

## **SAFETY STATEMENT**

**St. Mary's National School, Cobh**

### **Responsibility for Health and Safety in St. Mary's National School Cobh**

1. **Personnel of St. Mary's National School are expected to contribute positively to ensure that the work environment within St. Mary's National School is as healthy and safe as possible. Where you become aware of any issue affecting health and safety you are strongly encouraged to report the matter.**
2. **Health and Safety matters can be reported:**
  - a. **Directly to the Health and Safety Officer- Fiona O' Callaghan**
  - b. **Through the Health and Safety Representative-Shauna Mc Elhinney**
  - c. **Board of Management**



## 1. SAFETY, HEALTH AND WELFARE POLICY

### General

THIS SAFETY STATEMENT IS ST. MARY'S NATIONAL SCHOOL'S PROGRAMME, IN WRITING, FOR SAFEGUARDING SAFETY AND HEALTH IN THE SCHOOL. IT REPRESENTS ST. MARY'S NATIONAL SCHOOL'S COMMITMENT TO SAFETY AND HEALTH AND SPECIFIES THE MANNER, THE ORGANISATION AND THE RESOURCES NECESSARY FOR MAINTAINING AND REVIEWING SAFETY AND HEALTH STANDARDS. THE BOARD OF MANAGEMENT'S OBJECTIVE IS TO ENDEAVOUR TO PROVIDE A SAFE AND HEALTHY WORK ENVIRONMENT FOR ALL OUR EMPLOYEES AND PUPILS AND TO MEET THE DUTIES TO MEMBERS OF THE PUBLIC WITH WHOM WE COME INTO CONTACT.

This Safety Statement will not in itself prevent all accidents and ill health at work, but by making a commitment to promoting safety and health in the School and specifying the arrangements and resources to be made available, the Safety Statement plays a vital part in the implementation of the policies it contains. The Board of Management of St. Mary's National School shall ensure that School practices conform to this Safety Statement as much as is practicable.

The areas to be covered by the Safety Statement are set down in Section 20 of the Safety, Health & Welfare at Work Act 2005.

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## St. Mary's National School, Cobh – Safety Statement

The Safety Statement shall take account of all statutory provisions made under Health & Safety Legislation, which applies to the School.

### **Access and Attention:**

All personnel of St. Mary's National School are made aware of the Safety Statement and have access to it. The Safety Statement is also brought to the attention of other persons in the School specifically representation of the Board of Management who may be affected by risks to safety and health and therefore need to be aware of necessary safety precautions.

This could include visitors, parents, employees, contractors, etc. The Board of Management of St. Mary's National School aims to bring the Safety Statement to personnel's attention at least once annually and whenever it is revised or updated. The Board of Management is aware of its responsibility to ensure that the personnel are aware of the Safety Statement and appreciate its terms.

### **1.1 COMMITMENT OF BOARD OF MANAGEMENT**

#### **To each Person, Visitor and Contractor: -**

This document sets out the Safety Policy of St. Mary's National School and specifies the means provided to achieve that policy.

The Safety, Health and Welfare at Work Act, 2005 requires employers and personnel alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our organisational culture.

It is our mission to provide a safe and healthy work environment for all our personnel and to meet our duties of care, so far as is reasonably practicable, to contractors and members of the public who may be affected by our actions.

We will endeavour to achieve these objectives by providing adequate resources committed to safety and health and through a proactive plan of accident prevention in cooperation with all personnel.

Through regular audits we welcome and elicit feedback on matters of health and safety. Personnel are required to comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the School.

Safe working is a condition of employment. All personnel shall assume responsibility for working safely. The success of the policy will depend on your cooperation. It is therefore important that you read the Safety Statement carefully and understand your role and the overall arrangements for health and safety once termly.

An updated version of the Safety Statement will be kept on file by the safety representative, Shauna Mc Elhinney and the Safety Officer, Fiona O' Callaghan. This will be brought to the attention of the Board of Management's for review in the light of experience and developments. Personnel are encouraged to put forward suggestions for improvement to the statement.

**SIGNED** \_\_\_\_\_

**Date:**

**Chairperson of Board of Management  
St. Mary's National School**

## **1.2 SAFETY, HEALTH AND WELFARE POLICY AND DECLARATION OF INTENT**

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:

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**Chairperson, Board of Management**

Date: \_\_\_\_\_

## **2. SCHOOL PROFILE**

St. Mary's National School was founded in 1914 by the Sisters of Mercy.

The School is situated in the historic town of Cobh, overlooking St. Colman's Cathedral and Cork Harbour.

St. Mary's National School currently has 286 pupils attending the school.

The School has 19 teachers and 3 Special Needs Assistants with the average class size being 24.

The Structure comprises of an older structure built in 1914 and a newer building in 1974.

In 2011 a ramp was built to facilitate and provide access for persons with special needs and disabilities.

Soon after, St. Mary's National School established an electronic lift to further provide for any person with a disability to gain access to the upper corridor of the old building.

The school comprises of seven zones. These zones are as follows:

Zone 1: New Building

Zone 2: Old Building

Zone 3: P.E. Halla

Zone 4: Caretaker Facility

Zone 5: Staff Room

Zone 6: School Yard

Zone 7: Car Park

### **• RESTRICTED PUPIL ACCESS**

Pupils are not permitted in the following areas without express permission from a member of staff:

- Car park
- Perimeter walls
- Grass banks
- Gates/Railings
- Holy Garden
- Caretaker's room
- Equipment room
- Costume room
- Staff room

### **2.1 PROVISIONS FOR PERSONS WITH SPECIAL NEEDS**

Section 25 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 states that an employer shall ensure that places of work, where necessary, are organised to take account of persons at work with disabilities, in particular as regards doors, passageways, staircases, showers, washbasins, lavatories and workstations used or occupied directly by those persons.

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Work areas should be large enough to be safe and healthy and be adequate with regard to stability, ventilation, fresh air, temperature and lighting.

Should persons with disabilities be employed or attend the School, the Board of Management, St. Mary's National School shall ensure that risk assessments are completed and that the appropriate facilities are put in place.

### 2.2 SAFETY ORGANISATION CHART

<u>Appointment</u>	<u>Name</u>
<u>Chairperson of Board of Management, St. Mary's National School</u>	Mr. Victor O' Flynn
<u>School Health and Safety Officer</u>	Principal- Mrs. Fiona O' Callaghan
<u>School Safety Representative</u>	Ms. Shauna McElhinney

The Organisation Chart will be amended as appropriate.

Health & Safety meetings and follow up actions on issues arising will be documented in the minutes school management team meetings as appropriate.

### 3. RESOURCES FOR SAFETY, HEALTH AND WELFARE IN THE SCHOOL

The following Resources were used in the making of this statement:

- Guidelines on Managing Safety, Health and Welfare in Primary Schools
- Safety Health and Welfare at Work Act 2005
- General Applications Regulations 2007

#### 3.1 PERSONAL PROTECTIVE EQUIPMENT [PPE]

Chapter 3 of the Safety, Health & Welfare at Work [General Application] Regulations 2007 deals with Personal Protective Equipment.

In order to prevent the introduction and spread of COVID-19 in St. Mary's N.S. the use of PPE in School is paramount.

The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc may be required in some circumstances to address identified risks of spread of the virus.

PPE includes medical grade mask, shields, aprons and gloves.

PPE needs to be consistently and properly worn when required.

In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary by each staff member.

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**PPE** will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- where a suspected case of COVID-19 is identified while the school is in operation
- where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category
- administering first aid
- parent teacher meetings

*Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.*

See the St. Mary's Covid-19 Risk Assessment 2021 for full details.

### 3.2 PROVISION OF PPE

An employer shall ensure that, without prejudice to section 8 of the Act, personal protective equipment is provided for use by personnel where risks at a place of work to the safety or health of employees cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation. An employer shall ensure that personal protective equipment provided under these Regulations complies with directives regarding design and manufacture of personal protective equipment with respect to safety and health.

A stock of Medical Grade face masks, to EU Standard EN 14683 will be provided to all staff and are available for use by staff until otherwise advised by the HSE and/ or DE.

Additional PPE should be requested by staff to the Lead Worker Representative (Seána Lynch) who will replenish PPE, when required.

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

### 3.3 ASSESSMENT OF PPE

The Board of Management of St. Mary's National School shall endeavour to ensure that personal protective equipment is used only for the purposes specified, except in specific and exceptional circumstances. Where it is necessary for an employee to simultaneously wear more than one item of personal protective equipment, the employer shall ensure that such items of personal protective equipment are compatible with each other and continue to be effective against the risks involved.

### 3.4 REPLENISHMENT AND REPLACEMENT OF PPE

The Board of Management of St. Mary's National School shall ensure that any personal protective equipment provided by the employer is maintained at all times in good working order and in a satisfactory hygienic condition by means of any necessary storage, maintenance, repair or replacement.

### 3.5 SAFETY SIGNAGE

Chapter 1 of Part 7 and Schedule 9 to the General Application Regulations 2007 sets out requirements on the safety signs and signals which must be used at all Schools when hazards cannot be avoided or adequately reduced. The term "sign" includes signboards and acoustic, verbal or hand signals. Signboards should not contain text as the symbols or pictograms on a signboard are intended to be understood, independently of the literacy or language ability of the worker viewing it. The system for signs and signal boards is based on the familiar "traffic light" colours –

- Red - prohibition,
- Yellow - caution,
- Green - positive action,
- Blue - mandatory signs and to convey information.

The shapes of the signs are also standardised: discs for prohibitions and instruction, triangles for warnings, squares and rectangles for emergency and informative signs.

#### General

The objective of the system of safety signs is to draw attention rapidly and unambiguously to objects and situations capable of causing specific hazards. Under no circumstances is the system of safety signs a substitute for the requisite protective measures. The system of safety signs may be used only to give information related to safety.

St. Mary's National School shall-

- (a) Provide safety or health signs, or both, at the place of work where hazards cannot be avoided or adequately reduced by techniques for collective protection or measures, methods or procedures used in the organisation of work,
- (b) Ensure that such signs are in place,
- (c) Ensure that a safety or health sign used at work complies with Schedule 9.

Where hazards cannot be avoided, the safety representative will assess the risk. The Board of Management will ensure reduction of risk by using safer work processes. Where the hazards cannot be avoided or reduced, the Board of Management will put in place appropriate signs for the protection of workers.

Where there is a risk at St. Mary's National School because of traffic movements or traffic and pedestrian interaction appropriate signs will be put in place in accordance with any other legislation specifically regulating transport by road.



### 3.6

### BULLYING - SEXUAL HARASSMENT POLICY

#### **HARASSMENT IN THE SCHOOL:**

**Policy:**

St. Mary's National School is committed to ensuring that everyone can work in an environment free from any form of harassment, and be treated with dignity and respect.

The Board of Management has adopted a Positive Communication Policy and a Positive Staff Relations Policy. Please review these policies for more details.

#### **BULLYING IN THE SCHOOL:**

St. Mary's National School is committed to ensuring that everyone can work and be a pupil in an environment free from any form of bullying, and be treated with dignity and respect.

Please see the following school policies for more details; Anti Bullying Policy, The Anti-Cyberbullying Policy, the Positive Communication Policy and the St. Mary's N.S. Code of Behaviour.

#### **SEXUAL HARASSMENT**

**Policy:**

St. Mary's National School is committed to ensuring that everyone can work in an environment free from, any form of sexual harassment, and be treated with dignity and respect.

Please see the school's policy on Positive Staff Relations for more details.

### 3.7 SAFE SYSTEMS OF WORK

It is the policy of St. Mary's National School to ensure that all tasks are within the competence and capacity of Personnel. The work will be designed with this purpose in mind. Some work may give rise to hazards that can only be controlled by adherence to proper procedures. The training provided to all personnel will identify the areas where care and skill must be exercised. Consideration for the safety and health of visitors is also included.

#### **Examples of Safe Systems of work:**

- Housekeeping procedures.
- Use of Personal Protective Equipment.
- Use of Electricity.
- Handling and storage of cleaning agents.
- Smoking policy and no smoking areas.

#### 4. ROLE AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELFARE IN THE SCHOOL

##### Safety Officer and Safety Representative

The Principal shall be responsible for overseeing the safety provisions on behalf of the school and she should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

**Fiona O' Callghan** is the **Safety Officer** agreed by the Board of Management. Her main duties and responsibilities are as follows:

- To guide and advise on all health, safety and welfare matters and to ensure that appropriate statutory notifications are properly completed.
- To ensure that the School fulfils all statutory requirements in respect of relevant legislation
- Report to the Board of Management on Safety, Health and Welfare performance.
- To ensure that the appropriate safety education and training are co-ordinated and implemented.
- To update the Critical Incident Plan.
- To undertake regular and appropriate revision and auditing of the School safety procedures and methods of operation, to ensure that they are kept up to date.

**Shauna Mc Elhinney** is the **Health and Safety Representative** appointed by the Board of Management. Her main duties and responsibilities are as follows:

- To monitor, review and update the Health and Safety Statement
- To identify hazards
- To organise Fire Drills
- To keep First Aid Boxes stocked
- To promote an awareness of Health and Safety legislation in the school
- Communicate regularly with all members of the school community on Health, Safety and Welfare matters.

##### 4.1 BOARD OF MANAGEMENT ST. MARY'S NATIONAL SCHOOL

The Board of Management shall be responsible for ensuring that all school activities are undertaken in as safe a manner as is reasonably practicable.

The Board of Management shall ensure that all records in relation to risk management, including safety statements, training and accident and incident reports are investigated, compiled and retained in accordance with School procedures.

The Board of Management, St. Mary's National School shall be responsible for:

- Ensuring that the School Safety Statement is present, complete, up to date and made available to all personnel.
- Ensure that the School Safety Statement is reviewed at least once annually.
- Ensure that adequate resources are allocated to deal with safety, health and welfare issues.
- Ensuring Risk Assessments have been conducted and the results are retained in the School Safety File.

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- Ensuring all personnel are briefed on the contents of the Safety Statement and the relevant risk assessments conducted.
- Ensuring that all personnel receive appropriate health and safety training and that safety briefs are conducted as required.
- Ensuring School Health and Safety Objectives are drafted at the beginning of each school year.
- Ensuring that a review of the implementation of the Safety Management System is conducted.
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety, health and welfare at the school.
- Ensuring all accident/injuries and incident details are recorded and retained in the school safety file.
- Ensuring all accidents/injuries and incidents are investigated by the School Safety Officer.
- *Ensuring that a register of all chemicals used is maintained and updated as necessary.*
- Ensuring that management consults with personnel on any aspect of safety at work.
- Promoting an open and frank attitude to the disclosure of information to personnel on general and specific safety matters.
- Ensuring formal health and safety meetings with the safety committee are conducted.
- Ensuring all health and safety meetings are documented.
- *Ensuring that the Fire Safety Register is completed and up to date.*
- Ensuring that fire evacuation drills are completed and documented.
- Ensuring regular meetings with the School Safety Officer are conducted.

### 4.2 EMPLOYEES

#### General Duties of Employee and Persons in Control of Places of Work

Regulation 13 of the 2005 Act states that an employee shall, while at work comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work.

#### Duties of Employees

- a. Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- b. Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate.
- c. Not to engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
- d. Attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.
- e. Having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment.
- f. Report to his or her employer or to any other appropriate person, as soon as practicable, any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person, any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or any contravention of the relevant statutory provisions

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which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

### **All Employees should:**

- Take reasonable care of their own safety, health and welfare and that of others, who may be affected by their acts or omissions.
- Cooperate with the Board of Management in relation to compliance with statutory requirements.
- To use protective equipment, clothing or other means for securing safety, health and welfare while at work.
- Promptly report defects in plant or equipment, or flaws in systems of work, which might endanger safety, health or welfare to personnel.
- Personnel must not intentionally misuse or recklessly interfere with anything provided to secure health, safety or welfare.
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- Attend such training as may reasonably be required by Board of Management or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.

## **4.3 VISITORS- STUDENTS, PARENTS AND VOLUNTEERS**

### **All visitors and guests on St. Mary's National School property should:**

- Take reasonable care of their own safety, health and welfare and that of others, who may be affected by their acts or omissions.
- Co-operate with any directions given in relation to compliance with statutory requirements and local safety procedures.
- Promptly report defects in equipment, or flaws in systems of work, which might endanger safety, health or welfare.
- Personnel must not intentionally misuse or recklessly interfere with anything provided to secure health, safety or welfare.
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.

### **When collecting children from school:**

- All parents/guardians/carers must obey all signs upon entering the school grounds and adhere to strict social distancing safety measures. Further details of this can be viewed in the St. Mary's N.S Covid-19 Response Plan
- Any person authorised to collect children must be identified to the Principal or teacher of such child/children.
- A sign in/ sign out system by parents/ guardians at the office is in place to manage the safety of pupils who may leave early or may arrive late to school.
- No car may enter the school gates without prior permission.

#### **4.4**

#### **CONTRACTORS**

From time to time St. Mary's National School may employ the services of contractors to carry out specialised work within the School.

In accordance with current safety legislation, it shall be the duty of every employer to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and others who may be affected by their activities. This duty extends to all contractors and visitors to all areas under the authority of St. Mary's National School.

The primary duties of care are:

- To ensure a reasonably safe place of work;
- To ensure reasonably safe systems of work;
- To ensure reasonably safety-conscious (competent) staff.

#### **Requirements**

- This School must so far as is reasonably practicable ensure that the contractor employed is competent to do the work in a safe manner. Safety Statements, Safety Procedures, Method Statements etc. must be submitted and thoroughly checked prior to commencement of work. The School Safety Officer shall liaise as required.
- Once the contractor comes on site the safety policy should be communicated and any hazards identified in the Safety Statement should be pointed out to the contractor, especially if they are likely to impinge on their work activity. A copy of the School Safety Statement should be made available.
- All personnel of St. Mary's National School should be briefed on the nature of the impending works and what impact these planned works will have on the Safety, Health and Welfare of personnel of the School

### **5. RISK ASSESSMENT**

Risk is defined as the severity of the consequences of an accident times the probability of its occurrence. We face risks every moment of our lives. Understanding the nature of risk, how to measure it, how to evaluate it, and how to respond to the results are very important to efficiently making our systems as safe as possible. An important analysis of risk can be described in three questions:

- What can go wrong that could lead to an exposure to a hazard?
- How likely is this to happen?
- If it happens, what are the consequences?

Written risk assessments provide personnel with a basis for taking positive decisions on the protective measures that must be put in place to eliminate the risks to tolerable or acceptable levels. Risk assessment is the formal process of calculating the risk of an event and making a decision on how to react to that risk.

#### **Methodology used for hazard identification and control**

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In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in St. Mary's N.S to address significant hazards and risks in the workplace, to access the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

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

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

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

### Control measures:

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

### Control measure principles:

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

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

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

**Severity x Probability = Risk Rating**

**Severity**

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

### Probability/Likelihood

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

### Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<b>Emergency – Extremely serious</b> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.
11 – 15	<b>Severe and Serious</b> If an incident were to occur, it would be likely that an injury requiring medical treatment would	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be

	result.	implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
6 – 10	<b>Medium</b>  If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1 – 5	<b>Trivial or Negligible</b>  If an incident were to occur, there would be little likelihood that an injury would result	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

The St. Mary's N.S. revised risk assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed unnecessary risks and to Covid-19. These will be incorporated into the Safety Statement for St. Mary's N.S. projects in line with requirements of section 20 of the 2005 Act.

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

## 5.1 APPLY THE GENERAL PRINCIPLES OF PREVENTION

### General Principles of Prevention.

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.



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8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors, and the influence of factors related to the working environment.
9. The giving of appropriate instructions and training to employees.

### 5.2 ZONES OF WORK IDENTIFIED

In order to more easily manage safety and health within the school, consideration should be given to breaking the work areas down into manageable sized areas, which will be called ***Zones of Work***.

Personnel with the necessary experience and knowledge should then be identified and appointed as having overall responsibility for managing the day-to-day work activities of this area.

The following work zones have been identified within the School

Zone Number	Area
1	<u>New Building</u>
2	<u>Old Building</u>
3	<u>P.E. Halla/ Isolation Area</u>
4	<u>Caretaker Facility</u>
5	<u>Staff Room</u>
6	<u>School Yard</u>
7	<u>Car Park</u>

### 5.3 TEMPLATES

#### Template 'A' – Risk Assessment Check Sheet

#### ST. MARY'S NATIONAL SCHOOL RISK ASSESSMENT CHECK SHEET

Part 1 – Sch ool Saf ety Offi cer/ Risk Ass ess or	1	School					
		Activity/Zone		Location		Date of Inspection	
	2	Hazard Identified					
	3	Verify: All Protective and Preventative Measures in place?			YES	NO	
	4	List: If <b>NO</b> – List Protective and Preventative Measures <b>NOT</b> present					
	5	Comments					
	6	Is the Risk Rating of <b>LOW RISK</b> achieved?			YES	NO	
	6[a]	If <b>NO</b> Inform Board of Management/Principal			Date Informed:		
	7	Signed	Name	Appointment School Safety Officer		Date	

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Part 2 – Boa rd of Ma nag em ent /Pri ncip al	8	Endorsement / Recommendations of Board of Management/Principal		
	<p><b>NOTES</b></p> <p><i>All final decisions about risk-control methods must take the relevant legal requirements into account, as they establish minimum levels of risk prevention or control.</i></p> <p>A. <i>If Risk Rating is LOW – Risk Acceptable,</i></p> <p>B. <i>If Risk Rating is NOT LOW – STOP ACTIVITY and obtain endorsement to continue from Board of Management.</i></p>			
	9	Signed	Name	Appointment Principal

Template 'B' – Termly School Health & Safety Review

Termly Health and Safety Risk Assessment carried out by Staff

Termly Review \_\_\_\_\_  
 Room Number: \_\_\_\_\_  
 Staff Name: \_\_\_\_\_

<u>Hazard</u> (Please specify if necessary)	<u>Is the hazard present?</u>	<u>Action required by teacher/ to do list</u>	<u>Date when action completed (Safety and Safety Officer)</u>
<u>Potential Risk:</u> H-high M-medium L-low	<u>If Yes- please tick</u>  <u>If No- leave blank</u>		

Trip hazards e.g. broken tiles or storage boxes on floors			
Areas prone to constant wetting or slippery surfaces			
Inadequate storage of school equipment or personal belongings			
Damaged flooring/ paving			

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<b>Broken tables/chairs or damaged furniture items</b>				
<b>Defective electrical equipment or Exposed wiring</b>				
<b>Accessing high windows</b>				
<b>Solvents and flammable materials</b>				
<b>Restricted access/ egress in event of fire(Exit points kept clear)</b>				
<b>Electrical sockets overloaded</b>				
<b>Loose electrical cables</b>				
<b>Poor lighting</b>				
<b>Doors which require excessive force to open and close</b>				
<b>Accessibility to sharp objects e.g. scissors stored in a safe place</b>				
<b>Blind chords attached to hooks- only staff to open and close blinds</b>				
<b>Medications stored in a safe manner</b>				
<b>Windowsills clutter free</b>				
<b>Any other Health and Safety Issue</b>				

Any other Health and Safety Issue			
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Template ‘C’ – School Health & Safety Briefing Attendance Sheet.

**SCHOOL HEALTH & SAFETY BRIEFING**

**ATTENDANCE SHEET**

**SCHOOL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BRIEF BY:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**ATTENDANCE:**

NAME	SIGNATURE

[illegible]

## 6. EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES

## 6.1 EMERGENCY PROCEDURES

St. Mary's National School strives to create and maintain a coping supportive and caring ethos. Our school's policies, procedures, and practices contribute to the continuation of a caring school climate. The Critical Incident Management Plan of St. Mary's N.S. will operate within the context of the agreed and accepted school climate, school culture and school ethos.

- See the St. Mary's N.S. Critical Incident Policy outlining details of specific duties, coordination and implementation of appropriate procedures.

## 6.2 LIST OF PERSONS RESPONSIBLE FOR COORDINATING AND IMPLEMENTING THE PLAN AND DETAILS OF SPECIFIC DUTIES

**CRITICAL INCIDENT MANAGEMENT TEAM:**

1. Leadership Role: Mrs. F. O'Callaghan (Principal)/ Ms. S. Fitzgerald (Deputy Principal)

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2. Communication and Administration Role: Ms. S. Fitzgerald (Deputy Principal) Ms. S. Mc Elhinney
3. Staff Liaison/ Counselling Role: Ms. S. Mc Elhinney/ Ms. C. Greally
4. Pastoral Care Role: Ms. M. O' Mahony/ Mrs. N. Lane
5. B.O.M. Representative: Mr. Victor o' Flynn (Chairperson)
6. N.E.P.S: Marie Hayes
7. Chaplain: Fr. Aquin Casey

The first-named person has the responsibility as defined.

The second-named person assists and only assumes responsibility in the absence of the first-named. The procedures undertaken by the Critical Incident Management team will depend on the nature of the event(s) occurring and the particular circumstances in the school at that time.

### 6.3 FIRE SAFETY

There is a common threat of an outbreak of fire in buildings. The following procedures in the event of a fire occurring should be read and complied with in conjunction with the School Fire Safety Policy.

Fire drills are to be conducted three times a year and will be coordinated by S. Mc Elhinney as the school safety representative.

- St. Mary's National School will develop a fire safety programme to guard against the outbreak of fire. y in classrooms.
- It is also developed to ensure as much as is reasonably practicable the safety of persons in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- The prevention of an outbreak of fire through day-to-day fire prevention practices.
- The instruction and training of personnel.
- Familiarising all personnel with fire and emergency evacuation procedures, fire points and the use of firefighting equipment.
- The holding of fire evacuation drills.
- The provision and maintenance of escape routes free from obstruction and unlocked.
- The provision and maintenance of adequate fire protection equipment and systems.
- The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- The testing and maintenance of electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use.
- All main switches are to be turned off at the end of each working day.
- Ensure smoking debris is not left smouldering.

## **FIRE SAFETY**

### **Personnel**

- Should ensure that their actions do not cause danger to themselves, others or to the premises by causing a fire on the premises.
- Always keep tidy work areas ensuring proper storage of items, also ensuring that all passageways are kept clear of all obstructions and combustible materials.
- Promptly clean up spills of flammable liquids or materials.
- Dispose of waste properly.
- Obey no smoking rules/signs
- Be aware of emergency and evacuation procedures.

### **Action in the event of a fire:**

- Evacuate buildings immediately.
- Raise the alarm (contact the fire brigade if necessary).
- Firefighting will only be conducted if it is SAFE to do so and normally during the initial stages of a fire.
- The first line of attack is to use portable fire extinguishers appropriate to the fire.

### **Fire Policy:**

- No smoking areas are to be strictly adhered to.
- Flammable material will be clearly labelled.
- Correct storage procedures for flammable liquids e.g. cleaning agents.
- Correct installation and regular checking of electrical equipment.
- Regular inspection of firefighting apparatus.
- Good housekeeping practices to be adopted and enforced.
- All personnel to be made aware of the basic use of fire extinguishers in the event of a fire.
- All water sources for possible use by the fire crew to be clearly marked.
- Escape routes and exits to be kept clear. Fire and emergency drills are carried out at regular intervals.
- Inspection of Fire Safety Equipment and facilities are carried out.
- Ensure that fire equipment is serviced annually by competent contractors.

## **TYPES OF FIRE EXTINGUISHERS**

Type	Type of Fire	Not to be used on
<b><u>Water Extinguisher</u></b>	Wood, paper, textile, fabric and similar materials (anything that turns to ashes).	Burning liquid, electrical or inflammable metal fires.
<b><u>Foam Extinguisher</u></b>	Burning liquid fires.	Electrical or inflammable metal fires.
<b><u>Dry Powder Extinguisher</u></b>	Burning liquid and electrical fires	Inflammable metal fires.



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<b><u>Carbon Dioxide Extinguisher</u></b>	Burning liquid and electrical fires.	Inflammable metal fires.
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### 6.4 FIRST-AID

**Please see the St. Mary's First-Aid Policy for further details.**

In accordance with Part 7, Chapter 2 of the Safety, Health & Welfare at Work [General Application] Regulations 2007, An employer shall:

- a. Provide and maintain suitably marked and easily accessible first-aid equipment, as is adequate and appropriate in the circumstances for enabling first-aid to be given to persons at every place where working conditions require it, at a place of work under the employer's control.
- b. Designate at each place of work the number of occupational first-aiders as is necessary to give first-aid at the place of work concerned
- c. Ensure that the number of occupational first-aiders, their training and the equipment available to them is adequate, taking account of the size or hazards, or both, of each such place of work, and
- d. Ensure that details of arrangements made for the provision of first-aid, including the names of occupational first-aiders and the location of first-aid equipment and facilities for or at the place of work are included in the safety statement, and
- e. The names, addresses and telephone numbers of the local emergency services are clearly displayed at each place of work.

#### **Responsibility for stocking First Aid Boxes**

Ms. Shauna McElhinney is responsible for checking and stocking of shared first-aid bags/ boxes including Playground bags throughout the school year. All Classrooms are furnished with their own first-aid pack at the beginning of the school year and will be responsible for the replenishment of missing items if required which are available in the staffroom.

## 1.2 RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS

TABLE 1

(1)	(2)	(3)	(4)	(5)
Materials	First-Aid Travel Kit Contents	First-Aid Box Contents		
		1 - 5 Persons	6 - 25 Persons	26 - 50 Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	-	-	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx.10 x 8 cms)	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 x 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5 cms)	-	-	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash.	1	1	2	2
<p><b>NOTES:</b> Where more than 50 persons are employed pro rata provision should be made.</p> <p>Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.</p>				

**UNDER NO CIRCUMSTANCES WILL FIRST AID BOXES CONTAIN PRESCRIPTION DRUGS.**

### 6.5 HYGIENE

Regulation 20 of the Safety, Health & Welfare at Work [General Application] Regulations 2007, states that in relation to Sanitary and washing facilities an employer shall provide and maintain and keep in a clean state:

- Adequate and suitable sanitary and washing facilities for the use of personnel.
- An adequate number of lavatories and washbasins, with hot and cold running water,

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- c. Use of lavatories or washbasins for men and women, when so required for reasons of propriety.

All personnel must maintain a high degree of personal hygiene at all times. Personnel suffering from or having had contact with anyone suffering from a contagious disease, shall immediately inform Safety Officer.

### Controls and arrangements

- All working surfaces should be maintained undamaged and clean.
- Waste produce/rubbish to be placed in bags and they in turn emptied at regular intervals.
- Good housekeeping is a must.

## 6.6 ACCIDENTS AND DANGEROUS OCCURRENCES

The Safety, Health & Welfare at Work Act 2005 and associated safety legislation places a legal obligation on all employers with respect to recording and reporting of School accidents and injuries. The recording and reporting of accidents and incidents is an essential element of effective health and safety risk management. St. Mary's National School is obliged to inform an external agency (Health and Safety Authority) of certain accidents. In the case of the HSA, School accidents resulting in three or more days of absence from school are required to be reported.

All employees are required to report accidents/injuries and incidents through the approved channels with expediency. The onus for reporting accidents/injuries and incidents is primarily the responsibility of the individual involved, however the safety officer should submit details of accidents, injuries, incidents when they become aware of the same.

### Accident Investigation

The School Safety Officer (principal) shall investigate and sign off on all accident/incident reports.

### • SLIPS, TRIPS & FALLS

#### General:

The best form of reduction of such accidents is to keep the School clean, tidy and free from obstructions and by following the guidelines below.

1. Good housekeeping should be implemented and maintained.
2. All School areas to be kept clean and tidy. Spills should be cleaned up immediately. Extra care to be taken on wet floors.
3. Proper routes and walkways should be used.
4. Sound and appropriate footwear should always be worn.
5. Damage or obstructions to floor surfaces as well as poorly lit areas should be reported promptly. A prompt report can prevent an accident.
6. Obstructions should not be left in walkways.

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7. The leads of work equipment and portable machines should not be allowed to trail where somebody may trip over them.
8. Running is prohibited, as running will increase the chance of having an accident either through slipping or bumping into someone else.
9. Always use handrails on stairs.

### • WORKING AT HEIGHT

Part 4 of the Safety, Health & Welfare at Work [General Application] Regulations 2007 defines **Work at Height** as working in a place where a person could be injured by falling from it, even if it is at or below ground level.

The Work at Height Regulations applies to all work at height where there is a risk of a fall liable to cause personal injury. Some examples of activities covered by the Regulations include: using a kick-stool or step ladder, using a mobile elevating work platform, using trestles and ladders to paint or clean, changing light bulbs and erecting or working on a scaffold.

The Regulations set out a simple hierarchy for managing work at a height:

- Avoid work at height where this is reasonably practicable.
- Use work equipment or other measures to prevent falls where you cannot avoid working at height, and
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall.

**The Regulations also require employers to ensure that:**

- All work at height is properly planned, organised and supervised.
- The place where work at height is done is safe.
- All work at height takes account of weather conditions.
- Those involved in work at height are instructed and trained.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled, and
- Injury from falling objects is prevented.

### • USE OF LADDERS

The Work at Height Regulations does **NOT** ban the use of ladders but it requires consideration to be given to their use. Ladders should only be considered where the use of other more suitable work equipment such as towers, mobile platforms, scaffolds or temporary stairs is not appropriate.

Where ladders and stepladders are used, they should only be used for light work that is low risk and of short duration.

You do this by using risk assessment and the hierarchy of controls. The risk assessment is essential and should consider not only those using the ladder but others who could be affected, such as passers-by.

### **Risk Assessment and Safe Systems for Working At Height**

The Work at Height Regulations requires employers to carry out a risk assessment for all work conducted at height.

The risk assessment should include a careful examination of what harm could be caused from working at height with a view to taking the necessary steps to reduce the likelihood of this harm occurring, either through avoiding the activity or, where this is not reasonably practicable, by carrying it out in a safe manner using the appropriate work equipment.

### **• SUBSTANCES HAZARDOUS TO HEALTH**

The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 specifically obliges employers to assess the risks arising from the use or presence of chemical agents in the School.

Hazardous chemical agents include:

- Substances brought into the School and handled, stored and used (e.g. solvents, cleaning agents, glues, paints);
- Substances generated by a process or work activity (e.g. dust from machining of wood, solvent vapours from painting);
- Substances or mixtures produced by the work process including by-products, residues or waste.

Chemical agents can be considered hazardous not only because of what they contain, i.e. as a constituent or chemical ingredient, but because of the form or way in which they are used at the School e.g. hot water used as steam can cause very severe burns and control measures need to be specified to prevent harm.

The regulations state that it shall be the duty of every employer to determine whether any hazardous chemical agents are present at the School and to assess any risk to the safety and health of employees arising from the presence of those chemical agents, taking into consideration the following—

- a. Their hazardous properties,
- b. Information provided by the supplier of the hazardous chemical agent including information contained in the relevant safety data sheet and any additional information as may reasonably be required to complete the assessment,
- c. The level, type and duration of exposure,
- d. The circumstances of work involving such agents and the quantities stored and in use in the School,
- e. The effect of preventative measures taken,

The 2007 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 contains a detailed list of chemicals/substances and lists their Occupational Exposure Limit Values.

All personnel shall comply with the following rules in respect to the use, storage and disposal of chemicals and dangerous substances:

- Risk Assessments will be conducted on all chemicals and dangerous substances in use.
- All chemicals and other substances hazardous to health will be securely stored at all times.
- Board of Management, St. Mary's National School should ensure that a Register is maintained listing all chemicals and substances used which are hazardous to health.
- Material Safety Data Sheet (MSDS) will be available for all chemicals and dangerous substances used in the School.

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- The contents of MSDS will be brought to the attention of all employees by way of Safety Briefings / Tool Box Talks.
- MSDS can be obtained from the supplier who is legally obliged to provide the same.
- Only trained, competent and authorised persons are allowed to use the substances.
- Work areas shall have the appropriate safety signage displayed.
- The appropriate Personal Protective Equipment shall be used where available.
- Ideally chemicals and substances should **NOT** be decanted from their original container.
- Eating and drinking is **NOT** permitted when working with dangerous substances.
- Appropriate first aid kits will be available at all times.
- Appropriate firefighting equipment will be available at all times.

### • **ELECTRICITY – MAINTENANCE AND SAFETY**

Part 3 of the Safety, Health & Welfare at Work [General Application] Regulations 2007 requires precautions to be taken against the risk of death or personal injury and to prevent danger so far as is reasonably practicable from electricity used in work activities.

The 2007 Regulations imposes duties principally on employers and employees in respect of electrical equipment and installations in a place of work and in respect of work activities on or near electrical equipment. The purpose of this guidance is to describe the nature of the precautions in general terms. The Regulations are framework in nature and state principles of electrical safety in a form which may be applied to any electrical equipment and any work activity that come within the scope of the Regulations.

In general with electrical work the higher the supply voltage the higher the level of risk presented by a relevant electrical installation. However, electricity at all voltages, if not managed in a safe way, can present significant hazards to those working with electrical installations or using electrically powered work equipment. Every employer must deal with these hazards in order to prevent the risk of injury.

Regular maintenance will be carried out at St. Mary's National School to ensure safety of electrical equipment or installations. The nature and frequency of maintenance will be adequate to prevent danger. Regular inspection of equipment should be part of the preventative maintenance programme. Maintenance records, including the results of tests carried out during the working life of an electrical installation will enable St. Mary's National School to monitor the effectiveness of maintenance procedures and policies.

Regulation 78(a) requires the identification, by way of labelling or otherwise, of electrical equipment in order to prevent danger arising from confusion, mistaken identity or some other cause. Wiring systems should be arranged or marked to ensure identification for inspection, testing or monitoring purposes. Identification of cables and wires can be facilitated by use of colour systems.

Regulation 78(b) requires that electrical equipment, other than cables, displays the maker's name together with details of those ratings, which give essential information as regards safe installation, and safe use of the equipment. These ratings might include voltage, current, power, frequency, IP ratings, and surface temperature.

### **General**

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1. Only competent personnel who are authorised to do so are allowed work on electrical systems or maintain electrical equipment. All personnel shall observe the following rules relating to electricity in the School.
  - a. Report broken, defective or damaged electrical equipment, such as loose connections and frayed cables, to St. Mary's National School caretaker. Ensure that nobody can come into contact with such equipment until it is repaired.
  - b. Ensure that there is clear access to all electrical installations in case isolation is required in an emergency [good housekeeping].
  - c. Assume all electrical circuits are live until you are certain they are not so.
  - d. Switch off sockets before inspecting or removing plugs.
  - e. If dealing with electric shock, before attempting rescue, ensure that the source is isolated.
  - f. Switch off equipment when you have finished with it.

### • **PEST CONTROL**

Personnel all have a responsibility towards pest control.

- All employees shall ensure that good housekeeping is practiced at all times.
- All refuse and food scraps will be disposed of.

### • **SCHOOL STRESS**

#### **General:**

Wellbeing of all school staff is of paramount importance in St. Mary's NS. All staff have a personal and collaborative responsibility to look after their own health and wellbeing and support and contribute to the positive wellbeing of others.

Where a staff member feels under undue stress he/she is encouraged to seek assistance through discussion with a colleague, with management or by contacting the Employee Assistance Service.

[Spectrum.life/eap/](http://Spectrum.life/eap/)

Contact Number: 01 518 0356

### • **HAZARDS**

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

**Main switch/fuse board** – No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses. The area around the fuse boards will be kept clean and tidy at all times. Suitable electrical warning signs will be placed near main electrical switch gear.

**Portable electrical equipment** – Portable equipment will be inspected on an annual basis. Faulty equipment should be isolated from the power supply and removed for repair. Persons should check plugs and flexes before using equipment. Trailing leads should be used in such a manner as not to cause a hazard to people through tripping and should be inspected by the user for faults. All faults should be reported to the Principal or the Safety Representative.

**Boiler House** – Only authorised persons will be allowed into the Boiler House. All persons so authorised will be made aware of the special hazards i.e. high voltage electricity, extremely hot water and pipes and the danger of oil contamination. The boiler house will be kept clean and tidy at all times. A safety sign outlining hazards will be kept in the boiler house.

**Classrooms** – Classrooms should be kept tidy and floors free from obstruction. Classrooms should be adequately heated, lit and ventilated. Blinds should be used to minimise glare when necessary. Windowsills should be kept clear. Cleaning materials should not be stored in classrooms.

**Playground Gates** – The gates adjacent to the playground will be monitored by the supervising teachers at break times. They will be left open at collection times. Outside these times the gates will be closed.

**Staffroom** – Care must be taken at all times when using water boilers, kettles and other kitchen equipment. No one may leave the staffroom with hot liquids. Tea/Coffee dispensers should be used to transport hot liquids when necessary.

**Emergency Escape Routes** – All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear.

Staff and pupils will be made aware of the escape routes by regular fire drills. Staff and pupils should be made familiar with the opening mechanism on all exit doors.

## **7. INSTRUCTION, TRAINING AND SUPERVISION**

The School Safety Officer shall:-

- a. Provide personnel with adequate information on the personal protective equipment provided,
- b. Provide personnel with instruction on the use of such personal protective equipment, and
- c. Arrange for training and, if appropriate, organise demonstrations in the wearing of such equipment.

- When all other avenues of reducing or eliminating risks to the safety, health and welfare of personnel has been exhausted then appropriate Personal Protective Equipment [PPE] will be supplied by the Board of Management.
- PPE must be appropriate to the task being conducted.
- Personnel must use the PPE provided in the proper and intended manner in order to protect their safety, health and welfare in the School.
- All PPE purchased by the Board of Management will be to a recognised standard and will be considered an integral part of risk control measures.
- Work damaged, defective PPE will be replaced as soon as possible.
- Each person will be responsible for the care, maintenance and storage of PPE issued.



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- Responsibility for ensuring that PPE is used properly rests with the individual completing the task.

### 7.1 SAFETY TRAINING

#### St. Mary's National School Personnel

All personnel in this School will receive safety briefings on the following:

- Overview of Health & Safety Legislation.
- Overview of St. Mary's National School policy documents and procedures.
- Duties of Employer & Employee.
- Fire and emergency procedures.

Personnel of St. Mary's National School will continue to receive safety training during their employment including regular Safety Briefs (Toolbox Talks) as required.

Personnel conducting training and briefings will ensure that accurate attendance records and the subject matter of the training session / briefing session.

Section 25 of the 2005 Act entitles employees to decide on, select and appoint a safety representative or, by agreement with their employer, more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the place of work. A safety representative does not have any duties, as opposed to functions, under the 2005 Act other than those that apply to employees generally.

#### Overall Function of Safety Representatives - Sections 25

A safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to personnel in the place of work. The employer must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill-health, highlight problems, and identify means of overcoming them.

Consultations are particularly important when changes are taking place, for example when a safety statement or safety and health plan is being drawn up, or new technology or work processes, including new substances, are being introduced. They also have a part to play in dealing with long-established work practices and hazards.

#### Information & Training for Safety Representatives

Under Section 8 of the 2005 Act, an employer has the duty to provide "information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees" (including safety representatives).

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Section 9 (1) further specifies the type of information that must be supplied to all personnel. In addition, Section 9 (3) provides that safety representatives must have access to information on:

- Risk assessments prepared under Section 19 of the 2005 Act.
- Information on reportable accidents, occupational illnesses and dangerous occurrences.
- Any information resulting from the experience of applying protective and preventive measures required under safety and health legislation.

### **Employer / Employee Consultation - Section 26 (1)**

Employers must consult their employees about establishing arrangements to secure co-operation on safety, health and welfare in the School. These arrangements will allow employees to be consulted on the steps taken to safeguard their safety, health and welfare and on measures to check how effective the safeguards have been.

## **7.2 SAFETY INFORMATION**

The Board of Management of St. Mary's National School shall, when providing information to personnel on matters relating to their safety, health and welfare at work will ensure that the information is given in a form, manner and, as appropriate, language that is reasonably likely to be understood by the personnel concerned, and includes the following information:

- a. The hazards to safety, health and welfare at work and the risks identified by the risk assessment,
- b. The protective and preventive measures to be taken concerning safety, health and welfare at work under the relevant statutory provisions in respect of the place of work and each specific task to be performed at the place of work, and
- c. The names of persons elected as safety representatives.

The Board of Management shall ensure that personnel appointed as safety representatives have access, for the purposes of performing their functions relating to the safety, health and welfare of employees, to:-

- a. The risk assessments carried out under section 19.
- b. Information relating to accidents and dangerous occurrences required to be reported to the Authority.
- c. Any information relating to protective and preventive measures put in place at the School.

### **Safety information is made available to all personnel by: -**

- Providing ready access to the School Safety Statement and Risk Assessments.
- Providing verbal instruction on safety matters.

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- Through the provision of Safety Training.
- Through regular Safety Briefings.
- School Notice Board.
- Legislation and regulations.

### 7.3. SAFETY INFORMATION RECORDS

<b><u>Document</u></b>	<b><u>Purpose of Document</u></b>	<b><u>Staff Member Contact Regarding this Health and Safety Related Document</u></b>	<b><u>Location of documentation</u></b>
<b>Risk Assessments</b>	Identify hazards, assess the risks and identify controls on a whole school basis	Shauna Mc Elhinney	Health and Safety Folder located in the locked cupboard for room 20 outside classroom 17.
<b>Training records including First Aid training / training in the use of the A.E.D. (defibrillator) unit</b>	Proof that staff have received the correct instruction from competent instructors	Shauna Mc Elhinney	Health and Safety Folder located in the locked cupboard for room 20 outside classroom 17.
<b>Health and Safety Termly Audits</b>	Identify hazards, assess the risks and identify controls to ensure satisfactory health and safety standards of every class space used by staff at regular intervals of the school year	Shauna Mc Elhinney	Health and Safety Folder located in the locked cupboard for room 20 outside classroom 17.
<b>Post fire-drill staff feedback forms</b>	Identify staff concerns or issues arising after a drill has been practised by staff.	Shauna Mc Elhinney	Health and Safety Folder located in the locked cupboard for room 20 outside classroom 17.

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Data Protection: All health and safety data will be stored securely to ensure compliance with the school's data protection policy.

#### ● **MANUAL HANDLING OF LOADS**

St. Mary's National School shall take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by personnel.

Where the need for the manual handling of loads by personnel cannot be avoided, take appropriate organisational measures, use appropriate means or provide personnel with such means in order to reduce the risk involved in the manual handling of such loads.

Ensure that particularly sensitive risk groups of personnel are protected against any dangers which specifically affect them in relation to the manual handling of loads.

Ensure that where tasks are entrusted to an employee, his or her capabilities in relation to safety and health are taken into account, and where possible, provide precise information on:-

- a. The weight of each load, and
- b. The centre of gravity of the heaviest side when a package is eccentrically loaded.

#### **SCHEDULE 3, Regulation 69, RISK FACTORS FOR MANUAL HANDLING OF LOADS**

##### **1. Characteristics of the load**

The manual handling of a load may present a risk particularly of back injury if it is too heavy or too large, difficult to grasp, unstable or has contents likely to shift, positioned in a manner requiring it to be held or manipulated at a distance from the trunk, or with a bending or twisting of the trunk, or likely, because of its contours or consistency (or both), to result in injury to employees.

##### **2. Physical effort required**

A physical effort may present a risk particularly of back injury if it is too strenuous, only achieved by a twisting movement of the trunk, likely to result in a sudden movement of the load, or made with the body in an unstable posture.

##### **3. Characteristics of the working environment**

The characteristics of the working environment may increase a risk particularly of back injury if there is not enough room, in particular vertically, to carry out the activity, the floor is uneven, thus presenting tripping hazards, or is slippery in relation to the person's footwear, there are variations in the level of the floor or the working surface, requiring the load to be manipulated on different levels, the floor or foot rest is unstable, or the temperature, humidity or ventilation is unsuitable.

##### **4. Requirements of the activity**

The activity may present a risk particularly of back injury if it entails one or more of the following requirements, over-frequent or over prolonged physical effort involving in particular the spine, an

insufficient bodily rest or recovery period, excessive lifting, lowering or carrying distances, or a rate of work imposed by a process which cannot be altered by the employee.

#### **5. Individual Risk Factors**

The employee may be at risk if he or she is physically unsuited to carry out the task in question, is wearing unsuitable clothing, footwear or other personal effects, or does not have adequate or appropriate knowledge or training.

**Policy:**

- No person will be expected to lift a load that would be likely to cause an injury.
- To examine the working environment for hidden hazards that may cause accidents while handling loads.
- To designate certain tasks as “two person lift”.
- To reduce where practicable “two person lift” to “one person lift”.
- To introduce where practicable suitable mechanical handling devices.
- To examine work areas with a view to ergonomic aspects relative to the task e.g. has the worker enough space to carry out the task.

## **8 COMMUNICATION AND CONSULTATION**

### **SAFETY CONSULTATION**

The 2005 Act provides for consultation between employers and employees to help ensure co-operation to prevent accidents and ill-health. Under section 25 of the Act, employees are entitled to select a safety representative to represent them on safety and health matters in consultations with their employer. Section 26 sets out the arrangements for this consultation on a range of safety and health issues at the School. Where a safety committee exists in a School, it can be used for this consultation process.

### **8.1 SAFETY BRIEFINGS / TOOL BOX TALKS**

All personnel will be regularly briefed on matters relating to Safety, Health & Welfare at Work. Safety Briefs will cover all work activities undertaken, including Rules and Procedures, Emergency Drills, Risk Assessments, Safety Statement, Safety Legislation, St. Mary's National School Policy Documents, and any other matters which may affect safety, health and welfare in the School.

All briefs will be documented and signed attendance sheets will be retained.

See **Appendix E – School Health & Safety Briefing Attendance Sheet.**

All personnel should also be briefed on specific rules and procedures relevant to their School's activities.

## 9. MONITORING, REVIEW AND UPDATE

This Health and Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. It will also be reviewed in the light of experience and developments, and suggestions for improvement are always welcome. The operation of the procedures outlined in the policy above will be reviewed using the proposed objectives as stated below.

### 9.1 OBJECTIVES OF ST. MARY'S NATIONAL SCHOOL

The objectives set out in this safety statement are:

- To facilitate compliance with the requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant statutory provisions.
- To maintain a safe and healthy School and to ensure safe systems of work and procedures so as to protect personnel of St. Mary's National School in so far as they come into contact with foreseeable work hazards.
- To gain staff feedback and review of fire drill and evacuation exercises after each drill and any changes will be communicated to staff in advance of the next drill.
- To review accidents and dangerous occurrences which will be carried out by the Safety office in order to identify lessons learned, possible corrective actions and after-care for those involved.
- To develop safety awareness among personnel and to encourage individual responsibility in health and safety within all levels of the School.
- To encourage consultation of health and safety matters and to fully comply with all applicable legislation (best practice) by including health and safety matters on ISM and staff meetings.
- To ensure that adequate resources of time, personnel and finance are made available for the effective implementation and maintenance of the objectives set out in this statement.
- To review the effectiveness of the safety statement at least once annually and amend the statement as required.
- To provide necessary safety instruction, training, information and supervision to personnel if training needs are identified.
- To provide and maintain facilities and arrangements for the welfare of personnel. This will include inspections of fire safety equipment, monthly review of defibrillator/(A.E.D unit).

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- To provide Personal Protective Equipment (PPE) to personnel where hazards cannot be eliminated.
- To prepare emergency plans to deal with any foreseeable incidents.
- Ensure that the general principles of prevention are adhered to.
- To ensure the safe design, construction and operation of well-maintained plant, machinery and equipment.
- The provision of arrangements for the selection from amongst its employees of a representative.

This safety statement shall be brought to the attention of, and made accessible to all personnel of St. Mary's National School. All personnel, visitors and sub-contractors will be required to comply with the safety statement.

### 10. ACTION PLAN

<u>Risks</u>	<u>Managing the Risk</u>	<u>Target Completion</u> <u>Date</u>

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Old Fire Extinguishers	<p>Replacement of Fire Extinguishers as follow based on the audit completed by <b>Adrian O' Driscoll SFE Systems Carrigtwohill:</b></p> <p><b>Phone: 021 2061820 Emailinfo@safetysystems.com</b></p> <p>1: 1st Floor New School - CO2 requires replacement (Manufacture Date 02/2009)</p> <p>2: Ground Floor New School - CO2 requires replacement (Manufacture Date 04/1994)</p> <p>3: Staffroom - CO2 requires replacement (Manufacture Date 10/2006)</p> <p>4: Hall by Room 20 - CO2 requires replacement (Manufacture Date 02/2003)</p> <p>5: Caretakers Storeroom - CO2 requires replacement (Manufacture Date 02/2002)</p> <p>6: Boiler House - CO2 Bulb needs to fitted above Boiler</p> <p>7: Some Fire extinguishers installed to high and may be required to be fitted lower</p> <p>8: Hall by Room 14 - Fire Extinguishers required</p>	31 <sup>st</sup> October 2021
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Fire Alarm Quarterly service	Shauna Mc Elhinney to contact <b>Adrian O' Driscoll SFE Systems Carrigtwohill</b> to carry out the quarterly review.  <b>Phone: 021 2061820 Emailinfo@safetysystems.com</b>	Aug 2021
Fire Extinguisher Usage	Fire Extinguisher Training- The staff of ST. Mary's will be provided with fire extinguisher training to educate the staff about the various types of fire extinguishers and the techniques for using them. It explains how to assess the situation if a fire starts, such as determining the class of fire and deciding whether you should or shouldn't fight it.  Training company Option: Chris Mee Group- 021 497 8100	April 2023
The risk of a member of the school community suffering a cardiac arrest while on school premises.	A.E.D. Unit Training- All staff shall receive training to use the Automated External Defibrillator unit in the school.	April 2022
First-Aid	First Aid Training to be provided to all staff to improve upon the staff's first aid skills and to improve the staff's confidence to act appropriately when dealing with a first-aid scenario or potentially life threatening situation.  First Aid Training was last provided by David O'Connell in April 2019. Dave O' Connell, 39 Summerstown Road, Wilton, Cork City. Mob: 086 3831045 Email: <a href="mailto:daveoconnellofa@gmail.com">daveoconnellofa@gmail.com</a>	April 2024

## **St. Mary's National School, Cobh – Safety Statement**

### **Ratification**

Signed on behalf of the Board of Management

Signed: Victor O'Flynn                      Date: 22<sup>nd</sup> June, 2021