

Woodland National School Safety Statement

Safety, Health and Welfare at Work Act, 2005

Summary

The Safety, Health and Welfare at Work Act, 2005 is to ensure that all work places are safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The act covers all persons at work – employers, employees and the self-employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them.

Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Safety Representative will be the person who holds the position of responsibility for Health and Safety and who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The National Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

Statement on General Policy

The Board of Management Woodland National School recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of The Board of Management of Woodland National School and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

Signed.

Susan Kenny

Mrs Susan Kenny
Chairperson Board of Management.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Woodland National School

1.1 The members of the Board of Management of Woodland National School are:

Chairperson:	Mrs Susan Kenny
Secretary:	Ms Margaret Peoples
Other Board Members:	Rev. Brian Quinn Mr Seamus Hughes Mrs Carol McDaid Mrs Evelyn O'Malley Dr Manuel Catena Dr Patricia Slevin

1.2 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- b) The design, provision and maintenance of safe means of access to and from places of work.
- c) The design, provision and maintenance of plant and machinery
- d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- e) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- f) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- g) The preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries, etc.
- h) The safety and prevention of risk to health at work in connection with use of any article or substance.
- i) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of the employees e.g. advisors from HSE, Fire Service etc.
- j) The continuing updating of the Safety Statement.
- k) The provision of arrangements for consultation with employees on matters of Health and Safety.
- l) The provision of instruction to staff on proper lifting techniques of pupils and guidelines for dealing with pupils with challenging behaviour.

1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students, and any person legitimately conducting school business and the public.

1.5 The Board of Management of Woodland National School will ensure that the provisions of the Safety Health and Welfare at Work Act, 2005 are adhered to.

Duties of employees

1. It is the duty of every employee while at work:
 - a) To take reasonable care of his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
 - b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
 - c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare of persons arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Consultation and information

It is the policy of the Board of Management of Woodland National School:

- a) To consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard control forms.
- b) To make a copy of the Safety Statement available to all present and future staff,

- c) That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- d) That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

All staff and the Board of Management will complete Hazard Control Forms, Some Hazards can be rectified but others remain constant. Hazards that can be rectified or minimised will be dealt with as a matter of urgency

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of Woodland National School that:-

- a) There is an adequate supply of fire extinguishers which will deal with any type of fire
- b) All fire equipment is identified and regularly serviced
- c) Regular Fire drills take place at least once a term
- d) Fire alarms are clearly marked
- e) Signs will be clearly visible to ensure visitors are aware of exit doors
- f) An assembly area is designated outside each building, (specify location for your school)
- g) Those leaving buildings/classrooms should notify class teacher
- h) Exit signs are clearly marked
- i) There will be a named person responsible for each assembly area during fire drills.
- j) The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented
- k) The class teacher will be responsible for fire evacuation and fire drills procedures.
- l) All electrical equipment will be unplugged/turned off outside school hours and when classrooms are vacated for lengthy periods

2. Other Hazards

- a) In the event of ice on areas of the yard, the care-taker will apply salt/sand to the affected areas. If the care-take is unavailable the responsibility will be assigned by the Principal.
- b) The surface of some of the playing areas may be uneven, rocky and potentially hazardous.
- c) Some classroom windows open out at head level.
- d) On occasions the tiled surface of classrooms, hallways, stairs and toilets become slippery due to condensation and pose a risk.
- e) There are goalposts on the school football pitch (See Appendix 4 for Goalpost Safety Plan)
- f) Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- g) During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical Appliances.

It is the policy of the Board of Management of Woodland National School that: Machinery, Kitchen Equipment and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of Woodland National School that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a secure area, and protection provided for use when handling them.

3. Drugs / Medications

It is the policy of the Board of Management of Woodland National School that all medications, drugs, etc., be kept in a proper medication cabinet, locked at all times keys of which is kept in a secure and safe place. The school policy in regard to the administration of medication to pupils as outlined on page 8 of this statement.

4. Highly Polished or Wet Floors

It is the policy of the Board of Management of Woodland National School that:-
Floors will not be polished or made slippy.

That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be used.

5. The Code of Behaviour

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

6. Access to employees is by consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

7. Accidents and Injuries.

However vigilant the School Staff is in relation to pupil safety, accidents will happen and correct procedure in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 3.

8. Bullying

The Woodland National School Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in

accordance with the INTO publication ‘**Working Together: Procedures and Policies for Positive Staff Relations (2000)**’ and our ‘**Dignity at Work Statement**’ included as Appendix 5.

Trained First Aid Personnel

It is the policy of the Board of Management of Woodland National School that:-

Employees will be available to apply Basic First Aid to other employees and children.

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Elastoplast Plasters
- Wasp Eze
- Tape
- Savlon Antiseptic Disinfectant
- Cotton Bandage
- Burn Eze
- Antiseptic Wipes
- Scissors
- First Aid Chart
- Disposable gloves which must be used at all times when administering First Aid.

Hand Sanitiser will be available and should be used before and after administering First Aid. A First Aid kit is provided to each SNA on yard duty and are also available in the kitchen and also in the secretary’s office. The SNA and teacher will administer basic first aid to children during break times.

Other items

Visitors

Persons coming onto the school premises must identify themselves clearly to the secretary. Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises.

It is the policy of the Board of Management of Woodland National School to minimise school pollution – room to room, yard to room, etc.

When people are working on the premises with drills or other loud implements they must wear protective ear muffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

When a child who needs to be lifted is enrolled in the school, suitable support services and equipment must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of up to fifteen pupils per teacher or SNA but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat.

Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin text service, local media, school website etc.

In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.

Administration of Medicines

In accordance with guidelines issued to teachers by the INTO it is recommended that if a parent requires a child to be administered medication in school, the following procedure should be adhered to:

- The parent should write to the Principal/Board of Management requesting that a member of staff be authorized to administer the medication. This must be accompanied by a signed indemnity form.
- The request should also contain written instructions of the procedure to be followed in administering the medication and whether the child should be responsible for his/her own medication.
- Written advice should be provided to the Board of Management on the storage of the medication, including pharmaceutical requirements (eg. Refrigeration if necessary).
- The smallest dose should be brought to the school, preferably by the parent, with clear written instructions giving the name of the pupil. Glass containers are unsuitable to be carried by the pupils.

Obviously, it is preferable that medical practitioners would arrange times for medication so that they don't coincide with school time. However, if this is unavoidable, then the above procedure should be adhered to. Indemnity forms are available in the Secretary's office.

Tasks that Children should not be asked to do at School.

The concern for safety should at all times be paramount in teachers' minds. The following is a list of tasks which children should never be asked to do. For instance if a child were to hurt or injure himself/herself or

put him/herself at risk while carrying out any of these tasks, a legal case could be brought against the teacher concerned.

1. Cleaning up after a child who has been sick in school.
2. Plugging in the kettle or other electrical equipment.
3. Staying back after school hours to tidy up, without their parents' permission.
4. Cleaning up after a child who is wet or soiled.
5. Carrying hot drinks.
6. Being sent on messages on their own. There should always be two children sent on messages.
7. Carrying heavy equipment
8. Administering first aid.
9. Being requested to take a tablet for a headache etc. or to bring tablets from one teacher to another.
10. Carrying sensitive notes.
11. Collecting money on their own for teachers/unsupervised collection of money from other teachers/pupils.
12. Or any other such activities which place children at risk.

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

Timeframe for Implementation

The revised policy will be implemented from 9th October 2019

Timeframe for Review

This policy is reviewed annually.

Responsibility for Review

The BOM will be responsible for reviewing the policy.

Ratification and Communication

The Board of Management ratified this policy on 7th December 2020.

Signed: Susan Kenny,
(Chairperson, BOM)

Health and safety procedures

Reporting Hazards

1. Staff member reports the hazard to Health & Safety Representative.
2. Health & Safety Representative logs the report in the Hazard Report Log
3. Health & Safety Representative sends the report to the Principal/Board of Management
4. Board of Management completes the report, indicating if necessary what steps are to be taken to resolve the issue.
5. Hazard Report sent back to the Health & Safety Representative for filing and or follow-up.

Safety Representatives' Checklist for School Inspections

Inspection Checklist

1. Circulation areas

1.1 Passages

- 1.1.1 floor surfaces are even and are not slippery;
- 1.1.2 passages are adequately lit;
- 1.1.3 litter or rubbish has not been allowed to accumulate;
- 1.1.4 mats, etc, are not positioned in such a way as to be tripping hazards;
- 1.1.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

1.2 Doors and Windows

- 1.2.1 doors are unobstructed;
- 1.2.2 doors with glass windows have toughened or laminated glass;
- 1.2.3 there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles;
- 1.2.4 windows are not broken or cracked;
- 1.2.5 windows open easily without undue force being applied;
- 1.2.6 windows do not jut out dangerously when open;
- 1.2.7 windows are cleaned regularly;
- 1.2.8 windows do not have broken fastenings or cords;
- 1.2.9 where necessary, a window pole is available.
- 1.2.10 Doors are not allowed to swing freely without restraint.

2 Heating and Ventilation

- 2.1 the heating system is regularly serviced and maintained in good order
- 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
- 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
- 2.4 windows can be easily opened to allow for adequate ventilation

3 Fire Safety

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least twice per year;
- 3.8 fire doors open outwards and are not held or wedged open;
- 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- 3.11 the fire alarm system is tested at regular intervals whilst the school is in session (fire drills) to ensure that it works and is audible in all parts of the building;
- 3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

4 Electrical Equipment

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- Equipment is correctly wired and earthed;
- Plugs are correctly wired;
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- The mains supply is still capable of meeting the maximum demand.
- The distribution system (i.e. sockets, bench supplies etc., is suitable for the type of work being carried out;
- The isolating switches are marked, well-sited, accessible and known to staff;
- Residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

- 4.2.3. all the light fittings are working and are kept in a clean condition;
- 4.2.3. light switches are not broken and appear to be in a safe condition;
- 4.2.3. the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Sockets/Leads

Visually check that:

- 4.3.1. plugs are in good condition with no cracks or pieces missing;
- 4.3.2. sockets are in good condition with no cracks or pieces missing;
- 4.3.3. socket screws and mountings are secure;
- 4.3.4. sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 4.3.5. indicator lights on sockets function correctly;
- 4.3.6. insulation on leads is not cracked or frayed;
- 4.3.7. leads are without knots or joins and are reasonably free of 'kinks';
- 4.3.8. Leads are the correct length for the equipment being used;
- 4.3.9. there are no trailing leads;
- 4.3.10. leads and flexible cable are securely fixed at both equipment and plug ends

4.4 Equipment

- 4.4.1. fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 4.4.2. copies of manufacturers' instructions/operating manuals are easily accessible;
- 4.4.3. equipment is only being used for purposes for which it was intended;
- 4.4.4. where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- 4.4.5. on/off indicator lights function correctly;
- 4.4.6. equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.7. all items of electrical equipment are properly and regularly maintained and serviced.

5 First Aid

- 5.1 notices are posted in prominent positions detailing:
 - location of first aid boxes;
 - telephone number for local doctor, Gardaí, hospital.

- 5.2 first aid boxes are readily available and adequately stocked with,
- a card with general first aid guidance;
 - a supply of individually wrapped sterile adhesive dressings;
 - sterile eye pads, with attachments (e.g. standard dressing);
 - Triangular bandages (preferably sterile, but if not, sterile covering appropriate for serious wounds should also be included);
 - Safety pins;
 - Selection of medium, large and extra large sterile medicated dressings;
 - Disposable gloves;
 - Crepe and roller bandages;
 - Cotton wool;
 - Forceps or tweezers and scissors
 - Antiseptic cream
- 5.3 the accident book is readily available and kept up-to-date

6 General Purpose Classrooms

- 6.1 hazards are not arising from overcrowded classrooms;
- 6.2 all cupboards, fixed blackboards, display units are stable;
- 6.3 classroom furniture is not damaged;
- 6.4 wherever possible, there are no sharp edges or corners on the furniture;
- 6.5 furniture is positioned safely;
- 6.6 all shelf mountings are secure.

7 Gymnasia and Halls

- 7.1 first aid boxes are easily accessible;
- 7.2 floors are clean, even, non-slip and splinter proof;
- 7.3 all brackets securing ropes, wall bars etc. are sound;
- 7.4 PE equipment is stored securely and positioned so as not to cause a hazard;
- 7.5 There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 7.6 Wooden beams, benches, etc are free from splinters and generally sound;
- 7.7 Vaulting horses, beams and benches are stable and do not wobble when in use;

8 Non-teaching Areas

8.1 Offices

- 8.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

8.2 Kitchen Areas

- 8.2.1 the kitchen/dining area is kept clean;
- 8.2.2 the kitchen floors are sound and non-slip, especially when wet;
- 8.2.3 equipment is adequately guarded.
- 8.2.4 First aid box available in kitchen area.

8.3 Boiler Rooms

- 8.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 8.3.2 all safety devices in the boiler room are in proper working order;
- 8.3.3 the boiler is regularly maintained by a competent person;
- 8.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

8.4 Staff Facilities

- 8.4.1 the staff room is clean, warm and well lit;
- 8.4.2 there is provision for tea and coffee to be made;
- 8.4.3 staff sanitary facilities are suitable, sufficient and properly cleaned.

8.5 Hygiene

- 8.5.1 Soap
- 8.5.2 Hand drying facilities
- 8.5.3 Hot water
- 8.5.4 Toilet paper
- 8.5.5 Litter bin per classroom
- 8.5.6 Provision for disposal of sanitary towels
- 8.5.7 Safe, suitable, sufficient and properly cleaned sanitary facilities.

8.6 Outside Area

- 8.6.1 there are no uneven/broken/cracked paving slabs;
- 8.6.2 outside steps are secure, with a firmly fixed handrail;
- 8.6.3 roofs, guttering, drain pipes, etc. are as far as can be seen, sound and well maintained;
- 8.6.4 all play areas, especially sand pits, are kept clean and free from glass;
- 8.6.5 outside play/PE appliances are securely anchored;
- 8.6.6 outside lighting works and is sufficient;
- 8.6.7 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- 8.7.8 All Caretaker's maintenance/equipment is kept stored securely.

APPENDIX 1: Fire Evacuation Procedure

1. Alarm
2. Call the fire brigade
3. Evacuation
4. Assembly
5. Roll Call
6. Tackle the fire

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

Call the Fire Brigade

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

Evacuation

On hearing the alarm, pupils will stand by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady pace to the place of assembly led by their teacher in case they need to change route due to fire. The teacher will remind the last child out to close all doors. Any children on the corridors will go to the nearest adult or exit if no adult nearby and will join their class in the assembly area. Children with an SET will be brought to their class by the SET who will then return to their designated assembly area.

Assembly

The places of assembly are the Ball Court, Parents' Car Park and Teachers' Car Park and all classes will stand together in lines according to class.

Roll Call

Immediately the classes have gathered at the place of assembly, count will be taken, by the Class Teacher. If anyone is missing an immediate search by the staff will be made.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A Test fire drill will be held at least once a term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

APPENDIX 2: Hazard Control Form

HAZARD CONTROL FORM			
Hazard	Action Taken	Date Remedied	Person Responsible

APPENDIX 3: Procedure in the event of an Accident/Serious Illness

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication.
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
 - In such circumstances, repeated attempts will be made to contact parents.
 - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.

APPENDIX 4: Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

- 1 Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
- 2 Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
- 6 When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.
- 7 Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.
- 8 Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
- 9 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
- 10 Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.
- 11 Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

APPENDIX 5:

Woodland National School Dignity at Work Policy: Building & Maintaining a Positive and Effective Work Environment

Introduction:

This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002*: S.I. No. 78 of 2002 and S.I. 208 of 2018

Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular, 40/97, 61/17 and 62/17 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*"

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “*improper conduct or behaviour*” likely to put health and safety at risk.

Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual’s right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.

Woodland National School

Updated Risk Assessments to minimise the risk of being exposed to Covid-19

The process involved consultation with school staff.

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management of Woodland NS to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Woodland NS. Projects in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

Severity x Probability = Risk Rating

Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

Probability/Likelihood

Probability Rating	Interpretation	Numerical Value
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<p>Emergency – Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p>	<p>Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.</p>
11 – 15	<p>Severe and Serious</p> <p>If an incident were to occur, it would be likely that an injury requiring medical treatment would result.</p>	<p>Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.</p>
6 – 10	<p>Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p>	<p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p>
1 – 5	<p>Trivial or Negligible</p> <p>If an incident were to occur, there would be little likelihood that an injury would result</p>	<p>No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.</p>

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required 	Negligible	Board of Management Principal Staff
Assessment Date: August, 2020			Assessor's Name:	

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any Staff Member displaying symptoms must self-isolate for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor. Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
<p>Assessment Date: August, 2020</p>		<p>Assessor's Name:</p>		

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	The Board of Management will ensure that: <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities will be shut down ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of canteen/kitchen or other communal facilities ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied regularly throughout and at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards 	Requires monitoring	Board of Management Principal Staff Visitors
Assessment Date: August, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age + • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposal of cleaning cloths and used wipes in a rubbish bag. Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use 	Requires monitoring	Board of Management Principal Staff
Assessment Date: August, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Office and administration areas		Risk Rating with controls	Action implementation
		Controls			
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (temp of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. 		Requires monitoring	Board of Management Principal Administration staff
Assessment Date: August, 2020			Assessor's Name:		

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face coverings and visors will be provided to all staff and will be used when 2m social distancing is not possible.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use. Gloves will be worn for First Aid and intimate care as before.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	Requires monitoring	Board of Management Principal Staff
Assessment Date: August, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance 	Requires monitoring	Board of Management Principal Staff	
Assessment Date: August, 2020			Assessor's Name:		

Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 	Requires monitoring	Board of Management Principal Staff
<u>Assessment Date:</u> August, 2020			<u>Assessor's Name:</u>	

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19	Risk Rating with controls	Action implementation
		Controls		
<p>Staff Pupils Visitors Contractors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. 		Requires monitoring	Board of Management Principal Staff
<u>Assessment Date:</u> August, 2020			<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ When cleaning, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluid from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
Assessment Date: August, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of</p> <p>If possible, keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and cleaning can take place as normal.</p>		<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
Assessment Date: August, 2020			Assessor's Name:		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Laundry</p> <ul style="list-style-type: none"> ✓ Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. Do not shake dirty laundry in order to minimise the possibility of dispersing the virus through the air. ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known ✓ All waste should be stored safely and kept away from children. You should not put waste in communal areas until negative test results are known or the waste has been stored for at least 72 hours. ✓ If the individual tests negative, the waste can be put in with the normal waste. ✓ If the individual tests positive then store it for at least 72 hours and put it in with the normal waste. 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p>Assessment Date: August, 2020</p>		<p>Assessor’s Name:</p>		

Who may be affected?	Identified Risks	Travel to and from work	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	Requires monitoring	All staff
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Dropping off and picking up of pupils		Risk Rating with controls	Action implementation
		Controls			
<p>Staff Pupils Parents/guardians Bus and taxi drivers Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures.</p> <p>There will be pre-agreed staggered arrival times for school buses.</p> <p>Parents/guardians will be required to wait in their car in the school carpark</p> <p>Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up.</p>		Requires monitoring	<p>Board of Management Principal Staff Bus and taxi drivers</p>
Assessment Date: August, 2020			Assessor's Name:		

Who may be affected?	Identified Risks	Visitors to school	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	Requires monitoring	Board of Management Principal
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		
<p>Staff Pupils Drivers Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Delivery personnel</p>
<p>Assessment Date: August, 2020</p>		<p>Assessor's Name:</p>		

