

SAFETY STATEMENT

OF

Lucan East Educate Together National School

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Co Dublin.**

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**Health & Safety Statement
Lucan East Educate Together National School**

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Section 1 Introductions

1.1 School Background Information

Lucan East Educate Together National School was officially opened in Lucan, Co. Dublin in 2008 and provides a safe, friendly learning haven for boys and girls in an Educate Together primary school environment. It is committed to the aims and principles of the revised (1999) primary school curriculum. It celebrates the uniqueness of each child as expressed in each child's personality, intelligence and potential for development. This school seeks to nurture the child in all dimensions of his/her life – spiritual, moral, cognitive, emotional intelligence, imaginative, aesthetic, social and physical.

An extension was added to the school in 2011.

This school seeks to cherish and challenge children in a safe, secure and attractive learning environment. The school aims to provide quality learning experiences that are engaging, enriching and enjoyable through a broad, balanced and relevant curriculum.

The school sees itself as an integral part of the local community. The charter of Educate Together states that our school must be:

- Child centred
- Democratically run
- Equality Based
- Co-educational

This ethos is best exemplified through the quality of all relationships in the school which are based on dignity for each person: child, parents, teachers, staff and all visitors to the school.

Lucan East Educate Together National School seeks to be a warm and welcoming place, respectful and accommodating of diversity in race, culture, religion, gender and ability. The school strives to provide an inclusive environment responsive to the needs of all. The school also aims to promote equality in all areas and to provide extra support for any child with a learning disability, difficulty or problem through the school's support structure.

The school also values its relationships with all parents and the local community and seeks to continue to work in partnership with all sections of the school community in order to ensure the best interests of each child are served. The school is a learning environment that promotes and values lifelong learning for all, including staff.

1.2 Objectives of Safety Statement

The objectives of this Safety Statement are as follows:

- ❑ To demonstrate the school's commitment in writing to safeguarding the health & safety of all staff, pupils, sub-contractors and visitors and to also ensuring that all health & safety laws and standards are reviewed and maintained.
- ❑ To provide a controlled document accessible to all staff at *Lucan East Educate Together National School* in order to record the evolution of the school's health & safety policy which becomes necessary due to the changing environment.
- ❑ To provide evidence that all policies used to ensure health & safety objectives are implemented & documented in order to assist those who must execute them, while also providing a reference for those who need to assess and audit the levels of health & safety being achieved.

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- To help identify any training requirements that need to be fulfilled for suitably qualified personnel to carry out the policies contained within this manual.

1.3 Health & Safety Policy of Lucan East Educate Together National School

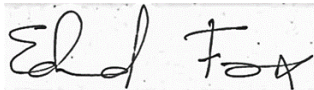
It is the intention of the Board of Management that all school work and associated activities at *Lucan East Educate Together National School* will be conducted in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and Safety, Health & Welfare at Work (General Application) Regulations 2007 and that all reasonable practicable measures will be taken to avoid risk to all its pupils, staff, sub-contractors, visitors or others who may be affected.

The principal has the responsibility for implementing this policy and ensuring that all health & safety considerations are always given priority in planning and day to day supervision of work.

All staff members and contractors are expected to co-operate with the Board of Management in carrying out this policy and must ensure that their own work, insofar as is reasonably practicable, is carried out without risk to themselves or others.

The safety representative shall represent the interests of all staff members and pupils with respect to health, safety & welfare and reference should be made to this person in the event of any difficulty arising in the implementation of this policy. The safety representative does not have responsibilities with respect to the implementation of health and safety in this school but is entitled to report on all safety issues that concern pupils, staff, parents and visitors to the principal / Board of Management.

The principal and Board of Management will monitor the operation of this statement which will be available throughout the school. In addition the organisation and arrangements for implementing this policy will be available for reference for any staff member, sub-contractor, parent or visitor as required.



Principal

Lucan East Educate Together National School

22nd March 2017

Issue Date

1.4 Safety Management System

Lucan East Educate Together National Board of Management is committed to effectively managing and controlling hazards and the risks associated with the workplace. This shall be achieved by incorporating a safety management system into the overall management system for the school. The safety management system is based on the principles of

- Plan
- Do
- Check
- Act
- Review

Before implementation of health and safety policy management will meet to make a plan of action to fulfil the commitments and policies set out in the safety statement. An effective management structure will be put in place with responsibilities and targets being allocated to managers and members of staff.

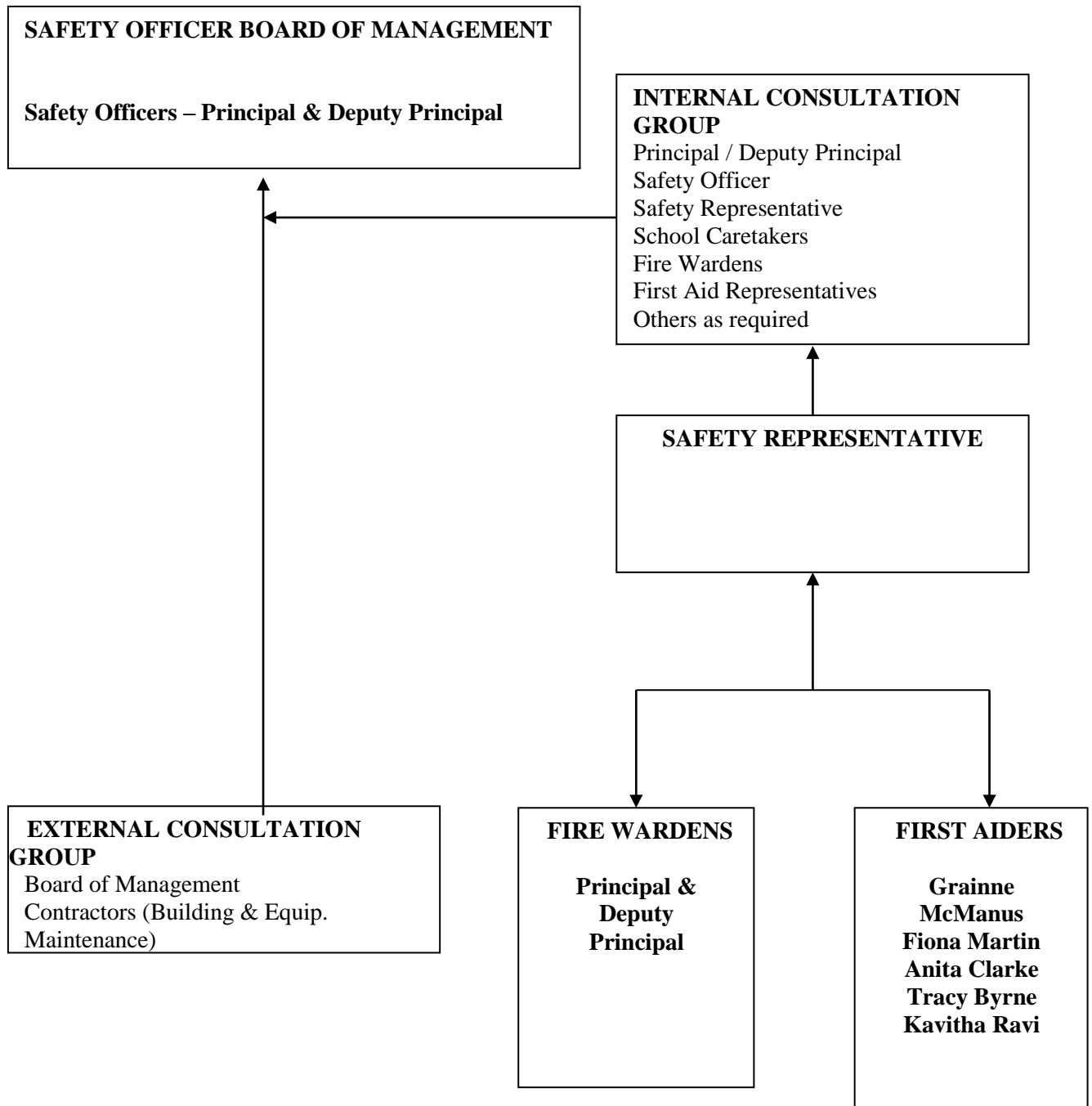
Health and safety policies will be implemented in a systematic approach. Hazards will be identified and attempts will be made to eliminate them through the selection and design of facilities, equipment and processes. Where this is not possible risk assessments will be carried out and appropriate measures to minimize these risks will be put in place such as, safe work practices and physical controls. Personal Protective Equipment (PPE) will only be considered as a last line of defence and will not be used a primary source of protection. Performance standards will be established and these will be used as a means of measuring the success of the safety management system.

Effective safety management systems are underpinned and enhanced by fostering a safety culture. This culture will be created by encouraging the participation of all members of staff by motivating and empowering them through training and positive reinforcement. Staff will be consulted on issues of safety and will be given the opportunity to make representations regarding any failings in the system, and suggest any reasonable, responsible, and practical changes to improve health and safety policy. Safety committee meetings will be held regularly and managers will lead by example to promote safe behaviour among employees.

Management of *Lucan East Educate Together National School* strive to constantly improve the health and safety management system and how it performs, this is achieved by reviewing the system through regular measurements of performance and an annual audit of the overall system. Benchmarks are set to outline acceptable levels of performance and are based on internal best performances and industry standard. The current performance of the school will be compared to this standard. Multiple factors will be taken into account such as premises, equipment, materials, systems of work, employees and their behaviour. Where good standards are not achieved, those factors will be examined to identify the immediate and underlying causes. Any appropriate actions to correct such problems will be implemented.

An overview of the system is given on the following page.

1.5 Health & Safety Resources



1.6 Safety Statement Roles & Responsibilities

1.5.1 BOARD OF MANAGEMENT - SAFETY OFFICER / PRINCIPAL RESPONSIBILITIES

- a) It is the Board of Management's responsibility to ensure that a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- b) Ensure that the school has written risk assessments.
- c) Ensure that safety statement is reviewed at least annually and when changes that might affect workers' safety and health occur.
- d) Review school's safety and health performance.
- e) Allocate adequate resources to deal with safety and health issues.
- f) Appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at school.

1.5.2 SAFETY REPRESENTATIVE ROLE

The safety representative of *Lucan East Educate Together National School* is entitled to engage in the following activities as required:

- a) Consult with and make recommendations to the Board of Management on all safety, health & welfare matters relating to all employees working for the school.
- b) Investigate accidents & dangerous occurrences on the school grounds in order to find out the causes and to help identify any remedial or preventive measures necessary.
- c) Consult the Health & Safety Authority / Inspector either orally or in writing about any aspect of safety, health and welfare in this school. The safety representative may receive advice and information from the Inspector on such matters.
- d) Carry out inspections in the school grounds to identify hazards and risks to safety & health
- e) Discuss health & safety matters in confidence with other employees.
- f) Investigate situations where there is reasonable fear of risk of personal injury to employees represented or where complaints have been made by employees about potential hazards
- g) Engage with the Health & Safety Authority / Inspectors upon arrival at the school

1.5.3 STAFF RESPONSIBILITIES (BOTH TEACHING AND NON-TEACHING STAFF)

Staff have general statutory obligations under the Safety, Health and Welfare at Work Act, 2005, Chapter 2 Section 13, which includes the following:

Employees must:

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect their own safety, health and welfare and the safety, health and welfare of other persons who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger their own safety, health or welfare at work or that of any other persons and to comply with the intoxicants at work provisions in the Safety Health and Welfare at Work Act 2005.
- Co-operate with their employer or any other person, to enable their employer or the other person to comply with the relevant statutory provisions, as appropriate.
- Not engage in improper conduct or other behaviour that is likely to endanger their own safety, health and welfare at work or that of any other persons.

- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by their employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by them.
- Having regard to their training and the instructions given by their employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment.
- Report to their employer or to any other appropriate person, as soon as practicable:
 - any unsafe act, i.e. work being carried out, or likely to be carried out, in a manner which may endanger their own safety, health or welfare at work or that of any other person,
 - any hazard, i.e. defect in the place of work, the systems of work, any article or substance which might endanger their safety, health or welfare at work or that of any other persons, or
 - any contravention of the relevant statutory provisions which may endanger their safety, health and welfare at work or that of any other persons, of which they are aware.

A person shall not intentionally, recklessly or without reasonable cause—

- misuse, damage or interfere with anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- place at risk the safety, health or welfare of persons in connection with work activities.

In addition Staff are reminded,

- a) It is each individual staff member's duty to adhere to safe systems of work as outlined in this safety statement while also complying with all instructions provided by the Board of Management
- b) Staff members are required to co-operate with the Board of Management on all health & safety issues and must highlight any defects in the buildings, equipment or the systems of work without delay.
- c) Co-operate with Board of Management in the implementation of the safety statement.
- d) Conduct risk assessments of their immediate work environment.
- e) Formally check classrooms to ensure that they are safe and free from defects.
- f) Check that equipment is safe before use.
- g) Select and appoint safety representatives.
- h) Co-operate with the school safety committee.
- i) Report accidents, near misses and dangerous occurrences to management without delay.

(Teachers Refer to Appendix 1 for Supervisor Safety Procedures)

1.5.4 SAFETY CONSULTATION GROUP RIGHTS

- a) The internal safety consultation group (principal, safety officer, safety representative, fire wardens, first aiders and caretakers) must ensure that the safety interests of all employees, pupils, visitors etc is represented in a structured manner.
- b) Other consultation groups that meet and review health & safety as part of their agenda include the board of management and parent-teacher groups.

Section 2 Arrangements for Safe Working

2.1 Safety Reviews

- 2.1.1 The safety representative has the right to represent all staff members and pupils when reviewing health & safety issues with management.
- 2.1.2 These reviews should include some or all of the following:
- Progress report on the implementation of the safety statement
 - Examination of the accident / incident record
 - Risk assessment review
 - Practical health & safety suggestions or solutions from management / employees
 - Safety & health training needs and reports on safety training courses attended by employees
- 2.1.3 The safety officer must track any safety issues for closure & implementation and ensure feedback is provided to all staff members and management, on the progress of the health & safety system.
- 2.1.4 The safety officer shall ensure that this safety statement is reviewed annually.

2.2 Safety Induction, Training & Awareness

- 2.2.1 Safety induction training for all employees shall be carried out by the safety personnel / management
The direct requirements of the job will be clearly explained to the individual involved with respect to all health & safety policies & standards.
- 2.2.2 It must be impressed on the employee that they have a responsibility for their own safety & the safety of others and for ensuring awareness of all relevant health & safety policies and standards.
- 2.2.3 The safety officer must ensure that effective systems in health & safety are maintained.
- 2.2.4 It is important to provide all new or temporary employees with a copy / access to the safety statement and information on the locations of all other health & safety policies & regulations.
- 2.2.5 All new employees shall be initially informed of any potential hazards and associated control measures in the work place e.g. fire evacuation procedures, accident & emergency preparedness etc
- 2.2.6 The safety officer shall also ascertain if new employees have any disability or illness which could prevent him / her carrying out certain tasks safely or if additional protective measures may be required.
- 2.2.7 Refresher training shall be provided as required to maintain or enhance competence and shall also include where appropriate; contractors, employees, self-employed people or temporary workers.
- 2.2.8 General health promotion and surveillance schemes may also be provided in order to contribute to the maintenance of the employees' general health and fitness, e.g. assessments of fitness for work, rehabilitation, job adoption following injury or ill-health or a policy on drugs or alcohol.
- 2.2.9 A Welcome Pack containing details of all school rules & routines including '**A Code of Behaviour and Discipline**' will be issued to all relevant personnel. This booklet provides procedures in order to ensure safe and orderly movement on the school campus. The full co-operation of all parents is expected and essential for the implementation of this code.

2.3 Safety Consultation & Representation

- 2.3.1** The Health & Safety at Work Act 2005 places a general obligation on *Lucan East National School* to consult with and to take account of any representations made by any employee for the purpose of giving effect to its statutory duties.
- 2.3.2** All issues raised must take into account the requirements as set out in the school safety statement and statutory regulations & codes of practice.
- 2.3.3** The safety officer has the right to ensure that this procedure takes effect with respect to the control of all safety issues & activities. (Reference Section 2.1, Safety Reviews)
- 2.3.4** The management of *Lucan East Educate Together National School* shall also:
- (a) Establish arrangements for securing co-operation with all staff on safety, health & welfare and allow employees to be consulted on the steps taken to safeguard their safety, health and welfare and on the measures to check how effective the safeguards have been.
 - (b) Enable employees to consult with management through the safety representative who will be made aware of all matters relating to safety, health & welfare in the school.
 - (c) Enable effective consultation / liaison with a wide range of bodies and individuals as necessary including:
 - Health & Safety Authority
 - Fire Service
 - Garda Siochana
 - The Coroner or the Courts
 - Sub-Contractors and Equipment Suppliers
 - Insurance Companies
 - The Media
 - Parents & the General Public
 - General Medical Practitioners, Specialists and Occupational Health Physicians
 - Local Authority Environmental Health Officers and Licensing Officials

2.4 Statutory / Internal Safety Notices

- 2.4.1** The safety officer shall ensure that all relevant statutory & internal safety notices are posted in the most appropriate areas throughout the school and externally as required, e.g. fire point, first aid, exit signs, speed limit signs, occupiers liability act etc.
- 2.4.2** Further information regarding all appropriate standards / notices, shall be supplied to the relevant personnel and explained by the most appropriate means, i.e. using the safety statement, policies, instructions, notices or training.
- 2.4.3** The safety officer shall also ensure that all current standards / notices are updated as required.

2.5 Accident & Emergency Preparedness & Response

2.5.1 The management of *Lucan East Educate Together National School* shall ensure that procedures are established and implemented to respond to minor and major accidents, to prevent & minimise the health & safety impacts associated with them.

2.5.2 Minor Accidents

- a) A minor accident is defined as an incident that happens to a pupil, usually by chance, and results in a small cut, graze or bruise that can be dealt with in school e.g. collision of fall in the yard, bumping into a person or a piece of furniture in the classroom.
 - b) Minor cuts and bruises are generally dealt with by the teacher on yard duty or by the First Aider.
 - c) The wearing of gloves is obligatory for everyone in this school when treating all injuries. After use, gloves are put into a plastic bag and discarded safely into the bin. All cloths or swipes used to wipe cuts and grazes are disposed in the same way after use.
 - d) In the event of a minor accident or injury, or when a pupil gets sick in school, the class teacher will either contact the parent / guardian him/herself or ask the personnel in front office to do so.
 - e) If the pupil is well enough to stay in school after a minor accident or sickness, the class teacher will speak to the parent / guardian when going home or will send a text message to inform the parents / guardian about the minor accident or sickness.
 - f) If the teacher is in doubt regarding the seriousness of an injury to a pupil, s/he should consult the principal and/or safety representative who will make a decision as to the seriousness of the case and decide whether to seek competent medical advice or to call an ambulance.
 - g) A pupil who has a bad nose bleed should be removed from other children in the vicinity.
- N.B. Permission must be sought in advance from the Principal or Deputy Principal before a pupil is allowed to stay in the building at lunch-time.

2.5.3 Major Accidents

- a) A serious accident or injury is defined as an incident that happens to a pupil, usually by chance and results in an injury that is considered too serious for the school to deal with e.g. head injury, serious bleeding, loss of consciousness, suspected sprain or broken limb. In such cases the school will always seek competent medical advice and treatment. A serious sickness could be brought about by the sudden onset of a potentially serious medical condition from which the pupil is already suffering and/or for which s/he is already on medication e.g. asthma, epilepsy etc
- b) Serious accidents must be reported immediately to the principal, deputy principal and/or the safety representative
- c) In the event of a serious accident or the sudden onset of sickness, an ambulance will be called and the parent / guardian will be notified immediately
- d) If the parent / guardian is unable to get to the school or cannot be contacted, the pupil's class teacher will accompany the pupil in the ambulance and/or to the hospital. If the class teacher is unable to accompany the pupil, then another member of staff will do so.
- e) The safety officer / principal will oversee the closure of all internal reported accidents and will notify the insurance company, and H.S.A. regarding serious accidents.

2.5.4 Accident Record-Keeping

- a) All accidents, both major and minor are recorded in the yard book or accident and injuries record book (front office) by the teacher supervising at the time of the accident.
- b) The teacher supervising at the time of the accident must record the precise details of the accident in the accident book e.g. date and time, details of what happened etc and must also report the incident to the class teacher who will monitor the situation from there on and inform the parents / guardians where necessary.
- c) The safety representative will monitor and maintain the accident and injuries record book.
- d) All accident records must also be retained by the school until the pupils concerned turn twenty years of age as advised by the school's insurance company.
- e) In the event of a serious accident or injury the Accident Report Form will be used while all serious accidents will also be reported to the H.S.A. using Form IR-1 downloaded from the H.S.A. website.

2.5.5 Emergency Preparedness and Response

2.5.5.1 As well as developing & activating emergency plans the safety officer shall:

- test & rehearse safety plans & related equipment such as firefighting equipment & fire alarms.
- train personnel on what to do in the event of an emergency
- liaise with the emergency services

2.5.5.2 The safety officer / principal will oversee:

- The installation, availability and testing of suitable warning and alarm systems
- Emergency scenarios that might occur including the means for dealing with these scenarios
- Emergency procedures for the school, including the responsibilities of key personnel
- Emergency services details e.g. fire brigade, Gardai, ambulance services, doctor, etc
- Internal & external communications plan i.e. emergency contact numbers of management
- Training plans and tests that were conducted for effectiveness
- The availability of firefighting equipment and its maintenance log.

2.6 First Aid & Fire Controls

- 2.6.1 The safety officer / principal / safety representative shall ensure that adequate first aiders / first aid supplies are available when required and shall also activate the fire safety programme i.e. conducting elementary fire prevention, instruction and training, fire drills, maintaining fire equipment and completing evacuation procedures.
- 2.6.2 The exact location of all first aid / fire safety supplies must be made known to all employees or temporary staff and specific notices identifying its whereabouts must be posted.
- 2.6.3 Analgesics, pills or medications and supplies of such items should not be stored in any *Lucan East Educate Together National School* first aid boxes. Individual employees who believe they might have a need for these items must be responsible for their own supplies.
- 2.6.4 The Board of Management requires parents, whose children need medication during the school day to inform the board / principal of same and to sign an indemnity form removing the responsibility from the school for the administration of such medication. No unauthorised medication should be given by teachers or other school employees looking after children in school who fall ill (e.g. disprin for headaches etc)

- 2.6.4 The safety officer shall ensure that the fire alarm system is tested on a regular basis with all results recorded and will also ensure that the fire action plan is prominently displayed in the school. (Refer to Appendix 2 for *Lucan East Educate Together National School* fire drill procedures)

2.7 Safety Procedures for Sub-Contractors

- 2.7.1 All sub-contractors are expected to manage their work activities and employees in a safe manner as per the provisions of the *Safety Health and Welfare at work Act 2005*, *Safety health and Welfare at Work (General Application) Regulations 2007*, *Safety Health and Welfare at Work Construction Regulations 2013*, and any other relevant legislation.
- 2.7.2 All sub-contractors will be expected to comply with the school's policy for health & safety and must ensure that their own safety statement, method statement and risk assessment are made available for inspection before any work commences.
- 2.7.3 All sub-contractors must complete a hot work permit if required, before any building / maintenance work can be conducted on the premises. Sub-contractors must take all reasonable steps to avoid interference with normal activities in the school.
- 2.7.4 *Lucan East Educate Together National School* reserves the right to verify any sub-contractor's insurance arrangements.
- 2.7.5 Sub-contractors must also ensure any equipment brought into the school / surrounding areas is safe & in good working order, fitted with all necessary guards and safe devices while also possessing the necessary certificates for safety inspections.
- 2.7.5 Staff of *Lucan East Educate Together National School* must be notified of any material or substance brought into the school grounds which has health, fire or explosive risks. Such materials should be stored and used in accordance with current recommendations. Safety Data Sheets (SDS) must be supplied as requested.
- 2.7.6 Scaffolding & other access equipment brought into the school grounds by sub-contractors & their employees must be erected and maintained in accordance with the Regulations Code of Practice.
- 2.7.7 Any injury / incident sustained by any sub-contractors' employee whilst working in the school or surrounding areas must be reported immediately to the management / safety representative of *Lucan East Educate Together National School*.

2.8 Personnel Protective Equipment (P.P.E)

- 2.8.1 The Safety Officer has a special responsibility to ensure that all caretakers / staff are supplied with, trained in the use of, and consistently use personnel protective equipment (PPE) where required.
- 2.8.2 All caretakers / staff shall understand the need for P.P.E. and shall carry out work with P.P.E. in conjunction with all appropriate policies and standards but in particular the following:
- a) All safety equipment purchased by the school must comply with approved standards
 - b) Eye protection will be provided as required to protect eyes from dust, flying particles, fumes, radiant heat and light which is likely to be injurious

c) Hearing defenders will be carefully selected for caretakers working with hazardous noisy equipment to ensure the correct level of noise alteration is obtained. This is important, as noise is not only dependent on loudness, but also frequency.

e) Overalls, fluorescent vests, gloves and safety shoes are also available as required.

f) All P.P.E. selected and used shall be in accordance with the 2005 Health & Safety Act and the General Application Regulations 2007.

2.8.3 The Safety Officer / Safety Representative shall ensure that adequate supplies of all necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature shall be obtained to acknowledge receipt and correct use for the equipment.

2.8.4 The Safety Officer / Representative shall also inform any employee or contractor of both statutory and school policy requirements in relation to P.P.E. Any person not complying with these policies will be instructed to stop working immediately until P.P.E. is obtained and used.

2.9 Employee Welfare Facilities

All necessary welfare facilities required by legislation will be provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

2.9.1 REST ROOMS, AND EATING AND DRINKING FACILITIES

Employees will be supplied with safe drinking water at easily accessible locations. All employees will be provided with necessary facilities to allow them to prepare and consume food. This will be located away from work processes which may cause contamination of food and will include equipment such as a kettle for boiling water, a refrigeration unit to store food and a means for heating food. Employees will also be provided with tables equipped with a surface which is easily cleanable and suitable seating. Where staff members are undertaking strenuous work or work which involves standing for prolonged periods of time and do not possess offices or work stations where they may relax, the eating facilities shall be equipped with chairs possessing backs.

2.9.2 TOILET FACILITIES

Employees will be provided with adequate toilet facilities, these facilities shall be segregated by gender where more than one person may enter the facility at once and the door cannot be locked from the inside. Employees shall be provided with adequate amounts of soap and hot and cold water with which to wash their hands, the temperature of the water shall be moderated to prevent accidental scalding. Employees will be supplied with appropriate apparatus with which to dry their hands and practices such as using one towel per bathroom will not be used. In addition, female toilets will be equipped with proper bins for the disposal of sanitary towels, and the urinals in male toilets shall be positioned where they cannot be seen from the doorway. Toilets will not open directly onto the work environment unless there is adequate ventilation nor will they open directly into an eating area under any circumstances.

2.9.3 CLEANING AND MAINTENANCE

Management at *Lucan East Educate Together National School* will ensure that all staff welfare facilities are kept clean and tidy, and that any damage is repaired immediately. Employees are reminded that they must not abuse any facility provided and that they are required to clean up after themselves and leave the facilities as they found them.

Section 3 Safe Methods of Work

It is the policy of *Lucan East Educate Together National School* to ensure that tasks are within the competence and capacity of each employee and the systems of work will be designed with that purpose in mind. They will include consideration for the safety and health of children, visitors/contractors.

3.1 Safe Access and Egress

In order to ensure that *Lucan East Educate Together National School* employees have a safe access and egress to and from their place of work at all times, the following controls will be maintained on the school premises:

- All materials and equipment will be stored safely as to avoid obstruction of any fire or safety appliance, firefighting equipment or emergency exits on the school premises.
- *Lucan East Educate Together National School* is wheel chair accessible.
- Children do not have access to the car park during school hours.
- Parents are requested not to admit anyone else into the school whilst entering or leaving unless they know them. We ask all parents and staff to check that all doors are securely closed behind them, at all times.
- Staff will know which children are present at all times and they will be adequately supervised.
- Safety checks are done regularly to ensure that no child can leave the premises undetected.

The following will be maintained where applicable;

- Good housekeeping standards will be maintained at all times and equipment will be stored away safely.
- Access routes, hall ways and corridors will be kept clear of stored items and any other obstructions at all times.
- Cables and other trip hazards will not be run across work areas, class rooms/playrooms and spills will be cleaned up in a timely fashion.
- Adequate lighting will be provided during the winter months where employees are working to allow for safe access and egress if required.

3.2 Administering Medicines

Please refer the Lucan East Educate Together National School police for the administration of medicines

3.3 Transport

Occasionally children may go on outings and *Lucan East Educate Together National School* will ensure that a risk assessment is completed prior to any outing (*see Risk Assessment Forms*)

The following procedures are used.

- All vehicles will be insured for the purposes of transporting children including Public Liability Insurance.
- All vehicles will be properly taxed and have a valid NCT certificate.
- All children will be securely seated and belted at all times.
- Children will never be left unattended.
- Who are 150cm in height and weighing less than 36 kilograms (i.e. generally children up to 11/12 years of age) must use an appropriate child car seat when travelling in cars
- Drivers transporting children will have a valid, current and clean driving licence appropriate to the vehicle in use.
- Children / adult ratios as defined by the insurance policy will apply at all times. A minimum of two adults will travel with children.
- The vehicle must be maintained in an appropriate manner, adhering to the manufacturer's instructions in relation to road worthiness and routine service.

-
- The vehicle should be fitted with a hands free mobile phone for emergency use or the second adult should have use of a mobile phone.

Bus

- While seated on the bus children are forbidden to change seats or move around and noise is kept to a minimum as not to distract the driver. Children are always to wear their seatbelts.
- Children will never be left unattended on the bus and appropriate hand rails are used to ensure safety while getting on and off the bus. An adult is always to be at the door at these times.

3.4 Fire Safety

Suitable firefighting equipment will be provided to meet the safety requirements of *Lucan East Educate Together National School*. Fire hazards will be assessed to ensure that each area is equipped with appropriate firefighting equipment and that its use does not pose a risk to staff, e.g. water extinguishers will not be issued to areas where there is a risk of an electrical fire. All firefighting equipment is provided to allow trained individuals to deal with incipient fires. Personnel should not attempt to tackle large fires or fires which are spreading rapidly.





All *Lucan East Educate Together National School* fire-fighting equipment is tested and serviced annually by certified contractors. In accordance with the recommendation of the appropriate *Irish Standard I.S. 291.1998* for fire equipment, 30% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

Lucan East Educate Together National School employees are made aware of the potential of fire hazards as a result their activities and smoking on site is forbidden. All employees will take reasonable care in their work activities to ensure that they not generate any potential fire hazards. Any flammable liquids used on site will be stored away from heat sources in suitable containers which will be kept sealed to avoid build-up of flammable vapours.

Smoking is not permitted on or adjacent to *Lucan East Educate Together National School* premises. All firefighting equipment located on the premises of *Lucan East Educate Together National School* will be in accordance with the requirements of the area that it is being located, and will meet the required classification for that area based on the classifications as per I.S. 290: 1986 standard.

The chart on the below outlines the correct use of the most commonly available fire extinguishers. Please note that CO₂ extinguishers should not be used on paper or light material as they may spread burning fuel causing the fire to further spread.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

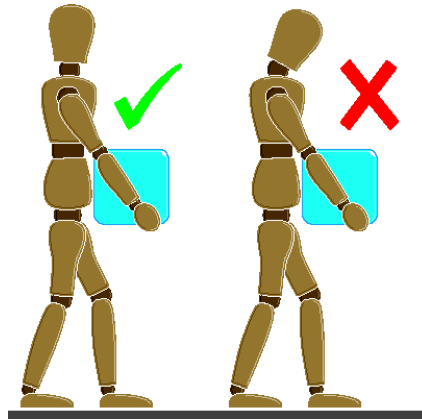
3.5 Children’s Toilet Facilities

To ensure safety and hygiene in children’s bathrooms the following provisions will be made;

- Water is thermostatically controlled and does not exceed 43 degrees C
- Sinks and toilets and shower controls are at appropriate heights for the children using them.
- Antibacterial soap is available at all times.
- Children use their own individual towels brought from home.
- Toilet paper is available.
- Doors that lock are un-lockable from the outside.
- Separate boys and girl’s toilets are available to children.

3. 6 Manual Handling

All relevant *Lucan East Educate Together National School* employees will be trained in safe manual handling techniques. Appropriate equipment (such as trollies) will be used to reduce the level of manual handling carried out by *Lucan East Educate Together National School* employees where possible. *Lucan East Educate Together National School* employees will not attempt to lift loads beyond their physical capacity. The guidelines on the following pages should be used by all *Lucan East Educate Together National School* employees when undertaking manual handling operations.



Carry items at midriff height and keep your back straight

- Avoid sudden and awkward movements while lifting.
- Check for rough surfaces, sharp or jagged edges, splinters etc. and use appropriate protective clothing at all times.
- Do not allow the object being lifted impede your line of vision.
- Avoid slippery or other unsafe surfaces.
- Where necessary e.g. carrying items up stairs, break heavy or large/awkward loads into smaller, more manageable loads.
- When making frequent trips or carrying items of over a long distance, take sufficient rest breaks between or during trips to prevent muscle fatigue and injury.
- All lifting will be carried out using the 8 principles of lifting:
 - Size up the load, make certain of good balance
 - Keep the back as straight as possible
 - Use the strong leg muscles rather than the weaker back muscles
 - Carry the load close to the body
 - Watch where you are going
 - Make sure the hands and feet are clear in placing loads
 - Always ask for help when needed
 - Use mechanical equipment where possible.

3.7 Electrical Safety

Lucan East Educate Together National School shall obtain the services of a qualified Electrician to carry out Electrical maintenance and repair when required. All electrical work carried out at Lucan East Educate Together National School will be completed to I.E.E. Regulations and the Electro-Technical Council of Ireland standards.



All persons carrying out electrical works at Lucan East Educate Together National School must adhere to the following safety guidelines

- When working with electrical equipment, i.e. Control panels etc., isolation must be achieved, locking off where appropriate.
- Where it is not possible to or practical to isolate the system, a second person will be in attendance to act as a watchman, to prevent accidental use while work is in progress.
- Unused or redundant cables should be identified and terminated in suitable enclosures at both ends.
- When isolating electrical equipment always ensure the following:
 - The correct identification of equipment does not depend on labels/tags as they are not always correct.
 - Remove mains and control circuit fuses or switch off circuit breakers.
 - Lock isolator, circuit breaker or any other type of isolation device in the off position at both source and field.
 - Attach appropriate labels to isolated equipment (lockout/danger tags).
 - Always double check that equipment is totally isolated with volt meter at both source and field.
 - Never rely on automatic isolation systems such as photocells interlocks etc. for isolation, isolation should be physical not automatic.
 - Live electrical equipment must always be protected by appropriate doors; panel covers or other devices- live equipment must never be left unattended while exposed.



3.8 Cleanliness and Hygiene

Lucan East Educate Together National School will ensure that it complies with all the relevant legislation. To ensure the safety, health and welfare of the children, staff and parents who are in the school,

- We are committed to excellence in matters of cleanliness and hygiene. We implement good practice and work effectively to ensure workplace cleanliness and hygiene are maintained to a very high standard.
- All employees are required to follow the cleanliness and hygiene procedures.
- Our staff are responsible for the materials & equipment used and ensure they are clean, hygienic and safe at all times
- Children will be encouraged to care for their environment
- Cleaning routines and procedures are in place and are closely monitored and recorded

(See Cleanliness and Hygiene Policy)

3.8.1 DAILY CLEANING OF PREMISES

Lucan East Educate Together National School has a clean as you go policy

- Floor surfaces will be checked regularly, and damage reported to Management.
- Wet floors will be cordoned off and dried up as soon as possible.
- Any employee responsible for spillage must have it cleaned up immediately.
- Cleaning up of Children's spillage will be carried out by teachers.
- Hazard signs (Yellow Man) will be used for cleaning activities
- Defects found will be remedied immediately; the area will be made safe or cordoned off.
- Walkways / routes to exits will be kept clear.
- Doormats will be provided to wipe feet on entering premises.

-
- Rubbish / waste will not be allowed to accumulate.
 - Equipment with cables will be positioned in such a way as it does not pose trip hazard to staff, children or others.
 - On receipt of goods, all packaging / waste will be discarded in waste receptacle.

3.8.2 MANAGEMENT OF BODILY SUBSTANCES

The basic principle is to treat all body substances (i.e. urine, faeces, vomit, mucus and blood) as potentially infected and if workers are in contact with same to ensure that they are informed and protected.

Guidelines

- Disposable gloves must be available at all times
- If handling any soiled dressings, latex gloves must be worn and all waste materials placed in disposable bags provided for infectious waste
- If cleaning up blood spills or any bodily fluid substances, latex gloves must be worn
- Before cleaning up any spillage make sure that there are no sharp objects present which could cut or pierce you
- The spillage should be mopped up and the area cleaned thoroughly with a solution of one-part bleach and specific cleaning material to ten parts water. Any household bleach is adequate

3.8.3 MANAGEMENT OF BITES

- Most bites are not serious.
- Check the area to see if skin broken
- If not broken wash and dry the area with soap and water
- If the skin is broken clean with antiseptic and cover with a plaster. If the bite is more than superficial the child's parent should be called immediately and referred to the GP.

3.8.4 MANAGEMENT OF VOMIT

If a child or staff member vomits on site, cover the vomit thoroughly with anti-vomit substrate. A member of staff wearing household rubber gloves should clean the area into a plastic bag and then wash the area thoroughly with hot water and disinfectant.

3.8.5 HAND WASHING

- Hand washing facilities are always available for children and include hot (not exceeding 43 degrees C) and cold water, liquid soap and paper hand towels.
- Hand washing facilities are available in all toilets, the kitchen, and pre-school rooms.
- Children are encouraged and reminded to wash their hands after using the toilet, before eating and after playing outside.

Staff must wash their hands:

- before eating or drinking
- after going to the toilet
- after assisting children at the toilet
- after dealing with any body fluids
- after cleaning procedures
- after caring for sick children
- after handling soiled clothing or items
- after dealing with waste
- after removing disposable gloves and/or aprons
- after tea and lunch breaks
- after smoking

Hand Washing Technique

Wet hands under hot water (not exceeding 43⁰C for children to prevent scalding), apply liquid soap, rub vigorously paying particular attention to palms, backs, wrists, fingernails and fingers and rubbing between each finger and around the thumbs, rinse, dry thoroughly using disposable paper towels and turn off taps using the paper towel.

3.8.6 INFECTION

Infection control is most likely to be successful when the following three principles are followed

1. Hand washing should be used at every opportunity.
2. Immunisation: ALL children AND staff should be appropriately immunised.
3. Exclusion - Any un-well staff member or child should be excluded.

3.8.7 HEAD LICE

Head lice can be a common problem in school children. Head lice crawl and require head to head contact for transmission. It is our policy to be proactive and manage the treatment. Parents have a responsibility to adhere to all our recommendations, working together to address this common health concern.

- Parents have the primary responsibility for the detection and treatment of head lice
- Parents must check their child's head regularly, even if they don't suspect their child has head lice
- All cases must be reported to the Teacher. Parents must state when appropriate treatment was commenced
- Parents will be informed and advised on the correct procedures to take
- Notification will be displayed in the parents notice and information given if required
- Confidentiality will be adhered to in every case reported
- Children will not be accepted into the school with untreated head lice
- We suggest children with long hair should have it tied back
- The school will raise awareness as to the treatment of headlice

It is important to remember that anyone can get head lice, however infestation is more likely among small children due to nature of how they play. Head lice do not reflect standards of hygiene either in the home or school environment.

3.9 Play

Lucan East Educate Together National School aims to provide the appropriate accommodation, supports and opportunities both indoor and outdoor to support all areas of children's physical well-being, growth and development.

Staff must be vigilant and observant in their supervision of children to ensure the safety, health and wellbeing of the children at all times. Staff must be familiar with the environment and any possible hazards.

All areas of the setting are well supervised and appropriate levels of staff are present to ensure children have the freedom to move around and play safely.

3.9.1 Toys and Play Equipment

All play materials, toys and equipment are suitable, nontoxic and in a proper state of repair and are maintained in a clean and hygienic condition.

All play materials, toys and equipment are appropriate for their purpose and are of suitable design and conform to appropriate safety standards.

All play materials, toys and equipment are checked regularly for defects and are repaired or replaced as necessary.

All play materials, toys and equipment used are age and stage appropriate.

Children are shown and explained the importance of being careful with toys and objects, e.g. How to carry pencils, scissors, and chairs, and children are constantly supervised.

All play materials, toys and equipment are appropriately stored and tidied away when not in use.

We have procedures in place for checking and cleaning toys and equipment.

3.10 Supervision of Children

Young children are curious about their environment and see opportunities for exploration and investigation in their indoor and outdoor environment. Children are especially vulnerable and rely on responsible adults to care and protect them. Staff at *Lucan East Educate Together National School* are in a relationship of special trust – to ensure that no child comes to any harm while in their care. Staff must be vigilant and observant in their supervision to ensure the safety, health and wellbeing of the children at all times.

Staff must be familiar with the environment and any possible hazards.

3.11 Chemical Controls

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

In order to ensure that no harm comes to staff or children from the use of chemical substances at *Lucan East Educate Together National School*, the following safety procedures will be adhered to:

- Use of chemical at *Lucan East Educate Together National School* premises will be limited to those which have been authorised by the Board of Management. These chemicals will be obtained from a reputable supplier or purchased by an authorised member of staff.
- Safety Data Sheets (SDSs) will be obtained for all chemicals used on the premises.
- Staff will be provided with, and must use all PPE advised by the SDS.
- Spillage control and safe disposal procedures will be implemented in line with the instructions found in the SDS.
- Staff may not bring onto *Lucan East Educate Together National School* premises any chemicals without the authorisation of the Board of Management or the Health and Safety Representative.
- All chemicals will be stored securely out of reach of children when not in use; the storage area will be kept locked at all times.
- Only nontoxic child-safe chemicals will be used in the cleaning of children's facilities.
- Under no circumstances are contractors working on behalf of *Lucan East Educate Together National School* allowed to bring onto the premises any chemicals that may cause an injury to staff, children, or members of the public. Where it is necessary for a contractor to use any chemical, approval must be sought from the Board of Management and/or the Health and Safety Representative prior to the chemicals being brought on site. Contractors will be held responsible for any harm caused to persons if they do not inform management of the use of chemicals at *Lucan East Educate Together National School*.

Warning labels, such as those on the following page, are designed to alert users to the potential risks associated with the use of a particular substance. As of 2010 red, white and black symbols have been appearing on chemical packaging and Safety Data Sheets in accordance with EC 1272/2008. However, older packaging will still feature the Orange/Yellow and Black labels, which will be gradually phased out by 2018.

Control of Substances Hazardous to Health – General Signage (Pre 2010)



Control of Substances Hazardous to Health – General Signage (Current)



3.12 INTERNAL SCHOOL ENVIRONMENT

3.12.1 HEAT

- The indoor temperature will be maintained at to ensure that it goes no lower than 14 degrees C
- Surfaces of radiators, pipes or heaters should not exceed 50 degrees C.
- Protective guards will be used on all heaters to prevent burns.
- All heaters are thermostatically controlled

3.12.2 LIGHT

Suitable and adequate means of natural lighting are provided, supplemented by safe and suitable artificial lighting where necessary.

3.12.3 VENTILATION

- Suitable and adequate means of ventilation for the premises will be provided.
- Windows are opened daily to ventilate the premises.
- All windows are fitted with safety catches to prevent them from opening fully.

3.12.4 STAIRS

- Children will always be supervised on stairs and steps
- Bannister handrails are fitted to a height suitable for adults and children
- Children will walk on the left hand side of the corridor while walking around the school

3.12.5 DOORS

- Doorways are kept clear of obstructions
- Fire doors are unlocked and fitted with an overhead door closer.
- Doors to areas that are off limits to children will be kept locked
- Safety glass is fitted to doors with glass panels.

3.12.6 WINDOWS

- Child resistant locks are fitted to all windows and key are kept out of reach of children.
- Window sizes and safety and access features are in accordance with Building Regulations 1997-2006
- All windows are fitted with safety catches to prevent them from opening fully
- Curtains and blinds are made of fire retardant materials and are used to prevent the glare from strong sunlight.
- All cords or blind pulls within reach of children are kept locked in place with retainers to prevent choking and tripping hazards.

3.12.7 FLOORING

- Flooring is non-slip and easily cleaned, and is checked regularly for wear and tear.
- Rugs and mats are checked to ensure that they do not present a tripping hazard.

3.12.8 EQUIPMENT, FURNITURE AND FITTINGS

- All electric sockets must be fitted with safety plugs and trailing wires must be avoided
- Each teacher is responsible for hygiene and safety in their own rooms and will check all toys on a regular basis for breakages.
- All equipment and fixtures and fittings must be cleaned on a rota basis or when necessary.
- All equipment must conform to recognised safety standards.
- The facility must be accessible by phone line and all relevant phone numbers must be on display.
- Cupboards in the children's rooms are closed with safety locks, so that children cannot catch their fingers in them.
- Furniture is appropriate, child sized and easily washable.
- Low ledges or sharp corners must be covered with adequate cushioning; these can include window ledges, tables and anything that finishes in a point. Slam stoppers are also advised to prevent small hands from being caught in door frames.

3.12.9 STORAGE

- Children's belongings are stored in designated cloak rooms and cubbyholes
- Secure shelving is provided for children to freely access equipment
- Medicines are stored in accordance in a safe place
- Chemicals and cleaning materials are stored out of reach of children and in accordance with the manufacturer's instructions.
- Art and craft materials such as glue scissors etc are stored out of reach of children when not in use.
- Items such as adult scissors should be stored out of view of children.

3.13 EXTERNAL SCHOOL ENVIRONMENT

3.13.1 MAINTAINING SAFETY

All outdoor play activities will be supervised by a member of staff. The staff member is there to supervise and lead games or play and to ensure that the children are in no danger to themselves or their peers. Staff will be vigilant of all play activities and stop any unsafe activities or fighting. The outdoor play areas must be checked by a member of staff for safety before any children use the outdoor play areas. Children should not be allowed interfere with the gates leading to the play area. Children's clothing should be monitored carefully e.g. unfastened shoelaces and buckles, scarves and ties on anoraks which are too long can easily cause accidents.

3.13.2 PLANTS

- Only plants that are safe and non-poisonous are planted in the garden area.
- Safety information is checked before and plants are planted where they can be accessed by children.

3.13.3 STINGS AND BITES

Some children and adults suffer a severe reaction to bites and stings. This is known as Anaphylaxis and a severe reaction can be life threatening and needs urgent medical attention.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- Skin: hives, swelling, itching, warmth, redness, rash
- Respiratory (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhoea
- Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock
- Other: anxiety, feeling of “impending doom”, headache, uterine cramps in females

Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.

It is important to note that anaphylaxis can occur without hives.

If an allergic child expresses any concern that a reaction might be starting, the child should always be taken seriously. When a reaction begins, it is important to respond immediately by implementing an adequate first aid response. The cause of the reaction can be investigated later.

3.13.4 STORAGE

Refuse is stored away from children’s play areas. (see Cleanliness and Hygiene and Environmental Care and Recycling Policies)

Outdoor play equipment is stored in designated storage areas where it can pose no risk of tripping hazards

3.13.5 OUTINGS

The location for the outing should be familiar to staff and a risk assessment should be carried out prior to the visit with the children. Risk assessment forms should be completed and kept for inspection. The school has a school tours policy which provides more details on procedures and practices.

A consent form must be given to and signed by a Parent / Guardian for trips or outings

There should be a minimum of 2 adults to supervise any outing, regular head counts should be taken and a buddy system put in place to ensure that all children stay together. Emergency procedures must be agreed upon and put in place should a child go missing on an outing.

3.14 Food Hygiene

3.14.1 WATER SUPPLY

Lucan East Educate Together National School water supply complies with European drinking water standards

3.14.2 FOOD BROUGHT FROM HOME

Children are provided with lunch by the school. However, where parents give their children food to bring in, they are advised that *Lucan East Educate Together National School* enforces a no nut policy, and that children must not bring in any food that contains nuts. Staff will be made aware of all allergies that a child may suffer from and will supervise them at break time to ensure that they do not partake in sharing of food which may pose a risk to them.

3.15.3 CHOKING

To guard against the risk of choking occurring during eating the following guidelines will be followed

- Children must never be left unattended when eating.
- Children are encouraged not to talk and laugh while eating
- Children are to remain seated while eating.
- Children are encouraged to eat slowly.

Section 4 Safety Policies and Procedures

4.1 Parents & Visitors Safety Procedures

- 4.1.1** Those responsible for parents & visitors must ensure that they comply with all school procedures and regulations for health & safety while in the buildings and grounds of *Lucan East Educate Together National School*.
- 4.1.2** Management / staff should also highlight specific hazards, risks, evacuation procedures etc, as appropriate with particular emphasis on the drop off / collection procedures.
- 4.1.3** Management / safety representative must follow all regulations & procedures with respect to accidents when in the company of any parents / visitors and all accidents / incidents must be reported immediately.
- 4.1.4** Management / safety representative are also responsible for liaising with all parents / visitors prior, during and after the visit on all safety issues as appropriate.
- 4.1.5** Full co-operation is also expected from all parents in order to ensure implementation of the school booklet, “**A Code of Behaviour & Discipline**”.

4.2 Bullying & Harassment at Work

In accordance with the general duties in *Part 2 General Duties*, of the *Safety, Health and Welfare at Work Act, 2005*, and *Section 12* of the *Employment and Equality Act 1989* and the Report of the Task Force on the Prevention of Workplace Bullying, H.S.A., 2001 an anti-bullying/harassment policy is in place.

Lucan East Educate Together National School prohibits bullying or harassment by any employee of the school, including supervisors, managers, co-workers, as well as by any student, visitor or persons doing business with or for the school.

Harassment - occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment - is unwanted behaviour of a sexual nature by one employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature. Examples of sexual harassment include:

- Sexual gestures;
- Displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence;
- Unwelcome sexual comments or jokes;
- Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment - is unwanted behaviour of a racial nature by one employee towards another.

Examples may include:

- Abusive language, mockery or racist jokes
- Display or circulation of racially offensive material
- Racial name calling
- Intrusive or persistent questioning about a person’s racial or ethnic origin, culture or religion
- Exclusion from normal workplace conversation or social events

Bullying -Is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct. Examples may include:

- Manipulating the victim's reputation by rumour, gossip and ridicule;
- Social exclusion or isolation;
- Preventing the victim from speaking by voicing loud criticisms or obscenities;
- Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks;

4.2.1 *Lucan East Educate Together National School* is committed to providing all of its staff & pupils with an environment free from bullying and harassment.

4.2.2 All staff members will be expected to comply with this policy.

- (a) This policy applies to employees both in the school and at work associated events such as meetings, conferences and work related social events, whether on the school grounds or off-site.
- (b) This policy applies to bullying / harassment not only by fellow employees but also by a client, or other contact to which an employee might reasonably expect to come into contact with in the course of their employment.

4.2.3 Management will take appropriate measures to ensure that bullying / harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

4.2.4 Any accident / incident caused by bullying / harassment must be recorded and reviewed by management.

4.2.5 The principal, safety representative and/or safety officer has the right to liaise with any employee who may be subjected to bullying / harassment at work and may subsequently report any such incidents to management.

4.3 Workplace Stress Management

Lucan East Educate Together National School adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to safety and health, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace include:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding safety and health from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

4.3.1 *Lucan East Educate Together National School* is conscious of its responsibilities with respect to recognising, managing and controlling workplace stress.

4.3.2 Management will pay particular attention to the potential risks of stress from work-related activities and will note any signs of stress at work and take appropriate action.

4.3.3 Employees, who feel they are at risk from stress at work, should inform the safety officer / principal without any undue delay. All employees should also be aware that stress may be caused by poor work organisation, changes in work practices, poor working relationships, poor communications, lack of control, poorly defined work roles, highly demanding tasks etc.

4.3.4 The following control measures for dealing with stress will be implemented as required:

- Provision of training for employees in stress & time management
- Ensuring the principal is aware of the potential causes of stress and early warning signs
- Ensuring that all complaints, which may be related to stress, are listened to and appropriate Measures are taken
- Appropriate assistance will be provided to employees to offer confidential and individual counselling when needed.
- Organisational reviews to include assessment of any changes in work activities, working conditions, procedures or organisational arrangements, which may affect stress generators.

4.3.5 Appropriate records will be maintained of all stress-related complaints, incidents and follow-up action will be taken.

4.4 Maternity Employees Policy

4.4.1 *Lucan East Educate Together National School* is conscious of its obligations under the General Application Regulations 2007, which relate to women who are pregnant or have recently given birth or are breast-feeding.

4.4.2 *Lucan East Educate Together National School* must ensure compliance with all Pregnancy Regulations stated in the Safety, Health and Welfare at Work Act 2005. In accordance with the terms of the Health & Safety Act 2005 a maternity employee is defined as an employee who has informed her employer of her condition that she is pregnant or that she has given birth within the past 14 weeks or that she is breast-feeding and has given birth within the past 26 weeks.

4.4.3 This school is obliged to ensure there is no damage to the health & safety of either the mother or the developing child. In order to comply with the regulations, the school must carry out a risk assessment of the areas in which the employee works, however in order to do this; the management needs to be notified of the condition.

4.4.4 Specific agents / working conditions, which potentially may increase the risk include:

- Excessive physical / mental pressure may cause stress and give rise to anxiety and raised

blood pressure

- Manual Handling tasks, where there is a risk of injury. Pregnant employees have reduced capacity as the pregnancy progresses and those who have recently given birth may also have limitations. Breast-feeding employees are at no greater risk than other employees are.

- 4.4.5** A maternity employee who feels she may be at risk should ensure that management is informed so that the necessary precautions can be taken.
- 4.4.6** Provision shall be made for pregnant employees to take rest breaks in a private room.
- 4.4.7** Any incident / accident involving pregnant employees shall be attended to immediately by the principal or safety representative.
- 4.4.8** Management / safety representative shall liaise with the relevant employee to ensure that any risk is monitored and the relevant controls / precautions are implemented.

4.5 Lone Workers Policy

- 4.4.1** *Lucan East Educate Together National School* is aware that although there is nothing specific in general legislation that prohibits a person from working alone the Safety, Health & Welfare at Work Act 2005 requires the employer to at least undertake a safety risk assessment.
- 4.4.2** Therefore as a result of completing the risk assessment the employer will then be in a position to determine whether an employee is at a significantly higher risk when working alone.
- 4.4.3** Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone / after-hours including sub-contractors, self-employed people and employees, cleaners, security, maintenance or repair staff is classed as a lone worker.
- 4.4.4** Management are responsible for protecting the safety and health of lone workers, nonetheless, lone workers themselves have a responsibility to help their employer fulfil this duty so they must:
- Take reasonable care to look after their own safety and health
 - Co-operate with all school safety and health procedures
 - Not misuse any equipment
 - Report all accidents, injuries, near-misses and other dangerous occurrences
- 4.4.5** If the risk assessment demonstrates that it is not possible for the work to be done safely by a lone worker, alternative arrangements must be put in place.
- 4.4.6** Control measures must also be implemented in order to eliminate / minimise any identified risks. Such control measures may include:
- Communication is very important e.g. mobile phone, telephone or pager
 - Controlled periodic checks by management
 - Instruction & training
 - Locking and securing of all entrances
 - Reporting of any incidents / near misses
- 4.4.7** When planning safe working arrangements for lone worker's management must address the following issues:

-
- Can the risks of the job be adequately controlled by one person?
 - Is the person medically fit and suitable to work alone?
 - What training is required to ensure competency in safety matters?
 - How will the person be supervised?
 - What provisions will be put in place for lone workers in case of an emergency?
 - Have all safety issues for lone workers, working from home been addressed?

4.6 Display Screen Equipment

DSE is used by office based staff only.

Anyone using display screen equipment for a significant part of their working day (> 1 continuous hour per day) is considered to be a DSE user.

All identified 'users' of display screen equipment will be provided with appropriate equipment which is in compliance with legislative requirements, this includes keyboards, screen and mouse, workstations, chairs, footrests, document holders, blinds and lighting, etc.

All display screen equipment users will receive instruction on how to properly set up their workstation including advice on posture and associated risks.

Work will be planned to allow for regular rest breaks from equipment.

All display screen equipment users will be entitled to have an eye test and examination every 2 years. Employees should note that use of display screen equipment does not cause defects but can make an existing problem apparent. Employees requiring corrective lenses **specifically for display screen equipment use** will be reimbursed the cost of the lenses. (Note: there is a specific eye test for users of display screen equipment and it is NOT the standard eye test, this is because the distance the eye is required to focus at for display screen equipment use is a mid-distance.)

N.B.

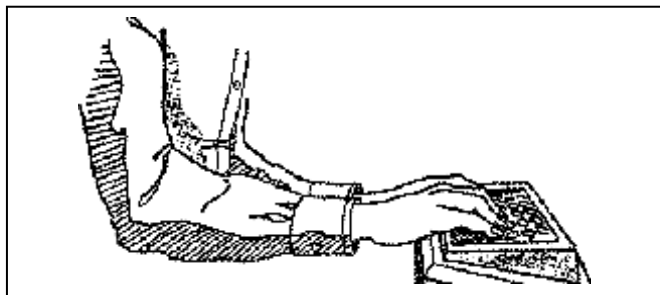
Laptops do not meet the legislative requirements for display screen equipment and therefore prolonged use of them should be avoided.

The user has 3 options

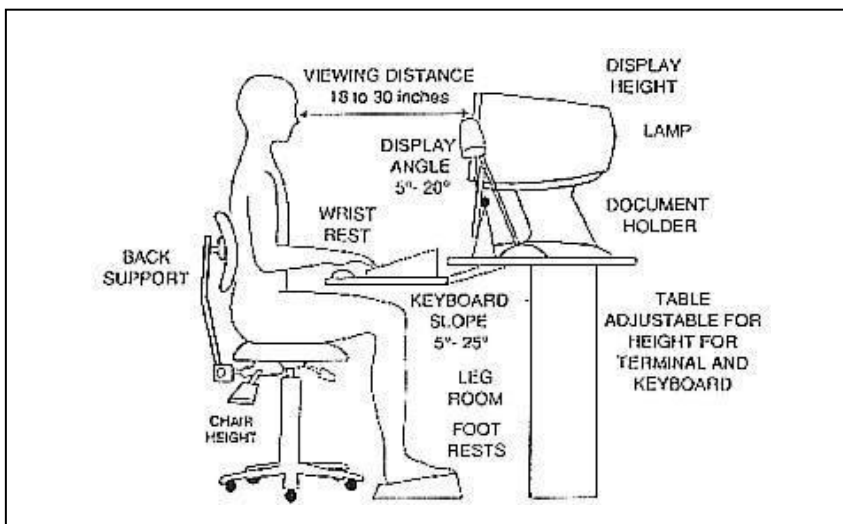
- 1. Plan the work into shorter work packages**
- 2. Use standards display screen equipment**
- 3. Use a docking station**

4.6.1 DSE SET UP INSTRUCTIONS AND DIAGRAMMES

- The following guidelines are intended to help employees and supervisors understand and reduce health risks associated with computer workstations. Since no two bodies are identical, different styles, models, and sizes of furniture and accessories may be needed. Since a wide variety of products are available to suit individual and departmental needs, no specific product recommendations are made here. The best results are usually achieved when the individual is involved in the selection process.
- The work surface should be of sufficient area to accommodate the computer and all associated materials. There should be adequate space beneath this surface for the operator’s legs and feet.
- The keyboard and mouse should be directly in front of the operator at a height that favours a neutral posture (23 to 28 inches). When placed at standard desk height of 30 inches, they are too high for most people. Raising the chair solves this problem for some individuals. An adjustable keyboard holder with mouse is usually the best solution. The objective is a posture with upper arms relaxed and wrists straight in line with the forearm. Wrist rests may also help and are built into most keyboard holders. For some people alternative keyboard and mouse designs may need to be considered.



- The monitor should be positioned at a distance of approximately arm’s length and directly in front of or slightly to one side of the operator. The top of the screen should be no higher than eye level. A monitor placed on top of the computer can easily be lowered by relocating the computer. Stackable monitor blocks can be used to achieve the desired height. Adjustable monitor arms enable easy height adjustment for workstations with multiple users.



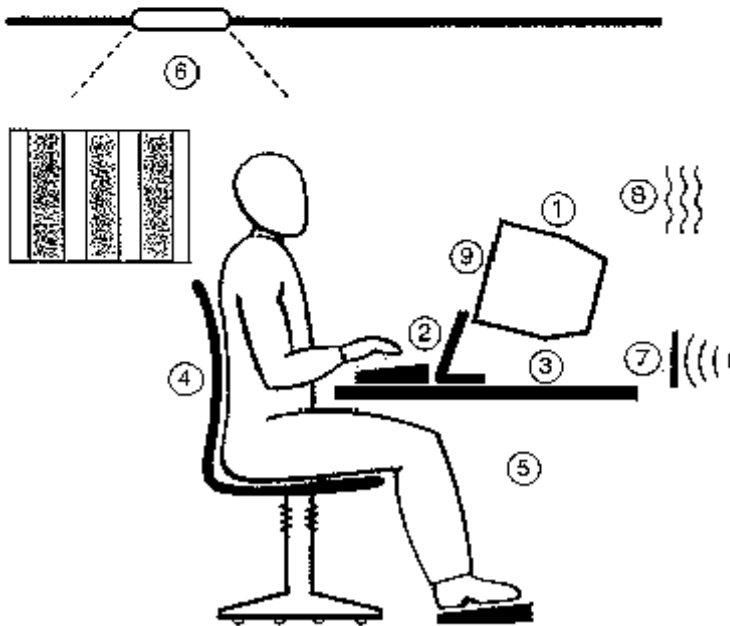
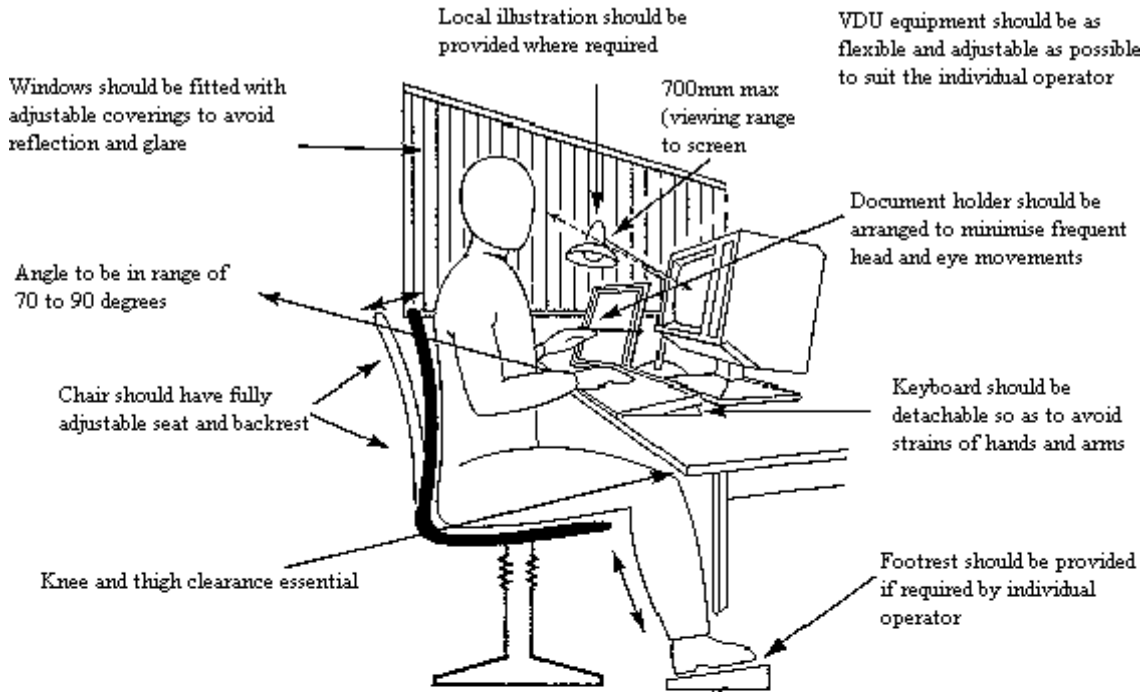
- A well designed chair will favourably affect posture, circulation, the amount of effort required to maintain good posture, and the amount of strain on the back. An adjustable seat back is best for support in the lumbar region. The user should be able to adjust seat height and seat pan angle from a seated position. Armrests are optional.

- Additional accessories can improve operator comfort. Document holders can minimize eye, neck and shoulder strain by positioning the document close to the monitor. A footrest should be used where the feet cannot be placed firmly on the floor. Task lamps will illuminate source documents when room lighting is reduced.

- Glare should be eliminated through methods that include reduction of room lighting; shielding windows with shades, curtains or blinds; positioning the terminal at a right angle to windows; and tilting the monitor to avoid reflection from overhead lighting. Glare screens are not normally necessary. Training All computer users should receive basic training in potential health effects that may result from poor posture and work habits, early warning symptoms, workstation adjustment, and other self-help protective measures. Supervisors should receive similar training to easily recognize problems and know what corrective measures to take.

DSE USER CHECKLIST

1. Adjust seat height so that lower arms are horizontal and wrists straight when operating keyboard.
2. Use footrest if feet can't touch floor.
3. Adjust height and tilt of backrest so that upper back is supported. This will help maintain natural curve in lower back.
4. Avoid slouching/leaning over by removing obstacles from under desk.
5. Adjust height of display screen so that angle of viewing is 15-20°.
6. Place document holder at equal distance and height to screen.
7. Adjust screen angle and window coverings to avoid unwanted reflections.
8. Adjust brightness/contrast controls.
9. Vary distance of display viewing distance during day.
10. Break up the day with regular changes of activity – away from the screen and keyboard.
11. Clean your screen.
12. Have regular eyesight tests for DSE work.



1. Screen: Readable and stable, image adjustable, glare free.
2. Keyboard: Usable, adjustable, key tops legible.
3. Work Surface: Allow flexible arrangement, spacious, glare free, document holder as appropriate.
4. Work chair: Appropriate adjustability plus foot rest.
5. Leg room and clearances: To facilitate postural change.
6. Lighting: Provision of adequate contrast, no direct or indirect glare or reflections.
7. Distracting noise minimised.
8. No excessive heat, adequate humidity.
9. Software: Appropriate to the task and adapted to user capabilities, provide feedback on system status, no clandestine monitoring.

4.7 Alcohol and Drugs Policy

The *Safety, Health & Welfare at Work Act, 2005*: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff to ensure that they are not unable to carry out their work without risk to others due to consumption of drugs or alcohol

- Employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary procedures.
- Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave *Lucan East Educate Together National School* premises immediately and may be asked to attend a *Lucan East Educate Together National School* nominated medical doctor for a drug and alcohol test.
- Employees required to leave the premises will forfeit payment for the remainder of the shift / day.

In the interest of *Safety and Health*, *Lucan East Educate Together National School* reserves the right to carry out random Drug and Alcohol tests on any of its employees at any time.

Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the Health and Safety Officer or their supervisor of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers. Management will arrange to assign appropriate tasks for that person to carry out in the interim.

4.8 Smoking Policy

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

It is the objective of *Lucan East Educate Together National School* to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and students and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective *Lucan East Educate Together National School* will protect all employees, students, contractors and visitors from the discomfort and health risks associated with passive smoking.

- Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.
- All *NO SMOKING* signs are to be observed at all times. It is an offence to smoke in non-designated smoking areas or at or near exits and fire exit points.
- Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.
- Smoking is not permitted at or near areas where waste, paper, cardboard, oils or any other flammable materials are stored as this presents a fire hazard.
- Employees are reminded that children are impressionable and will emulate the behaviour of adults, therefore it is important that no member of staff smokes in front of the students.

Section 5 Hazard Identification and Risk Assessments

5.1 Guidelines in Identifying Hazards and Risks

- 3.1.1 Management recognises that its activities and buildings may present a health and safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment.
- 3.1.2 Hazards will be identified in the school and risk assessments will be completed by management / safety Representative as required while all subsequent impacts, consequences & existing control measures raised will be reviewed & categorised into high, medium or low risk.
- 3.1.3 Management will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.
- 3.1.4 *Lucan East Educate Together National School.* will place particular attention on the following:
- a) “Hazard” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work”.
 - b) “Risk” means “the potential of the hazard to cause harm in the actual circumstances of use”.
 - j) “Risk Assessment” is based on the linking of the probability of occurrence with the severity of loss and/or injury.

5.2 Typical Physical Hazards

- Manual handling (e.g. heavy, awkward or hard to reach loads)
- Traffic movement at the start and end of school day
- Playground arrangements
- Letting school premises to outside groups
- Using step ladders / Falling objects
- Slipping/tripping hazards e.g. poorly maintained floors/areas/ drains, loose cables
- Inadequate access / egress in classrooms / offices / stores areas
- Fire Equipment hidden behind doors, boxes, coats etc
- Fire (from flammable or combustible materials or excess waste)
- Boiler house hazards
- Electricity (poor wiring or residual current)
- Special hazards from maintenance of equipment & the school itself
- Hot substances or surfaces
- Poor housekeeping systems
- Pressure systems / boilers

5.3 Typical Health & Chemical Hazards

- Excessive / Prolonged noise (e.g. noisy office equipment)
- Inadequate welfare conditions / poorly maintained
- Unsuitable lighting levels

-
- Sources of radiation
 - Extremes of temperature
 - Injury through poor design of work stations / layout (e.g. ergonomic faults)
 - Exposure to solvents, glues, pesticides etc

5.4 Typical Human Factor Hazards

Apart from physical surroundings, human factors must also be taken into account when identifying hazards. People should be mentally and physically capable of doing their jobs safely. The workplace, the work system, the organisation of work and the job should be designed so as to avoid sustained stress. Other human factor issues that may need to be reviewed include violence to workers and bullying. Some groups are particularly vulnerable:

- Young workers, these have a higher accident rate
- Pregnant women
- Staff / Pupils / Visitors with disabilities
- New or inexperienced employees
- Older workers
- Lone workers
- Parents / Visitors not familiar with school grounds
- Violence, challenging behaviour and stress

5.5 Risk Assessment Methodology

5.5.1 RISK ASSESSMENT PROCESS

Risk assessments have been conducted for *Lucan East Educate Together National School* work activities and are attached to this Safety Statement. The risk assessment process involved the following:

- Identifying the hazards (articles, substances or activities likely to cause harm) present within the workplace.
- Identifying what risks are associated with each of the hazards identified.
- Recording the probability and severity of injury/illness associated with the hazard and calculating the risk rating. The risk rating is arrived at by multiplying the probability of injury by the severity of injury. The probability of an injury occurring is based on the amount of persons exposed to the hazard and the frequency and duration at which they are exposed e.g. a situation where a person is exposed to loud noise for an hour a day has lower probability for an injury occurring than a situation where ten persons are exposed to loud noise for 10 hours a day. Severity is broken down into 4 categories; Minor e.g. cuts and bruises, Serious e.g. broken bones, Severe e.g. disability or loss of a limb, and Fatal.
- Actions are suggested to reduce the risk (control options), in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The hazards identified with a 'High' or 'Very High' risk rating should be those that receive immediate attention. The implementation of the actions to reduce the risk should have a high priority.

Risk assessments should be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

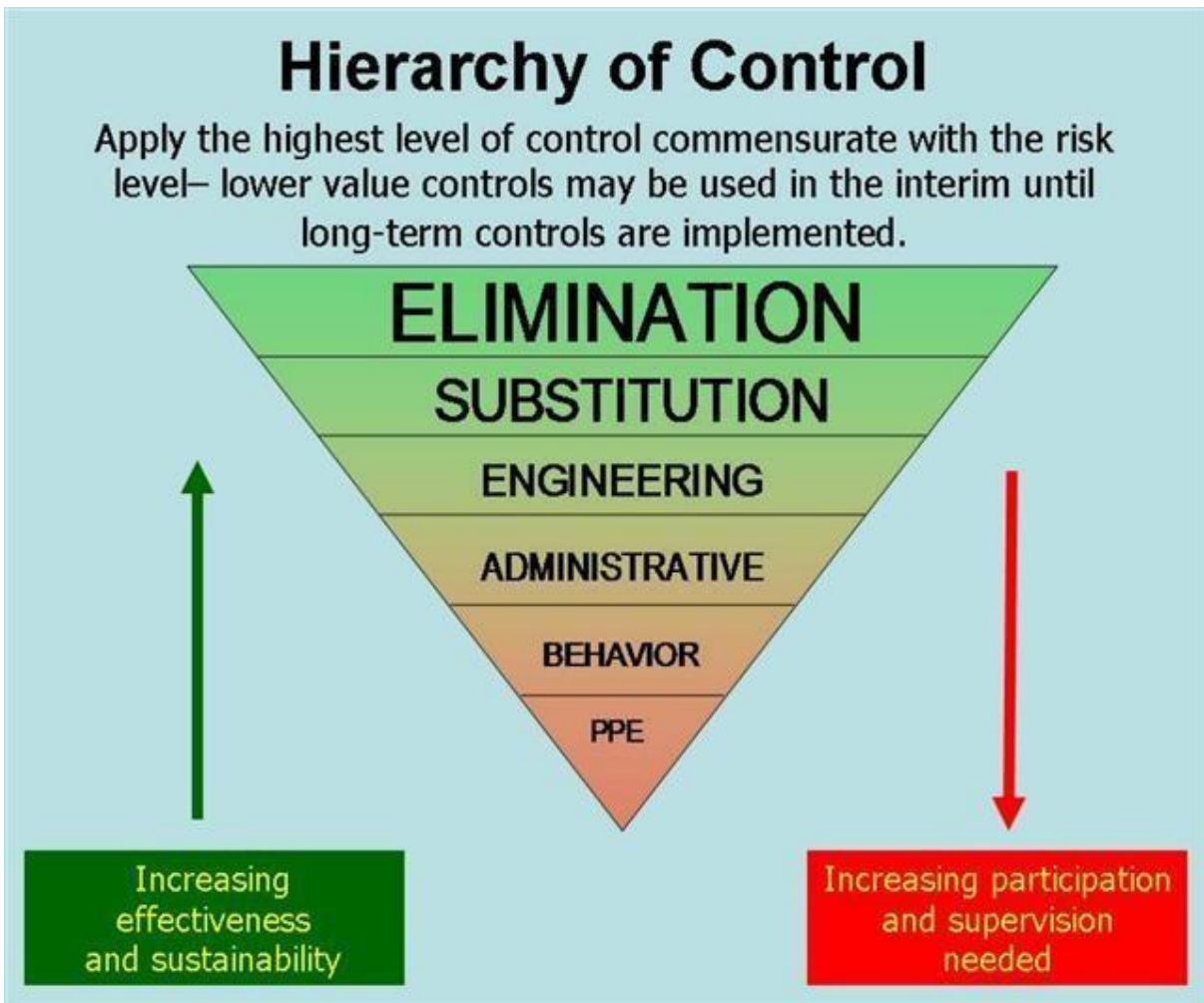
5.5.2 RISK RATING MATRIX

(Probability) x (Severity) = Risk Rating (RR)

SEVERITY	PROBABILITY			
	4 Very Probable	3 Probable	2 Possible	1 Remote
4 Fatality	16	12	8	4
3 Severe Injuries	12	9	6	3
2 Serious Injuries	8	6	4	2
1 Minor Injuries	4	3	2	1

Risk Rating	Priority	Action Required
Low = 1 - 3	Non-Urgent	No Action Needed No Additional Controls
Medium = 4 - 6	Action Needed	Monitoring Required Assessment Recorded Controls Required as soon as practical
High = 7 - 11	Action Needed Urgently	Controls Required Controls Documented Assessment Recorded
Very High = 12 - 16	Immediate Urgent Action Required	Work Prohibited / Ceased Controls Required Immediately Assessment Recorded Controls Documented Work Stoppage Documented

5.5.3 HIERARCHY OF CONTROL



The crucial part of the risk assessment process is selecting the most appropriate method of risk or hazard control. The following ‘hierarchy of controls’ should be used when deciding on control measures, starting with the first in the list and working down to the last control measure which is the provision of personal protective equipment and clothing.

1. **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it.
Example: provide a trolley to move around boxes which eliminates the need to carry out manual handling.
2. **Substitution:** If it is not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner.
Example: substituting a smaller package or container to reduce the risk of manual handling injuries.
3. **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Separate or Isolate the hazard from people. This method has its problems in that the hazard has not been removed. The guard or separation device is always at risk of being removed or circumvented.

Examples:

- A. enclosure (enclose in a way that eliminates or controls the risk)
- B. guarding/segregation of people
- C. interlocks and cut-off switches
- D. exhaust fans

4. **Administrative Solutions:** These are the management strategies which can be introduced such as training, job rotation, limitation of exposure time, provision of written work procedures.

Example:

- A. Safe systems of work that reduce the risk to an acceptable level
- B. Written procedures that are known and understood by those affected
- C. Adequate supervision
- D. Identification of training needs and provision of appropriate training
- E. Information/instruction (signs, handouts)

5. **Personal Protective Equipment & Clothing:** Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure in combination with other measures to reduce exposure to a hazard.

5.5.4 SUMMARY

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the hierarchy of control list the less effective the methods become.

Section 6 Appendices

Appendix 1 Supervisor Safety Procedures

1. Teachers “Duty of Care” for the pupils under their control operates from school opening time at 8.40am until orderly dismissal at 2.20pm.
2. Teachers are responsible for bringing their classes to and from the playground in an orderly manner and for accompanying classes to dismissal points at dismissal time.
3. Teachers on duty must go to the designated classroom areas/playground in good time for supervision. A table of names for supervision duty will be on display in the staffroom and a copy will be issued to each teacher.
4. It is the responsibility of a teacher who is unable to supervise on any occasion to arrange to have these duties carried out by a colleague.
5. Teachers in adjoining rooms have a reciprocal arrangement for supervision when they leave their classrooms (e.g. for lunch, before playground supervision, to see a parent etc). Work should be set by the Teacher before leaving.
6. No child should remain in the classroom or school building during playtime. A written request from a parent is necessary to have a child kept indoors during playtime.
7. No child is to leave the playground without the permission of the teacher in charge,
8. Teachers should ensure that all children have been given an opportunity to go to the toilet before playground period in order to reduce the need for pupils to re-enter the building.
9. Assistance must be sought before moving any child who is suspected of having a broken / fractured limb or other serious injury. In the event of a pupil sustaining a head injury the following procedures shall apply:
 - Parent / Guardian should be contacted immediately
 - If the pupil is waiting to be collected by parent / guardian (s)/he should be checked for signs of concussion / sickness at regular intervals
 - If parent/guardian is satisfied to let the child remain at school for the normal school hours, regular checking for signs of concussion / sickness should be carried out. Parent/ Guardian should be notified if the child’s condition worsens
 - The incident should be logged, dated and signed in the accident log book

Appendix 2 *Lucan East Educate Together National School Fire Drill Procedures*

The initial fire drill will be held at a pre-determined time. The procedure should be thoroughly practised with all classes beforehand. Thereafter the fire alarm bell will be sounded without warning, occasionally, whereupon the building must be evacuated immediately. The following is the fire evacuation procedure:

Fire Drill Procedure

1. The Principal / Caretaker will activate the fire alarm bell
2. At the sound of alarm all pupils/teachers/SNA/substitute teachers/other staff/parents/visitors should walk quietly in single file to the usual assembly point in the playground. Children (especially younger ones) should be re-assured and told that there is no need to panic.
3. Teacher takes class register for roll-call in playground
4. When Teacher gives signal, all pupils go at a steady uniform pace to the **ASSEMBLY POINT IN THE PLAYGROUND** with their Teacher.
5. Teacher closes classroom door in order to prevent fire spreading.
6. Pupils assemble single-file on regular playground assembly points. (Pupils should be instructed beforehand that if he/she is absent from the classroom when the alarm rings, he/she should go immediately to the assembly point by the nearest exit and must not attempt to go back to classroom)
7. During evacuation and on assembly, absolute order and attention must be maintained. Pupils must be able to hear clearly any instructions given by the Teacher. (This shall be emphasised in preliminary talks with the pupils). Principal/Secretary shall also bring mobile/handset to assembly in case emergency services need to be contacted
8. Teacher calls roll or takes head count.
9. Principal shall remain in the playground area and shall obtain the following information: name of teacher, room number and ok / pupil missing report, duration of fire drill and signatures of principal and safety representative.
10. No pupil should re-enter the building until the '**all-clear**' is given at which point the alarm is deactivated at the end of the drill. Return to rooms should be quiet and unhurried.

Important Notes:

- * **Pupils must not take personal property such as bags, coats etc to the assembly points during the evacuation**
- * **All ancillary staff, parents and visitors must also exit immediately to the nearest exit upon hearing the alarm**
- * **Special care should be given to children with physical and mental disabilities**

Appendix 3 Accident & Emergency Contact Details

Safety Officer	-	Principal
Safety Representative	-	Deputy Principal
Chairperson Board of Management-		Meena Baskarasubramanian
Local Doctor	-	Primacare Ballyowen – 01-6214224
Hospital	-	Tallaght Children`s Hospital – 01-4142000 Crumlin Hospital – 01-4096100
Ambulance	-	999 or 112
Fire Brigade	-	999 or 112
Garda Station	-	Lucan – 01-6667300 Ronanstown – 01-6667700
First Aiders	-	Grainne McManus, Fiona Martin, Tracey Byrne, Anita Clarke and Siobhan O 'Donoghue.
ESB Emergency	-	1850372999
Gas Emergency	-	1850205050
HSA Local Office	-	1890-289389

Appendix 4 Recommended First Aid Contents

The table below is the minimum recommendation by the Health & Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS			
MATERIALS	FIRST AID BOX CONTENTS		
	1 – 10 Persons	11 – 25 Persons	26 – 50 Persons
Adhesive Plasters	20	20	40
Sterile Eye Pads, bandage attached	2	2	4
Individually wrapped Triangular Bandages	2	6	6
Safety Pins	6	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	2	2	4
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9cms.)	2	6	8
Extra-large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5cms.)	2	3	4
Individually Wrapped Wipes	10	20	40
Paramedic Shears	1	1	1
Pairs of Latex Gloves	5	10	10
Additionally, where there is no clear running water, Sterile eye wash**	1 * 500ml	2 * 500ml	2 * 500ml
Pocket Face Mask	1	1	1
Water burns Dressing small 10cm x 10cm ***	1	1	1
Water Burns Dressing large ***	1	1	1
Crepe Bandage 7cm	1	2	3

NOTE:

Where more than 50 people are employed, pro-rata provision should be made.

**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 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked.

Eye bath / eye cups / refillable containers should not be used for eye irrigation.

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

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of AED is also encouraged by the H.S.A.

Appendix 5 Inspection and Testing of Fire Prevention Equipment

Summary of inspections and testing for Fire Prevention Equipment

	Equipment Type	Inspection Frequency
1.	Smoke detectors and fire alarm systems	Regular, ideally weekly. Supplemented by quarterly inspections and certifications by a competent person (typically part of arrangements under a Service Agreement)
2.	Control panel of fire alarm system	Should be checked daily by a competent person. Servicing should be carried out according to the supplier's recommendations.
3.	Fire Extinguishers	Annual maintenance checks and test discharged as per requirement I.S 291 2015. User to check monthly to ensure they have not been accidentally discharged seal is intact, they are correctly mounted (1 m from the floor), they are easily accessible, and are not overdue for inspection by a competent person.
4.	Hose Reels	Checked monthly for valve leaks. Fully run out and tested annually.
5.	Sprinklers	Weekly checks on pressures, alarm connections, trace heating arrangements. Tests required quarterly, half yearly, yearly and 3 yearly (details should form part of a service agreement).
6.	Emergency lighting for exit routes	Inspected by the user every week and fully tested for a min. of ½ hour every 3 months. Annual complete test and inspection where all batteries are completely discharged.
7.	Automatically closing fire doors (on alarm)	Checked every 3 months when alarm test is carried out.

Note: Records to be kept of all inspections, tests, defects and action taken

Appendix 6 Inspection and Testing Schedule for Electrical Equipment

Recommended electrical inspection and testing schedule¹ for offices			
Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology; e.g. desktop computers, VDU screens	No	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines; NOT hand held. Rarely moved	No	Yes Every 2-4 years	No if double insulated – otherwise up to 5 years
NOT hand held. Moved occasionally, e.g. fans, table lamps, slide projectors.	No	Yes Every 2-4 years	No
Double insulated equipment: HAND HELD e.g. Some floor cleaners	Yes	Yes 6 months-1 year	No
Earthed Equipment (Class 1): e.g. Electric kettles, toasters, some floor cleaners	Yes	Yes 6 months-1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above	Yes	Yes 6 months-4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

1. Experience of operating the inspection and testing schedule outlined in the table over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test. This may be reviewed and decided upon either by the Principal, with guidance from the relevant competent person, or by the team carrying out the electrical inspections.
2. “No” means no formal, recorded checks, but users should always visually inspect equipment to be used, and respond to any evidence of fault or damage.

Appendix 7 Definitions

Accident means an unplanned event giving rise to death, ill-health, injury, damage or other loss.

Continuous Improvement means the process of enhancing health and safety management system to achieve improvements in health and safety performance in line with the organisation's health & safety policy.

Employees/staff means any person who works for an employer under a contract of employment. This contract may be expressed or implied and be oral or in writing. An employee may be employed full-time or part-time or in a temporary capacity.

Employer means any person or organisation by which an employee is employed under a contract of employment.

Hazard means a source or a situation with potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Hazard Identification means the process of recognising that a hazard exists and defining its characteristics.

Health & Safety means occupational health, safety and welfare in the context of preventing accidents and ill health to employees while at work.

Health & Safety Management System means the part of the overall management system that includes the organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the occupational health & safety policy.

Health & Safety Management System Audit means the overall health and safety goal, arising from the health & safety policy, that an organisation sets itself to achieve and which is quantified where practicable.

Health & Safety Performance means the measurable results of the management system related to an organisation's control of its health & safety aspects based on its health & safety policy, objectives and targets.

Health & Safety Policy means a statement by an organisation of its intentions and approach in relation to its overall health and safety performance that provides a framework for action and for the setting of its health and safety objectives.

Risk means the potential of the hazard to cause harm in the actual circumstances of use.

Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to ensure prioritisation in the implementation of controls and allocation of resources.

Sub-Contractor means any individual, employer or organisation whose employees undertake work for a fixed or other sum and who supplies the materials and labour (whether their own labour or that of another) to carry out such work or supplies the labour only.

Appendix 8 Annual Safety Report

The following is the annual safety report for *Lucan East Educate Together National School* foras required by the Safety, Health & Welfare at Work Act 2005.

Safety Task Review

1. Were the aims of the Safety Statement relevant & appropriate? Yes No

Clarify _____

2. Were all significant hazards identified and risks assessed? Yes No

Clarify _____

3. Were all identified preventative, protective safety measures implemented, Yes No
Was intended progress achieved?

Clarify _____

4. What new safety measures were applied following any reported Yes No
accidents or other incidents that occurred, or following any enforcement
measures relating to the school ?

Clarify _____

Safety Task Review

- | | | | |
|----|---|--|---------------------------------------|
| 5. | Was there anything more that could reasonably have been done? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
|----|---|--|---------------------------------------|

Clarify _____

- | | | | |
|----|--|--|---------------------------------------|
| 6. | Were adequate financial, physical, human and organisational resources committed to health & safety ? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
|----|--|--|---------------------------------------|

Clarify _____

- | | | | |
|----|---|--|---------------------------------------|
| 7. | What improvements in health & safety measures need to be implemented for the future ? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
|----|---|--|---------------------------------------|

Clarify _____

8. Records Reviewed:

- | | | Yes | No |
|--|---|--------------------------|--------------------------|
| | • Accident / Incident Reports | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Safety Reviews / Risk Assessment Reviews | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Training | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Maintenance (e.g. Fire Alarm Tests, Fire Equipment, Boiler etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Other _____ | <input type="checkbox"/> | <input type="checkbox"/> |

9. **Recommendations:**

10. **Conclusions:**

11. **Approvals:**

12. **Distribution:**

Appendix 9 Amendment and Training Records

7.1 Safety Statement Ammendment History

Rev 01	Initial Issue
Rev 02	Updated school safety statement in order to comply with the Safety, Health & Welfare at Work Act 2005 & current working practices
Rev 03	Safety statement updated and risk assessment documented on completion of extension construction
Rev 04	Safety statement update new section pertaining to safe working practices and new risk assessments added.

7.2 Training Record

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Training Record (Continued)

Name

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Appendix 10 Staff Declaration

I have read the safety statement and understand my obligations and duties therein. I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

NAME	DATE	NAME	DATE

NAME	DATE	NAME	DATE

Appendix 11 Risk Assessments and Assessment Forms

INTRODUCTION

A Risk Assessment was carried out with a view to establishing the nature of hazards present, assessment of the risks and Preventative Procedures to eliminate the risk or reduce to acceptable levels. To assist in this process, a visit to *Lucan East Educate Together National School* took place-as did detailed discussions with the Principal of *Lucan East Educate Together National School*, in respect of all aspects of the business.

SCHEDULE OF IDENTIFIED HAZARDS & MEASURES TO CONTROL RISKS

The schedule of potential hazards follows, with suggested levels of risk associated with them, and the general control and other measures taken, or to be taken, to control or reduce the risk. As this schedule relates to work activities and work places within the scope of this Safety Statement, many of the control measures for hazards identified are under the control of the individual exposed to them.

It is recognised that no person would knowingly expose him or herself to danger, or to hazards for which he/she has not been provided with the resources (including personal protective equipment and back-up) that would be reasonable and practicable to provide in the circumstances.

General control measures, such as general supervision of and instruction for tasks that may be hazardous are included. Where the supervision and / or provision of instruction are the responsibility of a person other than the person Indicated for the control measures, this name is also provided.

Lucan East Educate Together National School must never become complacent in respect of safety matters.

A system is now in place for overall safety management, including reporting and investigation of accidents, as well as on-going safety audits, reviews, specific hazard identification and control. A Safety Improvement Programme should be in place to upgrade existing resources and facilities from a safety and health perspective.

Risk Level

The Risk Level assigned to each hazard identified is derived from consideration of the likelihood of injury from the hazard and the severity of the consequent injury.

- Low:** indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.
- Medium:** indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.
- High:** indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be ignored.

Preventative Procedures are those measures that are in place to reduce the risk arising from the potential hazard.

Lucan East Educate Together National School		RISK ASSESSMENT ACCESS & EGRESS		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.01		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
<ul style="list-style-type: none"> Blocked walkways and exits Poor lighting Incorrect positioning of furniture Locked fire exits when rooms are in use Slip / Trip hazards Poor quality surfaces internally and externally Impeded access steps 	Child Care staff Children Parents Guardians Visitors	<ul style="list-style-type: none"> Injury due to falls from slip / trip hazards Injury due to being impeded in an emergency 	<ul style="list-style-type: none"> Strict adherence to fire safety rules. High standard of lighting, and switched on at appropriate times. Blown bulbs / tubes to be reported to Management for prompt repair/ replacement. Access to doors and walkways must be kept clear of equipment, materials and furniture. Staff must control personal belongings. Staff must supervise where children place their personal belongings. Any defects in floors must be cordoned off and reported to Management. Access to external play area in adverse weather conditions is not permitted. Strict adherence to preventative procedures and Risk Assessments in respect of Housekeeping Slips / Trips / Falls. Defective routes, doors etc. to be notified to Management. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by (name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT ACCIDENT / INCIDENT REPORTING		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.02		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
<ul style="list-style-type: none"> • Failure to report accident/ incident • Lack of reporting accident dangerous occurrence • Lack of recording accident/incident 	<p>Staff Children Parents Guardians Visitors</p>	<ul style="list-style-type: none"> • Irritability with colleagues / children • Effect on children 	<ul style="list-style-type: none"> • All accidents, incidents and dangerous occurrences to be reported immediately to the Principal. • All accidents, incidents and dangerous occurrences involving staff, children and members of the public or others to be recorded in the accident register located on the cloud system • Principal must draw up report of investigation of accident / incident, including remedial action, to prevent recurrence. • All accidents etc. must be reported to insurance company within timeframe specified in policy. • Lucan East Educate Together National School must carry insurance to ensure that children are adequately covered against injury while attending school. • Compliance with reporting procedure, as outlined in Part I of Safety Statement. • Employees must report to the Principal any defects at place of work, i.e. equipment / system of work. • All employees must co-operate with Management, Statutory Authorities and insurance company during an accident investigation. 	LOW

			<ul style="list-style-type: none"> • Employees to maintain their work areas in a safe manner, as outlined in Risk Assessments. 	
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.	OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.	

SIGNATORY Reviewed by (name) _____

Signature: _____

Date: _____

Lucan East Educate Together National School		RISK ASSESSMENT SCHOOL OUTINGS		Prepared by: Olive Safety Date: Sep 2017 Review Date: Sep 2018
Risk Assessment Index No: 1.03		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Action Required to reduce Risk	Risk
Road traffic accidents Separation	Staff Children	Children being struck by cars Children wandering off and becoming lost or abducted	<ul style="list-style-type: none"> 2. Children must be brought across the road in a controlled fashion using the safe cross code. 3. Children must be separated into smaller groups with their own supervisor so they are easier to control. 4. Make use of a buddy system to ensure that no child goes off on their own 5. Consultation with Traffic Management Company 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY Reviewed by (name) _____

Signature: _____

Date: _____

Lucan East Educate Together National School		RISK ASSESSMENT BIOLOGICAL AGENTS		Prepared by: Olive Safety
				Date: Mar 2017
				Review Date: Mar 2018
Risk Assessment Index No: 1.04		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Biological agents Hepatitis B	Staff Children	<ul style="list-style-type: none"> • Hepatitis B is an infectious disease caused by a virus that results in inflammation of the liver. • Rubella is also a viral infection. Commonly referred to as "German Measles," it affects women in early pregnancy, where the virus infects the foetus and causes a range of severe birth defects, known as 'Rubella Syndrome'? 	<ul style="list-style-type: none"> • All staff receive training in hazards associated with biological agents. • Personal Protective Equipment (PPE), in the form of vinyl gloves and aprons, is provided for cleaning. • Apron and gloves to be cleaned with Milton / disinfectant after use. • A "Sanitary" disposal facility is provided biological agents. • Waste is bagged and moved outside. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all 'Actions' are in place.

SIGNATORY Reviewed by (name) _____

Signature: _____

Date: _____

Lucan East Educate Together National School		RISK ASSESSMENT BURNS SCALDS		Prepared by: Olive Safety
Risk Assessment Index No: 1.05		Related Procedure No:		Date: Mar 2017
				Review Date: Mar 2018
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Hot water Hot radiators Naked flames	Staff Children Visitors	Bums Scalds	<ul style="list-style-type: none"> • Access to heating controls is prohibited to children / parents / guardians / visitors. • Staff to be made aware of use of heating controls by Management, including any emergency cut-off • All heat-emitting surfaces to be protected by fixed guard or be thermostatically controlled. • Children are prohibited from entering kitchen facility. • Children must not have access to boiling water system, e.g. kettles, Burco boilers etc. • Hot water is controlled thermostatically and any overheating of water to be reported to Management of Resource Centre (Regulation 27a, Pre-School Services Regulations). • Only authorised, competent contractors, nominated by Management of Resource Centre, are permitted to work on heating / boiler/ plumbing systems. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY Reviewed by (name) _____ Signature: _____ Date: _____

Lucan East Educate Together National School		RISK ASSESSMENT CHILD ABDUCTION		Prepared by: Olive Safety
Risk Assessment Index No: 1.6		Related Procedure No:		Date: Mar 2017
				Review Date: Mar 2018
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Unauthorized person taking children	Children	Kidnapping Murder	<ul style="list-style-type: none"> • supervised at all times. Children • with key pad locks School locked • procedure in place Sign in sign out • Contact parents to confirm identity of person collecting child if unsure 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY Reviewed by (name) _____

Signature: _____

Date: _____

Lucan East Educate Together National School		RISK ASSESSMENT CHILDREN'S SAFETY		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.07		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Poor safety precautions on the premises Hot surfaces / Boiling water Access steps External play areas External Car park and adjacent public roads Vegetation, e.g., trees, in adjacent grounds Vehicles in car park and adjacent to same	Children	Burns Cuts / lacerations Falls Crush injuries by vehicles Injury from slips / trips / falls	<ul style="list-style-type: none"> • Compliance with rules of the school. • Compliance with other Risk Assessments (e.g. Housekeeping, Fire Safety, Electricity, Burns / Scalds / Glass. • Children permitted to outdoor areas to be fully supervised. • Play area to be fenced off, and doors / gates to be secured so as to prevent children gaining unsupervised access to car park, adjacent roadway, or other source of danger. • Running indoors is not permitted. • Employees are responsible for good housekeeping, so must not create slip / trip / fall hazards. • All hazards to be identified and children protected from risks associated with the hazards. • Proper lighting to be in use. • Building in use to be of sound and stable structure. • Adequate space to be provided for Staff and children. • Adequate and safe storage for children's belongings play equipment and furniture to be provided. 	Medium

Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
			<ul style="list-style-type: none"> • Use of school supplies with sharp edges (scissors etc.) to be strictly supervised. • Adequate insurance cover to be in place for children against injury while attending (PBI & Allians) • Suitably equipped First Aid kit to be on the premises. • Qualified First Aider to be available. • Adequate arrangements to be in place to summon medical assistance promptly in an emergency. • Medication Administration policy to be adhered to. • A sufficient number of suitable and competent persons will be available, who will retain records as part of their duties • A Register of children attending will be completed including information such as: <ul style="list-style-type: none"> - name and date of birth of child; - date on which child first attended; - name and address of parent / guardian and telephone / mobile number of parent / guardian / relative and friend for contact purposes; - Authorisation for collection. 	
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT ELECTRICITY		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.08		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Electric shock Burns Smoke Poorly maintained services	Staff Children Parents Guardians Visitors	Death / Injury from Electric shock Electrocution Burns Inhalation	<ul style="list-style-type: none"> • Electrical equipment / systems on the premises must properly installed, conforming to ETCI rules and General Application Regulations 2007 re Electricity. • Children must not have access to electrical systems such as ESB distribution boards. Access to be restricted to competent person. • Only qualified competent and authorised electrical contractors Safe Electric (RECI certified), nominated by Management are permitted to work on electrical equipment / systems. • Staff must immediately report electrical faults etc. and cordon off area, or take defective equipment out of use (e.g. damaged cables, loose plugs / sockets). • Plug sockets not in use must have safety caps fitted. • Use of multiple adaptors is not permitted, so as to prevent overloading electrical system. 	HIGH

Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
			<ul style="list-style-type: none"> • If an electrical fire breaks out, a competent and trained staff member must raise the alarm and evacuate the premises; furthermore, establish if the item can be disconnected from supply, and use a suitable fire extinguisher (CO2 or powder) to put out the fire (if safe to do so). • Water must NEVER be used on electrical fires. In addition, some foam extinguishers are not suitable to use on electrical fires. • Mobile lighting (e.g. table lamps) must never be used on the premises. • Never place an electrical item in water, or use such an item in damp or wet conditions. • Staff are not permitted to use portable electrical tools. Only competent contractors, authorised by Management, are permitted to use such equipment. 	
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT FALL FROM HEIGHT		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.09		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Fall from height, e.g. ladder/ furniture Pulling up Marorations I posters Cleaning at higher levels	Staff Children Parents Guardians Visitors	Bodily injuries Death	<ul style="list-style-type: none"> •Standing on chairs, tables, stools, any furniture, is strictly prohibited. •Standing on radiators, window ledges is also strictly prohibited. •Leaning out of windows is strictly prohibited. •Access to ceiling, walls, or any position at height (for the purpose of hanging Decorations, posters etc.) is not permitted. •If unforeseen circumstance arises where access to height is required, Principal must carry out the appropriate Risk Assessment (see Appendix IO(i) and (ii), and put in place preventative procedures to ensure that injury will not be sustained by falling. •Only competent contractors to be appointed, in conjunction with Management. •Maintenance of electrical equipment, e.g. changing light bulbs, is the responsibility of Management. 	HIGH
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT FIRE SAFETY		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.10		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Burns Smoke Outbreak of fire	Staff Children Parents Guardians Visitors	Burns Asphyxiation Death Damage to property / equipment	<ul style="list-style-type: none"> • Premises is fitted with fire alarm system, break-glass point, siren and smoke detectors. • Emergency lighting is provided throughout. • Fire extinguishers are in place and serviced annually. • Fire facilities are serviced and maintained by competent contractors appointed by Management. • Fire blanket is present in kitchen area. • At least two means of escape are present. • Preparation of Fire and Emergency Plan by Principal. • Smoking is strictly prohibited in all enclosed areas. • Training of Managers and staff in fire safety and fire prevention. • Appointment of trained Fire Warden(s). • Appointment of First Aider. 	Medium

Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
			<p>Daily check carried out by the Principal or a designated competent person on means of escape and overall fire services.</p> <p>Compliance with fire safety standards regarding furniture in places of public assembly, i.e. fire-retardant curtains, chairs etc.</p> <p>Daily cleaning of premises and safe disposal of waste.</p> <p>Flammable substances (e.g. aerosols) are strictly prohibited in the premises.</p> <p>Completion of fire drills by Principal and recording of findings.</p> <p>Access routes and fire exits to be kept clear.</p> <p>Fire exits to be unlocked when premises is in use.</p> <p>Compliance with "Duties of Employees" regarding reporting of defects / hazards without delay</p> <p>Prompt action to be taken by Management of Resource Centre.</p> <p>All faults to be reported in respect of electricity, fire safety, and slips / trips / falls.</p>	
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT FOOD SAFETY		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.11		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Spilled food on floors Discarded food	Staff Children Parents Guardians Visitors	Spillage on floors Food poisoning due to poor control of foods Allergic reactions	<ul style="list-style-type: none"> • All food spillages to be cleaned up immediately and disposed of in lidded bins • Food supplies must never be discarded on floors, desks etc. • Staff to remove waste / discarded food at end of lunch / snack breaks and final dean-up at end of session / period. • Staff who spill food must clean it up immediately. • Staff only to eat / drink in kitchen area, not in classrooms. • Children with allergies must be supervised to ensure that they do not consume unsafe food shared by classmates. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.	OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.	

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT GLASS BREAKAGE		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.12		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Breaking glass (doors/ windows) Breaking glass (items brought to the premises)	Staff Children Parents Guardians Visitors	Cuts Lacerations Infections	<ul style="list-style-type: none"> • Doors and windows are fitted with toughened glass. • Children are not permitted to open / close windows. • Parents/ guardians of children are advised never to bring glass drink bottles / containers onto the premise • Staff must never bring glass drink bottles / containers onto premises. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT HOUSEKEEPING		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.13		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
<ul style="list-style-type: none"> • Spilt liquid / food on floors • Wet floors, due to cleaning / rain • Icy conditions in external areas • Trip hazards (cables / furniture) • Equipment • Uneven surfaces • Damaged flooring / covering • Uneven external surfaces (car park / steps) 	<p>Staff Children Parents Guardians Visitors</p>	<p>General body injuries</p>	<ul style="list-style-type: none"> • All equipment to be set up prior to the official opening time. • Clear walkways between chairs / tables and equipment to be maintained at all times. • Vigilance of staff where children place items in designated walkways; situation to be rectified. • Equipment cables to be kept under control and never left crossing a walkway. • Access to fire escape and fire escape routes to be kept clear. 	<p>Medium</p>
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT MANUAL HANDLING		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.14		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
<ul style="list-style-type: none"> • Lifting furniture and equipment to and from classroom and storage • Moving furniture and equipment to and from classroom and storage areas • Lifting children • Attending children • Awkward loads • Falling items • Slips / Trips / Falls 	<p>Staff</p> <p>Children</p>	<p>Back injuries</p> <p>Bodily injuries (to foot, leg, toe, arm, hand, finger)</p> <p>Sprain / Strain / Splinters</p>	<ul style="list-style-type: none"> • Risk level is generally low, once all preventative procedures are adhered to. • Children must not be allowed to carry heavy objects. • Only use lightweight furniture. • Staff trained in Manual Handling techniques. • Assistance sought for heavy, awkward loads, e.g. items weighing more than 10kg. • Personnel are only requested to carry materials, equipment and furniture that are safe to carry, without overloading themselves. • A clear pathway must be created to enable easy and safe access to workstation. Good housekeeping is essential. Keep workplace and classroom tidy • Awkward postures must be avoided. • Adherence to kinetic method of lifting, and correct rules for safe manual handling, as follows <ul style="list-style-type: none"> ❖ assess area and load before lifting ❖ ensure an unobstructed work area 	Medium

Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
			<ul style="list-style-type: none"> ❖ check weight of item to be carried / moved, e.g. by tilting, establish weight in kilos, i.e. by assessing load before lifting bend knees and elbows ❖ keep back straight ❖ keep feet apart (approx. 90), thereby providing a broad, stable base + lift by using strong leg muscles ❖ hold load close to the body ❖ take good grip of load, e.g. go for diagonal hold where possible ❖ don't twist the back, i.e. face in direction of feet movement ❖ use same technique when setting down, i.e. bend the knees, keep back straight, keep feet apart • Gloves must be worn where there is a risk of injury from sharp edges I splinters. • When dealing with small children, do not bend the basic bend knees instead. • If kneeling down to assist a child, kneel on soft cushion / pad to protect the knees. 	
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT STRESS / DEPRESSION		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.15		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
<ul style="list-style-type: none"> Person suffering from stress/ depression 	Staff Children	<ul style="list-style-type: none"> Irritability with colleagues / children Effect on children 	<ul style="list-style-type: none"> Management / Supervisors to be aware of symptoms of stress/depression, e.g. <ul style="list-style-type: none"> changes for the worse in a person's normal level of performance Care Call Employee Assistance Programme in place being touchy / irritable If you feel the pressure of the job exceeds your capacity to meet them, notify the Board of Management If you are suffering from, have been diagnosed with, depression, notify the Board of Management, who will take action to assist you with your condition. All complaints / reports of stress / depression to be listened to sincerely and appropriate measures to be taken by the Principal. Adequate manning levels and supervision of premises at all times. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT USE OF CHEMICAL CLEANING AGENTS		Prepared by: Olive Safety Date: Mar 2017 Review Date: Mar 2018
Risk Assessment Index No: 1.16		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
Cleaning agents Access by children to chemicals	Staff Children Parents Guardians Visitors	<ul style="list-style-type: none"> • Dermatitis to staff using cleaning agents • Injury to children who access cleaning agents 	<ul style="list-style-type: none"> • Staff using cleaning agents must wear durable / PVC/ rubber gloves. • If gloves are damaged, they must be discarded and replaced. Staff must request new supplies from Management, who will replace same. • Staff must never remove groves from hands by placing them between the teeth / in the mouth. • Chemical cleaning agents must never be left unattended on the premises. • All chemical cleaning agents must be stored in locked cabinet I room. Children must never have access. 	Medium
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT WELFARE OF CHILDREN		Prepared by: Olive Safety
				Date: Mar 2017
				Review Date: Mar 2018
Risk Assessment Index No: 1.19		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
<ul style="list-style-type: none"> • Illness • Injury • Poor facilities, including lighting, ventilation, food, sanitation, drainage, waste disposal • Lack of parental consent • Lack of information regarding a child's medical condition 	Children	Illness (Various) Allergy (e.g. Nuts)	<ul style="list-style-type: none"> • Adequate and suitable sanitation facilities to be provided on the premises. • Suitable drainage and disposal facilities to be provided on the premises. • Steps taken to prevent spread of infection. • Equipment and furniture / fixtures to be kept in clean and hygienic condition, and protected from infestation • Premises to be adequately rodent-proofed, to ensure safety of children and prevention of pest infestation. • Chemical cleaning agents to be stored in locked facility away from class moms. • Adequate and suitable eating utensils, and hand-washing, washing up and sterilising facilities to be provided. • Adequate facilities for rest and play to be provided for children indoors and outdoors, depending on duration of time on the premises. 	Medium

Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk
			<ul style="list-style-type: none"> • Completion of Registering respect of health issues, as follows: <ul style="list-style-type: none"> - details of any illness, disability, allergy or special need of a pre-school child, together with notes relevant to the provision of special care; - name and telephone number of child's medical practitioner; - record of child's immunisations; - Written parental consent for appropriate medical treatment in the event of an emergency. The Register is to be available to a parent in respect of their child and to an authorised person. • Adequate heating to be provided throughout period in which children are present. • Adequate facilities to be provided for rest and play. • It is forbidden for corporal punishment to be inflicted on child. • The Principal will ensure that no practices that are disrespectful, degrading, exploitative, intimidating, emotionally or physically harmful or neglectful will be carried out in respect of any child. • The teacher will draw up policies and procedures, where appropriate, to manage a child's challenging behaviour and to assist the child to manage his or her behaviour as is appropriate to the age and stage of development of the child. 	
FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.		OVERALL RISK:	LOW – as long as all 'Actions' are in place.

SIGNATORY

Reviewed by
(name)

Signature:

Date:

Lucan East Educate Together National School		RISK ASSESSMENT		Prepared by: Date: Review Date:
Risk Assessment Index No: 1.18		Related Procedure No:		
Hazard	Persons at Risk	Hazard Effect	Control Actions Required to Reduce Risk	Risk

FINAL ASSESMENT:	Safe to proceed as long as all appropriate control procedures are in place.	OVERALL RISK:	LOW – as long as all ‘Actions’ are in place.
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SIGNATORY

Reviewed by
(name)

Signature:

Date:

RISK ASSESSMENT FORM
LUCAN EAST EDUCATE TOGETHER NATIONAL SCHOOL

ASSESSMENT CARRIED OUT BY: _____

DATE: _____

Lobby /Hall

Risk Indicator: 1 = No Risk or Low Risk, 2 = Medium Risk, 3 = High Risk

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<i>What are the hazards?</i>	<i>Who is at Risk? How? Not Applicable?</i>	<i>Risk Level</i>	<i>Precaution</i>	<i>Comment</i>
Entrance not secure			Principle, Caretaker and all Staff are responsible for ensuring entrance is secure at all times	
Tripping and falling hazard: mats etc?			Tripping hazards should be removed	
Electric sockets uncovered			All sockets should be covered and out of reach of children	
Sign in and Out Register not in operation			Management should ensure that this is completed daily	
Area not well maintained			Cleaning	

and clean			schedules should be followed	
Floor wet and slippery			Wet floors should be reported immediately to H & S manager and a sign displayed if necessary	
Display Boards not safe (e.g. thumb tacks)			Display Boards should be checked for potential hazards to children	
Emergency Exits Not Clear			All emergency exits must be kept clear at all times	
Access to Toxic substances			Toxic Substances must be locked away and inaccessible to children	
Stairways Not clear			Stairways must be kept clear at all times	
Stair Safety Gates Not Secure and working			All stair gates must be regularly checked to ensure they are working and any faults should be communicated to	

			the H & S Manager immediately	
Safety Glass Not Used			Safety Glass in Doors should be used at all times	
Glass visibility strips Not Present			Where there is clear glass that may cause injury a visibility strip should be used	
Smoke Alarm Not working			Smoke alarms should be checked regularly to ensure they are operational	
Meter cupboard exposed and accessible			Ensure Meter Cupboard is out of reach	

RISK ASSESSMENT FORM

LUCAN EAST EDUCATE TOGETHER NATIONAL SCHOOL

ASSESSMENT CARRIED OUT BY: _____

DATE: _____

OUTINGS VENUE: _____

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<i>What are the hazards?</i>	<i>Who is at Risk? How?</i>	<i>Risk Level</i>	<i>What are you already doing?</i>	<i>What further action is needed</i>	<i>Action by Whom?</i>	<i>Action by when?</i>	<i>Done</i>
Traffic Movement (dropping and collecting children at venue) Access to roads							
Slips, Trips and Falls Uneven surfaces							
Animal Waste							
Other dangerous Items in close proximity							
Entry/Exit Gates Secure							
Surface; Stones/gravel Plants/hedging poisonous							
Fencing and Security: secure from unauthorised intrusion							
Exposed electrical							

Equipment							
Clean and Hygienic							
Others people present: overcrowding							
Access to restricted areas							
Broken/damaged play equipment							
Foyer rugs							
Access to Staircases safe							
Hot liquids /hot drinks out of reach							
Food suitable							
Allergies catered for							
Emergency exits clear							
Health & Safety Equipment (fire alarms, fire blankets etc)							
Cleaning chemicals or other dangerous substances out of reach							
Access to suitable sanitary							

accommodation							
Sanitary accommodation clean and hygienic							

SCHOOL OUTING RISK ASSESSMENT CARRIED OUT BY: _____

DATE: _____

		LUCAN EAST EDUCATE TOGETHER		All staff conducting School outings to read school outings policy
AREAS TO CONSIDER	YES		YES	COMMENTS
GENERAL		TRANSPORT		
Mobile Phone		Ensure that all the children get on and off the transport safely and ensure safety during transit at all times		
First Aid Box		VENUES		
Good Knowledge of Children (e.g. a child with behaviour difficulties)		Ensure all Play areas are safe to use and age appropriate		
List of Parent Contact Details Updated on School System		OTHER		
Good Knowledge of venue		Appropriate Supervision		
First Aider Available at Venue		Emergency Procedures		
Garda Vetting in Place				
Emergency Funds available				
Accident and Incident Forms available				

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<i>What are the hazards?</i>	<i>Who is at Risk? How? Not Applicable?</i>	<i>Risk Level</i>	<i>Precaution</i>	<i>Comment</i>
Toys, materials and equipment not in good repair			All staff should check toys, materials and equipment regularly and report any hazards to Management/H & S Manager	Welcome pack & Staff Meeting Checklist
Inappropriate age and stage materials and equipment i.e. equipment with small pieces			Staff should review the toys, equipment in their own area to ensure they are suitable for the age group	
Electrical sockets not covered			All sockets should be checked daily to ensure they are inaccessible, covered and safe	
Room not tidy and clean			Staff should keep their room tidy and ensure hazards are removed	
Unneeded equipment and toys on floor			Staff should supervise the play area to ensure that that unneeded equipment is	

			rations for managing children	
Glass visibility not good			All Glass areas that are used as Viewing Panels should be kept free of notices, artwork or any other item that causes poor visibility and supervision of children	
Hot drinks causing scalding hazard			Hot drinks should never be brought into class rooms	
Allergy information not on display			Allergy notices pertaining to children with allergies must be in display at all times in rooms. Action Plans for allergies must be known and accessible to staff	
Personal care (nose cleaning etc) Tissue not available			Tissues should be readily available and staff should ensure that the personal care of children is catered for at all times and that cross contamination is prevented	

RISK ASSESSMENT FORM

Lucan East Educate Together National School

ASSESSMENT CARRIED OUT BY: _____

DATE: _____

Kitchen

Risk Indicator: 1 = No Risk or Low Risk, 2 = Medium Risk, 3 = High Risk

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<i>What are the hazards?</i>	<i>Who is at Risk? How? Not Applicable?</i>	<i>Risk Level</i>	<i>Precaution</i>	<i>Comment</i>
Accessible to children			Ensure the kitchen is inaccessible to children at all times	
Area not clean and dry			Ensure the kitchen is kept thoroughly clean and dry at all times	
Work surfaces not clean and hygienic			Ensure work surfaces are cleaned with anti-bacterial cleaning fluid regularly and as per cleaning schedule	
Floors not clean and hygienic			Ensure floors are clean & hygienic	
Appliances and Equipment not in good repair			All appliances should be regularly checked as part of the monthly H & S Audit. The person in charge of the kitchen should report any faults immediately to Management/H & S Manager	

RISK ASSESSMENT FORM

LUCAN EAST EDUCATE TOGETHER NATIONAL SCHOOL

ASSESSMENT CARRIED OUT BY: _____

DATE: _____

Outdoor Play Area

Risk Indicator: 1 = No Risk or Low Risk, 2 = Medium Risk, 3 = High Risk

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<i>What are the hazards?</i>	<i>Who is at Risk? How? Not Applicable?</i>	<i>Risk Level</i>	<i>Precaution</i>	<i>Comment</i>
Drain and manhole covers not secured			Secure all drains & manholes	
Paving stones/slabs steps not securely laid			Outdoor environment should be maintained in a good condition to eliminate risks from broken/uneven surfaces	
Gates/entry access to			Gates should be	

building not secure			kept closed at all times	
Access by children to waste bins			Waste bins should not be placed at any time in outdoor play area	
Garden and general maintenance equipment not stored and out of reach of children			All outdoor and garden equipment should be kept locked away and out of reach of children	
Area not free of animal waste			Staff should check the outdoor area before children enter it to ensure it is free of animal waste	
Potentially harmful plants/shrubs not out of reach of children			The outdoor area should not contain harmful plants/shrubs	
Outside play equipment not clean and in good repair			All outdoor play equipment should be cleaned regularly and checked to ensure it is in good repair.	

			Any faults should be reported by staff immediately to the H & S Manager	
Yard Surface dangerous			The surface should be safe for children	
Equipment not securely anchored in accordance with manufactures guidelines or as necessary			All equipment should be secure and sturdy	
Fences not in good repair with no danger to children			All fences should be secure and in good repair	
Leaves not cleaned up			Leaves should be swept up before children enter play area	
Tripping and falling hazards evident			The outdoor play area should be checked for tripping hazards by staff	
Signs of vermin			Area should be rodent proofed and monitored	

Small stones and gravel			Small stones and gravel should not be accessible to very young children as they pose a choking hazard. Children should be closely supervised in the outdoor area	
Steps			Children should be supervised around steps	

RISK ASSESSMENT FORM

LUCAN EAST EDUCATE TOGETHER NATIONAL SCHOOL

ASSESSMENT CARRIED OUT BY: _____

DATE: _____

Outside Entrance to School

Risk Indicator: 1 = No Risk or Low Risk, 2 = Medium Risk, 3 = High Risk

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<i>What are the hazards?</i>	<i>Who is at Risk? How? Not Applicable?</i>	<i>Risk Level</i>	Precaution	<i>Comment</i>
Traffic Movement (dropping and collecting children)			Make sure there are warning signs in car park and parents are warned to drive slowly and carefully Ensure that spaces are clearly marked	
Slips, Trips and Falls			Management and Staff should check area for tripping hazards. The Health and Safety Manager should be informed	
Animal Waste			Management and Staff should check area for animal waste. The Health and Safety Manager should be informed	
Other dangerous Items (needles)			Management and Staff should check area for dangerous items. The Health and Safety Manager should be informed	

Entry/Exit Gates Not Secure			Entry/Exit gates should be kept secure at all times	
Surface; Stones/gravel Plants/hedging causing risk			Outdoor environment should be maintained in a good condition to eliminate risks from broken/uneven surfaces and roots and branches	
Fencing not secure			Fencing and Security should be checked regularly by management to ensure it is safe and secure	
Not Clean and Hygienic			Cleaning schedules should be followed to prevent build-up of waste and hazardous substances such as bird and animal droppings	

RISK ASSESSMENT FORM

LUCAN EAST EDUCATE TOGETHER NATIONAL SCHOOL

ASSESSMENT CARRIED OUT BY: _____

DATE: _____

Sanitary Area

Risk Indicator: 1 = No Risk or Low Risk, 2 = Medium Risk, 3 = High Risk

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<i>What are the hazards?</i>	<i>Who is at Risk? How? Not Applicable?</i>	<i>Risk Level</i>	<i>Precaution</i>	<i>Comment</i>
Toilets not flushed			Staff should check toilets regularly to ensure they are flushed	
Toilets not clean			Toilets should be cleaned regularly according to cleaning schedule	
Hand basins not clean			Give hand basins a thorough clean using a toothbrush	
Floor wet			Ensure floors are dry when children/staff present. If floors are mopped and wet use hazard	

			signs	
Taps not working properly			Check taps to ensure that they can be used effectively by children	
Floors not clean			Ensure that floors are cleaned in accordance to the cleaning schedule	
Tiles not clean			Ensure tiles are cleaned according to the cleaning schedule	
Walls not clean			Ensure walls are included in cleaning schedule	
Potties not stored appropriately			Ensure potties are kept clean and stored	
Soap not available			Management should ensure soap is always available. Staff should report when soap needs replenishing	
Toilet paper not available			Management should ensure toilet paper is always available.	

			Staff should report when toilet paper needs replenishing	
Hand drying facilities not appropriate			Management should ensure that hand-drying facilities are always available and that only electric hand dryers or disposable towels are used	
Disposable gloves not available			Staff ensure disposable gloves are available	