

logo here	<b>ABC Company</b>
	<b>Safety Statement</b>

# SAFETY STATEMENT

ABC Company

Address line 1

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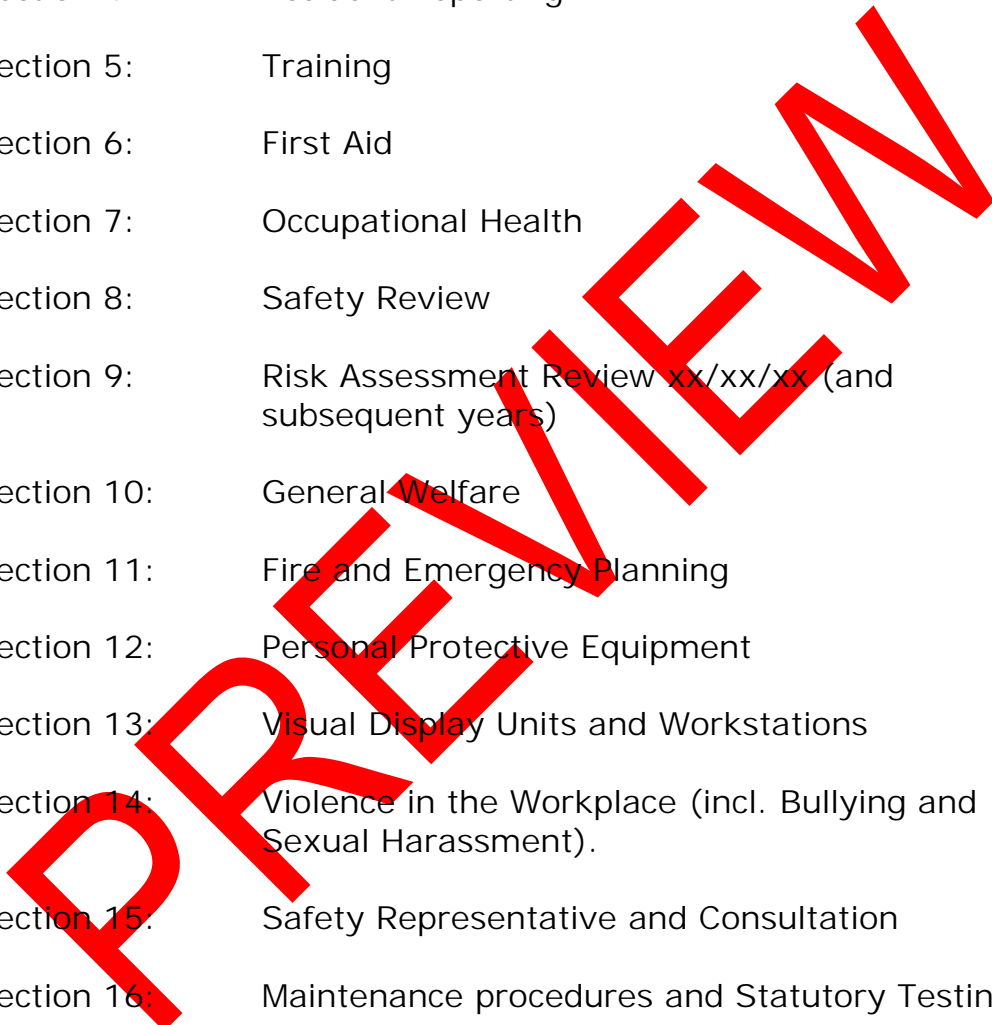
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## 1. School Policy

It is the policy of The ABC Company, to ensure that each employee, pupil, subcontractor, and person visiting these premises is guaranteed to find an environment that is healthy and safe.

Management and supervisory employees have responsibility for implementing this policy throughout these premises and will ensure that health and safety are always given priority in planning.

All employees, pupils, subcontractors, and visitors are expected to co-operate with the school in carrying out this policy and must ensure that they behave and work without risk to themselves or others.

In conjunction with School Policy, all work is to be carried out in accordance with the Safety, Health and Welfare at Work Act 2005 and subsequent regulations.

The Board of Management has appointed Manager 2 as the person with Executive responsibility for the implementation of safety in ABC Company. All questions regarding the implementation of the policy should be addressed to Manager 2.

If absent then Health and Safety issues should be addressed to, the Deputy Principal.

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Manager 2 Principal

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Chairperson Board of Management

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## 2. Commitment to Safety

The School will further ensure that:

- all locations are safe to work and learn in
- relevant training is provided
- personal protective equipment is provided where necessary
- all equipment is in a safe condition
- all systems of work are safe
- proper emergency planning is in place
- employees are consulted in relation to safety

To support this Health & Safety Statement, the following exist:

- Health and Safety Year Planner
- School Development Plan
- Health and Safety Notification form
- Accident Reporting System
- Health & Safety Monthly Checklist

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### 3. Organisation and Responsibility

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our School.

Management points that may be measured:

1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Fire extinguishers
  - 4.3. First aid equipment
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews.
7. Monthly Safety review
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation in xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx and ongoing.
9. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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### 3.1 Responsibility Overview

#### 3.1.1. Board of Management

Has ultimate responsibility implementing the health, safety and welfare policy within the premises.

Responsible for providing sufficient recourse to The Principal to allow her to deliver on the above.

Must ensure that Competent Teaching and other Staff, competent supervision and appropriate materials are available to meet the requirement of safety legislation.

The effectiveness of their responsibility is reviewed periodically

#### 3.1.2 Manager 2 (Principal)

Manager 2 has particular responsibility for ensuring that the Health, Safety & Welfare Concerns Register is reviewed on a weekly basis and any concerns are dealt with expeditiously.

Manager 2 is also responsible for ensuring that the appointed deputy carries out the Health & Safety Monthly Checklist.

The following specific duties are also assigned to Manager 2:

- Health, safety and welfare is understood at all levels
- There is adequate and workable disciplinary procedures in place, which are agreed with Teaching and other Staff and which are used to deal with deliberate breaches of safety rules and regulations
- All teaching and other staff understand that health and safety information is available as a right
- Ensure that all staff can use fire extinguishers by organising demonstrations as required.
- First Aid – ensure that appropriate members of staff are fully trained and that all staff have basic training.
- Plan a fire drill each term.
- Check the Health and Safety Statement annually and update as needed or whenever changes have been made to the school processes.
- Liaise with Caretaker to ensure that the school is audited annually for possible hazards.
- Ensure that accounts of accidents are recorded in the Health and Safety log book.

### 3.1.3 Caretaker

- Check that fire equipment is serviced annually
- Check insurances are valid for all contractors annually.
- Issue and keep records of Permit to Work for contractors.
- Monitor the Health and Safety concerns register. Address any issues relating to the Facility and bring any other issues to the attention of Manager 2.
- Maintain the Fire Register and all associated maintenance records.
- Ensure all school equipment is part of a Planned Maintenance Program and that records are kept to support this.
- Ensure the Term and Annual inspections are carried out and any corrective action taken within a suitable time period.
- Ensure that instructions on how to act in an emergency are posted in every room.
- Ensure the preparation of the annual budget for H&S

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### 3.1.4 General Teaching and other Staff

Teaching and other staff are expected to co-operate fully, with all provisions taken, for ensuring the safety, health and welfare of themselves and others.

All Teaching and other staff are expected to adhere to safe systems of work and wear any personal protective equipment (PPE) that is provided.

Teaching and other staff are responsible for reporting damage to machinery, equipment or structure, or the need to replace faulty or worn items of PPE. There is a specific duty to report any defects in equipment or system of work which may endanger safety, health or welfare. These reports should be made verbally to Manager 2 and in writing on the Health, Safety, Welfare and Concerns Register in the General Office.

All teaching and other staff are expected to report all accidents, dangerous occurrences and unsafe conditions on the forms provided in the General Office.

Teaching and other staff who do not adhere to safety rules and regulations, who cause injury to others, or who are negligent in respect of safety may be subject to disciplinary procedures.

Teaching and other staff are reminded that they have a legal duty under the Safety Health and Welfare at Work Act 2005, to take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work.

#### 3.1.4.1 Health and Safety Concerns Register

This is a book that is made available in the General Office. If an employee has any concern over health, safety and welfare, they should fill in a form. If any concern poses an immediate threat to the safety of any person then Manager 2 should be informed at once.



### 3.1.5 Contractors, Subcontractors and Visitors

All contractors/subcontractors and visitors are to be bound by the following rules:

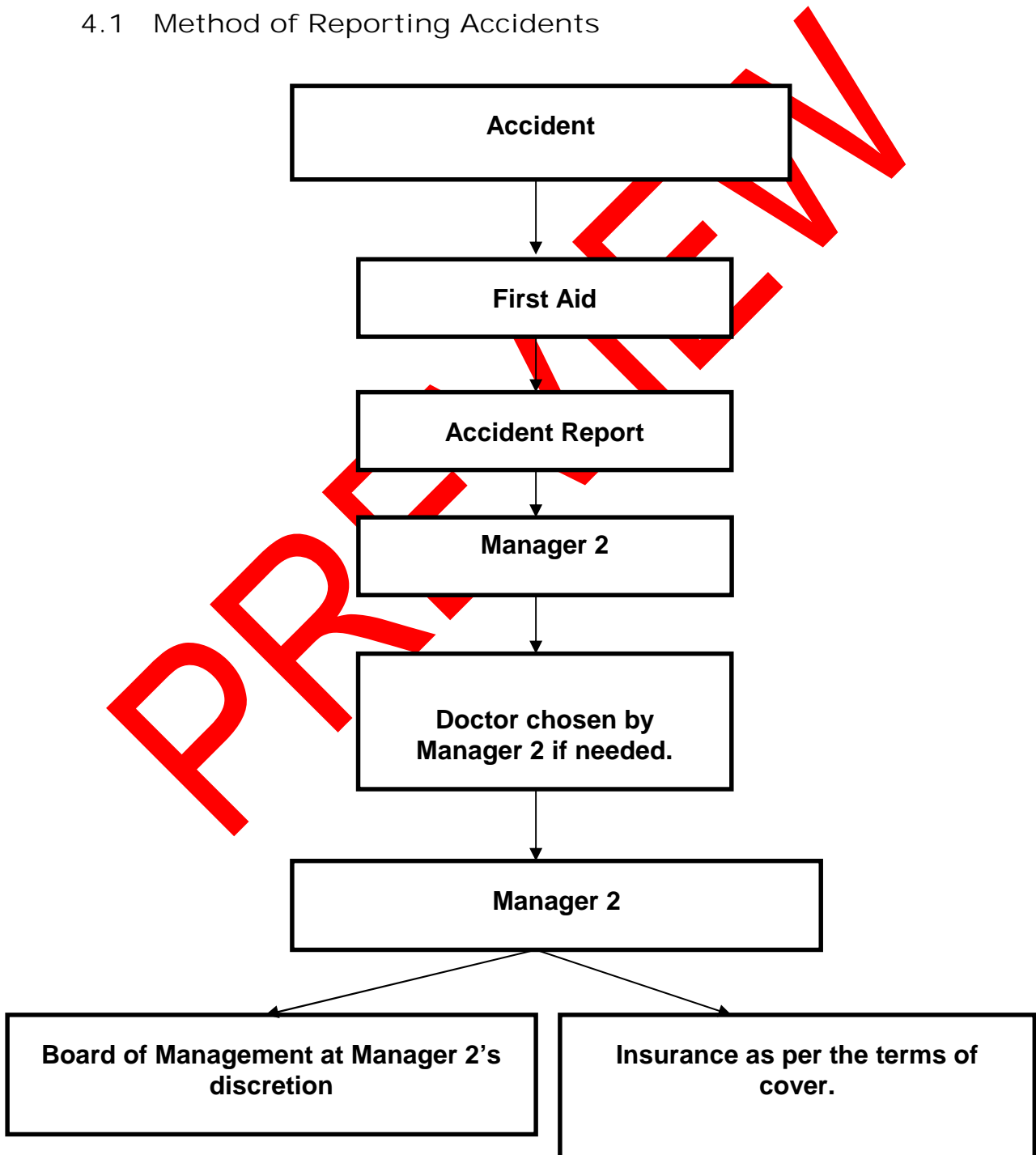
- All contractors must sign in at the reception.
- they are obliged to conform to "ABC Company," guidelines on safety as set out in the safety statement and under current legislation
- they are not to enter unauthorised areas
- no work may be carried out without a contractor first being issued a Permit to Work
- no "hot work" (i.e. brazing, welding, etc.), electrical work or plumbing is to be carried out, without first informing Caretaker and being issued with a Permit to Work
- All contractors must submit their Safety Policies and Insurances to the ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.

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#### 4. Accident Reporting

All accidents are to be recorded using the Accident Report form. This form can be found in the appendix to the staff handbook and can also be issued from the General Office. All accidents requiring medical attention should be reported immediately to Manager 2. Completed accident report forms must be kept along with any other relevant information in the Accident Report Folder located in Manager 2's office.

##### 4.1 Method of Reporting Accidents



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## 4.2 Accident Reporting System

The Accident Reporting System contains the following:

1. Accident Report Form
2. Cameras i.e. CCTV, Phone Cameras, etc.

Accident reporting is treated as a matter of immediacy; therefore Accident Report Forms must be marked for the attention of Manager 2 as expeditiously as possible.

The following procedures must be adhered to in recording and reporting accidents:

### 4.3 Recording an Accident

- Record the accident on the Accident Report Form on the same day as accident happens.
- The Accident Report Form must be fully completed and must be legible.
- If the accident involves a slip, trip or fall, photograph the area and whatever is on the floor. If the accident involves a piece of equipment, photograph the equipment.
- The information required with the photograph is:
  - date of accident
  - time of accident
  - name of person injured
  - name of person who took photograph
- A full statement of the accident must be completed by the following:
  - injured party
  - person to whom accident was reported
  - any witness(es)
- All of the above must be placed in the Accident Report Folder in the General Office.

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## 5. Training

So that employees will receive training appropriate to their job the following is ensured:

- All personnel employed by ABC Company will receive any relevant training so that they fully understand the hazards, which may be inherent in their day-to-day activities, and what precautions should be undertaken.
- Training will be supplied as appropriate in:
  - manual handling
  - equipment usage
  - chemical handling
  - first aid
  - fire prevention
  - other: \_\_\_\_\_
  - other: \_\_\_\_\_
- The responsibility for identifying training needs rests with Manager 2.
- Responsibility for recording of training lies with the Principal. All records will be kept in the employees personnel file. All requests for training and certificates resulting from training will be copied to Manager 2.

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## 6. First Aid

### 6.1 First Aid Facilities

On site first aid facilities are maintained by the First Aiders. Students and staff requiring first aid are advised to seek the attention of Manager 2, Deputy, or Secretary. One of these people will summon a First aider. Immediate medical assistance will be called if required.

### 6.2 Training and Responsibilities

Training in first aid is provided as appropriate. The following staff have been trained:

First Aiders	
Name	

#### Manager 2

Manager 2 is responsible for putting the School policy into practice and for developing detailed procedures. Manager 2 should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid and administering medicine.

#### Teaching and other staff

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

ABC Company will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders.

ABC Company will ensure that there is enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

### Main duties of First Aiders

First aiders must complete a training course approved by the Health and Safety Authority

At school, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

### Special needs

ABC Company welcomes any special needs students and recognises that first aid and emergency procedures will need to be adapted to suit the situation.

### 6.3 Contents of First Aid Boxes and Kits

The following is the minimum held in these Kits:

MATERIALS	FIRST-AID BOX CONTENT
Adhesive Plasters	40
Sterile Eye Pads (Bandage attached)	4
Individually Wrapped Triangular Bandages	6
Safety Pins	6
Medium Individually Wrapped Sterile Non-medicated Wound Dressings (approx. 10 x 8 cms)	8
Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx. 13 x 9 cms)	4
Extra Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx. 23 x 17.5 cms)	4
Individually Wrapped Wipes	10
Paramedic Shears	1
Pairs of Latex Gloves	6
Additionally, where there is no clear running water, Sterile Eye Wash	2
Antiseptic (or similar) Cream	1

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#### 6.4 Storage of First Aid Boxes and Kits

The First Aid Boxes are located at:

- Main Office
- Each extracurricular sport
- PE

First Aid kits are also taken to all sport events attended by pupils and staff.

#### 6.5 Responsibility for Replenishing First Aid Boxes and Kits

The responsibility for replenishing First Aid Boxes and Kits lies with the Teacher or staff member in whose area the box resides. The caretaker carries out a visual inspection of the boxes on his monthly inspection.

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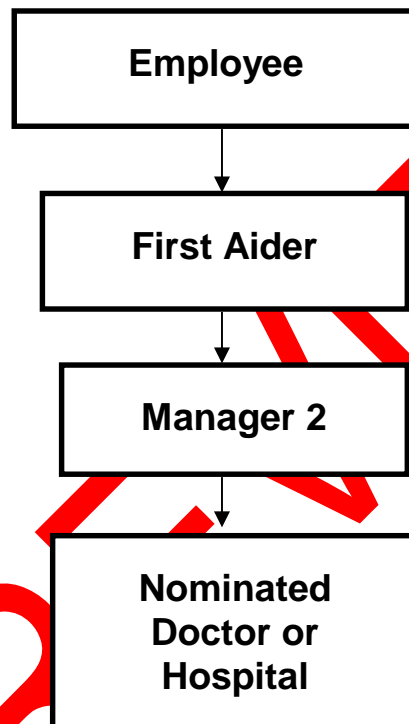
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## 7. Occupational Health

### 7.1 School Doctor

A local Doctor will be appointed as the school doctor in emergencies. If the need arises for a member of staff or pupil to be referred for a consultation, other than immediately after an accident, a suitably qualified person will be chosen at that time.

### 7.2 Referral Procedure



### 7.3 VDU and Eyestrain

Where employees use VDU equipment as an integral part of their job and experience some eyestrain after all conditions have been optimised, an eye test will be provided. If the eye test shows a need for glasses in the workplace, the school will provide them. This only refers to people who do not already wear glasses. Should a test show that an individual already wearing glasses is suffering eyestrain, a contribution towards a new pair will be made.

VDUs are also addressed as hazards the Risk Assessments.

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### 7.4 Stress

It is accepted that stress is a known hazard for teaching staff. Any member of staff (teaching or otherwise) who feels they may be suffering from work associated stress should speak in all confidentiality to Manager 2. Every reasonably practicable step will be taken to assist that individual.

Stress and bullying are dealt with as hazards in the Risk Assessments.

### 7.5 Employee Assistance Service

The Department of Education and Science funds an Occupational Health Service for Teachers. Full details are available at [www.medmark4teachers.ie](http://www.medmark4teachers.ie) set out below is the main point of contact for the Employee Assistance Scheme. While all Teachers are free to access this service the first call staff should make when in need of assistance is the Principal.

The Employee Assistance Service is provided by the VHI Corporate Solutions.

The following services are available:

- Telephone Counselling – single sessions or short term structured counselling
- Face to Face counselling – up to six counselling sessions

Accessing the service

EAS is available 24 hours a day, 365 days a year.

For additional information on the EAS just click on to the Department of Education and Science Website, [www.education.ie](http://www.education.ie) and type 'Employee Assistance Programme' into the search engine for the relevant links.

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## 7.6 Medicines Policy

### Managing Medicines'

This information should be read in conjunction with the School's "Administration of Medicines Policy".

Many children will need to take medicines during the day at some time during their time in a school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. Schools should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

ABC Company need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals. This can include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

## 8. Safety Policy Review

ABC Company will review its safety procedures and policies on an ongoing basis. All rules, regulations and guidelines will at least conform to Irish standards.

The review can arise from:-

- annual safety audit
- monthly inspections
- any changes in legislation or guidelines
- improvements in work practice
- changes in responsibilities
- changes in staffing levels
- other: \_\_\_\_\_

### 8.1 Resources and Arrangements

To ensure reviews are complete and effective, thereby ensuring adequate safety regulations to protect the safety, health and welfare of all staff, ABC Company have dedicated the following resources:

- The services of Independent Occupational Health and Safety Consultants will be made available as necessary.
- ABC Company commits itself to ensure there is sufficient provision for training and improvements as may be deemed necessary for securing the safety, health and welfare of all staff.
- The safety representative/officer/post holder/etc. will be supported and facilitated with the time and resources necessary for him/her to fulfil his/her obligations (where appropriate).

### 8.2 Inspections

- All areas of the premises will be inspected monthly by the Maintenance Staff and/or Manager 2
- Reports of the completed inspection will be recorded and acted upon as soon as possible
- Where, in the opinion of the Maintenance Staff and/or Manager 2, there is risk of serious injury to staff, pupils or visitors, each will have the authority to stop the process until adequate steps have been taken to eliminate or reduce the risk

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## 9. Hazards and Risk Assessment

### Risk Assessments

Risk assessments have been carried out on all significant tasks within the school by ABC Company staff. These completed risk assessments are included in the Health and Safety Folder.

The formula used to calculate the risk is that set out by the HSA in their guidance to schools. Controls are then put in place based on the result.

Set out on the following pages is a summary of the results of each subject/area assessment and any actions that are in progress.

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The following are the main hazards identified:

- 9.1 Fire Hazards
- 9.2 Electrical hazards
- 9.3 Manual Handling
- 9.4 Chemical Handling
- 9.5 Food preparation
- 9.6 Housekeeping
- 9.7 Stress
- 9.8 Bullying
- 9.9 Maintenance Work
- 9.10 Ladders and Steps
- 9.11 Floor/Corridor traffic routes and congestion – slips, trips and falls
- 9.12 General classroom hazards
- 9.13 Group Outings
- 9.14 Outside sports area and Astroturf
- 9.15 Staff Room
- 9.16 Pregnancy, Post Natal and Breast Feeding
- 9.17 Radon
- 9.18 Lone Worker

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## 9.1 Fire Hazards

Hazard	Risk
Burns	Medium
Death	Medium
Property loss	Medium

As with all premises and operations there is always a danger of fire. Sensible precautions taken by all will reduce this risk dramatically.

The following provisions, which have been implemented will minimise the risk as long as everybody adheres to them:

- all fire exits kept clear at all times
- fire alarms tested and maintained regularly
- provision of appropriate fire fighting equipment and training
- maintenance of fire fighting equipment
- fire drills conducted regularly by the Health and Safety Post holder
- regular inspection of escape routes and protective equipment
- Maintenance of "Dead Mans" switches in labs and home economics rooms
- smoking is not permitted in any part of the school premises
- proper control of visitors and contractors
- good housekeeping practised at all times
- all flammable liquids are identified and isolated
- Combustibles will not be placed on or near any electric heaters, radiators, etc.

Fire drills will be conducted on a regular basis and recorded in the Fire & Emergency Management file.

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## 9.2 Electrical Hazards

Hazard	Risk
Death	Medium
Burns	Medium
Electrocution	Medium
Property Loss	Medium

The risks here are from all powered equipment throughout the school. Also included is equipment in use within offices, i.e. PCs, Photocopiers, etc.

In the office the risks are minimised by checking all equipment prior to use. (Is it right for the job in hand? Are all cables in good condition? Are sockets or even individual plugs overloaded?)

Regular planned cleaning and maintenance of all equipment will minimise any risk.

Good housekeeping will be practised at all times.

- all electrical equipment is installed to statutory regulations by qualified personnel only, i.e. RECI
- all equipment is grounded
- 30MA ELCB installed on all circuits
- no trailing cables are left in any area. Ducting is used as appropriate
- low voltage supply on portable equipment
- any electrical equipment used in areas where flammable vapours or liquids are present (i.e. labs), will be flameproof and intrinsically safe
- regular maintenance of all equipment
- switch off all electrical equipment at end of day in high risk areas.
- Emergency cut off switches installed on all power and gas supply in labs and home economics rooms

### 9.3 Manual Handling

Hazards	Risk
Physical Injury	Low
Property loss/damage	Low
Slips, Trips and Falls	Low

- All staff should be trained in correct manual handling procedures appropriate to their tasks.
- There is responsibility on staff in all areas to minimise the risk by arranging their workplace in a sensible way.
- Under current legislation there is no longer a defined maximum limit on the weights that employees may handle (H.S.A G6). This means that all tasks will be assessed according to the individual's capabilities.

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### 9.4 Chemical Handling

Hazards	Risk
Burns	Low
Poison	Low

As a rule, large amounts of chemicals are not in general use by ABC Company. However chemicals that could be harmful are present in the storage presses of the science labs. The science teachers must maintain strict control over these presses.

In the first instance all chemical processes will be carried out in accordance with the 2 publications:

- Safety in School Science
- Safety in the School Laboratory – Safe disposal of chemicals

Both of these documents have been published by the department of Education and Science and are included in Part 10 of the Safety Management folder.

As the Science Teachers are highly educated individuals they are fully aware of the correct handling procedure for all substances they use. In addition to any controls put in place by the science department the following rules are to be strictly adhered to:

1. All waste chemicals and substances are removed by Eco Safe and transfer notes for same are retained by the Facilities Manager.
2. No bottle or container may be placed in storage or used by pupils without a comprehensive label on the exterior detailing the contents.
3. All substances in storage are logged by the science teachers on arrival of the substance.
4. The use of all substances is monitored by the science teachers through the operation of an inventory system.
5. Chemicals are only purchased from approved school suppliers.
6. All chemicals are used on a first in first out basis, with close attention paid to expiry dates.
7. No chemical may be held on the premises without the corresponding Material Safety Data Sheet being kept on file in the science department.

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8. Any special first aid requirements detailed in the Material Safety Data Sheet must be supplied in close proximity to the area in which the chemical is used.
9. At all times the instructions relating to storage and handling as printed on the respective chemical product labels will be strictly adhered to.

If you have any doubts contact the Principal.

Suitable gloves, barrier creams and eye protection will be provided wherever it is necessary. Staff within the science department with particular skin sensitivities must inform the Safety Officer of same as soon as they commence employment, or as soon as the problem manifests itself.

### General Laboratory Guidelines

1. Laboratory coats and eye protection should be worn at all times during practical work.
2. Gloves should be worn when necessary especially when handling corrosive and toxic materials.
3. Eating, drinking or smoking must never be allowed in the laboratory.
4. Long hair must always be tied back securely.
5. Any cut, burn or other accident must be reported at once to the teacher. Details of any accident, however trivial, must be entered as soon as possible on the Laboratory Accident Record Book and then on the school accident report form and submitted to the school management.
6. Classes in other practical subjects should not be conducted in biology, chemistry or physics laboratories.
7. Non practical subjects should not be taught in the biology, chemistry or physics laboratories.
8. Laboratory doors should be locked when not in use.
9. Every laboratory has good ventilation.
10. The build up of corrosive or flammable fumes should be kept to a minimum.
11. Liquids with high vapour pressure should be kept out of the sun.
12. Hazardous chemicals should not be kept in the laboratory but if they have to be, they should be locked in cupboards.
13. The quantities of made up solutions kept available in the laboratory should be kept to a minimum.
14. Everybody using the laboratory should know the location of the master control shut off valves for electricity, gas and water.
15. Teachers and students should wash their hands after using chemicals and before leaving the laboratory.
16. Weekly and once a term checklists are in use.

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17. The following extra safety apparatus should be available in the laboratory.
    - 17.1. Safety screen face shield (for teachers only)
  - 17.2. Eye wash/shower – an eye wash stand or eye wash bottle or a fixed rubber tube on a convenient tap.
  - 17.3. Fire extinguishers (CO<sub>2</sub> /dry powder)
  - 17.4. Fire blankets
  - 17.5. Fire buckets
  - 17.6. Chemical spill Clean up kit
  - 17.7. First aid kit.
18. Where possible shelves have anti-roll off lips and should not be overcrowded.
  19. A chemical should not be hidden behind a larger container.
  20. Containers should not be stacked upon each other
  21. Chemicals should be returned to storage area immediately after use.
  22. Chemicals should not be stored in fume cupboards while the cupboard is designated for other purposes.
  23. Chemicals should not be stored in a household refrigerator.
  24. All electric devices should be non-sparking.

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### Chemical Storage Groups

The system for categorising chemicals in the school is to use six different storage groups each with its own colour code. The shelves and cupboards in the chemical store are also colour coded. This will prevent incompatible chemicals from being near neighbours.

#### STORAGE GROUPS

RED Flammable storage

GREY General chemicals no particular storage hazard

BLUE Toxic or health hazard

YELLOW Oxidising chemicals

GREEN Corrosives – alkaline

WHITE Corrosives – acids

Segregation of Flammables. Flammable liquids are stored separately from flammable solids. Harmful chemicals are to be further isolated by using (i) plastic tray/boxes or (ii) outer container.

##### (i) Plastic Trays/Boxes

A number of compatible chemicals are placed in a plastic tray or plastic box and a label put on the outside of the tray/box to indicate what chemicals are stored within.

##### (ii) Outer Container

Put the container in a heavy duty plastic bag (freezer bag), tie the bag, place it in an outer container (an unused paint can or a snap open secure container) with some absorbing agent and securely fix on the lid.

#### Spill Control

A means of controlling spillages and releases within the storage area is required. A chemical spill Clean up kit should contain: -

1. A bucket of dry sand.
2. A bucket of an absorbing agent.
3. A bucket of anhydrous sodium carbonate (for acid spills).
4. Plastic dust pan and brush.
5. Heavy duty plastic bags.
6. Two warning notices

Provide precautions against skin and eye contact. Material Safety Data Sheets (MSDS), and the Department of Education and Science publication "Safety in the School Laboratory" will detail any specific precautions.

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## 9.5 Food Preparation in Home Economics Rooms

Hazards	Risk
Burns	Low
Food Poisoning	Low

The Home Economics Department has control over the teaching kitchens and food preparation areas. As the Home Economics teachers are highly qualified individuals they are fully aware of the correct procedure for all operations they supervise and instruct upon. The following basic precautions are to be observed:

- All food preparation areas will be certified by the Home Economics teacher as being as safe as possible, before commencing operations.
- Electricity is protected through a 30mA ELCB. Any cables etc. are shielded and protected using ducting etc. No cables are allowed to cause any kind of hazard, especially slips, trips and falls.
- Cookers will never be left unattended.
- The kitchens have their own fire extinguishers and fire blanket that are suitable for the operations conducted therein.
- All Home Economics teachers are trained in the use of portable fire fighting equipment
- All Home Economics teachers are fully conversant with the principles of food safety and ensure the highest hygiene practices are in place at all times.

## 9.6 Housekeeping

Hazards	Risk
Slips, Trips and Falls	Medium
Fire	Medium
Falling Objects	Medium
Property Damage	Medium

- Everything will be kept in its proper place
- A system of "clean as you go" will operate
- Cleaning chemicals, i.e. cleaners/bleaches etc., are used strictly in accordance with "instructions for use"
- Cleaning equipment will be stored correctly and not left unattended
- Running in any area of the premises is prohibited
- All corridors will be kept clear
- All fire exits will be kept clear
- Rushing is discouraged
- Always ask for help when needed
- Spills/breakages; caretaker will attend immediately
- Sufficient bins/skips will be provided and maintained properly

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### 9.7 Stress

Stress is a recognised hazard in teaching. In this area the school policy as set out in Section 7, Occupational Health, will be strictly adhered to. The school maintains a separate detailed policy on stress in addition to the highlights in the Safety Statement.

### 9.8 Bullying

The school maintains a separate detailed policy on bullying in addition to the highlights in the Safety Statement. The most recent version of our policy is dated 2008 and is entitled "Dignity in the Workplace"

Bullying is a hazard for teachers and pupils alike. It is not possible to satisfactorily quantify a risk level for this hazard. Therefore the School policy on bullying will be strictly enforced.

#### Definition of bullying

Bullying embraces all anti-social acts which are intended to intimidate or embarrass another. Bullying may be visual, psychological or physical. It may be conducted by an individual or a group.

#### Common types of Bullying

- Physical aggression
- Damage to or interference with another's property
- Threats or extortion
- Intimidation by aggressive body language, tone of voice or a "look of domination or dislike"
- Insulting remarks
- Unwanted or anonymous telephone calls or texting
- Use of the internet to embarrass another
- Isolation
- Name calling
- Teasing to the point of unpleasantness

It is the responsibility of everyone involved in the school to prevent/stop bullying the school policy should be referred to as necessary.

### 9.9 Maintenance work

Maintenance work is carried out by the 4 school staff that are hired specifically for the task. They have been instructed in the use of the risk assessment forms and will conduct a risk assessment on all tasks as appropriate. As risk assessments are completed they will be inserted behind this section of the safety statement. None of our maintenance staff are permitted to carry out any work for which they have not been trained.

In order to protect all persons on these premises the points below will be adhered to as a minimum. The services of external contractors and experts will be sought whenever necessary and these individuals will comply with section 3.2.6 of this safety statement.

#### Basic controls:

The workplace and all equipment and devices in these premises need to be maintained in an efficient state, in efficient working order, and in good repair. Therefore systematic maintenance, particularly in those areas where failure could endanger persons, will be employed. Whenever possible planned maintenance will take place outside of school terms so that the minimum number of persons are on the premises during maintenance work.

Buildings, including mobile or temporary classrooms, will be maintained in good repair and services will be in efficient working order.

Proactive building maintenance systems, with identified priority action areas, will be used where feasible. Our system of maintenance will ensure that:

- (a) Regular maintenance including (as necessary inspection) testing, adjustment, lubrication and cleaning is carried out at suitable intervals;
- (b) Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime;
- (c) Regular maintenance and remedial work is carried out properly; and
- (d) A suitable record is kept to ensure that the system is properly implemented, and to assist in validating maintenance programmes.



### 9.10 Ladders and Mobile Steps (Library, Attics, Maintenance)

Hazards	Risk
Falls	Medium
Falling Objects	Medium
Trips	Medium

- Ladders and mobile steps will be maintained in good condition
- Ladders will only be used after assessing the needs of the job and ensuring that a ladder is the right piece of equipment.
- When not in use, ladders and mobile steps will be stored without causing an obstruction
- Any damage to ladders and mobile steps to be reported to management. However, damaged ladders and mobile steps may not be used. A record of all inspections and repairs will be kept in writing
- Whilst using ladders and mobile steps, good manual handling will be practised, both in moving the ladder and mobile steps and in using them, i.e. do not over reach – move the ladder
- Any horseplay involving ladders or steps will be treated with the utmost severity.

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9.11 Floor/Corridor traffic routes and congestion – Slips, Trips and Falls

Hazards  
Slip and fall

Risk  
Medium

As a school we have to accommodate large-scale movements of people often concentrated into short periods of time. Many accidents in the education sector result from slips, trips and falls in main corridors. Therefore the system of pedestrian movement within the corridors must be adhered to at all times.

Controls:

The school operates a sensible shoe policy as follows – Flat shoes that enclose the whole foot, no sling backs or sandals are allowed. All floors are maintained to avoid presenting slip/trip hazards. Lockers will have slanted tops where possible. All stairways have handrails and barriers to prevent a fall from height. These barriers will be maintained as necessary.

The following area specific controls are also in place:

Area	Controls
External steps, paths and parking areas	<p>Suitable lighting – replace, repair or clean lights before levels become too low to be safe.</p> <p>Ensure steps and paths are suitable for the volume of pedestrian traffic.</p> <p>Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface.</p> <p>Maintain parking area so that it is free of potholes.</p> <p>Mark the nosing of steps using anti-slip coating.</p> <p>Discourage short cuts across grassed/muddy areas.</p> <p>Clean leaves, mud etc from surfaces.</p> <p>Remove algal growth in all external walkways.</p> <p>Put in place effective procedures to deal with snow or ice.</p>

Area	Controls
Playgrounds and all-weather sports surfaces	<p>Ensure surface is flat and well maintained to avoid surface water</p> <p>Remove accumulations of mud/water.</p> <p>Remove algal growth.</p> <p>Ensure users wear the appropriate footwear for the surface.</p> <p>Ensure adequate supervision at all times.</p>
Building entrances/exits	<p>Provide suitable non-slip, water absorbing mats at entrances.</p> <p>Maintain mats in good condition and change when saturated.</p> <p>Ensure that temporary matting does not pose a trip risk.</p> <p>Display signs warning of hidden steps/changes of level.</p> <p>Display signs warning of risk of slipping when appropriate.</p>
Concert hall	<p>Avoid over polishing of floor surface.</p> <p>Ensure suitable footwear is worn.</p> <p>Maintain floor mats in good condition and ensure they remain flat.</p> <p>Keep smooth floors clean and completely free of wet or dusty contamination.</p>
Changing rooms	<p>Avoid contamination of the floor surface with mud/water from pupils entering – provide shoe cleaning brushes/scrapers.</p> <p>Provide non-slip tiling on floor surfaces.</p> <p>Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly.</p> <p>Provide drainage mats or grids in shower areas.</p>
Internal stairs and corridors	<p>All pupils travel on the left hand side when moving up/down stairs and corridors.</p> <p>Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions.</p> <p>Lighting – replace, repair or clean lights before levels become too low to be safe</p> <p>Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet</p>

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Area	Controls
Classroom areas (including laboratories and practical areas)	<p>Avoid trailing cables from equipment and tools.</p> <p>Provide storage racks for pupils' bags.</p> <p>Provide coat hooks/racks for drying wet clothing.</p> <p>Do not store materials or equipment below tables/benches.</p> <p>Avoid overcrowding of rooms.</p> <p>Control the entry and exit of people from classes.</p> <p>Display art work, practical work etc safely.</p>
Preparation rooms, technician areas and storage rooms	<p>Provide suitable storage for goods and equipment.</p> <p>Keep containers of bulk liquids in bunded areas.</p> <p>Clear area around machines, kilns and other equipment.</p> <p>Use slip-resistant flooring around machines.</p> <p>Remove floor contamination, e.g. sawdust, clay, oils.</p>
Kitchens	<p>Provide suitable equipment to avoid spillages (from cooking, washing etc).</p> <p>Provide edged work surfaces to contain spillages.</p> <p>Ensure good ventilation to avoid smoke/steam and condensation.</p> <p>Ensure staff wear suitable footwear.</p> <p>Clean spillages and pick up food contamination immediately.</p> <p>Dry floors effectively after cleaning.</p> <p>Ensure good housekeeping around bins.</p> <p>Provide suitable floor surface.</p> <p>Clean floors with appropriate products for surface after work has finished.</p> <p>Display suitable warning signs re wet floors/stairs while cleaning is in progress.</p> <p>Remove warning signs when cleaning/drying is complete.</p>
Canteen areas	<p>Ensure staff wear suitable footwear.</p> <p>Clean spillages immediately.</p> <p>Use safe cleaning methods.</p> <p>Provide suitable floor surface.</p> <p>Clean floors when pupils/students have left.</p> <p>Display suitable warning signs re wet floors/stairs while cleaning is in progress.</p> <p>Remove warning signs when cleaning/drying is complete.</p>

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Area	Controls
Offices	<p>Avoid trailing cables/Use cable covers.            Provide adequate storage.            Avoid storage of materials on floors.            Ensure good housekeeping round photocopiers, printers etc.            Replace worn or damaged carpets/tiles.            Provide secure storage for bags etc.</p>
Events	<p>Ensure temporary cabling is routed safely and protected from damage.            Provide sufficient lighting during set-up/dismantling.            Use temporary matting/straw coverings on grassed areas.</p>
Educational visits	<p>Assess location and anticipated weather.            Modify visit depending on local conditions when on site.            Wear suitable footwear.            Ensure effective management of the visit (see appendix, Section 19 for handouts for teachers managing visits)</p>

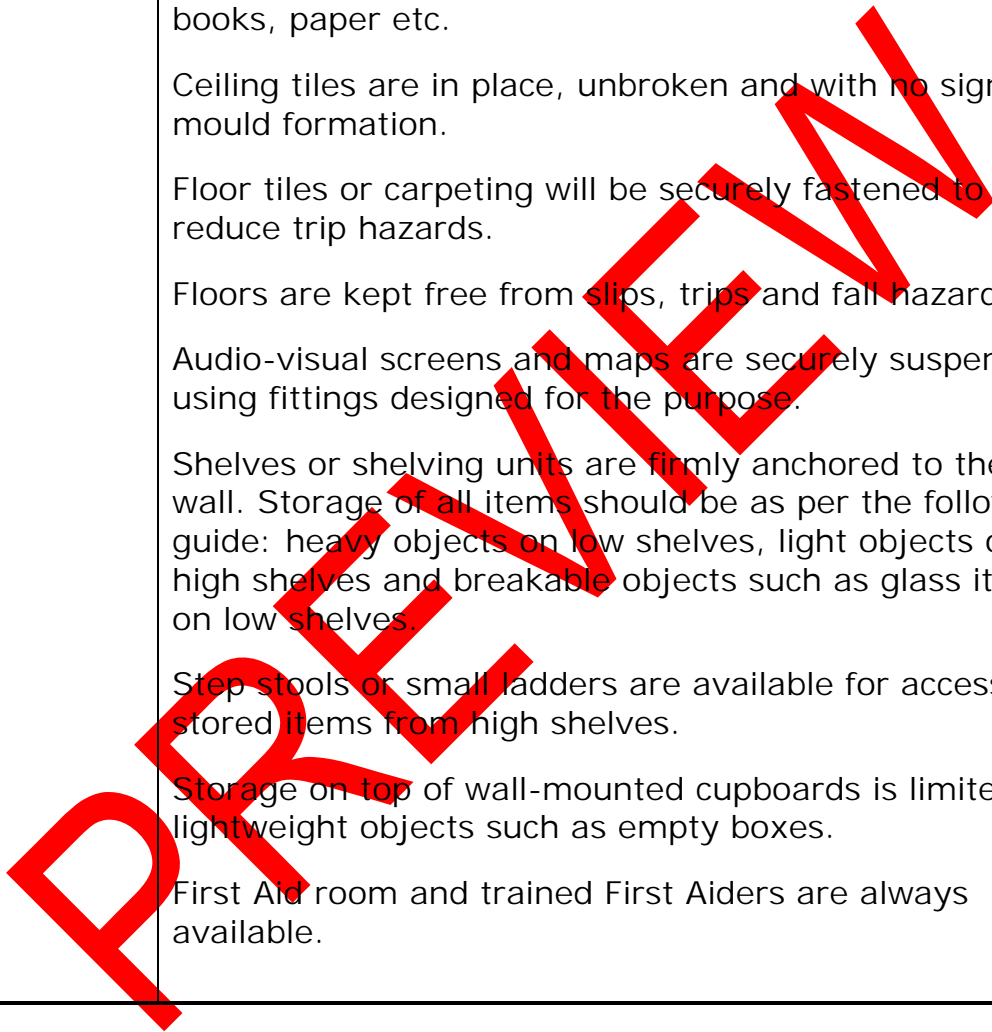
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### 9.12 Classroom Hazards

This is a multi-hazard assessment as the variety of issues from knives in the home economics classrooms; to chemicals in the science classrooms present a large array of hazards. Each individual teacher is highly qualified in his/her own area and is capable of managing the risks associated with the particular subject they are teaching. However, set out below are known hazards and the control measures for each of them. Copies of this risk assessment will be posted in each relevant class room.

All classrooms and areas of assembly	
Hazard	Controls
Fire	<p>Fire exit and route signs are placed in appropriate locations at classroom exits.</p> <p>A Fire Safety Plan exists and teachers are aware of the content of the Plan.</p> <p>Fire drills are carried out during each term. Only senior management shall have advance notice of the drill.</p> <p>Ceilings and exit doors are kept free of combustible material such as artwork, posters, paper etc.</p> <p>As a guideline, no more than 50% of the total wall surface (include boards, cupboards, windows, etc.) to be covered with combustible materials i.e. artwork, posters, etc.</p> <p>Where there is an EXIT door there is a clear path maintained through the classroom furniture. As a rule of thumb, the width of the clear path should be the same as the width of the door(s).</p>
Electrical	<p>Portable appliance testing will be carried out on portable equipment as necessary.</p> <p>All electrical equipment will be earthed as appropriate.</p> <p>All electrical outlets cover plates and wall switches are kept secure and undamaged.</p> <p>All extension cords are kept good condition and used for temporary purposes only.</p> <p>All extension cords will have their own fuse.</p>

General	<p>Windows open easily and stay open according to their design.</p> <p>Air quality, temperature and ventilation are maintained to meet applicable standards. Concerns may be determined by conversation with the teacher in the classroom.</p> <p>Ventilation and heating ducts are kept unobstructed by books, paper etc.</p> <p>Ceiling tiles are in place, unbroken and with no sign of mould formation.</p> <p>Floor tiles or carpeting will be securely fastened to reduce trip hazards.</p> <p>Floors are kept free from slips, trips and fall hazards.</p> <p>Audio-visual screens and maps are securely suspended using fittings designed for the purpose.</p> <p>Shelves or shelving units are firmly anchored to the wall. Storage of all items should be as per the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.</p> <p>Step stools or small ladders are available for accessing stored items from high shelves.</p> <p>Storage on top of wall-mounted cupboards is limited to lightweight objects such as empty boxes.</p> <p>First Aid room and trained First Aiders are always available.</p>
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Science	
General	<p>Chemical containers kept closed when not in immediate use.</p> <p>Local ventilation, such as a fume hood/cupboard is used when transferring chemicals from one container to another.</p> <p>The fume hood/cupboard is used for chemical transfer only, not storage.</p> <p>Fume Cupboards are serviced by an external supplier.</p> <p>Gas cylinders (full or empty) are secured to prevent falling.</p> <p>The valve cap is securely in place when storing or moving.</p> <p>A separate designated container is provided for broken.</p> <p>Specimens bagged for disposal. Preserved specimens are not biological hazards and can be bagged for disposal in the regular garbage.</p> <p>All cultured bacterial specimens autoclaved (disinfected) prior to disposal or washing.</p> <p>All teacher workstations are located outside the chemical storage area.</p> <p>There is an accessible fire extinguisher wall-mounted in each classroom and prep-room (CO<sub>2</sub> or dry chemical type)</p> <p>The natural gas emergency shutoff valve location is clearly marked (where classroom has gas supply).</p> <p>Clear access is maintained to gas shut-off valves.</p> <p>Eyewash stations available and operational. Location is clearly marked using standard signs.</p> <p>Personal protective equipment is available and used, e.g. goggles or face shields, aprons, and gloves (where recommended by MSDS)</p>
Chemicals	<p>Labels are on all decanted chemicals or where original labels are missing or illegible.</p> <p>ALL chemicals are clearly labelled.</p>



Material safety data sheets are available for all hazardous chemicals.

There is an up-to-date inventory of chemicals being stored.

A chemical spill kit is available.

Quantities of all chemicals kept as low as possible.

Flammable chemicals are stored in suitable conditions and segregated from oxidising chemicals.

All waste chemicals are stored for return to supplier. All chemicals are stored in accordance with the departments "Green Book" on laboratory safety.

Acids are;

Separated from flammables and combustibles

Separated, inorganic from organic acids insofar as practical, but all are held in steel cabinets.

Bases are;

separated from acids and metallic reactive chemical

Oxidizing agents are;

Separated from flammable and combustible materials

Separated from reducing agents

Water reactive agents are;

Stored away from water source

Flammable liquids are;

Stored in flammable storage cabinets

Powdered metals are kept tightly closed and in small quantities only

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**Technology and Libraries****General**

Bookshelves are situated with clear paths for exit in case of fire.

Free standing bookshelves are double width and shoulder height for stability.

All wall mounted shelves are securely fastened to the wall.

Computer cabling and socket boards are secured to prevent a tripping hazard.

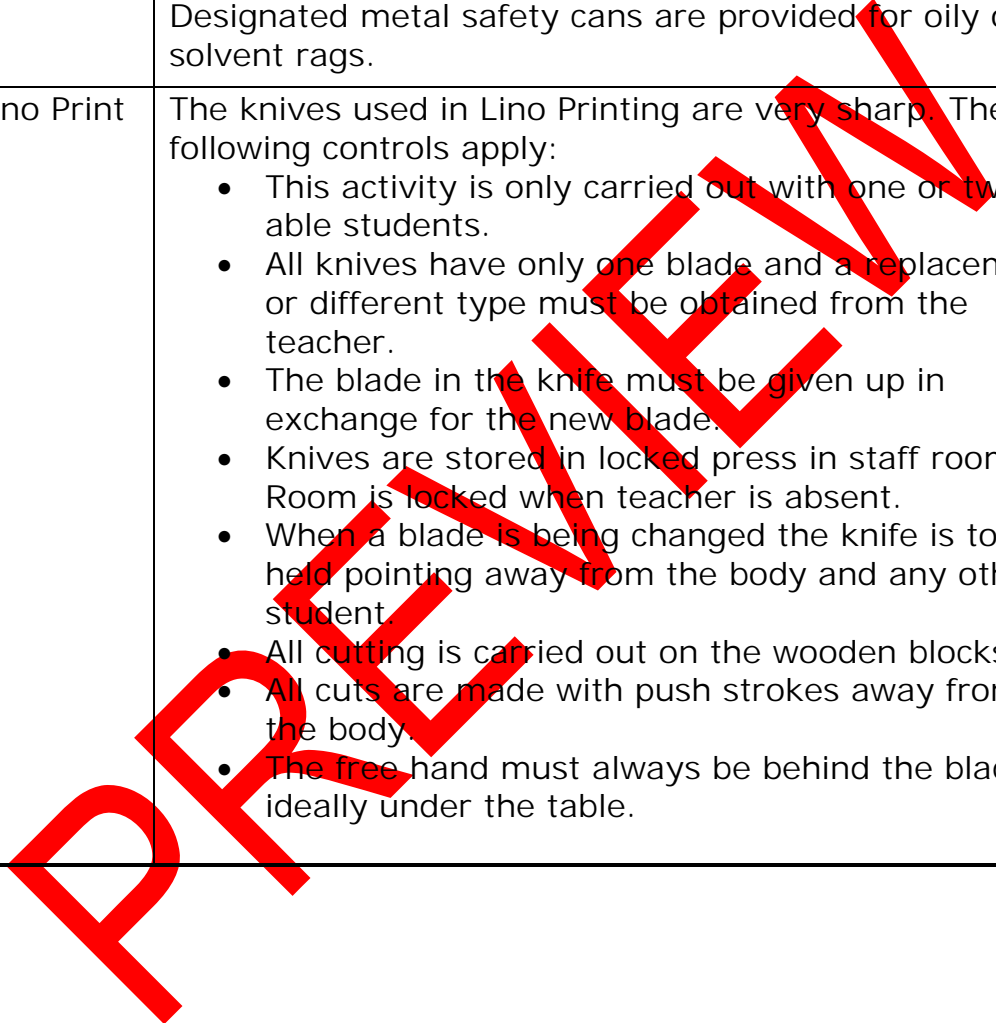
All monitors are placed on benching that keeps the back of the monitor and cables clear of the pupil sitting at the bench in front.

As pupils do not use the workstations for an extended period of time as per the VDU regulations, the standard school desk chair is considered to be safe.

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Visual arts	
General	<p>Flammable materials such as solvents, solvent based paints, solvent based cements etc. are kept in original containers with legible labels. Small quantities of these substances should be encouraged.</p> <p>Storage is secure, away from heat, acids or strong oxidizers; the preferred storage is in a metal cabinet.</p> <p>Designated metal safety cans are provided for oily or solvent rags.</p>
Lino Print	<p>The knives used in Lino Printing are very sharp. The following controls apply:</p> <ul style="list-style-type: none"> <li>• This activity is only carried out with one or two able students.</li> <li>• All knives have only one blade and a replacement or different type must be obtained from the teacher.</li> <li>• The blade in the knife must be given up in exchange for the new blade.</li> <li>• Knives are stored in locked press in staff room. Room is locked when teacher is absent.</li> <li>• When a blade is being changed the knife is to be held pointing away from the body and any other student.</li> <li>• All cutting is carried out on the wooden blocks.</li> <li>• All cuts are made with push strokes away from the body.</li> <li>• The free hand must always be behind the blade, ideally under the table.</li> </ul>



Visual arts	
Sculpture and 3D art creation	<p>Pre-mixed wet clay is available for use to reduce risk of dust inhalation.</p> <p>Cleanup techniques use wet sponging or mopping to minimise dust generation.</p> <p>MSDS is available for glazes that contain hazardous materials.</p> <p>Dust masks are available for use when mixing plaster and performing stone sculpture. Also used when mixing Papier Mache pulp.</p>
Dyes and fibres	<p>Gloves are available for use in dyeing.</p> <p>Solvent based dyes are not used.</p>
Wax	<p>Thermostatically controlled heater is used whenever large quantities of wax are being heated. Naked flames are not allowed in the vicinity of melting/melted wax.</p>
Skill knives / modelling knives	<p>These knives are very sharp. The following controls apply:</p> <ul style="list-style-type: none"> <li>• All knives have only one fixed blade and a replacement must be obtained from the teacher.</li> <li>• The worn knife must be given up in exchange for the new one.</li> <li>• All knives are stored out of easy reach in the art supply store rooms.</li> <li>• All cutting is carried out using movements that are away from the body.</li> </ul> <p>The free hand must always be behind the blade, ideally under the table.</p>
Kiln	<p>Use of the Kiln is restricted to teachers and senior cycle students under Supervision and it is locked when not in use.</p> <p>Gloves to EN 407 shall be used when handling hot pieces.</p> <p>Goggles to EN 166 shall be used when inspecting pieces via "Spyholes".</p> <p>Good manual handling practices will be observed when handling pieces.</p> <p>Fumes are vented to the exterior of the building.</p> <p>Kiln is on a planned preventative maintenance schedule and is serviced by Ulster Ceramics.</p>

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Home Economics	
Kitchen	<p>All major and minor appliances are maintained in good condition and on a regular basis.</p> <p>Local exhaust ventilation is operating with filters and the area under the cooker hood is kept clean.</p> <p>Pot holders/oven mitts are accessible in kitchen area.</p> <p>A fire extinguisher is secured to wall with an inspection tag indicating visual inspection within the last 6 months.</p> <p>The area around and above cookers and hoods is kept free from combustible materials.</p> <p>All containers clearly labelled.</p> <p>Knives stored safely in racks or knife blocks.</p> <p>Food preparation and cutting surfaces are maintained to prevent contamination.</p>
Sewing	<p>Sewing machines are maintained mechanically fit with power cords and plugs in good repair.</p> <p>Sewing machines and cords arranged so as not to create a trip hazard.</p>
Laundry	<p>All containers are labelled. Cleaning materials containing hazardous substances should have original labels or labels clearly identifying the contents on them.</p>

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Physical education	
General	<p>Storage areas where basketball equipment, hockey nets etc. are stored have suitable restraints to prevent tipping and falling.</p> <p>Storage areas, for large objects, have suitable guards over the lighting to ensure the bulbs are not broken when moving large objects in and out.</p> <p>Fixtures such as climbing frames and bleacher type seating is securely fastened to the wall.</p> <p>All Gym equipment is regularly inspected and only used under supervision.</p> <p>All fixed equipment, (e.g. ropes, climbing racks and basketball backstops) are inspected regularly.</p>

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Auditorium and lunch areas	
General	<p>Catering facilities are provided by an outside contractor. This contractor is responsible for ensuring the safe operation of all equipment.</p> <p>Fire extinguishers (CO<sub>2</sub> or dry chemical type) are wall-mounted in appropriate locations such as in stage wings.</p> <p>All lighting control panels have been installed by RECI qualified electricians and are subject to annual maintenance.</p> <p>When overhead floodlights or spotlights are used, a safety chain or wire secures them to the overhead frame.</p> <p>Stacking chairs and tables are maintained in good condition.</p> <p>Sports hall flooring is maintained in good condition.</p> <p>Tables and chairs are arranged in the lunch area to provide clear aisles for emergency exit.</p>

PRELIMINARY

### 9.13 Group Outings.

Hazards	Risk
Abduction	Low
Road Traffic accidents	Low
Physical injury	Low
Death	Low

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, day to day, whilst taking part in an educational visit. This assessment only addresses the high level issues and is supported by the book "Handbook for Group Leaders" published by the UK department of education that is included in the appendix to this Safety Statement. This handbook is included as there is extensive cooperation between both jurisdictions on matters of health and safety.

All teachers who are planning on taking groups of students on any kind of trip and all Teachers/Adults who are assisting on these trips should take a copy of the "Handbook". The handbook may be photocopied from the appendix or printed off from the CD on the inside cover of this Safety Statement.

The Handbook has been customised to suit ROI laws and practices.

#### Key Points and Controls

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, if possible it is good practice for the group leader to:

- ◆ allocate supervisory responsibility to each adult for named pupils;
- ◆ ensure that each adult knows which pupils they are responsible for;
- ◆ ensure that each pupil knows which adult is responsible for them;
- ◆ ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- ◆ ensure that all adults and pupils are aware of the expected

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standards of behaviour.

It is good practice for each supervisor to:

- ◆ have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- ◆ carry a list/register of all group members;
- ◆ directly supervise the pupils (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified;
- ◆ regularly check that the entire group is present;
- ◆ have a clear plan of the activity to be undertaken and its educational objectives;
- ◆ have the means to contact the group leader/other supervisors if needing help;
- ◆ have prior knowledge of the venue – the group leader should normally have made an exploratory visit
- ◆ anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- ◆ continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- ◆ be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- ◆ clearly understand the emergency procedures and be able to carry them out;
- ◆ have appropriate access to First Aid;

Each pupil should:

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- ◆ know who their supervisor is at any given time and how to contact him or her;
- ◆ have been given clear, understandable and appropriate instructions;
- ◆ rarely if ever be on their own;
- ◆ alert the supervisor if someone is missing or in difficulties;
- ◆ have a meeting place to return to, or an instruction to remain where they are, if separated;
- ◆ understand and accept the expected standards of behaviour.

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#### 9.14 Outside sports areas i.e. Astro Turf Pitch

Hazards	Risk
Manual Handling	Medium
Slips and Falls	Medium

#### General Controls

##### Training

All staff working on/with the on the outdoor sports areas will be:

- Instructed in safe lifting techniques where applicable.
- Advised on the nature and location of fire fighting equipment.
- Instructed on evacuation procedures.
- Notified on any changes to safety procedures.

##### First Aid

First aid boxes are available for the pitch and sports hall.

##### Fire Protection

Fire extinguishers are provided and sited to meet statutory and insurance requirements throughout the premises.

All fire exits and emergency paths of escape are clearly marked.

##### Fire Evacuation

Evacuation procedures are provided for each employee.

Evacuation drills take place twice a year.

Employees are reminded to familiarise themselves with procedures and facilities so a fast evacuation can be achieved if necessary.

##### Smoking

Smoking is not allowed in close proximity of the pitch or in any place covered by the Tobacco Control Regulations.

##### Accident/Incident Reporting

All incidents no matter how small whether to employees, facility users or onlookers must be reported to the relevant teacher.

Accidents will also be notified to the school principal.

Erecting and removing nets at session start and end.  
 Correct safe procedures to be documented and a written task description to be given to all employees.  
 All employees moving nets have been given safe instruction in lifting.

Putting up and taking down Goal Posts.  
 Correct safe procedures to be documented and a written task description to be given to all employees. The particular risk of not over stretching to be emphasised.  
 Only 2 step stepladders to be used when fixing and removing net toggles.

Slip and fall when cleaning changing rooms and toilets.  
 Correct safe procedures to be documented and a written task description to be given to all employees.  
 Non slip footwear to be worn.  
 Signs indicating the possible hazard of a slippy floor to be deployed as appropriate.

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### 9.15 Staff Room

Hazards	Risk
Manual Handling	Medium
Slips and Falls	Medium
Electrocution	Low
Burns/Cuts	Medium
Smoke inhalation/burns	Low

#### General Controls

See related assessment on slips and falls.

Staff room fitted with smoke detection and is part of the fire drill process.

All portable appliances (i.e. Toaster) part of the PAT testing program.

All electrical appliances to be given a visual inspection before use.

Any defective equipment to be removed from use.

Any defects in general to be alerted ASAP to the Facilities Manager and/or entered in the Welfare and Concerns register.

All cutlery and crockery to be safely stored.

Knives and other sharp implements not to be left in sinks or basins of water.

Hot Water sign on boiler.

Cleaning program in place to ensure control of hazards such as waste or slips and falls.

All chairs and tables are part of the annual maintenance inspection.

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### 9.16 Pregnancy, Post Natal and Breast Feeding

Hazards	Risk
Contact with Chemical Agents	Low
Contact with Biological agents	Low
Long periods standing	Medium
Pushing and Pulling	Low

#### General Controls

Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm.

If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure.

Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities.

Pregnant, post-natal and breastfeeding women are not required to lift push or pull awkward or heavy items.

See also School Risk Assessments – Manual Handling.

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### 9.17 Radon

Hazards	Risk
Lung Cancer	Low
Other Health Risks	Low

#### General Controls

Radon measurements are taken by an accredited radon measurement Company.

The Radiological Protection Institution of Ireland - RPII have been informed of any high radon levels following results of measurements taken and any advice has been followed.

Where high radon levels were found, an engineered system was installed e.g. a sump or an air vent was introduced.

Procedures are in place to ensure the system remains mechanically operational and is kept switched on.

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### 9.18 Lone Worker

Hazards	Risk
Working alone	Low
Working in isolation	Low
Slips, falls and others	Low
Unknown accident	Low

#### General Controls

Specific controls have been put in place for one vulnerable staff member to ensure he is never working in an isolated position. All maintenance staff are provided with Walkie Talkie system for call in purposes.

Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies.

Arrangements for providing help or back up are in place.

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## 9.2 Additional Assessments not included in the HSA Guidance

### 9.2.1 Group Outings.

Hazards	Risk
Abduction	Low
Road Traffic accidents	Low
Physical injury	Low
Death	Low

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, whilst taking part in an educational visit.

#### Key Points and Controls

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, if possible it is good practice for the group leader to:

- ◆ allocate supervisory responsibility to each adult for named pupils;
- ◆ ensure that each adult knows which pupils they are responsible for;
- ◆ ensure that each pupil knows which adult is responsible for them;
- ◆ ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- ◆ ensure that all adults and pupils are aware of the expected standards of behaviour.

It is good practice for each supervisor to:

- ◆ have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- ◆ carry a list/register of all group members;
- ◆ directly supervise the pupils (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified;

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- ◆ regularly check that the entire group is present;
- ◆ have a clear plan of the activity to be undertaken and its educational objectives;
- ◆ have the means to contact the group leader/other supervisors if needing help;
- ◆ have prior knowledge of the venue – the group leader should normally have made an exploratory visit
- ◆ anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- ◆ continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- ◆ be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- ◆ clearly understand the emergency procedures and be able to carry them out;
- ◆ have appropriate access to First Aid;

Each pupil should:

- ◆ know who their supervisor is at any given time and how to contact him or her;
- ◆ have been given clear, understandable and appropriate instructions;
- ◆ rarely if ever be on their own;
- ◆ alert the supervisor if someone is missing or in difficulties;
- ◆ have a meeting place to return to, or an instruction to remain where they are, if separated;
- ◆ understand and accept the expected standards of behaviour.

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## 10. General Welfare

### 10.1 Water

Drinking water is provided throughout the premises.

### 10.2 Toilet Facilities

Adequate toilet facilities have been provided throughout the premises.

### 10.3 Student assembly and Rest Area

Several areas are provided that contain tables and chairs, washing and drinking water facilities, etc. Also provided are Panini Toasters, Hot Water dispensers and Microwaves. All of these are used under strict supervision and are subject to maintenance as per the manufacturer's instructions. Relevant warning/notices are placed on the equipment.

### 10.4 Substance Abuse

In the interest of safety and welfare, drinking of alcohol and drug taking (excluding prescription items and necessary medical treatments) are forbidden during working hours or at any time on School premises.

### 10.5 Smoking

Smoking is prohibited on the premises in line with the Tobacco Control Regulations.

Staff must take special care to watch out for pupils surreptitiously smoking on the premises. This is a particular fire hazard due to the disposal of lighted "butts".

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## 11. Fire and Emergency Planning

In support of fire and emergency planning, a separate document exists – Fire and Emergency Management at ABC Company, which combines detailed information in relation to fire and emergency planning. This document may be found in Part 4 of this Health and Safety folder.

The content of this includes:

1. Introduction
2. Prevention Measures
3. Protection Measures
4. Evacuation
5. Other Emergencies
6. Assisting Emergency Services
7. Record Keeping
8. Training

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### 11.1 Fire Responsibilities

The Fire Safety Post for these premises is Geraldine O'Brien

A separate procedure exists to support this section and the general responsibilities of the Fire Post can be summarised as:

- Arrange Fire Drills
- Liaise with Caretaker to ensure that all fire protection equipment is serviced.
- Be familiar with all escape routes
- Make regular inspections of the fire exits.
- N.B. Fire and Emergency Post holder (if applicable), Deputy or delegated teacher will supervise and control any evacuations as per the procedures in the Fire Register.

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# ABC Company

## Safety Statement

### 11.2 Fire Drill

Date	Arranged by	Comment

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#### 11.4 General Duties

Employees are reminded again of their duties under the 2005 Act not to cause harm to any individual through their actions or inaction, this includes blocking of fire escape routes, fire escapes and fire fighting equipment.

It is the duty of all individuals to know the nearest escape point to them at any one time.

Every fire point is indicated as such by an appropriate sign.

Fire drill dates are included in this statement and are twice per year.

#### 11.5 Guidelines for Teachers

It is very important that an accurate roll call is taken at the start of each class. This is essential to verify the numbers after the building has been evacuated.

Teachers need to be familiar with the closest exit to their classroom. This is particularly important for teachers who change classrooms.

In the event of a fire teachers must remind students as they leave the classroom of the exit to be used. If that exit is unavailable, then teachers must direct the students to the nearest alternative in silence. They must be the last person to leave the classroom and must close the door behind them.

The assembly point for the school is as per the signage at the front. Teachers assemble at the centre and are assigned roll duties for particular classes. The absences are noted and the head count finalised.

Once student numbers have been verified, it may be necessary to move to an indoor location if it is safe to do so and if conditions such as poor weather dictate.

It is extremely difficult to verify numbers at lunchtime as students may have left the school to go to shops, dormitories, etc. for that reason it is essential that teachers encourage students to treat every fire alarm as a real one. Students are reminded that it is a serious offence to remain in the building when the fire alarm has sounded.

Remember, nobody may return to the building until Manager 2 or Deputy gives the all clear to do so.

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### 11.6 Bomb or Other Emergency Alert

Upon receipt of a bomb warning, the person receiving the bomb warning will immediately alert the most senior management member on duty.

### 11.8 Fire Drill Instructions

#### Fire Drill (Students and Teachers):

1. On hearing the alarm, instruct the class to leave in silence by the designated exit,
2. Teacher is last to leave the room and ensures that the windows are closed and that the door is closed.
3. The last teacher on the corridor checks that there are no students in the toilets/showers.
4. Students should assemble at the assembly point in their base class groups in alphabetical order.
5. Teachers will verify class numbers.
6. Students return to the building only when instructed to do so by Manager 2/ Deputy or designated teacher.

#### Fire Drill (Geraldine O'Brien/Deputy or delegate):

1. On hearing the alarm, take the class lists, absences and keys and go to the assembly point.
2. Ensure teachers verify class numbers.
3. Collate absences and ensure that the building has been evacuated.
4. Liaise with the maintenance staff regarding the status of the alarm.
5. Instruct classes to return to the building in the event of an all-clear.

#### Fire Drill (Maintenance staff):

1. On hearing the alarm, one caretaker checks the panel and then checks the status of the alert.
2. In the event of an emergency, the gates are opened using the by the other caretaker on duty.
3. If there is a false alarm, the alarm company are contacted by the caretaker and the fire brigade is cancelled.
4. The caretakers liaise with Manager 2/ Deputy or designated teacher regarding the status of the alert.



## 12 Personal Protective Equipment

Risk assessments have been carried out on all activities within the school is so far as the Management is aware of them. A generic list of personal protective equipment is shown below for use in various departments. This list is based on the task and piece of equipment assessed. The assessment does not take account of every individual's skin type, eye sensitivity, etc.

If you as an employee find you have a problem or you are aware of a pupil with a problem relating to class work, which is not addressed by the equipment that has been issued, inform the safety officer immediately.

This list must be reviewed and updated at regular intervals (minimum 6 months).

Item of PPE	Location Used
Gloves	Emptying bins Rubbish removal.
Gloves, masks other	As required by pupils in class in relation to science activities etc.
Goggles	Maintenance and grounds work activities.

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### 13 VDUs and Workstations

There is no evidence to suggest that serious health risks will be encountered while using a VDU correctly and in the optimum conditions.

Individual assessments have been carried out on all computer workstations. Following this, we have put in place the safeguards as outlined below. Display Screen Equipment (DSE or VDU) risk assessments questionnaires are included in the appendix to the this Safety Statement, any person who uses DSE as a significant portion of his or her job, is invited to complete one of the questionnaires and discuss the results with Manager 2.

Any employee or pupil suffering eye strain, headaches, neck and shoulder tension, pains or pins and needles in the arms, must report this to their teacher/Manager 2 immediately.

#### 13.1 Computer

The following attributes are common to all computers, and the following extra components have been provided.

- Screens adjustable for tilt
- Full controls for brightness etc. on all monitors
- Keyboard adjustable for tilt
- Keyboard non reflective
- Mouse mat
- Document holder (as appropriate not supplied for holding very large books or printouts)

Employee suffering eye strain or headaches will be sent for an eye test and glasses provided as necessary. Employees already wearing glasses will be given a contribution towards replacement or improvement as necessary. This policy does not cover pupils.

#### 13.2 Chair

The office chair as used at computers has the following capabilities:

- height is adjustable while employee is seated
- back is adjustable for height while employee is seated
- back is adjustable for tilt while employee is seated

At this point all employees seated, should be able to place their feet flat on the floor. Any employee, who cannot do this, should inform their supervisor and a foot stool will be provided.

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#### 14. Violence in the Workplace

Unfortunately in the society in which we live we must address violence as a work hazard. Violence is defined for ABC Company as – any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

Hazard	Risk
Cuts, abrasions etc.	Low
Psychological trauma	Medium
Death	Low

As the response to violence is usually an issue of after care, ABC Company will do all in its power to help with the speedy recovery of any employee involved in any incident, however minor. This obviously begins with efficient first aid and competent staff who can empathise with an individual. The policies on bullying and sexual harassment below are to be adhered to for relations between staff and staff, staff and pupils and pupils and pupils. The school also publishes a separate policy on Bullying to compliment this Safety Statement.

Manager 2 has responsibility for ensuring that these Policies are reviewed on a regular basis. The policies are only summarised here, the full policy is held and issued by Manager 2.

Set out below are the activities and people who may be affected by violence. These staff members should be vigilant at all times.

Activities/Situations	People
Caretaking, looking after premises	Caretakers, Maintenance, Security staff.
Working alone	Cleaning staff, Library staff, Principal (Vice), Teachers, Maintenance staff, etc.
Home visiting, off site working	Teachers, Liaison staff.
Evening working	Cleaning staff, Library staff, Principal (Vice), Teachers, Maintenance staff, etc.
Working with pupils who have behavioural difficulties	Teachers, Special needs assistants.
Looking after money	Clerical, Principal (Vice).
Supervising/disciplining students	Teachers, Principal (Vice).
Dealing with angry parents/relatives of students.	Teachers, Principal (Vice).

The list above is by no means exhaustive. As yet the school does not have a problem with violence; however the situation will be kept under constant review.

#### 14.1 Bullying

Bullying is the unacceptable treatment of one individual by another. It can manifest itself in the form of intimidation by another or others. It is unacceptable if people are singled out for personal humiliation. ABC Company will not tolerate any such behaviour, which can include the following:

- persistent insults and name-calling
- persistent and unfounded criticism
- public humiliation including shouting at colleagues

#### 14.2 Sexual Harassment

Sexual Harassment is any unwelcome verbal or physical advance, sexually derogatory statements or sexually discriminatory remarks or jokes mad by someone that is offensive or objectionable to the recipient or which caused the recipient discomfort, humiliation or interferes with their job and school performance.

Sexual harassment includes:

- unnecessary touching or unwanted physical contact
- sexually suggestive or derogatory remarks
- compromising invitations demands for sexual favours
- display of sexually suggestive or degrading objects or pictures in the workplace

ABC Company will not tolerate such behaviour. Full disciplinary procedures will be taken against anyone who partakes in this type of behaviour.

Minor incidents such as abusive/irate parents come into this area as well. The points below will assist you in dealing with this problem:

- do not enter into an argument, call a member of management
- try to be polite while waiting for management
- if necessary, take a break after the incident to regain your composure

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### 14.3 Security

ABC Company has a Risk Management Policy in place. The elements of this policy that relate to the personal safety of individuals are set out below.

There is a CCTV system in place with cameras across the common areas.

#### 14.3 .1 Policy

It is the policy of ABC Company that, insofar as is practically possible effective risk management arrangements are established and maintained.

In the context of the Safety Statement these risk management measures shall be established to provide the protection of:

- Employees, Pupils and Visitors
- Staff and Pupils from Kidnap, Abduction or Detention
- Extortion

#### 14.3 .2 Security Objectives

To maintain standards of security that provides adequate protection.

To provide and maintain secure workplaces, schooling and, methods of work for all employees and pupils.

To protect employees, pupils and the general public, from foreseeable security hazards or risks.

To provide staff with information, instruction, training and supervision required for them to protect themselves from security risks at work.

To develop security awareness and individual responsibility for security among employees at all levels.

#### 14.3 .3 Security Policy

ABC Company will ensure that adequate security measures are taken to safeguard employees from assessed risk. This includes the regular review and maintenance of security equipment and systems, guarding by the most appropriate method and adequate training.

As with all safety precautions and policies Employees must comply with all security precautions as set out by ABC Company.

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The Health, Safety Notification form is to be used by all employees to raise any issues relating to security and personal safety.

When the Health and Safety Notification Form is brought before the staff meeting in this school any issues relating to security will be passed on to Senior Management if necessary.

ABC Company Management is responsible for the monitoring and review of all aspects of School security. The Management will make recommendations as necessary to improve existing levels of security.

#### 14.3 .4 Reporting Security Incidents

All security related incidents must be reported promptly.

Any security related incident that results in an injury to any individual must be reported in the accident report book. The cause of the accident may be listed as Security Incident. In the section relating to details of the accident give as full an account of the Security Incident as possible.

#### 14.3 .5 Control of Visitors and Contractors

All contractors are approved in advance of carrying out any work.

All contractors and visitors to the school will be requested to sign in at the school reception and will be required to wear a Visitor's badge.

#### 14.3 .6 Policy Responsibilities

Manager 2 and all other staff will be responsible for ensuring, so far as is reasonably practicable, that all security requirements relating to his/her particular area of responsibility are fully observed and implemented.

Manager 2 of ABC Company has ultimate responsibility for ensuring that this policy is effectively maintained.

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## 15. Safety Representative and Consultation

The 2005 Act places a general obligation on the School as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

A Safety Consultation network is established which shall provide a balance of representation between the management and staff. This is generally achieved via the Safety Committee.

The main objective is to foster co-operation between the management and staff to keep health and safety considerations active and to promote development of ideas for the betterment of health and safety at work.

### Safety Representative

The Safety Representative is an individual elected by the staff as a whole, or in particular sections, to represent their opinions and concerns in safety matters.

It is the legal right of staff to elect this individual; however it is not a legal requirement.

The School recognises the position of Safety Representative, and will do all in its power to assist the individual; however it must be noted that it is a voluntary position that carries no remuneration package.

The Safety Representative will be given the opportunity to receive appropriate training in the area of Health and Safety.

The Safety Representative will be immediately informed when an Inspector of the Health and Safety Authority visits the premises and will be facilitated in every possible way with the discharge of his/her functions under the Safety, Health and Welfare at Work Act 2005. The Safety Representative will not suffer any disadvantage through the discharge of these functions.

The Safety Representative will accompany Manager 2 or the School safety officer on all inspections within their respective premises.

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## 16 Maintenance activities and Statutory testing

As a preventative measure for the future and to keep all facilities in excellent condition ABC Company will ensure the following points with regard to maintenance:

- Regular maintenance is carried out on all buildings and equipment including any testing, adjustment, lubrication and cleaning by suitably qualified personnel
- Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime.
- Regular maintenance is carried out properly.
- A suitable record is kept to ensure that maintenance procedures are proactive, properly implemented and to assist in validating the programme.
- All equipment requiring scheduled Maintenance is listed in the appendix to this Safety Statement along with records of maintenance carried out.
- Risk Assessment for various tools and activities are set out on the following pages.

Certain examinations, testing and inspections are carried out by the following companies:

Type of Examination	Company
Fire alarm system	
Fire fighting equipment	
Boilers/water heaters	
CCTV	
Electrical	
Personnel lifts	
Pest Control	
Intruder alarm	



### 16.1 Health & Safety Checklist

There are 4 types of inspection carried out in this school:

1. Monthly proactive inspection – Maintenance staff or Manager 2
2. Term Inspection – Maintenance staff
3. Annual Inspection – Maintenance Staff and Manager 2

Copies of each of the above forms are included in the H&S safety folder. The procedures for carrying out the inspections are as follows:

Monthly proactive inspection ensures premises are maintained in a safe condition.

A minimum of two inspectors, including or appointed by Manager 2, must make this inspection on a monthly basis.

The Checklist below is to be completed by the inspectors at the end of each tour.

Month	Date of Inspection	Inspectors Names	Principal's signature
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Note: Outside of school terms this inspection will be carried out by the Maintenance staff.

Term Inspection– This inspection is carried out on the first Tuesday of each term. The results are given to Manager 2. Corrective actions will be agreed between Manager 2 and the Caretaking staff.

Annual Inspection Caretaking Staff and Manager 2 – This inspection is carried out in August of every year to ensure that the school is in good condition before the commencement of the Academic Year.

**Communication**

The results of every inspection will be presented at the next scheduled staff and safety committee meeting to ensure that staff are fully informed of any remedial action being carried out.

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16.2 Maintenance Risk Assessments (In addition to those provided by the HSA guidance document)

16.2.1. General Manual Handling points.

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT: Medium

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

Note: if in doubt when lifting GET HELP.

TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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## 16.2.2. ELECTRICITY

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

RISK ASSESSMENT: Medium

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

### CONTROL MEASURES

- Caretakers and maintenance staff employed by ABC Company do not engage in general electrical work.
- Caretaker will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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## WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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### 16.2. 3. Abrasive Wheels

Risks Identified: Medium

- Disc bursting due to:
  - Incorrect disc fitted
  - Disc fitted incorrectly
  - Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### CONTROL MEASURES

- Users of abrasive wheels equipment must be trained and certified
- Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection
- Machines to be well maintained - if damaged / faulty they are to be reported to foreman immediately and repaired without delay
- Guards to be in good order and NOT REMOVED
- Funnel to be used for fuelling to avoid accidental spillages onto machine causing potential fire hazard.
- Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size.
- Check if atmosphere it is being used in is suitable for type of machine used i.e. if explosive atmosphere or confined space do not use petrol driven Consaw or electrically operated angle grinders. Compressed air machines to be used.
- Always check that a grinding wheel's RPM rating is consistent with the speed of the grinding machine.
- Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed.
- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be visually checked and given a resonance test before being fixed to the spindle. Tap the side of the wheel with a small tool. It should have a clear ring. A dull noise indicates a flaw.
- Ensure the hole in the grinding wheel fits closely on the spindle.

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- When a wheel has been newly fitted between appropriate washers and flanges, rotate it by hand to check the balance before switching on the power to use the machine.
- Unless flanges and washers are evenly seated on either side of the wheel before the locking nut is tightened, the wheel can crack and shatter.
- Always ensure that the wheel has a soft washer or "blotter" on either side to distribute clamping pressure when the nut is tightened.
- Avoid over-tightening the locking nut, as this can exert hazardous forces on the wheel.
- Avoid using grinding wheels designed for steel on materials that will clog the pores between the abrasive particles -for example plastic or aluminium.
- Unless the wheel is "dressed" with a special tool, when pores become blocked or it loses its cutting surface, the operator will have to press harder to achieve the same cutting effect, exerting forces that may cause the wheel to shatter.
- Pressing hard on a dulled wheel surface can produce excessive heat, which will cause the bonding material to glaze.
- Eye and ear protection should be worn for all grinding jobs, including dressing grinding wheels.
- Never remove guards from a bench grinder. They offer protection in the event of wheel failure, and protect hands and fingers from injury.
- The work rest on a bench grinder should be securely fixed and close enough to the grinding wheel to prevent the job slipping off. It should be adjusted as the disc becomes smaller through wear and dressing.
- Wheels should never be run in excess of the maximum speed recommended by the manufacturer.
- Abrasive wheels should be discarded:
  - When the diameter approaches that of the driving flanges.
  - When the work rest can no longer be correctly adjusted to the wheel diameter, or
  - When the wheel no longer cuts efficiently because of reduced peripheral speed.

#### 16.2.4. Power tools

Risks Identified: Medium

Accidental electrocution from exposed wires

Personal injury from incorrect use

Personal injury from inadequate maintenance

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Checks before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

#### GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;

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- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

## TOOL SPECIFIC CONTROLS

When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.
- Bench drills and similar devices to have a Chuck guard and spindle guard in place.
- Bench Drill to be securely fixed to the bench.

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### 16.2.5. Ladders and working at height

Risks Identified: High

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Electrocution
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### CONTROL MEASURES LADDERS

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

#### CONTROL MEASURES HEIGHT

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when others are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.

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- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of the statutory form.
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by contractors which involves working at any height must have a risk assessment and method statement and must be given to caretaker.

#### 16.2.6. Consaws

Risks Identified: Medium

- Entanglement
- Shattering blades
- Fuel and flame
- Ejected waste
- Manual handling
- Noise

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### CONTROL MEASURES

##### DRY CUTTING

##### ALWAYS

- Clean flanges before mounting blade.
- Check both plates are same diameter.
- Ensure generally that the flange diameters are at least 1/3rd. (min.) of the diameter of the blade.
- Ensure that the arrow on the blade corresponds with the direction of rotation of the machine spindle.
- Ensure that the blade is in balance and running true.
- Blade should be concentric to within 0.15mm.
- Ensure that the machine bearings and spindle are not worn.
- Cut in the direction of the arrow.
- Use the saw with a gentle reciprocating motion.
- Avoid tilting blade when cutting.
- Use the correct bond for material to be cut.
- Ensure integrity of guard.
- Remove the diamond blade during transit.
- Inspect blades frequently to detect cracks, faults, etc.
- Wear personal protective equipment.

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- Observe the Abrasive Wheels Regulations
- Observe the Work Equipment Regulations

**NEVER**

- Apply pressure and force blade through cut.
- Let excessive heat be generated at the cutting edge of the blade. .Use your blade on unsuitable materials.

WET CUTTING

**ALWAYS**

- Ensure adequate water supply to both sides of blade.
- Ensure that the blade cuts parallel to the wheel axis.
- Follow manufacturer's recommended pulley sizes and operating speeds for specific blade diameters.
- Tighten drive belts to ensure full available power.
- Use drive pin if fitted to the machine.

**NEVER**

- Force blade onto blade shaft.
- Mount blade on undersized spindle.
- Use paper washers to pack out the clamp plates.
- Force the machine so that blade rides up out of the cut.
- Operate machine with damaged or open blade guard.

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### 16.2.7. Working with Gas

Risks Identified: Medium

- Fire
- Explosion
- Suffocation
- Carbon Monoxide

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### CONTROL MEASURES

- In responding to emergency leaks, the area shall be ventilated and the gas shall be shut off before carrying out any works.
- All Gas boilers and Appliances shall be installed as per the manufacturer's Instructions and Safety Manual.
- All installations shall be fully checked for leaks and verified as safe before handing over to the client.
- General controls for contractors:
  - Installation staff arrive to school and sign in.
  - Installation staff will be shown working area and will assess conditions.
  - Installation staff will complete permit to work
  - All safety equipment as per method statement to be brought to working area.
  - Working area to be isolated/cordoned off and appropriate barriers erected to prevent access.
  - Gas main to be located and isolated.
  - Test to be carried out for any gas residue.
  - Any gas in pipes to be vented to atmosphere.
  - Installation/repair to be carried out as per the manufacturer's instructions and codes of practice from Bord Gais.
  - Upon completion of installation all joints and seals to be tested as part of commissioning procedure.

Gas equipment to be fully commissioned and signed off as per manufacturer's instructions and codes of practice from Bord Gais.

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### 16.2.8 Compactor

#### Description

Compactor unit which is used for the disposal of all waste materials by crushing waste into conveniently disposable sizes.

#### Hazard

- Entrapment in moving parts causing serious bodily injury.
- Back injury from lifting heavy waste materials.
- Trip/fall injuries due to waste materials around the compactor.
- Bodily injury from falling in to compactor.
- Electric shock.
- Head injury due to improper use of the compactor-loading door.

#### Persons at Risk

- All personnel charged with waste disposal.

#### Risk Assessment

- High risk of serious bodily injury.

#### Control Measures

- Emergency stop button located on the control panel.
- Emergency stop button should be checked prior to operating the compactor to ensure that it is operating correctly.
- Only persons trained in correct manual handling procedures should be allowed to discharge waste into the compactor.
- Interlocks provided on access openings.
- All power to the compactor should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance personnel.
- The compactor should never be overloaded.
- Waste materials should not be accumulated around the machine. Good house keeping practices should be in operation.
- All access ports must be opened carefully and only when the machine is switched off. When unloading the machine it is imperative that power to the machine is cut so as to prevent any possible entanglement due to unforeseen start-up.

## 16.2.9 Maintenance and Substances

### Spraying and Herbicide

#### HAZARDS

- Roundup bi-active, etc.

Risk Identified - Low

#### CONTROL MEASURES

- All control measures on the container label (MSDS) to be strictly followed.
- Only trained staff may use the sprayers.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply Roundup at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.
- Spray tanks, hoses, regulator, wand, and nozzle(s) shall be rinsed thoroughly after each use. Rinsate (and pesticide containers) shall be disposed of properly.

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### 13. Using Dam Buster or similar Drain unblocker

Set out below are the key points from the Material Safety Data Sheet along with the relevant control measures.

#### IDENTIFICATION AND COMPANY

Trade Name	DAMBUSTER
Type & Product/Use	Formulated Acid Liquid Drain Opener
Company	The Wiseman Group P.O Box 58 High Street INGATESTONE Essex CM4 9DL Tel: 01277- 633200

#### HEALTH HAZARD

Contact will cause severe burns to Skin, Eyes, Mouth and Internal organs

#### Protective Measures

Hand: PVC or rubber gloves  
 Eye: Safety goggles to BS2092/C and/or face shield  
 Skin: PVC Overalls and acid resistant boots  
 Respiratory: Type approved RPE for acidic mists and vapours if required. Use in well ventilated area

Hygiene Measures: Always wash thoroughly after handling chemicals

#### FIRST AID MEASURES

First aid boxes containing an eye wash bottle and burn bottles containing 2.5% bicarbonate of soda solution should be fitted adjacent to all storage areas and at process areas where splashes may occur. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Never add water to this product. In case of accident or if you feel unwell, seek medical advice immediately (show label where possible)

#### IMMEDIATE ACTION IS VITAL

EYES: Irrigate thoroughly under cold water tap for at least 15 minutes. Seek immediate medical attention.

SKIN: Drench with water immediately and cover with moistened bicarbonate of soda. Seek medical advice.

INHALATION: Remove to fresh air. Rest, keep warm and seek medical advice.

INGESTION: Drink Milk of Magnesia or washing soda. Call a Doctor and show him the label or this document.

#### FIRE FIGHTING MEASURES

Special Fire Fighting Procedures: - Keep containers cool by spraying with water if exposed to fire.

#### ACCIDENTAL RELEASE

MEASURE Contain leaking liquid with sand or earth.

#### HANDLING & STORAGE

Keep out of reach of children. Do not allow to come into contact with finished or decorative surfaces.

Store in a cool dry place and protect from extremes of temperature.

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## 17 Safety Review

### 17.1 Safety Review

The Safety Statement will be reviewed annually or when there are changes in any process, equipment, maintenance or legislation.

All employees are encouraged to make suggestions for improving the statement as experience of its implementation grows.

### 17.2 Location

The safety statement will be held at: The Principal's office

Additional copies can be made available if necessary and by request.

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## 18. Disciplinary Procedures

The procedures set out below are to deal with breaches of the Safety Policy and regulations as set out in the preceding chapters.

We at ABC Company believe that, except in the case of gross negligence of the safety regulations, which may warrant an immediate dismissal, the staff member should be warned of any shortcomings and given a reasonable opportunity to put them right.

The following basic procedures will be adhered to: Should it be necessary to take formal action because of minor or persistent breaches of the Safety regulations, a verbal warning will be given. This warning will indicate the specific regulation that has been breached, how it is to be rectified and the time limit in which it is to be achieved.

If the required improvement is achieved, the employee will be informed.

However, should the required improvement not result within the stated period, a further warning will be given. This warning will indicate that continued failure to meet the required standards within a further stated time may result in dismissal. This warning will be confirmed in writing to the employee.

In any instances of alleged wilful breaches of the safety regulations, the case will be investigated rapidly and fully and the employee may be suspended with or without pay until the outcome is known.

All warnings for breaches of Safety regulations will be recorded in the employee's file.

Depending on the outcome of the investigation, the employee will be either dismissed without notice, be given a written warning, or return to work.

Any appeals against a decision at any stage of the above procedure should be raised through normal grievance procedures.

Any employee being warned has the right to have a colleague or representative present.

For further details on Disciplinary Procedures, refer to Conditions of Employment.

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## 19. Appendix

The items included in this Appendix are for general information and do not necessarily all form part of the School Policy.

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### A1. Suggested Teacher's and other staff Duties

Make sure that everyone knows his or her duties and responsibilities in relation to safety. Here are some suggestions. Ensure that:

- your department is familiar with the organisation, safety policy and your section's special requirements
- employees are trained and aware of potential hazards at their workplace
- first aid and fire fighting equipment are readily available and that staff are aware of their location
- supervision is adequate for pupils
- all safety rules are observed
- proper maintenance is carried out on machinery and equipment. This requires that the machinery and equipment needs to be frequently inspected
- any defects are reported and followed up on to ensure they are rectified. If in doubt, report it anyway
- maintain good standards of housekeeping. Remember that many accidents are trips, slips and falls
- review current working practices with the view to improving health and safety
- investigate accidents and incidents properly
- recommend ways of preventing accidents and dangerous occurrences
- Overview of key workplace issues and procedures
- Reminder of key procedures and issues

Duration: As part of regular staff meetings

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## A2. First Aid

### Nose Bleeds

#### Treatment:

- Stay calm and reassure the casualty.
- Get casualty to sit down and lean head forward.
- Get casualty to pinch soft part of nose.
- Tell casualty to breathe through mouth.
- Advise casualty not to blow his/her nose for some hours.
- If bleeding continues for a long period or occurs again in a short space of time, seek medical aid.

### Wounds and Bleeding

#### Treatment:

- Apply direct pressure over the wound with your thumb and/or fingers - preferably over a clean pad. You may need to keep the pressure applied for 5 - 10 minutes if necessary.
- Keep the injured part (supported) above the heart if possible.
- Place a sterile dressing over the wound and secure it firmly. Make sure that the dressing is larger than the wound size. If no dressing is available, improvise.
- Put more dressings on if blood starts to show through the original dressing - do not remove it.
- Keep an eye on the victim and watch for signs of shock.

PRELIMINARY

### A3. What do we mean by dangerous substance?

A dangerous substance is one that has one or more of the following characteristics:

- It can cause fires or explosions
- It is a danger to health
- It is corrosive or irritant
- It is dangerous for the environment.

An example of a dangerous substance is:

- Sample chemicals for experiments in schooling
- Glues, resins, mould release agents and machining fluids used in the manufacture of finished products.
- Thinners, degreasing agents and surface-treatment products used in the cleaning and maintenance of buildings.
- Pesticides and fertilisers used in agriculture and gardening; degreasants, anti-freeze, lubricants and paint in garages; inks, solvents and varnishes in print shops; polyurethane foam, concrete admixtures and formwork oil on building sites.

Chemical products can be used in many forms

In their pure form

e.g. Acetone and Trichloroethylene

In the form of preparations, solutions or mixtures

Paints, glues, maintenance products, lubricating oils, mould release agents, inks, dyes, products for treating metal surfaces, etc.

In the form of aqueous solutions

- ammonia
- hydrochloric acid (for pickling, scaling etc.) or other strong acids (sulphuric acid, nitric acid, etc.) used in metalworking, electronics, etc.

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- Hydrofluoric acid used in glass working, metalworking, papermaking, etc. Formaldehyde (formol) used as a disinfectant or reagent in the textile, leather making and paper industries, etc.

Most of us may be required to handle products which are dangerous to ourselves, to others and to the organisation, hence the importance of proper and correct labelling.

### Collective Protection

If you use dangerous substances you must try and reduce the risk by paying attention to the design of the workplace. Collective prevention means making sure that work equipment is properly designed to prevent the escape of chemicals and fumes; and that the workplace in question is properly ventilated, adding suitable fans and/or extractors if necessary.

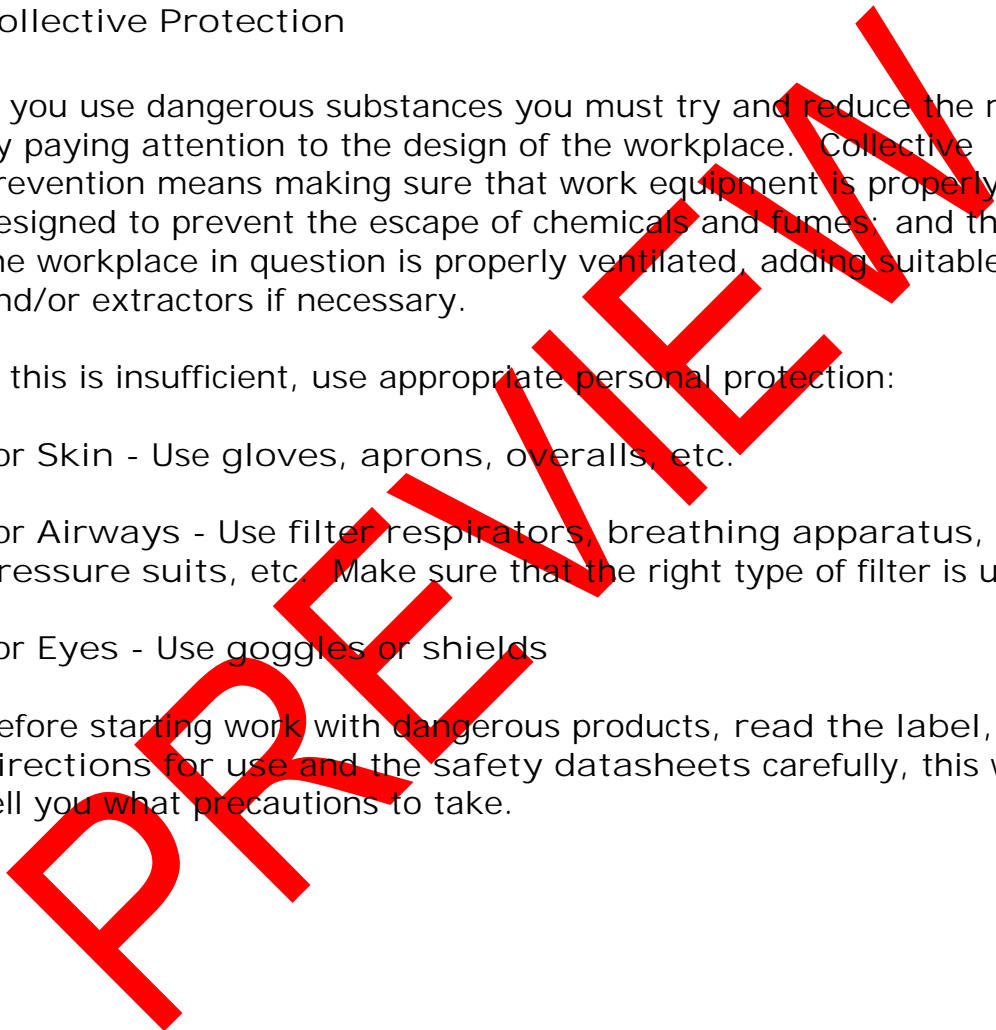
If this is insufficient, use appropriate personal protection:

For Skin - Use gloves, aprons, overalls, etc.

For Airways - Use filter respirators, breathing apparatus, pressure suits, etc. Make sure that the right type of filter is used.

For Eyes - Use goggles or shields

Before starting work with dangerous products, read the label, directions for use and the safety datasheets carefully, this will tell you what precautions to take.



A4. Five golden rules which will help you to reduce the risk of accidents

1. Check that packages and containers are in good condition to avoid leaks. Make sure that gases, fumes, vapours or dusts are extracted at their point of origin. Wear a respirator if necessary. Watch out for possible sources of fire.
2. Keep dangerous products only in appropriate containers, properly labelled. Never transfer them into bottles such as lemonade or beer bottles, or other food containers. Dangerous products must be locked away when not in use.
3. Avoid contact with the mouth. Do not eat, drink or smoke when using dangerous substances or when in a place where they are used.
4. Work carefully. Avoid contamination via the skin. Where necessary, protect exposed parts of the body with protective clothing (aprons, gloves, boots, glasses, face shields, etc.).
5. Be scrupulous about personal hygiene. Wash your hands. Remove soiled work clothing before eating. Treat and protect any wounds immediately, even the most minor ones.

Accident Situation

- Give first aid
- Call the doctor/ambulance
- Organise the removal to hospital
- Give the doctor the package or container with the label.



## A5. Some typical Childhood Ailments

### ASTHMA

#### What is Asthma?

Asthma is common and appears to be increasingly prevalent in children and young people.

The most common symptoms of asthma are coughing, wheezing or whistling noise in the chest, tight feelings in the chest or getting short of breath. Younger children may verbalise this by saying that their tummy hurts or that it feels like someone is sitting on their chest. Not everyone will get all these symptoms, and some children may only get symptoms from time to time.

However in early years settings staff may not be able to rely on younger children being able to identify or verbalise when their symptoms are getting worse, or what medicines they should take and when. It is therefore imperative that early years and primary school staff, who have younger children in their classes, know how to identify when symptoms are getting worse and what to do for children with asthma when this happens.

#### Medicine and Control

There are two main types of medicines used to treat asthma, relievers and preventers. Usually a child will only need a reliever during the school day. Relievers (blue inhalers) are medicines taken immediately to relieve asthma symptoms and are taken during an asthma attack. They are sometimes taken before exercise.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

The signs of an asthma attack include:

coughing being short of breath wheezy breathing feeling of tight chest being unusually quiet
--

## EPILEPSY

### What is Epilepsy?

Children with epilepsy have repeated seizures that start in the brain. An epileptic seizure, sometimes called a fit, turn or blackout can happen to anyone at any time. Seizures can happen for many reasons. At least one in 200 children have epilepsy and around 80 percent of them attend mainstream school. Most children with diagnosed epilepsy never have a seizure during the school day. Epilepsy is a very individual condition.

If a child does experience a seizure in a school or setting, details should be recorded and communicated to parents including:

any factors which might possibly have acted as a trigger to the seizure – e.g. visual/auditory stimulation, emotion (anxiety, upset)  
 any unusual “feelings” reported by the child prior to the seizure  
 parts of the body demonstrating seizure activity e.g. limbs or facial muscles  
 the timing of the seizure – when it happened and how long it lasted  
 whether the child lost consciousness  
 whether the child was incontinent

This will help parents to give more accurate information on seizures and seizure frequency to the child's specialist.

What the child experiences depends whether all or which part of the brain is affected. Not all seizures involve loss of consciousness. When only a part of the brain is affected, a child will remain conscious with symptoms ranging from the twitching or jerking of a limb to experiencing strange tastes or sensations such as pins and needles. Where consciousness is affected; a child may appear confused, wander around and be unaware of their surroundings. They could also behave in unusual ways such as plucking at clothes, fiddling with objects or making mumbling sounds and chewing movements. They may not respond if spoken to. Afterwards, they may have little or no memory of the seizure.

During a seizure breathing may become difficult and the child's colour may change to a pale blue or grey colour around the mouth. Some children may bite their tongue or cheek and may wet themselves.

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After a seizure a child may feel tired, be confused, have a headache and need time to rest or sleep. Recovery times vary. Some children feel better after a few minutes while others may need to sleep for several hours.

#### Medicine and Control

Most children with epilepsy take anti-epileptic medicines to stop or reduce their seizures. Regular medicine should not need to be given during school hours.

During a seizure it is important to make sure the child is in a safe position, not to restrict a child's movements and to allow the seizure to take its course. In a convulsive seizure putting something soft under the child's head will help to protect it. Nothing should be placed in their mouth. After a convulsive seizure has stopped, the child should be placed in the recovery position and stayed with, until they are fully recovered. An ambulance should be called during a convulsive seizure if:

- it is the child's first seizure
- the child has injured themselves badly
- they have problems breathing after a seizure
- a seizure lasts longer than the period set out in the child's health care plan
- a seizure lasts for five minutes if you do not know how long they usually last for that child
- there are repeated seizures, unless this is usual for the child as set out in the child's health care plan

#### DIABETES

##### What is Diabetes?

Diabetes is a condition where the level of glucose in the blood rises. This is either due to the lack of insulin (Type 1 diabetes) or because there is insufficient insulin for the child's needs or the insulin is not working properly (Type 2 diabetes).

About one in 550 school-age children have diabetes. The majority of children have Type 1 diabetes. They normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly according to their personal dietary plan. Children with Type 2 diabetes are usually treated by diet and exercise alone.

Each child may experience different symptoms and this should be discussed when drawing up the health care plan. Greater than

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usual need to go to the toilet or to drink, tiredness and weight loss may indicate poor diabetic control, and staff will naturally wish to draw any such signs to the parents' attention.

### Medicine and Control

The diabetes of the majority of children is controlled by injections of insulin each day. Most younger children will be on a twice a day insulin regime of a longer acting insulin and it is unlikely that these will need to be given during school hours, although for those who do it may be necessary for an adult to administer the injection.

Children with diabetes need to ensure that their blood glucose levels remain stable and may check their levels by taking a small sample of blood and using a small monitor at regular intervals. They may need to do this during the school lunch break, before PE or more regularly if their insulin needs adjusting.

When staff agree to administer blood glucose tests or insulin injections, they should be trained by an appropriate health professional.

Children with diabetes need to be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise.

Staff should be aware that the following symptoms, either individually or combined, may be indicators of low blood sugar - a hypoglycaemic reaction (hypo) in a child with diabetes:

- |  |
|--|
| <ul style="list-style-type: none"> <li>hunger</li> <li>sweating</li> <li>drowsiness</li> <li>pallor</li> <li>glazed eyes</li> <li>shaking or trembling</li> <li>lack of concentration</li> <li>irritability</li> <li>headache</li> <li>mood changes, especially angry or aggressive behaviour</li> </ul> |
|--|

If a child has a hypo, it is very important that the child is not left alone and that a fast acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink is brought to the child and given immediately. Slower acting starchy food, such as a

sandwich or two biscuits and a glass of milk, should be given once the child has recovered, some 10-15 minutes later.

An ambulance should be called if:

- ✓ the child's recovery takes longer than 10-15minutes
- ✓ the child becomes unconscious

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## ANAPHYLAXIS

What is anaphylaxis?

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours.

Common triggers include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruits such as kiwifruit, and also penicillin, latex and the venom of stinging insects (such as bees, wasps or hornets).

The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness. Fortunately this is rare among young children below teenage years. More commonly among children there may be swelling in the throat, which can restrict the air supply, or severe asthma. Any symptoms affecting the breathing are serious.

Less severe symptoms may include tingling or itching in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting. Even where mild symptoms are present, the child should be watched carefully. They may be heralding the start of a more serious reaction.

### Medicine and Control

The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices containing one measured dose of adrenaline are available on prescription. The devices are available in two strengths – adult and junior.

Should a severe allergic reaction occur, the adrenaline injection should be administered into the muscle of the upper outer thigh. An ambulance should always be called.

Staff that volunteer to be trained in the use of these devices can be reassured that they are simple to administer. Adrenaline injectors, given in accordance with the manufacturer's instructions, are a well-understood and safe delivery mechanism. It is not possible to give too large a dose using this device. The needle is not seen until after it has been withdrawn from the

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child's leg. In cases of doubt it is better to give the injection than to hold back.

Anaphylaxis is manageable. With sound precautionary measures and support from the staff, school life may continue as normal for all concerned.

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