

## 1 HEALTH AND SAFETY STATEMENT



*Section 20 of the Safety, Health and Welfare at Work Act 2005 states that “Every employer shall prepare, or cause to be prepared, a written statement based on the identification of the hazards and the risk assessment carried out under Section 19, specifying the manner in which the safety, health and welfare at work of his or her employees shall be secured and managed.”*

### 1.1 SAFETY, HEALTH AND WELFARE POLICY

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

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

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

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

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

Signed:  \_\_\_\_\_ John Burke, Chairperson

 \_\_\_\_\_ Anna Eagleton, Principal

Date: 24<sup>th</sup> October 2022

## 1.2 STATEMENT OF GENERAL POLICY

The Board of Management of Kilcolgan Educate Together National School recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act 2005.

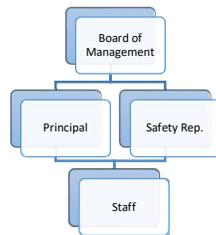
This Safety Statement sets out the Safety Policy of Kilcolgan Educate Together National School and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all staff and pupils and to meet the Board's duties.

It is the school policy to protect, so far as reasonably practicable, teachers, pupils, parents and other persons who may be affected by the school's activities. This policy requires the co-operation off all staff.

**This safety statement is available to all staff, parents, contractors, and others who may have to visit or work on the school premises.**

### 1.2.1 SCHOOL PROFILE

- School size: 223 pupils
- School buildings: 3 bungalows
- Organisational structure:



- Provision for persons with special needs: through NCSE
- First Aid responder: Niabh McGlynn, Joanne O' Reilly, Eimear Costello and Jikke Andringa
- Safety Representative: Fionnuala Ní Chaoimh

### 1.3 AIMS AND OBJECTIVES



*It is the aim of Kilcolgan Educate Together National School **to ensure that staff and pupils are provided with a safe and healthy work environment.** The school is committed to minimising risks to staff and pupils by identifying all the foreseeable occupational hazards and eliminating their associated risks. However, where it is not reasonably practicable to eliminate the risk, adequate control of the hazard must be achieved through the implementation of safe systems of work, provision of guidelines and the provision of Personal Protective Equipment so as to reduce the risk to a tolerable level.*

In accepting the responsibility to provide a safe and healthy work environment for its staff, Kilcolgan Educate Together National School seeks to:

- Ensure legal requirements are met;
- Provide information to staff on legislation, codes of practice and such material, which would assist safe working practices;
- Continue to develop and operate safe working practices and procedures;
- Develop an awareness in each individual of his/her personal responsibility for the safety of himself/herself and fellow staff, through information, training supervision and/or consultation;
- Engage the assistance of any external services deemed necessary to ensure acceptable standards are met within the school;
- Communicate the contents of the safety statement to all staff and ensure the safety statement is accessible by them at all times.

### 1.4 DUTIES AND RESPONSIBILITIES

#### 1.4.1 BOARD OF MANAGEMENT



*The Board of Management retains overall authority and responsibility in relation to matters of Health and Safety. It is responsible for the establishment and maintenance of an effective policy for Health & Safety by:*

- Taking a direct interest in the Safety Statement and positively supporting any person whose function it is to implement the procedures it contains;
- Ensuring at all times that competent staff, sufficient resources and appropriate materials are available to meet the requirements of all Safety Legislation;
- Appraising periodically the effectiveness of the Safety Statement;
- Reviewing periodically their responsibilities and that of other persons concerned with the effectiveness of the Statement;

- Ensuring the Safety Statement is understood at all levels;
- Ensuring that all Health & Safety responsibilities are properly assigned and accepted at all levels;
- Providing or sourcing competent safety advice for the organisation and to devise and implement safe systems of work;
- Encouraging safety training or courses, identifying needs and resources as required by changing work practices and legislation and in particular providing and recording induction training for new staff;
- Taking reasonable precautions when purchasing or initiating any development works to ensure that they will not create unnecessary risks.

#### 1.4.1.1 CONSULTATION

It is the policy of the Board of Management of Kilcolgan Educate Together

- To consult with teachers in the preparation and completion of the Safety Statement and **Risk Assessment**;
- To communicate the Safety Statement and any future modifications to present and future staff;
- To consult with teacher's representative on any modifications to the Safety Statement;
- To encourage staff to consult the BoM at any time on steps taken to secure safety, health and welfare.

#### 1.4.2 PRINCIPAL AND SAFETY REPRESENTATIVE



*The Principal, in liaison with the Safety Representative, is responsible for ensuring that the staff under his/her immediate control and others are made aware of and comply with Kilcolgan Educate Together National School Safety Statement and the organisation and arrangements for carrying it out, by:*

- Updating and maintaining the Risk Assessments on a regular basis;
- Demonstrating through personal behaviour that only the highest standards of Safety are acceptable;
- Promoting consultation between the BoM and staff in relation to health and safety issues and by demonstrating management support in such matters;
- Ensuring that good housekeeping standards are maintained. In particular, fire exit routes must be kept clear at all times, are clearly demarcated and that fire-fighting equipment is not interfered with or obstructed and is regularly serviced;
- Ensuring that all accidents are reported and all injuries receive treatment as per the Medical Policy;

- Ensuring that thorough and prompt investigations are carried out into all reported accidents, details of which must be documented and submitted to the Health & Safety Authority in the case of a death or injury (3 days absent) on an IR1 form and dangerous occurrences must also be reported to the Authority by means of an IR3 form as soon as possible. Failure to do so is an offence under Section 48 of the 2005 Act;
- Conducting routine safety inspections of the work environment and arranging for corrective action where such needs are identified;
- Reading and understanding the provisions of the Safety Statement and ensuring that staff conduct their duties in accordance with said provisions;
- Providing essential safety information and training to any new staff or contractors working on the premises;
- Conducting visual inspections of the work place daily to ensure a safe working environment is being maintained;
- Bringing safety concerns to the attention of the BoM.

#### 1.4.3 STAFF



*All staff under Section 13 of The Safety, Health & Welfare at Work Act 2005, are expected to co-operate fully with all provisions taken by their employer to ensure the Safety, Health and Welfare of its workforce. The General Application Regulations 2007 extends these duties.*

*Disciplinary procedures are listed below.*

*Kilcolgan Educate Together National School sets out the following duties to all of its staff with the aim of providing a safe working environment for all persons affected by its activities:*

- All staff will make themselves familiar with and conform to Kilcolgan Educate Together National School Safety Statement and Risk assessments and associated safety procedures;
- Staff will be asked to contribute to the risk assessment audit.
- All staff must co-operate with their employer in order to comply with Health & Safety arrangements;
- All staff will attend health and safety training as and when provided for;
- All staff will adhere to information, training, instruction, and supervision given in order to work safely;
- All staff will use in such a manner so as to provide the protection intended any appliance item of equipment, or any means or thing provided for securing his/her safety, health & welfare while at work;
- All staff will take care of and not misuse or abuse any safety equipment;

- All staff will report to the Principal or the Safety Rep. without unreasonable delay, any defects in furniture, equipment or the place of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- All staff will take reasonable care for his/her own safety, health and welfare and that pupils and of any other person who may be affected by his/her acts or omissions while at work;
- All staff will report all accidents, work related illness or dangerous occurrences, whether they cause injury or damage or not, immediately to Principal;
- All staff will note that smoking is not permitted on the school premises;
- All staff will only undertake work for which they are properly equipped and competent to carry out.

#### 1.4.3.1 DISCIPLINARY PROCEDURES



*It is the school policy to encourage compliance with this Safety Statement through example and encouragement. However, in the event of failure to observe safety policy, disciplinary procedures are in place for the following:*

In applying the disciplinary procedures staff will be accorded the following:

- Not taking reasonable care for one's own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions;
- Failure to report, without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- Failure to co-operate with the person in authority or other persons in complying with any of the relevant statutory provisions.

The process for discipline is outlined as referenced in Circular 0060/ 2009:

- A verbal warning;
- A written warning on committal of a second offence;
- Formal complaint to the BOM Chairperson and Educate Together requiring necessary actions.

Note: All formal complaints to the BoM for safety breaches will be noted in the individual's file.

#### 1.4.4 FIRE WARDENS

In the event of an evacuation, the **teachers will act as Fire Warden and will be responsible for ensuring that all persons in their care** (pupils as well as visitors) leave the school premises in a timely fashion and are guided to the assembly point. Once at the assembly point the Principal or Safety Rep. will coordinate with the emergency services providing information on any persons still in the School. Teachers will be provided with high visibility vests and appropriate training.

#### 1.4.5 PARENTS AND STUDENTS

All students are expected, within their ability to:

- To observe standard of dress consistent with safety and/or hygiene – this would preclude unsuitable footwear, jewelry, knives or other items considered dangerous.
- To exercise personal responsibility for the safety of themselves and their fellow pupils;
- To observe all the safety rules of the school and in particular the instructions of staff in the event of emergency.
- To respect and care for all equipment, furniture, etc.
- To report damages, faults and safety concern they may have.
- It is the policy of Kilcolgan Educate Together National School to make the Safety Statement available to all parents and encourage them to adhere to it, especially with regards to the access on the premises and drop off / collection recommendations.
- Specific concern will be highlighted to the parents via the weekly news updates.

Ref. also Code of Conduct

#### 1.5 CONTRACTORS



*Contractors are obliged to observe all Kilcolgan Educate Together National School Safety procedures. Any instructions given by personnel who enforces the school Safety Statement must be observed at all times by those contractors working on site.*

- Contractors will be made aware of any specific hazards relevant to the location in which they will be working and the arrangements in place to control these;
- **Contractors must not commence work on site until the relevant safety procedures are read and accepted;**
- Contractors should not work on the premises unless covered by adequate employers and public liability insurance. Contractor Insurance Policies and Safety Statements may be requested by the BoM for examination prior to commencing work to ensure that they conform to the school's requirements;
- Contractors using any plant or machinery be it their own or on loan, lease, or hire, must use them in a safe manner and must maintain them to the current safety standards in operation at that time;
- Contractors should not enter areas they are not authorised to visit;
- Contractors must not leave machinery, equipment or material unattended in a hazardous condition. Reasonable steps must be taken to protect others who may be affected by the contractor's work - pupils in particular.
- Contractors are expected to work outside school hours where possible;

- Contractors are required to tidy up and to remove and dispose of all waste material appropriately.

**All Contractors must inform the BoM of Kilcolgan Educate Together National School of the risks associated with his/her operations prior to commencing work and may be requested to provide a detailed method statement for the works to be carried out.**

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**All Contractors must inform the BoM of Kilcolgan Educate Together National School of the risks associated with his/her operations prior to commencing work and may be requested to provide a detailed method statement for the works to be carried out.**

## 1.6 TRAINING AND GUIDELINES

All staff employed by Kilcolgan Educate Together National School will be provided with Health and Safety guidelines.

The first Staff Meeting of each academic year will contain a section devoted to Health and Safety and training requirement and the Safety Statement will be discussed. Allowances for Health and Safety will be made in the agenda of all subsequent staff meetings during the year.

All staff in receipt of Safety Training must sign off an acknowledgement and recognition of their attendance at such training programmes.

The BoM of Kilcolgan Educate Together National School will provide or arrange training for staff in the following areas:

- Safety Induction Training
- Emergency Procedures instruction – Critical Incident plan
- First Aid training
- Fire Warden training

The Principal shall keep records of all training and those in attendance.

The services of a competent person will be employed, where necessary, to carry out training functions.

## 1.7 COMMUNICATION AND CONSULTATION

In accordance with Section 20(3) of the Safety, Health and Welfare at Work Act 2005 every employer must bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely be understood, to the attention of:

- his or her employees, at least annually and, at any other time, following its amendment.
- newly recruited employees upon commencement of employment.
- other persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g., contractors carrying out work at the school.

All students, parents/guardians and visitors to the school will also have access, as appropriate, to the safety statement.

Communication is integral to the organisation and operation of the safety, health and welfare statement. All staff will be made aware of the content of the safety statement, safety policies and procedures, risk assessments, minutes of the meeting of a safety committee, where one is established, results of audits and results of performance reviews.

The communications process will allow for and encourage employees to bring safety, health and welfare matters to the attention of management, by means of the consultation group on safety and related policies.

The establishment of a safety committee and the selection and appointment of a safety representative on behalf of staff may facilitate and support the consultation group and foster good communication. It is the important intention to involve special needs assistants, caretakers, cleaners in the process as well as teaching staff in the communication framework, as they are often involved in the higher risk work activity.

Health and Safety concerns should be brought to the attention of the principal or deputy principal.

Emergency procedures and specific hazards and control measures should also be communicated to employees including substitute, temporary, and new employees and those returning from leave of absence.

See [HSA Guidelines on Managing Safety Health and Welfare in Primary Schools](#)

## 1.8 PROVISIONS FOR EMERGENCIES IN THE EVENT OF FIRE

It is the objective of Kilcolgan Educate Together National School to achieve and maintain high standards of Fire Safety within the school. This means at the minimum to conform to the requirements of Irish & European Fire & Safety Legislation. In particular, this includes the Safety Health & Welfare at Work Act 2005, The Safety Health & Welfare at Work (General Application) Regulations 2007, & Fire Services Act 1981.

The objectives of the school are:

- To guard against the outbreak of fire;
- To ensure, as far is reasonably practicable, the safety of persons on the premises in the event of outbreak of fire.

To achieve the above objectives, the fire procedure incorporates arrangements for:

- Informing staff of procedures to be followed in the event of Fire;
- Ensuring that escape routes, exits and fire fighting equipment are accessible at all times;
- Provision and maintenance of a range of fire protection installations;
- Provision of guidelines to minimise the possibility of ignition occurring;
- Provision of comprehensive instruction detailing the procedures to be followed in the event of fire occurring and ensuring all staff are trained in observance.

### 1.8.1 ORGANISATION & RESPONSIBILITIES

The following structure is in place for the management of fire prevention and fire evacuation procedures.

- Provision of comprehensive instruction detailing the procedures to be followed in the event of fire occurring and ensuring all staff are trained in observance.

- The BOM will ensure that the school fire certification and planning documents are up to date.
- A fire alarm is in place and requires servicing at regular interval. This alarm is monitored 24/7.
- Fire Drills are carried out once a term and the results of the drill recorded by the Principal or the Safety Rep.
- Appropriate fire extinguishers are provided throughout the building.
- External contractors service all fire protection installations at recommended intervals.
- Staff will be trained in the use of fire extinguishers.

### 1.8.2 EVACUATION PROCEDURES

In the case of fire, the following emergency plan is to be implemented by all staff. All staff must be familiar with this emergency procedure, the alarm sound and must know their relevant exit points and evacuation route.

All emergency routes are clearly marked and lit by battery powered emergency lighting routinely checked by competent contractors.

**The designated assembly point is located in the play yard at the rear of the school.**

On the sounding of the alarm, the following procedure is to be followed:

1. Children must immediately stop any activity and line up in silence to leave the building. Teacher wears the high visibility jacket and brings the roll book.
2. Each class exits through the designated door and proceeds to the designated assembly point.
3. Teacher ensures that fire doors are closed after everyone has exited.
4. Children walk in silence and single file to the assembly place in the playground.
5. SNAs assist children in their care as necessary.
6. Teacher checks that all children are present using the roll book and reports to the Principal on completion of this.
7. Children who are not in the classroom when the alarm sounds should go directly to the assembly point and regroup with his/her class (e.g. children who have been sent on an errand).
8. Control/extinguish the fire if possible without endangering any person.
9. If necessary call the Fire Brigade - **Dial 999 or 112** – tell the operator you need the fire services and then follow instructions – do not hang up until told to do so by the fire brigade.
10. Nobody returns to the buildings until the “all clear” is given by the Principal.

## 1.9 FIRST AID

This policy sets out how we deliver First Aid and the roles and responsibilities of all Staff in administering First Aid. The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the school is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

### 1.9.1 FIRST AID RESPONSE

The formulation of this policy enables our school to effectively

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury
- Ensure that adequate resources and procedures are in place to deal with accidents/injuries as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Provide a common safe approach for the administering of First Aid.

### 1.9.2 AIMS

- To ensure the physical safety and well-being of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide for staff training/development
- To comply with all legislation relating to safety and welfare at work

### 1.9.3 CONTEXT OF THIS POLICY

Safety of pupils and staff is a priority for the Board of Management and robust measures have been put in place to ensure no child or staff member is put at risk:

- A comprehensive School Safety Statement has been prepared by the school community whereby all hazards are identified and remedial measures are undertaken if required.
- The school is insured under Allianz and all children are covered under a 24 hour accident policy.
- First Aid Training is provided for staff at regular intervals and is funded by the Board of Management. Teachers who are qualified Forest School instructors carry out outdoor first aid every second year.

- Each staff member is aware of their duty of care towards all pupils. Classroom management is directed towards the safety of each child while in the school building and in the playground. Teachers frequently inform children explicitly of the rules relating to safety during all school activities.
- Pupils are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school's Code of Behaviour.
- The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. On these occasions teachers are expected to exercise the standard of care of a reasonable and prudent parent.
- Staff are made aware of pupils with severe and life threatening illnesses and photos of these children are displayed in a discreet position in the staff bathroom to familiarize staff members of the children and their conditions.

*The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the School is intended to be of temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home.*

#### 1.9.4 RECORD KEEPING

- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- At the end of each academic year, teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year. However it is recommended that where a child has a particular medical issue, the parent make contact with the new class teacher to ensure they understand the condition and associated needs fully.
- Serious injuries are recorded on an Accident Report Form. It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the parent and, if necessary, the insurers. The Accident Report Form must be signed by both the attending teacher and the Principal. The attending teacher must send a copy to the Post Holder for filing.
- Very serious accidents/injuries will also be notified to the school's insurers on the special Incident Report Form. This will be done by the Principal.

#### 1.9.5 INFORMING PARENTS

- Where a child sustains a minor injury they will wear a sticker that reads 'I fell today'.
- Where the child is very distressed or the injury is significant, parents will be informed by phone, usually by the School Secretary.

- Parents/guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the parents to ensure these numbers are updated as necessary. These numbers are available at all times in the school secretary's office.

#### 1.9.6 CONTENTS OF FIRST AID KITS

- Disposable gloves, Cotton pads, Hypoallergenic plasters (knee and finger sizes)
- Face shields for CPR
- Instant Ice Packs, Disposable Gloves, Cotton Pads, Sterile Dressings, Triangular Bandages, Absorbent Lint, Bandage Scissors,
- First Aid Guidance Leaflet, Alcohol-Free Wipes, Burn Blot
- Reusable ice-packs are available in the freezer.
- Staff regularly check supplies, re-order and re-stock all kits.

#### 1.10 AWARENESS OF MEDICAL NEEDS

On our School's Enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their child may suffer. Relevant information is retained in the office and by the Class Teacher. (See also Medical Policy)

- It is the parent's responsibility to notify the school of any changes in existing medical conditions.
- At the end of each academic year, teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year. However it is recommended that where a child has a particular medical issue, the parent make contact with the new class teacher to ensure they understand the condition and associated needs fully.
- Any medical conditions or allergies will be added to the child's profile on Aladdin and it is the responsibility of the teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc.
- Any changes or additions to a child's medical condition must be given to the school secretary and passed onto teacher as soon as they are known. This is especially important when children with medical conditions join the school within the academic year.
- At the first Staff Meeting in September, the Staff's attention will be drawn towards any children with medical conditions. Children who have a serious medical condition such as a life threatening allergy are marked with a red diamond on Aladdin.
- Children with a serious medical condition (such as allergies requiring epi-pen administration) will have their photographs displayed in a discreet position in the staff bathroom, so that staff can become familiar with them.

### 1.10.1 ADMINISTRATION OF MEDICINE

- School staff will not administer medicines unless the child has an agreed health plan.
- Parents may administer non-prescribed medicines during the school day themselves by prior arrangement with the school.
- Any child with an existing medical condition that may require hands on medical attention will have a health care plan to ensure the appropriate care is given under the correct circumstances.
- Parents of children with a health plan must ensure that all medicines to be administered are in the original container, clearly labelled with the child's name, dosage and frequency and are in date.

### 1.10.2 PROCEDURES TO BE FOLLOWED BY THE BOARD OF MANAGEMENT

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

### 1.10.3 RESPONSIBILITIES OF STAFF MEMBERS

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific written communication from parent/guardian to the principal.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

## 1.11 ACCIDENT INVESTIGATION/REPORTING



*The philosophy of Kilcolgan Educate Together National School is that no staff, pupil or member of the public should be subject to any preventable major accident. Therefore, it is important that all accidents and incidents (including near misses) with potential for injury are reported to the Principal.*

The objectives of this procedure are to:

- Ensure that any injury resulting from an accident is properly treated;
- Enable management to prevent accidents by taking the appropriate action in individual cases;
- An Accident Report Form and Accident Investigation Form must be completed as soon as possible following major accident and reported at the following BoM meeting.
- Refer to Appendix

## 1.12 EVALUATION

The success of this policy is measured by set criteria:

- Maintaining a relatively accident free school environment.
- Positive feedback from staff, parents and pupils.
- Monitoring and evaluation at staff meetings.

## 1.13 APPENDIX 1 – ACCIDENT REPORTING SYSTEM

In the event of a major accident the following steps should be followed:

1. Secure medical attention for injured person e.g. First Aid and if required emergency services by contacting 999 or 112.
2. Next of kin should be contacted.
3. Inform the Principal.
4. The Principal will ensure that the area is made safe, isolate equipment/machinery, erect barriers or warning notices. Note: in the case of serious injury the scene should not be disturbed until advised otherwise by the BoM or the H.S.A.
5. The Principal completes the accident report form and gathers any witness statements within 2 days.
6. The Principal assesses the accident report and statements and where required undertakes an investigation, and notifies the statutory authorities.
7. Where the accident investigation identifies the need, remedial measures will be considered to prevent or reduce the probability of a reoccurrence.
8. Any major accident will be discussed / reviewed at the following BOM meeting.

1.13.1 INTERNAL ACCIDENT REPORT FORM

Injured Person					
Staff		Pupil		Contractor	Member of public
Name:			D.O.B:	Sex:(M / F)	
Home address:					
Home Tel:			Work Tel:		
Date of accident:			Time of accident:	Weather:	
Location where accident occurred:					
<u>The Injury</u>					
place line through this section if not applicable					
Type of injury:			Name of Witness(es):		
Part of body injured:			Became unconscious: (Y / N)		
Treatment for injury:			By Whom:		
Ceased work on: (Date)			Off work / school for more than 3 days: (Y / N)		
<u>Details of Accident</u>					
Signature:			Date:		
Position:			continue on separate sheet if required		

### 1.13.2 ACCIDENT INVESTIGATION CHECKLIST

Cause Of Accident		Details				
Is there an apparent Cause? _____						
Has there been a precedent? _____						
Is there a root cause? _____						
Persons Informed		Y	N	Evidence	Y	N
Board of Management?				Pictures taken?		
Parents				Significant Info recorded?		
Safety / Rep?				Inspection of area complete?		
Insurance?				All Forms Completed?		
Emergency Services?						
H.S.A.?						
Investigation Time Scale		Details				
Time / date of notification?						
When were accident forms completed						
When did the investigation start?						
When was location disturbed?						
Accident		Details				
Type of injury?						
Extent of injury?						
Was the work/ activity authorised?						
Were safe systems being followed?						
Was safety equipment used?						
Was supervision in place?						
Were environmental conditions a factor?						
Were mechanical faults a factor?						
Are corrective measures required?						
Is a further report required?						
Was required training undertaken?						
Investigator: _____ Date of Accident ___/___/___						
Injured Person: _____ Damage: _____						
Date: ___/___/___ Time ___:___ Time of Accident: ___/___						
Continue overleaf if necessary						

## 1.14 APPENDIX 2 – MATERNITY STAFF POLICY

The school is conscious of its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 6, which relate to women who are pregnant, have recently given birth or are breast-feeding.

Some hazards in the workplace may increase the risk to the health of the woman or her developing child for any of the above categories. The Pregnancy Regulations provide specific protection during this period. In order to comply with the Regulations, the School must carry out a risk assessment of the areas in which the staff works. The school is committed to ensuring there is no damage to the health and safety of either the mother or the developing child. In order to do this, the school needs to be notified of the condition.

The Safety Statement highlights the main activities where staff may be at risk.

These activities include:

- Manual handling tasks where there is a risk of injury. Pregnant workers have reduced capacity as the pregnancy progresses and those who have recently given birth may also have limitations. Breast feeding staff are at no greater risk than other staff.
- Excessive physical/mental pressure may cause stress and give rise to anxiety and raised blood pressure.
- Exposure to hazardous materials.

The School policy is to ensure, as far as practicable, that its normal safety precautions will adequately protect the pregnant staff. Where there is a doubt about the safety or health risk to a maternity staff, it is the School policy to temporarily re-assign the staff to other work if it is available. In some cases additional precautions may be prescribed to reduce the risk to a pregnant staff.

A pregnant staff who feels she may be at risk should ensure that the Principal is informed and is therefore in a position to take the appropriate precautions.

## 1.15 APPENDIX 3 – POLICY ON WORKPLACE STRESS

### 1.15.1 DEFINITION OF STRESS

Workplace stress is defined as the psychiatric damage caused by the volume or character of a person's work, which is both reasonably foreseeable and also reasonable for the employer to seek to avoid and reduce.

Workplace stress arises when the demands on staff exceed their capacity to meet them.

### 1.15.2 SYMPTOMS OF STRESS

The symptoms of stress can be recognised by changes in a person's normal level of performance, their general manner and behaviour at work. Some of the specific symptoms of stress include changes in sleeping patterns, over-eating/drinking, being touchy or irritable.

### 1.15.3 CAUSES OF STRESS

Stress can be caused by any of the following:

- Poor work organisation
- Changes in work practices
- Poor working relationships
- Poor communications
- Lack of control
- Poorly defined work roles
- Highly demanding tasks
- Etc.

### 1.15.4 POLICY STATEMENT

Kilcolgan Educate Together National School accepts that some work activities may have the potential to cause stress from time to time. The school pays particular attention to the potential risks of stress from work-related activities and will note any signs of stress at work and take appropriate action.

Staff, who feel they are at risk from stress at work, should inform the Principal or Chairperson without delay.

A number of control measures for dealing with stress have been implemented and these are described below.

### 1.15.5 CONTROL MEASURES

In controlling workplace stress the following steps are taken:

- Ensuring that management is aware of the potential causes of stress and early warning signs.
- Ensuring that all complaints, which may be related to stress, are listened to and appropriate measures taken.

- Organisational reviews to include assessment of any changes in work activities, working conditions, procedures or organisational arrangements, which may affect stress generators.
- Appropriate records will be maintained of all stress-related complaints, incidents and follow-up action taken.

## 1.16 APPENDIX 4 – RISK ASSESSMENTS

Health and safety legislation requires every employer to adequately assess the risks to the health and safety of his/her employees to which they are exposed whilst they are at work. The risks to the health and safety of persons not in his/her employment arising out of or in connection with any work activity must also be assessed. These assessments should also identify and record any group of employees particularly at risk; and be formally recorded.

### 1.16.1 WHAT IS A RISK ASSESSMENT?

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

**Hazard:** A hazard is defined as something with the potential to cause harm.

**Risk:** A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Risk Matrix:

Severity \ Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	High (H)

It is unlikely that all risks can be reduced to low levels. The table below will help to determine action that needs to be taken.

Risk Assessment:

Risk Rating	Action required
High (H)	Additional risk controls must be implemented as a priority. Decide if the activity can safely be continued until new controls are implemented.
Medium (M)	Additional risk controls are required within an agreed time frame.
Low (L)	No further action required.

The completed assessments will need to be signed off by the person completing the assessment and the school board of management. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

RISK ASSESSMENT			ADMINISTERING MEDICATION	
Assessment By: John Burke			Date: September 2022	
Approved By: KETNS Board of Management			Date: October 2022	
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
Wrong medication administered  Wrong dosage	Medium	Pupils	<ul style="list-style-type: none"> <li>No medication permitted into the school unless there is written parental consent stating the name of the pupil, the medication, and the frequency and dosage to be administered.</li> <li>Medicines to be provided in the original container/ labelled with the name of the appropriate pupil.</li> <li>Stored in a secure place (no medicines stored in first aid kits).</li> <li>Pupils must not be given any medicines unless by written parental request.</li> <li>All emergency medicines (asthma inhalers, epi-pens etc.) are readily available and not locked away and staff have received appropriate instruction on their use.</li> <li>Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate.</li> <li>Pupils' medical needs are catered for on educational visits and school trips.</li> <li>Children who have emergency medication are identified to all staff.</li> </ul>	See medical policy

RISK ASSESSMENT		CONTRACTORS ON SITE		
Assessment By: John Burke		Date: September 2022		
Approved By: KETNS Board of Management		Date: October 2022		
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
<b>Use of external companies / contractors</b>  Poor workmanship  Poor practices	Low	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>Competent registered contractors used. Where this is not possible, contractors thoroughly vetted to satisfy selection criteria e.g. (have H&amp;S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned.</li> </ul>	
<b>Access / egress</b>  Blocked exit routes  Unauthorised access  Contact with children	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>Designated access route to and from work area.</li> <li>Restricted access to construction areas; all staff advised during team briefing.</li> <li>Children advised of hazards and risks.</li> <li>Contractors to report to school staff if pupils breach area.</li> <li>Ensure all debris is removed from walkways and disposed of safely. Daily inspection to be carried out by contractors and school representative.</li> <li>Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area.</li> <li>Contractors instructed not to engage in conversation with pupils.</li> </ul>	Principal may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff, pupils and parents may be informed.

			<ul style="list-style-type: none"> <li>Adequate supervision in the vicinity of the work area if contact is possible.</li> </ul> <p>Agreed programme of work with school.</p>	
<b>Vehicular access</b>  Ineffective pedestrian vehicle segregation	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>Restricted access, contractors advised accordingly.</li> <li>Contractors' vehicles not permitted into school grounds at start of school, during breaks, lunchtime and at end of school day.</li> <li>Pedestrian walkways maintained.</li> <li>If vehicular access is required during school day, permission to be obtained by Principal.</li> </ul>	
<b>Electrical equipment &amp; sockets Using poorly maintained equipment</b>  Electrocution  Fire  Trailing cables - trips and falls	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>All portable electrical tools on site to be 110v or protected by RCD's.</li> <li>All electrical equipment to be removed and/or stored appropriately at the end of each working day.</li> <li>Cable covers to be used.</li> <li>Ensure good housekeeping is maintained.</li> <li>Safe route to workplace has been agreed.</li> </ul>	
<b>Health and Safety Information</b>	Low	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>Contractors made aware of schools emergency procedures including evacuation and first aid.</li> <li>Exchange of Health and Safety Policies between school and contractors.</li> <li>School provides all relevant information to enable contractors to control risks.</li> </ul>	
<b>Hazardous substances</b>	Medium	Pupils Staff	<ul style="list-style-type: none"> <li>Contractor to inform school of any hazardous substances brought onto the site.</li> </ul>	

		Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• Hazardous substances not left unattended. Clearly labelled and securely stored.</li> <li>• Contractor to ensure dust/fume production is minimised.</li> <li>• Appropriate PPE provided and worn by contractors.</li> <li>• Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE.</li> <li>• Contractor to remove and dispose of any leftovers after job completed</li> </ul>	
<b>Work at height</b>  Falling objects / Injury  Unauthorised access	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• Work area to be agreed between contractor and school.</li> <li>• Ladders adequately secured/removed at end of each working day.</li> <li>• Area below work to be securely fenced off with warning signs displayed.</li> <li>• Working platforms used to have toe boards and mesh panels to prevent falling objects.</li> <li>• Restricted access.</li> </ul>	
<b>Security</b>  Unauthorised entry to premises  Theft	Low	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• Contractors must alert school to presence on premises.</li> <li>• Principal contractor to record all contractors on site and advise Reception of all persons on site.</li> <li>• Adequate site security, fencing etc.</li> </ul>	
<b>Noise</b>	Low	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• Noise is kept to a minimum or agreed working times have been arranged for any noisy working activities.</li> <li>• If noise to affect neighbours cooperation and communication has taken place.</li> </ul>	
<b>Stored materials</b>  Health risk  Fire risk	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>• Materials stored on site to be kept to a minimum.</li> <li>• Storage only in agreed designated secure compound.</li> <li>• Access restricted to authorised persons.</li> <li>• Appropriate fire-fighting equipment is available and maintained for use.</li> </ul>	

		Contractors		
<b>Waste material</b> Health risk Fire risk	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• So far as is reasonably practicable, waste to be removed from the site daily or in secure skips.</li> <li>• Waste stored on site to be in a suitable container according to type of waste and in a secure area.</li> </ul>	
<b>Fire</b> Burns scalds Property damage / loss	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• All Staff and contractors advised of procedures and any alternative routes during contract work.</li> <li>• Smoking not permitted on site.</li> <li>• Combustible materials to be stored in agreed areas unless required for immediate use.</li> <li>• Appropriate fire extinguishers available.</li> <li>• Flammable liquids / compressed gases appropriately stored.</li> </ul>	

RISK ASSESSMENT		ELECTRICAL		
Assessment By: John Burke		Date: September 2022		
Approved By: KETNS Board of Management		Date: October 2022		
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
<b>Use of extension leads</b> Trip hazard Overloading External use	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>Careful location</li> <li>Ensure sufficient sockets provided</li> <li>Use extension leads and adaptors only when necessary, ensure they are of a suitable length (preferably no longer than 2 metres) and rated high enough for the job. Coiled leads must be fully unwound where there use cannot be avoided to avoid overheating/ fire</li> <li>Use of cable covers where cables are a trip hazard</li> <li>Use 1 adaptor per socket only; adaptors should not be plugged into adaptors.</li> <li>Block adaptors should not be used.</li> <li>RCD (Residual Current Device) used whenever equipment is used externally.</li> </ul>	
<b>Electrical equipment &amp; sockets</b> Electrocution Fire	Medium	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>Ensure all electrical equipment is PAT tested and carry out visual checks prior to use.</li> <li>All tested appliances to be labelled showing date tested / next test date.</li> <li>Records retained of these checks.</li> <li>Recognised competent contractors used for repairs / maintenance.</li> <li>All electrical equipment brought on to the school by contractors must have been electrically tested.</li> <li>Mains isolating switches must be clearly labelled and accessible.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Mains powered portable equipment protected by RCD to distribution board, wall socket or lead.</li> <li>• Ensure that no combustible materials are stored adjacent to the electric storage heaters.</li> </ul>	
<b>Defective Equipment</b> Injury Electrocution Fire	Low	Pupils Staff Parents Visitors Contractors	<ul style="list-style-type: none"> <li>• Any unsafe electrical items removed from use to secure location until properly repaired / disposed of.</li> <li>• Visual inspections of electrical equipment prior to use.</li> </ul>	

RISK ASSESSMENT		PREMISES		
Assessment By: John Burke		Date: September 2022		
Approved By: KETNS Board of Management		Date: October 2022		
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
<b>Defective flooring</b> Slips Trips Falls	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Condition of premises regularly checked</li> <li>Prompt maintenance of defects</li> </ul>	
<b>Liquid spillages</b> Slips Falls	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Supervision in use of liquids in class</li> <li>Immediate cleaning up of spillages</li> <li>Special flooring in wet areas</li> </ul>	
<b>Items stored in corridor / walkways</b> Trips, Falls, fire risk, obstructed escape	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Good housekeeping maintained</li> <li>Regular inspection</li> <li>Ensure bags and coats are not blocking corridors / walkways</li> <li>Designated storage areas</li> </ul>	
<b>Trailing electrical cables</b> Trips, Falls	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Ensure sufficient sockets</li> <li>Use of cable covers where cables are a trip hazard</li> </ul>	
<b>Electrical equipment &amp; sockets</b> Electrocution	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>All electrical equipment is checked visually prior to use</li> <li>Mains powered portable equipment protected by RCD to distribution board, wall socket or lead.</li> </ul>	Also see Electrical Risk Assessment

Fire Electrical burns			<ul style="list-style-type: none"> <li>Electrical items such as coffee makers etc are not stored directly adjacent to or above sinks.</li> </ul>	
<b>Hot Surfaces</b> Burns	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Hot items such as kettle, coffee maker and toaster etc are stored in secure location and usage limited to adults or under adult supervision.</li> </ul>	
<b>Hot water from taps</b> Scalding	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Max water temperature set low at immersion systems</li> </ul>	
<b>Open or broken windows</b> Falls, cuts, injury	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Opening limiters fitted to windows above ground floor where risk of falling exists.</li> <li>Where full height windows or glass doors exist controls are in place to prevent pupils running into them.</li> <li>All glazing in vulnerable areas ( &gt;250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing.</li> <li>All such glazing to be appropriately marked / etched.</li> </ul>	
<b>Defective furniture / equipment</b> Injury	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Furniture and fittings must be regularly inspected and defects reported.</li> <li>Staff aware of arrangements for above.</li> </ul>	
<b>Access / egress</b> Trips, Falls, fire risk, obstructed escape	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>Adequate space, circulation routes and emergency exits. (Confirm with fire cert)</li> <li>Entrances and exits are clearly signed and well lit and kept free from obstructions.</li> </ul>	Stock of salt checked every November and after every use during following winter.

			<ul style="list-style-type: none"> <li>• Arrangements in place to ensure access maintained in snowy / icy conditions.</li> </ul>	
<b>Fire</b> Property damage Smoke inhalation Physical injury Burns	Medium	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>• Rubbish not allowed to accumulate.</li> <li>• Storage areas kept tidy.</li> <li>• Layout allows for unrestricted movement and safe circulation.</li> <li>• Staff familiar with evacuation procedure, location of nearest call point and extinguisher.</li> <li>• Fire exits checked daily for obstruction / ease of opening.</li> <li>• Fire drills conducted minimum once a term.</li> <li>• Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom.</li> </ul>	
<b>Service cupboards</b> Inappropriate use Fire Electric shock	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>• All such areas restricted to authorised persons.</li> <li>• Appropriate signage in place.</li> <li>• No general storage to be kept in such areas.</li> <li>• Adequate lighting available.</li> </ul>	
<b>Inadequate lighting / other welfare facilities</b> Dissatisfaction / stress	Low	Pupils Staff Parents Visitors	<ul style="list-style-type: none"> <li>• Lighting sufficient for tasks.</li> <li>• Supply of wholesome drinking water.</li> <li>• Adequate welfare facilities for staff and service users.</li> <li>• These are maintained in a clean state.</li> <li>• Hot water, soap and disposable paper towels provided.</li> <li>• Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place.</li> </ul>	

<p><b>Poor Water Quality</b></p> <p>Coliforms, legionella etc</p>	<p>Medium</p>	<p>Pupils Staff Parents Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• All taps run for several mins after holiday periods</li> </ul>	
<p><b>Children leaving site</b></p> <p><b>Visitors gaining access without staff knowledge</b></p>	<p>High</p>	<p>Pupils Parents Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Supervision levels appropriate.</li> <li>• Culture in which strangers are challenged.</li> <li>• Exterior gates / doors kept closed as far as possible.</li> <li>• All visitors report to Principal and sign in /out..</li> <li>• Restricted / controlled access to site.</li> <li>• Culture in which pupils are responsible and do not try to leave premises on their own.</li> </ul>	
<p><b>Intruders gaining access outside school hours</b></p>	<p>Medium</p>		<ul style="list-style-type: none"> <li>• Exterior gates / doors kept locked and or closed when school not in use. Windows fitted with locks where appropriate.</li> <li>• Members of the public prevented from entering unauthorised parts of the buildings during community or evening use.</li> <li>• Good relationship with community.</li> <li>• Adequate external / security lighting.</li> <li>• Inventory of both permanently and temporarily issued keys maintained.</li> <li>• All boundaries well defined. Fencing in good condition.</li> <li>• Intruder alarm fitted, serviced regularly and monitored 24/7.</li> <li>• Attractive / valuable property hiding/locked during weekends/holidays</li> </ul>	

RISK ASSESSMENT			GENERAL STORAGE	
Assessment By: John Burke			Date: September 2022	
Approved By: KETNS Board of Management			Date: October 2022	
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
<b>Cleaner/caretaker storage areas</b>  Access to potentially hazardous equipment/ materials	Medium	Pupils Staff	<ul style="list-style-type: none"> <li>• Hazardous substances to be stored according to guidance in Material Safety Data Sheet provided by supplier.</li> <li>• Substances to be in original container with clear labels and hazard warnings – no decanting.</li> <li>• Restricted access.</li> </ul>	
<b>Falling objects</b>  Not secured, poorly installed.  Sited too high/overloaded	Medium	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• Shelving etc. properly installed, secure fixings in place.</li> <li>• Shelves not overloaded.</li> <li>• Storage to be organised with heavy objects at lower levels.</li> </ul>	
<b>Reaching high shelves</b>  Falls, strains	Medium	Staff Pupils	<ul style="list-style-type: none"> <li>• Appropriate steps, kick stools etc provided to reach high shelves.</li> <li>• Store frequently used items at easily accessible locations.</li> <li>• Store heavy items on lower levels, preferably at about waist height to reduce risk of manual handling injuries.</li> </ul>	

<p><b>Cleanliness/tidiness</b></p> <p>Fire</p> <p>Tripping</p> <p>Struck by falling object</p>	<p>Medium</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Parents</p>	<ul style="list-style-type: none"> <li>• Rubbish is regularly removed.</li> <li>• Recycling bins provided and used.</li> <li>• Routine checks at end of day to ensure that combustible materials are not left near sources of heat</li> </ul>	
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RISK ASSESSMENT		VEHICLES AT SCHOOL SITE		
Assessment By: John Burke		Date: September 2022		
Approved By: KETNS Board of Management		Date: October 2022		
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
<b>Vehicles parked outside school entrance</b>  Obscured view  Access restricted / blocked  Death or major injury to pedestrian.	Medium	Parents Pupils Staff Public	<ul style="list-style-type: none"> <li>Parents encouraged to walk their children from the car park if driving.</li> <li>Bus risk assessments will take place with operators</li> <li>High staff supervision levels during arriving and leaving</li> </ul>	
<b>Playtime</b>  Children running into path of vehicles to retrieve balls ,etc.	Medium	Pupils Staff	<ul style="list-style-type: none"> <li>Gates closed at breaktimes.</li> <li>Play area supervised</li> <li>Culture in which pupils do not leave play area.</li> </ul>	
<b>Reversing vehicles</b>  Death or major injury to pedestrian, damage to building or other vehicle	Medium	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Vehicles will be prohibited from accessing the school area during the day</li> <li>Contractors may be granted access to school yard in situations where they cannot leave the vehicles in a suitable car park outside.</li> </ul>	
<b>Impact with vehicle, building or pedestrian</b>	Medium	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Vehicles will be prohibited from accessing the school area during the day</li> </ul>	

Death or major injury to pedestrian, damage to building or other vehicle			<ul style="list-style-type: none"> <li>Contractors may be granted access to school yard in situations where they cannot leave the vehicles in a suitable car park outside.</li> </ul>	
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RISK ASSESSMENT			USE OF WORK EQUIPMENT	
Assessment By: John Burke			Date: September 2022	
Approved By: KETNS Board of Management			Date: October 2022	
Hazard/ Risk	Risk Rating	Who is at Risk	Normal Control Measures (brief description)	Additional Control Measures
<b>Vehicles parked outside school entrance</b>  Obscured view  Access restricted / blocked  Death or major injury to pedestrian.	Medium	Parents Pupils Staff Public	<ul style="list-style-type: none"> <li>Parents encouraged to walk their children from the car park if driving.</li> <li>Bus risk assessments will take place with operators</li> <li>High staff supervision levels during arriving and leaving</li> </ul>	
<b>Playtime</b>  Children running into path of vehicles to retrieve balls ,etc.	Medium	Pupils Staff	<ul style="list-style-type: none"> <li>Gates closed at breaktimes.</li> <li>Play area supervised</li> <li>Culture in which pupils do not leave play area.</li> </ul>	

<p><b>Reversing vehicles</b></p> <p>Death or major injury to pedestrian, damage to building or other vehicle</p>	<p>Medium</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> <li>• Vehicles will be prohibited from accessing the school area during the day</li> <li>• Contractors may be granted access to school yard in situations where they cannot leave the vehicles in a suitable car park outside.</li> </ul>	
<p><b>Impact with vehicle, building or pedestrian</b></p> <p>Death or major injury to pedestrian, damage to building or other vehicle</p>	<p>Medium</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> <li>• Vehicles will be prohibited from accessing the school area during the day</li> <li>• Contractors may be granted access to school yard in situations where they cannot leave the vehicles in a suitable car park outside.</li> </ul>	