who have the virus must provide a medical clearance cert when returning to work/school.



4.16 Places of Public Assembly

The school regularly holds events such as open days, awards days etc. For such events additional care is advocated, bearing in mind the public would not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling. In order to minimise the hazards outlined above the following measures shall be adopted for all such events carried out by the school:

1. all places used for such events shall have adequate means of escape, fire fighting equipment and fire detection systems;
2. the trainer/person in charge shall communicate the location of fire exits to participants;
3. a plan of the premises shall be displayed prominently inside the main entrance. The location of escape routes and fire fighting equipment shall be indicated;
4. the number of persons allowed on the premises shall be determined for events or be communicated by the establishment hosting the event;
5. all rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times;
6. the premises shall be inspected by the trainers on each occasion that the public has vacated them to remove any potential fire or safety hazard;
7. all flammable liquids, gases and other potentially dangerous substances shall be limited to small quantities, suitably labelled and stored in designated suitable storage areas;
8. portable gas or liquid fuel heaters shall not be used on the premises;
9. any fire/smoke resisting doors shall be kept in the closed position;
10. members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape;
11. all areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk;



12. adequate means of access/egress shall be provided in premises where crowds may gather for entry/exit;

4.17 High Risk Activities

High risk activities by staff such as accessing roofs, attics or any work at height is strictly forbidden by the school. Only competent authorised contractors will be permitted to carry out such activities (once a method statement has been agreed).

SECTION 5: HAZARD IDENTIFICATION AND CONTROL MEASURES

5.1 Hazard Identification

It is the policy of the school to identify hazards in the place of work, to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard:

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, a piece of equipment or a work method or practice.

A hazard is a situation in the workplace that has the potential to harm the health and safety of people or to damage location and equipment.



i. Risk:

Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Risk assessment:

A risk assessment is concerned with identifying the hazard, then estimating the severity and likelihood of harm arising from such a hazard. The employer can then put in place control measures to minimize the risk or weigh up whether he or she has taken enough precautions to prevent harm.

ii. Risk Control Measure: Define/ Hierarchy of Risk control Measures:

Risk control measures are things that can be put in place to reduce the risk from a hazard. Using the theme of fire as a hazard, we can reduce the risk from fire by having fire detectors in place, by training people in evacuation and by providing properly maintained fire extinguishers and other fire fighting equipment.



Hierarchy of Risk Control Measures:





Control measures include steps that can be taken or put in place to reduce the potential of exposure to the hazard. The control measure could also be to completely remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard. An example of such a simple control measure would be that of securing guarding of moving parts of machinery eliminating the potential for contact. When we look at control measures we often refer to the hierarchy of control measures.

1. Eliminate the hazard	Elimination of the hazard is not always achievable though it does totally remove the hazard and thereby eliminates the risk of exposure. An example of this would be that petrol station attendants in Ireland are no longer exposed to the risk of chronic lead poisoning following the removal of lead from petrol products.
2. Substitute the hazard with a lesser risk	Substituting the hazard may not remove all of the hazards associated with the process or activity and may introduce different hazards but the overall harm or health effects will be lessened. In laboratory research, toluene is now often used as a substitute for benzene. The solvent-properties of the two are similar but toluene is less toxic and is not categorised as a carcinogen although toluene can cause severe neurological harm.
3. Isolate the hazard	Isolating the hazard is achieved by restricting access to plant and equipment or in the case of substances locking them away under strict controls. When using certain chemicals then a fume cupboard can isolate the hazard from



	the person, similarly placing noisy equipment in a non-accessible enclosure or room isolates the hazard from the person(s).
4. Use engineering controls	Engineering Controls involve redesigning a process to place a barrier between the person and the hazard or remove the hazard from the person, such as machinery guarding, proximity guarding, extraction systems or removing the operator to a remote location away from the hazard.
5. Use administrative controls	Administrative controls include adopting standard operating procedures or safe work practices or providing appropriate training, instruction or information to reduce the potential for harm and/or adverse health effects to person(s). Isolation and permit to work procedures are examples of administrative controls.
6. Use personal protective equipment	Personal protective equipment (PPE) include gloves, glasses, earmuffs, aprons, safety footwear, dust masks which are designed to reduce exposure to the hazard. PPE is usually seen as the last line of defence and is usually used in conjunction with one or more of the other control measures. An example of the weakness of this control measure is that it is widely recognised that single-use dust masks cannot consistently achieve and maintain an effective face piece-to-face seal, and cannot be adequately fit-tested and do not offer much, if any real protection against small particulates and may lead to a false sense of security and increase risk. In such instances an extraction system with fitted respirators may be preferable where the hazard may have significant health effects from low levels of exposure such as using isocyanate containing chemicals.



iii. Conducting a Risk Assessment:

What is Risk Assessment?

Risk Assessment is where the severity of the hazard and its potential outcomes are considered in conjunction with other factors including the level of exposure and the numbers of persons exposed and the risk of that hazard being realised. The formulae used to calculate the overall risk is a basic standard calculation using high, medium and low categories.

It is important to ensure that the residual risk following implementation of control measures is 'as low as is reasonably possible' (ALARP). For a risk to be ALARP it must be possible to demonstrate that the cost involved in reducing the risk further would be grossly disproportionate to the benefit gained.

Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires that employers and those who control workplaces to any extent must:

- identify the hazards in the workplaces under their control
- assess the risks presented by these hazards

In this context a *hazard* is something with the potential to cause harm (for example, chemical substances, machinery or methods of work), while measuring the *risk* depends on:

- The *likelihood* of that harm occurring in the workplace
- The *potential severity* of that harm (the degree of injury or ill health following an accident)



- The *number of people* who might be exposed to the hazard

It is the duty of employers to write down these workplace risks and what to do about them. This is known as a risk assessment. Assessing risk means you must examine carefully what, in the workplace, could cause harm to your employees, other employees and other people, including customers, visitors and members of the public. This allows you to weigh up whether you have taken enough precautions or whether you should do more to prevent harm.

Why is it important to carry out a risk assessment and prepare a Safety Statement?

1. Financial Reason

Accidents and ill-health inflict significant costs, often hidden and underestimated. There is considerable evidence, borne out by companies' practical experiences, which effective safety and health management in the workplace contributes to business success.

2. Legal Reasons

Carrying out a risk assessment, preparing a safety statement and implementing what you have written down are not only central to any safety and health management system, they are required by law.

Health and Safety Authority inspectors visiting workplaces will want to know how employers are managing safety and health. If they investigate an accident, they will scrutinize the risk assessment and safety statement, and the procedures and work practices in use. Make sure that these stand up to examination.



3. Moral and Ethical Reason

The process of carrying out a risk assessment, preparing a safety statement and implementing what you have written down will help employers prevent injuries and ill health at work. Employers are ethically bound to do all they can to ensure that your employees do not suffer illness, a serious accident or death.

About Risk Assessment:

Assessing risk is not new. Everyday people endeavor to assess risks whether they realise it or not. We all assess risk in our daily lives, most obviously when we check for traffic before crossing the road. We are checking to see if it is safe to cross or not, basically we are “assessing the risk”. This can even be related to a mother checking the temperature of a bottle before feeding a baby.

In the workplace environment, assessing risk is a way of thinking about how your work and activities may cause harm – perhaps to yourself or others around you. The aim is to make sure that you have done all you can to prevent harm occurring as a result of your work. We are legally obliged to carry-out risk assessments.



HSA Continuous Improvement Model:

Risk assessments carried out in this woodwork room will follow the HSA 'Continuous Improvement Model' as illustrated below. They outline a six-step procedure as follows.

1. Health and Safety Policy
2. Identify Hazards
3. Assess the risks
4. Decide Precautions
5. Record the findings
6. Review and update



Each of the steps are outlined below. In order to run an effective classroom that maintains a high health and safety standard these points should be clear in your mind and followed at all times.



Follow these simple steps:

1. SAFETY AND HEALTH POLICY

Draw up a safety and health policy.

Employers have ultimate responsibility for health and safety. The safety statement should begin with a declaration, signed at senior, responsible management level on the employer's behalf. The declaration should give a commitment to ensuring that a workplace is as safe and healthy as reasonably practicable and that all relevant statutory requirements will be complied with. This declaration should spell out the policy in relation to overall safety and health performance, provide a framework for managing safety and health, and list relevant objectives. Because the safety statement must be relevant at all times to the safety and health of employees and others in the workplace, the policy declaration should indicate: that the safety statement will be revised as changes occur and evaluated at set intervals; how the relevant contents of the statement are to be brought to the attention of employees and any other people in the workplace who might be affected by the statement.





2. HAZARDS:

Look for the hazards – Be familiar with the equipment you are using or the process. Look at what could reasonably be expected to cause harm, walk around the workplace consider all the hazards. Ignore the trivial and focus on the significant hazards which could result in serious harm or affect others. Seek assistance if necessary, ask other members of your team or members of staff – others may notice something not immediately obvious to you. Use manufacturers’ data sheets and other safety data, the hazards check list, page 4 may be helpful.



3. ASSESS RISKS:

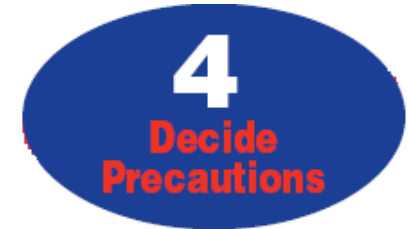
Decide who might be harmed – Consider all those who may come into contact with your work these could include people who share the workplace, visitors, cleaners, maintenance workers, delivery drivers etc.





4. DECIDE PRECAUTIONS:

Evaluate the risk and decide if existing precautions are adequate or if more should be done. – Consider how likely (*the likelihood*) it is that each hazard will cause harm and the severity. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken some risks usually remain. What you have to decide for each significant hazard is whether this **remaining risk** is **High, Medium or Low**, the risk matrix will help. You must consider if there are any specific legal requirements such as preventing access to moving parts of machinery, then ask yourself if generally accepted industry standards have been met, but don't stop there think for yourself – the law states you must do all that is “reasonably practicable” to keep your workplace safe. **Your real aim is to make all risks small.**



5. RECORD THE FINDINGS:

Record your findings – It is always best to make a written record all of your findings to refer back to in future. Should the need arise you will be able to demonstrate the areas you considered.

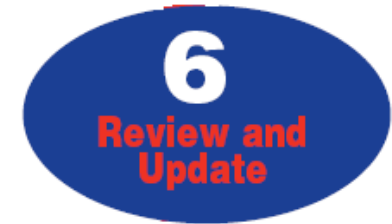




6. REVIEW AND UPDATE:

Review your assessment – If you decide to change the way you work or deviate from your original risk assessment **you must re-assess**. Changes may include:

- Change of machinery.
- Change of location.
- Change of process.
- New legislation is issued.
- An accident or incident has occurred despite your control measures.



Risk Assessment Considerations:

All users of the school facilities must be considered when carrying out your risk assessment. This includes the following:

- Teaching staff - permanent and temporary, substitute and trainee staff;
- Non-teaching staff - administration, caretaking, cleaning and catering staff;
- Contract workers such as window cleaners;
- Pupils including visiting pupils, e.g. as part of a team;



- Parents/guardians;
- Visiting speakers;
- Visiting sales people, delivery people and maintenance workers;
- Members of the public

Likelihood of Occurrence

The consequences of the identified safety hazards shall be assessed using the following criteria:

- Severity
 - High = Fatality/major injury or illness causing long-term disability
 - Med = Injury or illness causing short term disability
 - Low = Minor injury

- Likelihood

The likelihood of the identified hazard occurring is then assessed using the following criteria:

- High = Certain / near certain
- Med = Reasonably likely to occur
- Low = Very seldom /never



Risk Magnitude Matrix:

	3.	MEDIUM	HIGH	HIGH
SEVERITY	2.	MEDIUM	MEDIUM	HIGH
	1.	LOW	MEDIUM	MEDIUM
		1.	2.	3.
		LIKELIHOOD		

RISK RATING = SEVERITY × LIKELIHOOD



Safety Assessment and Review Criteria:

General Principles of Prevention

The General Principles of Prevention (outlined in Schedule 3 to the Safety, Health and Welfare at Work Act 2005) provide a methodology for approaching accident prevention. The Board of Management must take account of these principles when implementing necessary safety, health and welfare measures in the school.

The Nine Principles include:

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment
9. The giving of appropriate training and instructions to employees.



Working Environment

It is the responsibility of each employee to assess the working environment when designing or working on the school's premises and ensure that it is safe.

Be aware of the following hazards:

- Wetness.
- Noise.
- Vibration.
- Light.
- Humidity.
- Ventilation.
- Temperature.
- Climate.
- Space/Access



Safety Assessment Questionnaire

	Yes	No	Comment
Does the school have a Safety Statement?	Yes		
Has a copy of the Safety Statement been issued to all staff?	Yes		
Does the school operate an accident reporting system supported by the use of accident report forms?	Yes		
Fire Safety			
Is there an automatic fire detection and alarm system in place?	Yes		
Are there fire hose reels and/or fire extinguishers in place?	Yes		
Is there an emergency lighting system in place?	Yes		
Are fire drills carried out? How many per year?	Yes		More frequent fire drills required



Who services fire equipment and how often? Fire extinguishers Fire hose reels Fire detection and alarm system Emergency lighting	Yes		Clare Fire Alarms Annually
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Signed: ..

Principal

Date: 15/10/2020