

### **Health, Safety & Welfare Policy**

The Board of Management brings to the attention of its school community the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. Managing safety, health and welfare effectively in schools brings with it huge benefits. When good systems are in place to prevent accidents, injury and ill-health to staff, students and visitors, the whole school becomes a better place in which to work and learn.

This policy requires the co-operation of all employees and school community. It shall be reviewed annually or more frequently, if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. Planning and procedures for managing safety, health and welfare in a school must conform with current legislation and with current guidance from the Department of Education and Skills on issues such as child protection, bullying, stress, assaults and other issues related to safety, health and welfare as they arise.

### **Introductory Statement and Rationale**

We are a co-educational school for students between the ages of 4 and 18 who have been assessed as having either a moderate or severe/profound general learning disability. Many of our students may have additional needs such as physical disabilities, Autism and other diagnoses. In exceptional circumstances students with Autism having a mild general learning disability may be deemed eligible to attend. We endeavour to cater for the holistic needs of each student through Individual Education Planning. Life skills are a central element to the curriculum. It is in this context that our Health and Safety policy is implemented within our school. This policy endeavours to set out the principles upon which the procedures for health and safety of all staff and students can be implemented, sustained and evaluated by the whole school community.

### **Mission Statement**

In line with our Catholic ethos, St. Anne's having the Bishop of Killaloe as it's Patron, endeavours to nourish the educational, social, emotional, spiritual and physical development by supporting each student to achieve the best of his/her ability. The staff of St. Annes are dedicated to providing the highest quality of care, education and learning to each student and are cognisant in supporting each student to succeed to his/her potential. We believe each student is entitled to an appropriate education provision and the dignity of each student is maintained at a premium: thus ensuring inclusivity and equality of provision. In partnership with parents/guardians and families of our students, we seek to promote the holistic development of each individual. Guided by our ethos and infused by our dedication we celebrate diversity and ability and adhere to our motto 'Together We Can Achieve Great Things'

### **School Vision**

St. Anne's endeavours to nourish the educational, social, emotional, spiritual and physical development of each student to his/her potential with the future expectation of active participation in his/her local community. Our vision for our school's Health and Safety policy is to provide a safe working and learning environment for all staff, students and visitors to the school. By engaging students and staff positively with all aspects of health and safety, we hope that the whole school community will be able to demonstrate exemplary health and safety practices in our school.

### **Aims of the Policy**

- To safeguard the health and safety of all students and employees in the school.
- To safeguard the health and safety of other people who might be at the workplace, including customers, visitors and members of the public.
- To outline the procedures and resources necessary to ensure a safe environment in our school.
- To adhere to legislation as outlined by the Safety, Health and Welfare at Work Act, 2005-2016 and current Health and Safety legislation for the health and safety of its workforce whilst at work and others who could be affected by its work activities.

## **Roles & Responsibilities**

The Board of management as employer, is responsible for ensuring as far as reasonably practicable, the safety, health and welfare at work of its employees and the safety, health and welfare of those who are in anyway affected by the work activities of the school. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and students and to meet our duties to members of the public with whom we come in contact. This policy requires the co-operation of all employees. Health, safety and welfare at work will be considered in any future staff training and development plans.

The Safety, Health and Welfare at Work Act 2005 sets out the main provisions for securing and improving the safety, health and welfare of people at work. Boards of Management as employers have legal obligations under this legislation and have a duty to ensure that staff are aware of Health and Safety Policy, Health and Safety Rules, to provide safe systems of work and adequate training as requires.

The Board of Management may delegate duties to employees to act on its behalf. In line with the and the HSA 'Guidelines for Managing Health, Safety and Welfare in Primary Schools', St. Annes School has developed a Health & Safety Team. Everybody in the school has a role to play in ensuring good safety, health and welfare within the school; this includes teachers, special needs assistants, bus escorts, ancillary staff, students, visitors and contractors. Established safety, health and welfare legislation and common law duties of care set down specific requirements for employers and employees.

Safety Arrangements	Principal	Deputy Principal Safety Representative	Staff Safety Representative	BoM Safety Officer
Managing Health & Safety at work	Yes - Anne Comerford	Yes - Andrea Hynes		
Accident/Incident Reporting and Investigation	Yes - Anne Comerford	Yes - Andrea Hynes		
Occupational Health and Safety matters				
Report to the Management Team any defects in plant, equipment, place of work, or system of work				

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## **Procedures to Ensure Safety in Our School**

### **Fire Evacuation**

In a fire situation it is, more often than not, panic rather than the actual fire that will cause loss of life and injuries. With proper preparations it is possible to reduce this level of panic considerably, specifically, fire evacuation drills. A fire evacuation drill is an exercise to practice the swift and safe evacuation of all school personnel.

#### **Organising a Fire Drill**

1. The person in charge of fire precautions should discuss with all teaching staff the issues of fire precautions and evacuation drills.
2. When all staff are aware of what is involved, fire drills should be practiced with each individual class following a discussion with that class regarding fire precautions and the purpose of the fire drill.
3. Then an evacuation drill should be planned for the whole school, only the Principal and teachers being aware of it in advance. It is especially important that all procedures are followed in the fire drill and that the arrangements for alerting the Fire Brigade are observed, even though the Fire Brigade is not actually called.
4. The drill is simply conducted by the principal /deputy activating the fire alarm. Each class then proceeds with their teacher and staff to their pre-determined assembly point, where a roll-call takes place. The teacher reports to the person in charge who must ensure that all students are accounted for.
5. If all are accounted for then the classes are asked to return with staff one at a time to their classrooms.
6. If some students are unaccounted for, the Principal will return to locate these students.
7. In a real fire situation it is important that:
  - a) The alarm is raised



b) The building is evacuated while the Fire Brigade is being called - no matter how small the fire

c) The fire is quenched by staff if it is safe to do so. The order in which these are undertaken is very important.

### **Fire Safety**

Appropriate procedures for ensuring that safety precautions are properly managed are formulated and disseminated to all the staff. The school's evacuation procedures are prominently displayed in all teaching rooms, offices, social area and the staff room. Staff will be trained in the use of fire-fighting equipment.

Fire drills will be undertaken at least once a term and a log book will be maintained of such drills. Class teachers bring their classes and registers to their designated fire assembly points on the yard where class teachers call the register. The evacuation and safety of visitors and contractors is the responsibility of the person who they are visiting or working for.

The school has, and will maintain, appropriate fire detection and fire-fighting equipment. All such equipment will be checked annually by an approved contractor, records maintained and they will always meet statutory obligations. Exits will be clearly signed and kept clear from obstruction at all times. **(Fire Safety Appendices Attached)**

### **Procedures in Relation to Access to School**

In as much as is compatible with the practical layout of the St. Anne's school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

All visitors to the school shall be required to sign-in at reception on arrival and sign-out on departure.

Staff or students may have to leave before the end of the school day must have prior approval and sign-out at reception.

### **Procedures in Relation to Transportation and Traffic Management**

Only staff cars, school buses, taxis dropping students to school, visitors on official school business and deliveries are allowed to drive into the school grounds during the day. The school provides on-site parking for all school staff.

The majority of our students travel to school by bus. Bus operators are responsible for the safety and adequate functioning of their vehicles as per DE guidelines.

Morning buses park in the designated drop off area. School doors open at 9am. The students disembark from the buses one bus at a time. The students are met by their respective classroom staff and escorted into the school building and to their classrooms.

End of day, buses park in their designated area. School finishes at 2.40pm, the students are escorted to their buses by classroom staff. The students board the buses one at a time. Buses depart when all students and escorts are seated and wearing a safety belt.

The students who are collected by parents/guardians/alternative arrangements are handed over to their parents/guardians/alternative arrangements at their respective vehicles.

Staff cars do not exit the car park until all the buses have vacated the school yard.

Car park facilities are available to staff and are separate from bus drop-off and collection points.

All vehicles are advised to drive slowly on entering school grounds and when collecting students. All parents/guardians/carers/bus operators/visitors in the interest of safety must obey all regulations upon entering/exiting the school grounds.

### **Procedures for Trips out of School**

There should always be adequate staff supervision to meet the needs of the students going out on trips or excursions. All trips out should be sanctioned by the Principal first. Going Out Forms should be posted outside the Principal's office with relevant details of teacher's contact number, list of persons on trip and expected return time.

### **Procedures in Relation Healthy Eating**

It is the policy of the school to encourage students to adopt eating habits that are conducive to a healthy lifestyle. See School's Healthy Eating Policy

### **Procedures in Relation to Safety Education**

The DE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Social, Personal and Health Education (SPHE) address personal safety. One of the aims of SPHE is to enable students to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferrable to other issues. Curriculum content sets out the general teaching requirements for health and safety in relation to practical subjects, information and communication technology, art and design, woodwork, home economics and physical education. See School's SPHE Policy.

### **Procedures in Relation to Drugs And Medication**

It is the policy of the Board of Management of St. Anne's School that all drugs, medications, etc be kept out of sight of students at all times and stored in the Nurse's Station along with Medication Kardex forms. The School Nurse in conjunction with parents/guardians will keep up to-date records of students medication. Parents are invited to complete Kardex forms on an annual bases. The School Nurse has the responsibility for the administration of all medication. Individualised medical care plans are in place for all students that present with medical care needs. It is paramount that parents notify the school of change in their child's medication. Refer to school's website for St. Anne's Illness Policy and relevant HSE information for schools as communicated by the department of Health.

### **First Aid**

First Aid training for staff is provided. School Nurse.

- first aid boxes located in the Nurse's Station and all classrooms
- procedure of calling ambulances etc.
- telephone numbers of local doctor, Gardaí, hospital

## **Procedures to Encourage Positive Behaviour while Ensuring a Safe Classroom and School Environment**

Our school in the first instance applies the principles outlined in our Code of Behaviour, which provide guidelines to staff on the use of day to day positive and proactive behavioural management strategies. These are designed to help all students to modify/manage their own behaviour in the long-term. Where these strategies are not working and it is foreseeable that a student might engage in high risk behaviours that may cause injury to ones self, other students or staff, a safety physical intervention may be necessary to ensure safety. A safety physical intervention may also be necessary in an unforeseeable incident.

Positive Behaviour Support Plans will be devised for students who are assessed as being at greatest risk of needing safety physical interventions. The needs of the student and the context of the behaviour should always be considered in this regard. Plans will be devised in consultation with parents, staff team and principal, the student where appropriate, and relevant multi-disciplinary supporting agencies. The health, safety and welfare of all students and staff is paramount. Behaviour of concern are identified as a risk. The Board of Management provides the opportunity of annual certified Safety Intervention training for school staff which is designed to reduce the risks associated with serious incidents of injuries to students and staff. Please see St. Anne's Safety Intervention Policy.

### **The Code of Behaviour**

The Code of Behaviour in the school outlines and supports levels of behaviour - strategies and interventions to minimise personal risk or stress to any member of the school community. It is necessary for each member of the school community to ensure that it is adhered to in order to support their safety and that of others. The Board of Management provides the opportunity of annual Safety Intervention Training for all staff. Continuous Professional Development is undertaken as necessary and appropriate by relevant staff.

### **Manual Handling Support**

Where a student who requires specific lifting support is enrolled in the school, professional recommendations of supporting services should be provided, to ensure safe moving of the student and in order to minimise strain on staff. Manual Handling Training is provided for all.

### **Procedures in line with school Anti-Bullying Policy**

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

Supporting a positive school culture and climate which –

1. is welcoming of difference and diversity and is based on inclusivity;
2. encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
3. promotes respectful relationships across the school community;

Refer to Anti-Bullying Policy

### **Procedures for Accidents and Incidents**

In the event of accidents or incident of injuries the school nurse will assess, no matter how trivial and whether to employees or to students or to members of the public. Incident/accident report forms must be completed. Reports will be maintained for the recording of all accidents and incidents by the Principal. In event of serious accident or incident parents/emergency contacts will be contacted if further medical support is required, the person will be transferred to the nearest GP or A&E. An accident/incident report must always be completed and presented to the Principal.

### **Procedure in relation to Records**

- An accident/incident report form is completed by the staff member after any such accident or injury.
- The form is given to the Principal.
- If a student is involved the class teacher in charge should alert the parent before the student returns home regardless of the gravity of the injury.



- All incidents/accidents are reported in writing by the staff member/s involved and presented on to the Principal. This is acted upon accordingly.
- The accident report forms may be submitted to the Board of Management.
- The school will maintain these records in a secure file.
- All serious injuries are reported to the Health and Safety Authority in line with requirements of that body.
- The school's insurers, will also be alerted if any serious accident or injury takes place in the school.

### **Critical Incidents**

The school has developed a Critical Incident Management Plan. In the event of a critical incident, the Critical Incident Team will follow the procedure set out in it's plan to ensure the physical and psychological safety of both staff and students during the normal course of a school day. A critical incident may involve students, staff, the school or the local community. The list is not exhaustive. The advice of the relevant external agencies is followed as appropriate. Please see Critical Incident Policy for details.

### **Pandemics**

Please see relevant policies and plans in relation to pandemics such as Covid-19

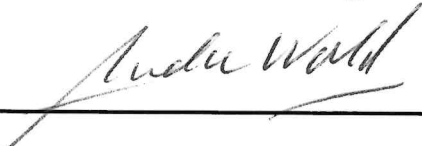
### **Hazard and Risk Assessment Completed by staff**

Annually, and as identified as necessary a Hazard and Risk Assessment will be completed in each room of the school and coordinated by the designated Health & Safety Team Staff Representatives.

### **Communication and Ratification**

The whole school community was invited to participate in the development of this policy from 2022-23. Recommendations were sought from staff, parents, BoM members as well as student council representatives.

Signed on behalf of the Board of Management:

Chairperson:  Date: 24/10/2023

Principal: ShoCeyd Date: 24/10/2023.

This policy will be reviewed again, Date: Oct/2024



## **Appendix 1      St. Anne's School Safety Statement**

### **Consultation and Information**

The Board of Management of St. Anne's School have set up arrangements for persons to come forward, from which a person may be selected by the employees, to act as Safety Representative, who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters. The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter. The National Authority for Occupational Safety and Health which is primarily there to advise and encourage, may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

The safety statement is central to the management of safety, health and welfare in the workplace. It is the policy of the Board of Management to engage with staff in the preparation and completion of the Health and Safety and to make available a copy to all existing and future staff (Aladdin, School website, staff noticeboard or office copy). The Board of Management will inform of any additional information as it becomes available ensure Health, Safety and Welfare will form a pivotal part of any future staff training and development planning where appropriate.

1.1 The whole school community should endeavour to ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.2 The whole school community will endeavour to ensure in so far as is reasonably practicable that: (a) the design, provision and maintenance of all places in a condition that is safe and without risk to health.

(b) the design, provision and maintenance of safe means of access to, and exit from, places of work.

(c) the design, provision and maintenance of plant and machinery.

(d) the provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.

(e) the provision of instruction when possible to staff on proper lifting techniques of students and dealing with students' behaviour that challenges.

(f) the provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.

(g) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.

(h) the preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire drill, injuries etc.

(i) the safety and prevention of risk to health at work in connection with use of any article or substance.

(j) the provision and maintenance of facilities and arrangements for the welfare of employees at work.

(k) the provision of arrangements for consultation with employees on matters of health and safety.

(l) the provision of arrangements for the selection from amongst its employees of a representative.

1.3 Legislation extends to employees, students, and any person legitimately conducting school business in the school.

1.4 The whole school community of St. Anne's School will endeavour to ensure that the provisions of the Safety Health and Welfare at Work Act, 2005 are adhered to.

1.5 A Health & Safety Team has been established to monitor the implementation of the Health & Safety Policies of St. Anne's School as recommended the Health

& Safety Authority's 'Guidelines on Managing Safety, Health and Welfare in Primary Schools'.

## Duties of Employees

1 It is the duty of every employee while at work:

(a) to take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work,

(b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions,

(c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work,

(d) to report to the Management Team without unreasonable delay through the Health and Safety Representative, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/ she becomes aware,

(e) the Health and Safety Representatives will then in conjunction with the Principal ensure that steps are taken to minimise or eliminate any risks to others

2. No person will intentionally or recklessly interfere with, or misuse, any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

## Hazards



Hazards shall be divided into two categories; Specific Hazards and Constant Hazards. Those which can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Management team in consultation with the employees will review and make recommendations on the elimination of hazards.

### **Specific Hazards**

#### **FIRE**

It is the policy of the Board of Management that:

- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use
- The School Management with responsibility for this area will ensure that fire drills shall take place at least once a term
- Fire alarms shall be clearly marked (responsibility of Board of Management Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety Officer)
- All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit attached to her/his classroom must ensure it is kept clear. P.E. hall and main door
- Assembly areas are designated outside each building, and the locations specified
- Exit signs shall be clearly marked
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is responsibility of all staff. Cleaner to check when cleaning.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned:

1. Wet floors – slips, trips etc
2. Climbing frames, trampolines and playground adventure resources
3. Playground/Sensory Garden grounds
4. Gas tanks
5. Trailing leads & cables
6. Laptops, computers
7. Projectors
8. Fuse board
9. Electric kettles, microwaves, fridges and toasters
- 10.Boiler house
- 11.Protruding units and fittings
- 12.Flat roof of hall and flat roof of school
- 13.External store to be kept locked
- 14.Lawnmower
- 15.Pavement around perimeter of school
- 16.Garden stores
- 17.Icy surfaces on a cold day
- 18.Mats in hallways & gymnasium
- 19.Windows opening out
- 20.Washing Machines, Dryers, Electrical oven and hob

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

- Access to, and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the School's Safety Statement and shall adhere to its provisions
- In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations
- Where applicable, the Board of Management will ensure that members of the staff will have been, instructed in the correct use of plant, machinery and equipment and trained, where necessary

- All machinery and electrical equipment are fitted with adequate safeguards and serviced where necessary
- Precautionary notices, in respect of safety matters are displayed at relevant points
- Avoid use of glass bottles where possible, by students. Remove broken glass immediately on discovery
- Check that PE equipment is stacked securely and in position so as not to cause a hazard. **All Staff & Caretaker**
- Check that all PE and other mats are in good condition. **All Staff & Caretaker**
- Check that wooden beams, benches etc. are free from splinters and generally sound. **All Staff & Caretaker**
- Check that P.E. Equipment is clean and in correct operating order. **All Staff & Caretaker**
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. **Board of Management Safety Officer, Principal & Caretaker**
- Check that there are no uneven/broken/cracked paving slabs. **Caretaker & Board of Management**
- Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. **Caretaker & Board of Management Safety Officer**
- Check that all play areas, are kept clean and free from debris before use. **All staff & Caretaker**
- Check that outside lighting works and is sufficient. **Caretaker & Board of Management Safety Officer**
- Icy surfaces on a cold day are treated and made safe as far as is possible. **Caretaker & Safety Team Representative**
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. **Caretaker & Principal**
- Check that refuse is removed from building each day and is carefully stored outside. **All Staff, Caretaker & Principal**

## **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management of St. Anne's S.N.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent

and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Chemicals**

It is the policy of the Board of Management that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Cleaner/Principal/Caretaker/Staff where appropriate).

### **Drugs and Medication**

It is the policy of the Board of Management that all drugs, medications, etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by authorised personnel. This authorisation will be given by the Principal. (See Administration of Medication Policy).

### **Accidents/Incidents**

All incidents, no matter how trivial and whether to employees or to students or to members of the public should be reported to the school nurse and Principal and must be recorded. The Accident/Incidents Report File is to be maintained for the recording of all accidents and incidents by the Principal.

### **Welfare**

To ensure the continued welfare of the staff and students, toilet and cloakroom areas are provided. A Staff room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be avail

Members of staff and students are reminded:

(a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or others. The school will arrange or assign appropriate tasks for the person to carry out in the interim.

(b) Staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **Highly Polished Floors**

It is the policy of the Board of Management that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather.

### **Smoking**

In keeping with legislation, it is the policy of the Board of Management that St. Anne's School shall be a non-smoking area.

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

### **Access to School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal as relevant before gaining admittance to the school.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his/her workmen/women shall not create any hazard,



permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **School Bus**

Maintenance of the School bus is in line with DOE vehicle test. The school bus also requires annual inspection of wheelchair lift as per insurance requirement.

### **Infectious Diseases**

All infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves and necessary PPE for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels and a facility for the safe disposal of waste.

Covid-19 is recognised as an infectious disease and the relevant control measures in relation to it are outlined in the school's Covid-19 Risk Assessment - reviewed January 2021

### **Risk Assessment**

Risk assessment templates to help the school to identify hazards, assess risks and put measures in place to control the risks are used at regular intervals or when necessary throughout the school year. Check lists, audit, report forms and other HSA templates to support the school in managing health and safety effectively are kept in the Principal's office.

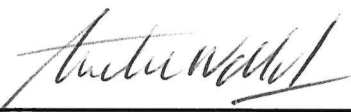

### **Reporting**

It is the responsibility of all staff to report any hazards, risks or concerns. Any such hazards, risks or concerns identified should be reported to the designated Health & Safety Team Representative and logged in the Health & Safety Book, available in the social area. The Health and Safety book is checked daily.

A general maintenance book is available and also monitored daily by the school caretaker. Hazards that require urgent attention should be reported to the Principal immediately.

### **Revision of this Safety Statement**

This statement shall be regularly revised by the Board of Management of St. Anne's School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority's Guidelines for Managing Safety, Health and Welfare in Primary Schools. It may be reviewed regularly so as to comply with any changes in conditions.

Chairperson:  Date: 24/10/2023 .  
Principal:  Date: 24/10/2023 .

Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of BOM

Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of Staff

Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of Staff

## **Appendix 3 Safety Representatives Checklist for School Inspections**

### **Inspection**

#### **Checklist 1 Circulation Areas**

##### **1.1 Passages**

Check that:

- 1.1.1 floor surfaces are clean and are not slippery
- 1.1.2 passages are adequately lit
- 1.1.3 litter or rubbish has not been allowed to accumulate
- 1.1.4 mats, etc, are not positioned in such a way as to be tripping hazards

##### **1.2 Doors and Windows**

Check that:

- 1.2.1 doors are unobstructed
- 1.2.2 doors with glass windows have toughened or laminated glass
- 1.2.3 doors with a fire resistance requirement have wire reinforced glass
- 1.2.4 there are no doors with: loose or broken hinges damaged or sticking catches broken wood panels or glass panels loose or stiff handles
- 1.2.5 doors are not allowed to swing freely without restraint
- 1.2.6 windows are not broken or cracked
- 1.2.7 windows open easily without undue force being applied
- 1.2.8 windows do not jut out dangerously when open
- 1.2.9 windows are cleaned regularly
- 1.2.10 windows do not have broken fastenings or cords.

#### **2 Heating and Ventilation**

Check that:

- 2.1 the heating system is regularly serviced and maintained in good order.
- 2.2 the heating system is adequate to comply with the requirements of circular 24/82
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. venetian blinds;

2.4 windows can be easily opened to allow for adequate ventilation. Further advice on heating and ventilation is given in the next section.

### **3 Fire Safety**

Check that: 3.1 the fire exits and escape routes are clear from obstructions

3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises

3.3 all designated fire exits are clearly marked

3.4 evacuation procedures are clearly displayed

3.5 staff and students are familiar with evacuation procedures

3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using firefighting equipment

3.7 there have been practice evacuations/fire drills held at least once per term 3.8 fire doors open outwards and are not held or wedged open

3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions

3.10 the firefighting equipment available is that recommended by the local authority's Fire Officer and is located in accordance with the Fire Officers' recommendations

3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building

3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat. More detailed advice on fire safety is given in the next section.

### **4 Electrical Equipment**

Check that:

4.1 General All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should check that:

- equipment is correctly wired and earthed
- plugs are correctly wired
- ratings, that are correct for the type of equipment, are being used (fuse ratings should be marked on the equipment and the plug)
- the distribution system (i.e. sockets, bench supplies, etc) is suitable for the type of work being carried out
- the isolating switches are marked, well-sited, accessible and known to staff.

#### **4.2 Lighting Visually**

Check that: 4.2.1 all the light fittings are working and are kept in a clean condition

4.2.2 light switches are not broken and appear to be in a safe condition

4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

#### 4.3 Plugs/Sockets/Leads Visually

Check that: 4.3.1 plugs are in good condition with no cracks or pieces missing

4.3.2 sockets are in good condition with no cracks or pieces missing

4.3.3 socket screws and mountings are secure

4.3.4 sockets are situated in safe positions, convenient for the equipment being used and not subject to damp

4.3.5 indicator lights on sockets function correctly

4.3.6 insulation on leads is not cracked or frayed

4.3.7 leads are without knots or joins and are reasonably free of 'kinks'

4.3.8 leads and flexible cables are securely fixed at both equipment and plug ends.

#### 4.4 Equipment

Check that: 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly

4.4.2 equipment is only being used for purposes for which it was intended

4.4.3 where appropriate, all electrical equipment is switched off and unplugged when not in use

4.4.4 mains isolating switches are easily accessible and known to staff

4.4.5 all items of electrical equipment are properly and regularly maintained and serviced.

#### 5 First Aid/Medication

Check that:

5.1 • procedure for calling ambulances etc. • telephone number of local GP, gardai, hospital.

5.2 first aid box are readily available and adequately stocked with: • a card with general first aid guidance • a supply of individually wrapped sterile adhesive dressings • safety pins • selection of medium, large and extra-large sterile medicated dressings • disposable gloves • crepe and roller bandages • cotton wool • forceps or tweezers and scissors • antiseptic cream.

5.3 the accident book is readily available and kept up to date.

#### 6 G P Hall & Classrooms



6.1 See sections 1-4; Check that:

6.2 hazards are not arising from overcrowded classrooms

6.3 all cupboards, display boards, display units are stable

6.4 classroom furniture is not damaged

6.5 wherever possible, there are no sharp edges or corners on the furniture

6.6 furniture is positioned safely

6.7 all shelf mountings are secure.

## **7 Art Materials**

Check that:

7.1 all containers are labelled clearly

7.2 materials and partly finished work are stored safely.

## **8 Home Economics Area**

Check that:

8.1 safety rules are clearly displayed in home economics rooms

8.2 the layout of the room is such as to allow safe access/exit/appropriate circulation, bearing in mind the numbers of persons accommodated

8.3 floors are in good condition and are non-slip

8.4 working surface is in good condition

8.5 refrigerator and freezer are operating within safety temperature ranges and are only used for the storage of foods

8.6 there is a wash basin with hot water, soap & disposable towels for washing hands prior to handling foods

8.7 all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known.

8.8 Dishwasher is operating correctly

8.9 Electrical Oven and Hob are operating correctly and switched off at mains when not in use.

## **9 Gym**

Check that:

9.1 floors are clean, even, non-slip and splinter proof

9.2 PE equipment is stacked securely and positioned so as not to cause a hazard

9.3 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings

9.4 wooden beams, benches etc. are free from splinters and generally sound

9.5 vaulting horses, beams and benches are stable and do not wobble when in use

9.6 there are no broken surfaces or sharp edges

9.7 changing rooms are kept clean, tidy and disinfected.

## **10 Non-Teaching Areas**

Check that:

10.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/ duplicating machines are operated is adequately ventilated,

### **Staffroom**

10.2 the kitchen/dining area is kept clean

10.2.1 floors are sound and non-slip, especially when wet

10.2.3 equipment is adequately guarded.

### **Boiler Room**

10.3.1 there is no combustible waste stored in boiler rooms or elsewhere

10.3.2 all safety devices in the boiler room are in proper working order

10.3.3 the boiler is regularly maintained by a competent person

10.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored

### **10.4 Staff Facilities**

10.4.1 staff sanitary facilities are suitable, sufficient and properly cleaned.

10.5 Hygiene Check that the following are available: soap, hot water, litter bin per classroom, toilet paper, safe, suitable, sufficient and properly cleaned sanitary facilities with facility for disposal, hand drying facilities

### **Outside Areas**

Check that: 10.6.1 there are no uneven/broken/cracked paving slabs

10.6.2 outside gates are secure and operating efficiently

10.6.3 roofs, guttering, drain-pipes etc. are, as far as can be seen, sound and well maintained

10.6.4 all playground areas are kept clean and free from glass and any debris

10.6.5 Sensory garden equipment are securely anchored

10.6.6 outside lighting works and is sufficient

10.6.7 all builders' materials, caretakers' maintenance equipment etc. are kept securely.

11 Health and Safety/Maintenance Books available and are checked daily



## Classroom H&S Check List

Classroom: Assessed by:	Control in place		Comment/Safety Action Required	Respons- ibility	Date Closed
	Y	N			
<b>Housekeeping</b>					
Floors free from trip/slip hazards?					
Any hard or sharps surfaces exposed or protruding?					
Resources stored appropriately?					
Food materials adequately stored?					
All liquids, art supplies & cleaning supplies stored safely and securely?					
All waste cleared?					
<b>Fire safety</b>					
Electrical appliances in correct working order?					
Doors and emergency exits free from obstruction?					
All sockets, switches, plugs & cables free from damage?					
Any sockets overloaded?					
All cables and leads safely positioned?					
<b>Working environment &amp; welfare</b>					
All furniture & fittings in good repair?					
All light fittings working functioning?					
All windows and ventilation functions safe and in working order?					
Over-head shelves and units free from clutter and hazards?					
<b>If response is 'no' state what action is required and who is responsible.</b>					
<b>Signed:</b>					