



Safety Statement

This policy has been formulated by Citywest & Saggart CNS in accordance with the legal requirements of The Safety, Health & Welfare at Work Act, 2005 and The General Application Regulations, 2007

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This statement is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of management at Citywest & Saggart Community National School and to outline procedures to be followed when accidents or emergencies do occur. Every effort has been made to identify hazards present at the time of writing and recommend remedies. It is not implied that all other hazards are under control at the time of writing and staff/management should remain vigilant in the understanding that hazards may present themselves at any time.

Overview of Important Points within this Safety Statement

Area	Important Points
Staff Welfare in the School	<ul style="list-style-type: none"> Psychological services for staff are provided through the DES 'Inspire Wellbeing' and the DDLETB 'Psychological Support Services'. A Wellbeing Committee is set up each year.
Roles & Responsibilities for Safety, Health & Welfare	<ul style="list-style-type: none"> Overall responsibility for Health, Safety & Welfare lies with the employer, DDLETB. But there is a statutory obligation on all staff to co-operate effectively in developing & promoting safety, health & welfare in the school. Every individual working, studying or visiting the building has a role and responsibilities to follow in implementing this statement.
Risk Assessments	<ul style="list-style-type: none"> Risk assessments are carried out by staff members annually and sooner if needed around all areas of the building. Staff should ensure all control measures are followed and remain in place.
Emergency Procedures	<ul style="list-style-type: none"> Emergency procedures are posted on the back of each room door. All staff and visitors to the school should familiarise themselves with these. Staff should train their class at the beginning of each academic year. Annual training is provided to staff. Drills are undertaken at least once a term. Red & Blue cards are in place for emergency help. Gas leaks should be reported to management ASAP.
Fire Safety	<ul style="list-style-type: none"> All staff should remain vigilant of any items or action that could cause a fire. In the event of a fire, one should immediately sound the alarm by activating the closest manual call point and follow the emergency evacuation procedures. The caretaker and hired contractors will ensure that fire prevention/fighting equipment and electrical equipment are inspected and tested regularly.
First Aid	<ul style="list-style-type: none"> Staff and visitors should familiarise themselves with the location of the nearest first-aid kit, defibrillator and First Aid Responders by looking at the posters located around the school. All injuries should be recorded in the yard incident book or Aladdin. The principal should be notified of all serious injuries including head injuries. A FAR should be consulted whenever an injury is not considered minor. Staff are kept aware of any child requiring emergency prescribed medication and training is provided. Students complaining of feeling ill are monitored and class teachers contact parents when necessary. The whole school community is notified of any infectious diseases in the school.
Accidents & Dangerous Occurrences	<ul style="list-style-type: none"> The principal should be notified as soon as possible of all accidents and dangerous occurrences, whether a person has been injured or not. The level of investigation following this will be confirmed by the principal following HSA guidelines.
Monitoring	<ul style="list-style-type: none"> The caretaker should be notified of all broken or damaged furniture or electrical equipment. Any health & safety concerns posing an immediate or high risk should be notified to the principal or deputy immediately. All items requiring attention will be logged in the maintenance record book

Section 1: Safety, Health and Welfare Policy

To each staff member, student, contractor, and visitor:

In accordance with the Safety, Health and Welfare at Work Act 2005¹, it is the policy of the Dublin and Dún Laoghaire Education and Training Board (DDLETB) in cooperation with the management of Citywest & Saggart CNS, 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 an employer must ensure are carried out to ensure the safety, health and welfare of all staff.

DDLETB, 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.

DDLETB 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: _____
Mike Byrne
Principal
Citywest and Saggart Community National School

Date: _____

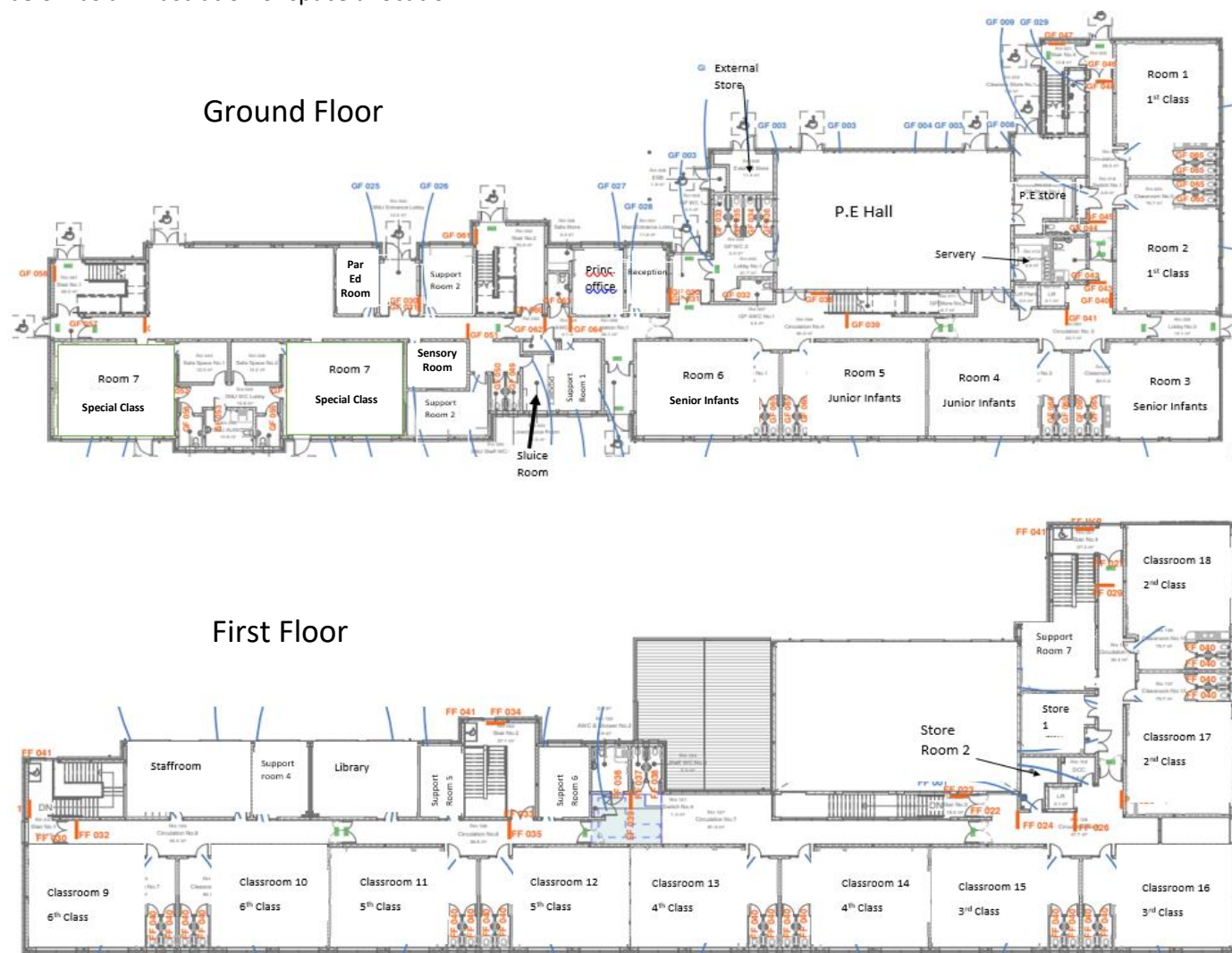
Signed: _____
Paddy Lavelle
Chief Executive Officer
Dublin and Dún Laoghaire ETB

Date: _____

¹ http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/SI_No_10_of_2005.pdf
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Section 2: School Profile

This school occupies a purpose built primary school newly completed in December 2019. Please see the floor plans below as an illustration of space allocation.



2.1. Floor Plans showing Spaces in School Building and Grounds

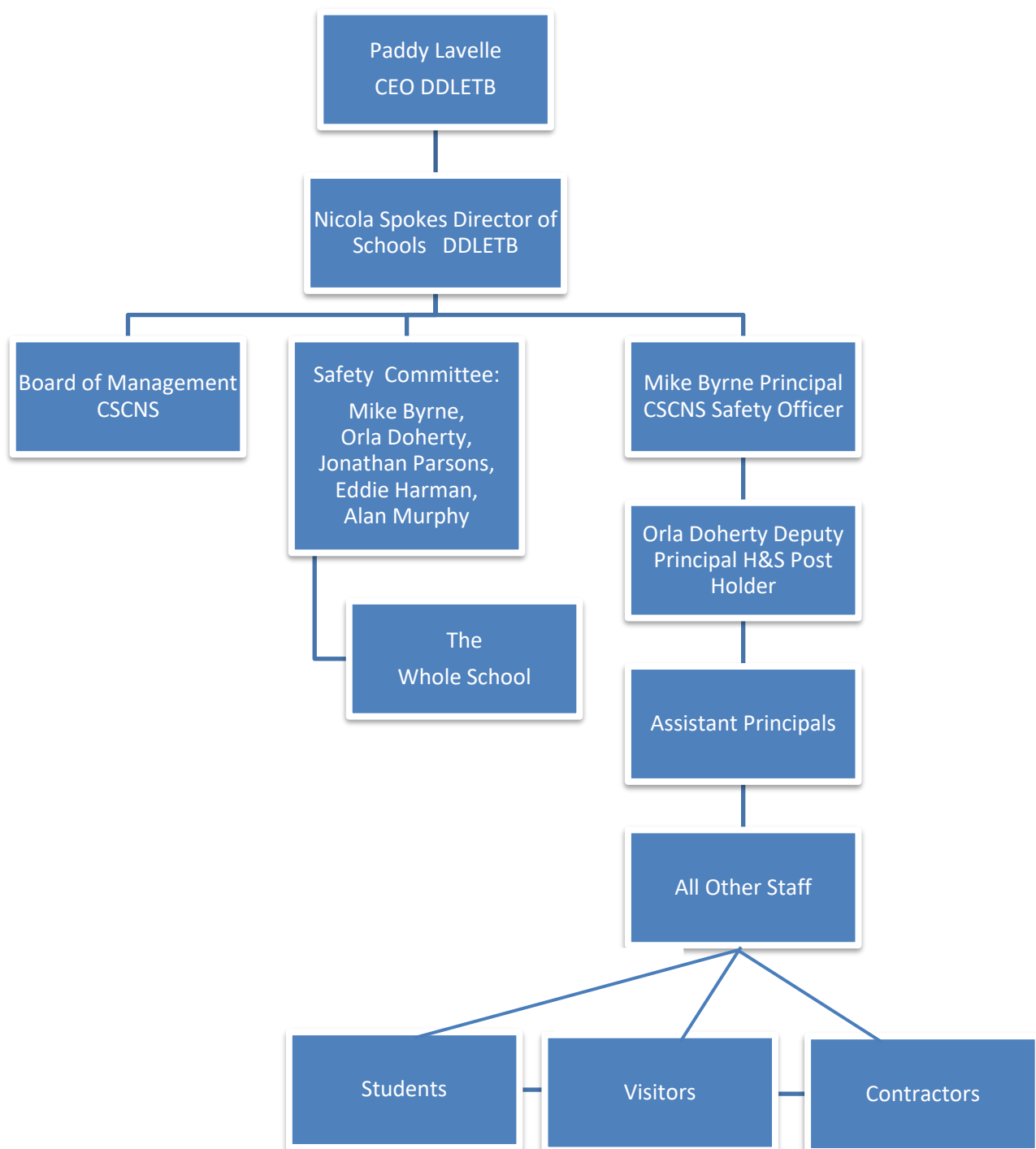
We cater for children from the age of 4 years to 12/13 years of age. There are approximately 450 students and approximately 40 staff members present each working day.

The school rents space to outside agencies and teachers for the provision of extra-curricular activities, etc. An updated list of regular renters can be accessed in the school office. The ETB must be informed of and approve the use of the school by third parties. A simple formal agreement is put in place, clearly setting out the responsibilities of both parties in terms of estate management. We understand, that as a property owner, the school owes a duty of care to those entering the premises. The formal agreement includes procedures and controls to ensure that each activity is conducted in a safe manner and complies with appropriate statutory safety provisions. A risk assessment is carried out with the provider.

The school maintains service contracts with a number of contractors for the upkeep of the school building and resources. An updated list of regular contractors can be accessed in the school office. A maintenance schedule is followed by the school and is available in the school office. All maintenance visits are recorded in a maintenance register.

Our school's provision is reviewed in light of students with special needs when applications are received. There are currently no extra provisions required to cater for our current cohort of students. As a new build we are a fully wheelchair accessible school.

2.2. Safety Management Hierarchy of Citywest & Saggart CNS (2020)



There is a statutory obligation on all staff to co-operate effectively in developing and promoting safety, health and welfare.

Section 3: Resources for Safety, Health and Welfare in the School

The employer, DDLETB, and school management are committed to providing the time and resources required in implementing this Safety Statement. The resources below detail some of the current provisions available. Both *Section 5: Risk Assessments* and *Section 7: Instruction, Training and Supervision*, provide greater detail about further resources provided.

3.1. Human

- The school principal takes on the role of safety officer on behalf of the employer DDLETB.
- Health & safety has been allocated as a duty for the deputy principal in order to support the principal in the duties pertaining to Safety, Health and Welfare in the school.
- A safety committee meets at least once a term to discuss the health & safety concerns in the school, to check risk assessments are completed and agree actions to be taken to reduce or minimise risks. The committee includes the principal, post-holder, caretaker, board of management representative and fire/first aid safety professional.
- It is made clear at the start of every academic year and at all staff meetings that every staff member has a role to play in the maintenance and improvement of our provision of a safe environment for our staff, students and visitors.
- Staff provide effective supervision on the school campus and on school related trips.
- There are currently four trained First Aid Responders(FARs) on staff:
 - Orla Doherty (trained Sept 2019)
 - Rachel McMackin (trained Sept 2019)
 - Alison Larkin (trained Sept 2019)
 - Anna Carroll (trained Sept 2019)

Updated FAR lists are displayed around the school.

- The school encourages the creation of a Staff Wellbeing Committee each academic year. Activities and supports are agreed in response to the needs of the staff. A wellbeing noticeboard is located in the staffroom.
- As employees of DDLETB, all staff have free access to psychological supports from the Psychological Support Service on Tallaght Main Road. They can be contacted at (01) 4598446. Details are displayed on a poster located in staffroom.
- The Department of Education also provide free counselling for all teachers, SNAs, secretaries and caretakers through Inspire Wellbeing. They can be contacted on the free phone helpline at 1800 411 057 and this service is available 24 hours a day, 365 days a year. Details are displayed on a poster located in staffroom.
- A student council is set up to provide a voice for students around many areas including health, safety and wellbeing.
- DDLETBs psychological services and the National Education Psychological Services (NEPS) can be contacted for support and advice when students have health and welfare concerns.
- The national child protection procedures are implemented in the school.

- A Parent Teacher Council is also run in the school and parents are given the opportunity to voice their concerns and provide input into policies.
- A cleaner and caretaker are employed by the DDLETB to ensure, that according to Regulation 18: General welfare Requirements², the school is maintained in a clean and hygienic condition and that any rubbish, dirt, refuse and waste is not allowed to accumulate and is removed on a regular basis.
- Management at Citywest & Saggart CNS ensure that staff welfare facilities are kept clean and tidy and that any damage is repaired as quickly as possible.

3.2. Financial

The DDLETB and school management recognise that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. All requests for funding are considered in light of their associated risk.

3.3. Equipment

The school occupies a new state of the art building which meets all current regulations regarding Fire, Safety and Access, as of December 2019. The school is fully wheelchair accessible, with fourteen separate exit doors and four staircases. Handrails are provided at student and adult level.

The school has the following health & safety equipment in the school:

- Defibrillator
- First aid kits
- Signage around the school to inform the community of fire exits, fire-fighting equipment, first-aid supplies, FARs, defibrillator and hazards. All safety signs contain common pictograms, and text is only used when necessary
- Fire extinguishers located throughout the school
- Fire alarm system with manual call points and smoke detectors
- Gas isolation valve
- Gas detection system located in the boiler room
- Fencing outlining the entire perimeter of the school
- Carbon dioxide monitors
- Emergency lighting
- Intruder alarm
- CCTV surveillance
- Monitored panic buttons in four locations and a portable alarm available from the principal when activities pose a risk. When pressed the fire sirens will ring and the monitoring company will contact the Gardaí to attend
- Ladders
- Personal Protective Equipment(PPE):
 - disposable gloves for administering first aid and caring for toileting accidents
 - rubber household gloves for use with cleaning supplies and spillages
 - further PPE will be provided when needs are identified.
- List of emergency telephone numbers posted near each phone. (Appendix 1)

² http://www.hsa.ie/eng/Publications_and_Forms/Publications/General_Application_Regulations/gen_apps_workplace.pdf
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3.4. Training

DDLETB and school management undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out. The board of management will provide for the provision of health and safety information and training to all relevant staff.

Please see Section 7 for training provided in the school and those currently trained.

3.5. Relevant Policies

The school implements various policies and procedures to ensure its ability to provide a safe environment for all.

Relevant policies pertaining to the implementation of this Safety Statement include:

- Supervision Procedures
- Bullying and Harassment Policy - DDLETB
- Complaints procedure - DDLETB
- Pregnant Employee Policy - DDLETB
- Stress Management Policy
- Critical Incident Policy
- Code of Positive Behaviour
- Safeguarding Statement and associated Risk Assessments
- Anti-Bullying Policy
- Teachers' Professional Code of Conduct – The Teaching Council
- Campus Management plan
- Transportation policy

Staff are made aware of the availability of these policies and can access them through the staff Google Drive for further guidance and support.

Section 4: Roles and Responsibilities for Safety, Health and Welfare

Safety begins at senior management level with each level being accountable for the level below. The following responsibilities attach to the management structure of Citywest & Saggart CNS, however the overall responsibility for the establishment and maintenance of an effective policy for safety, health and welfare at work rests ultimately with the employer, DDLETB.

4.1. Dublin & Dún Laoghaire Education & Training Board

DDLETB will:

- Comply with its legal obligations as employer under the 2005 Act

4.2. DDLETB and/or the Board of Management

The DDLETB and/or board of management will, in relation to health, safety & welfare:

- provide a safe place of work and safe systems of work
- ensure that the school has written risk-assessments and an up to date safety statement
- review the safety statement at least annually and when changes occur that might affect safety, health and welfare
- review the school's performance
- allocate adequate resources
- appoint competent persons as necessary to advise and assist the board of management on safety, health and welfare matters in the school
- receive regular reports

4.3. The Principal

The principal will:

- comply with the requirements of the 2005 Act
- manage safety, health and welfare in the school on a day-to day basis
- communicate regularly with all members of the school community on safety, health and welfare matters
- ensure all accidents and incidents are investigated and all relevant statutory reports completed
- manage the development and regular practice of emergency procedures
- organise relevant training
- ensure that risk assessments and corrective actions are carried out
- ensure that regular reviews of the school's performance in relation to safety, health and welfare are carried out
- report to the DDLETB on the occurrence of events relating to health and safety

4.4. The Health & Safety Post-Holder

The health & safety post-holder will:

- fulfil those duties to which he/she has been assigned and agreed to by the principal

4.5. Safety Committee

The safety committee will:

- review risk assessments & ensure the implementation of required actions
- review school policy and procedures in relation to health, safety & welfare within the school
- organise walk-through inspections
- review accidents and incidents in the school and decide actions to help eliminate or minimise further danger
- promote and monitor health & safety in the school on a daily basis

4.6. BOM Safety Committee Representative

The BOM safety committee representative will:

- report to the board of management on the school's performance in relation to safety, health & welfare

4.7. All Staff Members

All staff members including teaching staff, inclusion support assistants and non-teaching staff will:

- comply with all statutory obligations on employees as required by the 2005 Act
- co-operate with school management in the implementation of the safety statement
- inform students of the safety procedures associated with individual subjects, rooms, tasks
- ensure that students follow safe procedures
- 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
- check that equipment is safe before use
- ensure that risk assessments are conducted for new hazards
- select and appoint a safety representative(s) if they wish
- co-operate with the school safety committee
- record and **report** accidents, near misses, and dangerous occurrences to the principal and health & safety post holder
- provide appropriate supervision for the students in the school, not just the students in their own class
- take reasonable care of their own health and safety and that of other staff members, students or visitors who may be affected by their acts or omissions
- record and report defects of which he/she becomes aware of in work equipment, place of work, or system of work, which might endanger health and safety
- ensure that good housekeeping standards are maintained and in particular that fire exit routes and corridors are kept clear and that fire points are not obstructed
- not be under the influence of an intoxicant while at work (including illegal drugs, prescribed drugs with known side effects, and alcohol)
- not attend work contrary to medical advice
- not carry out specific functions contrary to medical advice. It is the responsibility of each person to advise the principal of any physical or mental condition that may affect that person's own safety and health at work or the safety and health of others at work
- sign in on arrival to and departure from the building to assist evacuation protocol requirements
- ensure all external doors and gates are closed tightly after exit or entrance to the building
- ensure codes used for security doors remain a secret to staff only, by covering the keypad on input of code and not divulging the code to any student or non-staff member
- report the loss of keys to the principal as soon as possible
- Staff are reminded that they must not abuse any facility provided and that they are required to clean up after themselves and leave the facilities as they found them.
- Staff have a responsibility to ensure the classrooms and equipment they use are kept clean, tidy and in a safe condition by contributing to their cleaning and upkeep.

4.8. Other School Users

All other school users, including students, parents, volunteers and visitors will:

- comply with school regulations and instructions relating to safety, health and welfare
 - take care of their own health and safety by not indulging in "horseplay", wilful unsafe acts or playing practical jokes
 - take note of, and obey all safety signage
 - ensure they do not bring any animals on to the campus with the exception of therapy & assistance dogs
- In addition, parents, volunteers and visitors will:
- report to reception on arrival and departure and sign in and out using the visitor book
 - wait to be met by appropriate staff members before entering the building

4.9. Contractors

Contractors will:

- 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
- make available relevant parts of both their safety, health and welfare statement, and risk assessed method statements(RAMS) in relation to work being carried out

In relation to contractors, the school will:

- make available the relevant parts of this safety statement to any contractors working in the school on behalf of the school
- provide to contractors the school's regulations and instructions relating to safety, health and welfare
- co-operate and coordinate school activities in order to prevent risks to safety, health and welfare where the workplace is being shared with a contractor
- appoint competent designers and contractors
- appoint competent project supervisors for the design process (PSDP)
- appoint competent project supervisors for the construction stage (PSCS) where:
 - there is more than one contractor involved in the work
 - the work is scheduled to last more than 30 days (or 500 person days), or
 - there is a particular risk involved
- notify the Health and Safety Authority if the work is scheduled to last more than 30 days (or 500 person days) using the AF1 Form

Section 5: Risk Assessments

Section 19 of the Safety Health and Welfare at Work Act 2005 specifies that, “Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks.”

- A hazard is anything that has the potential to cause harm to people, property or the environment.
- Risk is the likelihood that someone will be harmed by the hazard together with the severity of the harm suffered. Risk also depends on the number of people exposed to the hazard.

Citywest & Saggart CNS use the following 3-step process when carrying out risk assessments:

1. Identify the hazard
2. Assess the risk in proportion to the hazard. See appendix 2 for scoring system
3. Identify & implement the appropriate control measures to eliminate the hazard or reduce the risk

All risk assessments are reviewed and revised annually and sooner if new equipment, systems, personnel or other significant changes occur. The safety committee monitors the implementation of required actions.

The most appropriate person for carrying out a risk assessment is the person who uses the area most frequently. Therefore the task of completing the risk assessments has been delegated to the appropriate persons in each circumstance. It is noted, that there is no need to consider every minor hazard or risk that we accept as part of our lives.

Each risk assessment can be found in a poly pocket inside the door of the room. A master copy of each assessment is filed in the health & safety folder after the annual review.

Risk Assessment	Person(s) in charge of carrying out the risk assessment	Frequency of Review
Mainstream classrooms	Class teacher & any allocated ISAs	Annually and on change of teacher
SEN classrooms	Support teachers	Annually and on change of teacher
Playground	All teaching staff and ISAs	Annually All new staff starting mid-year
Individual students who pose a health and/or safety risk to themselves or others.	Individual's class teacher & support teacher	When applicable
Staff room	All staff	Annually
School office	Secretary	Annually and on change of secretary
Principal's office	Principal	Annually and on change of principal
School excursions	Relevant class teachers	When applicable
School events	Relevant staff	When applicable
First Aid	First Aid Responders	Termly
School access	Principal & Safety Committee	Annually
Staff wellbeing	Principal & Well-Being Committee	Annually

Cleaning	Cleaner & caretaker (form located in main sluice room)	Annually and on change of cleaner/caretaker
Maintenance	Caretaker (form located in school office on caretakers noticeboard)	Annually and on change of caretaker
Pregnant/post-natal/breast-feeding employee	Principal & relevant staff member (form kept in personnel file and copy given to staff member)	When applicable
Lone worker	Principal & relevant staff member (form kept in personnel file and copy given to staff member)	When applicable
External Provider	Individual providers After-schools post-holder	When applicable
Visitors	Principal & Safety Committee	Annually

Section 6: Emergency Procedures, Fire Safety, First Aid, Accidents and Dangerous Occurrences

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall “prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.”

This school implements an up to date critical incident policy which can be found on the staff google drive, school website or in the school office. The following steps are followed in the case of a critical incident:

STEP 1: All critical incidents should in the first instance be reported immediately to the principal.

STEP 2: The principal will contact the Director of Schools immediately, who will in turn work with the school to provide a range of supports, which are appropriate and adequate, to fully support the school and the nature of the critical incident.

STEP 3: In the event of a major incident occurring on the premises that cannot be controlled by the school, we will relinquish control to the appropriate emergency services. The response to a major critical incident may require a multi-disciplinary approach in which the staff of this school, the Gardaí, the Health and Safety Authority, Fire Services and local authority may all play a part. Employees are expected to comply with the advice given by the emergency services.

STEP 4: The principal will organize for the families/parents/guardians of persons injured or affected by the critical incident to be contacted.

STEP 5: The school will keep written records detailing the circumstances surrounding the incident, and if necessary report the incident as soon as possible to DDLETB insurances section for follow up.

6.1. Emergency Procedures

6.1.1 Fire & Emergency Evacuation Procedures

The emergency evacuation procedures are detailed in appendix 3. Evacuation drills take place at least once a term. Evacuation drills simulate a situation where one escape route is not available. Staff are given advance notice of the first evacuation drill. Other drills held throughout the year are known only to designated members of the health and safety committee in order to evaluate the true effectiveness and knowledge of procedures in place. Staff are reminded at each staff meeting to familiarize themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

The evacuation procedures are adjusted in the event of an evacuation outside of teaching hours:

After normal school hours when after-school clubs are in operation & Before or after school when no students are present	<ul style="list-style-type: none">• Afterschool clubs will assemble at their allocated room number in the assembly area.• Afterschool provider will bring their roll with them and inform the most senior staff member present if they are missing a person• All staff present will vacate the building and gather at assembly point 20.• Staff exiting through the main entrance will collect the staff and visitor sign-in books.• If the principal, deputy principal or AP1 post holder is not present, the caretaker will take on the principal roll and also check the location of the possible fire.
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During a school event outside school hours, e.g. open night

- A separate staff sign-in sheet will be used for staff.
- A staff member will be allocated the job of opening the vehicular access gate to the assembly points and bringing the staff sign-in sheet with them.
- Another 2 staff members will be asked to sweep the building if safe to do so
- If only the hall is in use, all entry doors into the main building will remain closed to all except staff.
- The senior staff host will inform the audience of their nearest exit doors and the evacuation procedure at the beginning of the event.
- The public will gather at the assembly points in the yard. Staff will gather at assembly point 20 for roll call.

Students are given discrete lessons in evacuation procedures at the start of every academic year. New students starting mid-year are informed of procedures as part of their induction. Visitors and contractors will be informed of evacuation procedures as appropriate. See section 8.

The assembly points are designated locations at the rear end of the senior yard and each group is asked to line up in single file:

Assembly Points 1-18:	respective numbered classrooms
Assembly Point 19:	the PE hall when in use by external groups, afterschool clubs or visitor gatherings
Assembly Point 20:	visitors, contractors, etc. who have signed in at the school office.

Emergency evacuation routes and procedures are posted on the back of the door of each room in the building. Individuals with responsibilities are provided with specific instructions to post next to their most common work space.

In a situation where staff and students are unable to re-enter the building, or the children must be sent home, the principal will contact the parents via text message and through the Aladdin Connect App.

6.1.2 Personal Emergency Evacuation Plans (PEEPs)

A separate Personal Emergency Evacuation Plan (PEEP) is created for any individual with additional needs before that person can attend the school. All notifications of students or staff wishing to return to school with a broken/sprained/etc. lower limb should be reported to the principal and health & safety post-holder. A copy of each PEEP is attached to the relevant class evacuation notice, the fire register book and the safety statement.

6.1.3 Non-immediate Evacuation Procedures

In the event of an emergency which may not require the immediate evacuation of the school, a relevant code message which only staff will recognize and understand is communicated across the intercom system. Staff will implement agreed procedures at this point. These include the following:

Dangerous intruder

If code word is announced:

- Gather all children to corner of classroom hidden best from class door
- No child or adult should be sent out of the room
- Await instruction from staff member about when to evacuate through their closest exit door
- Bring class evacuation list and mobile phone
- Classes will vacate campus and make their way to _To be updated on return to school to see if vacant slop, Cúil Dúin Green, old school site or Community Centre are available)

Bomb warning	<p>Principal should be notified straight away</p> <ul style="list-style-type: none"> • Gardaí are called and direction taken from them <p>If code word is announced:</p> <ul style="list-style-type: none"> • Ask students to gather their belongings(coat & schoolbag) • Do a visual search of your room for any suspicious items • Follow standard evacuation routine • When accounted for at the assembly point you will be directed to walk your class to the external campus assembly area at (to be updated)
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6.1.4 Review of Evacuation Procedures

After each evacuation a review is carried out by the safety committee present to evaluate the effectiveness of the procedures. Any remedial action deemed necessary is communicated to staff via email after each evacuation. Only evacuation drills are timed and the aim is to evacuate the premises in under 3mins. The evacuation time is emailed to the insurance department in DDLETB.

6.1.5 Evacuation of a Single Class

In the event of a single class emergency, a red and blue card system is in place. Children are trained at the start of the school year to bring the red card to the principal, secretary or nearest other member of staff if an event has or is occurring that poses a threat to the safety of the staff/students. Individual classes may be evacuated from their classroom to another space in the school if a safety or welfare issue requires it.

6.1.6 Gas Leak

The main hazards associated with gas are:

- Fire and possible explosion when accumulations of unburnt gas is ignited.
- Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.

The actions to be taken in the event of a suspected gas leak are included in appendix 4. These are displayed in the school office, staffroom, sluice room and plant room. Actions may include the evacuation of the building as detailed in appendix 3.

6.1.7 Emergency Closures

In the event of, for instance, heavy snowfall, red weather warnings, disconnection of essential services, nuclear fallout or critical incident, the principal will consult as soon as possible with the chairperson of the board of management to decide whether it is in the best interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the board of management. Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (Aladdin Connect/text, email, posting on school website, twitter, Facebook, note at school gate, etc.). If students are present when an immediate closure is required, the principal will appoint staff to remain on the premises until all children have been collected.

6.2. Fire Safety

Dublin and Dún Laoghaire Education and Training Board (DDLETB) and Citywest & Saggart CNS recognises the serious potential damage and harm that fire can cause and acknowledges its duty of care as the occupier of the School building under the Fire Services Acts 1981 & 2003 to:

- provide and maintain appropriate firefighting and detection equipment
- provide and practice a safe means of evacuation for all occupants of the premises.

Management will do this by:

- Ensuring emergency exits, fire doors, emergency lighting, assembly points and equipment such as fire extinguishers are kept clear of obstruction and easily accessible at all times.
- Ensuring staff are aware of their obligations to report defects immediately for maintenance.
- Ensuring sufficient fire-fighting and detection equipment is supplied and maintained throughout the premises in accordance with fire regulations. Records will be kept of the servicing in the school's Fire and General Register, and retained in line with DDLETB's Records Retention Guide.
- Ensuring that staff are aware that they should only ever use and remove firefighting extinguishers from their original brackets in emergencies. The use of fire extinguishers for means other than fire-fighting is prohibited, e.g. using the canister as a doorstopper.
- Ensuring that students and employees are aware of the dangers of tampering with fire-fighting and detection equipment, and a no tolerance approach enforced to prevent the misuse of such items which could potentially result in endangering the lives of staff and students.
- Ensuring competent electricians maintain and service electrics. Fuel tanks and boiler rooms are serviced by professionals. Electric panels, boiler rooms and fuel tank areas are kept clear of combustible and highly flammable items.

A fire safety maintenance checklist is incorporated into the duties of the caretaker, health & safety post holder and principal.

6.2.1 Fire Assistants

Citywest & Saggart CNS recognises the necessity to have an appropriate number of staff in place to adequately assist with the safe evacuation of all occupants from the premises. A number of teachers are appointed duties each year to help assist. An updated list of fire assistants for the school can be found on the whiteboard in the school office. This list is updated according to absences and staff are notified.

Duties of fire assistants include:

- Assisting management in the development and implementation of the evacuation procedures and include consideration for any persons within the building with mobility issues, disabilities or visual impairment.
- Day to day fire safety awareness around the building, ensuring any noticeable fire hazards, obstructions to fire doors, fire-fighting or detection equipment and general defects are reported to management for immediate attention.

In an emergency fire assistants will:

- Follow their specific fire and emergency evacuation procedures for the building.
- If a fire is small enough and it is safe to do so, they may attempt to extinguish a fire if they feel confident to do so.
- Alert occupants that an evacuation is taking place and sweep their designated areas ensuring that all persons are safely guided out of the building to their assembly point.

- When finished sweeping an area, will close all doors behind them on exit, noting the areas that they have checked.
- Ensure that the evacuees remain at their designated assembly point (if safe to do so), without causing obstructions.
- If the assembly area poses a risk, the fire assistants will raise this, and any other concerns with the principal.
- Assist management in conducting a roll call and will alert the chief fire assistant to any missing persons thought to be still inside or missing.
- As a nominated fire assistant, the caretaker will ensure the roadway and immediate entrance to the building is kept clear of people and obstructions in order for the safe and unrestricted entrance of emergency vehicles.
- The principal, as chief fire assistant, will brief the emergency services with details of areas swept, chemicals contained within the building, and the possibility of any missing persons.

6.2.2 Fire Precautions

As part on the school's annual health and safety training, and that of all new staff, employees will familiarise themselves with the following:

- General layout of premises.
- The location and operation of firefighting/fire detection equipment such as fire extinguishers, fire blanket and break glass units where fitted.
- The location and operation of emergency exits.
- The correct action to be taken on hearing the fire alarm sound.

Employees should observe in addition to the above, the following rules to reduce the likelihood and possible consequences of fire:

- Ensure that emergency exits and emergency equipment and lighting are never blocked or obstructed and are fit for use at all times.
- Ensure that all fire/emergency doors are never fixed in an open position unless they are automatic.
- Ensure that any faults in electrical equipment, gas, appliances or any emergency equipment is reported immediately to management.
- Observe no smoking/naked lights policy in the building and campus.
- No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing.
- All electrical items should be operated in accordance with manufacturers recommendations
- Any smouldering material should be appropriately extinguished prior to disposal.

6.2.3 Fire and Emergency Evacuation Procedures

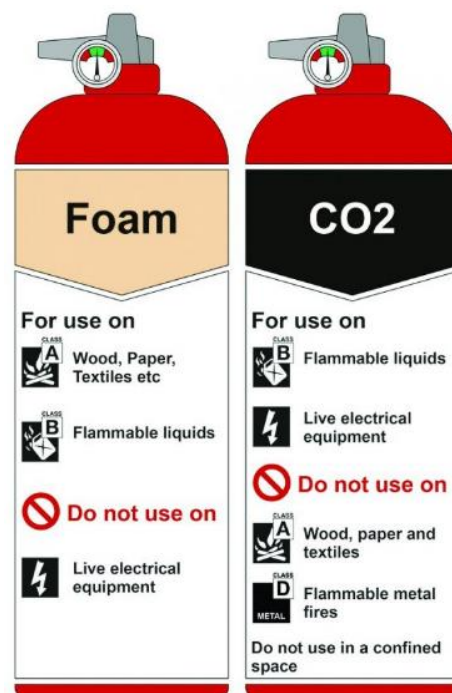
Information regarding fire evacuation procedures can be found in 6.1. *Fire & Emergency Evacuation Procedures*. Fire drills will be documented in the Fire and Emergency General Register and retained as per DDLETB's record retention schedule.

The school fire alarm system is currently monitored by 'Smart Monitoring'. If the fire alarm rings, the company will:

- Ring the school to assess the situation
- If there is no answer or it is out of hours, the keyholder, currently Manguard, will be contacted and asked to attend the site. They will be asked to confirm if they want fire services to attend with them. If they do not confirm, the other keyholders will be contacted: caretaker, principal, deputy principal.
- If no keyholder can be contacted, the fire services will be called to the site unless there is an instruction in place from the client not to send them.

6.2.4 Fire Extinguishers

- It is important to be aware of the suitability of fire extinguishers to a specific fire type. For example, the incorrect use of water or foam fire extinguishers on electrical fires, could result in electrocution.
- Employees should only attempt to use a fire extinguisher if they have been formally trained to do so, or have a good understanding of the categories of fire extinguisher and feel confident in their ability to do so. Training will be provided by management according to the schedule in *Section 7* of this statement.
- The suitability and selection of fire and emergency equipment for the building is made in consultation with a competent fire consultant/advisor/company. The details of the service provider is displayed on the canister along with the service history. Canisters must not be removed from their designated bracket, and canister information is displayed above their location.
- Fire blankets are also available in all kitchen areas and the sluice room
- Please see image to the right as a reminder of the uses of the extinguishers available in Citywest & Saggart CNS.



6.2.5 Summary of Inspections and Testing for Fire Prevention Equipment

The following checks are incorporated into the duties of the caretaker and the maintenance schedule for the school.

Equipment Type	Inspection Frequency by Caretaker	Contractor Inspections
Smoke detectors & fire alarm system	Weekly	Quarterly inspections & certifications by contractor
Control panel of fire alarm system	Daily	Servicing carried out according to contractor's recommendations
Fire extinguishers	Monthly to ensure they have not been accidentally discharged, seal is intact, correctly mounted, easily accessible, not overdue for inspection	Annual maintenance check and test discharged
Emergency lighting for exit routes	Weekly inspection 3 months: fully test for 1/2hr	Annually: complete test where all batteries are completely discharged
Automatically closing fire doors (on alarm)	3 mths when alarm test is carried out	

Records are kept of all inspections, tests, defects and actions taken. Certification is received from the contractor for all inspections carried out by them.

6.2.6 Summary of Inspections and Testing of Electrical Equipment

The following checks are incorporated into the duties of the caretaker and the maintenance schedule for the school.

Equipment/environment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
Battery-operated: <40volts	no	no	no
Extra low voltage: <50volts AC Telephone	no	no	no
Desktop computers VDU screens	no	Yes, 2-4 years	No if double insulated. Otherwise up to 5yrs
Photocopiers, fax machines Rarely moved	no	Yes, 2-4 years	No if double insulated, otherwise up to 5yrs
Double insulated (class II) equipment Not hand-held. Moved occasionally e.g. fans, table lamps	no	Yes, 2-4yrs	No
Double insulated (class II) equipment Hand-held, e.g. some floor cleaners, some kitchen equipment	yes	Yes, 6mths-1yr	No
Earthed equipment (class I): electric kettles, some floor cleaners, some kitchen equipment and irons	yes	Yes, 6mths-1yr	Yes, 1-2yrs
Cables (leads & plugs connected to the above) and mains voltage extension leads and battery-charging equipment	yes	Yes, 6mths-4yrs depending on the type of equipment it is connected to	Yes, 1-5yrs depending on the type of equipment it is connected to

Records are kept of all inspections, tests, defects and actions taken.

6.3. First Aid and Illnesses

Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces

6.3.1. First Aid Resources

Location of FAR first aid kits, defibrillator and names of qualified personnel are displayed at strategic areas in the school.

Description	Contents	Location	Procedure to ensure compliant
Defibrillator	Defibrillator 2 X children's & adults pads Scissors Blade Small towel	PE Hall Toilet area	<ul style="list-style-type: none">• Checked daily by caretaker on arrival• If absent – principal
Portable minor injury first aid kit	Plasters Disinfectant wipes Head injury warning wristbands Protective gloves Icepacks	All mainstream classrooms Junior yard Senior yard	<ul style="list-style-type: none">• Class teachers refill personal kits as needed• Yard bags checked weekly by allocated FAR
Portable first aid responder kit	Full first aid kit as recommended by HSA*	PE hall Staff room	<ul style="list-style-type: none">• Bags sealed and refilled by H&S post holder once injury seal is broken and injury reported• Front pocket with surplus minor injury supplies checked weekly by allocated FAR
Wall mounted first aid responder kit	Full first aid kit as recommended by HSA*	Staff room	<ul style="list-style-type: none">• Sealed and refilled by H&S post holder once injury seal is broken and injury reported
First aid responder Station	Full first aid kit as recommended by HSA * Seating area Basin Disposable drinking cups	Support room 1	<ul style="list-style-type: none">• Checked weekly by H&S post holder

*See Appendix 5

All surplus supplies are kept in the first aid station. These supplies are used to refill other first aid kits. When necessary the school secretary is notified by the H&S post holder of the type and number of supplies to order in advance of supplies depleting.

A risk assessment is completed prior to any school trip and the availability of first aid equipment as well as trained FARs is assessed. Staff will decide on the need to bring trained staff and FAR kits with them based on this. At a minimum, a basic first aid kit is brought on all trips and sports outings.

Updated lists of FARs are displayed around the school. The trained FARs meet once a month to practise first aid procedures. These dates are agreed at the beginning of the school year.

6.3.2. Emergency Prescribed Medication

The school must be informed if a child or staff member attending the school requires access to prescribed emergency medication due to a specified illness, e.g. asthma, epilepsy, allergies, etc. Please see the Administration of Medication Policy for further information.

6.3.3. Procedures for injuries and accidents

	In class	Out of class	Excursions	Inform	Reports	Investigations Required
Minor injury e.g. cut, grazed knee	Assessed by first staff member on scene. Wound cleaned & plaster applied if necessary				Yard incident book (appendix 6) On Aladdin if it happens during class time or on an excursion	
Serious Injury	If a staff member is in any doubt about an injury, a FAR should be sent for			Principal Phone parents ASAP	First staff member on scene and FAR fills in HSA Tool 5 Incident Report form by the end of the day	Management will investigate the incident to determine probable cause & possible steps to minimise the risk

Head Injuries				
No visible injury or other symptoms. Child easily comforted. Minor cause determined	Apply a red warning wristband and monitor	Parents informed via induction booklet about wristband		
Mark, bruise, mild swelling No other symptoms	Apply an ice pack and red warning wristband. Monitor child	Principal Phone parents ASAP	Yard incident book On Aladdin if it happens during class time or on an excursion	Management will investigate the incident to determine probable cause & possible steps to minimise the risk
Serious bleeding and/or large protruding bump to head	Call a FAR Apply an ice pack Call ambulance		First staff member on scene and FAR fills in HAS Tool 5 Incident Report Form by the end of the day	
Symptoms of confusion, memory loss, vomiting, imbalance, mood changes, headache	Call a FAR Apply an ice pack Call ambulance			

Serious Injury				
E.g. child unable to move, suspected fracture/break	Do not move child Call a FAR and principal Cover child to keep warm Move other students away	Principal	First staff member on scene and FAR fills in HAS Tool 5 Incident Report Form by the end of the day	Management will investigate the incident to determine probable cause & possible steps to minimise the risk. If required An Garda Síochána and HAS will be contacted by school management. HSA report forms completed if required.
Unconscious	Begin CPR Send for FAR, defib & principal Cover child to keep warm Move other students away	Phone parents ASAP		
Need for emergency medication	Follow child's personal emergency procedures	Principal	Record form for administration of medication. See Administration of Medication Policy	
	Send for FAR and principal	Phone parents ASAP		

Parents to be advised of all injuries that have required first aid treatment, no matter how minor, at the end of the day in person, by phone, email or text.
If a child is injured during the school day and is visibly marked on the face or head, one parent should be phoned as soon as possible after the injury occurs

6.3.4. Procedures for Managing Ill Students

If a student is feeling too ill in class to participate, the teacher should phone a parent/guardian from the closest available phone (staffroom, support room 7, 5 or 3, reception). If a teacher is unable to leave their class supervised by another teacher, the ill student should be escorted to reception by another student. The secretary will contact the parent or guardian and symptoms will be described.

Depending on the severity of the illness the child will remain in class to be monitored further or to wait for a parent/guardian to collect them.

If a student is too ill to move, school management and a FAR should be notified immediately.

In cases where contact cannot be made with a parent/guardian/emergency contact, school management will assess the situation. If the student is feeling extremely unwell then s/he will be assessed by the First Aid Responder and further action agreed upon with school management.

Medication is **not** to be administered to students by staff unless:

- the child has designated emergency medication stored by the school
- medication has been prescribed by the parent under the terms of the Administration of Medication Policy

6.3.5. Infectious Diseases

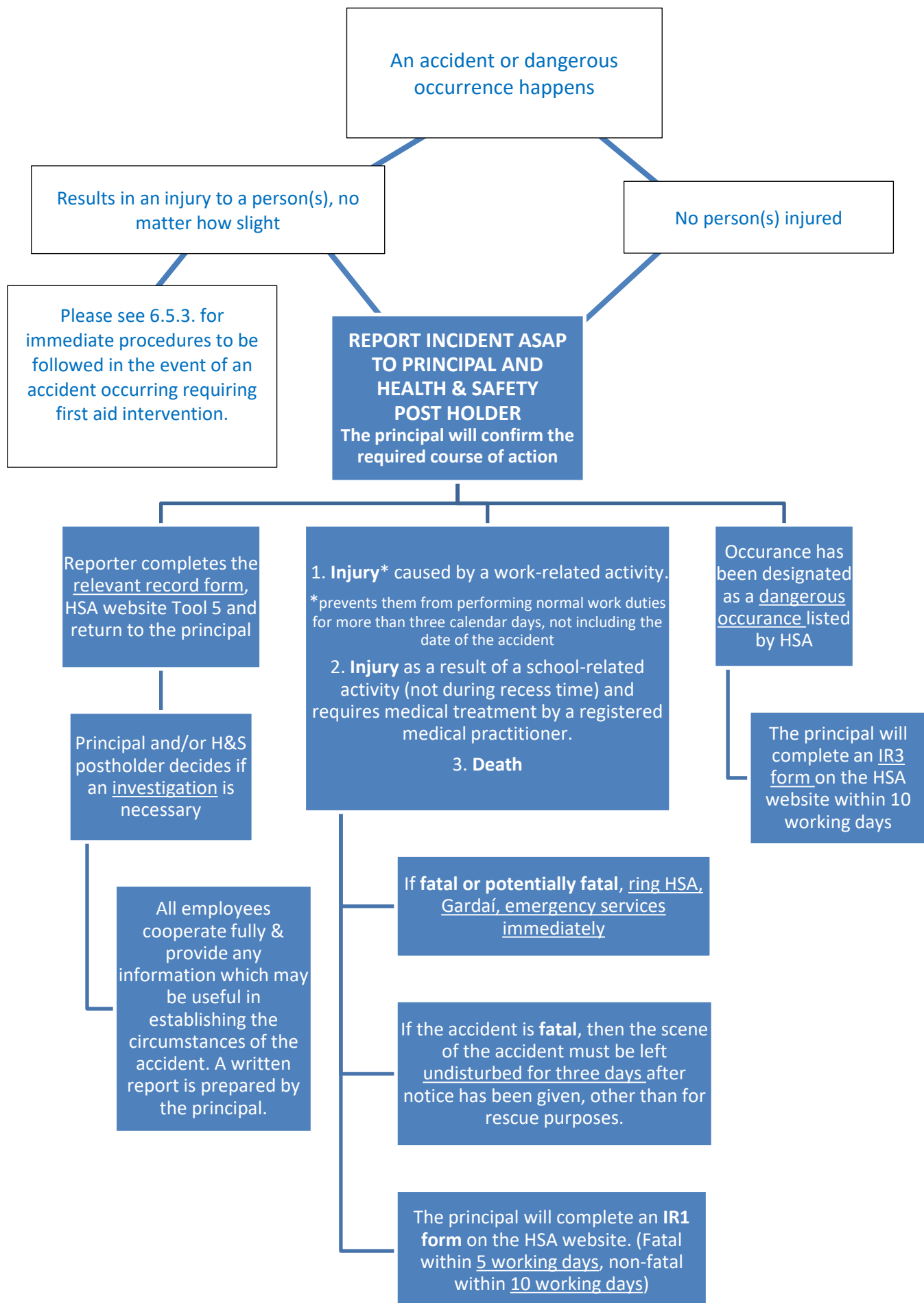
In the case of a child/adult in the school having an infectious disease, all parents and guardians will be informed as soon as possible. Appropriate action will be taken by the principal and board of management to limit the associated risks. An information sheet from the HSE 'Management of infectious Disease in Schools' will be emailed to parents for guidance and a text/app message will be sent to notify all families. Please see appendix 7 for a full list of diseases. Template letters for such diseases are stored on Aladdin for quick retrieval.

School staff that are appropriately immunised pose a significantly smaller risk to the children in their care and, are in turn, protected against the dangers that certain vaccine preventable infectious diseases pose to themselves and, if pregnant, to their unborn children. All staff should ensure that they are up to date with the routine immunisations – diphtheria, tetanus, pertussis (whooping cough), polio, meningococcal C (if under 23 years of age), measles, mumps and rubella. Immunisation should be in accordance with national immunisation guidelines.

Staff should familiarise themselves with appendix 8 and see the HSE 'Management of infectious Disease in Schools' for more information.

6.4. Accidents and Dangerous Occurrences

6.4.1. The following actions are followed in the event of an accident or dangerous occurrence:



Dangerous Occurrence:

The Safety, Health and Welfare at Work Act 2005 contains the following definition:

A 'dangerous occurrence' means an occurrence arising from work activities in a place of work that causes or results in:

- a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,
- b) the collapse or partial collapse of any building or structure under construction or in use as a place of work,
- c) the uncontrolled or accidental release, the escape or the ignition of any substance,
- d) a fire involving any substance, or
- e) any unintentional ignition or explosion of explosives, as may be prescribed.

The above dangerous occurrences must be reported to the HSA using form IR3, regardless of whether a person(s) has been injured.

Full details are listed in Appendix 1³ of the *Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016*.

6.4.2. Investigation

When an investigation is required, the principal will lead this in the first instance. An emergency Safety Committee meeting may be held to support such an investigation. All investigations carried out outside of a safety committee meeting will be reviewed at the next meeting.

Witness interviews will be held as soon after an event as possible and staff will be relieved from duty to attend.

6.4.3. Reporting of Accidents to DDLETB and School Insurance Company

All records of accidents resulting in injury/trauma/stress leave will be copied and sent to DDLETB. An incident record form from IBP insurance company will also be completed and forwarded to DDLETB. Accidents involving students may be reported to Allianz Pupil Personal Accident insurance.

6.4.4. Reporting of Accidents to Board of Management

Health & Safety is a constant agenda item for Board of Management meetings. All accidents or dangerous occurrences since the last meeting will be reported to the Board at this time. The Chairperson will be contacted directly and promptly on the occurrence of an incident requiring external medical intervention.

The school must keep records of all accidents which occur for a period of 10 years.

Section 7: Instruction, Training and Supervision

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

The staff of Citywest & Saggart CNS are directly supported by the DDLETB in the provision of Health, Safety & Welfare related training. Staff will be informed when relevant courses become available and attendance will be encouraged and accommodated when considered a priority. School management is committed to providing funding to ensure the required training of staff members.

7.1. Records

Any safety training, information and briefing sessions provided will be recorded by the health & safety post-holder using appendix 9.

7.2. Training

In accordance with recommendations from the *Guidelines on Managing Safety, Health and Welfare in Primary Schools*⁴, the school shall provide training as appropriate as detailed in the table on the following page.

The principal and health and safety post-holder will review the training needs of staff in June annually and provide recommendations for further training as part of the principal's annual report to the board of management. Any training needs identified throughout the year as a matter of urgency will be notified to the board of management and provision will be sought.

4

http://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Primary_Schools_Guidelines/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf

Training Type	Legislation/ Standard	Details	Training Provider	To be Received by:	Refresher training required	Persons trained	Refresher Due Date
<i>Introduction to Managing Safety and Health in Schools</i>		HSA online course based on completing a safety statement, risk assessment, roles & responsibilities and accident reporting 100minutes	HSA Online	Health & Safety Post-holder Principal BOM representative Teachers Caretaker	When newly appointed to school or post	Orla Doherty	ASAP
<i>Slips, Trips & Falls</i>		HSA online course focusing on risk assessment & prevention 30minutes	HSA Online	Cleaner Caretaker H&S post holder	When newly appointed to school or post	Orla Doherty	ASAP
<i>Safety, Health and Welfare Training for Staff</i>	Safety, Health and Welfare at Work Act 2005.	Overview of the safety, health and welfare management system: safety statement & risk assessments	H&S Post holder	All staff	Annually When changes occur	All staff	Aug/Sept 2020
<i>Induction Training</i>	Safety, Health and Welfare at Work Act 2005.	Detailed training on safety, health and welfare matters, including safety procedures e.g. emergency evacuation procedures, completion of risk assessments	H&S Post holder	All staff on commencement of work in the school.	n/a	All new staff	N/A
<i>Health & Safety Inspections</i>		Overview of all H&S related inspections required to be completed in the school: frequency, record keeping and detail needed	H&S Post holder Principal	Caretaker	When newly appointed to school	None	ASAP
<i>Manual Handling</i>	Safety, Health and Welfare at Work, (General Application) Regulations 2007.	Should be specific to tasks a staff member is involved in. Aims to ensure staff member understands the reasons for doing the job with least risk, can recognise the risks, & decide the best way to go about performing a manual handling task. The training should include instruction & practical training. Appendix 10	External	Staff who may potentially be involved in manual handling of loads -priority to be given to those who spend a significant amount of time involved in this task. Priority: Caretaker	Every three years or when there is any major change in the work a member of staff is involved in or in the equipment used.	None	ASAP

First Aid Responder	Safety, Health and Welfare at Work (General Application) Regulations 2007.	Specific First Aid Responder Training, certified by a reputable company.	External (Irish Red Cross used in 2019)	School has 400-699 staff & students present at any one time: minimum of 2 people required to be trained	Re-certification required every 2 years	Orla Doherty Rachel McMackin Alison Larkin Anna Carroll	September 2021 Further staff to receive training
General First Aid Training		General training in the administration of first aid in schools.	External	All interested staff	Every two years	None	ASAP
Safety Representative	Safety, Health and Welfare at Work Act 2005.	Overview of the role of a safety representative and current safety, health and welfare legislation and management.	External	Nominated safety representative	Annually	None	ASAP
Fire Prevention Training	BSI 9999:2008.	Fire safety, prevention, evacuation and location of extinguishers/blankets Appendix 11	External or Post holder	All staff	Annually On appointment	Staff from 2018-19	ASAP
Fire Extinguisher Training	BSI 9999:2008.	Identification of different types, their uses and how to use fire extinguishers	External (Contractor for extinguishers)	All staff	Every three years	Staff of 2016	ASAP
Fire Assistant Training	BSI 9999:2008.	Detailed knowledge of fire safety & evacuation strategy, evacuation of disabled individuals and/or others, control panel, instructions in their specific duties. Appendix 12	Post holder	Principal Caretaker Deputy Principal AP1 post holder Specific SEN staff	At least once, preferably twice a year	Mike Byrne Orla Doherty	ASAP
Specific Evacuation Equipment		Training in the use of specific evacuation equipment where necessary	External provider of equipment	Class & partner teacher, Split class teacher, SNA, Relevant Support teacher, Fire assistants	Annually Change of staff	n/a	When need arises
Administration of Emergency Prescribed Medication		Training in administration of prescribed medication specific to individuals: Tracheostomy, Epi-pen, Epilepsy	External provider	SNAs Voluntary participation by all staff	Once a year	See admin of med record sheets	As need arises Epi-pen: annually

7.3. Disciplinary Action

Where advice and persuasion fail to achieve compliance with health and safety rules, it is the policy of Dublin and Dún Laoghaire ETB to take disciplinary action on the matter.

We, at Citywest & Saggart CNS, believe that gross negligence of the safety regulations constitutes gross misconduct. Following investigation and invoking and following the disciplinary procedure this could lead to dismissal. Any investigation and disciplinary action will follow the principles of natural justice and policy and procedure will be adhered to.

- Minor breaches may be dealt with through training and/or an informal warning.
- Persistent breaches of regulations will mean that formal procedures will be invoked, which could, following the procedure and due process, result in a level of warning from verbal to written, depending on the seriousness of the breach(es). No such warning will be decided without investigation, a disciplinary hearing and an opportunity for the staff member to present any mitigating circumstances.
- Any documentation regarding a warning will be entered into the employee's personnel file.
- If the required improvement is achieved, the staff member will be informed and this will be entered into their personnel file.
- Any appeals against the decision at any stage of the above procedure should be raised through the disciplinary procedure.
- Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of the school to pursue such non-compliance through the disciplinary procedure. Depending on the gravity and/or frequency of the offence, employees may leave themselves open to suspension and/or dismissal.

The principal must be notified of breaches of rules, which could lead to disciplinary action being taken.

Dublin and Dún Laoghaire ETB and Citywest & Saggart CNS may also implement other initiatives to enhance safety performance, from time to time. Such initiatives will be communicated to staff.

Section 8: Communication and Consultation

The following methods will be used to ensure the thorough communication of the procedures and information contained in this policy.

Item	How	Frequency	Organiser	Audience
Assembly point signs, evacuation signs	Items checked annually in August and monitored throughout year Replaced when necessary	Annually Weekly	Caretaker	
Overview of safety statement for staff	Back to school induction meeting Staff induction booklet, appendix 13	Annually before school reopens	H&S post holder	All staff
Provision of Safety Statement	By email to all staff Hard copies available in office On school website On school drive	Annually in August On appointment After a review	H&S post holder	All staff Whole School Community
New/revised risk assessments & required actions	Staff meeting Safety committee meeting Meeting with after-school providers	Start of each school term Monitored at each safety committee meeting	H&S post holder After schools post-holder	All staff
Updates/reminders or concerns regarding health and safety procedures, risks, etc.	Staff meeting agenda Staff room noticeboard Community noticeboard Emails	When necessary & at each staff meeting	H&S post holder	All staff
Notification of trained first aid responders & location of first aid kits	Posters with relevant details located at strategic points around the school Appendix 14	Start of each academic year Updated when changed	H&S post holder	Whole school community
Emergency evacuation procedures	Induction meeting Staff meetings	Beginning of school year Termly	H&S post Holder	All staff
	All classes receive discrete lessons and practise in the evacuation of the building, to cover own classroom, library, PE hall, yard, corridor, when on messages.	Start of each school year Students starting mid-year	Class teacher Induction teacher	All students
	Partner teacher will inform subs	Arrival of sub teacher	Partner teacher	All staff
	Notice beside visitor book will detail assembly point for visitors Secretary will remind visitor	Arrival of a visitor	Secretary	Visitors
	First speaker at event will notify audience of evacuation procedures	School events	Senior staff host	Visitors
Notification of names of H&S post holder and committee members	Poster in staffroom, appendix 15	Updated at start of each school year or when need arises	H&S post holder	All staff

Section 9: Monitoring, Review and Update

9.1. Record Keeping

At Citywest & Saggart CNS, it is our aim to maintain detailed records to monitor the health & safety of staff, students and visitors in order to monitor the success of this statement. The following records relating to health and safety are maintained:

- Risk assessments
- Safety committee risk assessment sheets, appendix 16
- Accident/incident reports
- Safety committee meeting minutes
- Records of walk through inspections, electrical inspections, fire equipment inspections
- Records of prescribed medications administered
- Fire safety records
- Training records

9.2. Monitoring Performance

- The school management and safety committee will undertake periodic review meetings to check if the risk assessments have been carried out and if and when measures have been taken to address issues arising from the assessments.
- The safety committee will review reported accidents, near misses and hazards.
- The caretaker undertakes the inspection of electrical equipment and specific furniture at intervals throughout the year.
- Our contracted fire alarm and extinguisher provider inspects relevant equipment at regular intervals.
- Each evacuation drill is reviewed afterwards by the safety committee and improvements implemented.
- Evacuation timings are emailed to DDLETB insurance department.
- The safety committee conducts walk-through inspections to identify fire hazards or other health and safety hazards.
- Health & safety is placed as an agenda item on each staff, ISM and BOM meeting agenda.

Procedure	Frequency	How	Organiser	Audience
Review of Safety Statement	Annually in June	Safety committee meetings	H&S post holder	Safety committee Whole school community
Monitoring of Staff Training	Annually in June	Principal & H&S post holder meeting	Principal/ H&S post-holder	All staff
Declaration of understanding of safety statement & personal responsibilities	Annually in August	Signed form (appendix 17)	H&S post holder	All staff
Appointment of a health & safety post holder	On resignation, change of duties or leave of absence of current appointee	ISM meeting	Principal	ISM member
Notification of new health & safety risks	Ongoing	Medium/low risk: caretakers noticeboard High risk: notify principal or deputy immediately	H&S post holder	Whole school community

9.3. Review

Auditing and reviewing the SMS by the Board of Management are the final steps in the management cycle.

The safety committee's annual report to the board of management will present an overview of the progress made by the school over a 12-month period in the areas of health, safety and welfare. A report will be generated at the end of the academic year and may include the following information:

- Number of accidents and/or incidents
- Number of first aid incidents requiring treatment by a registered medical practitioner
- Number of workdays lost as a result of incidents
- Full details of any safety training carried out during the year

An annual health and safety audit will be carried out by the board of management. They may designate this responsibility to the safety committee. This is a comprehensive review and report on all aspects of health and safety management in the school. Tool 1b from the HSA guidelines for primary schools will be used. This is available in the H&S folder or from the HSA website.

9.4. Implementation Date

This policy will begin implementation immediately. A health & safety calendar has been included in appendix 18 for use annually to assist in the management of health & safety within the school. An action plan, appendix 19, has been created based on items requiring action within this statement. The health & safety post-holder will monitor a timely implementation of all outstanding items.

9.5. Timetable for Review

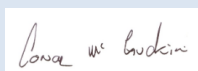
The safety statement will be reviewed annually or sooner if the need arises. All members of the school community will be informed of the full contents of the revised safety statement. The next review for this policy will take place before the beginning of the school year 2020/2021 to include the two special classes, sensory room, par-ed room and open plan teaching area.

Policy Title: Safety Statement

Version: May 2020

Ratified by the Board of Management on 9th June 2020

Signed:



Conor Mc Guckin
Chairperson BOM



Mike Byrne
Principal

Ratified by the employer DDLETB

Signed:

Paddy Lavelle
CEO DDLETB

Section 10: References

Books and Guides:

- *Guidelines on Managing Safety, Health and Welfare in Primary Schools*, HAS (2013)
- *Guidelines on Preparing your Safety Statement*, HSA (2006)
- *A short guide to The Safety, Health and Welfare at Work Act 2005*, HSA (2006)
- *Guidelines for compiling a Safety Statement*, INTO (2011)
- *Working Together: Procedures and Policies for Positive Staff Relations*, INTO (2000)
- *Management of Infectious Diseases in School*, HSE (2014)
- *IPB Insurances Step by Step Risk Management Guides*, IPB (2015)
- *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 4 – Work at Height*, HSA (2007)
- *Guidance on the Manual Handling Training System*, HSA (2010)
- *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 2 – First Aid*, HSA (2007)
- *Intoxicants at Work Information Sheet*, HSA (2011)
- *Managing Chronic Health Conditions at School Resource Pack*, Asthma Society of Ireland, Diabetes Federation of Ireland, Brainwave The Irish Epilepsy Association and Anaphylaxis Ireland (2011)
- *Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations*, HSA (2016)
- *Using Ladders Safely*, HSA (2014)

Websites:

- www.education.ie
- www.ipb.ie
- www.into.ie
- www.ippn.ie
- www.gasnetworksireland.ie
- www.hse.ie
- www.hearts.ie
- www.fsai.ie
- www.hsa.ie
- www.ecti.ie
- www.irishstatutebook.ie
- www.safeelectric.ie
- www.healthpromotion.ie
- www.echa.europa.eu
- www.safetydoc.ie
- <https://webapps.hsa.ie/Account/Login>

Acts:

- *The Safety, Health and Work Act 2005*
- *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions.*
- *Maternity Protection Act, 1994 and 2004*
- *The Fire Services Act, 1981*

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Appendix 1: List of Emergency Telephone Numbers

Citywest & Saggart
Community National School
*Fortunestown Lane,
Citywest
Dublin 24*

D24 CPK7

Phone 01 4133080

Gardaí	999 01 6667900 Rathcoole Station (Saggart) 01 6666000 Tallaght Station (Citywest, Tallaght)
Fire Service	999 01 6778221 Control Centre
Local GP	Swiftbrook Medical Centre at TLC Centre 01 6308877
Ambulance	999
Hospital – Tallaght	01 4142000
Hospital – Crumlin	01 4096100
Eye Clinic	Royal Victoria Eye & Ear Hospital 01 6644600
NEPS (National Educational Psychological Services)	Allocated psychologist can be contacted by principal or deputy principal
ESB	1850 372 999
Gas Networks Ireland	1850 205 050
HSE Duty Social Worker (Saggart)	Cherry Orchard Hospital Ph: 076 6955587 9am-1, 2.15-5pm
HSE Duty Social Worker (Citywest, Tallaght)	Chamber House Ph: 01 4686289 9am-1, 2.15-5pm

Appendix 2: Risk Assessment Scoring System

Risk Assessment Scoring System

Likelihood	Severity		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very likely	3	6	9

Severity Table

Slightly Harmful	Harmful	Very Harmful
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temp deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries

Action priority table

Current Risk Rating	Action Priority
High (9)	Immediate
Medium-High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low-Medium (3)	To be actioned once all 'higher risk ratings' are addressed
Low (1-2)	At management discretion
Ongoing	Continue current risk management strategy

Appendix 3: Fire and Emergency Evacuation Procedures

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
Principal	Deputy Principal	Upon activation of evacuation bell: <ul style="list-style-type: none">• Proceed to fire panel. Check message and agree location for deputy to check• Collect high-vis vest, fire register book with attached map, walkie-talkie from office• Wait outside main entrance to building & prevent people from entering• Supervise exiting of classes from building• Await message from deputy principal about cause of alarm
		In the event of a false alarm or fire drill: <ul style="list-style-type: none">• Await signal from fire assistant on yard that all members are present or if an individual is missing<ol style="list-style-type: none">1. all individuals are accounted for: signal classes to re-enter the building2. individual unaccounted for: direct SEN team to re-enter and sweep building to locate missing person
		In the event of a genuine fire: <ul style="list-style-type: none">• Call 999 or 112. Give:<ul style="list-style-type: none">▪ name & position▪ nature of emergency▪ school name & address▪ contactable phone number• Await signal from fire assistant on yard that all members are present or if an individual is missing, confirm last known location• When fire brigade arrives, inform chief fire officer:<ul style="list-style-type: none">○ If all persons have evacuated the premises or○ Provide map & the last known location of any missing persons or any person located at a refuge point○ The electrical status of the premises○ Location of:<ul style="list-style-type: none">▪ Electrical shut off point▪ Gas supply shut off▪ Mains water inlet▪ Fire alarm panel & emergency manual call point• Send text message/Connect message to all families requesting collection of children from designated collection point

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
Deputy Principal	Designated SEN Teacher	Upon activation of evacuation bell: <ul style="list-style-type: none"> Collect high-vis vest, walkie-talkie and manual call point key from office Meet principal at fire panel Retrieve location of and type of device activated from panel Proceed to location to gather information
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> Inform principal by walkie-talkie Proceed with evacuation safety check
		In the event of a genuine fire: <ul style="list-style-type: none"> Inform principal by walkie-talkie Try to put out the fire using the firefighting apparatus available if safe to do so and you feel confident to do so Evacuate building Report to principal

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
SEN Teachers with fire assistant duties	Other SEN teacher	Upon activation of evacuation bell: <ul style="list-style-type: none"> If working with a child/group, accompany child(ren) to designated class teacher or closest class if safe to do so. Fire Assistant 1: <ul style="list-style-type: none"> Proceed to school office and collect high-vis vest and clipboard Proceed to assembly point & close doors on route Check presence of all groups on checklist Inform principal when all checks complete and if any person is missing Fire Assistant 2 & 3: <ul style="list-style-type: none"> Begin sweep of building according to designated area Proceed to assembly point & close doors on route Fire Assistant 4: <ul style="list-style-type: none"> Proceed to school office and collect high-vis vest and FAR first aid bag Proceed to assembly point & close doors on route Confirm with fire assistant 1 that area is checked Confirm with secretary that you are present and accounted for
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> Await signal from principal that it is safe to re-enter Supervise re-entry of building
		In the event of a genuine fire: <ul style="list-style-type: none"> Attend to any child or class in need of further support

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
Caretaker	SEN Teacher	Upon activation of evacuation bell: <ul style="list-style-type: none"> Put on high-vis vest Unlock vehicular gate to senior yard, senior yard gate, external fire doors leading to campus grounds, junior yard gate Guard vehicular entrance to campus, stopping traffic & pedestrians from entering
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> Lock junior yard gate, fire doors external to enclosed grounds, vehicular gate to yard, senior yard gate
		In the event of a genuine fire: <ul style="list-style-type: none"> Continue to guard vehicular entrance to campus, stopping traffic & pedestrians from entering

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
Secretary	SEN Fire Assistant 1	Upon activation of evacuation bell: <ul style="list-style-type: none"> Gather: <ul style="list-style-type: none"> prescription medications staff sign in book with attached class lists visitor sign in book maintenance sign-in book put on high-vis jacket Head to assembly point 20 Use staff list & visitor book to account for: <ul style="list-style-type: none"> staff: teachers, ISAs, cleaner, caretaker visitors or contractors on site Inform fire assistant 1 when all staff are accounted for or if an individual is missing
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> Await signal from principal that it is safe to re-enter Re-enter building and ensure all evacuation items are returned to their correct places and walkie-talkie are put on charge
		In the event of a genuine fire: <ul style="list-style-type: none"> Report to principal

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
Class Teachers	Sub teacher or split teacher	Each morning take emergency evacuation roll call. Amend throughout the day as students arrive late or leave early. Upon activation of evacuation bell: <ul style="list-style-type: none"> • Instruct children to remain calm, leave their belongings and line up in single file • Close all windows • Check toilets • Take just the class evacuation roll call with you • In the absence of an allocated ISA, hold the hand of any child at risk without 1:1 support • Ensure classroom door is shut tightly • Instruct class to walk to their assembly point in single file, no overtaking or running • Line class up in single file at their numbered assembly point • Call roll and take a visual check of each individual child • Hold roll in the air as soon as all children are accounted for • If child is missing, inform the yard fire assistant
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> ▪ Await signal from principal that it is safe to re-enter ▪ Re-enter the building calmly in single file
		In the event of a genuine fire: <ul style="list-style-type: none"> ▪ Remain at the assembly points. ▪ Await further instructions about any movement of classes to an off-campus collection point

Person	Sub	Responsibilities
ISAs		Upon activation of evacuation bell: <ul style="list-style-type: none"> • If working with a non-allocated evacuation child, inform class teacher of your departure and make your way to your allocated evacuation child. And accompany the child to their designated assembly point • Ensure the class teacher is aware that they have returned • If you have no child, proceed to the location of your allocated evacuation child • When at assembly points, help to attend to those who are neediest if your designated child is fully supported
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> ▪ Await signal from principal that it is safe to re-enter ▪ Supervise allocated child during re-entry of building
		In the event of a genuine fire: <ul style="list-style-type: none"> ▪ Attend to any child or class in need of further support

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
SEN Teachers		<i>(If you have been allocated specific evacuation duties please see fire assistant procedures)</i> Upon activation of evacuation bell: <ul style="list-style-type: none"> • Accompany child(ren) to designated assembly point • If you have no child proceed directly to the assembly point, helping to supervise classes on your way • Tick your name off with the secretary • Attend to any child or class in need of further support
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> ▪ Await signal from principal that it is safe to re-enter ▪ Supervise re-entry of building
		In the event of a genuine fire: <ul style="list-style-type: none"> ▪ Attend to any child or class in need of further support

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or necessary whole school evacuation:

Sound the alarm by activating the closest manual call point

If there is no danger in doing so (*fire is small and there is a clear means of escape*), you may try to put out the fire using the firefighting apparatus available if you feel confident to do so

Person	Sub	Responsibilities
Cleaner(s)		Upon activation of evacuation bell: <ul style="list-style-type: none"> • Ensure any equipment in use is removed from corridor, stairwell or fire exit • Evacuate building through closest fire exit • Proceed to assembly point 20 • Ensure school secretary is aware you are present
		In the event of a false alarm or fire drill: <ul style="list-style-type: none"> ▪ Await signal from principal that it is safe to re-enter ▪ Re-enter building & return to work
		In the event of a genuine fire: <ul style="list-style-type: none"> ▪ Remain outside building



Gas Leak Action

Any persons discovering a gas leak

- 1. Extinguish all naked flames and cigarettes.**
- 2. Turn off the supply at the control valve.**
- 3. Open all windows.**
- 4. Inform caretaker and principal or health & safety post holder.**
- 5. Call gas emergency services on 1850 205 050**

If the leak persists:

- 6. Sound the evacuation alarm by activating the closest manual call point.**
- 7. Evacuate building immediately.**
- 8. Report to the external assembly points**



- Do not search with naked lights**
- Don't unplug or switch anything electrical on or off.**
- Do not turn the gas back on until the leak has been repaired**

Appendix 5: HSA Recommended Contents for First Aid Boxes

The contents in our First Aid Boxes as recommended by the *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 2 – First Aid, HSA (2007)*⁵

Materials	First-Aid Travel Kit Contents	First Aid Kit Contents
		26 – 50 Persons*1
Adhesive plasters	20	40
Sterile eye pads (no.16) (bandage attached)	2	4
Individually wrapped triangular bandages	2	6
Safety pins	6	6
Individually wrapped sterile unmedicated wound dressings - medium (no. 8) (10 x 8cms)	1	4
Individually wrapped sterile unmedicated wound dressings – a\large (no. 9) (13 x 9cms)	1	8
Individually wrapped sterile unmedicated wound dressings - extra-large (no. 3) (28 x 17.5cms)	1	4
Individually wrapped disinfectant wipes	10	40
Paramedic shears	1	1
Pairs of examination gloves	3	10
Sterile water where there is no clear running water*2	2x20mls	2x500mls
Pocket face mask	1	1
Water based burns dressing - small (10x10cms)*3	1	1
Water based burns dressing - large*3	1	1
Crepe bandage (7cm)	1	3

Notes:

***1: Where more than 50 persons are employed, pro rata provision should be made.**

***2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.**

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

⁵ http://www.hsa.ie/eng/Publications_and_Forms/Publications/Retail/Gen_Apps_First_Aid.pdf
CSCNS Health & Safety Statement 2020

Appendix 6: Yard Incident Book

Details	Accident/Incident/Misbehaviour Give a brief description: 1. What happened? 2. Who is involved (child's name & room no)? 3. Presenting difficulty?	Action taken	
Date:		<input type="checkbox"/> Child received First Aid <input type="checkbox"/> Maintained teacher observation in yard <input type="checkbox"/> Sought advice from designated First Aid Responder <input type="checkbox"/> Verbal warning <input type="checkbox"/> Time Out (4/5mins) <input type="checkbox"/> Informed Principal or Deputy P <input type="checkbox"/> Phoned parents <input type="checkbox"/> Other: _____	<input type="checkbox"/> Informed class teacher Please tick above to indicate you have informed the child's class teacher of any accidents, incidents and misbehaviour involving a child/children in his/her class.
Time:			
Location: <input type="checkbox"/> Yard <input type="checkbox"/> Classroom <input type="checkbox"/> Corridor			
Duty Teacher's Signature _____			

Details	Accident/Incident/Misbehaviour Give a brief description: 1. What happened? 2. Who is involved (child's name & room no)? 3. Presenting difficulty?	Action taken	
Date:		<input type="checkbox"/> Child received First Aid <input type="checkbox"/> Maintained teacher observation in yard <input type="checkbox"/> Sought advice from designated First Aid Responder <input type="checkbox"/> Verbal warning <input type="checkbox"/> Time Out (4/5mins) <input type="checkbox"/> Informed Principal or Deputy P <input type="checkbox"/> Phoned parents <input type="checkbox"/> Other: _____	<input type="checkbox"/> Informed class teacher Please tick above to indicate you have informed the child's class teacher of any accidents, incidents and misbehaviour involving a child/children in his/her class.
Time:			
Location: <input type="checkbox"/> Yard <input type="checkbox"/> Classroom <input type="checkbox"/> Corridor			
Duty Teacher's Signature _____			

Appendix 7: List of Infectious Diseases Requiring School Community Notification

When the school is informed that a student or staff member has one of the following infections, a standard letter is emailed home informing them of same and including information around symptoms and treatments and any requirement to miss school.

- Chickenpox / Shingles
- Conjunctivitis
- Diphtheria
- Gastroenteritis/Food poisoning
 - o Campylobacter
 - o Cryptosporidium
 - o Norovirus
 - o Salmonella
 - o Shigella
 - o Verocytotoxigenic *E.coli* (VTEC)
- Glandular Fever
- Haemophilus influenza type b (Hib)
- Hand, Foot and Mouth Disease
- Head lice
- Hepatitis A (Yellow Jaundice, Infectious Hepatitis)
- Hepatitis B
- HIV/AIDS Infection
- Human Papilloma Virus (HPV)
- Impetigo
- Influenza and Influenza-like illness
- Measles
- Meningitis and Meningococcal Disease
- Molluscum Contagiosum
- Mumps
- MRSA (Methicillin-Resistant *Staphylococcus aureus*)
- Pharyngitis/Tonsillitis
- Pneumococcus
- Polio
- Respiratory Syncytial Virus
- Ringworm ("Tinea")
- Rubella (German measles)
- Scabies
- Scarlet Fever/Scarlatina
- Slapped Cheek Syndrome/Fifth Disease (Parvovirus B19)
- Tetanus
- Tuberculosis (TB)
- Typhoid and Paratyphoid
- Verrucae (plantar warts)
- Viral meningitis
- Whooping Cough (Pertussis)
- Worm

The HSE recommends that staff, in particular females of child-bearing age, pay particular attention to the following infectious diseases:

- Chickenpox
- Hepatitis B
- Influenza
- Measles
- Mumps
- Rubella
- Pertussis
- Slapped Cheek Syndrome

Appendix 8: Staff Immunisation

Adult Immunisation

School staff that are appropriately immunised pose a significantly smaller risk to the children in their care and, are in turn, protected against the dangers that certain vaccine preventable infectious diseases pose to themselves and, if pregnant, to their unborn children. All staff working in schools should ensure that they are up to date with the routine immunisations – diphtheria, tetanus, pertussis (whooping cough), polio, meningococcal C (if under 23 years of age), measles, mumps and rubella. Immunisation should be in accordance with national immunisation guidelines.

Exclusion

All school staff should be aware of the need for self-exclusion if they develop symptoms of gastrointestinal illness, fever or skin rashes, any one of which may pose a risk of infection to pupils and staff. Exclusion periods are provided in Chapter 9 - Management of Specific Infectious Diseases - under the relevant infectious diseases.

Infectious Diseases Relevant to Staff

The following are diseases relevant to staff. Many are vaccine preventable (i.e. they can be prevented by appropriate immunisation). As already stated above, immunisation should be in accordance with national immunisation guidelines.

- **Chickenpox (Varicella)**
Chickenpox infection in pregnancy may cause more severe illness and poses a risk to the foetus. All female staff of childbearing age should discuss testing for chickenpox immunity with their GP (or occupational health provider). Those whose bloods test shows that they are not immune should be offered vaccination.
- **Hepatitis B**
Hepatitis B has been reported to occur more frequently in facilities for those with intellectual disability. Staff in these facilities should receive hepatitis B vaccine. There is no indication for school staff elsewhere to receive hepatitis B vaccine routinely since good implementation of standard precautions should provide adequate protection against blood and body fluid exposure (see Chapter 3). Furthermore, now that hepatitis B vaccine has been included in the routine childhood immunisation schedule, vaccinated children should not pose a risk in the future. There is no need for staff with chronic hepatitis B infection to be excluded from working in a school setting.
- **Influenza**
Influenza has a tendency to spread readily through group settings such as schools and long stay residential facilities. As a result, staff who are pregnant or in another recognised risk group for influenza should ensure that they are fully immunised against influenza (risk groups for seasonal influenza can be found on the website of the National Immunisation Office at <http://www.immunisation.ie/en/AdultImmunisation/FluVaccination/>).
- **Measles**
All staff working in schools should ensure they are protected against measles, either by vaccination or a history of measles infection. Most individuals born before 1978 are likely to have had measles infection. Infection with measles during pregnancy can result in early delivery or even loss of the baby. Therefore, if a non-immune pregnant woman is exposed to measles, her GP or antenatal care provider should be informed immediately to ensure appropriate management. Chapter 5: Staff Health Management of Infectious Disease in Schools - October 2014 HSE -20-
- **Mumps**
All staff working in schools should ensure they are protected against mumps, either by vaccination or a history of mumps infection. Most individuals born before 1978 are likely to have had mumps infection.

- Rubella (German Measles)**
 All female staff working in schools should ensure that they are protected against rubella, either by having received the rubella vaccine or having had a blood test to confirm immunity. Rubella may have devastating consequences on the developing baby if a non-immune mother is exposed in early pregnancy. If a pregnant woman comes in contact with rubella and is unaware of her immune status, she should contact her GP or antenatal care provider immediately to ensure appropriate investigation.
- Pertussis (Whooping Cough)**
 Pregnant women are now recommended to have a dose of pertussis vaccine during their pregnancy. This is to boost their own immunity, which they pass onto the baby in the womb. This protects the baby for the first few months of life, before the baby is fully vaccinated. Pregnant staff should discuss pertussis vaccination with their GP or antenatal care provider.
- Slapped Cheek Syndrome (Fifth Disease - Parvovirus B19)**
 Slapped cheek syndrome is usually a mild self-limiting viral illness caused by parvovirus B19. It is very common in childhood and therefore most adults have been infected and are immune to parvovirus. Simple hygiene measures including scrupulous hand washing provide the most effective method of prevention and control of this viral disease. There is no vaccine available.
 In people with chronic red blood cell disorders (e.g. sickle-cell disease or spherocytosis) or whose immune system is significantly weakened, infection may result in severe anaemia requiring treatment. Staff with these conditions should seek medical advice if they believe they may have been exposed to a case either at home, in the community or at work. See below for advice for pregnant women.
- Tuberculosis (TB)**
 TB symptoms may be quite non-specific and may include one or more of the following - persistent cough of at least three weeks duration, night sweats, anorexia and weight loss. Staff should be encouraged to report such symptoms and seek medical advice should they arise. They should be made aware (e.g. at induction) of the particular vulnerability of children to infectious TB.
- Gastroenteritis**
 All staff who have had a gastroenteritis (i.e. diarrhoea and/or vomiting) should be excluded until 48 hours have elapsed since their last episode of diarrhoea or vomiting. This is especially important for staff who are involved in preparation or serving of food.

Special circumstances

Pregnant staff

It is important that staff of childbearing age should ensure that they are appropriately immunised and compliant with infection control precautions, as outlined in Chapter 3.

Slapped Cheek Syndrome (Parvovirus B19)

Slapped cheek syndrome is usually a mild self-limiting viral illness, caused by parvovirus B19 that is very common in childhood. Most pregnant women, especially women who work with children, are already immune to parvovirus and therefore do not become infected. For women who are not immune a small number may become infected. Infection is more likely after contact with an infectious person in a household setting rather than an occupational (school) setting. For a small number of women who develop infection, the infection may pass to the foetus. In most instances infection in the foetus does not lead to any untoward event. On rare occasions, infection in the foetus before the pregnancy has reached 24 weeks may cause anaemia which may need treatment. Rarely infection in early pregnancy has been associated with miscarriage.

Pregnant women, who may have been exposed to a case either at home, in the community or at work, should inform their doctor so that follow-up, if required, can be arranged. Simple hygiene measures including scrupulous hand washing and avoiding sharing eating and drinking utensils provide the most effective method of prevention and control of this viral disease.

Circulation of parvovirus in schools reflects circulation of the infection in the wider community. In addition by the time someone develops the typical rash of slapped cheek syndrome they are usually no longer infectious and their contacts have already been exposed.

Exclusion: An affected staff member or pupil need not be excluded because he/she is no longer infectious by the time the rash occurs. Circulation of parvovirus in schools reflects circulation in the wider community. Pregnant women who are occupationally exposed to children under 6 have a slightly increased infection risk, especially in the first years of their career. In non-outbreak periods it is pregnant women who have contact with children at home who have the highest risk of a new infection in pregnancy. During outbreak periods current evidence does not support exclusion from work for seronegative pregnant women who have occupational contact with children.

However, individual risk assessment should consider the following when deciding on exclusion from work:

- Is the outbreak laboratory confirmed and ongoing
- Is there close contact with children under 6 years of age (usually junior & senior infants and first class) but no close contact with children outside this work setting
- The stage of pregnancy, as in the rare situations when exclusion from work is considered, this should not usually be extended beyond the peak period of risk i.e. 24 weeks gestation

Appendix 9: Heath, Safety & Welfare Training Record

Safety, Health & Welfare Training Record

Title of Training:	
Date of training and amount of time taken:	
Summary of content covered:	
Course Provider/Trainer Name:	
Date for refresher training:	

Name of Attendee	Signature of Attendee

Appendix 10: Manual Handling Guidelines

Manual Handling Guidance

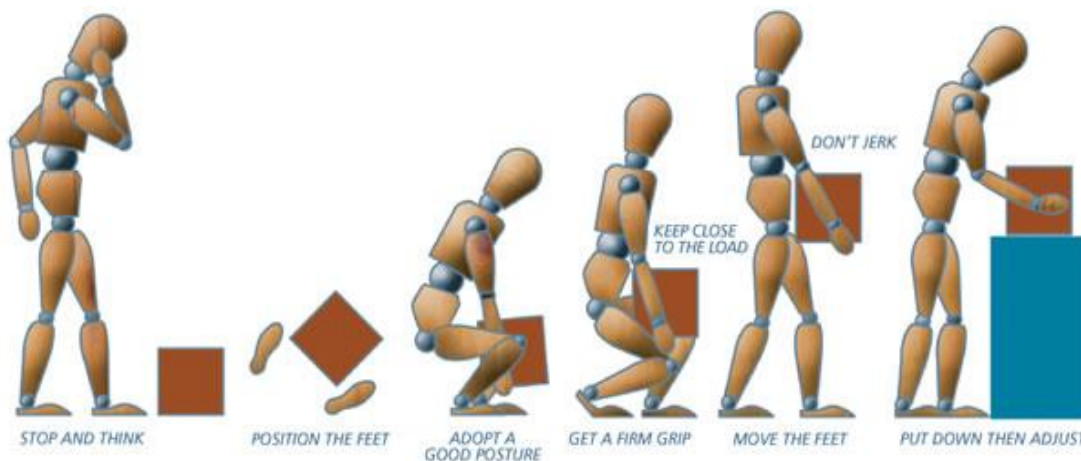
All workers should be trained in Manual Handling and this training should be signed off. In addition Manual Handling Assessments should be carried out on relevant tasks and equipment in the workplace.

Lifting weights that are too heavy or just lifting weights the wrong way, can result in permanent back damage. This damage can be immediate more likely; the back pain will show up over time. It is very easy to avoid this back damage. It just takes good practice and common sense.

Remember....

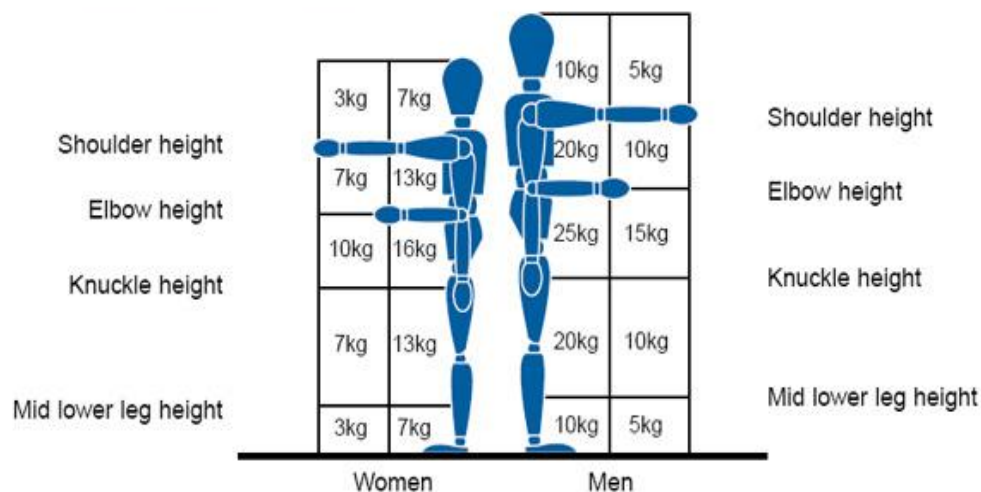
- Get a good grip; keep the load close to your body.
- Keep your back straight.
- Bend your knee; lift with your leg muscles not your back.
- If it is too heavy don't struggle, get help.
- If there is a lot of manual handling involved in your job obtain mechanical aids to reduce the risk of back injury.

The correct method of manual lifting is illustrated in the figure above. Use the strong leg- and thigh-muscles and maintain the natural shape of the spine throughout the lift.



Optimum Weight

HSE Manual handling requirements



Appendix 11: Fire Safety Training Record

Date:

Duration:

Given By:

Subjects covered:

- ☐ What to do on discovering a fire
- ☐ How to raise the alarm, including locations of manual call points
- ☐ Action to be taken upon hearing the fire alarm:
 - ☐ During class time
 - ☐ Out of classroom
 - ☐ During yard time
 - ☐ After school time
 - ☐ Before school or after 'after-school' time
- ☐ Evacuation procedure for alerting visitors
- ☐ Arrangements for calling the emergency services
- ☐ The location and, where appropriate, the correct use of portable firefighting equipment
- ☐ Knowledge of all escape routes
- ☐ How to open all emergency exit doors
- ☐ Appreciation of the importance of emergency doors, not wedging them open, to prevent the spread of smoke and heat
- ☐ Importance of keeping escape routes unobstructed
- ☐ Where appropriate, isolating electrical power, gas supplies
- ☐ Reasons for not using lifts
- ☐ Safe use and risks of storing and working with highly flammable/explosive substances
- ☐ General fire precautions, fire awareness and good housekeeping practices
- ☐ No-smoking policy
- ☐ Special provisions for assisting disabled people and any training needed
- ☐ Identifying fire hazards and fire incidents reporting procedures
- ☐ Equipment fault reporting procedure

I confirm that I have delivered the above subjects to those named on the following attendance form.

Date: _____

Signed: _____

Date: _____

Appendix 12: Fire Control Panel Instructions



**Fire Alarm
Control Panel**



Smoke Detector



Manual call point



Fire Key

If fire alarm sounds:

1. Check **fire alarm control panel** monitor for location of fire. The monitor will indicate if it is a **smoke detector** or a **manual call point** and its location.
2. Assigned fire assistant will check location.

In case of real fire:

3. Leave the alarm on and follow the evacuation procedures.

In case of false alarm:

4. If Smart Monitoring have not contacted a key holder, call them on the number below to inform them that no fire brigade is required.
5. If a **manual call point** has been activated, it will have a red light and a visible yellow strip on the white card. To reset:
 - a. Use **fire key** (hanging beside clock, above fire panel, on key-ring)
 - b. Push the **fire key** into the bottom of the **manual call point**
 - c. Pull down the red panel by grabbing the sides of the red frame
 - d. Remove the **fire key**
 - e. Push the panel back up. The yellow strip should disappear.
6. If a **smoke detector** has been activated, it will have a red light. Open the nearest windows to it and fan the smoke alarm.
7. Once the **manual call point** has been reset or the **smoke detector** has been fanned, the **fire control panel** can be reset. Silence the sounders and press the **RESET** button on the monitor. The monitor should now read '**normal panel operation**'.

Before running a fire drill:

1. Call Smart Monitoring control room on 01 2575800, 10mins beforehand
2. If asked, give the reference number

Appendix 13: Summary of Safety Statement for Staff Induction Booklet

To be completed once statement finalised

Area	Important Points
Staff Welfare in the School	<ul style="list-style-type: none"> Psychological services for staff are provided through the DES 'Inspire Wellbeing' and the DDLETB 'Psychological Support Services'. Contact information is found on the posters in the staffroom. A Wellbeing Committee is set up each year and they arrange activities for staff and children
Roles & Responsibilities for Safety, Health & Welfare	<ul style="list-style-type: none"> Overall responsibility for Health, Safety & Welfare lies with the employer, DDLETB. But there is a statutory obligation on all staff to co-operate effectively in developing & promoting safety, health & welfare in the school. Every individual working, studying or visiting the building has a role and responsibilities to follow in implementing the safety statement. Please look at this section in the statement for details on your specific responsibilities.
Risk Assessments	<ul style="list-style-type: none"> Risk assessments are carried out by staff members annually and sooner if needed around all areas of the building. You should ensure all control measures are followed and remain in place. These hang inside your classroom door.
Emergency Procedures	<ul style="list-style-type: none"> Emergency procedures are posted on the back of each room door. Please familiarise themselves with these. Class teachers should train their class in the first week of each academic year in evacuation procedures, red & blue emergency cards and health & safety Annual training around health & safety guidelines is provided to staff during induction Evacuation drills are undertaken at least once a term. Red & Blue cards are sent to the principal, deputy FAR, or closest staff member when emergency help is needed. Use the RED card if you need help immediately: e.g. medical emergency, child experiencing a serious emotional outburst. Send the BLUE card if something has happened that does not require immediate support. Gas leaks should be reported to management ASAP.
Fire Safety	<ul style="list-style-type: none"> All staff should remain vigilant of any items or action that could cause a fire. In the event of a fire, one should immediately sound the alarm by activating the closest manual call point and follow the emergency evacuation procedures.
First Aid	<ul style="list-style-type: none"> Familiarise yourselves with the location of the nearest first-aid kit, defibrillator and First Aid Responders by looking at the posters located around the school. Please keep the first aid kit in your mainstream classroom filled. All injuries should be recorded in the yard incident book or Aladdin. The principal should be notified of all serious injuries including head injuries. A FAR should be consulted whenever an injury is not considered minor. Staff are kept aware of any child requiring emergency prescribed medication and training is provided. Students complaining of feeling ill are monitored and class teachers contact parents when necessary. If a parent informs you that their child has an infectious disease, please inform the school secretary so the whole school can be informed.
Accidents & Dangerous Occurrences	<ul style="list-style-type: none"> The principal should be notified as soon as possible of all accidents and dangerous occurrences, whether a person has been injured or not. The level of investigation following this will be confirmed by the principal following HSA guidelines.
Monitoring	<ul style="list-style-type: none"> The caretaker should be notified of all broken or damaged furniture or electrical equipment by writing it on his noticeboard in the school office. Any health & safety concerns posing an immediate or high risk should be notified to the principal or deputy immediately.

This overview does not replace the Safety Statement. All staff members must read the school's Safety Statement in full.

Appendix 14: FAR & Defibrillator Location Sign



Your First Aid Responders are:

**The nearest First Aid Box is
situated**



**Your nearest emergency
Defibrillator is situated**

Appendix 15: Safety Committee Poster



YOUR SAFETY COMMITTEE INCLUDES:

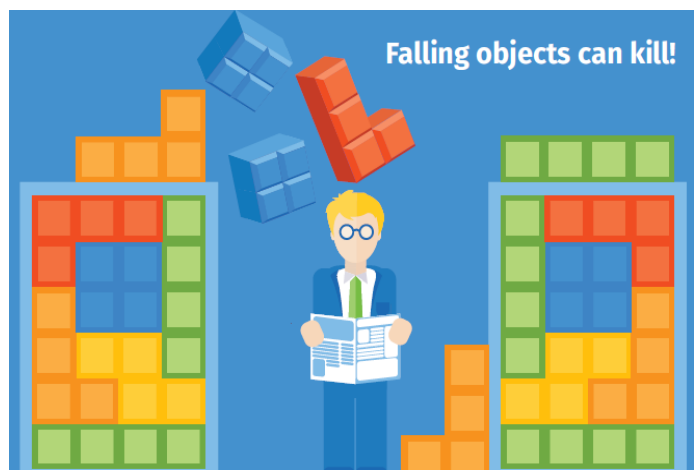
Principal – Mr Mike Byrne
Health & Safety Post holder – Ms Orla Doherty
Caretaker – Mr Jonathan Parsons
Board of Management Rep – Mr Eddie Harman

Report all **ACCIDENTS & NEAR MISSES** to: Mr Mike Byrne and
Ms Orla Doherty

Report any **HEALTH & SAFETY CONCERNS** to Mr Mike Byrne
and Ms Orla Doherty

If you feel your concern puts somebody in immediate risk,
don't wait, report it ASAP

All non-priority **DEFECTS** can be posted to the caretakers
noticeboard



Appendix 16: Safety Committee Risk Assessment Sheet

Risk Assessment Sheet

Date of Safety Meeting: _____

Risks Identified Under Each Level:

High	Medium	Low

Actions to be taken to remove/minimise the risks:

-
-
-
-
-
-
-
-

Issues needing to be escalated: H&S Post Holder Principal Caretaker DDLETB

-
-
-
-
-
-

Signed: _____

Date: _____

Appendix 17: Staff Member Declaration

Safety Statement Declaration

Staff are reminded of the responsibilities of each employee under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety, health and welfare legislation in the 2005 Act and other relevant legislation
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety, health and welfare legislation as appropriate
- taking account of the training and instructions provided by the Board of Management
- correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection
- reporting a breach of safety, health and welfare legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention

Further detail is included in our school's Safety Statement and this should be read in full.

I have read the Safety Statement for Citywest & Saggart CNS and understand my obligations and duties therein. I have clarified any questions I have in relation to the content of the Safety Statement. I understand that these obligations and duties are legal requirements under the Safety, Health & Welfare at Work Act, 2005.

Name (print)	Signature	Date

Appendix 18: Planner for Management of Health, Safety & Welfare

August

Timeframe	Topic	Details	Those responsible	Achieved?
Daily	First Aid	Defibrillator	Caretaker	
Daily	Fire Safety	Fire alarm panel	Caretaker	
Weekly		Smoke detectors, call points & fire alarm system	Caretaker	
Weekly		Emergency lighting: visual inspection of all lights during weekly fire alarm test	Caretaker	

Before School Reopens for Children

	Contractors	List displayed in office including maintenance item, name of business, contact number and account number	Secretary	
	Staff sign-in	Book in place	Secretary	
		Class lists in back of book	Secretary	
	Visitor book	Visitor book in place in reception	Secretary	
		Evacuation & assembly point displayed beside it	Secretary	
	Emergency telephone numbers	List of emergency telephone numbers displayed beside each telephone: office, principals room, support room 7, staffroom, SNU.	Secretary	
	Fire evacuation box	Check contents are in order and walkie-talkies on charge	Secretary	

	Maintenance Records	Maintenance schedule reviewed	Principal & Caretaker	
		Maintenance record/sign in book in place	Caretaker	
		Formal visual inspection of all cables and electrical equipment including: floor cleaner, Hoover, burcos, kettle, microwaves, toasters, sandwich maker, fridges, speaker system	Caretaker	
	Emergency Procedures	Portable alarm located and availability communicated to staff	Principal	
		Assembly point maps & evacuation procedures on back of door of each room	Caretaker	
		Red & blue cards in place in every teaching room, PE hall, library, staffroom, offices	Caretaker	
		Assembly point signs 1-20 present and secure	Caretaker	
	Fire Safety	Extinguishers: Annual check & test discharged	Contractor – annual	
		Emergency lighting: complete test where all batteries are discharged	Contractor - annual	
		Inspection & certification of smoke detectors & fire alarm system	Contractor – 3mths	
		Automatically closing fire doors on alarm	Caretaker – 3mths	
		Gloves in wheelchair accessible toilets	SNAs	
	Supply of PPE	Rubber gloves in sluice room	Caretaker & Cleaner	

	First Aid	Posters of FARs, first aid kits & defibrillator displayed around school: reception, PE hall, yard doors, staffroom, library	H&S Postholder	
		Classroom first aid kits given out	H&S Postholder	
		Full inspection of Defibrillator & associated first aid bag	H&S Postholder	
		Yard bags(2) & yard books set up	H&S Postholder	
		FAR kits: PE hall, staffroom(2) set up	H&S Postholder	
		FAR station set up	H&S Postholder	
		FAR training session	FARs	
	Supply of PPE	Gloves for first aid	H&S Postholder	
	Emergency prescription medicine	Check replacements received: contact parents if not & Update list as meds arrive Set reminders for items due to expire during school year	H&S Postholder	
		Ensure class teacher has supply	H&S Postholder	
		Ensure training needs of staff administering is met	Principal & H&S postholder	
	Fire safety	Fire assistants appointed and specific duties allocated	Principal & H&S postholder	
	Emergency Procedures	Priority list created of children with SNA access for evacuation support	Principal & H&S Postholder	
		Temporary evacuation roll call sheets distributed	Secretary	
	Risk assessments	Risk assessments completed by all staff	H&S postholder to coordinate	
		Risk assessment copied and displayed in poly pocket inside door of room	H&S Postholder	
		Completed risk assessments filed in H&S folder	H&S Postholder	
	Training	Safety, health & welfare training for staff: Safety statement, risk assessments	H&S Postholder	
		Induction of new staff: Detailed H&S training	H&S Postholder	
		Fire prevention training: Safety, prevention, evacuation, location of extinguishers	H&S Postholder	
		Fire extinguisher training	Contractor	
		Staff declarations regarding safety statement	H&S Postholder	
		Fire assistant training	H&S Postholder	
	Renters	List displayed in office including location rented, days, times and collection points	Afterschools Post holder	
		Indemnity letter, proof of insurance and form of agreement signed by each renter	Afterschools Post holder	
		Inform DDLETB of renters	Afterschools Post holder	
	Safety committee	First meeting of year to include: safety walkthrough	H&S Postholder to coordinate	
		review of risk assessments	Safety committee	
		risk assessment action list	Safety committee	
		Updated safety committee poster in staffroom	H&S postholder	
	H&S report to BOM		BOM H&S representative	

Term 1

Timeframe	Topic	Details	Those responsible	Achieved?
Daily	Fire Safety	Fire alarm panel	Caretaker	
Weekly		Smoke detectors, call points & fire alarm system	Caretaker	
Weekly		Emergency lighting: visual inspection of all lights during weekly fire alarm test	Caretaker	
Daily	First Aid	Defibrillator	Caretaker	
Weekly		Yard bags(2)	H&S Postholder	
Weekly		Yard books(2)	H&S Postholder	
Weekly		FAR station	H&S Postholder	
Ongoing		FAR kits: PE hall, staffroom(2)	H&S Postholder	

September

Week 1	Safety training for students	Evacuation procedures, red/blue card, health & safety in the building	H&S Postholder	
Week 3	Emergency procedures	Permanent evacuation rolls laminated and distributed	H&S Postholder	
Week 4	Fire drill	Notify all staff & record time in Fire register & email time to DDLETB Review and record necessary actions	H&S Postholder	
	Staff Wellbeing	Committee formed Staff noticeboard updated: Inspire details, DDLETB psychological services, work stress poster(appendix 11)	Principal Wellbeing committee	

October

	First Aid	FAR training session	FARs	
	Student council	Group formed Brief talk about their health, safety and welfare responsibilities in the school	Student Council Co-ordinator	

November

	First Aid	FAR training session	FARs	
	Safety committee	Meet to discuss progress on risk assessment actions	H&S postholder to coordinate	
		Safety walkthrough	Safety committee	
	Fire Safety	Inspection & certification of smoke detectors & fire alarm system	Contractor – 3mths	
		Emergency lighting: full test for 1/2hr	Caretaker – 3mths	
		Automatically closing fire doors on alarm	Caretaker – 3mths	
		Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

December

Monthly	First Aid	FAR training session	FARs	
	Fire Safety	Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

Term 2

Timeframe	Topic	Details	Those responsible	Achieved?
Daily	Fire Safety	Fire alarm panel	Caretaker	
Weekly		Smoke detectors, call points & fire alarm system	Caretaker	
Weekly		Emergency lighting: visual inspection of all lights during weekly fire alarm test	Caretaker	
Daily	First Aid	Defibrillator	Caretaker	
Weekly		Yard bags(2)	H&S Postholder	
Weekly		Yard books(2)	H&S Postholder	
Weekly		FAR station	H&S Postholder	
Ongoing		FAR kits: PE hall, staffroom(2)	H&S Postholder	

January

	First Aid	FAR training session	FARs	
		Classroom first aid kits	Class teachers	
	Renters	Update list displayed in office including location rented, days, times & collection points	Afterschools postholder	
		Indemnity letter, proof of insurance and form of agreement signed by each renter	Afterschools postholder	
		Inform DDLETB of renters	Afterschools postholder	
	Electrical safety	formal visual inspection of all cables and electrical equipment including: floor cleaner, Hoover, burcos, kettle, microwaves, toasters, sandwich maker, fridges, speaker system	Caretaker	
	Fire Safety	Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

February

	First Aid	FAR training session	FARs	
	Fire drill	Time only known to designated members of safety committee	H&S postholder	
		Record time in Fire register & email time to DDLETB		
		Review and record necessary actions	H&S postholder coordinate	
	Fire Safety	Inspection & certification of smoke detectors & fire alarm system	Contractor – 3mths	
		Emergency lighting: full test for 1/2hr	Caretaker – 3mths	
		Automatically closing fire doors on alarm	Caretaker – 3mths	
		Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

March

	Safety committee	Meet to discuss progress on risk assessment actions	H&S Postholder to coordinate	
		Review any incident reports or dangerous occurrences	Safety Committee	
		Safety walkthrough	Safety committee	
	First aid	FAR training session	FARs	
	Fire Safety	Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

Term 3

Timeframe	Topic	Details	Those responsible	Achieved?
Daily	Fire Safety	Fire alarm panel	Caretaker	
Weekly		Smoke detectors, call points & fire alarm system	Caretaker	
Weekly		Emergency lighting: visual inspection of all lights during weekly fire alarm test	Caretaker	
Daily	First Aid	Defibrillator	Caretaker	
Weekly		Yard bags(2)	H&S Postholder	
Weekly		Yard books(2)	H&S Postholder	
Weekly		FAR station	H&S Postholder	
Ongoing		FAR kits: PE hall, staffroom(2)	H&S Postholder	

April

	First Aid	FAR training session	FARs	
		Classroom first aid kits	Class teachers	
	Renters	Update list displayed in office including location rented, days, times and collection points	Afterschools postholder	
		Indemnity letter, proof of insurance & form of agreement signed	Afterschools postholder	
		Inform DDLETB of renters	Afterschools postholder	
	Fire Safety	Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

May

	First Aid	FAR training session	FARs	
	Fire drill	Time only known to designated members of safety committee	H&S postholder	
		Record time in Fire register & email time to DDLETB		
		Review and record necessary actions	H&S postholder coordinate	
	Incoming students	Safety provisions met for any incoming children with needs	Principal & H&S postholder	
		PEEPs in place for any incoming children with relevant additional needs. Placed with class evacuation instructions		
	Training	Review training needs of staff	Principal & H&S postholder	
	Fire Safety	Inspection & certification of smoke detectors & fire alarm system	Contractor – 3mths	
		Emergency lighting: full test for 1/2hr	Caretaker – 3mths	
		Automatically closing fire doors on alarm	Caretaker – 3mths	
		Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

June

	First Aid	FAR training session	FARs	
	Safety committee	Meet to discuss progress on risk assessment actions	H&S Postholder to coordinate	

		Review any incident reports or dangerous occurrences	Safety Committee	
		Safety walkthrough		
	Review safety statement	Review and updating of Safety Statement Audit by BOM using Appendix 20	H&S postholder to coordinate	
	Fire Safety	Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	

On Closure of School

	Emergency prescribed medication	All prescribed meds returned to office Dates checked on all medications Parents notified if new items needed	Secretary	
	Paperwork	Yard books collected and filed	H&S postholder	
		All incident reports filed for year	H&S postholder	
		Summary of years accidents & dangerous occurrences	H&S postholder	

July

	Fire Safety	Extinguishers: not discharged, seal intact, correctly mounted, inspection not overdue	Caretaker – monthly	
	Electrical safety	formal visual inspection of all cables and electrical equipment including: floor cleaner, hoover, burcos, kettle, microwaves, toasters, sandwich maker, fridges, speaker system	Caretaker	

Every 2yrs, formal visual inspection of desktop computers, IWBs, photocopiers. Every 6mths, formal visual inspection of floor cleaner, hoover, burcos, kettle, microwaves, toasters, sandwich maker, fridges, speaker system

Appendix 19: Action Plan

Item	Details	Person Responsible	Time Frame	Checked
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Items requiring minimal organisation to be completed ASAP

DDLETB Psychological Services	poster in staffroom	H&S postholder	12 th June	
Inspire Wellbeing	poster in staffroom	H&S postholder	12 th June	
Portable alarm	located	Principal		
Emergency telephone numbers	beside each phone	H&S postholder	12 th June	
Policies	Check stated list of policies are on drive	H&S postholder	12 th June	
	Critical incident procedures include steps	H&S postholder	12 th June	
Visitor book	GDPR compliant	Principal	ASAP	
	Sign beside book with assembly space & evacuation procedures	H&S postholder	12 th June	
Hang Health & Safety Policy in school	Hang in lobby	H&S postholder	12 th June	
Extinguishers	Check service provider and history on	H&S postholder	12 th June	
Fire blankets	In each kitchen?	H&S postholder	12 th June	
Seals	on defib, FAR bags, Staffroom first aid box	H&S postholder	12 th June	
Infectious disease	letters on Aladdin	H&S postholder	12 th June	
Health & safety file	in principal's office	Principal	ASAP	
H&S staff notices	Designate area in staffroom	H&S postholder	12 th June	
Committee	poster in staffroom	H&S postholder	12 th June	
Fire register book	Order	H&S postholder	12 th June	
map	Attach to fire register book	H&S postholder	12 th June	
Locate	electrical shut off, gas supply shut off, mains water inlet,	Caretaker	ASAP	
Manual call point key in place		H&S postholder	12 th June	
Update fire alarm panel	with photos and instructions for new one	H&S postholder	12 th June	
workplace stress	poster up	H&S postholder	12 th June	
Gas leak	posters up in staffroom, office, sluice room, plant room	H&S postholder	12 th June	
Maintenance Register	Sign beside book with assembly space & evacuation procedures	H&S postholder	12 th June	
Register	named person for overseeing fire safety	Principal	ASAP	

Items requiring some organisation, due ASAP, but by August

Updated list of regular contractors in office	maintenance item, name of business, contact number and account number	Secretary	ASAP	
Maintenance schedule		Principal	ASAP	
Maintenance register	Book signed by contractors on arrival & departure	Principal	ASAP	
PPE	Gloves: first aid & wheelchair toilets	H&S postholder	ASAP	

	Rubber gloves: sluice room		
No smoking	signs on campus	Principal	ASAP
Fire permit	appendix	H&S postholder	ASAP
First aid bags in place		H&S postholder	ASAP
Community noticeboard	Put up outside	Caretaker	ASAP

Items required before reopening of school at end of August

Risk assessments	Checked & signed by staff	H&S postholder	Aug
	Copy in poly pocket inside door	H&S postholder	Aug
	Master copy in H&S folder	H&S postholder	Aug
Evacuation procedures	on door and/or beside workspace	H&S postholder	Aug
Staff Codes	for dangerous intruder, intruder, bomb scare communicated to staff	Principal H&S postholder	Aug
Communicate statement	Email statement to community, on website, on drive, in office	Principal	Aug
Safety committee first meeting		H&S postholder	Aug
BOM	to complete safety, health & welfare audit	H&S postholder & Safety Committee	Aug
High vis jackets	Order for yard and fire	Secretary	Before school reopens
Walkie-talkies	Check working, need 1 more	H&S postholder	Before school reopens
Fire box in office:	high-vis, walkie-talkie, fire register,	H&S postholder	Before school reopens
Evacuation Clipboard	with whole school checklist	H&S postholder	Before school reopens
Fire assistant	whiteboard in office	H&S postholder	Before school reopens
Prescription medication	bags in office with instructions	H&S postholder	Before school reopens
Class lists	in back of staff book	H&S postholder	Temp from 1 st day of school. Permanent by end of sept.

Items due in time for named event

Uniform formal agreement for renters	Responsibilities of both parties in terms of estate management, procedures, controls.	Principal	Sept
Risk assessment for renters	Create with individuals. Master started for hall, classroom. Amend based on activity	Afterschools postholder	Sept
New children	Mid-year induction procedures	H&S postholder	Sept
New staff	Mid-year induction procedures	H&S postholder	Sept
Sub	list of items to cover	H&S postholder	Sept

Training required: to be reviewed by Principal and H&S Postholder and timeframe agreed.

HSA online safety course	Mike, BOM rep, caretaker	Those listed
HSA slips & trips	Caretaker, cleaner	Those listed
H&S inspection list	Explain to caretaker	Principal & H&S Postholder
Manual handling	Caretaker	Principal & H&S Postholder
First Aid responder	More to train	Principal & H&S Postholder
General first aid training	All staff	Principal & H&S Postholder
Safety rep training	If necessary	Principal & H&S Postholder
Fire warden training	Orla, mike, caretaker if necessary	Principal & H&S Postholder