

St Canice's Co-Education National School

Safety Statement

1

Title:	Health and Safety Statement
Date: April	June 2017
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FOREWORD

The purpose of this statement is to safeguard the safety, health and welfare at work of the school's employees and students and also the safety and health of other people who might be at the workplace including visitors, contractors and members of the public. This statement was written according to the Guidelines on Managing Safety and Health in Post Primary Schools Parts 1 and 2. SCOPE. This statement applies to the entire school community on the school's grounds and on any external school related activities including extracurricular and co-curricular programmes.

It is a legal requirement under Section 20 of the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies how the schools Safety and Health Management System (SMS) should be implemented. This statement includes five key elements; Policy and Commitment, Planning, Implementation, Measuring Performance, and Audit and Review.

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Safety Health and Welfare Policy

The Board of Management and staff of St Canice's Co-Education National School under the auspices of Bishop of Ossory are committed to the implementation of the Health and Safety Policy that is displayed prominently in the school.

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

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

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

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

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

Signed:

Chairperson, Board of Management

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School Profile

St. Canice's Co-Educational National School, located in Kilkenny City, is a Catholic school under the patronage of the Bishop of Ossory. The school caters for over 600 pupils.

The school was established in 1982 when three local schools, St Canice's Infants' School, St Canice's Boys' School and The Loreto Girls' National School amalgamated.

There are twenty four mainstream classes, three A.S.D. Special classes and approximately nine fulltime resource/learning support teachers. We have approximately eleven Special Needs Assistants (S.N.A.s) allocated to the school. We have one full time caretaker and one part time secretary. We employ a classroom assistant and a caretaker for two hours each per week under the "Access to employment" Scheme.

The school at different times during the year has adults, college students and secondary school students carrying out classes, placements and/or work experience with the staff and pupils.

The present building consists of 18 classrooms and a specialist autism unit which has three classes caring for 18 children. This building also includes administration offices, two resource rooms, toilets and a staff room. The rest of the school consists of six prefabricated buildings housing five general purpose classrooms, and resource classroom. The school has wheelchair access and a wheelchair toilet.

The grounds are divided into front car park, set down areas and three play yards, junior's play yard with additional play equipment, 1st and 2nd class play yard and senior play yard. The Community hall is on the site and full use by the school. There are also storage sheds and a boiler house.

The school has use of the neighbouring pitch, St. James Park, on a rental basis. This is used throughout the year for training, P.E. and general play.

Supervision rotas are in place for all yard areas and the field. A separate teacher attends to First Aid and sick children.

Our school caters for a significant number of pupils with special needs.

St. Canice's Co-Ed. N.S. will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel, to ensure in so far as is reasonably practicable, the health and safety of all its employees and pupils as well as others who may be affected by its operations and activities.

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Resources for Safety and Health

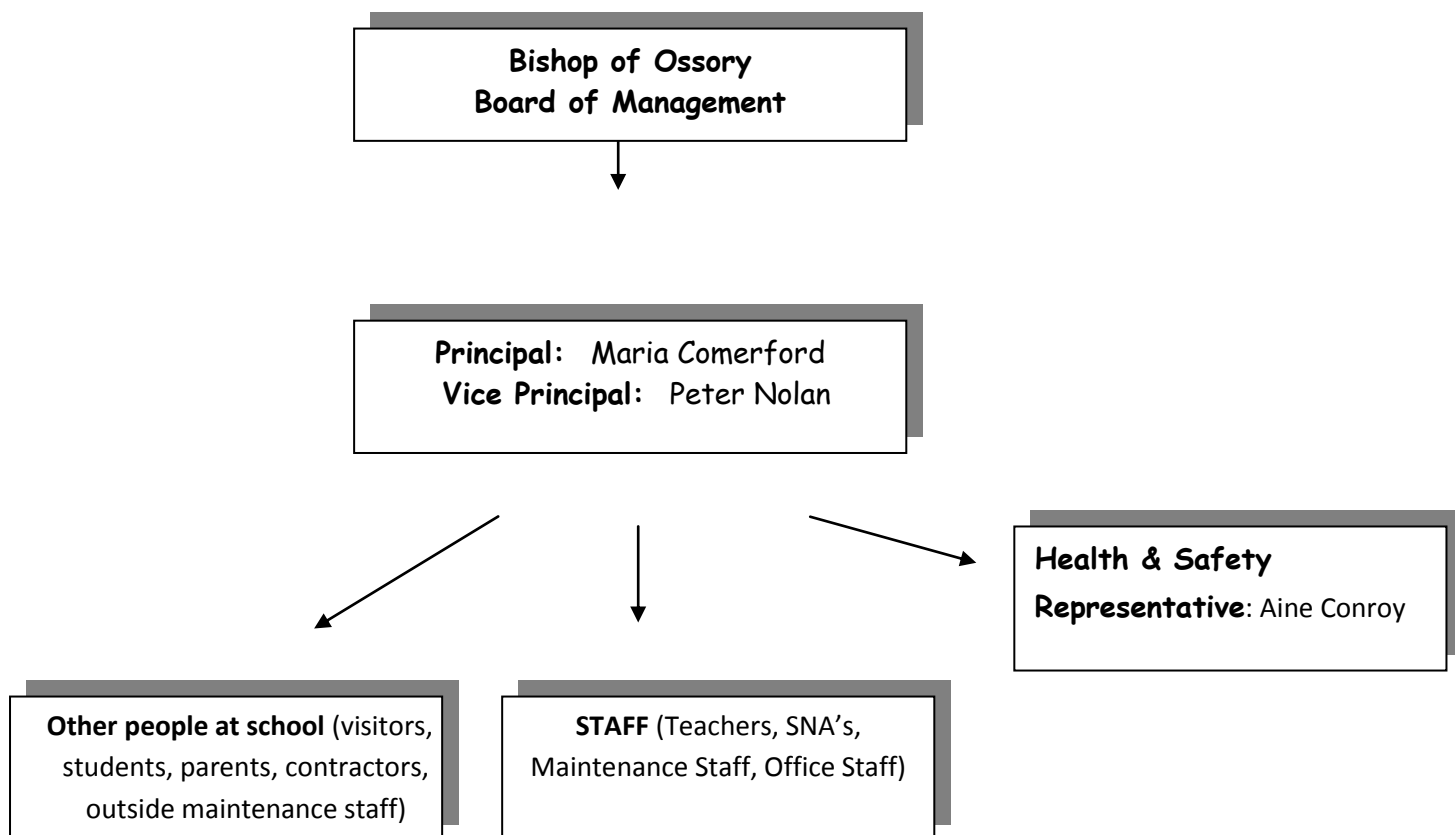
St Canice's Co-education National School will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The school has the following resources in the school;

- A stocked First Aid Kit for use in an accident on site located in the first aid room
- Various wall, floor signage and line marking
- Fire extinguishers located throughout school
- Fire alarm and emergency lighting
- Trained personnel in First Aid
- Intruder alarm and CCTV surveillance
- Effective supervision on the school grounds and on school related trips
- A variety of related policies and procedures
- Good links with parents and members of the local community
- Very close Proximity to Medical centre and St. Luke Hospital

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Roles and Responsibilities for Safety and Health



Board of Management

- complies with its legal obligations as employer under the 2005 Act;
- ensures that the school has written risk assessments and an up to date safety statement;
- 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 and when changes that might affect workers' safety, health and welfare occur;
- reviews the school's safety, health and welfare performance;
- allocates adequate resources to deal with safety, health and welfare issues;
- appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school;

The Principal/Deputy Principal

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- complies with the requirements of the 2005 Act
- reports to the Board of Management on safety and health performance;
- manages safety and health in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety and health matters;
- ensure all accidents and incidents are investigated and all relevant statutory reports completed;

Health and Safety Representative

- organises fire drills and training
- carries out safety audits
- To assist the principal in managing safety and health in the school
 - To be vigilant about safety and health issues and advise school management of any concerns
 - To advise staff on safety and health issues and brief new staff on same
 - To call Safety Committee meetings at least once per half term and to keep the minutes of such meetings
 - To co-ordinate fire drills once per term and get feedback from staff and keep records of same

- To ensure the fire alarm and fire extinguishers are regularly serviced
- To organise safety and health training for staff
 - To ensure contractors and visitors comply with the school safety and health regulations
 - To ensure the HSA are informed of accidents

- To ensure all safety signage is in place around the school
- To ensure safety audits are undertaken by staff and to prioritise and address concerns in consultation with the principal.
- To monitor the HSA website and keep updated on H&S developments
- To coordinate details of children’s medical conditions and update file which identifies children and their need
 - To keep the Safety and Health folder up-to-date

Teaching Staff /Special Needs Assistants/Non-teaching staff

- comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care of personal safety, health and welfare.
 - Read and familiarise oneself with the health and safety policy and Health and safety statement
- ensure the safety and health of students and other members of the school community are safeguarded at all times
- co-operate with school management in the implementation of the safety statement;
- conduct risk assessments of their immediate work environment;

- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- ensure passage ways and exits are free from obstruction at all times
 - check that equipment is safe before use;
 - ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
 - advise students in relation to safety and evacuation procedures
- record and report accidents, near misses, and dangerous occurrences to the safety coordinator and school management

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Ancillary Staff

- To comply with all statutory obligations on employees as designated under the 2005 Act;
 - Take reasonable care of personal safety, health and welfare
 - Get familiar with the school safety statement and undertake work in accordance with its requirements
 - To ensure wet floors in common areas are mopped and any obstructions removed.
 - Check the safety of equipment before use and report defects to the caretaker.
 - Ensure that manufacturers/suppliers instructions are followed in relation to equipment, machinery and chemicals
 - Be vigilant to possible hazards/safety risks and report findings to the caretaker/principal
- Wear personal protective equipment (PPE) as required
 - Cooperate with the safety systems and signage in place in the school
 - Do not interfere with or misuse any safety equipment
 - Be familiar with emergency procedures
 - Report immediately to the school management any accident resulting in injury or any situation where a member of the school community may be in danger

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.

Contractors

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.

- Schools must make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
 - Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of their safety, health and welfare statement and risk assessments in relation to work being carried out.
 - Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

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Risk Assessment

Risk Assessment – St.Canice’s National School.

This risk assessment took place in March 2017 in consultation with all teachers on the staff, SNAs, our caretaker and secretary. The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

To use this system, one must use the chart below and choose a probability descriptive phrase and then choose a consequence descriptive phrase. Once chosen, both of these will present a numerical factor between 1 and 9. When the probability numerical factor and the consequence numerical factor are multiplied together they give a number between 1 and 81. This number fits into one of the following categories. This category identifies the risk level.

Risk Levels

1 – 9 = Low Risk

10 – 19 = Medium Risk

20 – 39 = High Risk

40 – 81 = Very High Risk

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RISK FACTOR INDEX

PROBABILITY THAT AN ACCIDENT WILL HAPPEN

Probability Index	Descriptive Phrase
9	Almost Certain
8	Very Likely
7	Probable
6	More Than Even Chance
5	Even Chance
4	Less Than Even Chance
3	Improbable
2	Very Improbable
1	Almost Impossible

CONSEQUENCE OF POTENTIAL ACCIDENT

<i>Consequence Index</i>	Descriptive Phrase
9	Death
8	Permanent Total Incapacity
7	Permanent Severe Incapacity
6	Permanent Slight Incapacity
5	Injury Requiring 3 Months With Total Recovery
4	Injury Requiring 3 Weeks With Total Recovery
3	Minor Injury With <i>Severe</i> Potential Up to 1 Week with Total Recovery
2	Minor Injury with <i>No Severe</i> Potential Up to 1 Week With Total Recovery
1	No Human Injury Expected

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Risk Assessment Areas Contents

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<i>T</i>	<i>Toilet Area</i>	<i>15</i>
<i>C</i>	<i>Corridors</i>	<i>16</i>
<i>SR</i>	<i>Staffroom</i>	<i>17</i>
<i>H</i>	<i>PE Hall</i>	<i>18</i>
<i>SB</i>	<i>Stage & Balcony</i>	<i>19</i>
<i>JP</i>	<i>James' Park</i>	<i>20</i>
<i>FA</i>	<i>First Aid Room</i>	<i>21</i>
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<i>JY</i>	<i>Junior and Middle Yard</i>	<i>25</i>
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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Classroom		Date	March 2017
Item	Hazard	People at Risk	Risk Level	Controls Required -	
Cm1	Fire	Staff and pupils	2x9=18 medium	<ul style="list-style-type: none"> • Regular evacuation drills held (see fire drills) • Clear passageway to fire exit at all times. • All electrical equipment plugged out when not in use. • Sockets are not to be overloaded. 	
Cm2	Trip/Fall	Staff and pupils	4x2=8 Low	<ul style="list-style-type: none"> • Children are encouraged to keep bags/lunchboxes etc. tucked neatly under their tables. • Running and horseplay is strictly forbidden in the classroom. • Swinging on chairs is strictly forbidden. • Sports and music equipment to be stored under the sink area of classrooms. • All coats are to be hung up on hooks. • Classes are adequately supervised at all times. 	
Cm3	Slip on wet floor	Staff and pupils	4x2=8 Low	<ul style="list-style-type: none"> • Any spills in class to be covered immediately with newspaper. • Use of signage if necessary. • Adequate supply of newspaper or soakage material in classrooms at all times. 	

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Description of the Area		Classroom		Date	March 2017
Item	Hazard	People at Risk	Risk Level	Controls Required	
Cm4	Injury from scissors/craft knives.	Pupils	3x2=6 Low	<ul style="list-style-type: none"> Guided instruction given before scissors or craft knives are used in class. Adult supervision at all times while these items are in use. All sharp objects to be stored safely in classrooms. 	
Cm5	Inappropriate use of glues/paints/white spirits.	Pupils	2x3=6	<ul style="list-style-type: none"> All such items to be stored safely in classrooms. Strict supervision while these are in use. Non toxic substances used where possible. 	
Cm6	Injury from lifting heavy furniture.	Staff	4x4= 16 medium	<ul style="list-style-type: none"> All staff to be trained in manual handling. Staff to work in pairs when lifting heavy items. Lifting/transporting equipment to be used where possible. 	
Cm 7	Broken Glass	Staff and pupils	2x9=18 medium	<ul style="list-style-type: none"> Where a window or glass door is broken, staff alerts the caretaker immediately. He secures the area, removes the broken glass and organises replacement glass as soon as possible. Where special type glass needs to be ordered a temporary solution is installed by caretaker or glazier. The caretaker checks the grounds for hazards in the morning before school. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Toilets		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
T1	Slip/fall	Pupils and staff	4x2=8 Low	<ul style="list-style-type: none"> Any spills to be reported by pupils to a member of staff. Spills to be covered immediately. Any leaks to be reported to the caretaker and out of order sign applied. Use of signage where necessary. 	
T2	Unhygienic conditions/ risk of infection	Pupils and staff	3x3=9 Low	<ul style="list-style-type: none"> Anti-bacterial soap supplied in classrooms. Children should have their own towels in school which they change regularly. Toilets cleaned by cleaning staff on a daily basis. 	

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Description of the Area		Corridors		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
C1	Slip on wet floor	Staff pupils visitors	4x3=12 Medium	<ul style="list-style-type: none"> • Mats at all entry points for wiping feet. • Any wet floors to be clearly signed. • Spills to be brought to the attention of a member of staff immediately. • Cleaning of floors to take place after school hours. 	
C2	Trip/fall	Staff/pupils	4x2=8 Low	<ul style="list-style-type: none"> • Running or fast walking on corridors strictly forbidden at all times. • School rules re proper entrance and exit doors for each class to be strictly applied. • Teachers supervise entrance of their class from the yard. • Children walk in single file on the corridors. • All coats to be hung on hooks. • Corridors kept clear and not used for storage. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Staffroom		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
SR1	Fire	Staff	2x9=18 Medium	<ul style="list-style-type: none"> • All electrical appliances to be switched off when not in use. • Any broken devices to be replaced/repared • Any loose wiring, electrical faults etc. to be reported to the caretaker. • Smoke detectors to be tested regularly. • Clear passageway to exit door at all times. 	
SR2	Scald from hot drinks/ boiling water.	Staff	2x3=6 Low	<ul style="list-style-type: none"> • Care to be taken when using water boilers, kettles and all kitchen equipment. • Plastic cups with lids must be used if hot drinks are taken from the staffroom. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		PE Hall		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
H1	Slip/ fall	Staff and pupils	4x2=8 Low	<ul style="list-style-type: none"> • Buckets to be used in the event of leaks and leaks to be brought to the attention of the caretaker. 	
H2	Risk of injury from lifting heavy equipment	Staff and pupils	3x2=6 Low	<ul style="list-style-type: none"> • Children to be supervised while lifting equipment such as gym mats. • All equipment to be neatly stored and equipment room locked when not in use. • Gymnastics mats stored neatly on the trolley outside the store room and only accessed under supervision. 	
H3	Sports related injury	Staff and pupils	3x2=6	<ul style="list-style-type: none"> • Warm up activities are practiced at the beginning of PE lessons. • Appropriate footwear must be worn at all times. • Long hair must be tied back for PE session. • Helmets must be worn for unihoc and indoor hurling. • Pupils are supervised by a teacher at all times during PE lesson. • Children are encouraged to follow the instructions of the teacher and behave appropriately in the hall at all times. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		PE hall- stage and balcony		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
SB 1	Fall from height	Pupils and staff	2x7=14 medium	<ul style="list-style-type: none"> • Access to the balcony is strictly forbidden unless under the supervision of a staff member. • Children must sit carefully on the stage> Running and horseplay are strictly forbidden. • Children are supervised at all times. 	
SB2	Fire	Staff and pupils Parents visitors	2x9=18 medium	<ul style="list-style-type: none"> • All fire exits kept clear at all times. • Same evacuation procedure as fire drill in school building applies. • Prior to any events, e.g. Carol Service, the principal will inform any visitors of the fire exits. • Any loose wires/ faulty electrics will be brought to the caretaker's attention immediately. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		James Park		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
JP1	Sports injury	pupils	3x3=9 Low	<ul style="list-style-type: none"> All children must wear helmets with face guard at all times when playing hurling and camogie. Gum shields and shin guards are recommended Appropriate footwear to be worn when playing sport in James Park. All activities in James Park must be supervised by a teacher at all times. Children abide by school rules and do not engage in rough/dangerous play. 	
JP2	Injury from falling goal posts	Pupils, staff, visiting teams.	2x3=6 Low	<ul style="list-style-type: none"> Sixth class pupils are trained in correct assembly of goal posts. Goal posts are safely stored in the shed when not in use. 	
JP3	Fall from climbing trees	pupils	2x4=8 Low	<ul style="list-style-type: none"> Children are not allowed climb the trees in the school grounds. 	

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Project Title		Risk Assessment Saint Canice's NS		
Description of the Area		First Aid Room	Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required
FA 1	Accidental ingestion of prescribed medication.	pupils	2x3=6 Low	<ul style="list-style-type: none"> All medication, epipens, inhalers, etc., stored safely in high press. Relevant child's name to be clearly visible on any medication in press. Teachers on duty are trained in proper administration of any medication. Photo identification and information (emergency contact numbers, procedure to follow, etc.) on any child with a critical illness is kept in a folder in the first aid room.
FA 2	Risk of infection	Pupils and teachers	3x2=6 Low	<ul style="list-style-type: none"> Good hygiene to be practiced at all times. Teachers to wear disposable gloves when applying first aid. Infectious children isolated and parents contacted immediately

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Foyer and Offices		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
FO 1	Slip / trip	Staff, pupils, visitors	2x3=6 Low	<ul style="list-style-type: none"> • Mat at entrance for wiping feet. • Any spills to be dealt with immediately and signage used to alert visitors. • Good housekeeping at all times to prevent trips/falls. 	
FO2	Injury from lifting heavy equipment	Staff	2x2=4 Low	<ul style="list-style-type: none"> • Secretary trained in manual handling. Manual handling brief document to be given to all staff. • Heavy items, e.g. reams of paper to be stored at a lower level. 	
FO3	Risk of fall reaching high shelves.	Staff	2x2=4 Low	<ul style="list-style-type: none"> • Small step ladder to be kept in foyer/office for accessing high shelves. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Foyer and Office		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
FO4	Heavy drawer falling on feet	staff	4x2=8 Low	<ul style="list-style-type: none"> • Spring to be fixed 	
FO5	Injury from guillotine	staff	2x3=6 Low	<ul style="list-style-type: none"> • Guillotine must be kept in secretary's office at all times. • Only staff members are allowed to use the guillotine. 	
FO6	Fire	Staff, pupils, visitors	2x1=2 Low	<ul style="list-style-type: none"> • All electrical devices to be plugged out at the end of the day. • Fire drill procedure displayed in foyer. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Caretakers/ cleaners office		Date	March 2017
Item	Hazard	People at Risk	Risk Level	Controls Required	
CC1	Injury from dangerous tools	Staff, pupils	2x3=6 Low	<ul style="list-style-type: none"> All tools to be stored safely in locked shed. Saws to be kept in safety sleeves when not in use. Children are not allowed access to cleaners' /caretakers' offices. 	
CC2	Injury from handling cleaning fluids	staff	2x3=6 Low	<ul style="list-style-type: none"> All bleaches, floor cleaning solutions, etc. to be stored in a locked press which only cleaning staff have access to. 	
CC3	Injury from heavy lifting	caretaker	1x3=3 Low	<ul style="list-style-type: none"> Caretaker trained in manual handling. Use designated equipment where necessary. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Senior Yard		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
SY1	Trip over bags in morning	Staff, visitors, pupils	3x2=6 Low	<ul style="list-style-type: none"> • Children leave their bags, sports equipment, instruments, etc. in a neat line. • Yard is supervised by teacher from 8.40-8.50 each morning. 	
SY2	Collision/trip/fall etc.	Staff, pupils	4x3=12 Medium	<ul style="list-style-type: none"> • Pupils on the yard are supervised at all times. • Children are zoned in different areas according to class to ensure the safety of younger pupils. • Children abide by the school rules and do not engage in rough play on the yard. • Only small, light balls are used on the yard. • Any serious injuries in the yard are documented in the report book and appropriate steps are taken to deal with these injuries. • Any hazards on the yard are brought to the attention of the caretaker. • Children are not allowed swing on bars on the yard. 	
SY3	Slip on ice	Staff, pupils, visitors.	3x3=9 Low	<ul style="list-style-type: none"> • Yard to be gritted by caretaker on icy mornings. • Particularly hazardous zones to be out of bounds if necessary. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Junior/Middle yard		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
JY1	Trip/fall/collision	pupils	5x3=15 Medium	<ul style="list-style-type: none"> • Yard is adequately supervised by teachers and SNAs at all times. • Children abide by school rules and don't engage in rough play. • No football games are permitted on the junior/middle yard. • Any injuries are logged in the report book in the first aid room. • Children are not allowed swing/climb on the bars at the prefabs. 	
JY2	Slip on icy ground	Pupils and staff	5x3=15 Medium	<ul style="list-style-type: none"> • Yard to be gritted by caretaker on icy mornings. • In severe conditions pupils will be kept indoors during break time. • Children are encouraged to slow down and take their time. 	
JY3	Slip on/fall from equipment	pupils	7x3=21 High	<ul style="list-style-type: none"> • A red cone will be placed in front of the wooden stumps when they're wet to warn children that they're not allowed climb them. • Children will not be permitted on equipment if slippery. • Children are not permitted to climb on middle yard equipment 	
JY4	Children exiting the yard.	pupils	1x3=3 Low	<ul style="list-style-type: none"> • The gate leading from the junior yard is closed during break times and supervised by teacher on duty. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Playground		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
PG1	Fall from slippery bars	Pupils	3x3=9 Low	<ul style="list-style-type: none"> The teacher/SNA will decide if the playground will be closed before school and during break times in icy/ wet weather. 	
PG2	Fall from height/ crush injury	Pupils	4x2=8 Low	<ul style="list-style-type: none"> Playground is supervised by teacher and SNAs to ensure overcrowding doesn't occur. Children must form orderly queues and wait their turn. Bark is provided for soft landing. Children are not helped up onto the equipment - if it's too high for them to climb up themselves, they're too small to use it. 	
PG3	Trip over boundary ridge	Pupils and staff	3x3=9 Low	<ul style="list-style-type: none"> Ridge to be painted in a strong colour to alert attention. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		ASD Unit		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
ASD1	Fire	Pupils and staff	2x9=18 Medium	<ul style="list-style-type: none"> • Regular evacuation drills held (see fire drills) • Clear passageway to fire exit at all times. • All electrical equipment plugged out when not in use. • Sockets are not to be overloaded. 	
ASD2	Trip/fall	Pupils and staff	4x2=8 Low	<ul style="list-style-type: none"> • All bags, equipment, etc. to be stored neatly. • Passageways to be kept clear. 	
ASD3	Slip on wet floors	Pupils and staff	4x2=8 Low	<ul style="list-style-type: none"> • Any spills to be dealt with immediately. • Appropriate soakage materials stored in ASD unit. • Use of signage if necessary. 	

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Project Title		Risk Assessment Saint Canice's NS		
Description of the Area		Car park area	Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required
CP1	Collision	Pupils, staff, parents, visitors.	2x9=18 Medium	<ul style="list-style-type: none"> • Insofar as possible parents are encouraged to use the drop off zone in front of school where children can walk safely to their yard. • If parents are parking they must do so in designated areas and avoid parking in bus bays or on double yellow lines. • All motorists must drive with extreme caution through the front area of the school. • Only staff members are permitted to park inside the barrier. Children are strictly forbidden from playing around the car park areas. • Road safety Awareness is taught in school. • Safety sign to warn about the dangers of walking under the barrier. • Yield sign for exiting main carpark to warn drivers to yield to traffic coming from the main road.
CP2	Slip	Pupils, staff, visitors	3x2=6 Low	<ul style="list-style-type: none"> • The yard and paths will be gritted by the caretaker on icy mornings.

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Sports activities (hurling/camogie/Gaelic football matches, swimming etc.) and school tours.		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
SA1	Sports related injury	Pupils	4x2=8 Low	<ul style="list-style-type: none"> • Helmets must be worn for all hurling/camogie matches. • Gum shields are recommended for Gaelic football games. • A minimum of two teachers should attend matches. • Teachers bring a first aid kit to all games. • Teachers will have a mobile phone on their person. • In the event of a serious injury teachers will phone for assistance. • Teachers should have a list of contact numbers for all children under their supervision. 	
SA2	Injury at swimming pool, Watershed track	Pupils	4x2= 8 Low	<ul style="list-style-type: none"> • Teachers bring any injuries to the attention of Watershed staff. • In the event of a serious injury teachers will phone parents. • Teachers should have a list of contact numbers for all children under their supervision. 	
SA3	Pupils getting lost	Pupils	3x1=3 Low	<ul style="list-style-type: none"> • All pupils must wear their school uniform/tracksuit on tours. • Class teacher will ensure there is an appropriate staff/pupil ratio. • Teachers will call roll getting on buses and leaving any destination. • Children are taught the steps to follow if they get lost. 	

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Project Title		Risk Assessment Saint Canice's NS			
Description of the Area		Bus Journeys		Date	<i>March 2017</i>
Item	Hazard	People at Risk	Risk Level	Controls Required	
BJ 1	Road accident	Staff, pupils	3x9= 27 High	<ul style="list-style-type: none"> • All passengers on the bus must wear safety belts. • Supervising adults should check before embarking on a bus journey that all passengers have a working safety belt. • Children are strictly forbidden from getting out of their seats while the bus is moving. • Children are taught to wait until the bus has left before crossing the road. 	
BJ2	Trip/fall while embarking and disembarking	Staff, pupils	2x3 = 6 Low	<ul style="list-style-type: none"> • Children should be strictly supervised while embarking and disembarking buses. • Children must abide by school rules and not engage in rough/dangerous behaviour. 	

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Emergency Procedures

1 Fire/Evacuation

An Emergency /Evacuation procedure has been established in St. Canice's Co-Ed. that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premise is a fire. An "Evacuation Procedure in case of Fire" has been drawn up to ensure a co-ordinated response to any on site fire or other emergency.

All employees will be instructed in and should make themselves aware of the location of fire alarm points and the minimum requirements on how to initiate an alarm. They should ensure that they are capable of a controlled evacuation should an emergency arise in the school. Staff will also be instructed in the use of fire extinguishers. This is organised by the staff safety rep and done at the first staff meeting of the year by the rep from Sapphire who provide and service the equipment.

All fire points will be wall mounted, indicated with fire point signs and kept clear of obstruction.

Fire drill will be done once a term and recorded as per appendix.

Fire Drill Roles

Principal will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services.

In the absence of the Principal, the **Deputy Principal** will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services.

Otherwise, the **Deputy Principal** will check if principal requires assistance in managing in the situation and if not will proceed to the assembly area where he will check that all classes have assembled at their correct number and that teachers are taking a roll call.

The **school secretary** will liaise with the principal and will phone the relevant services. She will also bring the visitors book to the assembly area and check that all visitors are accounted for.

The Caretaker will check relevant area as highlighted by the fire alarm and will also make sure that the emergency services have access to the school and the hydrants and are directed to the relevant area as speedily as possible.

Class Teaching Staff

The teaching staff will evacuate their class in accordance with the agreed procedure, will take them to their assembly point number and will call the roll to check that all pupils are present.

LS/RT Staff

LS/RT Staff will bring their group to the assembly area and allow them to join their class group. If a teacher is absent and a class split, the LS/RT in charge of that class list will bring the split list and assemble with the class at the class assembly number.

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SNAs will ensure that the pupils assigned to them have exited the building and have assembled with their class. They will pay particular attention to any pupil whose needs might cause them to be in greater danger e.g. mobility, hearing, lack of understanding of danger, dislike of change to routine etc.

If any staff member sees a fire or evidence of a fire, he/she will immediately sound the fire alarm in that vicinity and will proceed to evacuation drill.

Statutory Testing of Fire/Evacuation Equipment

Examinations, testing and inspections of equipment are carried out in accordance with statutory requirements on the following time frame.

Equipment	Frequency	Inspector
Fire Fighting	Annual	External -Sapphire
Fire Alarm System	Twice a year	External-Guardian
Emergency Lighting	Quarterly	External-Electrite

Records of these tests will be file in the Fire Register. The BOM will be responsible for carrying out any repairs, replacements or other actions as may be advised by the inspecting company.

2 First Aid

There is an assigned First Aid room in the school.

- Supplies of cotton wool, plasters and gloves are kept here for general use.
- There is also a small freezer for ice packs.
- Cuts and abrasions are treated by cleaning with water only.
- Ice packs are applied to bumps.

There is an incident book for recording minor accidents and an accident log book with a tear out page for parents/ guardians for more serious accidents.

The teacher on duty is responsible for filling in the records. The teacher on duty decides, if necessary in consultation with the principal, whether a phone call needs to be made to parents to check a particular injury or if an injury needs further medical attention.

Relevant emergency numbers are also on display. In case of emergency where parents/guardians cannot be reached, the principal may decide to bring the pupil to the local A&E in ST. Luke's Hospital which is 5 minutes away or to call an ambulance for the child. Services at the local Ayrfield Medical Centre, which is located across the road from the school, may also be accessed.

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3. Specific Medical Conditions/Medical Emergencies

Epipens and Jext pens along with antihistamine medicines are also kept in the First Aid room. These are clearly labelled with the pupil's name and condition. It is the responsibility of parents to keep the medicines up to date and to inform us of any change in the condition or the treatment thereof.

A medical file is kept in the First Aid room regarding pupils with particular medical conditions. This gives the teacher information regarding what to look out for and what to do if symptoms occur. A photo of the child and emergency contact details are also included.

The staff safety rep updates this on an annual basis at the start of the school year and if changes are notified to us during the year. The staff discuss these pupils at a staff meeting at the beginning of the year and familiarise themselves with the use of Epipens etc.

4. Accidents

Accidents: Pupils

Accidents to pupils will be dealt with as above during play times. During class time, class teacher or SNA will deal with the incident. If extra help is necessary a member of the LS/RT team or the principal will be called.

Accidents: Staff

Accident Reporting and Investigation Procedure Policy

All accidents/near misses to persons, (staff/contractor/visitor) however slight, must be reported to the staff Health & Safety Representative and recorded on the appropriate form. The Principal will be informed ASAP and within 24 hours. Where possible all accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (HSA) will be completed by the Health & Safety Staff Rep/Principal on Form IR1 or IR3 (www.hsa.ie) Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the incident.

Reporting Procedure

Upon notification of an accident, the H&S Rep/Principal/Deputy Principal should go immediately to the scene of the accident, bringing the log book to record details.

They should ensure that First Aid has been given and that outside medical assistance has been summoned if required or if in doubt.

If photographic evidence is required it should be taken from all angles with both general and close up shots.

Relevant person should fill out accident form, determine the caused if the accident where possible and identify the appropriate corrective action to avoid a recurrence.

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5. Infectious Diseases

The school adheres to the H.S.E. Guidelines on infectious diseases by consulting with the online guide for schools. Where warranted, parents are alerted to the presence of an infectious disease in their child's class, by means of the standard letter by email. If the principal has any queries regarding a case of illness in the school or regarding a pupil in the school she contacts the H.S.E. for guidance.

In the case of an epidemic, the school will follow H.S.E. and Dept. Of Education guidelines.

6. Dangerous occurrences

Dangerous Weather Conditions

St. Canice's Co-Ed. adheres to the National Weather Alert Policy whereby a Red Warning means that schools should remain closed as it would pose a danger to pupils and staff to open.

School may also remain closed on advisement from the Local Authority.

In the case of an emergency closure, parents will be notified by email at the earliest opportunity. Details will be posted on our website and the local radio station KCLR will also be informed. Parents are made aware of this procedure by way of the normal information sheet and through the website.

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Health and Safety Training

St Canice's Co-Ed National School is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

These specialised areas will include the following

Course	Required Attendees
Induction Training	All new staff
Manual Handling	Caretaker
Fire Warden/Awareness and use of Fire Extinguishers	Class teachers
Emergency Evacuation Training (Fire Drill)	All Staff
First Aid Training	Selected staff

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Consultation and Information

It is the policy of the Board of Management of St. Canice's Co-Ed National School:

- To consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms.
- To give a copy of the Safety Statement to all present and future staff.
- That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Staff consulted: _____ 27/03/2017 _____

Students consulted: _____ 29/03/2017 _____

Parents consulted: _____ 28/03/2017 _____

BOM consulted: _____ 28/03/2017 _____

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Audit and Review

Auditing and reviewing the SMS by the Board of Management are the final steps in the management cycle. The school will evaluate the impact of the safety and health plan at the end of each school year taking into account feedback from the school community, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments. An annual safety and health min- audit will be carried out a major review will take place 5 years after the implementation of this plan. This is a comprehensive review and report on all aspects of safety and health management in St Canice's Co- Ed school. The safety statement will be revised as necessary, in light of the review and evaluation process. All members of the school community will be informed of the full contents of the revised safety statement.

Ratified by BOM: 09/05/2017

Ratified by Bishop of Ossory/Administrator: July 2017

Implemented on: August 2017

Review date: Reviewed annually in February with a full audit to be carried out in 2022

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Appendices

Appendix A	Enrolment Policy
Appendix B	Attendance Policy
Appendix C	Code of Behaviour Policy
Appendix D	Child Protection Policy
Appendix E	Anti Bullying Policy
Appendix F	Acceptable ICT Usage Policy
Appendix G	Healthy Lunch Policy
Appendix H	Mobile Phone Policy
Appendix I	School Tours

Conclusion

The Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It will be altered, revised and updated as required to reflect any changes in these conditions.

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