



HEALTH, SAFETY AND WELFARE STATEMENT

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Ard Rí Community National School

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INTRODUCTION

1.1 SAFETY STATEMENT

Louth and Meath Education and Training Board together with Ard Rí Community National School is committed to our legal obligations under sections 19 and 20 in so far as reasonably practical in ensuring the safety, health and welfare at work of all staff members, students, contractors, visitors and any other persons at the school who may be affected by work activities.

Managing Health and Safety at our School is an ongoing activity throughout the year. This Safety Statement is a live written document which provides details of how we manage health, safety and welfare at our School. This Safety Statement along with our Risk Assessments form the basis of our Safety Management System.

Our Safety Statement and Risk Assessments will be reviewed and updated annually, or sooner if necessary, should significant changes to the safety management system take place within the School. Our Safety Statement and Risk Assessments will be made available to all occupants of the building. Our Safety, Health and Welfare at Work Statement of Policy (1.3) will be displayed in general areas of the building.

Ard Rí Community National School will at minimum:

- manage and conduct School activities to ensure the safety, health and welfare of staff
- prevent improper conduct or behaviour deemed likely to put staff and others' safety and health at risk
- provide safe means of access and egress for all
- provide safe equipment and safe systems of work
- prevent risk to the safety and health of all from any article or substance
- provide appropriate information, instruction, training and supervision where identified
- provide appropriate Personal Protective Equipment (PPE) to all staff members where necessary, and where hazards cannot be eliminated
- prepare, review and revise fire and emergency provisions and evacuation plans
- designate staff members for fire and emergency evacuation duties
- provide and maintain welfare facilities
- provide assistance and resources in securing the safety, health and welfare of staff.

1.2 RISK ASSESSMENT

Risks assessments will be completed for this building and attached on appendix.

Risk Assessments identify hazards, risks, people at risk, the types of risk, and help identify control measures in place or required for effectively managing risk.

An example of how to implement risk assessment is to focus on high risk hazards first, then once complete, move onto medium risk hazards, and then finally low risk hazards.

Risk mitigation is achieved by developing an action plan for each risk identified with a realistic timescale for completion. Risk Assessment involves suitable persons in different areas of subject matter expertise to complete the H.S.A risk assessment template. Ongoing management and monitoring of the risks will be required and the frequency of checks will depend on the severity of the hazards identified. **Please see section 5 of this document for more information.**

Risk Assessment Templates provided by the H.S.A in the Education section of www.hsa.ie are used to assist with risks identification in this School and can be found at the following link: https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/post-primary_guidelines_-_part_c_-_risk_assessment_templates/

Example:

Fire (General Classrooms and Offices) – Risk Assessment Template No. 19 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Electrical faults	Y/N	Electrocution Electric shock Fire	H	Electrical sockets are not overloaded Equipment is checked prior to use for faults All electrical faults are reported to designated person Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use Defects are reported to the appropriate person, e.g. caretaker/the sites manager to ensure all items are repaired or replaced See Portable Electrical Appliances – Template No. 22	Y/N			
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services There is an accessible fire extinguisher in classroom or hallway close to classroom All fire doors are marked with 'fire door, keep closed' safety sign All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document 9, Fire Safety, including Appendix B of the Guidance Document)				
Restricted access/egress		Delays in exiting building safely in the event of a fire Smother Inhalation Burns	H	Fire exit doors (including those located in classroom or office) are checked routinely to ensure they open and close properly Exit routes are kept free from obstruction A school emergency evacuation plan has been developed which covers all areas, procedures and identifies those people who may be at special risk e.g. visually impaired persons or those using a trolley This plan is brought to the attention of school users on a regular basis				

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

Risk Assessment carried out by: _____ Date: / /

1.3 SAFETY HEALTH AND WELFARE AT WORK STATEMENT OF POLICY:

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OUR SCHOOL PROFILE:

Ard Rí Community National School is a primary school under the patronage of Louth and Meath Education and Training Board. Features of our School include:

- School/College/Centre size
 - 268 pupils
 - 21 members of staff- 10 mainstream class teachers, 3 Special Education Teachers, 6 Special Needs Assistants, 1 Admin Principal, 1 secretary
- Planning procedures
 - The Board of Management manages the school on behalf of LMETB and is accountable to the patron and the Minister. The Principal is responsible for the day to day management of the school, including guidance and direction of the teachers and other staff of the school, and is accountable for that management.
- Provision/facilities for persons with special needs/disabilities
 - Ard Rí Community NS is a very inclusive school and does its best to provide for children and adults with Special Needs and Disabilities; Drivers with a Disability Parking Permit can drive to the school gate, almost every classroom can be accessed by a wheelchair ramp and care is taken to assign wheelchair friendly room to children with mobility needs, a height adjustable changing table and a hoist is available for assisted toileting, height adjustable Interactive Whiteboards are installed in some rooms to ensure children can interact comfortably with curriculum being taught.
- School buildings and facilities
 - Our school building is entirely modular. Most rooms are accessed from a central corridor. There are two classrooms separate from the main school. All rooms have direct external access, two toilets and hand-washing facilities and a sink and wet area. Rooms are heated with storage heaters.
- School reporting structure
 - Reports on all issues are made to the class teacher in the first instance.
 - If the issue is unresolved it will be reported to the school Principal/ Deputy Principal.
 - If the issue is unresolved at this level advice will be sought on the appropriate code of practice/ procedure to most effectively deal with the issue in question.
 - In all circumstances where a complaint is raised, parties are encouraged to strive toward the successful resolution of the matter.
- A list of regular visitors providing services to the school
 - Enable Ireland; OT, SLT, Physio
 - HSE; OT, SLT, Physio, Psych
 - National Educational Psychology Service

- Postman
- LMETB IT Department
- External Games Development Officers
- Extra-curricular activity teachers
- Members of the Parent Association

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RESOURCES

Louth and Meath Education and Training Board acknowledges that Safety, Health and Welfare planning is an integral part of Ard Rí Community NS' existing self-evaluation process. Therefore, the following resources are allocated to Schools to assist with the formation of a safe working environment in so far as reasonably practical:

- Human Resources in the form of a professional and competent staffing quota and the support and guidance of the Directors and C.E.
- Financial support by means of budget allocations
- Buildings, Furnishings and Equipment via support services provided through the Land and Buildings and Procurement Sections of LMETB Admin Head Office
- Training via the Health and Safety Office of Government Procurement (OGP) Framework
- Employee Assistance Programme and Occupational Healthcare Assessments
- Statutory Leave entitlements and staff support via Human Resources
- Policy development at National and Local levels in support of the Safety Management System



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ROLES AND RESPONSIBILITIES

4.1 E.T.B/BOARD OF MANAGEMENT

The Louth and Meath Education and Training Board along with the School Board of Management will:

- comply with its legal obligations as employer under the 2005 Act
- provide a safe place of work and safe systems of work
- ensure the School fulfills its legal obligation to have a written up to date Safety Statement and Risk Assessments
- receive regular reports and updates on any ongoing Health and Safety issues and matters
- aid the School in reviewing its performance in relation to safety, health and welfare
- appoint competent persons as necessary to advise and assist the Board of Management and ETB on the safety, health and welfare matters of the School.

4.2 PRINCIPAL AND MANAGEMENT TEAM

The management team of Ard Rí Community NS have ultimate responsibility for establishing and maintaining a successful day to day health and Safety Management System and will:

- comply with the requirements of the 2005 Act and take a direct interest in promoting and maintaining the health and safety policies and practices of the School.
- provide and seek adequate resources in terms of competent advice in-house or externally, and support unconditionally the requirement to review and maintain the performance of the schools Safety Management System.
- manage the safety, health and welfare of all present in the School on a day to day basis
- communicate regularly with all members of the school community on safety health and welfare matters
- ensure all accidents and incidents are investigated and reported in a timely manner
- manage the development and regular practice of emergency and evacuation procedures
- ensure that relevant Health and Safety training is provided and renewed as necessary
- ensure that relevant risk assessments are carried out
- ensure that sensitive risk groups (disabilities, illness, pregnant employees etc.) are given adequate support and assistance to ensure their safety and welfare whilst on the premises, especially in the event of an emergency or evacuation.
- ensure that the Safety Statement is readily available and brought to the attention of employees at least annually. The Safety Statement is available in a language, format and manner that each employee or other relevant person can access and understand:
- consult at planning stage when new work is to be undertaken on the premises which could affect the health and safety arrangements of occupants
- ensure that all staff are made aware of their obligation to be accountable for their own performance in relation to safety, health and welfare in the workplace
- ensure that all equipment and materials comply with health and safety legislation and appropriate standards and that no items purchased are unsafe
- support the role of any person who is elected as a safety representative or any other persons wishing to make representations concerning Health and Safety by way of a committee
- communicate health and safety at work by personal example
- ensure that all work activities, processes and procedures are planned properly and in accordance with health and safety legislation
- ensure that any changes in work procedures, work equipment or work processes do not endanger the health and safety of an employee or occupant
- ensure that where appropriate, personal protective equipment is provided, worn and maintained by employees and occupants where its use is required

4.3 EMPLOYEES

All employees have a legal and moral obligation to co-operate fully with the policies of Ard Rí Community NS and to comply with all provisions taken by management to protect the Safety, Health and Welfare of all in the workplace. Whilst at work and during activities representing the School employees will:

- comply with the statutory obligations of employees as defined in the HSWW Act of 2005
- give full co-operation to management and designated Safety persons in the implementation of the Safety Statement and the Safety Management System
- report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the Safety Statement
- comply with all safe systems of work, risk assessments, safety procedures, hazard signage in force
- take reasonable care for their own safety, health and that of any other person who may be affected by their actions whilst at work and ensure that they do not engage in any irresponsible, dangerous or improper behaviour which could endanger any persons within the place of work
- ensure that any personal protective equipment and clothing (PPE) is requested when required, and used/worn when required. Employees must take due care that PPE is used in accordance with the safety instructions supplied on tools/products/machinery/safe working instructions. Assistance should be given to those less experienced. P.P.E require checking for defects after use before returning to an appropriate storage area.
- ensure that all equipment, tools, dangerous substances, transport equipment, and any other relevant items are used correctly and in accordance with manufacturer's recommendations and instructions
- ensure that any defects identified in equipment or the safe systems of work is reported without delay to their immediate supervisor and/or management
- attend Health and Safety training where provided and undergo where appropriate any reasonable occupational health and safety assessments if required as outlined in the Safety Health and Welfare at Work Act 2005.
- ensure they are not under the influence of alcohol or drugs at work, and make known to their immediate supervisor/management any known medical condition or prescription medicine which could affect their ability to perform their duties safely, or affect the safety of those around them
- Ensure that they do not intentionally, or recklessly, interfere with or misuse any appliance, personal protective equipment, convenience, equipment, or other means of items provided

In addition to the above, Teachers, SNAs and all staff will have regard for students by:

- informing students of any safe work procedures associated with individual subjects and equipment
- ensuring students follow safe procedures in the classroom (e.g. the use of PPE) and adhere to any strict safety rules and safety signage in practical classrooms and laboratories
- checking the classroom equipment/immediate work environment to ensure there are no obvious risks to safety. Reporting any defects or risks to management as a matter of urgency.

- conducting or assist with the completion of risk assessments for their classroom, particularly where the classroom activities/equipment poses a high risk of injury to students or those less experienced.
- abiding by the Safety information and instruction provided on Safety Data Sheets when working with Chemicals
- maintaining a chemical inventory and Safety Data Sheets for classrooms and ensure chemicals are stored in safe manner with restricted access if necessary.

4.4 INTERNAL HEALTH AND SAFETY APPOINTEE (Non-Exhaustive)

Darragh Roe (School Principal) is the Internal Health and Safety Appointee (ISHA) for Ard Rí Community NS and is the contact for health and safety in the workplace.

The ISHA with Management will ensure that the Safety Statement and risk assessments are reviewed at least every 12 months or at more regular intervals should it be required. The IHSA along with Management is responsible for overseeing the safety provisions on behalf of Ard Rí Community NS and should be consulted if any employee has a query regarding the safety provisions mentioned in this Safety Statement.

N.B. The Internal Health and Safety Appointee is not necessarily an expert in the area of Health and Safety and may seek internal or external Health & Safety advice to fulfil their role effectively.

The main duties of our ISHA are as follows:

- To be a point of contact for support on health, safety and welfare matters in the School
- To ensure compliance with statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005, and any subsequent legislation/regulations.
- To ensure that appropriate safety education and training is coordinated and carried out
- To support appropriate revisions and auditing of safety procedures, and ensure safe operating procedures are kept up to date
- To ensure compliance checks are carried out in firefighting equipment, means of escape and assembly



- To ensure the Schools/College/Centre Fire and General Register book is completed regularly as required by relevant persons
- To liaise with First Aiders to ensure first aid kits are regularly checked and stocked and ensure an adequate amount of persons are trained in first aid response
- To liaise with management and fire wardens ensuring fire drills are carried out at least twice per year at a minimum and recorded
- To ensure and carry out where necessary regular workplace safety inspections, walkabouts and audits

- To ensure the Safety Statement, Risk Assessments and the Fire and Emergency Evacuation Plan is available to all staff, circulated, displayed and included at induction
- To ensure all incidents/accidents/near misses/dangerous occurrences irrespective of significance are recorded in the first instance in the Accident/Incident book in the School/College/Centre and then reported to HO/CES to help prevent any further escalation. Should the criteria be met for reporting to the H.S.A, this is done as specified in this Safety Statement
- To know when appropriate to call on competent Health & Safety advice for more complex matters or advice as appropriate

4.5 VISITORS

It is the policy of our Ard Rí Community NS to provide a safe and secure environment for our students and staff. Visitors, students, parents and volunteers have a duty to comply with school regulations and instructions relating to safety, health and welfare whilst on the premises.

In brief when visiting our School/College/Centre, the following rules must be observed:

- The school principal/management team shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the principal/management team shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the staff and students.
- All visitors shall report to the school office/reception when arriving or leaving the school premises. Notices are displayed in each all areas of entry indicating that all visitors are required to register with the school office/reception and obtain authorisation from the principal/relevant staff member/management team/reception to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on the premises.
- Whenever possible, visitors should make an appointment or obtain authorisation from the principal/relevant staff member/management team/reception in advance. At the discretion of the principal/management team, such prior authorisation may be required.
- The staff member receiving the Visitor is responsible for ensuring the Visitor is aware of the fire and evacuation procedure for the premises should the alarm sound during the visit. The Visitor should be made aware of their nearest emergency exit and assembly point.
- Visits may be prohibited at certain busy times if preparation for school events or staff meetings are being conducted.
- All school visitors must always comply with school policies, administrative rules and school regulations.
- The principal/management has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the activities of staff or students. Any such individual shall be directed to leave the

school premises immediately and law enforcement authorities shall be called if necessary

- Garda Clearance may be required for those visiting the school such as Guest Speakers, non-staff (visiting) Coaches/Instructors, Volunteers, and Contractors.
- Visitors will use the utmost caution when driving near or on the premises. Regard should always be given for staff and student safety in the external walkways of the premises, and for those using the carpark facilities.

4.6 CONTRACTORS

Contractors who undertake work for Ard Rí Community NS must be competent for the tasks they are expected to undertake. Therefore, prior to engaging the services of a contractor, Ard Rí Community NS will comply with LMETB's Safe Systems of Work guide. LMETB's [Contractors Handbook](#), [Work Permit](#) and [Method Statement](#) are available for download on SharePoint and also at **Appendix 3** of this document.

The following is an example of how to assess contractors, but will vary depending on different circumstances and additional information may be required.



Low Risk / Short Duration Task

- Proof of identification and qualifications e.g photo card ID
- Proof of appropriate insurance
- Further controls as deemed appropriate
- Method Statement/Hot works permit where appropriate

Medium to High Risk Task

- Copy of Safety Statement / Risk Assessment
- Completion of site-specific Method Statement/Hot works permit where appropriate
- Proof of staff training and competency
- Proof of insurance cover
- Further controls as deemed appropriate by all parties

All contractors **must** complete and supply the required documents prior to engagement (before the task has commenced or finished). Failure to supply the documentation and additional site-specific information pertaining to the works prior to engagement will be considered a cause for concern and it may be necessary to seek advice or references.

There must be adequate communication between Ard Rí Community NS, the contractor and the Buildings Office (if necessary) to ensure that works are carried out in a safe manner. The contractor should make themselves familiar with this Safety Statement and risk assessments, and any health and safety/fire safety information that is appropriate or relevant.

The work undertaken by the contractor should be carried out according to the terms of the contract and where applicable the safe working conditions agreed prior to the

commencement of any work. If changes are required during the course of the work, then management at Ard Rí Community NS should be notified in advance. Adequate supervision will be given throughout the project.

Ard Rí Community NS will be responsible for:

- The environment, the workplace, their equipment, employees and occupants.

The Contractor will be responsible for

- The job, their equipment, the health and safety and conduct of their employees.

For large construction works, the E.T.B may appoint a Project Supervisor where:

- there is more than one contractor involved
- the work is scheduled to last 30 days
- there is a significant risk involved

If the construction works are scheduled to last more than 30 days, there is an obligation to notify the Health and Safety Authority via an **AF1 form**. The Principal/Management team will seek advice from the Buildings Officer where this may apply. The form is available on www.hsa.ie.

4.7 SAFETY REPRESENTATIVE

Ard Rí Community NS recognises as per Section 25 of the Safety, Health and Welfare at Work Act 2005, that employees are entitled to elect a fellow employee as a safety representative. The elected staff member will represent fellow employees on safety, health and welfare issues within the workplace.

The Safety Representative for Ard Rí Community NS is Sarah Anderson.

Duties of the Safety Representative include:

- Investigating staff complaints in relation to Health, Safety and Welfare
- Making representations to the Health and Safety Authority Inspectors and accompany H.S.A Inspectors on site visits if requested. The Safety Representative may also be asked to accompany the H.S.A Inspector when carrying out an investigation following an accident on site. (This is at the discretion of the inspector).
- Communicating with the management team on any Health, Safety or Welfare matters within the school
- Further information on the role of the Safety Representative may be found in the *Safety Representative Resource Book* and *Guidelines on Safety Representatives* which are available on www.hsa.ie

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RISK ASSESSMENT

Ard Rí Community NS acknowledges that Risk Assessments are a mandatory process under the Safety, Health and Welfare at Work Act 2005. All activities in the workplace that could cause an accident or ill-health must be risk assessed. The process of risk assessment is straight forward and allows staff and management to identify hazards and deal with them effectively by implementing control measures so hazards do not pose an unnecessary danger to any persons in the building. The purpose of risk assessment is to identify any evident risks at the time of the assessment; it is not to apportion blame or liability to those carrying out the risk assessment.

Completed risk assessments for Ard Rí Community NS are included on appendix to this document. Our risk assessments have been completed using the interactive risk assessments available via the Health and Safety Authority (H.S.A) of Ireland templates available at www.hsa.ie in the Education section.

Risk is identified and controlled by the following methods:

- **Step 1** – We identify the hazards
- **Step 2** – We assess the risk of injury in proportion to the hazard (High, Medium or Low)
- **Step 3** – We identify and implement the appropriate control measures to best reduce or eliminate the risk.
- **Step 4**: - The risk assessment and findings of the Risk Assessment are forwarded immediately to Management for follow up.
- **Step 5**: - The completed risk assessments are communicated to staff members via the Safety Statement. The risk assessments will be reviewed annually, or revised as necessary if new equipment or systems are introduced, or if any significant changes occur within the premises.

The persons responsible for conducting risk assessments in each area of activity of the school are: The Internal Health and Safety Appointee (ISHA)- Darragh Roe & Staff Safety Representative- Sarah Anderson

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EMERGENCY PROCEDURES

The following includes Ard Rí Community NS's plans, procedures and information for the following areas:

- **Critical Incidents**
- **Fire Safety**
- **First Aid**
- **Accident/Incident/Near Miss and Dangerous Occurrences.**

6.1 CRITICAL INCIDENTS

A **Critical Incident** can be defined as an incident or event which occurs outside of the range of normal experience, which is sudden, unexpected, and involves the perception of threat to life or can include elements of physical and emotional loss. Examples of Critical Incidents are situations such as a raging rapid uncontrollable fire, an explosion, an uncontrollable and heavy flood, a bomb scare, and the death of an employee or student, etc.



Ard Rí Community NS has developed the following Critical Incidents Management Plan (CIMP) with reference to the guidance and training offered by NEPS and the NEPS booklet entitled '*Responding to Critical Incidents – NEPS Guidelines and Resource Materials for Schools*'. The School will refer to the guidance issued in this booklet in the occurrence of a Critical Incident. This booklet is available to view and download on SharePoint and can be found in the Health and Safety Section. In addition to this guidance, the following steps will be taken:

The Ard Rí Community NS Critical Incident Plan (October 2019) is available here: <http://www.ardricsns.ie/wp-content/uploads/2019/11/Critical-Incident-Policy-October-2019.pdf>

STEP 1: All Critical Incidents should in the first instance be reported immediately to:

Name	Contact No	Email
Darragh Roe	087 1341007	DRoe@lmetb.ie

STEP 2: The Principal/designated person will contact the Director of Schools and Chief Executive immediately, who will in turn provide a range of supports appropriate and adequate to fully support the School and the nature of the Critical Incident.

STEP 3: In the event of a major incident occurring on the premises that cannot be controlled by the school we will relinquish control to the appropriate emergency services. The response to a major critical incident may require a multi-disciplinary approach in which the staff of Ard Rí Community NS, the Gardaí, the Health and Safety Authority, Fire Services and local authority may all play a part. Employees are expected to comply with the advice given by the Emergency Services.

Please find below a list of Useful Numbers:

Emergency Service	Contact Number:
Gardaí / Ambulance / Fire	112 or 999
Drogheda Hospital	041 983 7601
Navan Garda Station	046 90 36100
Local GP	-details of family GP on Aladdin
NEPS	076 110 8635
Tusla	046 90 98500
Bailis Resource Centre (Reception)	046 90 91429

STEP 4: Refer to the [Critical Incident Management Plan](#) in place in the school for contacting families, parents/ guardians of person's injured or affected by the Critical Incident.

STEP 5: The School will keep written record detailing the circumstances surrounding the Incident, and report the incident as soon as possible to LMETB HO Insurances Section for follow up (if necessary).

6.2 FIRE SAFETY and EMERGENCY EVACUATION

LMETB and Ard Rí Community NS recognise the serious potential damage and harm that fire can cause and acknowledges its duty of care as the owner/occupier of the School under the Fire Services Acts 1981 & 2003, to provide and maintain appropriate fire-fighting and detection equipment, to provide and practice a safe means of evacuation for all occupants of the premises.

Management will do this by:

- Ensuring emergency exits, fire doors, emergency lighting, assembly points and equipment such as fire extinguishers are kept clear of obstruction and easily accessible at all times.
- Ensuring staff are aware of their obligations to report defects immediately for maintenance.
- Ensuring sufficient firefighting and detection equipment is supplied and maintained throughout the premises in accordance with fire regulations. Records will be kept of the servicing in the school's Fire and General Register and retained in line with LMETB's Records Retention Guide.
- Ensuring that staff are aware that they should **only ever** use and remove Fire-fighting extinguishers from their original brackets for use in emergencies only. The use of fire

extinguishers for means other than firefighting is prohibited – e.g. using the canister as a doorstopper.

- Ensuring that Students and Employees are aware of the dangers of tampering with Firefighting and detection equipment, and a no tolerance approach enforced to prevent the misuse of such items which could potentially result in endangering the lives of staff and students.
- Ensuring competent electricians maintain and service electrics. Fuel tanks and boiler rooms are serviced by professionals. Electric panels, boiler rooms and fuel tank areas are kept clear of combustible and highly flammable items.

In addition to our Fire and Emergency Evacuation Plan found at **Appendix 1**, the following information is provided:

6.2.1 FIRE WARDENS



Ard Rí Community NS recognises the necessity to have an appropriate number of Fire Wardens in place to adequately assist with the safe evacuation of all occupants from the premises.

The Fire Wardens for Ard Rí Community NS are:

Name	Location	Contact No:
Darragh Roe	Office-Main Building	087 1341007
Sarah Anderson	Rang 5	N/A

The list of Fire Wardens is also available in common areas around the building and at reception. The above Fire Wardens will be given adequate Fire Warden Training through the provisions available on Office of Government Procurement (OGP) Health and Safety Framework.

Duties of the Fire Wardens:

- Assisting Management in the development and implementation of the Fire and Evacuation Emergency Plan for the building to include consideration for any persons within the building with mobility issues, disabilities or visual impairment. (referring to the guidance given by the N.D.A)
- In consultation with Management, the scheduling and conducting of Fire Drills which will occur at least once per term. One drill to be unannounced to ascertain the responsiveness of staff and students in an emergency, and the adequacy of the designated assembly points.
- Ensuring records are kept of the Fire Drill in the General Fire and Safety Register.
- Day to day Fire Safety awareness around the building, ensuring any noticeable fire hazards, obstructions to Fire doors, fire-fighting or detection equipment and general defects are reported to Management for immediate attention.

In an emergency the Fire Wardens will:

- Check to see if the emergency services have been called and follow the Fire and Evacuation Plan for the building. If a fire is significantly small enough, they may, having been trained in the use of Fire Extinguishers, attempt to extinguish a fire if they feel confident to do so. It is important that the correct type of extinguisher is used.
- Alert occupants that an evacuation is taking place and sweep their designated areas ensuring that all persons are safely guided out of the building to their assembly point. The Fire Warden when finished sweeping an area will close all doors behind them on exit, noting the areas that they have checked.
- Fire Wardens should ensure that the evacuees remain at their designated assembly point (if safe to do so), without causing obstructions. If the assembly poses a risk, the Fire Wardens will raise this, and any other concerns with the emergency services.
- The Fire Wardens will assist Management in conducting a roll call, alerting the emergency services to any missing persons thought to be still inside or missing.
- One Fire Warden will ensure the roadway and immediate entrance to the building is kept clear of people and obstructions for the safe and unrestricted entrance of emergency vehicles. The fire warden will brief the emergency services with details of areas swept, chemicals contained within the building, and the possibility of any missing persons.

6.2.2 FIRE PRECAUTIONS

As advised in the Fire and Evacuation Plan, employees must familiarise themselves with the following as soon as possible:

- General layout of premises.
- The location and operation of firefighting/fire detection equipment such as fire extinguishers, hoses and break glass units where fitted.
- The location and operation of emergency exits.
- The correct action to be taken on hearing the fire alarm sound.

Employees should observe in addition to above, the following rules to reduce the likelihood and possible consequences of fire:

- Ensure that emergency exits and emergency equipment and lighting are **never** blocked or obstructed and are fit for use at all times.
- Ensure that all fire/emergency doors are never fixed in an open position unless they are automatic.
- Ensure that any faults in electrical equipment, gas, appliances or any emergency equipment is reported immediately to Management.
- Observe no smoking/naked lights policy in building and instead observe designated smoking areas outside ensuring that all cigarettes are extinguished before disposal.
- No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing.
- All electrical items should be operated in accordance with manufacturers recommendations
- Any smoldering material should be appropriately extinguished prior to disposal.

6.2.3 CALLING THE FIRE BRIGADE

- **Do not** assume someone else has made the call.
- DIAL **112 OR 999** ASK THE OPERATOR FOR THE FIRE BRIGADE.
- Speak in a clear calm voice and **give the location** of the Fire, **Eircode** (C15 D340), **the nearest landmark or road** (Ardboyne Hotel/ Navan Rugby Club) and any other information necessary.
- If possible give the operator a mobile phone contact number so they can call you back away from the fire, to confirm details without putting yourself in danger.

6.2.4 FIRE/EMERGENCY EVACUATION PLAN

Ard Rí Community NS is committed to performing at least 1 Fire Drill per term (at least one unannounced per year). These Fire Drills will be documented in the Fire and Emergency General Register and retained as per LMETB's Records Retention Schedule.

Our Fire and Emergency Evacuation Plan details the escape procedures for the occupants of this School in the event of an emergency. This plan provides clear and concise instructions on what to do in the event of an emergency e.g. how to raise the alarm, the role of the fire wardens, the locations of firefighting equipment, the location of emergency exits and assembly points.

IMPORTANT INFORMATION!! – PLEASE NOTE:

- Fire doors in this building are identifiable by illuminated Emergency Lighting System and green and white signage on emergency door
- The Emergency Lighting in this building is identifiable by green illuminated light at all fire exit doors



- to assist occupants with their escape, we have Directional Emergency Exit Signage located at various points of the building. This signage is identifiable by green and white illuminated lighting at all fire doors. There is a map with clear directions to the Fire and Emergency Assembly points in every room.

- On escape, occupants must gather at the designated assembly points located at Pitch 2 of Navan RFC. Our Fire and Emergency Assembly points are recognisable by green and white emergency signage on route to assembly point.



Employees - What should you do if evacuation is required?

- Raise the alarm or yell 'Fire' to alert colleagues until you reach a method to raise the alarm
- If you need to sound the alarm manually hit a break glass unit to sound the alarm
- Teachers with students present should follow the plan in place for safely evacuating the students from the classrooms
- Open the nearest emergency exit in your vicinity and direct people towards the exit. Try to keep calm and **WALK** briskly (**do not run or encourage others to run!**) to the nearest exit and Assembly Point
- Do **NOT** delay to pick up personal belongings, nor should you try to re-enter the building for these items. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.
- In the absence of Fire Wardens, **and only if it is safe to do so**, ensure all areas (i.e. toilets, offices etc...) are quickly scanned for occupants as you make your way along the corridor to the exit.
- Obey the instructions of the Fire Wardens and the Emergency Services on site.
- Stay at the assembly point, encourage others to avoid obstructing the safe means of passage for access by the emergency services.
- **DO NOT OBSTRUCT SAFE MEANS OF PASSAGE BY CONGREGATING NEAR EXITS.**
- Comply with any roll call / head count to establish that all persons are identified and present.
- Teachers must bring with them student attendance sheet. The school secretary must bring with them the visitor sign in/out book and a first aid box.
- Any persons suspected to be missing must be reported to the Fire Wardens and emergency services immediately.
- **Remember!** Stay at the assembly point and follow instructions from the emergency services/management/fire wardens. Do NOT re-enter the building until authorized to do so by the emergency services/ management/Fire Warden Team.

Fire Extinguishers – Suitability

- It is important to be aware of the suitability of fire extinguishers to a specific fire type. For example, the incorrect use of water or foam fire extinguishers on electrical fires, could result in electrocution.
- **Employees should only attempt to use a fire extinguisher if they have been formally trained to do so or have a good understanding of the categories of fire**

extinguisher and feel confident in their ability to do so. Fire warden training will provide guidance on extinguishers. You should register your interest in completing fire warden training with management.

- The suitability and selection of fire and emergency equipment for the building will be made in consultation with a competent fire consultant/advisor/company. The details of the service provider will be displayed on the canister along with the service history. Canisters must not be removed from their designated bracket, and canister information displayed above.
- Please see image below:



6.2.5 First Aid



The First Aiders for Ard Rí Community NS are:

Name	Date of training
Darragh Roe	18 11 2017
Maria O'Connor	18 11 2017
Karen Dunne	18 11 2017
Emer Magee	18 11 2017
Catherine Dooley	18 11 2017
Jack Scannell	18 11 2017
Irene Carr	18 11 2017
Debi Marjara	18 11 2017
Naomi Keogh	18 11 2017
Tara Power	18 11 2017

The names and contact details of our First Aid Responders (F.A.R's) will also be displayed in general areas of the building and in reception. First Aid responders will refresh training and certification as necessary.

When an injury occurs on site, the First Aiders should be contacted immediately!
First Aid supplies are provided as per H.S.A requirements and can be found in the staff room behind this sign:



The first aid box will be checked on a monthly basis. If items that require re-stocking in the interim should be notified to the staff members listed above.

Please note: The content of the first aid box is essential for use as the first provision of aid in emergencies/injury. The contents should not be used for ongoing non-emergency personal use. Children who hurt themselves during the school day can report to the chairs at reception for treatment.

As per legislation requirements our First Aid room is:

- Under the control of management and the first aiders in the building
- Has enough space for persons to adequately assist an injured person

- Has an access door adequate for entry of an ambulance trolley, stretcher or wheelchair
- Has relevant signage on the door
- Has all required first aid supplies and equipment
- Enter all episodes in to the first aid record book/accident book

First Aid Supplies: H.S.A

The diagram below details the requirements of a First Aid Box as per H.S.A. recommendations:

Materials	First-Aid Travel Kit Contents	First-Aid Box Contents		
		1-10 persons	11 -25 persons	26-50 persons* ¹
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water where there is no clear running water ** ²	2x20 mls	1x500 mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) *** ³	1	1	1	1
Water Based Burns Dressing Large *** ³	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

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

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

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



First Aid Responder requirements:

The following table sets out the recommended minimum requirements for occupational first aiders within the workplace as per the General Application Regulations 2007:

Type of Workplace	Maximum number of employees present at any one time	Number of Occupational First-Aiders
Factories, Construction Sites, Surface Mines and Quarries	Up to 49	1 if Safety Statement Risk Assessment shows it necessary.
	50 to 149	Minimum 1
	150 to 299	Minimum 2
	More than 300	1 extra for every 150 employees or part thereof
Underground Mines		1 for every 10 employees or part thereof
Other Workplaces	Up to 99	1 if Safety Statement Risk Assessment shows it necessary.
	100 to 399	1
	400 to 699	2
	More than 700	1 extra for every 300 employees or part thereof.

Training for First Aid Responders will be provided through the Office of Government Procurement Health and Safety Framework. Volunteers are welcome, please contact Management.



Automated External Defibrillator (A.E.D):

The A.E.D is located at Reception- inside the front door, outside the secretary's office. The location of the AED is in a white cabinet labelled clearly with this sign:



Staff trained in A.E.D are:

Name	Date of training
Darragh Roe	18 11 2017
Maria O'Connor	18 11 2017
Karen Dunne	18 11 2017
Emer Magee	18 11 2017
Catherine Dooley	18 11 2017
Jack Scannell	18 11 2017
Irene Carr	18 11 2017
Debi Marjara	18 11 2017
Naomi Keogh	18 11 2017
Tara Power	18 11 2017

- Our A.E.D will be serviced as required by (enter servicing company) and interim checks will be made by Darragh Roe using the Checklist at **Appendix 9** to ensure battery life is sufficient and working, pads and accessories are in place as necessary. Furthermore, the AED unit will be maintained and serviced according to manufacturer's instructions.
- Copies of maintenance records and staff A.E.D certification records will be held on file.
- A.E.D training will be updated every 2 years through the OGP Health and Safety Framework.

6.2.6 Accidents and Dangerous Occurrences:

Ard Rí Community NS endeavors to provide a safe working and study environment for all. However, should an accident, near miss or dangerous occurrence take place during work or school activities, the information below sets out clearly how Ard Rí Community NS will respond, investigate and report the incident to all relevant parties.

For information please note:

- Our Accident/Incident book can be located at the First Aid Station at Reception
- LMETB's Accident Report Form can be obtained from Sharepoint in the Health and Safety section, from the Insurances Office in LMETB HO or at **Appendix 2**

DEFINITION OF INCIDENTS

- An **Accident** is an unplanned and undesired occurrence/incident, which results in an injury to those involved.
- A **Dangerous Occurrence** does not result in injury but does cause serious damage to property (physical surroundings) and can have serious consequences to the health and safety of people and the environment. (e.g. collapse of scaffolding or power lines)
- A **Near Miss** is when an accident nearly occurs but does not. There is no damage to people/the environment/equipment. It is however very important to report near misses to management, as they indicate the possibility of an accident occurring in the future.
- A **Critical Incident** is an event outside of the range of normal experience, which is sudden and unexpected, and involves the perception of threat to life or can include elements of physical and emotional loss. (e.g. explosion, death of an employee or student)

ACCIDENT RECORDING AND REPORTING

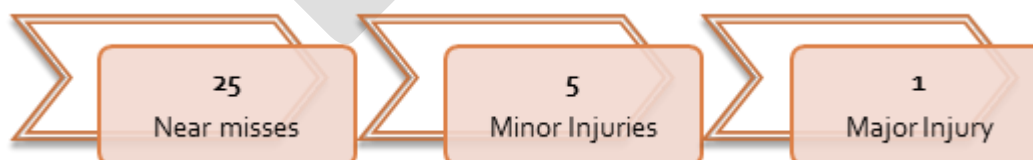
The purpose of accident investigation **is not** to apportion blame, but to investigate events to determine the causes and prevent reoccurrence. School will retain a copy of all evidence and reports in a relevant secure filing system as per the ETB retention guidelines. The school may be asked to produce a copy of this report by insurers etc.

All incidents must be in the first instance recorded on the school internal on site Accident/Incident record book. As mentioned above, the Accident/Incident book can be found at the First Aid Station at Reception.

The incident/accident/injury must also be reported to the Insurances office in LMETB HO. An LMETB Accident/Incident form (**available at Appendix 2 and on SharePoint**) **must** be completed, and an investigation undertaken, regardless of how significant the accident/incident may appear.

Near misses and dangerous occurrences can indicate the possibility of a much more serious accident occurring later. For this reason, we ask employees to report these to management in order to place sufficient control measures in place.

The diagram below gives an example of how a near miss could eventually build up to one major injury:



Reporting to the Health and Safety Authority (H.S.A)

Management acknowledges that the following types of Accidents **must** be reported to the Health and Safety Authority (H.S.A) of Ireland. Reporting will be done by completing an online **Incident Report Form IR1** (via www.hsa.ie – Report an Injury online).

The death of any employee/student, which was caused by an accident during their duties/studies.

An injury to an **Employee** which (**all 3 to criterion to be met**):

1. was sustained whilst performing a task as part of their work duties (e.g. not lunch time)
2. required medical treatment from a qualified medical practitioner e.g. paramedic, GP, A&E dept. (first aiders are not medical practitioners).
3. resulted in the employee's absence: The employee was unable to perform their duties for three or more consecutive calendar days due to the injury sustained*. (*This is not inclusive of the day of the injury and includes Saturdays and Sundays. If the employee was injured on Friday but would not have been able to perform their duties had they needed to on Saturday and Sunday – this is included)

An injury to a **Student** which:

1. was sustained in the course of performing a task relating to their studies, or an activity at the express instruction from the school (e.g. not lunch time or voluntary extracurricular activity)
2. required medical treatment from a qualified medical practitioner e.g. paramedic, GP, A&E dept. (First aiders are not medical practitioners).
3. resulted in student's absence regardless of how long: The H.S.A has indicated that serious injury sustained by a student should be reported regardless of the length of absence.

A (a) death or an (b) injury that requires treatment by a registered medical practitioner, which does not occur while a person is in the workplace, but is related to a work activity or the workplace. (e.g. Driving for Work). Deaths or injuries caused by non-workplace related medical treatment (e.g. surgery or medication) do not need to be reported.

A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

A road traffic accident causing injury or death to an employee/student as a result of construction work on or adjacent to a public road.

Additional Dangerous Occurrences must be reported to the Health and Safety Authority by completing **Incident Report Form IR3** (via on-line @ www.hsa.ie) e.g. collapse of scaffolding, fallen power lines.

ACCIDENT/INCIDENT – WHAT TO DO!

- Before touching or approaching the injured person make sure it is safe to do so and you are not putting yourself in any danger.
- Always isolate electricity where there is a danger of electric shock
- Get immediate First Aider assistance, and ask for the Internal Health and Safety Appointee Management to be alerted immediately
- Use nearest available phone to contact the emergency services
- The Internal Health and Safety Appointee / Management will protect others by moving them away from the scene and cordon off location whilst first aid is being administered.
- Stabilise the scene and preserve any evidence (photos if possible) and minimise property damage.
- If serious damage has occurred, the area must be isolated immediately until made safe.
- If the incident involves chemicals, provide copies of the Safety Data sheets or Chemical register/inventory to the emergency services on arrival. This will inform the emergency services how to appropriately prepare for the response (adequate PPE etc.).
- The person who witnessed the accident should give as many details as possible to the emergency services, and as soon as reasonably possible record the details in writing.
- An immediate investigation should take place by to prevent recurrence.
- If it is possible and if it has been requested from the injured person, contact family member's/support persons.
- Notify the incident to the CES section of Abbey Road (Insurances Officer) as soon as possible and forward any supporting accident/incident report. C.E.S will then follow up with IPB and the ETB H&S office.
- Notify the HSA if emergency/accident/is deemed reportable as soon as possible.
- Report the incident to the Board of Management if necessary.



- Retain all documentation in relation to incident securely and as per the ETB records retention policy.

CONDUCTING AN INVESTIGATION – SOME GUIDANCE!

- Emphasis should be placed on gathering facts; not the apportionment of blame.
- Ensure access to the scene is restricted and inspect the accident site before any changes occur. Preserve essential and critical evidence such as faulty equipment.
- Take photographs and/or make sketches of the accident scene where possible avoiding faces or identifiable features of the injured party (unless consent is given).
- Interview the injured employee and witnesses as soon as possible after an accident. Take note of pre-accident conditions, the accident sequence, and post-accident conditions.

- Document the location of accident, witnesses, equipment, and hazardous materials.
- Ask *who, what, when, where, and how* during interviews and **AVOID WHY!**
- Ask all questions in a logical sequence and do not comment on liability or fault as to do could so will hinder the investigation.
- Listen for clues surrounding the conversation around you, unsolicited comments are often invaluable.
- Remain completely objective during interviews and in documentation – no opinions, **just the facts.**
- Keep complete and accurate notes of all interviews, documentation.
- Ensure completed Accident and Witness forms are completed and signed.
- Forward all documents to Management for immediate appropriate follow up.

ACCIDENT / INCIDENT MANAGEMENT SUMMARY

- INFORM MANAGEMENT IMMEDIATELY
- INVESTIGATE ALL ACCIDENTS/INCIDENTS
- RECORD ALL ACCIDENTS/INCIDENTS IN THE ACCIDENT INCIDENT BOOK
- REPORT ACCIDENTS/INCIDENTS TO H.O. AND H.S.A
- TAKE ACTION TO PREVENT REOCCURRENCE
- COMMUNICATE APPROPRIATE FINDINGS TO ALL RELEVANT PERSONNEL.



In Case of Emergency (I.C.E) – Who is your contact?

Do you know that most mobile phones have a setting that allows you to display the telephone number of a person that you may wish colleagues or paramedics to contact in an emergency situation? This feature allows you to display the name of the person (most choose 'I.C.E') and the telephone number to be dialled on your phone screen at all times, even when the screen is locked! Please Google ICE and your phone model/make to find out how to do this on your own phone.

Remember! Ard Rí Community NS retains contact numbers for Students in an emergency – but what about you as a staff member? If you do not wish to avail of this feature, please entrust a colleague with information that could be vital in an emergency (e.g. contact/medications/allergies etc.)

7

INSTRUCTION, TRAINING AND SUPERVISION

Please note: It is our obligation as a Public body to procure employee training through the Office of Government Procurement (OGP) Health and Safety Framework. If any of the items available on the framework are not suitable at any time, the Management team will contact the Procurement office for advice.

Louth and Meath Education and Training Board with Ard Rí Community NS ensures compliance with Section 10 of the Safety, Health and Welfare at Work Act 2005 in providing appropriate and relevant training to our employees.

We will:

- Provide employees with appropriate induction training and other specific training which will assist them carry out their work tasks in a safe manner.
- Ensure through risk assessment that employees are made aware of the hazards and risks which they are likely to encounter and are made aware of safety precautions necessary prior to commencing work activities, in so far as reasonably possible.
- Provide access to this Safety Statement and Risk Assessments.



- Continually review training requirements and ensure training is recorded and appropriate records kept securely and appropriately within the school. Training records are held securely on site and retained appropriately with reference to the ETB's retention Guide

GENERAL HEALTH AND SAFETY TRAINING REQUIREMENTS

- In House Health and Safety Training (Safety Statement with induction training for specific tasks)
- Manual Handling Training (Supplier listed on the OGP H&S framework: all staff, with priority given to high risk staff members)
- Fire Warden (Supplier listed on OGP H&S framework: enough numbers of staff to assist with evacuation)
- Occupational First Aid (PHECC). (Supplier listed on the OGP H&S framework)
- Safety Rep Training for Safety Reps *(if employees decide to elect same guidance will be sought)
- Further Training as required through the Office of Government Procurement (OGP Health and Safety Framework) or on the advice from the procurement office of LMETB.
- School/College will refer to the Education Section of the H.S.A website www.hsa.ie for further guidance in relation to Health and Safety matters, risk assessments and general applications.

8 COMMUNICATION AND CONSULTATION

Louth Meath Education and Training Board along with Ard Rí Community NS is committed to meeting our obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005. Management will, in so far as reasonably possible, consult with the employees of Ard Rí Community NS (and students if necessary) in developing measures to ensure the health, safety and welfare of all.

Furthermore, it is recognised by Management that employees and occupants of the building do have the right to be consulted in a timely manner about any measures, plans, activities or hazards that may affect their work environment, health, safety and welfare.

All employees and occupants of the premises are welcome to make representations to management outlining any concerns they may have in the area of Health, Safety or Welfare.

As part of the communication and consultation process, Management will:

- Provide access to this Safety Statement and risk assessments electronically and via hard copy on request and keep these documents updated as necessary.
- Provide information on Safety Hazards at various points throughout the building via Safety Signage and written warnings for example:
 - Visitors notice – register at reception
 - Fire and emergency safety signage, notices, equipment and list of Fire Wardens
 - Classroom posters and signage in relation to Classroom safety
 - First Aid station points and list of First Aiders
- Assembly point signage
- Chemical Safety - written warnings, signage and appropriate storage

- Circulate and store (in an accessible electronic library e.g. SharePoint), Health, Safety and Welfare policies developed locally in the school and nationally via LMETB
- Welcome engagement with the Safety Committee or Safety Rep on any issues identified

DRAFT

Channel of Communication and Consultation for Safety Matters:



Ard Rí Community NS welcomes volunteers for Safety Committee, Fire Warden or Health and Safety Duties. Please contact the Principal should you wish to volunteer.

9 SAFETY AND WELFARE

Ard Rí Community NS recognises our legal obligations to provide appropriate welfare and hygiene facilities to protect the safety, health and welfare of our employees/occupants. LMETB provides an independent Employee Assistance Programme (E.A.P) for employees experiencing difficulties. For more information, please see information available at **Appendix 10**

9.1 Welfare facilities on site

The following welfare and hygiene facilities are provided for staff where practicable.

- Hygiene Facilities
- Clean Working Toilets and Wash Basins



- Running Water
- Soap / Anti Bacteria Spray
- Paper Towels and lavatory supplies
- Sanitation bins
- Canteen/Kitchen Facilities
- Fresh Drinking Water
- First Aid Supplies

Employees and Occupants should respect the facilities in place, and clean as they go where possible. Any concerns arising from the use of welfare and hygiene facilities at Ard Rí Community NS should be reported immediately to the Internal Health and Safety Appointee or Management.

9.2 Personal Protective Equipment (P.P.E)

Ard Rí Community NS fully complies with its obligation under the Safety, Health and Welfare at Work Act 2005 and Regulations 62 – 67 of the 2007 General Application Regulations to ensure that relevant Personal Protective Equipment (P.P.E) is issued to employees and students.

Wearing of P.P.E **must be enforced** and worn where required, if there is non-compliance with the issuing or wearing of P.P.E both management and employee are in clear breach of the legislation.

Employees/students refusing to wear P.P.E are not permitted to carry out the relevant tasks, and appropriate action will be taken by Management. If the employee/student persists in refusing to use the designated P.P.E, then this action will be viewed as misconduct and a possible disciplinary procedure may be invoked.

The following must be taken into consideration when choosing P.P.E.

- P.P.E must be suited to the risk involved



- The conditions of the place of work must be taken into account
- P.P.E must appropriate and comfortable for the employee
- Information on Safety Data Sheets is available at **Appendix 8**

MANAGEMENT RESPONSIBILITIES

- It is the responsibility of Ard Rí Community NS to provide adequate P.P.E where no other risk reduction steps are possible
- Ard Rí Community NS will supply P.P.E to adequate standards, sizes and amounts as required and to fulfil our legal responsibilities under Health and Safety legislation
- Ard Rí Community NS will ensure that all P.P.E which requires maintenance is maintained to an adequate standard and where damaged that it is immediately replaced
- Ard Rí Community NS will ensure that the P.P.E provided is used in the appropriate manner

EMPLOYEE RESPONSIBILITIES

- It is the responsibility of the employee to ensure that they comply with the safety instructions and PPE requirement as informed on safety signage, instructions on products and equipment and comply with any relevant safety data sheets. Employees should inform Management and order sufficient P.P.E for tasks, and plan ahead for tasks where possible.
- Where employees are provided with P.P.E for protection of their safety and health, it is their duty and responsibility to wear it and ensure it is kept in good condition and free from damage / defects caused by use or neglect.
- Any defects in P.P.E should be reported immediately to the Management of Ard Rí Community NS, who will arrange for replacement P.P.E.



9.3 SMOKING IS PROHIBITED

In accordance with Section 47 of the Public Health (Tobacco) Act 2002 (as amended), there is a strict No Smoking Policy with school premises. Ard Rí Community NS will comply also with **LMETB's Policy on the Use of E-Cigarettes on LMETB premises (available on SharePoint in the Health and Safety section)**.

Where practicable outside smoking areas will be available in a suitable location away from any possible sources of ignition. Any

employee/student/visitor found smoking within this workplace premises will be subject to disciplinary proceedings/sanctions.

9.4 DIGNITY AT WORK

Ard Rí Community NS management team are committed to implementing and promoting measures to protect the dignity of our employees and to encourage respect for others at our place of work. **Please refer to LMETB's Dignity in the Workplace Charter, which can be found on SharePoint and at Appendix 4.**

Ard Rí Community NS management team will not tolerate harassment, bullying or disrespectful behaviour by any one member of staff against another staff member or other occupant of this workplace for any reason. This policy's objective is to define workplace bullying, to promote awareness of the issue among staff and to provide an effective procedure for dealing with any allegations raised. The procedure for progressing complaints is also outlined and is based on the principle of fairness.

Ard Rí Community NS management team wishes to emphasise that we are committed to promoting measures to protect the dignity of all members of staff and occupants of this workplace and would ask you to encourage an environment free from all kinds of bullying and harassment, and to respect the individual dignity of everyone who occupies this building on a daily basis.

Workplace Bullying is a form of harassment, it is unwanted and unwelcome behaviour and is best understood as a direct systematic attempt either by means of physical or psychological behaviour to undermine the employee's sense of value of his/her employment. It can be conducted by one or more persons against another or others at their place of work and/or in the course of their employment.

Workplace Harassment is any form of unwanted conduct related to any of the following grounds: - gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community. It can be perpetrated by management, fellow employees, students, suppliers or other business contacts. Harassment in any form is unacceptable and is a form of discrimination.

Disrespectful Behaviour is any form of behaviour which intentionally makes another person feel uncomfortable within the workplace environment and will not be accepted.

Workplace bullying/harassment undermines organisational performance by resulting in poor morale, higher absenteeism, reduced productivity and higher turnover of staff and can seriously harm working conditions for staff. Harassment undermines the confidence and dignity of the individual affected by it.

Ard Rí Community NS will comply also with the **Harassment and Sexual Harassment policy in place for LMETB**. This policy will be made available to all staff and is currently available under the Health and Safety Section of SharePoint.

9.5 MANUAL HANDLING AND DISPLAY SCREEN EQUIPMENT (D.S.E)

Manual Handling training will be offered to staff through the OGP Health & Safety Framework. In the interim, please note the following guidelines.

Manual handling is the movement of loads, which due to the characteristics of the load or unfavourable ergonomic conditions may involve a risk of injury to the person, particularly back injury. The movement of a load can involve lifting, lowering, pulling, pushing, holding or carrying. Manual handling occurs in **all** workplaces to some degree. *High Risk staff will be offered Manual Handling as priority.

***High Risk staff are those who lift heavy objects as part of their everyday duties e.g. Caretakers, Tech – Practical – Admin staff who lift heavy boxes files etc. Cleaners if employed by the School.**

Ard Rí Community NS expects employees to follow the guidelines below to help prevent manual handling injuries. **N.B** Before engaging in manual handling activities, the risk of injury should be assessed. The H.S.A have a risk assessment template available for Manual Handling on www.hsa.ie – Education.

8 PRINCIPLES TO SAFE MANUAL HANDLING

STEP 1: Stop and Assess E.g. Task, Individual, Load, and Environment.

From a personal perspective, always check the weight of every load, where in doubt and do not lift beyond your own ability.

STEP 2: Position the feet directly in front of the load, hip width apart for a balanced, stable base.



STEP 3: Adopt a good posture, bend the knees, keep your back straight, arms in line with trunk

STEP 4: Get a firm grip, under and around box.

STEP 5: Keep close to the load.

STEP 6: Lift smoothly

STEP 7: Turn with the feet, don't twist or turn.

STEP 8: Put down, then adjust if necessary, whilst ensuring you keep your back straight. If not possible, bend your knees.

Display Screen Equipment (D.S.E) focuses on how an individual manages their posture and welfare at their workstation. Please see **Appendix 5** for a checklist.

9.6 SENSITIVE RISK GROUPS

The following type of groups are classified as sensitive risk groups under the General Application Regulations 2007 and special care and consideration should be given to the following groups as per the regulations. Risk Assessments for the Ard Rí Community NS will be completed using the H.S.A templates available for download

and completion in the Education section of www.hsa.ie. A Pregnancy Risk Assessment is available in the Health and Safety Section of SharePoint.

9.6.1 PREGNANT EMPLOYEES

Ard Rí Community NS WILL CARRY OUT A SPECIFIC RISK ASSESSMENT IN ACCORDANCE WITH PART 6, CHAPTER 2, GENERAL APPLICATION REGULATIONS 2007 FOR PREGNANT EMPLOYEES DETERMINING THE NATURE, DEGREE AND EXPOSURE TO ANY WORK HAZARDS. A SUITABLE WORKING ALTERNATIVE MAY BE OFFERED IF THERE IS NO OTHER OPTION TO PROTECT THE EXPECTANT MOTHER FROM EXPOSURE TO RISKS IN THEIR IMMEDIATE WORKING ENVIRONMENT.

Employees have an obligation to inform their employer of their pregnancy as early as possible to allow for consideration of safety precautions to ensure both mother and child remain unharmed during pregnancy within the work environment.

Management will ensure full compliance with Part 6, Chapter 2 of the General Application Regulations 2007 in relation to pregnant employees.

9.6.2 NIGHT WORKERS

School/College/, when necessary, carry out a specific risk assessment in accordance with Part 6, Chapter 3 of the General Application Regulations 2007. The requirements of Part 6, Chapter 3 of the General Application Regulations 2007 will be complied with in full.

9.6.3 CHILDREN AND YOUNG WORKERS (UNDER THE AGE OF 16)

Should any minors (15 and under) engage in any work activities for Ard Rí Community NS, then a risk assessment must be completed prior to them commencing work, this risk assessment must comply with Part 6, Chapter 1 of the General Application Regulations 2007 and must be completed for every young person and address the specific risks which they will face. The requirements of Part 6, Chapter 1 of the General Application Regulations 2007 will be complied with in full.

9.8 ENVIRONMENTAL POLICY



Ard Rí Community NS are committed to undertaking our activities commensurate with respecting the environment.

To meet this commitment, we will

- Establish sound environment objectives and targets
- Continually assess and strive to minimise the impact of our activities and operations on the environment

- Ensure compliance with all appropriate regulatory requirements
- Conserve natural resources such as water, energy, and other raw materials by promoting pollution prevention recycling and reuse
- Take measures to form an environmentally aware workforce

9.9 HAZARD AUDITING AND CLASSROOM CHECKLIST

Ard Rí Community NS will carry out Hazard Audits /Safety Checks/Walkabouts in all areas of the School to ensure any hazards are identified and addressed in a timely manner. Risk assessments will also be carried out to ensure any hazards present on the school premises is identified and control measures put in place.

To assist with the Hazard Audit/Safety Checks/Walkabouts for Classrooms, Ard Rí Community NS will refer to LMETB's General Classroom Checklist which is available on SharePoint in the Health and Safety Section for School Leaders and also at **Appendix 6 and 7** of this document.



The H.S.A of Ireland report, **Slips, Trips and Falls** amongst the highest single cause of workplace accidents. Management along with the safety team and employees will ensure that walkways, floors, cables, and other areas posing a risk of slip, trip or fall will be adequately reported as part of the hazard auditing process.

Safe flooring, adequate lighting and safe storage of items on ground level greatly reduce the risk of slip, trip or fall. Adequate matting will be provided on wet days to allow the absorption of moisture from footwear when going from a wet to dry surface within the school premises.

10 MONITORING, REVIEW AND UPDATE

Ard Rí Community NS is familiar with the process of policy review as part of our self-evaluation and improvement process. We are committed to the monitoring, review and update of this Safety Statement and Risk Assessments in a similar manner to all school policies we have in place.

Our Safety Statement will be officially updated and reviewed annually, however we acknowledge it is a live document and an ongoing process.

Some examples of when the Safety Statement will be updated are:

- Changes to the Safety Management System within the school
- Changes to staffing situations of those listed in this document
- Changes in equipment or where new systems are in place
- Changes to the fire and emergency exit plans or assembly points
- Changes to any of the Safety, Health and welfare procedures mentioned in this document
- Reviews of fire and evacuation drills identify the need for change
- Where the Management/ISHA/Safety Committee/Rep determine update is required before the annual review.
- Where Management/Employees has determined an item should be added or deleted

THIS SAFETY STATEMENT HAS BEEN CREATED FOLLOWING THE ADVICE GIVEN BY THE HEALTH AND SAFETY AUTHORITY OF IRELAND (H.S.A) IN THE NEW REVISED GUIDELINES ON MANAGING SAFETY, HEALTH AND WELFARE IN PRIMARY SCHOOLS
SUPPORTING DOCUMENTATION IS AVAILABLE IN THE HEALTH AND SAFETY SECTIONS OF SHAREPOINT

11 APPENDIX ITEMS

Appendix 1: Sample Fire Alarm Procedures (insert map also if one available)

Appendix 2: LMETB Accident Report Form

Appendix 3: Hazardous Work Permit

Appendix 4: Dignity in the Workplace Charter

Appendix 5: Briefing on the correct use of a workstation

Appendix 6: General Health and Safety Checklist for Classrooms

Appendix 7: General Areas Hazard Audit Form/Checklist

Appendix 8: Safety Data Sheets

Appendix 9: A.E.D Checklist

Appendix 10: Employee Assistance Programme

Appendix 11: Risk Assessments

Please note: These documents and links to risk assessments are available on SharePoint in the Health and Safety Sections.