

# Safety Statement

St Joseph's National School  
Arden View,  
Tullamore,  
Co. Offaly.

Phone: 057 9341121

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## SECTION 1

## ST. JOSEPHS NATIONAL SCHOOL

### 1.1 Health and Safety Policy Statement

The Board of Management of St. Joseph's National School together with their Principal have set out a policy to comply with the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation.

We acknowledge that we have a responsibility to make our members, employees, contractors, parents, students and members of the public aware that we have an obligation to observe the regulations and statutory requirements as set down in the Safety, Health and Welfare at Work Act 2005.

This policy conveys to all members and employees, the Schools attitude towards Safety, Health and Welfare.

In implementing this policy the Board, its members and employees will ensure, so far as reasonably practicable:

- That the achievement of its goals, requires total commitment of all members/employees.
- To consult with all members/employees on matters of health and safety.
- To provide and maintain, as far a reasonably practicable, a safe and healthy working environment for employees, pupils and others, and to meet our duties to members of the public with whom we come in contact.
- To co-operate with, and seek the co-operation, of members/employees, subcontractors to ensure work is carried out in a safe manner.
- To make available all necessary safety devices and protective equipment and supervise their use.

The Board of Management will review the contents of this Safety Statement in accordance with section 19 and section 20 of the 2005 Act, where there has been significant change, when such sections are no longer valid and/or under the direction of an inspector, to ensure this document is relevant.

An inspection/safety audit will be carried out by either staff or a member of the Board of Management.

To ensure that the Health, Safety and Welfare of all employees are of the utmost of importance and to this end the Chairperson of the Board of Management/Principal has an active role in implementing its policies.

The members/employees must acknowledge that they too have their own responsibility to observe safe and good working procedures, utilising all equipment safely that is there for their benefit and co-operate fully with the safety personnel at the workplace. The members/employees must adhere to The Code of Discipline in the school which provides for a level of behaviour to minimise personal risk or stress to any employees.

The contents of this Safety Statement will be brought to the attention of all members/employees by providing them with access to a copy of the document.

By adhering to the procedures as laid down in the Health, Safety and Welfare at Work Act, we hope that a safer place of work can be achieved, thus reducing the possibility of accidents and realising safer and better working conditions for all concerned.

The Board of Management/Principal will ensure that the regulations are observed, guidelines are met, all necessary records and reports are maintained and all notifications in accordance with the Health, Safety and Welfare at Work Act 2005, are documented and dealt with appropriately.

The Chairperson of the Board of Management/Principal will be issued with specific instructions as to their responsibility to safety. To avoid death or injury, safety equipment that is supplied must at all times be utilised.

This Statement is distributed to all necessary personnel and shall be available for inspection at the Principal's office.

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Bernie Mann  
Chairperson,  
Board of Management.  
November 2016

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Linda Dowling,  
Principal.  
November 2016

## 1.2 Members of the Board of Management:

### Board of Management 2015-2019

Chairperson:	Bernie Mann
Secretary:	Linda Dowling
Treasurer:	Imelda Daly (Community Nominee)
Mrs. Julie Keegan	(Parent's Nominee)
Mr. David Spain	(Parent's Nominee)
Fr. Shane Crombie	(Partron's Nominee)
Ms. Imelda Daly	(Community Nominee)
TBC	(Community Nominee)
Ms. Lisa Larkin	(Teacher)

## 1.3 Introduction

This Safety Statement has been prepared for St. Joseph's National School with the involvement of management and current available information.

It has been compiled to comply with the Safety, Welfare at Work Act, 2005, the Safety, Health and Welfare at Work Regulation 2007 and other relevant legislation. This statement highlights the importance to reducing the possibility of accidents and ill health befalling our employees, pupils, parents, guardians, members of the public or any other person at their place of work in the school.

The aim is to manage health and safety and have continuing improvement.

It is the base document for informing, instructing and training School Management Authorities, Principals, teachers and others on the management of occupational health and safety in our school.

The final decisions must be made by the Board of Management and the Principal in the implementation of the Safety Statement.

## 1.4 Legislative Requirements

In accordance with good management practice, it is the prime objective of The Board of Management, the Principal, the Teachers and others involved with St. Joseph's National School to achieve and sustain the highest standards of Health & Safety as reasonably practicable.

*This means at the very minimum to the requirements of Irish and European Health & Safety Legislation and Code of Practice set out by teaching organisations.*

- Education Act 1998
- Education for Persons with Special Needs Act 2004
- Education Welfare Act 2000
- Education (Miscellaneous Provisions) Act 2007
- Teaching Council Act 2006
- Adoptive Leave Act 2005
- Employment Equality Act 1998
- Protection of Employees (Fixed Term Work) Act 2003
- Maternity Protection Act 2004, (Extension of periods of leave) 2006
- Protection of Employees (Part Time Work) Act 2003
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Applications) Regulations 2007
- Equal Status Act 2000
- Freedom of Information (Amendment) Act 2003
- Protection for Persons Reporting Child Abuse Act 1998.
- National Minimum Wage Act 2000

*All legislation is subject to changes and/or amendments, however it is the policy of the school to achieve the highest standards in compliance with relevant current legislation.*

## 1.5 SAFETY STANDARDS IN SCHOOL

THE SCHOOL IS OBLIGED TO ABIDE BY THE USUAL SAFETY RULES THAT APPLY TO PUBLIC BUILDINGS AND THE NORMAL RULES THAT APPLY TO EMPLOYEE SAFETY AT WORK:

### 1.5.1 Safety Rules

- Do not put your safety or that of others at risk by your actions or omissions. Observe all safety signs and rules on site.
- Students must co-operate with staff in the using of appropriate safety devices, wearing of the correct safety equipment, and following proper safe systems of work.
- Do not interfere with or misuse any specified Items of safety equipment or any safety device. Wear properly fitted clothing. If using moving equipment keep long hair tied, and jewellery away from equipment.
- Wear personal protective equipment if required.
- Keep work areas tidy. Clean up spillages promptly.
- Keep walkways and fire exits clear of obstruction.
- Smoking is not permitted anywhere in or on school grounds at any time.
- Do not operate machines, which you are not trained or instructed to use.
- Do not remove machinery guarding except for maintenance purposes and when it is isolated from its power source. Do not operate equipment without guards in place.
- Machine maintenance is only to be conducted by trained persons.
- No person will be permitted to use machinery, attend class, or work, if considered to be under the influence of alcohol or other substances. Non-compliance with the Safety Rules is a Breach of the Disciplinary Code and punishable under the relevant Code of Conduct.

**\* NB\* This Safety Statement and procedures set out will work in conjunction with all Codes of Practice, Codes of Behaviour and Policies set out by Government legislation not listed within. To include teaching organisations which St Joseph's National School have association with.**



## 1.6 Management Responsibilities

### 1.6.1 CHAIRPERSON OF THE BOARD OF MANAGEMENT RESPONSIBILITIES – Mrs Bernie Mann

The Chairperson of the Board of Management (Mrs. Bernie Mann) working in conjunction with the Principal (Linda Dowling) has the overall responsibility for the planned implementation of effective health and safety standards to comply with current health and safety legislation, according to the agreed objectives, and for ensuring that health and safety standards are taken into account when planning, carrying out, and in organising work generally.

The responsibilities are; as far as is reasonably practicable:

- To manage and conduct work activities in such a way to ensure the safety, health and welfare at work of those whom may be effected by work activities.
- To manage and conduct work activities in such a way as to prevent any improper conduct and/or behaviour likely to put the safety, health and welfare of those whom may be effected at risk.
- Ensure that the place of work is designed, maintained and in a condition that is safe and without risk to health.
- Ensure that the design, provision and maintenance of safe means of access to and from places of work.
- That any equipment or other article or substance supplied is in good working order and regularly maintained, that they are safe and without risk to health.
- Ensure the safety and prevention of risk to health at work relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent.
- That all members/employees are aware of the company policy with regard to safety and to know their own responsibilities.
- The provisions of systems of work that are planned, organised, performed and maintained and revised as appropriate, so as to be safe and without risk to health.
- Adequate resources are made available to manage work safely and have the provisions on instruction to staff on proper lifting techniques of pupils and dealings with pupil challenging behaviour.
- To provide information, instruction and/or training and supervision as is necessary to employees in order to ensure that they can carry out their work safely.
- The provisions and maintenance of suitable personal protective equipment as necessary to ensure the safety and health at work of its employees.
- To provide information, instructions and/or training and supervision as is necessary to employees in order to ensure that they can carry out their work safely.
- The provisions and maintenance of suitable personal protective equipment as necessary to ensure the safety and health at work of its employees.
- The preparation and revision as appropriate, adequate plans to be followed and measures to be taken in the case of an emergency or serious and imminent danger: Evacuation procedures, Fire drills (at least one fire drill per term), Accident procedures etc.
- That office documentation relating to accidents, diseases, equipment registers, and certificate of training are maintained.

- To ensure that no teacher/employee is injured by physically violent pupil. Where appropriate support services will be brought in to help in the case of physical violence and/or sexually active children.
- To ensure that access to employees is by consent. When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. Such measures will include meetings by appointment, with/without witnesses and, in extreme circumstances, an injunction/barring order and any necessary legal steps.
- Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of it's members/employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principals of prevention specified in Schedule 3.
- To review the safety procedures regularly and to ensure that they are adequate. To update periodically the safety policy in view of new regulations and changes in the management structure, etc. To seek the advice of a competent safety advisor if required.
- To include in the annual report, an evaluation of the extent to which the safety statement was fulfilled during the period of the report.

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

A Safety Committee can be established to monitor the implementation of the Safety and Health Policies of St. Joseph's National School and the requirements under the Safety, Health and Welfare at Work Act, 2005.

## 1.6.2 PRINCIPALS RESPONSIBILITIES - Linda Dowling

- To monitor the performance and effectiveness of the safety statement.
- To ensure that statutory notices i.e. the safety policy statutory certificates are maintained or displayed in prominent locations.
- To ensure a tidy workplace so far as practicable, in particular to ensure that adequate routes for access are provided.
- To ensure that all personnel have appropriate firefighting equipment and training at the workplace.
- To arrange the provision for consultation with employees on matters of health and safety.
- To arrange the provision for the selection from amongst its employees of a safety representative if required.
- To arrange the provision and maintenance of welfare facilities of employees at work.
- To ensure the safety and prevention of risk to health at work in connection with the use of any article or substance.
- To obtain approval from the Board of Management before delegating any of these responsibilities.

### 1.6.3 MEMBERS/EMPLOYEES RESPONSIBILITIES

Under section 13 of the Act 2005, it is the responsibility of all employees of St. Joseph's National School to:

- Familiarise themselves with, and comply with the relevant statutory provisions, conform to the Company Health and Safety Policy.
- To ensure that they are not under the influence of an intoxicant to the extent to endanger his/her own safety, health or welfare at work or that of any other person.
- It required to by their employer, submit to any appropriate test, under supervision of a registered competent medical practitioner.
- Co-operate with their employer to comply with relevant provisions.
- Not to engage in any improper, conduct or other behaviour that is likely to endanger their own safety, health or welfare or that of any other person.
- Members/employees must attend such training as may be required by the employer relating to the work carried out by that employee.
- Ensure that they do not knowingly put themselves, or others at risk while carrying out their work.
- Ensure that any safety equipment provided by the employer, where necessary are worn.
- Make the Principal aware of any situations, which they feel is dangerous, and to report any defects in equipment to the Board of Management.
- To report any accidents or near misses to the Principal.
- Report any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the members/employees of that of any other person.
- Use the correct equipment for the job, make correct use of any article or substance provided ensuring that it is safe, including protective clothing or equipment.
- Ensure that they do not carry out tasks, which they feel they are not competent, or which involves unreasonably high risks.
- To conform to instructions from the Principal.
- Make suggestions or raise concerns with regard to safety, health and welfare to the Principal.
- To observe all warning notices and instructions received.
- To use any suitable appliance protective clothing, convenience, equipment or other means provided (whether for use alone or use by you in common with others) for securing their safety, health or welfare while at work.
- An employee shall not, on entering into a contract of employment, misrepresent themselves to an employer with regard to the level of training they may hold.

Section 14 - a person shall not intentionally or recklessly without reasonable cause:

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

## 1.6.4 SUBCONTRACTORS

Section 12 - the employer shall manage and conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried out by individuals that the place of work (Not being their own employees) are not exposed to risk to their safety, health or welfare.

In the event of sub-contractors being taken on, the following procedures will be carried out;

NON-EMPLOYEES:

Contractors must comply with the following rules:

- They are obliged to observe the Safety rules for Contractors especially, any instructions given by personnel who enforce the school's Safety Statement. Contractors must be made aware of these rules before commencing work.
- Contractors will be made aware of any specific site hazards of which St. Joseph's National School are aware and the arrangements in place to control these hazards.
- Contractors must not commence work on the premises until the relevant Safety rules are read, understood & accepted.
- They should not work on the premises unless covered by adequate employers and public liability insurance, Contractor Insurance Policies must be submitted to the Principal of St. Joseph's National School or the Chairperson of the Board of Management for examination prior to commencing work to ensure that they conform to the schools' requirements.
- They should not enter areas they are not authorised to visit.
- A detailed method of work must be submitted prior to commencement of works.
- **A CONTRACTOR MUST INFORM THE PRINCIPAL OF ST. JOSEPH'S NATIONAL SCHOOL OR THE CHAIRPERSON OF THE BOARD OF MANAGEMENT OF ANY HAZARDS ARISING FROM ITS WORK PRIOR TO COMMENCING WORK.**

**Safety Statement.**

- A copy of their Safety Statement must be made available to Board of Management/Principal and accepted to be valid to the work undertaken. If work is classed as high risk, the Board of Management/Principal may require more detailed information from the sub-contractor in a form of a method statement with specific risk assessment.

**General.**

- All sub-contractors must provide competent and suitable persons at the workplace and must get the approval of the Chairperson of the Board of Management/Principal to engage persons other than their direct employees.
- Sub-contractors have a duty to report any defect in equipment, place of work or system of work, without delay.
- Sub-contractors must ensure that are aware of their obligations with regard to health and safety.
- Sub-contractors are required to provide their own P.P.E.
- Sub-contractors are required to provide certification of any relevant training pertaining to their specific job.

### 1.6.5 Visitors to the school during works due to these works.

- All Visitors to St. Joseph's National School regarding works must report to management of sub-contractor on arrival.
- Visitors must be accompanied at all times on the premises.
- Responsibility for the visitor's safety is with the person who accompanies the visitor.

## 1.7 VISITORS/GUEST SPEAKERS TO THE SCHOOL

All visitors to St. Joseph's National School must identify themselves to the secretary's office or a member of staff and must follow the rules and regulations on school premises and surrounding grounds.

All visitors to the school should be informed of their duties as detailed in this Safety Statement (This can be accomplished through signage/visitors sheets or badges).

## 1.8 EVALUATING THE RISK ASSOCIATED WITH THE SCHOOL ENVIRONMENT.

The Board of Management together with the staff of St. Joseph's National School strive to ensure that all persons are safe in the school environment. In doing so they will adopt the general principles of prevention set out in legislation.

Safety, Health and Welfare at Work Act 2005, Schedule 3 - General Principles of Prevention,

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially in regards to design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place or work to technical progress.
6. The replacement of dangerous articles, substances or systems or work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective prevention measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. Providing appropriate training and instructions to employees.

## 1.9 CONSULTATION ON HEALTH AND SAFETY ISSUES

Section 26 of the Safety, Health and Welfare at Work Act 2005, places a general obligation on employers to consult with, and take account of, any representations made by employees on matters of occupational safety and health in the workplace. Section 25 of the 2005 Act entitles employees at a place of work to select and appoint a safety- representative.

- Consultation on safety matters will be in an informal manner between the Board of Management/Principal and Members/Employees. Any employee with concerns regarding safety matters should make these concerns known to the Chairperson of the Board of Management or The Principal.
- To provide access to a copy of the Safety Statement to all present and future staff.
- All employees will be actively encouraged to voice any such concerns.
- Consultation with the workforce is through staff meetings/committee meetings.

The Safety Committee will ensure:

- That requirements are met and the safety statement is reviewed at regular intervals.
  - To advise updates of relevant legislation.
  - To ensure that communication in relation to health and safety is made to all staff.
  - To ensure all reasonable steps are taken to promote the safety of employees, students, visitors, contractors and members of the public entering the school.
  - To advise of specific hazards within the school.
  - To receive reports and advises to and from staff and the board of management.
  - To ensure adequate health & safety training is carried out by staff.
  - To ensure records of occupational accidents and near misses are maintained and reported to the HSA if necessary.
  - To report to the board of management.
- All employees will be actively encouraged to elect a Safety Representative to attend the safety meeting in order to accurately reflect the views of the workforce.

THE NOMINATED SAFETY REPRESENTATIVE IS: GERALDINE BUCKLEY

### 1.9.1 Consultation with Employees (Safety Representatives)

To give guidance on the role and function of Safety Representatives and the legislation relating to their activities.

**Definition:**

**Safety Representative:**

Where persons are employed at any one time, employees at a place of work are entitled to select and appoint one of their number to act as a Safety Representative.

**Function of Safety Representatives:**

Safety Representatives may consult with, and make representations to the employer on safety, health and welfare matters relating to the employees place of work, and the employer must consider these representations and act on them if necessary.

The Board of Management/Principal has responsibility for the management of safety. The appointment of Safety Representatives does not in any way remove this responsibility from management.

Safety Representatives have certain rights conferred upon them by the Legislation but are not legally liable to prosecution under the Safety, Health, and Welfare at Work Act 2005, for failing to fulfil the function of a Safety Representative.

The Board of Management/Principal shall not place a safety representative at any disadvantage in relation to his/her employment arising from the discharge of his/her functions.

#### **Investigations, Inspections and Consultations:**

The Board of Management/Principal are specifically required under the legislation to make suitable arrangements for Safety Representatives to carry out investigation and work place inspections.

These should include:

- Notification of specific incidents.
- Access to premises and information.
- Adequate time and other assistance appropriate to the investigation.

#### **Unsafe Conditions:**

Safety Representatives may use oral or written representations to formally notify the employer of alleged unsafe or unhealthy conditions and working practices.

The Board of Management/Principal should respond by taking the appropriate remedial action within suitable time scales.

Should no remedial action be deemed necessary an explanation should be given in writing to the Safety Representative.

#### **Consultation:**

The Board of Management/Principal is required to consult with Safety Representatives in order to achieve full co-operation and the establishment, promotion and maintenance of effective measures to safeguard the health and safety at work of all employees. This consultation should be on a wide scale but may include:

- To carry out their safety function.
- To acquire the knowledge necessary to discharge his/her function as a Safety Representative.

#### **Time Off for Safety Representatives:**

The Board of Management/Principal are required to ensure Safety Representatives are given reasonable time off work to fulfil their functions:

### **1.9.2 Awareness and promotional Campaigns**

Safety, health and environmental awareness and promotional campaigns will be used to publicise current themes, awareness of this safety statement, particular issues or incidents that need highlighting and general safety, health and environmental awareness. Employee participation and



involvement are an important part of any safety, health and environmental programme or campaign. The following items will be used as part of a typical awareness and promotional campaigns:

- Posters and signs.
- Incentive schemes.
- Notice boards and newsletters.
- Booklets, pamphlets, etc.

## SECTION 2

## 2.1 Environmental Health & Safety

There is a duty on all employees of St. Joseph's National School to take care of their own safety, health and welfare while at work and ensure their safety and the safety of others are paramount and to co-operate with the employer to ensure a safe workplace.

## 2.2 Harassment & Bullying at Work

The Board of Management/Principal of St. Joseph's National School is committed to providing all of its employees with an environment free from harassment and stress.

The Code of Practice on the Prevention of Workplace Bullying will be strictly adhered to.

### 2.2.1 Harassment

The School will not permit harassment in any form, from adult or child. Harassment is defined as behaviour, which offends other individuals on the basis of race, religion, sex, nationality, sexual orientation or other protected basis.

The law looks at the "Impact" not the "Intention" of the harasser's conduct. Anyone who is subject to this type of behaviour should report it immediately to the Principal.

### 2.2.2 Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another. Any form of bullying will not be accepted in our school.

The bullying prevention policy should be brought to the attention of all.

### 2.2.3 Abusive Behaviour and Violence.

Violent and abusive behaviour by any member of the Board of Management, Teaching staff, pupils, or member of the public will not be tolerated, (This also includes horseplay).

Anyone who is subject to this type of behaviour should report it immediately to the Principal

## 2.3 Offices/Ergonomics:

Ergonomics involves fitting the person to the job and fitting the job to the person. A preliminary ergonomic assessment undertaken of the plant highlights that areas exist where there are some risks or repetitive strain injuries and musculo-skeletal problems in the longer term. Associated problems will be solved through proper workstation design, work station layout and operator task alteration.

Ergonomics aspect of office safety, such as lighting, heating, ventilation, space, office furnishing, noise, office equipment, VDU technology, working station design are constantly monitored. All complaints and concerns are speedily acted upon.

Safety hazards in offices may result from:

- Slips, trips and falls.
- Collisions with furniture and equipment.
- Injuries from hand tools such as pencils, staplers, paper cutters, office equipment and office furniture.
- Fire
- Torn or loose floor covering.
- Floors made slippery by spilt liquid or improper maintenance.
- Extension cords on the floor.
- Door closers out of adjustment.
- Splintered or broken furniture.
- Paper, rags or other flammable materials left where they might ignite.

In St. Joseph's National School the above risks are assessed as low and will be minimised further by maintaining good housekeeping and storage practices. Office furniture and fittings will be kept in good repair. All office personnel are responsible for maintaining their work clean, organised and tidy and in having a daily and weekly cleaning routine. Individuals must empty their waste-paper baskets at the close of business daily. This is the individual employee's responsibility. All obsolete and redundant furniture, equipment and files are removed to storage. All paper files are returned to their proper location at the end of business daily. All PC's and other office equipment are switched off and made safe and secure before leaving the workplace.

## ERGONOMICS

1. Working Duration

	Definition	Recommended Frequency
Microbreak	Short breaks which should be taken during heavy typing or mouse use e.g. check your voicemail.	Employees are advised to break up continuous keyboard/mouse activities.
Regular PC Break	PC activity should STOP during this. Do non-PC related work, or do an activity that takes you away from your desk e.g. photocopy, phone calls, coffee break...	A minimum 5 minutes every 30 and 15 minutes every 2 hours.
Time working with PC's	Time spent in the office, in conference rooms or at home where the PC is being actively used-	The total time per day spent actively using the PC should not exceed 6 hours  ^ If the time exceeds 6 hours, the actions to address the increased risk must be captured in a Safe Plan of Action (SPA).

2. Chair

<p>45-70 cm (18-28 in.)</p>	<p>1. Adjust seat height so elbows are at 90 degrees and same height as keyboard and mouse. Wrists are straight.</p>
	<p>2. Adjust depth of seat pan to suit your leg length. Tilt chair and adjust to comfortable position</p>
	<p>3. Armrests can move vertically Horizontally. Try to avoid resting on these when typing.</p>
	<p>4. The seat back will adjust vertically and will tilt with the seat pan. Ensure your lumbar area is supported</p>
	<p>5. You can choose to lock or loosen your backrest - whatever is most comfortable for you</p>
	<p>6. The minimum adjustments r on your chair will be seat height, backrest height and backrest tilt-&gt;</p>
	<p>7. To adjust your desk height if possible.</p>

### 3. Monitor

	<ol style="list-style-type: none"> <li>1. Your eyeline should rest in the upper third of the monitor unless you wear varifocals or bifocals when your eyeline should rest in the middle of the screen.</li> <li>2. Eye to monitor distance should be 18-26 inches</li> <li>3. Place document holder at same height and angle as monitor</li> <li>4. Set refresh rate to eliminate flicker</li> <li>5. You can customize you software settings to change icon size and colour.</li> </ol>
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### 4. Mouse

- Use an approved mouse and mouse mat.
- Keep your mouse within your primary reach zone - this is generally beside your keyboard and close to your body.
- Clean your mouse regularly.
- Replace worn or plastic mats as the friction may not be sufficient to enable good control of the cursor.
- Keep your fingers close together.
- Use smooth controlled movements to move the mouse. The movement should originate from the upper arm area.
- Keep your fingers relaxed on the mouse.
- Use a mouse with a scroll wheel (Microsoft Intellimouse) which can be customised if you do a lot of scrolling or use page up/down or arrow keys.
- Keep the wrist elevated from the mat or work surface when working. It is acceptable to rest the fleshy part of your palm at the base of your thumb on the mat as there is protection in this part of the hand, unlike in the wrist.
- Rest your fingers on the top of the mouse, rather than at the sides.
- Familiarise yourself with the use of short cut keys.

### 5. Keyboard- Typing

- |   |  |
|---|--|
|   |  |
| <ul style="list-style-type: none"> <li>➤ Use the on-line Microsoft HELP files to find out more about customising short cut keys - use the F1 to take you to help.</li> <li>➤ Generate a personalized shortcut key list.</li> <li>➤ Dell Keyboard has hot keys that can be used instead of mouse.</li> </ul> |  |

- Lower keyboard height by dropping the feet at the back of the keyboard.

## 5.4 EHS Training:

The purpose of this section is to ensure that any person who carries out work for St. Joseph's National School has the necessary knowledge, experience and training to carry out their activities as to reduce the risk of accidents, and carry out these duties without risk to themselves or others. If a person does not have this experience they should be under the supervision of a person who does.

**Failure to comply with safety precautions will result in disciplinary action being taken.**

The safety training needs of employees will be identified by Board of Management and Principal in association with the Staff Training and Development, annual safety training needs analysis for all staff and identify pre-employment training requirements for new staff and internal transfers.

When identifying training needs due regard shall be paid to:

- Review of current legislation.
- Method study/Work study.
- Accident/ Incident Analysis.

All safety training received will be monitored and updated as required, record kept and updated when necessary.

**Available health and safety training includes:**

**Staff Safety Induction/Safety Awareness –**

Basic safety training introducing the new employee to workforce, students, equipment, buildings etc. Continual consultation with staff. Informing them of the health and safety policy of the school, ensuring their full understanding of their own responsibilities. General rules and regulations and procedures to be adhered to, providing knowledge of fire evacuation procedures etc.

**Occupational First aid –**

The Statutory Requirement (at least 24 hours training required to include CPR) is to provide Trained First Aid cover for employees at work. The nature of the work, size, hazards, and location will all play a part in the number of trained personnel required. Any work activities will have first aid coverage. Personnel should know who and where these people are. One First Aider is needed for every 50 employees, this availability should be recorded and available to review. Occupational First Aid Refresher must take place every three years.

**FIRST AIDERS: HELEN NELLIGAN & DENISE FITZPATRICK**

**Manual Handling**

Any transporting or supporting of a load, by one or more workers, including lifting, putting down, pushing, pulling, carrying or moving, which by reason of its characteristics or unfavourable ergonomics conditions, involves a risk, particularly of back injuries to workers.

Where Manual Handling of loads cannot be avoided training in safe manual handling techniques is obligatory.

### **Managing Challenging Behaviour –**

Emerson et al (1987) have developed a definition of challenging behaviour that have become widely used in the context of learning disabilities:

*" behaviour of such intensity, frequency and duration that the physical safety of the person or others is likely to be placed in serious jeopardy or behaviour which is likely to seriously limit or delay access to, and use of ordinary facilities"*

St. Joseph's National School have in place strategies to promote positive behaviour under the terms of the Code of Discipline. However when the circumstances arise that a teacher, SNA or member of staff are faced with the requirement to deal with challenging behaviour the Board of Management and Principal will provide as far as reasonably practicable the most appropriate training to ensure the safety of all who may be affected by such challenging behaviour.

### **Fire Safety & Extinguisher training –**

All personnel should know the action to be taken when fire alarms sound (Fire drills should take place at least once every term.) The fire drills act as fire evacuation and emergency team training. Further training may be required in the safe operation and use of firefighting equipment when dealing with small fires. Records are taken and kept on persons who have received any of the above training.

### **Equipment -**

Training shall be given to employees on the correct equipment and protective equipment required while using such equipment required by them in the course of their work.

### **Records -**

Records are kept of all personnel training, when they were trained and what the course Covered. These records will be reviewed periodically.

### **Further Recommended Education Training –**

- Formal Briefing to The School Management Authority - such briefing should outline the contents of the school's safety statement with emphasis on the roles and responsibilities of the School Management Authority.
- In-service training on Occupational Health and Safety Management - Principal.
- In-service training on Occupational Health and Safety ~ Safety Officer/s, teachers and school staff.
- Formalised system to ensure that the Caretaker is competent to perform their duties.
- On-going training on safety issues.

### **Future Legislation -**

The Legislation is always under review. Any future changes will be implemented.

1. Office and Staff Room accommodation provided by St. Joseph's National School should include but not be limited to:



1. Suitable table and chairs.
2. Water boiler/electric kettle where required.
3. Toilet/washing facilities and kept clean and checked regularly.

2. First Aid.

A first-aid kit(s) will be kept, maintained and re-stocked as necessary around the workplace. Sub-contractors will have full use of these first-aid kit(s) for their employees. A first-aid kit will be kept in the office area. It is the policy of St. Joseph's National School that all medications, drugs etc. be kept in a proper medication cabinet, locked at all times, key to which is kept in a secure and safe place. No medication to be given by staff to pupils without prior consent of the Board of Management. The school also holds travel first aid kit X2. As this Safety Statement relates to a school premises please note the following can also be held in first aid boxes. Wasp Eze, Burn Eze, Sudocream, plasters, wipes, gloves & ice-packs.

3. Fire

It is the policy of St. Joseph's National School that:

- There is an adequate supply of fire extinguishers to deal with any type of fire. All fire equipment is identified and regularly serviced.
- Fire alarms are clearly marked.
- Regular Fire drills take place (as least once per term).
- The principals and deputy principals are responsible for fire drills
- Class teachers are responsible for evacuation procedures.
- Training/Instruction is given in the use of Fire Extinguishers for specific material/equipment.
- Exit signs are clearly marked to ensure employees/pupils/visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- Assembly areas are designated outside each building and are clearly marked.
- Those leaving building/classroom should let someone know.
- There is a sign in/out sheet in the office for all staff. In the case of an evacuation the sheet should be brought outside to account for all staff.

## SECTION 3.

### 3.1 Safe Systems of Work

It is the policy of St. Joseph's National School to ensure that the tasks are within the competence and capacity of the employee. The systems of work will be designed with this purpose in mind. It is clear that some processes necessarily give rise to risks, which can only be controlled by adherence to proper procedures. The training provided to employees will identify the areas where care and skill must be exercised.

It is the policy of the Board of Management/Principal of St. Joseph's National School when purchasing new equipment, altering existing equipment or changing a system of work, to ensure as far as is reasonably practicable that they are without significant hazard.

Systems of work include all normal work, maintenance work, and work by contractors, and include consideration for the safety and health of employees, pupils, visitors and public.

**The Board of Management, Principal and Employees of St. Joseph's National School will ensure that they will comply with all the relevant legislation and guidelines while they carry out their work in relation to the following matters:**

- **Personal Protective Equipment**
- **Manual Handling**
- **Smoking**
- **Infectious Diseases**
- **Work Equipment**
- **Inspections**
- **Use of Hand Tools**
- **Noise Control**
- **Ladders**
- **Control of Hazardous Substances**
- **Safe Storage and use of Gas Cylinders**
- **Waste Control**
- **House Keeping**
- **Safe use of Signs and Barriers**
- **Disciplinary Guidelines for Safety Violations**
- **Red card Emergency**
- **Evacuation/Emergency Plan**
- **Contacts in an Emergency**
- **Accident and Incident Investigation**

## 3.2 Personal Protective Equipment

The school accepts that personal protective equipment is often a weak barrier between the employee and the hazard. Therefore, where reasonably practicable, all hazards are eliminated at source before relying on personal protective equipment.

The law requires that in circumstances in which it is not reasonably practicable for an employer to control or eliminate hazards in a place of work under his control, or in such circumstances as may be prescribed, the provision and maintenance of such suitable protective clothing or equipment, as appropriate, that are necessary to ensure the safety, health and welfare at work of its employees.

The law also requires that an employee should use in such manner so as to provide the protection intended any suitable appliance protective clothing, convenience, equipment or other means or thing provided (whether for his own use alone or for use by him in common with others) for securing his safety, health or welfare while at work.

### Supply and Issue:

1. Supply the necessary P.P.E. to carry out their work safely.
  1. Maintenance/Caretaker requires the minimum of safety boots, high visibility jacket and ear defenders (where necessary goggles, face shield, gloves and mask).
  2. Cleaners requires the minimum of gloves and protective apron.
  3. Lolly-Pop Personnel requires the minimum of High visibility jacket (Where necessary weatherproof clothing).
2. All sub-contractors will be responsible for providing their own personnel with the same.
3. All employees and sub-contractors will wear the required safety equipment to carry out their work safely.
4. All employees and sub-contractors will wear sensible clothing suitable for their work.

A record of issue of P.P.E should be kept and updated when necessary.

## 3.2 Manual Handling

To provide guidance on the safe and acceptable procedure for the preparation of manual handling activities. This procedure applies to all employees and sub-contractors at their place of work.

If you are uncertain about lifting a load - get help, do not put yourself at risk.

Use the following technique to lift safely:

- Grip with all of the hands, not fingertips alone.
- Get level with the load by bending the knees.
- Keep your back straight and the load as close to your body as possible.
- Lift using the leg muscles.
- Keep your feet slightly apart - as wide as the hips and one slightly in front of the other.
- Try to arrange your system of work to minimise the need to lift.
  - (a) Plan ahead, make sure that your path is clear.
  - (b) Get help when moving or placing ladders.

- (c) Roll gas cylinders along their base by tilting them slightly.
- (d) Use mechanical lifting equipment where possible.

Should any child with special needs / disability be enrolled in the school, and requires lifting; then suitable arrangements will be made in terms of training in lifting and also support services, where practicable, in order to minimise strain on employees.

## 3.4 Smoking

The school premises in its entirety is designated a Smoke Free Zone.

## 3.5 Infectious Diseases

It is school policy to notify all infectious diseases. St. Joseph's National School wishes to ensure as far as reasonably practicable, the safety of staff, permanent, temporary or voluntary against all infectious diseases to include Hepatitis B.

St. Joseph's National School will endeavour to minimise the risk by:

- Adherence to sound principles of cleanliness, hygiene and disinfections and have provided disposable gloves to be used for all First Aid applications, cleaning Jobs etc.
- The Staff have been provided with a separate toilet with hot and cold water, a disposal unit and soap.
- Appropriate measures must be taken in the event of incidents involving blood or body fluids, necessary PPE must be worn to eliminate contamination of any infections or contagious conditions.

## 3.6 Work Equipment

Work Equipment is all equipment provided for use at work, some of which will be governed by regulatory inspection requirements and will not be addressed in this safety statement.

To identify the work equipment that requires regular inspection and identify the main hazards associated with the equipment.

It is the policy of St. Joseph's National School that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks. All staff are asked to report any faults with appliances.

### 3.6.1 EQUIPMENT USED FOR BREAKFAST CLUB/AFTER SCHOOL CLVB/SPECIAL OCCASIONS

It is the policy of St. Joseph's National School that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

Staff must be trained and have a knowledge of the risk of working in the environment of steam, hot water, hot oils and hot surfaces.

The carrying of hot liquids and materials must be avoided where possible. Safety beakers are to be used in all areas other than the staff room and parents room.

All school personnel should practice safe procedures when using equipment with hot surfaces.

Work must be planned in a safe manner to ensure the movement of liquids and materials can be accomplished with the minimal risk to pupils and staff

Signage regarding the hot surfaces will be displayed.

All staff will be advised to wear the necessary heat resistant gloves/cloths/aprons provided.

### 3.6.2 INSPECTIONS

In order to ensure that safe operation and to prevent deterioration of the workplace, plant and equipment, it is essential that regular inspections be carried out.

#### Frequency of Inspections:

<u>Area</u>	<u>FREQUENCY</u>	<u>RESPONSIBILITY</u>
Workstations	Monthly	Supervisor/Auditor
Emergency Exits	Monthly	Supervisor/Auditor
Aisles & Corridors	Monthly	Supervisor/Auditor
Emergency Fire Equipment	Monthly	Supervisor/Auditor
Work Equipment	Monthly	Supervisor/Auditor
Lights	Monthly	Supervisor/Auditor

#### Inspections:

1. Details of all inspections will be recorded.
2. Where corrective actions are required the name of the person responsible will be noted on the relevant Record Form.
3. Record Forms will be filed in the office.

## 3.7 Safe use of Hand Tools

To provide guidance on the safe and acceptable use of hand tools. This procedure applies to all employees and sub-contractors at their place of work.

## 3.8 Noise Control

To ensure that all activities that produce harmful noise is performed in a controlled manner and every opportunity to reduce the noise source is explored. When entering an area where noise is above legal limits; ear protection must be worn. This procedure applies to all employees and sub-contractors at their place of work. Where such work is taking place which constitutes any threat to Health and Safety, the school will be closed or the work will not take place during school hours.

It is the policy of St. Joseph's National School to minimise sound pollution - room to room, yard to room etc.

## 3.9 Ladders

To provide guidance on the safe and acceptable procedure for the safe use of ladders, step ladders. This procedure applies to all contractors and sub-contractors on site.

**Remember: The vast majority of ladder accidents occur because the ladder is not tied at the top.**

### 3.10 Control of Hazardous Substances

To ensure that the health of employees and others is not affected by exposure to hazardous substances:

- All chemicals used at school even items such as cleaning products must have a current and up to date Safety Data Sheet.
- Safety Data Sheet (SDS) - The Pro-forma that is supplied with a substance which contains the necessary information for the safe handling and use of chemical substances.
- All chemicals, detergents, flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be at all times clearly and accurately labelled bearing instructions and precautions for their use.
- Where spills of any chemical has occurred, only trained personnel using the correct P.P.E. as outlined in the Safety Data Sheet are permitted to clean up the spill.

### 3.11 Safety Instructions for gas boiler and gas supply

The gas boiler should be serviced annually to maintain proper functionality.

If there is a smell of Gas, step outside and call the Board Gais emergency line on 1850 20 50 50.

Open the windows and doors to let the gas escape.

Do not switch electrical devices on or off.

Check the gas boiler for a potential leak.

Turn off the gas at the meter

### 3.12 Waste Control

To ensure that the disposal of waste arising from work activities is controlled. The Wheelie Bin collection is once a week.

### 3.13 HOUSE KEEPING "CLEAN AS YOU GO"

To provide guidance on the safe and acceptable procedure for the Housekeeping standard.

This procedure applies to all employees and sub-contractors at their place of work.

No children are allowed to bring drinks in bottled glass to school to minimise the risks of breakages and cuts.

### 3.14 Safe use of Safety Signs and Barriers

Signs and barriers are erected to prevent unintentional or accidental access into a restricted Area. To identify areas and the correct and safe use of Safety Signs, Fixed Barriers and Temporary Barrier Tape.

It is the policy of St. Joseph's National School that floors will not be polished or made slippery. To eliminate the risk, the washing of floors is conducted after school hours. In the event of a spillage/leakage warning signs regarding wet/slippery floors will be used.

### 3.15 Disciplinary Guideline for Safety Violations

Appropriate disciplinary rules & procedures are necessary for the consistent and fair treatment of individuals who, for whatever reason, - e.g. breach of safety regulations - may be subject to a disciplinary hearing by their employer.

Violation of Safety Guidelines shall be addressed by the following procedure,

Step 1 Verbal warning.

Step 2 Written warning

Step 3 Final written warning.

Step 4 Removal from the workplace, suspension or termination of employment.

**Depending on the gravity of the breach Steps 1, 2 and 3 may be by-passed.**

### 3.16 Red Card Emergency

Each teacher must be in possession of a red emergency card showing his/her name & room number.

In the event of a classroom emergency this card must be brought by a child to the nearest member of staff or to the principal to raise the alarm of the emergency.

The appropriate steps will be instigated (see procedure -Principal's office)

### 3.17 Evacuation/Emergency Procedure Plan

Emergency Numbers 999 or 112

All employees/pupils are to obey instructions.

Evacuate site to designated point of assembly:

(These points of assembly are marked with a green (Assembly Point) sign and are designated outside the building, each named person is responsible for communicating this information to their assigned classes.



A roll call will be carried out to ensure everyone is present and the relevant emergency services should be called out as soon as possible.

No one is to re-enter the building until same has been cleared by Principal/Person in charge.

DO NOT:

Run to the assembly point

Return to pick up any personal belongings.

Cause a distraction.

Cause an obstruction.

Prevent access for the Emergency Services.

Engage in manning safety equipment unless you are an authorised trained and competent person.

### 3.18 Telephone Numbers To Be Contacted In An Emergency

Are To Be Posted With Emergency Activator and deputies in a visible position, adjacent to the telephone and will include the following:

Doctor:	(Contact Hospital)
Fire Brigade:	999
Ambulance:	999
Hospital:	057 9321501
Gardai:	057 9321305

Chairperson Board of Management  
Bernie Mann

Principal Linda Dowling (School) 057 9341121

### 3.19 Accident and Incident Investigation

To ensure the timely and efficient response to accidents and Incidents and that they are fully investigated and any lessons learnt are properly communicated.

Definitions:

1. **Accident** - Unplanned unwanted event.
2. **First Aid Injury** - A minor injury that requires treatment by a first aid trained person.
3. **Medical Treatment Injury** - An injury that requires treatment by a medically trained person (nurse or doctor).
4. **One Day Lost Time Injury** - An injury that results in the person being absent for the one day (but does not include the day of the accident).
5. **Three Day Lost Time Injury** - An injury that results in the person being absent from work for more than 3 days following the accident (but does not include the day of the accident).
6. **Incident** - An accident that results in damage to equipment or property but does not result in injury to personnel.

7. **Near Miss** - An accident that results in an event (such as a falling object) but no damage to equipment, property or injury occurs.
8. **Dangerous Occurrence** - An incident that is so serious that one or more personnel could have been seriously injured and is prescribed by legislation.
9. **HSA** - Health and Safety Authority (Ireland).

**Responsibilities:****Employees:**

Must report all injuries or incidents to their principal, no matter how small or insignificant they feel they may be.

**Principal:**

Must:

- Commence an investigation as soon practicable after the event.
- Complete the Incident Report Form for Medical Treatment or potential Lost Time Injuries
- In more serious accidents the area may have to be made safe and controls put in place to prevent access by others and to ensure the scene is not altered before the higher level investigation.
- Ensure the supervisors respond to the accident in a timely manner and any actions from the investigation are carried out to prevent recurrence.

**Doctor/Occupational Health Nurse:**

Will complete the Medical, First Aid preliminary report form when an injury is reported to him/her.

**Board of Management:**

Must:

- Have systems in place to support the investigation of accidents and incidents and communicate any follow up actions.
- Identify the root cause of accidents is to be used in the investigation of Medical Treatment and Lost Time Injuries and Dangerous Occurrences.
- Ensure the medical treatment, lost time injuries and dangerous occurrences that occur within their area of responsibility are fully investigated.
- They must air the inquiry meeting within 24 hours of the event.

**Safety Officer:**

Must:

- A system is in place to keep the Board of Management fully informed of the investigation status of the accident or incident.
- Reports to the HSA are carried out as necessary.
- A meeting of the Board of Management is held to discuss any injuries or incidents reported.
- Findings and learnings are communicated to the Principal.

- Investigation reports are transmitted to the Board of Management within 5 working days of the accident or incident.
- A system for monitoring the closure of actions is maintained and reviewed.
- Copies of investigations are sent to the Board of Management for circulation to employees.

## SECTION 4

## 4.1 Medical, First Aid Preliminary Incident Report Form

Medical, First Aid Preliminary Incident Report Form		
Location:		
Procedure: <ol style="list-style-type: none"> <li>1. Principal to complete sections 1 -6 and Part 1 of section 7 for each injury</li> <li>2. Doctor/OH Nurse to complete Parts 2 &amp; 3 of section 7 for any injury requiring off-site treatment</li> <li>3. Safety Officer to complete section 8 and communicate requirement for further investigation to the</li> <li>4. Board of Management/Principal (verbally and by copy of this form)</li> <li>5. Safety Management Team will, weekly, check             <ol style="list-style-type: none"> <li>a) Status of injured person until section 7 closed out.</li> <li>b) Update section 8 when investigation report is received.</li> <li>c) Complete section 8 when investigation actions are complete</li> </ol> </li> </ol>		
Section 1.		
Date of Incident:	Time of Incident:	Place of Incident:
Name of Injured Person:	Company:	Position:
Supervisors Name:		
Date of Birth:	Date and time incident reported:	
Section 2.		
ACTIVITY employee/pupil was performing at time of Incident. Describe in detail the action, occurrence or event that resulted in the Incident (encounters with machine, exposure to chemicals, lifting, tripping, etc).		
Section 3.		
LIST PPE (Personal Protective Equipment), safety devices or other equipment in use at time of incident		
Section 4.		
WITNESSES - List any witnesses		

Company:	Name(Print)	Position:
Section 5.		
DOCUMENTATION: Is the injured person aware if any of the following are in place?		
Safety Statement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Risk Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were they being followed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section 6. (This section may be required to be completed later)		
STATUS of Treatment		
1. Treatment type		
First Aid <input type="checkbox"/>	Hospital A & E <input type="checkbox"/>	Medical Treatment <input type="checkbox"/> OH Physician Review <input type="checkbox"/>
2. Review of individual required YES/NO Date and Time of review		
Section 7. (This section may be required to be completed later)		
STATUS of Injured person		
Part 1. Injury type		
First Aid <input type="checkbox"/> Medical treatment <input type="checkbox"/> Lost Time Accident (OSHA-1 day) <input type="checkbox"/> Lost Time Accident (HSA – 3day) <input type="checkbox"/>		
Part 2. <b>For injuries requiring off-site medical treatment</b>		
Individual has returned to work on light duties (If applicable).		
Injured person name:	(Print)	Sign: Date and Time:
Supervisor name:	(Print)	Sign: Date and Time:
3. Individual has returned to work on normal duties.		
Injured person name:	(Print)	Sign: Date and Time:
Supervisor name:	(Print)	Sign: Date and Time:
Section 8.		
The Board of Management/ Principal of St. Joseph's National School		
Is further investigation required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has investigation report been completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have actions been completed?

Yes

No

On behalf of St. Joseph's National School.

Name (Print)

Sign:

Date and Time:

## SECTION 5



## 5.1 Report /Safety Statement Review

The Board of Management at St. Joseph's National School intends, annually, to review this Safety Statement in order to ensure its suitability, adequacy and effectiveness.

This review will address the possible need for changes in policy, objectives, inclusion of new hazards or other elements of the Safety Statement in the light of the previous year's experiences.

### **Date Changes Made to Document**

November 2016	This document has been updated to reflect current legislation and including Safety, Health and Welfare at Work (General application) Regulations 2007. Also thorough review of the risk assessment to ensure they reflect current practices in the school as a result of an inspection by the HSE.
June 2017	Following review of the draft Safety Statement, a second draft was completed in June 2017 for approval.

## SECTION 6

## 6.1 Hazard Identification and Risk Assessment

### 5.1.1 The Hazard Control Register.

A Hazard Control Register will be located at each workplace for the purpose of recording hazards which employees do not have the means or authority to control. The Register will be located in the office and will be available to all employees. Each Teacher is responsible to ensure that all hazards identified and recorded in the Hazard Control Register are corrected promptly.

#### Procedure:

1. Teachers/Employees will be advised of their statutory duty to report anything which is dangerous.
2. They will be instructed in the use of the Hazard Control Register.
3. When a hazard is discovered the Board of Management/ Principal will assess the hazard identified and will eliminate the hazard if it is practical to do so.
4. Once the Board of Management/ Principal has been advised of a hazard they are obliged to take the necessary measures to eliminate or control the hazard.
5. The Safety Officer will regularly audit the Hazard Control Register to ensure they are being used properly.

### 6.1.2 HAZARD IDENTIFICATION, RISK ASSESSMENT AND PRECAUTIONS

#### General Identification of Hazards

A hazard may be defined as anything that can potentially cause harm. Hazards can be divided into two main categories, "health hazards" and "physical hazards".

**Health hazards** are generally listed as but not confined to;

- Chemical
- Biological

That has the potential to cause illness by:

- ❖ Ingestion or injection.
- ❖ Emitting hazardous gases, fumes or vapours.
- ❖ On skin contact.

**Physical hazards** are generally listed as but not confined to;

- Electricity.
- Plant.
- Equipment.
- Noise.
- Thermal.
- Radiation.
- Vibration.

To safeguard the health and safety of all employees each workplace is systematically examined to identify hazards and adequate arrangements made to eliminate or minimise risk.

All hazards, reasonably foreseeable, are identified, eliminated where practicable and adequate arrangements formulated to safeguard against them before any operations commence.

Best practice is the removal of risk where practicable and the use of all reasonable precautions thereafter. The hazards identified, assessment of their risks and precautions to be taken as set out in the following sections are the minimum requirements accepted by the School for its employees.

### 6.1.3 Risk Assessments Methodology.

Any hazards or hazardous situations that are under the control of the School, if not immediately rectifiable, may need to have a Risk Assessment carried out as soon as possible, in order to minimize any risk to employees or other workers in the area or members of the public.

If, after review of the Statement, any changes are made, the Revised Number of risk assessments will be updated to ensure that the current version is being used.

All Risk Assessments will be reviewed by the Safety Committee on a regular basis.

The level of Risk is determined by the severity of the accident and the probability of an accident or an injury occurring.

Severity				Probability for potential incident			
Personnel	Environmental	Assets	(1) Very Likely But possibl e under extrem e circums tances	(2) Unlikely But conceivable	(3) Possible But unusual	(4) Likely Not surprising	(5) Very Likely No doubt.
(1) First Aid	(1) Very minor	(1) Very minor < €100	1	2	3	4	5

(2) Medical treatment	(2) Minor	(2) Minor <€1,000	2	4	6	8	10
(3) Lost Day Case	(3) Medium	(3) Medium <€10,000	3	6	9	12	15
(4) Single Fatality	(5) Major	(4) Major <€100,000	4	8	12	16	20

1-6	Low severity	May be acceptable; however review the task to see if the risk can be reduced further.
7-14	Medium Severity	Work must only proceed with instruction issued by line management. Where possible, the task should be defined to take account of the hazards involved or the risk should be reduced further prior to task proceeding.
15-25	High Severity	Work must not commence, further controls are required to reduce risk. All controls must be re-assessed prior to task proceeding.

## Risk Assessment

## Hazards Identification/Risk Assessment and Control Measures

HAZARDS AND RISKS	RISK LEVEL	PEOPLE AFFECTED	CONTROL MEASURES	RESPONSIBLE PERSON
<p>General Childcare Environment</p> <p><b>Risk:</b></p> <p>Injury from:</p> <ul style="list-style-type: none"> <li>• Horseplay</li> <li>• Lighting</li> <li>• Electrical</li> <li>• Heating</li> </ul>	M	<p>Staff members</p> <p>Children</p> <p>Public/ visitors</p>	<ul style="list-style-type: none"> <li>• Minimise the risk by constant supervision and monitoring of the environment.</li> <li>• Lighting should be cleaned at regular intervals.</li> <li>• Ensure that all electrical connections are safe.</li> <li>• All un-used sockets covered and protected.</li> <li>• All spills and debris will be immediately cleaned up.</li> <li>• Floors at entrance doors will be monitored for wet surfaces and cleaned up regularly.</li> <li>• Floor surfaces throughout the facility to be monitored regularly.</li> <li>• Heating will be thermostatically controlled at appropriate indoor settings.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Classroom teacher</li> <li>• Cleaning staff.</li> </ul>
<p>Welfare facilities:</p> <p><b>Risks:</b></p> <p>Slips, trips and falls Leg/arm/ body injury Head injuries Scalding from hot water</p>	M	<p>Staff members</p> <p>Children</p> <p>Public/ visitors</p>	<ul style="list-style-type: none"> <li>• Toilet facilities should be adequate in quantity and size for this facility.</li> <li>• Cleaning will take place regularly and will be documented.</li> <li>• Children will be properly supervised.</li> <li>• There will be cold water for washing hands, hot water where provided will be thermostatically controlled to prevent scalding, and there will be adequate soap and drying facilities.</li> <li>• Sufficient amount of toilet paper.</li> <li>• Female and Male clearly marked and identified.</li> </ul>	<p>Principal</p> <p>Classroom teachers</p> <p>Cleaning staff.</p>
<p>Floor surfaces:</p> <p><b>Risks:</b></p> <p>Slips, Trips and falls. Leg/Arm/Body injuries. Head injury.</p>	M	<p>Children</p> <p>Staff members</p> <p>Public visitors</p>	<ul style="list-style-type: none"> <li>• All floors are to be kept from obstruction at all times.</li> <li>• Floor coverings will be continuously inspected and repaired as necessary.</li> <li>• Floors are to be kept clean at all times.</li> <li>• Changes in floor level to be clearly identified.</li> <li>• All refuse and waste material to be removed.</li> </ul>	All staff/ supervisors.
<p>Electricity:</p> <p><b>Risk:</b></p>	M	<p>Staff members</p> <p>Children</p> <p>Cleaners</p>	<ul style="list-style-type: none"> <li>• All electrical appliances must be installed correctly.</li> <li>• Regular checks by qualified certified electrician.</li> </ul>	All staff members. Users.

<ul style="list-style-type: none"> <li>• Fire</li> <li>• Shocks</li> </ul> <p>Plugs and sockets</p>			<ul style="list-style-type: none"> <li>• Do not handle with wet hands.</li> <li>• Isolation switches clear and prominent.</li> <li>• Adequate number of sockets, no overloading.</li> <li>• Switches and isolators to be labelled to indicate supply.</li> <li>• All electrical outlets should be securely covered.</li> <li>• Many licensing and accreditation standards state that 'outlets should be covered when not in use'. This can be accomplished by using small 'push – in' covers.</li> <li>• Outlets that will not be used should be covered with solid closed electrical plates (available at hardware stores). If any outlet is used regularly, you may install a hinged or screw-in outlet guard that also covers the electrical cord end.</li> <li>• These actions reduce the risk to both children and users.</li> <li>• Restricted access to food preparation area for children.</li> <li>• Plugs should be checked to ensure that they are correctly fused for the appliance that connects to it. i.e. – desk lamp – 3 amps, electrical heaters – 13 amps, VDU's- 13 amps.</li> <li>• Plug casings should be regularly checked and replaced if defective.</li> </ul>	
<p>Access and Egress</p> <p><b>Risk:</b></p> <p>Tripping Obstruction of exits.</p>	L	Staff members Children	<ul style="list-style-type: none"> <li>• Doorways and emergency exits to be kept clear</li> <li>• from obstruction at all times.</li> <li>• Keep passageways and fire exit routes clear from obstruction at all times.</li> <li>• Mats and rugs should be sensibly placed ensuring no curled up edges.</li> </ul>	Principal, Classroom Teachers, Cleaning staff, Supervisors
<p>Housekeeping</p> <p><b>Risks:</b></p> <p>Body injury due to working area being untidy. Fire Hazards.</p>	M	Children Staff members Visitors	<ul style="list-style-type: none"> <li>• Good housekeeping practices will be insisted upon.</li> <li>• All waste will be swept up and bagged for safe disposal.</li> <li>• All disused wrapping must be removed immediately and disposed of safely.</li> <li>• Keep the area around classroom clear of obstructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom teacher.</li> <li>• Classroom supervisors.</li> <li>• Yard supervisors.</li> </ul>
Waste disposal:	L	Staff members	<ul style="list-style-type: none"> <li>• Small hand tools are used for minor repairs only.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Classroom teachers</li> </ul>



<b>Risk:</b> Bacterial infection Gastric infections Weils disease Dermatitis			<ul style="list-style-type: none"> <li>• St. Joseph's National School has a caretaker and when necessary will employ a qualified contractor to undertake any larger repair jobs.</li> <li>• Tools are to be used by competent persons.</li> <li>• The caretaker will ensure that all tools not in use should be stored in a suitable toolbox. Out of reach of young people / children and secured.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisors</li> <li>• Cleaners</li> </ul>
<b>Risk:</b> Hazardous materials Body Injury Dermatitis Irritation Burn to skin or eyes. Poisoning Asthma	M	Staff members Children	<ul style="list-style-type: none"> <li>• Within the education environment you are not likely to have exposures to hazardous substances. The employer must bear in mind that hazardous substances include medication and cleaning agents such as bleach, washing products and disinfectant.</li> <li>• Hazardous materials must be stored in accordance with manufacturer's instructions. Before using, read instructions.</li> <li>• Acquire the Safety Data sheet and adhere to the safety information provided. All potentially hazardous substances will be identified.</li> <li>• Assessment of the degree of risk and protective measures will be implemented.</li> <li>• Store in quantities that are only going to be used.</li> <li>• Ensure that they are not accessible to unauthorised person such as children e.g. cupboards with child proof locks.</li> <li>• Use the safest possible locking systems.</li> <li>• Use appropriate PPE to help protect the user from contact with harmful substances.</li> <li>• All lids must be replaced after use.</li> <li>• All Managers/ Supervisors must be familiar with spillage procedures and all substances must be kept secure.</li> </ul>	Principal Classroom teachers Classroom supervisors Cleaners Caretakers
<b>Fire Risk:</b> Burning Smoke inhalation Serious body injury	M	Staff members Children Public/ Visitors	<ul style="list-style-type: none"> <li>• Fire escape routes must be kept clear at all times.</li> <li>• All employees are to be trained in evacuation procedures and firefighting techniques.</li> </ul>	All Personnel and staff.

			<ul style="list-style-type: none"> <li>• Exits must be clearly marked.</li> <li>• No smoking allowed.</li> <li>• All electrical fittings are to be inspected regularly and maintained in safe working order.</li> <li>• Highly flammable materials be clearly identified and suitably stored.</li> <li>• Adequate fire extinguishers will be available.</li> <li>• Staff members will be fully trained in the use of fire extinguishers.</li> <li>• Fire drill at least once every term.</li> </ul>	
<p>Parking/ Moving of vehicles Loading/ Unloading Risk of collision with other vehicles. Injury to pupils etc.</p>	M	<p>Staff members Children Public/ Visitors</p>	<ul style="list-style-type: none"> <li>• Adequate precaution to be taken.</li> <li>• Loading/ Unloading should only be undertaken at school authorised school gate.</li> <li>• General car park located at the side of the building must be clearly identified for staff parking and deliveries only.</li> <li>• Car park gate opening policy must be strictly adhered to. Drivers must check for pedestrians and other vehicles.</li> <li>• Pedestrian walkway must be kept clear at all time.</li> </ul>	<p>Personnel and staff. Principal</p>
<p>Manual handling of objects.</p> <p><b>Risks:</b></p> <p>Back injury Sprains Strains</p>	M	<p>Staff members</p>	<ul style="list-style-type: none"> <li>• Where manual handling cannot be avoided such as lifting young children. Manual handling training on the correct technique will be provided to all staff members.</li> <li>• Where lifting or moving of items of furniture, team lifting must be used.</li> <li>• Use of handling aids must be suitable for the task and operated by competent persons.</li> <li>• Check weight before lifting.</li> <li>• Ensure the person is capable of completing the task safely.</li> </ul>	<p>Principal Classroom teachers Classroom supervisors Other staff members</p>
<p>Poor security/ supervision</p> <p><b>Risk:</b></p> <p>Strangers/ unauthorised access.</p>	M	<p>Staff members Children</p>	<ul style="list-style-type: none"> <li>• Precautions must be taken to ensure children remain on the premises and access is prevented to unwanted visitors.</li> <li>• Locked doors where appropriate.</li> <li>• Door alarms, security intercoms, and system and security checks.</li> <li>• Management of access policy in place.</li> </ul>	<p>All staff members and supervisors.</p>

			<ul style="list-style-type: none"> <li>Record keeping of visitors, arrival and departure procedures for staff, children, parents and visitors.</li> <li>Written notes form parents/guardians where the child is to be collected by another adult.</li> <li>High level of supervision during outdoor play times, using the toilet, going on outside visits, etc.</li> </ul>	
<p>Outside play area.</p> <p><b>Risks:</b></p> <p>Serious injuries from falls from play equipment.  Danger from outward doors and windows.  Cuts and bruises.  Lacerations.</p>	M	Children Staff members	<ul style="list-style-type: none"> <li>Children must be supervised at all times during outside play.</li> <li>During the school period of 9:20 – 3:00.</li> <li>All equipment must be purchased from a reputable company and assembled as per the manufacturer instructions.</li> <li>Limit the number of users at any one time and ensure full adult supervision.</li> <li>The number of wheeled toys in use should be appropriate to the space available.</li> <li>Surface on which children are playing to be kept free from stones, grit etc.</li> <li>Adult supervision during school times.</li> <li>Vigilance required where windows or doors are at a height likely to cause injury.</li> </ul>	All staff members and supervisors.
<p>Outings- transport required.</p> <p>Risk:</p> <p>Injury from inadequate seat belts.  Falling while the vehicle is moving.  Fingers caught in vehicle doors.  Vehicle accident.</p>	M	Staff members Children Public	<ul style="list-style-type: none"> <li>Use only reputable companies which comply with regulations to transport public.</li> <li>Ensure all seats are fitted with appropriate seat belts and ensure that all children wear seat belts for the duration of the journey.</li> <li>Children and staff must remain seated while the vehicle is moving. Supervision by adult staff to ensure this.</li> <li>Adult movement should only happen if a child becomes ill and requires assistance.</li> <li>Supervision of children entering and exiting vehicle away from door hinges.</li> </ul>	Principal Classroom teachers, Classroom supervisors.
<p>Physical play.</p> <p><b>Risks:</b></p> <p>Tripping over causing injury.</p>	M	Children Staff members	<ul style="list-style-type: none"> <li>All equipment for the school must be purchased from a reputable company and to safety standards appropriate for the age group of children</li> </ul>	Principal Classroom teacher Classroom supervisors

<p>Falling over causing injury. Colliding with other children. Body injury from furniture or equipment.</p>			<p>at the facility.</p> <ul style="list-style-type: none"> <li>• Place equipment strategically so that children are not tempted to interfere with them.</li> <li>• Adequate adult supervision is required at all times.</li> <li>• At the end of each session, ensure that all areas are cleaned up and loose paper, toys are tidied away.</li> <li>• Moving equipment, ensure that the facility does not have children present and adult assistance is available. Assess the load and use at least two adults to move heavier items.</li> </ul>	
<p>Classrooms/ Offices</p> <p><b>Risk:</b></p> <ul style="list-style-type: none"> <li>• Collisions</li> <li>• Trips and Falls</li> <li>• Cuts</li> </ul>	L	<p>Staff members Children Public</p>	<ul style="list-style-type: none"> <li>• Note torn or loose floor coverings and report to Principal or safety representative.</li> <li>• Suitable repairs will be carried out.</li> <li>• Do not trail electrical leads across the floor or passageways.</li> <li>• Do not block passageways, corridors or stairways – these must be kept clear at all times.</li> <li>• Broken or defective furniture, chairs, desks, file cabinets and general equipment must be reported to the Principal or safety representative and not used until safely repaired.</li> <li>• Fill filing cabinets from the bottom drawer upwards and do not open more than one door at any time.</li> <li>• Store heavier items in the bottom drawers. Always close drawers after use.</li> <li>• Waste bins are to be emptied regularly. Clear up any spillages immediately. Be careful when taking drinks not to spill some on any electrical equipment.</li> <li>• Ensure that cleaning utensils e.g. vacuum cleaners, brushes, fluids are neatly stored away in cupboards or non-obstructive positions. Take sensible precautions when using equipment. E.g.</li> <li>• Do not trail vacuum cleaner leads over long distances – use the nearest available power point.</li> <li>• Use a dustpan and brush to</li> </ul>	All staff members.

			<p>collect broken glass – not by hand. Take care to dispose of safely so that others will not get inadvertently cut.</p> <ul style="list-style-type: none"> <li>Do not mix cleaning fluids and use as directed on label.</li> </ul>	
<p>Visual display equipment Ergonomics</p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>Eye Strain</li> <li>Repetitive strain injury</li> <li>Fatigue</li> </ul>	L-M	<p>Staff members Children</p>	<ul style="list-style-type: none"> <li>VDU analysis and assessment of workstations to be undertaken and recommendations to be carried out.</li> <li>Footrests are to be provided if required.</li> <li>Work rests are mandatory.</li> <li>Eyesight tests are to be undertaken prior to beginning work on a VDU.</li> <li>Ergonomics set up to be explained and understood by all staff. Lighting levels to be kept between 300-500 lux.</li> <li>Cleaning equipment to be provided for screen/keyboard.</li> <li>Anti – glare screens to be provided.</li> </ul>	<p>Principal Classroom teachers Classroom supervisors</p>
<p>General classroom / office equipment:</p> <ul style="list-style-type: none"> <li>Classroom/ Office equipment in use at the school include, for example, PC's, Projectors, White Boards, Interactive Boards, Photocopying machine, laser printers.</li> </ul> <p>The hazards associated with this type of equipment include electrocution, burns and fire. All such equipment in use is modern and fitted with a range of safety features.</p>	L - M	<p>Staff members Children</p>	<ul style="list-style-type: none"> <li>Risks are minimised by observation of the arrangements and controls set out below:</li> <li><u>Installation of equipment:</u> Machines must be positioned in a well-ventilated area away from doorways. The main isolating switch should be accessible at all times. The manufacturer's manual should be available at the location of each machine.</li> <li><u>Minor Repairs:</u> Minor repairs, such as removing blockages from the photocopier may be carried out by staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should still be switched off and unplugged before gaining access to the interior. Care is needed to avoid hot surfaces. Under no circumstances should staff use screw drivers or any other article to tamper with the inside of machines.</li> <li><u>Major Faults:</u> Major faults including any</li> </ul>	<p>Principal Classroom teachers Classroom supervisors</p>

			<p>electrical faults, frayed wires etc must be reported to the Principal. No attempt must be made by staff to repair electrical faults. In such cases the machine should be isolated until repaired by an electrician.</p> <ul style="list-style-type: none"> <li>• <u>Maintenance:</u> Basic maintenance of machines will be carried out by authorised personnel. Such as including replenishment of toner in the photocopier. Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn.</li> <li>• <u>Light Intensity:</u> Photocopying and laser printers are provided with strong light sources, the intensities of which are such that there should be no hazards to health. However, staff should ensure that covers are in place when in use.</li> </ul>	
<p>Caretaker's equipment</p> <p>Lawnmower, Hedge trimmer, Strimmers.</p> <p>Risk:</p> <ul style="list-style-type: none"> <li>• Machine slipping during cutting, blade breaking.</li> </ul> <p>Using unguarded machine causing:</p> <ul style="list-style-type: none"> <li>• Cuts, burns, amputations, body injuries.</li> <li>• Entrapment of body parts causing strain/sprain.</li> <li>• Bank injury</li> <li>• Saw kick back</li> <li>• Fire or burns</li> <li>• Vibration</li> <li>• Dermatitis (contact with coolant fluid)</li> <li>• Debris flying causing injury to third party.</li> </ul>	<p>H</p>	<p>Staff members Children Public</p>	<ul style="list-style-type: none"> <li>• Follow the standard safety procedures which apply to individual equipment and piece of machinery used.</li> <li>• The caretaker must be trained in the use of such equipment.</li> <li>• Operate this equipment with all guards in position.</li> <li>• Clean down equipment after every use – ONLY with dry cloth or brush away debris from cutting edge.</li> <li>• Be fully aware of the emergency power switches.</li> <li>• Wear the appropriate protective equipment, especially eye and ear protection.</li> <li>• Petrol powered mowers and strimmers must be left for a cooling down period before refilling with petrol.</li> <li>• Precautions must be taken when refuelling as exhaust could be hot. Ensure to turn off machine when not in use.</li> <li>• Do not use equipment unless fully checked to be in good condition and without defects.</li> <li>• When using the saw ensure that there is stable ground and secure from going off</li> </ul>	

			<p>balance.</p> <ul style="list-style-type: none"> <li>• Ensure that other operative are at least 2 metres away from the working saw.</li> <li>• Be vigilant for falling cut pieces and debris.</li> <li>• Switch off motor when moving to another location or when not in use.</li> </ul>	
<p>Storage Area.</p> <p>Risk:</p> <ul style="list-style-type: none"> <li>• Body injury</li> <li>• Head injury</li> <li>• Cuts and bruises</li> <li>• Serious health issues</li> </ul>	L-M	Staff member Children	<p>All potentially hazardous substances will be labelled correctly, identified and stored in appropriate containers out of reach of children and held in a lock storage area.</p> <p>Assessment of the degree of risk and protective measures will be implemented.</p> <p>Store in quantities that are only going to be used.</p> <p>Use the safest possible. All lids must be replaced after use.</p> <p>All employees must be familiar with spillage procedures.</p> <p>Collapses of storage shelving can be caused by:</p> <ul style="list-style-type: none"> <li>• Overloading shelving</li> <li>• Imbalance of load</li> <li>• Instability due to uneven floor surface.</li> <li>• Metal fatigue</li> <li>• Never climb onto shelves</li> <li>• Regular examinations to highlight buckling and condition of shelving.</li> </ul>	Caretaker Principal Cleaning staff
<p>Dermatitis/Infectious diseases.</p> <p>Harmful Agents:</p> <ul style="list-style-type: none"> <li>• Oils</li> <li>• Solvents</li> <li>• Disinfectants</li> <li>• Blood or body fluids</li> </ul> <p>Risks:</p> <ul style="list-style-type: none"> <li>• Repeat contamination</li> <li>• Contagious conditions</li> </ul>	M	Staff member Children	<ul style="list-style-type: none"> <li>• Use PVC gloves where necessary.</li> <li>• Clean protective clothing – no gaps between cuffs and gloves.</li> <li>• Wash hands regularly.</li> <li>• Use hot water, cleansers and towels.</li> <li>• Barrier creams must be supplied to protect against dermatitis.</li> <li>• Disposal gloves for First Aid applications and for any cleaning jobs.</li> <li>• Staff have the use of washing facilities with hot and cold water and soap.</li> </ul>	Principal All staff members.

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*.