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1.0 Introduction

St. Attracta's Junior National School is a mainstream Catholic Primary School that caters for both boys and girls from Junior Infants to Second Class. To quote from our Mission Statement:

“St. Attracta's Junior National School has a Catholic ethos inclusive of pupils of different persuasions whose religious outlook is respected.

Acknowledging that parents are the primary educators, we are inspired by a shared vision of excellence and we espouse a partnership approach.

While we value high academic achievement, the social, personal and moral development of our pupils is of primary importance and we view the school as a learning organisation which is open to change and innovation while cherishing the best educational, cultural and religious traditions of our society.”

This school has a reputation for consistently good academic standards where children are seen as individuals and are helped to attain their full potential. The school is keen to stress the overall development of each child. Talents are recognised and developed while challenges are identified and addressed with the aid of all the partners in education.

Building on this reputation is a committed staff providing a personal service to every child. The staff consists of the principal, a team of class teachers, resource and learning support teachers, special needs assistants, the school secretary and caretaker. All members of the school community have responsibilities for their own safety, health and welfare and that of others.

The Board of Management are committed to the development of a Safety, Health and Welfare Management System in the school, which is an ongoing process with the aim of promoting a continuous improvement in the way the school manages safety. This is part of the overall management of the school and includes the school structure, planning activities, practices, procedures and resources for developing, implementing, reviewing and maintaining safety, health and welfare.

This Safety Statement has been prepared under the direction of the Board of Management and sets out the commitment to ensuring safety, health and welfare in the school. It has been prepared in compliance with Section 20 of the **Safety, Health and Welfare at Work Act 2005** and with reference to the **Guidelines on Managing Safety, Health and Welfare in Primary Schools** as published by the Health and Safety Authority and the Kilkenny Education Centre have been considered.

1.1 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 employees, 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 St. Attracta's J.N.S. Staff in order to record the evolution of the school's Health & Safety Policy which is 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.
- To help identify Training requirements that need to be fulfilled for suitably qualified personnel to carry out the policies contained within this manual.

1.2 Background Information

The school has 16 classrooms each accessible through an external door leading to the School Grounds and through an internal door leading to a corridor which itself leads to the School Hall and other areas of the building. Each pod of four classrooms is located off a corner of the School Hall and can only be accessed internally through the School Hall.

In addition the school also has the following facilities:

- 1 Kitchen
- 1 Staffroom
- 1 Meeting Room
- 1 Photocopying Room
- 2 Strong Rooms
- 1 Store Room
- 1 Secretary's Office
- 1 Principal's Office
- 2 Staff Toilets
- 2 Toilets off the main hall
- Shower room/ Staff Toilet

The school grounds consist of an open plan yard area that allows for pedestrian access from the Broadford to the Ludford sides of the school. There is a small school garden surrounded by a metal fence to the south of the school building, and car parking for Staff only, at the rear of the school yard, and in an enclosed carpark off the Broadford Road entrance to the school. The accommodation is completed with a Boiler house and storage area for bins, both of which are located in the school yard.

2.0 Health & Safety Policy of St. Attracta's J.N.S.

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

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

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

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

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

Oliver Fenton

Oliver Fenton

Chairperson, Board of Management

St Attracta's Junior National School

Date: 10/11/2015

Thomas Neary

Thomas Neary

Principal

St Attracta's Junior National School

Date: 10/11/2015

3.0 Resources

The following resources are available to support safety, health and welfare in the school.

- Safety Manager
- Safety Committee
- Shared School Caretaker
- Maintenance Contractors as required

The allocation of resources is reviewed and amended by the Safety Committee as the need arises. The use of resources is consistent with the priorities of the school plan for maintaining and improving safety, health and welfare.

3.1 Roles and Responsibilities

3.1.1 Board of Management

The Board of Management as employer, is responsible for ensuring as far as reasonably practicable, the safety, health and welfare of its employees and the safety, health and welfare of those who are in any way affected by the work activities of the school.

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 Health & Safety at Work Act 2005 and that all reasonable practicable measures are taken to avoid risk to employees or others who may be affected. Other duties include:

- Reviews the implementation of the Safety Management System and the Safety Statement
- Sets safety, health and welfare objectives
- Receives regular reports on safety, health and welfare matters and matters arising from same are discussed
- Reviews the safety, health and welfare statement at least annually
- Allocates adequate resources to deal with safety, health and welfare issues

3.1.2 Safety Manager

The Safety Manager is responsible for the day-to-day implementation of the safety, health and welfare policy in the school. The Safety Manager reports to the Board of Management on all safety, health and welfare matters on a regular basis and is specifically responsible for:

- Monitoring the implementation of Safety Policy in the school
- Updating of policies and procedures to be implemented in the Safety Management System
- Issuing communications to staff and others as required in relation to health and safety procedures or any other relevant information
- Ensuring that all accidents and incidents are investigated and where necessary, all relevant statutory reports completed
- Organising fire drills, training etc.
- Carrying out Safety Audits

The Safety Manager currently is the School Principal, Tommy Neary.

3.1.3 Safety Representative

The functions of the Safety Representative include the following:

- Representing employees on safety, health and welfare issues.
- Conducting safety, health and welfare inspections in the school grounds to identify hazards and risks to safety & health
- Investigating accidents & dangerous occurrences in the school grounds in order to find out the causes and to help identify any remedial or preventive measures necessary.
- Consulting 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.
- Discussing health & safety matters in confidence with other employees and making verbal or written representations as necessary.
- 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
- Engage with the Health & Safety Authority / Inspectors upon arrival at the school

3.1.4 Employees Responsibilities

The duties of employees include the following:

- Comply with all statutory obligations on employees as designated under the 2005 Act
- Take reasonable care to protect their own safety
- Not to be under the influence of alcohol or drugs
- Not to 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 person
- Cooperate with school management in the implementation of the safety statement
- Inform students of the safety procedures associated with individual subjects, rooms, and tasks
- Ensure that students follow safe procedures
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Check that equipment is safe before use
- Ensure that risk assessments are conducted for new hazards
- Select and appoint a Safety Representative as appropriate
- Cooperate with the School Safety Committee
- Report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement
- 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 the employee.
- Taking account of the training and instructions given, correctly use any article or substance and protective clothing and equipment provided for their protection.

Refer to Appendix 1, Page 16 of this document for Policies on Safety Procedures (Supervisor Safety Procedure)

3.1.5 Other School Users

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

3.2 Safety Committee

The function of the Safety Committee is to assist in the planning, monitoring and evaluation of safety, health and welfare as required throughout the year. To do this it will:

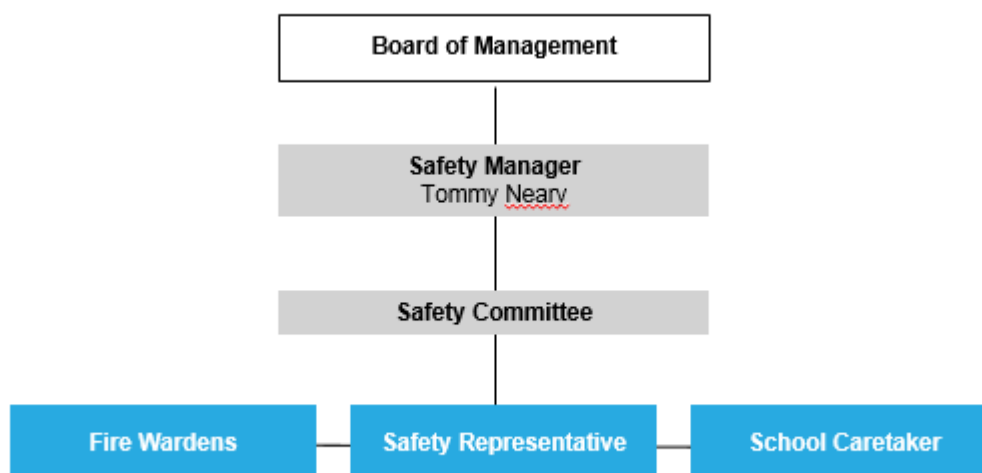
- Assess planned safety and health actions for the year as required (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.)
- Report to the Board of Management and Staff meetings as well as other relevant meetings as necessary
- Ensure that current information regarding risk assessments, control measures, accident reports, audits and reviews of the Safety Management System are evaluated and appropriate action taken
- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment
- Provide ongoing evaluation of safety, health and welfare practice in the school and

The Safety Committee will comprise the following:

- School Principal and/or School Deputy Principal
- School Safety Representative
- School Caretaker
- Parent Member of Board of Management

3.3 Health and Safety Organisational Structure

The school Health and Safety Organisational Structure is summarised as follows:



4.0 Arrangements for Safe Working

4.1 Safety Reviews

- 4.1.1 The Safety Representative has the right to represent all staff members and pupils when reviewing Health & Safety issues at the monthly Staff Meeting and at Board of Management meetings.
- 4.1.2 These meetings should include a specific agenda which **may** include some or all of the following:
- Progress report on the implementation of the Safety Statement
 - Examination of the accident / incident record since the last meeting
 - 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
- 4.1.3 The Safety Representative must track any safety issues for closure & implementation and ensure feedback is provided to all employees and management, on the progress of the Health & Safety System.
- 4.1.4 The Safety Representative shall ensure that this Safety Statement is reviewed at least annually.

4.2 Safety Induction, Training & Awareness

- 4.2.1 The Safety Contractor – currently **Merrion Security** - shall carry out safety induction training for all staff. The direct requirements of the job will be clearly explained to the individual/s involved with respect to all Health & Safety Policies & Standards.
- 4.2.2 It must be impressed on the staff member 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.
- 4.2.3 All new or temporary employees will be provided with a copy of or access to the Safety Statement and information on the locations of all other Health & Safety Policies & Regulations.
- 4.2.4 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
- 4.2.5 The Safety Manager 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.
- 4.2.6 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.
- 4.2.7 A booklet containing details of all school rules & routines including “**Whole School Behaviour Policy**” **will be issued to all parents.** 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.

4.3 Lone Workers Policy

- 4.3.1 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.
- 4.3.2 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

4.3.3 Control measures must also be implemented in order to minimise risks.
Such control measures may include:

- Communication is very important e.g. mobile phone, telephone or pager
- Locking and securing of all entrances
- Reporting of any incidents / near misses

5.0 Safety Consultation & Representation

5.1 The Health & Safety at Work Act 2005 places a general obligation on *St. Attracta's J.N.S.* as an employer to consult with and to take account of any representations made by any staff member for the purpose of giving effect to its statutory duties.

5.2 All issues raised must take into account the requirements as set out in the School Safety Statement and Statutory Regulations & Codes of Practice.

5.3 The Safety Representative has the right to ensure that this procedure takes effect with respect to the control of all safety issues & activities. (Reference Section 2.0, Safety Reviews)

5.4 The management of *St. Attracta's J.N.S.* have set up a Safety Committee comprised jointly of representatives from Management and Staff who will act as a means of consultation in order to:

- (a) Establish the arrangements for securing co-operation with all staff on Safety, Health & Welfare and to 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 Síochána
 - 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

6.0 Statutory / Internal Safety Notices

6.1 The Safety Manager 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, Occupiers Liability Act 1995 (Statutory), Speed Limit Signs, etc.

- 6.2 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.
- 6.3 The Safety Manager shall also ensure that all current standards / notices are updated as required while an official master list will be retained in-house to ensure only the most current revisions of these documents are displayed.

7.0 Accident & Emergency Preparedness & Response

- 7.1 The Management of *St. Attracta's J.N.S.* shall ensure that procedures are established and maintained to respond to accidents & emergency situations and to prevent & minimise the health & safety impacts associated with them.
- 7.2 As well as developing & activating emergency plans *the Safety Manager shall:*
- test & rehearse safety plans and fire alarms.
 - organise the training of personnel on what to do in the event of an emergency, e.g. employees, visitors
 - familiarise the emergency services with the organisation
- 7.3 The Emergency Plan takes account of:
- 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 plans i.e. emergency contact numbers of management
 - Training plans and tests that were conducted for effectiveness
 - The availability of fire fighting equipment and its maintenance log.
- 7.4 The Safety Manager is also responsible for reviewing all accident reports & Form IR-1 prior to release to the Health & Safety Authority (H.S.A.) / Insurers while also ensuring internal closure of all reported accidents.
- 7.5 The Safety Representative must report all incidents / accidents to Management.

8.0 First Aid & Fire Controls

- 8.1 The Safety Manager shall ensure adequate first aid supplies are available when required and shall also activate the fire safety programme i.e. conducting elementary fire prevention, organising instruction and training, fire drills, ensuring the maintenance of fire equipment and completing evacuation procedures.
- 8.2 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.
- 8.3 Analgesic medications, for **STAFF USE ONLY** will be stored in the cabinet above the washbasin in the Staff Toilet in the Blue Corridor.
- 8.4 The Board of Management requires parents, whose children need medication e.g. Ritalin or an epileptic medication, during the school day to inform the board 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. disprins for headaches, etc)

- 8.5 The Safety Manager 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 *St. Attracta's J.N.S* Fire Drill Procedures)

9.0 Safety Procedures for Contractors

- 9.1 Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006
- 9.2 All Contractors will be expected to comply with the school's policy for health & safety and must ensure that their own safety statement is made available for inspection before any work commences.
- 9.3 Contractors working on the school premises must demonstrate that they are suitably qualified, experienced and registered with the appropriate trade body, e.g. Register of Electrical Contractors of Ireland.
- 9.4 All Contractors must complete a work / hot work permit as required before any building / maintenance work can be conducted on the premises. Contractors must take all reasonable steps to avoid interference with normal activities in the school.
- 9.5 *St. Attracta's J.N.S.* reserves the right to verify any contractor's insurance arrangements.
- 9.6 In the event that work is being carried out on the school premises during school hours, the contractor must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.
- 9.7 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.
- 9.8 Staff of *St. Attracta's J.N.S.* must be notified of any material or substance brought into the building which has health, fire or explosive risks. Such materials should be stored and used in accordance with current recommendations. Material Safety Data Sheets (MSDS) must be supplied as requested.
- 9.9 Scaffolding & other access equipment brought into the area surrounding the school by Contractors and their employees must be erected and maintained in accordance with the Regulations Code of Practice.
- 9.10 Any injury / incident sustained by any Contractors' employee whilst working in the school or surrounding areas must be reported immediately to the Management of *St. Attracta's J.N.S.*
- 9.11 All Contractors working on the school grounds must take particular cognisance of the safety of pupils, some of whom are as young as 4 years of age. In this regard all work areas and equipment must be safely secured to ensure the safety of children.

10.0 Parents & Visitors Safety Procedures

- 10.1 Those responsible for parents & visitors, must ensure that they comply with all school procedures and regulations for health & safety while in the buildings & grounds of *St. Attracta's J.N.S.*
- 10.2 Management / Staff should also highlight specific hazards, risks, evacuation procedures etc, as appropriate.
- 10.3 Management 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.
- 10.4 Management are also responsible for liaising with all parents / visitors prior, during and after the visit on all safety issues as appropriate.
- 10.5 Full co-operation is also expected from all parents in order to ensure implementation of the school booklet, **“Whole School Behaviour Policy”** which is issued to all parents.

11.0 Provision for Pupils

- 11.1 The Staff of *St. Attracta's JNS* must comply with all school procedures to ensure the safety of pupils. It is recognised that some pupils have special requirements and may be considered “flight risks”, i.e. they are liable to try to leave the school grounds during school hours unattended. The school has put special measures in place to ensure the safety of these children, which includes:
 - One to one supervision in the playground
 - Ensuring that classrooms and toilets are kept secure during school hours without compromising fire safety requirements.

12.0 Pregnant and Post-natal Employees

The Safety Manager completes a risk assessment with the pregnant employee when notified. Details are set out in the Procedure for the Protection of Pregnant, Post-natal and Breastfeeding Employees.

13.0 Hazard Identification and Risk Assessments

13.1 Guidelines in Identifying Hazards and Risks

- 13.1.1 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.
- 13.1.2 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.
- 13.1.3 Management / Safety Representative 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.
- 13.1.4 *St. Attracta's J.N.S.* 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”.
 - a) “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.

Grade of Risk	Abbreviation	Characteristics
High Risk	“H”	Possibility of fatality / serious / minor injury to a number of people. Possibility of significant material loss
Medium Risk	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of a fatality / serious injury or significant material loss is unlikely although conceivable.
Low Risk	“L”	The possibility of injury or material loss is unlikely although conceivable.

13.2 Typical Physical Hazards (Reference Appendix 9)

- 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 bodies
- Using step ladders / Falling objects
- Slipping/tripping hazards e.g. poorly maintained floors/areas, 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)
- 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

13.3 Typical Health & Chemical Hazards (Reference Appendix 9)

- 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

13.4 Typical Human Factor Hazards (Reference Appendix 9)

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

- Kitchen Area / Strong Room / Storage Area behind hall curtains/Garden are considered out of bounds for children - unless accompanied by a teacher or SNA.
- Children are not allowed into the boiler house and bin storage area. The Boiler House shall be locked at all times.
- Children are not allowed climb on fencing or walls

REFER TO THE FOLLOWING POLICY DOCUMENTS

- Policy on the Assembly and Dismissal of Pupils
- Policy on Supervision and Pupil Lunch Breaks
- The Whole School Behaviour Policy
- The Whole School Food Policy
- Fire Drill Policy

Appendix 2.1

FIRE EVACUATION PROCEDURES 2017 / 2018

1. FIRE ALARM

On discovery of a fire, sound the alarm signal in the corridor at once. **DO NOT** panic or rush about the building shouting “FIRE!”

2. ON HEARING THE ALARM

- Make sure that the door into the corridor is closed.
- Stand up and push in all chairs **in silence**.
- The children do not take anything with them.
- The children line up at the outside door in two lines, as practised.
- The teacher checks the toilets.
- **The teacher** takes the **ROLLA** with him/her as **HE/SHE leads** the children from the room **IN SILENCE** to your designated **ASSEMBLY POINT** - any line in the **JUNIOR or Senior School Yard**
- At the **ASSEMBLY POINT** call the **ROLLA**.
- When all children present on the day have been accounted for, report to the designated person in your assembly area.

3. LEARNING SUPPORT ROOM – teacher and children exit through adjacent classroom.

4. RESOURCE & ENGLISH LANGUAGE SUPPORT TEACHERS – take any child in your care with you to your assembly point.

5. HALL – **IF you are in the hall with your class**, exit immediately by the side door of the hall *to the Junior School Yard*

6. AT ALL TIMES

- **DO NOT run!**
- **DO NOT laugh, talk or make noise!**
- **DO NOT attempt to pass others!**
- **DO NOT** return for anything you have forgotten!

FIRE DRILL ASSEMBLY POINTS 2017 / 2018

LINE UP IN THE JUNIOR SCHOOL YARD

1. Ms. Eilish Frawley	Lines 1-8 REPORT TO MS. KINGSTON
2. Ms. Lisa Murphy	
3. Ms. Clíodhna Murphy	
4. Mr. Darragh Smith	
5. Ms. Eileen Tyrrell	
6. Ms. Eileen Kenny	
7. Ms. Elizabeth Kingston/Ms Andrea Watts	
8. Ms Margaret O Neill, Ms Niamh Slack, Ms. Las Power	
9. Those in the Meeting Room, Those in the Community Staffroom, Those in the library Those in the Principal's Office, Those in the Secretary's Office Those in the kitchen, Those in the Halla	Lines 9-16 REPORT TO MS. O Neill
10. Ms. Cathy Sands	
11. Ms. Mairéad Kennedy	
12. Ms. Bebhinn Murphy	
13. Ms Eimear Foley	
14. Ms Noelle Casserley	
15. Ms. Emer Finlay	
16. Ms. Ciara Murphy	

LINE UP IN JUNIOR SCHOOL YARD***

8. Those in the Principal's Office, Those in the Secretary's Office Those in the kitchen, Those in the halla	EXIT THROUGH THE MAIN DOOR AND LINE UP IN SCHOOL YARD AND REPORT TO MS. KINGSTON
9. Those in the Meeting Room, Those in the Community Staffroom, Those in the library	

Ms. Kingston, Ms. O'Neill report to Mr. Neary

ON HEARING THE FIRE BELL TEACHERS MUST REMOVE THIS NOTICE TOGETHER WITH THE CLASS ROLL (ON THE REVERSE SIDE OF THIS DOCUMENT), AND PROCEED IMMEDIATELY TO THE RELEVANT FIRE ASSEMBLY POINT, WHERE A ROLL CALL IS TAKEN

Appendix 3

Recommended First Aid Procedures

- Minor wounds are treated by an S.N.A. / Teacher in the Designated First Aid Classroom (Room No.4 - Yellow Corridor).
- Supervisor/Teacher must always inform the class teacher at the end of the break of any incidents
- Any First Aid Kit contains the following:
 - Latex gloves
 - Cotton wool
 - Savlon
 - Antiseptic spray
- In the event of injury no plasters are applied to children's wounds.
- All Staff are encouraged to wear latex gloves when dealing with all wounds
- Wounds are washed with cotton wool, water and disinfectant, and Savlon spray or cream applied.
- Bumps to the head are NOT treated with ice or cold compresses
- All bumps to the head are reported to class teacher, principal, and parent/guardian. The class teacher / principal / School Secretary will ring the parent/guardian immediately and inform him/her of the incident. The Parent makes the decision whether to bring the child home or not.
- Accidents involving pupils considered serious by yard supervisors, class teachers and the Principal are recoded in an 'Incident Book' which is held in Room 4 in the Yellow Corridor (Lunch Time-First Aid Room)
- The contents of the Staff First Aid Box in the cabinet in the Blue Corridor Staff Toilet are for ADULT USE ONLY.
- An Incident Report form, pertaining to all serious accidents, will be maintained in the office by the School Secretary.

Appendix 4

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.

Employee 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 5

References

Risk Assessments

Physical Hazards, Health & Chemical Hazards, Human Factor Hazards

Safety Reviews

Risk Assessment Reviews

Monthly & Annual Reviews

Material Safety Data Sheets (M.S.D.S)

MSDS Sheets for any Hazardous Materials stored

Health & Safety Standards

Safety, Health & Welfare at Work Act 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007

The following is the Annual Safety Report for *St. Attracta's J.N.S.* as 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, risks assessed and the necessary preventive & protective safety measures implemented ? **Yes** **No**

Clarify _____

3. Were all identified safety measures implemented & was intended progress achieved ? **Yes** **No**

Clarify _____

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

Clarify _____

Safety Task Review

5. Was action taken on the measures necessary to comply with the relevant statutory provisions (e.g. on management, consultation & training etc)? Yes No

Clarify _____

6. Was there anything more that could reasonably have been done? Yes No

Clarify _____

7. Were adequate Financial, Physical, Human and Organisational Resources committed to Health & Safety? Yes No

Clarify _____

8. What improvements in Health & Safety measures need to be implemented for the future? Yes No

Clarify _____

9. Records Reviewed:

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Accident / Incident Reports | <input type="checkbox"/> | <input type="checkbox"/> |
| • Monthly Reviews / Risk Assessment Updates | <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 matters _____ | <input type="checkbox"/> | <input type="checkbox"/> |

10. Recommendations:

11. Conclusions:

12. Approvals:

13. Distribution:

Appendix 7

Training Record

Name

Signature

Date

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

Training Record

Name

Signature

Date

Appendix 8 Accident & Emergency Contact Details

	<u>Name / Address</u>	<u>Contact Details</u>
School Doctor	-	
Hospital	- Children's Hospital Tallaght	4142000
Ambulance	-	999 / 112
Fire Brigade	-	999 / 112
Garda Station	- Dundrum	6665600
Safety Representative	- Andrea Watts	
First Aiders	-	
Fire Wardens	-	
H.S.A. Local Office	-	1890 289 389

ST. ATTRACTA'S JUNIOR NATIONAL SCHOOL

MEADOWBROOK
DUNDRUM
DUBLIN 16

Phone: 01-2984352

Fax: 01-2982632

Roll No: 19537B

stattractasjns@gmail.com

www.stattractasjns.ie



ACCIDENT or INCIDENT REPORT FORM

INJURED PARTY DETAILS

Surname: _____ First name(s): _____

Address (Home/Company): _____

D.O.B.: _____ Sex: Male/Female _____

Status (Please tick appropriate box)

Student
 Teacher/Staff member
 Visitor
 Contractor

Other (please specify):

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked:

TYPE OF ACCIDENT	TICK	
Injured/damaged by a person	<input type="checkbox"/>	with
Struck by/contact	<input type="checkbox"/>	
Caught in/under	<input type="checkbox"/>	
Slip/trip/fall	<input type="checkbox"/>	
Sharps	<input type="checkbox"/>	
Road traffic accident/crash	<input type="checkbox"/>	
Exposure to substances/environment	<input type="checkbox"/>	
Manual Handling	<input type="checkbox"/>	
Property damage	<input type="checkbox"/>	

Main agent which caused the accident: _____

TYPE OF INFURY	TICK
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Fatality	<input type="checkbox"/>	Bruise
Concussion	<input type="checkbox"/>	
Internal injury	<input type="checkbox"/>	
Abrasion/graze	<input type="checkbox"/>	
Fracture	<input type="checkbox"/>	
Sprain	<input type="checkbox"/>	
Torn ligaments	<input type="checkbox"/>	
Burns	<input type="checkbox"/>	
Scalds	<input type="checkbox"/>	
Frostbite	<input type="checkbox"/>	
Injury not ascertained	<input type="checkbox"/>	
Trauma	<input type="checkbox"/>	
Occupational disease		
Other		

PART OF BODY INJURED	TICK	
Head (except eyes)	<input type="checkbox"/>	Eyes
Face	<input type="checkbox"/>	
Neck, back, spine	<input type="checkbox"/>	
Chest, abdomen	<input type="checkbox"/>	
Shoulder	<input type="checkbox"/>	
Upper arm	<input type="checkbox"/>	
Elbow	<input type="checkbox"/>	
Lower arm/wrist	<input type="checkbox"/>	
Hand	<input type="checkbox"/>	
Finger (one or more)	<input type="checkbox"/>	
Hip joint, thigh, kneecap	<input type="checkbox"/>	
Knee joint	<input type="checkbox"/>	
Lower leg	<input type="checkbox"/>	
Ankle	<input type="checkbox"/>	
Foot	<input type="checkbox"/>	
Toe (one or more)	<input type="checkbox"/>	
Multiple injuries	<input type="checkbox"/>	
Trauma, shock	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

Consequences	Result	Anticipated absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick leave	<input type="checkbox"/> 1-4 days
<input type="checkbox"/> Non-fatal	<input type="checkbox"/> Excused	<input type="checkbox"/> 5-7 days
	<input type="checkbox"/> Light Duty	<input type="checkbox"/> 8-14 days
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days
		<input type="checkbox"/> None

Has the accident been reported to the Health & Safety Authority? (See note below) Yes No Not applicable

Investigating staff member (BLOCK CAPITALS): _____

Signature: _____

Date: _____

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The equipment in use (if any)
- Location of accident

Detail how the accident occurred

Attach:

- A. Injured party’s report
- B. Witness list (level of detail will vary depending on the severity of the accident)
- C. Witness statements (level of detail required will vary depending on the severity of the accident)
- D. Sketch or photograph of the scene, equipment etc. where appropriate

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than three calendar days, not including the day of the accident. A death, or an injury which requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority’s Incident Report Form (IR1) or online at www.hsa.ie. Further information can be found in Part 1 of the guidelines in the FAQ’s on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie

APPENDIX 10 PHYSICAL HAZARDS				
<u>Location:</u> Meadowbrook, Dundrum, Dublin 16		<u>Assessment No.:</u>		
<u>Performed by:</u>		<u>Assessment date:</u>		
<u>Reviewed by:</u> EITHNE ROYCROFT / SAFETY MANAGER		<u>Review date:</u>		
<i>Hazards & Risks</i>	<i>Risk Level</i>	<i>People at Risk</i>	<i>Control Measures</i>	<i>Responsible Persons</i>
<i>Hazard 1:</i> Hazards associated with external steps, paths & parking areas <i>Risk 1:</i> Serious injury/accident could result	Low	Pupils & Parents Staff Visitors	Ensure suitable lighting Ensure suitable steps & paths for volume of traffic Maintain parking areas Use anti-slip coating on the edge of all steps Provide handrails / ramps Clean leaves, mud etc from surfaces / playgrounds Effective procedures to deal with snow or ice Appropriate Signage	Safety Manager / Safety Representative School Caretakers
<i>Hazard 2:</i> Dangers associated with playgrounds & other external areas <i>Risk 2:</i> Serious injury to pupils	Medium	Pupils	Ensure flat surfaces & maintain to avoid surface water or accumulations of mud, leaves etc Ensure users wear approp. footwear for the surface Supervision at all times Control growth of hedges	Safety Manager Safety Representative Supervisors School Caretakers
<i>Hazard 3:</i>			Maintain floor surfaces/mats	Safety Manager /

<p>Activities in the P.E. hall</p> <p>Risk 3: Serious injuries to pupils while engaged in sporting activities</p>	Medium	Pupils	<p>Ensure suitable footwear</p> <p>Maintain/Inspect PE Equip.</p> <p>Supervision at all times</p> <p>First-Aid box</p> <p>Clear access to exits</p> <p>Ensure emergency lights</p>	<p>Safety Representative</p> <p>Supervisors/Staff</p> <p>School Caretakers</p>
<p>Hazard 4: Entrances & Internal Corridors</p> <p>Risk 4: Slips & trips</p>	Low	<p>Pupils</p> <p>Staff</p> <p>Visitors</p>	<p>Staggered release of pupils</p> <p>Traffic streaming/flow mgmt</p> <p>Ensure appropriate Lighting</p> <p>Classroom exits used during breaks / dismissal</p>	<p>Safety Manager</p> <p>Safety Representative</p> <p>Teachers</p> <p>School Caretakers</p>

RISK ASSESSMENTS & CONTROL MEASURES

APPENDIX 10 <i>PHYSICAL HAZARDS</i>				
<u>Location:</u>		Meadowbrook, Dundrum, Dublin 16		<u>Assessment No.:</u>
<u>Performed by:</u>		<u>Assessment date:</u>		
<u>Reviewed by:</u>		<u>Review date:</u>		
<i>Hazards & Risks</i>	<i>Risk Level</i>	<i>People at Risk</i>	<i>Control Measures</i>	<i>Responsible Persons</i>
<p><i>Hazard 5:</i> Inadequate safety signage e.g. exit signs, exit directional signs, fire point, first aid, fire assembly, emergency exit signs etc</p> <p><i>Risk 5:</i> Severe in an emergency</p>	<i>LOW</i>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p>	<p>Safety signage</p> <p>Exit & exit directional signs when exit is not clearly visible throughout building esp. in Hall area & at front door</p> <p>Display school safety rules</p>	<p>Safety Manager / Safety Representative</p> <p>School Caretakers</p>
<p><i>Hazard 6:</i> Fire drills / First-Aid</p> <p>Fire Point Signage not displayed / visible at all Fire Equipment in the building</p> <p>Fire equipment blocked/hidden</p> <p>No Fire Equipment Training provided for staff</p> <p><i>Risk 6:</i> Consequences could be severe in an emergency</p>	<i>LOW</i>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p> <p>External bodies using school</p>	<p>-Regular fire drills every term as per policy displayed</p> <p>Fire point signs at all fire equipment (eye level)</p> <p>Smoke detectors & a clear, distinguished fire alarm</p> <p>Regular tests conducted & <u>records</u> maintained.</p> <p>-Conduct fire equipment training annually for all Staff</p> <p>Fire equipment is <u>visible</u> and maintained every yr</p> <p>Easy access maintained to/from all exits & emergency exits</p>	<p>Safety Manager / Safety Representative</p> <p>School Caretakers</p>

<p>Hazard 7: Faulty electrical equipment / overloaded power-point fittings/ broken conduit</p> <p>Risk 7: Shock likely to occur and severe injury could result</p>	Medium	Pupils Staff Visitors	Report defective equipment. Gangs / towers installed in staff room Full inspection by qualified electrician at regular intervals	Safety Manager / Representative Staff
<p>Hazard 8: Inadequate maintenance & poor housekeeping</p> <p>Risk 8: Injury due to poor practice</p>	Medium	Caretakers Cleaners Sub-contractors	Regular after-hours cleaning No maintenance during breaks Warning Signs (wet floor etc) Entry to cleaning room controlled	Safety Manager / Safety Representative School Cleaners School Caretakers
<p>Hazard 9: Damaged buildings, equipment & furniture</p> <p>Risk 9: Injuries to pupils, staff & visitors could result</p>	Low	Pupils & Parents Staff Visitors	Regular building inspections Report defective buildings, equipment & furniture to Mgmt Approved sub-contractors only Verify contractors insurance & safety arrangements	Safety Manager / Safety Representative School Caretakers

RISK ASSESSMENTS & CONTROL MEASURES

APPENDIX 10	PHYSICAL HAZARDS
Location: Meadowbrook, Dundrum, Dublin 16	Assessment No.:
Performed by:	Assessment date:
Reviewed by:	Review date:

<i>Hazards & Risks</i>	<i>Risk Level</i>	<i>People at Risk</i>	<i>Control Measures</i>	<i>Responsible Persons</i>
<p>Hazard 10 : Hazards in classroom areas / offices / doors / windows</p> <p>Risk 10 : Serious injury could result to pupils / staff from damaged or unstable furniture, fixtures, poor flooring etc</p>	Medium	Pupils Staff	<p>Review & ensure emergency exits are operable in all rooms at all times</p> <p>Avoid trailing cables from equipment in rooms</p> <p>Inspect furniture regularly</p> <p>Avoid overcrowding of rooms & control entry & exit from classes.</p> <p>Display artwork, practical work etc safely on walls</p> <p>Ensure clear access to exits at all times in all rooms</p> <p>Wipe up spills promptly Encourage pupils to store bags etc under tables</p>	Safety Manager / Safety Rep. School Caretakers Staff

<p>Hazard 11 : Hazards associated with building maintenance equipment / stores / boiler</p> <p>Risk 11 : May cause access hazards in building / injury to caretakers</p>	Medium	Pupils Staff Caretakers	Regular boiler maintenance & ensure fire equip in boiler-house is maintained Boiler-house locked	Safety Manager School Caretakers Contractors
<p>Hazard 12 : Poor technique when lifting boxes/equipment/furniture</p> <p>Risk 12 : Serious injury could result</p>	Medium	Staff Caretakers	Minimize manual handling Encourage use of trolleys to carry loads from A to B	Safety Manager Staff School Caretakers

RISK ASSESSMENTS & CONTROL MEASURES

APPENDIX 10 HEALTH & CHEMICAL HAZARDS				
Location: Meadowbrook, Dundrum, Dublin 16		Assessment No.		
Performed by:		Assessment date:		
Reviewed by:		Review date:		
Hazards & Risks	Risk Level	People at Risk	Control Measures	Responsible Persons
<p>Hazard 1: Prolonged / excessive noise or stress in buildings during school hours / sports activities</p> <p>Risk 1: Headaches / Stress</p>	Medium	Pupils Staff	Number of pupils using facilities is controlled Staff breaks / Rota Discipline & training Stress management	Safety Manager / Safety Rep. Staff
<p>Hazard 2: Inadequate / poorly maintained toilet, washing, eating facilities</p> <p>Risk 2: Health disorders / severe burns if accidents occur in corridors</p>	Low	Pupils Staff Visitors	Maintain staff rm. hygiene Maintain high standard of cleanliness in all toilets Waste removal / recycling	Safety Manager Safety Representative Staff Sub-contractors
<p>Hazard 3: Unsuitable lighting levels</p> <p>Risk 3: Consequences could be severe in an emergency</p>	Low	Pupils Staff Visitors	Approp. lighting provided including ext. sensor light <u>Emergency lights</u> in all areas to ensure safe access to all exits	Safety Manager Safety Representative School Caretakers
<p>Hazard 4: Extremes of temperature</p> <p>Risk 4: Health & Performance risks</p>	Low	Pupils Staff Visitors	Maintain appropriate levels of ventilation and temperature all year round Ensure rads not covered Regular boiler maintenance	Safety Manager Safety Representative School Caretakers

Hazard 5: Pupils have access to chemicals & cleaning materials Risk 5: Swallowing & Inhalation Risks	Low	Pupils	Secure /lock all solvents & flammable materials in a separate, designated area.	Safety Manager / Safety Representative School Caretakers
Hazard 6: Visual discomfort due to excessive VDU usage Risk 6: Eye strain/Headaches/Stress	Medium	Staff	Control VDU usage/breaks Ensure proper VDU spec VDU Cleaning/ Screens Initial & Annual Eye Tests	Safety Manager Safety Representative Staff
Hazard 7: Physical discomfort at desk Risk 7: Serious injury to staff/pupils	Low	Staff Pupils	Ensure proper seating & work stations / desks & sufficient working space	Safety Manager Safety Representative

APPENDIX 10
HUMAN FACTOR HAZARDS
Location: Meadowbrook, Dundrum, Dublin 16

Assessment No.
Performed by:
Assessment date:
Reviewed by:
Review date:

<i>Hazards & Risks</i>	<i>Risk Level</i>	<i>People at Risk</i>	<i>Control Measures</i>	<i>Responsible Persons</i>
Hazard 1: Pupils/Staff / Visitors with physical or mental disabilities Risk 1: In emergency situations	Medium	Pupils Staff Visitors	Monitor each individual situation as it happens Make special provisions as and when required-fire drill Ensure prior awareness of individual needs / allergies	Safety Manager / Safety Representative Staff
Hazard 2: New, Young & Old Staff Lone Workers (Evenings) Foreign Staff / Visitors Risk 2: Not familiar with area or unable to cope especially in emergencies / young workers more prone to accidents	Medium	Pupils Staff Visitors	Induction training Orientation with school safety procedures Supervision & awareness Advise & assist visitors & parents	Safety Manager Safety Representative

Pregnant, Post Natal and Breastfeeding Risk Assessment Form

Name:	
Job Title:	Location:
School:	Date of assessment:
School Principal:	Due date:
Assessors Name:	

The following is a list of specific hazards that may have an effect on the pregnancy of, or breastfeeding by new and expectant mothers. The assessor completing this form will discuss each item with the new or expectant mother and indicate if any of these specific hazards are present in the work environment, providing details and documenting what corrective measures must be taken. If you have a specific problem with your work or environment, this should be indicated during the assessment. You will be asked to read the document and sign that you agree with the contents.

Please note that circumstances may change during your pregnancy that will alter this risk assessment. If this occurs, please contact the Safety Officer and request a further risk assessment.

SECTION 1: THE WORKING ENVIRONMENT	HAZARD YES NO		ACTIONS/COMMENTS
Are there space constraints preventing good posture?			
Is it necessary to reach over or around obstacles?			
Are there: Steps			
Slopes			
Uneven surfaces			
Spillages			
Rubbish or clutter			
Trip hazards			
Machine hazards			
Is the working environment:			
Too hot			
Too cold			

Too humid			
Poorly lit			
Poor visibility			
Poor hygiene			
Odorous			

I have read and understand the Pregnant, Post Natal and Breastfeeding Risk Assessment Form.
I am satisfied that the working environment in St. Attracta's Junior National School is satisfactory.

Signed: _____

Date: _____