

Health &

Safety

Statement

Property of St. Joseph's NS, Kilcock

# DO NOT REMOVE FROM STAFFROOM

## **Introduction**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

St. Joseph's NS has developed a COVID-19 Response Plan for our school. This response plan was developed by the Board of Management along with staff members and the in-school leadership team. A Risk Mitigation Plan specifically for COVID-19 has been carried out in our school. The Board of Management has endeavoured to follow all Department of Education Guidelines in doing so. Please see St. Joseph's NS COVID-19 Response Plan and Risk Mitigation Plan, for the school's COVID-19 Response procedures. During the Covid-19 pandemic, St Joseph's NS COVID-19 Response Plan and procedures will take precedence over our Health and Safety Statement and our usual Health and Safety procedures.

The Board of Management of St. Joseph's NS wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely in so far as it is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of St. Joseph's NS recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of St. Joseph's NS undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to. This Statement has been prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989.

## **DUTIES OF EMPLOYEES**

It is the duty of every employee while at work:

1. to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
2. To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
4. To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing or other means or thing provided in fulfilment of any of the relevant statutory provisions for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (*see section 9 of Safety, Health and Welfare at Work Act 1989*).

## **CONSULTATION AND INFORMATION**

It is the policy of the Board of Management of St. Joseph's NS to consult with staff in relation to H&S and to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, Safety and Welfare at Work will be considered in any future staff training and development plans.

## **HAZARDS**

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

## **FIRE**

It is the policy of the Board of Management of St. Joseph's NS that:

- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- The principal will ensure that fire drills shall take place at least once a term.
- Fire alarms shall be clearly marked. (Responsibility of BoM Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and 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. The Principal will ensure the P.E. hall and Main door are free of obstruction.
- A plan of the school shows assembly points outside the school.
- Assembly areas are designated outside each building, and the locations specified.
- Exit signs shall be clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The Secretary is responsible for the School office and Copying Room. Staff room is every teachers responsibility. Cleaner to check when cleaning. The Computer Room is the responsibility of the last teacher using the room or the teacher running the Homework Club if the club use the Computer room.
- Principal shall be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

## **HAZARDS**

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

**Wet corridors, climbing frames, trailing leads, Computers & ICT equipment, Guillotine, Data Projectors, Fuse Board, Electric kettles, Boiler house, Ladders,**

**Excess gravel or leaves on school yard, Protruding units and fittings, Flat roof of hall and flat roof of school, External store to be kept locked, Lawnmower, Icy surfaces on a cold day, Mats in hall, Windows opening out.**

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

a. Equipment:

- Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties.
- Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- Contractors:
  - Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions. In addition, all such plant and machinery are to be used in strict accordance with the manufactures instructions and recommendations.
  - Precautionary notices, in respect of safety matters are displayed at relevant points.
- BOM Safety Officer:
  - Will carry out an annual inspection of furniture, floors, apparatus, equipment and fittings. They will also check that floors are clean, even, non-slip and splinter-proof.
  - Check that outside lighting works and is sufficient.
- PE equipment (Deputy Principal)
  - Will be stacked securely and in positioned so as not to cause a hazard.
  - Check that all PE and other mats are in good condition.
  - Check that wooden beams, benches etc. are free from splinters and generally sound
  - Check that vaulting horses, beams and benches are stable and do not wobble when in use.

- Caretaker (to inform safety Officer of BOM or Staff Safety Officer of findings).
  - Check if there are uneven/broken/cracked paving slabs.
  - Check that roofs, guttering, drainpipes etc as far as can be seen are sound and well maintained.
  - Check that refuse is removed from building each day and is carefully stored outside
- Check all machinery and electrical equipment are fitted with adequate safeguards.
- Ladders must be used with another person's assistance.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- Teachers (to inform Staff Safety Rep, or Caretaker)
  - Check that manholes are safe.
  - Check that all play areas, especially sand trays, are kept clean and free from glass before use.
- Principal:
  - Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.

### Constant Hazards

**Machinery, kitchen equipment & electrical appliances:** It is the policy of the Board of Management of St. Joseph's NS that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

**Electrical Appliances:** Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e. maintenance person, the supplier or his agent). The official guidelines issued by the Health & Safety Authority should be followed. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts.

Users should check that

- Leads of appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

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

**Drugs & Medication:** It is the policy of the Board of Management of St. Joseph's NS that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

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

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

**Visual Display Units:** It is the policy of the Board of Management of St. Joseph's NS that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.



**Infectious Diseases:** It is the policy of the Board of Management of St. Joseph's NS that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

### **ACCESS TO THE SCHOOL BUILDING**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **COLLECTING CHILDREN**

- All parents/guardians collecting children during the school day must report to the School Office.
- All children are required to sign out if they are leaving early in the School Office.
- All parent/guardians in the interest of safety must obey all signs upon entering the school grounds.
- Cars are advised to drive slowly on entering school grounds when collecting children.
- Those parking outside the school grounds are advised to accompany children to and from the school premises.
- Children should remain on the footpath when leaving school and exit through the pedestrian gates.

## **FIRST AID**

It is the policy of the Board of Management of St. Joseph's NS that members of staff be trained to provide First Aid to staff and pupils.

Notices are posted in office detailing:

- Location of First Aid boxes in the Staffroom
  - Procedure for calling ambulances
  - Telephone numbers of local Doctor, Gardaí and Hospital.
1. All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Staff Safety Officer.

The Staff Safety Officer will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters, Anti-histamine for Stings, etc., Tape, Eye lotion (sachet of sterilised water), cotton Bandage, Cream for First Aid treatment of Burns, Antiseptic Wipes, Scissors and First Aid Chart

Disposable gloves must be used at all times in administering First Aid

## **WELFARE OF STAFF AND PUPILS**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom, separate from the work area, is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- a. A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- b. Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

**Revision of the Safety Statement: This statement has been revised by the Principal and BOM Reps. for review by the Board of Management of St. Joseph's NS in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.**

Signed on behalf of the Board of Management:

Chairperson BOM : \_\_\_\_\_ Date: \_\_\_\_\_

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

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee of BOM

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee of staff

**Fire Drill Procedure as of JANUARY 2020**  
**St. Joseph's NS, Kilcock**

**In case of Emergency please exit as follows**

<b>Room No/Name</b> <i>(Room number on doors)</i>	<b>Exit door</b>	<b>Assembly point</b>
<b>Classrooms 1,2,3 &amp;4 17 (Library)</b>	<b>Front door</b>	<b>Footpath leading up to Pedestrian Gate</b>
<b style="color: red;">Rooms 5, 6, 7 &amp; 8 11 (SEN Rm x 1)</b>	<b style="color: red;">Side door</b>	<b style="color: red;">Wall between 'middle Carpark gate' and Main staff car park</b>
<b>9 (Halla)</b>	<b>Fire Doors</b>	<b>Senior Yard</b>
<b style="color: purple;">Seomraí A, B &amp; D</b>	<b style="color: purple;">Walkway</b>	<b style="color: purple;">Morning Lines in Senior Yard</b>
<b>UPSTAIRS ROOMS Seomraí A1, B1 &amp; C1</b>	<b>Fire Escape stairs</b>	<b>Morning Lines in Senior Yard <i>via 'New'</i> <i>Fire Escape Door onto field</i></b>
<b>J Classroom K Classroom L ASD Room</b>	<b>Fire Escape doors onto field</b>	<b>Morning Lines on the Yard and ASD Senior Yard area.</b>
<b>E, F, G, H &amp; I</b>	<b>Fire Escape Doors</b>	<b>Middle Car Park gate</b>
<b style="color: cyan;">Seomraí M &amp; N</b>	<b style="color: cyan;">Class door</b>	<b style="color: cyan;">WALL between 'middle Carpark gate' and 'car exit' gate</b>
<b>All other rooms/offices</b>	<b>Main</b>	<b>Middle Car Park</b>

<b>not listed</b>	<b>door</b>	<b>gate</b>
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## Fire Drill Procedure (each term)

St. Joseph's, Kilcock

\* In interest of H&S it is the BOM's direction that: All school bags should always be stored closed and underneath tables. Books should be in cubby holes OR in boxes stored on shelving unit as supplied.

- When **alarm sounds**, children **stop immediately** whatever they are doing.  
Tuck in chairs, store bags and walk **quietly** to their *Líne*.
- Nominate **2 pairs of children** for front and end of line – ‘**Fire Chiefs**’: **2** ‘**door holders**’ and **2** to check toilets.
- Teacher gets a **Class List**, asks for **silence** and **counts the children** ensuring all are present or accounted for - *with a Support Teacher? on an errand? in toilets? etc.*
- Teacher **opens classroom door** and signals for **line to proceed** to their designated Assembly Point. *(If you have another adult with you, please allow one adult at each end of the Líne)*
- Children **line up** at the Assembly point and teacher **counts them again**.
- The Principals have responsibility for their own specific area. *(CD Middle Car Park Gate, EC Senior Yard/morning lines, AMcQ pedestrian path)*

- After the 'All Clear' by the Principal each class may return to their classrooms.

## **APPENDIX 2: SAFETY INSPECTION CHECKLIST (as applicable)**

### **Good Housekeeping at School**

- Is there any litter or rubbish accumulated?
- Are any of the floor surfaces slippery or uneven?
- Are all the stairways fitted with sound bannister or rail?
- Are they adequately lit?
- Are there any light bulbs in need of replacements?
- Is the school heating system (including radiators in rooms) kept in good order and regularly serviced?
- Are swing doors allowed to swing freely without restraint?
- Are any of the light switches or sockets broken or in a dangerous condition?
- Are cupboards, fixed blackboards, display units stable?
- Is any classroom furniture damaged?
- Are there any sharp edges or corners on the furniture?
- Is the level of illumination adequate for the activities undertaken in the room?
- Are doorways and exits free from obstruction by equipment or activities?
- Are mats of non-slip material fastened securely to floor surface?

### **Halls and Gymnasium**

- Are any of the floor surfaces slippery or uneven? Is there a danger of splinters from wooden floors?
- Are brackets, securing ropes, wall bars etc sound?
- Are wooden beams, benches etc free from splinters?
- Is PE equipment stacked securely and positioned so that it does not create a hazard while other activities are being carried out? Are fixed items regularly inspected?
- Are there any broken tiles or sharp edges in the showers?
- If there is a stage, are any steps damaged, do curtains run freely; is stage lighting properly wired and earthed and stored away when not in use?

## **Doors and Windows**

- Have any doors
  - loose or broken hinges
  - damaged or sticking catches
  - broken wood panels or glass panels
  - are glass panels safe and of the right type
  - loose or stiff handles?
- Are there any opening windows which will not open without undue force? Do windows,
  - when being opened, jut out dangerously?
- Do open windows on upper floors have restraining catches or do they leave gaps which small children might fall out of?
- Is a window pole available for opening/closing high windows?

## **Classrooms**

- Are floors/floor covering kept in good repair? Any trip hazards?
- Can openable windows be opened with risk?
- Are radiator valves capped?
- Are fixed guards provided around room heaters and very hot surfaces?
- Are materials and equipment stored safely so that shelves are not overloaded?
- Are large items stored at low level?
- Is metal shelving properly erected and secure?
- Are cleaning materials and other chemicals stored in locked cupboards and separated to avoid potential fire, explosion or gas hazard?
- Is electrical equipment stored out of reach of children or protected from access?
- Is flexible cable to electrical equipment in good condition?
- Are there any trailing leads to electrical equipment?
- Are plugs and sockets in good condition? Are plugs fused correctly?
- Is electrical equipment maintained in safe, efficient working order?

NB the repair and maintenance of any electrical equipment must only be undertaken by a competent electrician.

- Is there any hazard arising from crowded classrooms?

## **Kitchen Areas**

- Is fire blanket placed in prominent position?
- Are mains isolating switch left in “OFF” position or plug withdrawn from socket outlet when
  - cooker not in use?
- Are food preparation surfaces maintained in a hygienic condition?
- Are sink and washing up facilities satisfactory?
- Are food materials kept in hygienic conditions and in an area free from potential contamination?
- Are any stainless-steel sinks earthed?

## **Cloakrooms and Toilets**

- Are coat racks/pegs maintained in safe condition?
- Are walkways clear of obstruction? Satchels, shoe bags etc should be hung on pegs.
- Are sanitary facilities adequately maintained?

- Are hand-washing/drying facilities available?
- Are cleaning materials - bleach, etc and stored safely in an area which is kept locked when not in use (with a sign to this effect).

### **Staff Room**

Is electrical equipment maintained in safe working order?

Are plugs, sockets, leads in good condition?

Are plugs fused correctly?

Is floor/floor covering kept in good repair? Any trip hazards?

### **Boiler Room**

- Is there safe access to the boiler room?
- If access is by steep flight of steps, is a handrail provided?
- Is ventilation adequate in a boiler room?
- Is lighting adequate?
- Is boiler room free of combustible material?
- Boiler rooms **MUST NOT** be used as storerooms.
- Are walkways clear of obstruction?
- Is access to boiler controls readily available?
- Is lagging damaged?

### **Playground**

- Are outside play/PE appliances (climbing frames etc) securely anchored? Are there protective mats or rubberised surfaces to guard against falls on concrete surfaces? Is there excessive gravel?
- Are they inspected on a yearly basis by a competent contractor?
- Are playground surfaces properly maintained?
- Is playground/field clear of broken glass and other hazardous material?
- Are facilities for the storing of refuse adequate?
- Is it stored safely?

### **Outside the Building**

- Are there any uneven/broken/cracked paving slabs?
- Are outside steps sound and secure - is there a firmly fixed handrail? Are steps to temporary buildings safe? Wooden steps are often placed weather-side and can rot easily, becoming a danger.
- Are holes for goalposts, netball posts, tennis posts etc covered when the posts are not in position?
- Are playing fields and sand pits free from glass etc?
- Is chain link fencing properly anchored and are there any dangerous projections?
- Are parking facilities for cars and cycles safe in regard to the presence of children? Is there adequate external lighting particularly over steps, projections, etc.
- Have builders left any potentially dangerous mounds of earth, rubble or equipment on school grounds.

### **Storerooms Areas**

- Are storerooms securely locked?



- Are books, equipment, cleaning materials stored safely with heavy and large items stored at low level so that shelves are not overloaded.
- Is shelving secure?
- Is floor space clear of obstruction?
- Can isolating switches and valves for mains services be easily reached in emergency?
- Are they adequately labelled?
- Is a key available to shut off the gas supply?
- Are cleaning materials, chemicals etc, stored only in containers provided by the supplier and adequately labelled? Are flammable liquids stored in a flameproof metal cabinet or separated?

## **Workshops**

- Are floors/floor covering kept in good repair? Any trip hazards?
- Can openable windows be opened with risk?
- Are radiator valves capped?
- Are fixed guards provided around room heaters and very hot surfaces?
- Are materials and equipment stored safely so that shelves are not overloaded?
- Are large items stored at low level?
- Is metal shelving properly erected and secure?
- Are cleaning materials and other chemicals stored in locked cupboards and separated to avoid potential fire, explosion or gas hazard?
- Is electrical equipment stored out of reach of children or protected from access?
- Is flexible cable to electrical equipment in good condition?
- Are there any trailing leads to electrical equipment?
- Are plugs and sockets in good condition? Are plugs fused correctly?
- Is electrical equipment maintained in safe, efficient working order?

NB: The repair and maintenance of any electrical equipment must only be undertaken by a competent electrician.

- Is there any hazard arising from crowded classrooms?
- Are any of the light switches or sockets broken or in a dangerous condition?
- Are cupboards, fixed blackboards, display units stable?
- Is any classroom furniture damaged?
- Are there any sharp edges or corners on the furniture?
- Is the level of illumination adequate for the activities undertaken in the room?
  
- Are doorways and exits free from obstruction by equipment or activities?
- Are mats of non-slip material fastened securely to floor surface?
- Drawing and cutting implements - compasses should be equipped with their own pencils and not used as general writing implements: -
  - scissors should have rounded (not pointed) edges;
  - guillotines must have guards; and
  - safety knives should be used for artwork
- Are all machines suitably and sufficiently guarded?
- Is all machinery checked by a competent person on at least a yearly basis?

### APPENDIX 3: Working Alone Policy

Ideally, staff should not work alone in St. Joseph's NS, Kilcock as there are risks involved such as assault, accident or sudden illness. Any staff member wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers.

In addition, if you choose to work alone in the school you are requested to take the following precautions:

- If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going
- Park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- If possible, carry a mobile phone with you
- Lock the doors and close the windows to prevent intruders
- Avoid working outside of the main building
- Do not work at heights on a ladder or steps
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- Do not go into attics or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are and your estimated time of arrival home
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also, when working alone, do not attempt any tasks

which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

## BOM Safety Reps Annual Audit August 2020

- **Internal H&S Audit Details**

- Personnel; Audit conducted by Format: Members of the Board of Management
  - A risk identification was carried out as a *walk-around*.
  - Risk assessment categories:
    - General
    - Slips-trips-falls Hazards
    - Fire
    - First Aid
    - Manual Handling
  - Ann McQuillan (Principle) will provide verbal clarification of aspects of the St Joseph's NS Health & Safety Statement (Notes will be recorded on Page 19 of this document)

- **Risk Assessment**

Rooms where risks were identified are highlighted in the risk assessment (Tables 1.1 and 1.2)

**Table 1.1: Risk assessment for Main School Building**

<b>Location (Main Building)</b>	<b>Hazard Identified</b>	<b>What is the risk?</b>	<b>Actions required</b>	<b>Person Responsible</b>
<b>Corridors</b> Computer Staff/Room Corridor	Fire extinguishers are on the ground (not wall mounted)	Trip hazard	Mount cylinders on to wall brackets as per the fire extinguishers on the opposite corridor	
Room 18 (store room)	No smoke alarm	Fire will not be detected before it	Install farm alarm as per other rooms	

		takes hold		
Room 22 (Cleaning products' Store Room)	Hazardous Chemicals in unlocked store	Child will come in contact with hazardous cleaning fluids	Keep store locked when not supervised	

Note: All rooms in the main building were inspected. The risks identified are listed in Table 1.1. No other risks were found.

**Table 1.2: Risk assessment for Main School Building**

<b>Location (Prefabs)</b>	<b>Hazard Identified</b>	<b>What is the risk?</b>	<b>Actions required</b>	<b>Person Responsible</b>
Seomra A	Loose cables on ground	Trip hazard	Cable re-routing or movement of electrical sockets Ceiling mounting of projector as per other classrooms	
Seomra B1	Loose cables on ground	Trip hazard		
Seomra B1	Unmarked step with no bannister (between B and B1)	Fall hazard	Put in bannister	
Seomra C, D, E, F, G	Emergency Exit signs not lit	Signs not visible if smoke present or in darkness	Identify reasons and rectify	
Single prefab at end of corridor*	Unmarked shallow step with sharp edges at entrance	Trip hazard	Build small ramp	
All prefabs accessed	Shelving not secured to the wall	Shelving and contents will fall on staff or pupils	Fitting of new brackets to attach the shelving to the walls	
All prefabs accessed	Shelf collapse	Contents will fall on staff or pupils	Strengthen shelf supports. Draw up shelf loading protocol with an indication of the maximum permitted load	

### **Notes from Health & Safety Audit by BOM**

- Catherine McNally-Codyre has received further training in First Aid and to provide assistance to staff/children if and when needed.
2. All staff, including new staff are aware of the Health and Safety policy of the school. It is displayed in the Staff room, available on the server and school website.
  3. The Principle will ensure H&S is on the agenda at In-Service training and staff meetings
  4. There is a Fire Drill each term.
  5. The first aid boxes are well stocked.