**Our Lady of Victories Girls’ School**

**Health and Safety Statement**



**School Address: Ballymun Road, Dublin 9**

**Roll number: 18911R**

**School Patron: Archbishop of Dublin**

**The objectives of this Safety Statement are as follows:**

To demonstrate the school’s commitment in writing to safeguarding the health & safety of all staff, pupils, sub-contractors and visitors and also ensuring that all health & safety laws and standards are reviewed and maintained.

To provide a controlled document accessible to all staff in order to record the evolution of the school’s health & safety policy which becomes necessary due to the changing environment.

To provide evidence that all policies used to ensure health & safety objectives are implemented & documented in order to assist those who must execute them, while also providing a reference for those who need to assess and audit the levels of health & safety being achieved.

To help identify any training requirements that need to be fulfilled for suitably qualified personnel to carry out the policies contained within this manual.

**Health & Safety Policy of Our Lady of Victories Girls’ School**

It is the intention of the Board of Management (BOM) that all school work and associated activities will be conducted in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable practicable measures will be taken to avoid risk to all its pupils, staff, sub-contractors, visitors or others who may be affected.

The principal has the responsibility for implementing this policy and ensuring that all health & safety considerations are always given priority in planning and day to day supervision of work.

All staff members and contractors are expected to cooperate with the school management in carrying out this policy and must ensure that their own work, insofar as is reasonably practicable, is carried out without risk to themselves or others.

The safety representative will represent the interests of all staff members and pupils with respect to health, safety & welfare and reference should be made to this person in the event of any difficulty arising in the implementation of this policy. The safety representative does not have responsibilities with respect to the implementation of health and safety in this school but is entitled to report on all safety issues that concern pupils, staff, parents and visitors to the principal/board of management.

The principal and school management will monitor the operation of this statement which will be available throughout the school. In addition the organisation and arrangements for implementing this policy will be available for reference for any staff member, sub-contractor, parent or visitor as required

**Roles & Responsibilities**

It is the Board of Management’s responsibility to ensure that a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.

**Safety Representative Role**

The safety representative of Our Lady of Victories Girls School is entitled to engage in the following activities as required:

* Consult with and make recommendations to the BOM on all safety, health & welfare matters relating to all employees working for the school.
* Investigate accidents & dangerous occurrences in the school grounds in order to find out the causes and to help identify any remedial or preventive measures necessary.
* Consult the Health & Safety Authority/Inspector either orally or in writing about any aspect of safety, health and welfare in this school. The safety representative may receive advice and information from the Inspector on such matters.
* Carry out inspections in the school grounds to identify hazards and risks to safety & health.
* Discuss health & safety matters in confidence with other employees.
* Investigate situations where there is reasonable fear of risk of personal injury to employees represented or where complaints have been made by employees about potential hazards.
* Engage with the Health & Safety Authority/Inspectors upon arrival at the school.

**Staff Responsibilities**

* It is each individual staff member’s duty to adhere to safe systems of work as outlined in this safety statement while also complying with all instructions provided by the Board of Management
* Staff members are required to cooperate with the board of management on all health & safety issues and must highlight any defects in the buildings, equipment or the systems of work without delay.

(Staff Refer to Appendix 1 for Supervisor Safety Procedures)

**Safety** **Consultation Group Rights**

The internal safety consultation group (principal, safety officer, safety representative, fire wardens, first aiders and caretakers) must ensure that the safety interests of all employees, pupils, visitors etc is represented in a structured manner.

Other consultation groups that meet and review health & safety as part of their agenda include the BOM and parent-teacher groups.

**Arrangements for Safe Working**

# Safety Reviews

The safety representativehas the right to represent all staff members and pupils when reviewing health & safety issues with management.

These reviews should include some or all of the following:

* Progress report on the implementation of the safety statement
* Examination of the accident/incident record
* Risk assessment review
* Practical health & safety suggestions or solutions from management/employees
* Safety & health training needs and reports on safety training courses attended by employees

The safety officer must track any safety issues for closure & implementation and ensure feedback is provided to all staff members and management, on the progress of the health & safety system.

The safety officer will ensure that this safety statement is reviewed annually.

**Safety Induction, Training & Awareness**

##### Safety induction training for all employees will be carried out by the safety personnel/management.

##### The direct requirements of the job will be clearly explained to the individual involved with respect to all health & safety policies & standards.

It must be impressed on the employee that they have a responsibility for their own safety & the safety of others and for ensuring awareness of all relevant health & safety policies and standards.

The safety officer must ensure that effective systems in health & safety are maintained.

It is important to provide all new or temporary employees with a copy/access to the safety statement and information on the locations of all other health & safety policies & regulations.

All new employees will be initially informed of any potential hazards and associated control measures in the work place e.g. fire evacuation procedures, accident & emergency preparedness etc

The safety officer will also ascertain if new employees have any disability or illness which could prevent him/her carrying out certain tasks safely or if additional protective measures may be required.

Refresher training will be provided as required to maintain or enhance competence and will also include where appropriate; contractors, employees, self-employed people or temporary workers.

General health promotion and surveillance schemes may also be provided in order to contribute to the maintenance of the employees’ general health and fitness, e.g. assessments of fitness for work, rehabilitation, job adoption following injury or ill-health or a policy on drugs or alcohol.

All new staff are informed of the Dismissal Procedures, Supervision Procedures and the Code of Discipline The full cooperation of all parents is expected and essential for the implementation of these procedures and code.

# Safety Consultation & Representation

The Health & Safety at Work Act 2005 places a general obligation on Our Lady of Victories Girls’ School to consult with and to take account of any representations made by any employee for the purpose of giving effect to its statutory duties.

All issues raised must take into account the requirements as set out in the school safety statement and statutory regulations & codes of practice.

The safety officer has the right to ensure that this procedure takes effect with respect to the control of all safety issues & activities. (Reference Section 2.1, Safety Reviews)

 The management of OLV Girls’ School will also:

* Establish arrangements for securing cooperation with all staff on safety, health & welfare and allow employees to be consulted on the steps taken to safeguard their safety, health and welfare and on the measures to check how effective the safeguards have been.
* Enable employees to consult with management through the safety representative who will be made aware of all matters relating to safety, health & welfare in the school.
* Enable effective consultation/liaison with a wide range of bodies and individuals as necessary including:
* Health & Safety Authority
* Fire Service
* Garda Siochana
* The Coroner or the Courts
* Sub-Contractors and Equipment Suppliers
* Insurance Companies
* The Media
* Parents & the General Public
* General Medical Practitioners, Specialists and Occupational Health Physicians
* Local Authority Environmental Health Officers and Licensing Officials

**Statutory/Internal Safety Notices**

The safety officer will ensure that all relevant statutory & internal safety notices are posted in the most appropriate areas throughout the school and externally as required, e.g. fire point, first aid, exit signs, speed limit signs, occupier’s liability act etc.

Further information regarding all appropriate standards/notices, will be supplied to the relevant

personnel and explained by the most appropriate means, i.e. the use of the safety statement, policies, instructions, notices or training.

The safety officer will also ensure that all current standards/notices are updated as required.

**Accident & Emergency Preparedness & Response**

The management of Our Lady of Victories Girls’ School will ensure that procedures are established and implemented to respond to minor and major accidents to prevent & minimise the health & safety impacts associated with them.

**Practices in First aid in OLV Girls’ School:**

* All SNAs are fully trained in First Aid.
* A first aid station is located outside in the yard. There is also a supply of first aid materials stored in the upstairs resource room for any accidents that happen in the building.
* If a person has an accident in the building they are sent to the nearest SNA. If they cannot be moved, the nearest SNA comes to them.
* If a person has an accident on the yard, they are sent immediately to the first aid station.
* The first aid file is kept on the yard.
* All injuries, plus treatment, is recorded in the first aid file.
* All parents are phoned if there is a head injury (no matter how small).

 **Minor Accidents**

* A minor accident is defined as an incident that happens to a pupil, usually by chance, and results in a small cut, graze or bruise that can be dealt with in school e.g. collision of fall in the yard, bumping into a person or a piece of furniture in the classroom.
* Minor cuts and bruises are generally dealt with by the First Aider on duty. The class teacher is informed.
* The wearing of gloves is obligatory for everyone in this school when treating all injuries. After use, gloves are put into a plastic bag and discarded safely into the bin. All cloths or swipes used to wipe cuts and grazes are disposed in the same way after use.
* If the staff member is in doubt regarding the seriousness of an injury to a pupil, s/he should consult the principal and/or safety representative who will make a decision as to the seriousness of the case and decide whether to seek competent medical advice or to call an ambulance.
* A pupil who has a bad nose bleed should be removed from other children in the vicinity.
* Permission must be sought in advance from the Principal or Deputy Principal before a pupil is allowed to stay in at lunch-time. If a child has a broken limb or injury such as this- a parent may request that a child stay in the yard for break time. This will be given consideration by the principal and if a suitable member of staff is available to supervise- this can be accommodated. otherwise the child will remain with the class externally but will be required not to participate in activities that will risk further injury- such as running or playing games.

 **Major Accidents**

* A serious accident or injury is defined as an incident that happens to a pupil/person, usually by chance and results in an injury that is considered too serious for the school to deal with e.g. head injury, serious bleeding, loss of consciousness, suspected sprain or broken limb. In such cases the school will always seek competent medical advice and treatment. A serious sickness could be brought about by the sudden onset of a potentially serious medical condition from which the pupil is already suffering and/or for which s/he is already on medication e.g. asthma, epilepsy etc
* Serious accidents must be reported immediately to the principal, deputy principal and/or the safety representative.
* In the event of a serious accident or the sudden onset of sickness, an ambulance will be called and the parent/guardian will be notified immediately. **If in doubt- call the ambulance.** It can be cancelled if we believe it is no longer needed.
* If the parent/guardian is unable to get to the school or cannot be contacted a staff member will accompany the pupil in the ambulance and/or to the hospital.
* The safety officer/principal will oversee the closure of all internal reported accidents and will notify the insurance company, H.S.A. and the I.N.T.O regarding serious accidents.

 **Accident Record-Keeping**

* All major accidents are recorded in the accident and injuries record file by the staff member supervising at the time of the accident.
* The teacher supervising at the time of the accident must record the precise details of the accident in the accident file e.g. date and time, details of what happened etc and must also report the incident to the staff member who will monitor the situation from there on and inform the parents/guardians where necessary. T
* The safety representative will monitor and maintain the accident and injuries record file.
* All accident records must also be retained by the school until the pupils concerned turn twenty years of age as advised by the school’s insurance company.
* In the event of a serious accident or injury the Accident Report Form will be used while all serious accidents will also be reported to the H.S.A. using Form IR-1 downloaded from the H.S.A. website.

**Emergency Preparedness and Response**

As well as developing & activating emergency plans the safety officerwill:

* test & rehearse safety plans & related equipment such as fire fighting equipment & fire alarms.
* train personnel on what to do in the event of an emergency
* liaise with the emergency services

The safety officer/principal will oversee:

* The installation, availability and testing of suitable warning and alarm systems
* Emergency scenarios that might occur including the means for dealing with these scenarios
* Emergency procedures for the school, including the responsibilities of key personnel
* Emergency services details e.g. fire brigade, gardai, ambulance services, doctor, etc
* Internal & external communications plans i.e. emergency contact numbers of management
* Training plans and tests that were conducted for effectiveness
* The availability of fire fighting equipment and its maintenance log.

# First Aid & Fire Controls

The safety officer/principal/safety representative will ensure that adequate first aiders/first aid supplies are available when required and will also activate the fire safety programme i.e. conducting elementary fire prevention, instruction and training, fire drills, maintaining fire equipment and completing evacuation procedures.

The exact location of all first aid/fire safety supplies must be made known to all employees or temporary staff and specific notices identifying its whereabouts must be posted.

Analgesics, pills or medications and supplies of such items should not be stored in any first aid boxes. Individual employees who believe they might have a need for these items must be responsible for their own supplies.

The Board of Management requires parents, whose children need medication during the school day to inform the board/principal of same and to sign an indemnity form removing the responsibility from the school for the administration of such medication. No unauthorised medication should be given by teachers or other school employees looking after children in school who fall ill (e.g. disprins for headaches etc)

The safety officer will ensure that the fire alarm system is tested on a regular basis with all results recorded and will also ensure that the fire action plan is prominently displayed in the school.

(Refer to Appendix 2 for fire drill procedures)

**Safety Procedures for Subcontractors**

* All subcontractors will be expected to comply with the school’s policy for health & safety and must ensure that their own safety statement is made available for inspection before any work commences.
* All subcontractorsmust complete a work/hot work permit as required before any building/maintenance work can be conducted on the premises. Sub-contractors must take all reasonable steps to avoid interference with normal activities in the school.
* Our Lady of Victories Girls’ School reserves the right to verify any subcontractors' insurance arrangements.
* Sub-contractors must also ensure any equipment brought into the school/surrounding areas is safe & in good working order, fitted with all necessary guards and safe devices while also possessing the necessary certificates for safety inspections.
* Staff must be notified of any material or substance brought into the school grounds which has health, fire or explosive risks. Such materials should be stored and used in accordance with current recommendations. Material Safety Data Sheets (MSDS) must be supplied as requested.
* Scaffolding & other access equipment brought into the school grounds by sub-contractors & their employees must be erected and maintained in accordance with the Regulations Code of Practice.
* Any injury/incident sustained by any sub-contractors’ employee whilst working in the school or surrounding areas must be reported immediately to the management/safety representative of Our Lady of Victories Girls’ School

**Personal Protective Equipment (P.P.E)**

* The Safety Officer has a special responsibility to ensure that all caretakers/staff are supplied with, trained in the use of, and consistently use personnel protective equipment (PPE) where required.
* All caretakers/staff will understand the need for P.P.E. and will carry out work with P.P.E. in conjunction with all appropriate policies and standards but in particular the following:
* All safety equipment purchased by the company must comply with approved standards.
* Eye protection will be provided as required to protect eyes from dust, flying particles, fumes, radiant heat and light which is likely to be injurious.
* Hearing defenders will be carefully selected for caretakers working with hazardous noisy equipment to ensure the correct level of noise alteration is obtained. This is important, as noise is not only dependent on loudness, but also frequency.
* Overalls, fluorescent vests, gloves and safety shoes are also available as required.
* All P.P.E. selected and used will be in accordance with the 2005 Health & Safety Act and the General Application Regulations 2007.
* The Safety Officer/Safety Representative will ensure that adequate supplies of all necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature will be obtained to acknowledge receipt and correct use for the equipment.
* The Safety Officer/Representative will also inform any employee or contractor of both statutory and school policy requirements in relation to P.P.E. Any person not complying with these policies will be instructed to stop working immediately until P.P.E. is obtained and used.

 **Parents & Visitors Safety Procedures**

* Those responsible for parents & visitors must ensure that they comply with all school procedures and regulations for health & safety while in the buildings & grounds of Our Lady of Victories Girls’ School.
* Management/staff should also highlight specific hazards, risks, evacuation procedures etc, as appropriate with particular emphasis on the drop off/collection procedures.
* Management/safety representative must follow all regulations & procedures with respect to accidents when in the company of any parents/visitors and all accidents/incidents must be reported immediately.
* Management/safety representative are also responsible for liasing with all parents/visitors prior, during and after the visit on all safety issues as appropriate.
* Full cooperation is also expected from all parents in order to ensure implementation of the school’s Code of Behaviour

**Bullying & Harassment at Work**

Our Lady of Victories Girls’ School is committed to providing all of its staff & pupils with an environment free from bullying and harassment.

All staff members will be expected to comply with this policy.

This policy applies to employees both in the school and at work associated events such as meetings, conferences and work related social events organised by school management, whether on the school grounds or off-site. This policy applies to bullying/harassment not only by fellow employees but also by a client, or other contact to which an employee might reasonably expect to come into contact with in the course of their employment.

Management will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy.

Any accident/incident caused by bullying/harassment must be recorded and reviewed by management. The principal, safety representative and/or safety officer has the right to liaise with any employee who may be subjected to bullying/harassment at work and may subsequently report any such incidents to management.

**Workplace Stress Management**

Our Lady of Victories Girls’ School is conscious of its responsibilities with respect to recognising, managing and controlling workplace stress.

Management will pay particular attention to the potential risks of stress from work-related activities and will note any signs of stress at work and take appropriate action.

Employees, who feel they are at risk from stress at work, should inform the safety officer/principal without any undue delay. All employees should also be aware that stress may be caused by poor work organisation, sudden changes in work practices, poor working relationships, poor communications, lack of control, highly demanding tasks etc.

The following control measures for dealing with stress will be implemented as required:

* Provision of training for employees in stress & time management
* Ensuring the principal is aware of the potential causes of stress and early warning signs
* Ensuring that all complaints, which may be related to stress, are listened to and appropriate measures are taken
* Appropriate assistance will be provided to employees to offer confidential and individual counselling when needed.
* Organisational reviews to include assessment of any changes in work activities, working conditions, procedures or organisational arrangements, which may affect stress generators.
* Appropriate records will be maintained of all complaints, incidents and follow-up action will be taken.

**Maternity Employees Policy**

Our Lady of Victories Girls’ School is conscious of its obligations under the Safety, Health & Welfare at Work Regulations 2005, which relate to women who are pregnant or have recently given birth or are breast-feeding.

Our Lady of Victories Girls’ School must ensure compliance with all Pregnancy Regulations stated in the Safety, Health and Welfare at Work Act 2005. In accordance with the terms of the Health & Safety Act 2005 a maternity employee is defined as an employee who has informed her employee of her condition that she is pregnant or that she has given birth within the past 14 weeks or that she is breast-feeding and has given birth within the past 26 weeks.

This school is obliged to ensure there is no damage to the health & safety of either the mother or the developing child. In order to comply with the regulations the school must carry out a risk assessment of the areas in which the employee works, however in order to do this; the management needs to be notified of the condition.

Specific agents/working conditions, which potentially may increase the risk include:

* Excessive physical/mental pressure may cause stress and give rise to anxiety and raised
* blood pressure
* Manual Handling tasks, where there is a risk of injury. Pregnant employees have reduced capacity as the pregnancy progresses and those who have recently given birth may also have limitations. Breast-feeding employees are at no greater risk than any other employee.
* A maternity employee who feels she may be at risk should ensure that management is informed so that the necessary precautions can be taken.
* Provision will be made for pregnant employees to take rest breaks in a private room.
* Any incident/accident involving pregnant employees will be attended to immediately by the principal or safety representative.
* Management/safety representative will liaise with the relevant employee to ensure that any risk is monitored and the relevant controls/precautions are implemented.

**Lone Workers Policy**

Our Lady of Victories Girls’ School is aware that although there is nothing specific in general legislation that prohibits a person from working alone, the Safety, Health & Welfare at Work Act 2005 requires the employer to at least undertake a safety risk assessment.

Therefore, as a result of completing the risk assessment the employer will then be in a position to determine whether an employee is at a significantly higher risk when working alone.

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone/after-hours including sub-contractors, self-employed people and employees, cleaners, security, maintenance or repair staff is classed as a lone worker.

Management are responsible for protecting the safety and health of lone workers, nonetheless, lone workers themselves have a responsibility to help their employer fulfil this duty so they must:

* Take reasonable care to look after their own safety and health,
* Co-operate with all company safety and health procedures,
* Not misuse any equipment,
* Report all accidents, injuries, near-misses and other dangerous occurrences.

If the risk assessment demonstrates that it is not possible for the work to be done safely by a lone worker, alternative arrangements must be put in place.

Control measures must also be implemented in order to eliminate/minimise any identified risks.

Such control measures may include:

* Communication is very important e.g. mobile phone, telephone or pager
* Controlled periodic checks by management,
* Instruction & training,
* Locking and securing of all entrances,
* Reporting of any incidents/near misses.

When planning safe working arrangements for lone workers management must address the following issues:

* Can the risks of the job be adequately controlled by one person?
* Is the person medically fit and suitable to work alone?
* What training is required to ensure competency in safety matters?
* How will the person be supervised?
* What provisions will be put in place for lone workers in case of an emergency?
* Have all safety issues for lone workers, working from home been addressed?

**Hazard Identification and Risk Assessments**

Guidelines in Identifying Hazards and Risks

Management recognises that its activities and buildings may present a health and safety risk and will identify the areas where control measures are required in order to ensure a safe working environment.

Hazards will be identified in the school and risk assessments will be completed by management/safety representative as required while all subsequent impacts, consequences & existing control measures raised will be reviewed & categorised into high, medium or low risk.

Management will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.

Our Lady of Victories Girls’ Schoolwill place particular attention on the following:

* “Hazard” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work”.
* “Risk” means “the potential of the hazard to cause harm in the actual circumstances of use”.
* “Risk Assessment” is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded “High”, “Medium” or “Low”. This is to ensure prioritisation in the implementation of controls and allocation of resources.

**Grade of Risk: Abbreviation Characteristics**

**High Risk** “H” Possibility of fatality/serious/minor injury to a number of people. Possibility of significant material loss.

**Medium Risk** “M” Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of a fatality/serious injury or significant material loss is unlikely although conceivable.

**Low Risk**“L”The possibility of injury or material loss is unlikely although conceivable.

**Typical Physical Hazards**

* Manual handling (e.g. heavy, awkward or hard to reach loads)
* Traffic movement at the start and end of school day
* Playground arrangements
* Letting school premises to outside groups
* Using step ladders/Falling objects
* Slipping/tripping hazards e.g. poorly maintained floors/areas/ drains, loose cables
* Inadequate access/egress in classrooms/offices/stores areas
* Fire Equipment hidden behind doors, boxes, coats etc
* Fire (from flammable or combustible materials or excess waste)
* Boiler house hazards
* Electricity (poor wiring or residual current)
* Special hazards from maintenance of equipment & the school itself
* Hot substances or surfaces
* Poor housekeeping systems
* Pressure systems/boilers

**Typical Health & Chemical Hazards**

* Excessive/Prolonged noise (e.g. noisy office equipment)
* Inadequate welfare conditions/poorly maintained
* Unsuitable lighting levels
* Sources of radiation
* Extremes of temperature
* Injury through poor design of work stations/layout (e.g. ergonomic faults)
* Exposure to solvents, glues, pesticides etc.

**Typical Human Factor Hazards**

Apart from physical surroundings, human factors must also be taken into account when identifying hazards. People should be mentally and physically capable of doing their jobs safely. The workplace, the work system, the organisation of work and the job should be designed so as to avoid sustained stress. Other human factor issues that may need to be reviewed include violence to workers and bullying. Some groups are particularly vulnerable:

* Young workers, these have a higher accident rate,
* Pregnant women,
* Staff/Pupils/Visitors with disabilities,
* New or inexperienced employees,
* Older workers,
* Lone workers,
* Parents/Visitors not familiar with school grounds,
* Violence, challenging behaviour and stress.

**Specific Health and Safety Regulations in OLV Girls’ School**

* Dogs (other than service dogs) are not allowed on campus
* Hot drinks may not be moved around the school in open containers when children are present
* Smoking is not permitted anywhere on school grounds
* All drivers entering school grounds must do so with extreme caution
* Pupils are not allowed to arrive to school on E-bikes or E-scooters
* All visitors must report to reception

This policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and will be reviewed using the safety report below on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

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Chairperson Principal

 **Appendix 1**

**Supervisor Safety Procedures**

* Teachers “Duty of Care” for the pupils under their control operates from school opening time at 8.50 am until orderly dismissal at 2.30pm.
* Teachers are responsible for bringing their classes to and from the playground in an orderly manner and for accompanying classes to dismissal points at dismissal time.
* Teachers on duty must go to the designated classroom areas/playground in good time for supervision. A table of names for supervision duty will be on display in the staffroom and a copy will be issued to each teacher.
* It is the responsibility of a teacher who is unable to supervise on any occasion to arrange to have these duties carried out by a colleague.
* Teachers in adjoining rooms have a reciprocal arrangement for supervision when they leave their classrooms (e.g. for lunch, before playground supervision, to see a parent etc). Work should be set by the Teacher before leaving.
* No child should remain in the classroom or school building during yardtime. A written request from a parent is necessary to have a child kept indoors during these times. This request will be considered by the principal and will be facilitated if it is impossible. If there is no available personnel to supervise the request will be denied.
* No child is to leave the yard without the permission of the teacher in charge,
* Teachers should ensure that all children have been given an opportunity to go to the toilet before yard in order to reduce the need for pupils to re-enter the building.

**Appendix 2**

**Our Lady of Victories Girls School Fire Drill Procedures**

The initial fire drill will be held at a pre-determined time. The procedure should be thoroughly practised with all classes beforehand. Thereafter the fire alarm bell will be sounded without warning, occasionally, whereupon the building must be evacuated immediately. The following is the fire evacuation procedure:

**Fire Drill Procedure**

* The Principal/Caretaker will activate the fire alarm bell
* At the sound of alarm all pupils/teachers/SNA/substitute teachers/other staff/parents/visitors should walk quietly in single file to the usual assembly point in the yard. Children (especially younger ones) should be re-assured and told that there is no need to panic.
* When the Teacher gives a signal, all pupils should leave their room at a steady uniform pace to the **ASSEMBLY POINTS IN THE YARD** with their Teacher.
* Teacher closes the classroom door in order to prevent fire spreading, and places an upturned chair outside, indicating the room is empty.
* SET teachers check designated toilets and place an upturned chair outside indicating they are empty.
* Children in SET rooms are accompanied to the yard to rejoin their base class by their SET teacher.
* Pupils assemble single-file at yard assembly points.
* Teacher calls roll and alerts principal immediately if anyone is missing.
* During evacuation and on assembly, absolute order and attention must be maintained. Pupils must be able to hear clearly any instructions given by the Teacher. (This will be emphasised in preliminary talks with the pupils). Principal/Secretary will also bring mobile/handset to the yard in case emergency services need to be contacted.
* Principal will remain in the playground area and will obtain the following information: name of teacher, room number and ok/pupil missing report, duration of fire drill and signatures of principal and safety representative.
* No pupil should re-enter the building until the ‘**all-clear’** is given at which point the alarm is deactivated at the end of the drill. Return to rooms should be quiet and unhurried.

**Important Notes:**

* Pupils must not take personal property such as bags, coats etc to the assembly points during the evacuation
* All ancilliary staff, parents and visitors must also exit immediately to the nearest exit upon hearing the alarm
* Special care should be given to children with physical and mental disabilities

 **Appendix 3**

**Accident & Emergency Contact Details**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Contact Details** |
| **Safety Officer** **School Principal** **Safety Representative** | Lorna Greene | 0879801693 |
| **Chairperson** | Dermot Murphy | 0872295787 |
| **Hospital/Ambulance/Fire Brigade/Gardaí** |  | 999/112 |
| **Ballymun Garda Station** |  | 016664400 |
| **ESB Emergency** |  | 1850 372 999 |
| **Gas Emergency** |  | 1850 205 050 |
| **HSA Local Office** |  | 016147000 |

**Appendix 4**

**Recommended First Aid Contents**

|  |  |
| --- | --- |
|  **Materials** | **Contents** |
| **per 1-5 persons** | **6-25 persons** | **26-50 persons** |
| Adhesive plasters | 12 | 20 | 40 |
| Sterile eye pads (Bandage attached) | 2 | 2 | 4 |
|  Individually wrapped triangular bandages | 2 | 6 | 6 |
| Safety Pins | 2 | 6 | 6 |
| Medium individually wrapped sterile unmedicated wound dressings (approx. 10 x 8 cms) | 2 | 6 | 8 |
| Large individually wrapped sterile unmedicated wound dressings (approx. 13 x 9 cms) | 1 | 2 | 4 |
| Extra large individually wrapped sterile unmedicated wound dressings (approx. 28 x17.5cms) | 1 | 3 | 4 |
| Individually wrapped wipes | 8 | 8 | 10 |
| Pairs of Latex gloves  | 1 | 2 | 2 |
| Additionally, where there is no clear running water, sterile eye wash (b) | 1 | 2 | 2 |

**Appendix 5**

**Definitions**

**Accident** means an unplanned event giving rise to death, ill-health, injury, damage or other loss.

**Continuous Improvement** means the process of enhancing health and safety management system to achieve improvements in health and safety performance in line with the organisation’s health & safety policy.

**Employee** means any person who works for an employer under a contract of employment. This contract may be expressed or implied and be oral or in writing. An employee may be employed full-time or part-time or in a temporary capacity.

**Employer** means any person or organisation by which an employee is employed under a contract of employed.

**Hazard** means a source or a situation with potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Hazard Identification** means the process of recognising that a hazard exists and defining its characteristics.

**Health & Safety** means occupational health, safety and welfare in the contex**t** of preventing accidents and ill health to employees while at work.

**Health & Safety Management System** means the part of the overall management system that includes the organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the occupational health & safety policy.

**Health & Safety Management System Audit** means the overall health and safety goal, arising from the health & safety policy, that an organisation sets itself to achieve and which is quantified where practicable.

**Health & Safety Performance** means the measurable results of the management system related to an organisation's control of its health & safety aspects based on its health & safety policy, objectives and targets.

**Health & Safety Policy** means a statement by an organisation of its intentions and approach in relation to its overall health and safety performance that provides a framework for action and for the setting of its health and safety objectives.

**Risk** means the potential of the hazard to cause harm in the actual circumstances of use.

**Risk Assessment** is based on the linking of the probability of occurrence with the severity

of loss and/or injury. In this exercise, risks are graded “High”, “Medium” or “Low”. This is to ensure prioritisation in the implementation of controls and allocation of resources.

**Sub-Contractor** means any individual, employer or organisation whose employees undertake work for a fixed or other sum and who supplies the materials and labour (whether their own labour or that of another) to carry out such work or supplies the labour only.

**Appendix 6**

**References**

**Risk Assessments**

Physical Hazards, Health & Chemical Hazards, Human Factor Hazards

**Safety Reviews**

Risk Assessment Reviews

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

MSDS Sheets for any Hazardous Materials stored

**Health & Safety Standards**

Safety, Health & Welfare at Work Act 2005

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

**Appendix 7**

**Annual Safety Report**

The following is the annual safety report for Our Lady of Victories Girls’ Schoolfor as required by the Safety, Health & Welfare at Work Act 2005.

**Safety Task Review**

1. Were the aims of the Safety Statement relevant & appropriate?

* Yes
* No

 Clarify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Were all significant hazards identified and risks assessed?

* Yes
* No

Clarify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.Were all identified preventative, protective safety measures implemented, was intended progress achieved?

* Yes
* No

Clarify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What new safety measures were applied following any reported accidents or other incidents that occurred, or following any enforcement measures relating to the school ?

* Yes
* No

Clarify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Was there anything more that could reasonably have been done?

* Yes
* No

 Clarify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Were adequate financial, physical, human and organisational resources committed to health & safety ?

* Yes
* No

 Clarify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. What improvements in health & safety measures need to be implemented for the future ?

* Yes
* No

Clarify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Records Reviewed:

* + Accident/Incident Reports
	+ Safety Reviews/Risk Assessment Reviews
	+ Training
	+ Maintenance (e.g. Fire Alarm Tests, Fire Equipment, Boiler etc)
	+ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_