

**Safety Statement  
Mayo Abbey National School**

<b>Ratification Date</b>		<b>Revision No.</b>	<b>003</b>
<b>Prepared By</b>	<b>Tom Clarke Health and Safety Representative</b>	<b>Date</b>	<b>March 2023</b>
<b>Approved By</b>	<b>Michelle Tuohy School Principal and Board of Management</b>	<b>Date</b>	<b>June 2023</b>

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Mayo Abbey National School is located in Mayo Abbey, Claremorris, Co. Mayo. Currently it has a staff of 10 people, 6 permanent teachers, 2.5 Special Needs Assistants (SNA), 1 Secretary and 1 (contracted) Cleaning Staff. Caretaking at this time is provided for by the TÚS scheme. At present there are 80 pupils enrolled in the school.

This Safety Statement has been written by Tom Clarke, Health and Safety Representative in Mayo Abbey NS, with the assistance of the staff, the Principal as well as the Board of Management of the school. It has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of Mayo Abbey National School aims to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Responsibility for health and safety rests with **all staff at all levels** within the school. The Safety Statement will be revised on an ongoing basis by the Health and Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

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The following people will be issued with a controlled copy of the Safety Statement and the Health and Safety Representative will supply any changes or upgrades to the Mayo Abbey National School master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages.

<b>Manual No.</b>	<b>Name of Recipient</b>	<b>Title</b>
1	Michelle Tuohy	Principal
2	Rose Brett	Chairperson of the BOM
3	Tom Clarke	H and S Representative

The Mayo Abbey National School working copy of the Safety Statement is located on file in the staffroom and on the school website at [www.mayoabbeyns.com](http://www.mayoabbeyns.com). It will be available for viewing by any employee. A copy of the Safety Statement will also be left in the Staff Room. The Safety Statement will in the future be introduced to all new employees at their induction.

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The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Mayo Abbey National School employees is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health and Safety Representative: Tom Clarke.

As well as periodic safety inspections, the Health and Safety Representative with the assistance of the members of staff will complete a thorough safety inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a base line for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

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

The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

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

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

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

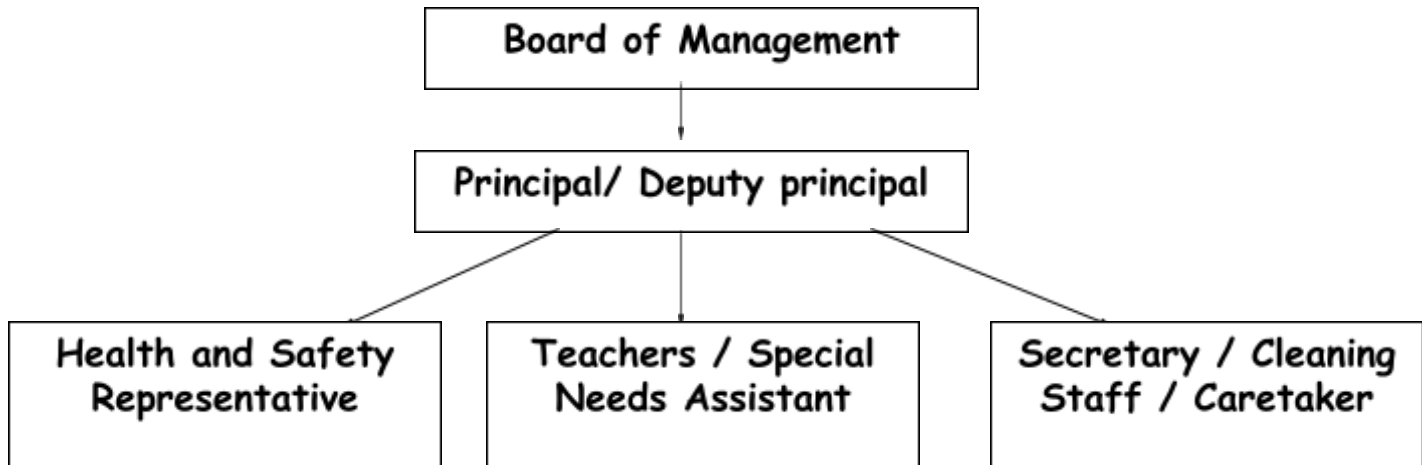
Signed: \_\_\_\_\_

Chairperson, Board of Management

School: \_\_\_\_\_

Date: \_\_\_\_\_

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Under statutory legislation it is management’s responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of

Management represented by the Health and Safety Officer is ultimately responsible for health and safety within the school. The Principal will be supported in her job by all other management and staff. A teacher will fulfil the role of Health and Safety Representative and will co-ordinate and review the health and safety programme.

### 6.1 Board of Management

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School.

Specifically they will:

- Arrange for the appointment of a Health and Safety Representative from within the staff.
- Support the principal in her role as the ‘day-to-day manger’ of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Representative, principal, deputy principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

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### 6.2 Board of Management, Principal/Deputy Principal.

The Health and Safety Representative via the Principal shall keep the BoM informed of concerns and updates to the Health and Safety policy. The principal as the ‘day-to-day manager’ of the school shall:

- Monitor the competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures if he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others.
- Arrange to annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace
- Require employers from whom the School contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

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### 6.3 Teachers

All Teachers are responsible for creating a genuine safety culture within the School.

Specifically they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in

both safety and hygiene are being complied with.

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#### **6.4 Health and Safety Representative**

The Health and Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

They will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where

necessary fully investigated and remedial advice provided. She will support all staff in this function.

- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line at [www.hsa.ie](http://www.hsa.ie))
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.
- Report without delay, any health and safety issues or concerns to the school Health and Safety Representative.

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### **6.5 All Employees (Teachers/SNA's/Caretaking/Secretarial Staff etc)**

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Mayo Abbey National School in ensuring the safety, health and welfare of all its employees and others. Each

employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety Representative on staff.

**Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:**

It shall be the duty of every employee while at work to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.

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**6.5 All Employees continued**

- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing 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.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health and safety.
- Submit to any reasonable tests for intoxicants.

- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer.

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

**The following resources and welfare arrangements have been dedicated:**

- The School Principal and the Health and Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Mayo Abbey National School will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- At least one member of staff is trained in First Aid.
- A fully stocked First Aid kit for use in any accidents on site is located in the teacher's bathroom, kitchenette and secretary's doorway.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Fire fighting equipment has been positioned throughout the School. This equipment has



been chosen and sited applicable to the fire risk. See Section 26.3 for the location of all fire fighting equipment in the School.

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Various welfare facilities are provided by Mayo Abbey National School and these are controlled by the following personnel:

- The provision of a First Aid box and the filling of same.
  - Responsible person is: Tom Clarke
- The liaison with insurance companies
  - Responsible person is: Michelle Tuohy
- The notification of reportable accidents to the Health and Safety Authority
  - Responsible person is: Tom Clarke
- The provision and testing of fire fighting equipment/maintenance of Fire Register:
  - Responsible person is: Michelle Tuohy
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
  - Responsible person is: Michelle Tuohy
- The provision of adequate and suitable personal protective equipment (e.g. for Caretaking Staff)
  - Responsible person is: Tom Clarke

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

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management. For a plan of all proposed training and completed objectives see Section 26.2.

These specialised areas will include the following (SC = Safety Course):

<b>Course Code</b>	<b>Course</b>	<b>Required Attendees</b>
SC 1	Induction Training	All new staff
SC 2	Manual Handling	Caretaker
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	Class teachers
SC 4	Emergency Evacuation	All Staff

	Training (Fire Drill)	
SC 5	First Aid Training	Selected staff

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A general obligation is placed on every employer under Section 25 and 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Mayo Abbey National School to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Representative is responsible for consulting with, and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff members raise will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them immediately by the Principal.

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### **10.1 Visitor Control Policy**

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.

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### **10.2 Contractor Control Policy**

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff are not affected by the operations of the contractor. All contractors who wish to work for Mayo Abbey National School must provide the following items to the Principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

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### **11.1 Introduction to Emergency Evacuation Policy**

An Emergency Evacuation Procedure has been established at Mayo Abbey National School that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “Evacuation Procedure in case of fire” has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. All staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained (See Appendix 26.4).

**Emergency Site Controller (Principal):** The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services.

**Deputy Emergency Site Controller (Deputy Principal):** If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

**Teaching staff:** If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class roll at the assembly points and await direction from the Emergency Site Controller.

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### **11.2 Statutory Testing of Fire/Evacuation Equipment**

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<b><u>Test/Inspection/Examination</u></b>	<b><u>Frequency</u></b>	<b><u>Inspector</u></b>
Fire Fighting Equipment	12 Monthly	External – Contractor
Fire Alarm System	12 Monthly	External – Contractor
Emergency Lighting	12 Monthly	External - Contractor

Records of these statutory examinations or tests should be filed with this Safety Statement. These statutory tests will be co-ordinated by the Health and Safety Representative.

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### 11.3 Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

#### **If you come across a Fire;**

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the Building and move towards the Assembly Point
- Call the Fire Brigade

#### **If you hear the Fire alarm;**

- EVERYONE OUT of the building using the nearest escape routes. Secretary brings the Roll Books with them. Each teacher will bring the class list with them. WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- If time permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard). Class teachers call the roll.
- Wait for direction from the Emergency Site Controller.



<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	Emergency Evacuation Policy
<b>Section</b>	11.0	<b>Page No.</b>	4 of 4

#### 11.4 Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Claremorris	<b>112 or 999</b>
Hospital	Castlebar	<b>112 or 999</b>
Local Ambulance	Castlebar	<b>112 or 999</b>
Garda Siochana	Balla Claremorris Castlebar	<b>094 9365003</b> <b>094 9372080</b> <b>094 9022222</b>
Alarm: APM Security	Balla	<b>087 6882795</b> <b>087 6681552</b>
False Alarm: APM Security	Dublin	<b>087 6882795</b> <b>087 6681552</b>
Builder: Mick Duane	Castlebar	<b>087 2586455</b>

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Accident Reporting and Investigation Policy</b>
<b>Section</b>	12.0	<b>Page No.</b>	1 of 1

### **12.1 Accident Reporting and Investigation Procedure Policy**

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health and Safety Representative and recorded on the appropriate accident form (See Section 26.5). The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative/principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

### **12.2 Accident Reporting and Investigation Procedure**

- Upon notification of an accident, the Health and Safety Representative or Principal/Deputy principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details. This is stored in the yard book in the staff room.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Opening and Closing Policy</b>
<b>Section</b>	13.0	<b>Page No.</b>	1 of 1

The school opens at 9.10am every morning.

No responsibility is accepted for pupils arriving before 9.10a.m.

09.10am	School doors open to admit pupils
02.00pm	Junior and Senior Infants finish
03.00pm	End of school day (1 <sup>st</sup> – 6 <sup>th</sup> classes)

The staff close and lock the school at 3:10pm every evening. If they are not available to close and lock the school they will arrange with another member of staff to do so.

With permission from the Board of Management outside teachers/experts are allowed onto the school premises after 3.00p.m. The names of these personnel are held by the school principal who informs the Board of Management of any updates/changes to personnel.

When electricians/plumbers and other workmen need access to the school Michelle Tuohy makes an arrangement to open the school as required.

Some staff and others (listed below) are key holders. They are permitted to enter the school to do work as they wish. However, they must inform the principal when they will be in the school outside school hours.

**Staff Key-holders:**

Michelle Tuohy, Geraldine Glynn, Tom Clarke, Tom Clarke, Mary McNamara, Rachel Derrig, Goretta Gibbons

**Other Key-holders:**

PJ Gibbons (Chairperson Parents Association, back door only for access to GP Room), Alan Prendergast (Foróige, back door only for access to GP Room), Ger Maguire (Board of Management member), Brendan Hall (Cleaning Contractor)

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<b>Date</b>	24/05/23	<b>Subject</b>	<b>Storage and Administering of Medication Policy</b>
<b>Section</b>	14.0	<b>Page No.</b>	1 of 1

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher, who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care. Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records. Parents are informed of this through the school.

In exceptional circumstances the BoM may appoint a staff member to give medication if a request has been received from a family doctor and parent to do so.

If a child has for example a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the principal. If parents have been advised that immediate action may be needed they must inform the Board of Management in writing, with advice from the family doctor as to what procedure should take place. If necessary the BoM will appoint a staff member to administer necessary medication. Currently Michelle Tuohy has been appointed by the BoM to administer medication in such circumstances. Necessary medication is kept 'out of child's reach' on the top shelf in the secretary's office.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Bullying and Harassment Policy</b>
<b>Section</b>	15.0	<b>Page No.</b>	1 of 2

### **Anti-bullying and Anti-harassment Policy**

Mayo Abbey National School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Mayo Abbey National School recognises that conflict may occur between staff, between staff and contractors or between staff and parents, and can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

Mayo Abbey National School will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career. As far as Mayo Abbey National School is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff, parents and contractors. Staff members/parents/contractors are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Bullying and Harassment Policy</b>
<b>Section</b>	15.0	<b>Page No.</b>	2 of 2

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a

responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Stress at work Policy</b>
<b>Section</b>	16.0	<b>Page No.</b>	1 of 1

Mayo Abbey National School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them.

Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Mayo Abbey National School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of the Principal and Deputy Principal i.e Michelle Tuohy and Geraldine Glynn.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Pregnant Employee Policy</b>
<b>Section</b>	17.0	<b>Page No.</b>	1 of 1

Mayo Abbey National School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.

- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Adult/Student Work Experience Policy</b>
<b>Section</b>	18.0	<b>Page No.</b>	1 of 1

### **Adult/ Student Work Experience Policy**

Included in this group are students on teaching practice, adults on SNA training, students of speech/occupational therapy training, people on the Work Placement Programme (WPP) and Transition Year/ Secondary students for the local secondary schools. The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work



placement in the school.

The Principal will inform the Health and Safety Representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety Representative will then ensure they are aware of all pertinent Health and Safety documents.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Manual Handling Policy</b>
<b>Section</b>	19.0	<b>Page No.</b>	1 of 1

Any faulty equipment must be identified to the secretary.

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate

All staff will be given a copy of the following manual handling policy. Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.

- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps
- Always consider whether help is necessary to lift an awkward or heavy load.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>VDU Policy</b>
<b>Section</b>	20.0	<b>Page No.</b>	1 of 1

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

**Lighting** Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

**Reflection and Glare** Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen may be provided.

**Workstation** The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the principal, secretary and other staff where appropriate.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Food Safety Policy</b>
<b>Section</b>	23.0	<b>Page No.</b>	1 of 1

A staff room will be equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Dealing with Infectious Diseases Policy</b>
<b>Section</b>	22.0	<b>Page No.</b>	1 of 1

It is the policy of Mayo Abbey National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, hand-dryers and a facility for the safe disposal of waste.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Grievance Procedure and Complaints Procedure Policy</b>
<b>Section</b>	23.0	<b>Page No.</b>	1 of 1

If any staff member/employee has a grievance they are expected to follow the *Grievance Procedure* (Catholic Primary Schools' Management Association, BOARD OF MANAGEMENT, HANDBOOK 2019).

If any parent has a complaint they are expected to follow the *Complaints Procedure* (Catholic Primary Schools' Management Association, BOARD OF MANAGEMENT, HANDBOOK 2019).

If any staff member/employee/parent has been harassed in any way they are expected to follow the *Anti-Harassment Policy* (Catholic Primary Schools' Management Association, BOARD OF MANAGEMENT, HANDBOOK 2019).

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Electrical Appliances Safety Policy</b>
<b>Section</b>	24.0	<b>Page No.</b>	1 of 1

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Stand alone heaters in teachers' rooms are turned off at break times and when teacher is not in the room (at PE...)
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Chemical/Cleaning Products Safety Policy</b>
<b>Section</b>	25.0	<b>Page No.</b>	1 of 1

It is the policy of Mayo Abbey National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Appendices to the Safety</b>

			<b>Statement</b>
<b>Section</b>	26.0	<b>Page No.</b>	1 of 2

<b>APPENDIX NUMBER</b>	<b>DESCRIPTION</b>
26.1	Names and Job Titles for all Responsible Persons List of staff members with First Aid qualification.
26.2	HandS Training Records
26.3	Register of Fire Fighting Equipment On Site
26.4	Record of Completed Fire Drills
26.5	Accident Report Forms
26.6	First Aid
26.7	Safety Inspection Checklist
26.8	Health and Safety Authority: Safety and Health Resources available for schools
26.9	Grievance Procedure Policy
26.10	Complaints Procedure Policy
26.11	Anti-Harassment Policy

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Responsible Persons</b>
<b>Section</b>	26.1	<b>Page No.</b>	1 of 1



NAME	AREA
Michelle Tuohy	Principal: Employed as the <i>day-to-day manager</i> of the school. Brings HandS concerns to attention of the HandS officer. Takes on responsibilities as listed herein.
Tom Clarke	Health and Safety Representative (staff representative). Brings HandS concerns to the attention of the principal. Takes on responsibilities as listed herein.
Teaching staff who were on supervision duty during lunch time are on First Aid duty on other days.	Days the teacher is on supervision rota displayed in staffroom: Supervisory role Other Days: On First-Aid dealing with accidents and recording/reporting same as appropriate.
Class teacher or any member of staff	Will administer injections to children with medication plans at school (serious allergies or seizures)

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	H and S Training Records
<b>Section</b>	26.2	<b>Page No.</b>	1 of 3

<b>Course</b>	<b>Staff who have attended course or are expected to</b>
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	<b>attend course</b>
Emergency Evacuation Training (Fire Drill)	All staff
First Aid Training	All staff
Awareness and Use of Fire Extinguishers	All staff

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>H and S Training Records</b>
<b>Section</b>	26.2	<b>Page No.</b>	2 of 3

Staff members will receive training in the aforementioned areas as soon as possible.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	HandS Training Records
<b>Section</b>	26.2	<b>Page No.</b>	3 of 3

<b>Employees Name</b>	<b>Course</b>
Teachers and SNAs	First Aid (completed 2020)


<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Register of Fire Fighting Equipment</b>
<b>Section</b>	26.3	<b>Page No.</b>	1 of 1

Fire extinguishers are located

- staff room
- general purpose room

- outside Mr Clarke’s classroom
- two back yard exits

Contractor’s Certificate is displayed on the wall in the staffroom.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Fire Drill Records</b>
<b>Section</b>	26.4	<b>Page No.</b>	1 of 1

<b>Date of Fire Drill</b>	<b>Evacuation Time Alarm Activation to All Clear</b>	<b>Problems Identified During Fire Drill</b>


Fire drill records will be displayed and kept in the staffroom.

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Accident Report Form</b>
<b>Section</b>	26.5	<b>Page No.</b>	1 of 1

Accident Report forms are kept with the Yard Book in the staff room.

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<b>Date</b>	24/05/23	<b>Subject</b>	First Aid
<b>Section</b>	26.6	<b>Page No.</b>	1 of 1

A First Aid box is located in the teacher's bathroom, staff room, kitchenette and front porch.

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<b>Date</b>	24/05/23	<b>Subject</b>	Safety Inspection Checklist
<b>Section</b>	26.6	<b>Page No.</b>	1 of 6

<b>SAFETY INSPECTION CHECKLIST</b>			
AUDITOR _____	DATE _____		
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?	X		
Are staff members aware of all immediate egress points from their work area?	X		
Have staff members taken part in an emergency evacuation drill?		X	This will be completed in May 2023.
Are good housekeeping standards maintained in the workplace?	X		



Can all emergency exits be opened easily?	X		
Are all emergency egress routes kept clear of all obstructions?	X		
Are spaces between equipment sufficient for safe operation?	X		
Are floors free from slippery materials and loose objects?	X		
Are floors maintained in good condition?	X		
Is the emergency lighting checked on a yearly basis?	X		
Are there suitable stepladders or kick stools available to safely access heights?	X		
Are there sufficient exits in the area for prompt escape?	X		

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<b>Date</b>	24/05/23	<b>Subject</b>	Safety Inspection Checklist
<b>Section</b>	26.6	<b>Page No.</b>	2 of 6

<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?	X		
Is all fire fighting equipment easily accessible?	X		
Is all fire fighting equipment serviced and labelled and fitted with a seal?	X		
Are staff trained in the correct use of fire fighting equipment?		X	This will take place in October 2023.
Are portable extinguishers applicable to the materials	X		

and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?		X	This will take place in May 2023.
Are staff aware of the means of escape in case of fire?	X		
Are fire drills carried out on a regular basis, minimum 6 monthly?	X		
Are all flammable materials properly stored and labelled?	X		
Do all exit doors open outwards?	X		
Are all escape routes unobstructed?	X		
Are all escape routes sign-posted from the workplace?	X		

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<b>Date</b>	24/05/23	<b>Subject</b>	Safety Inspection Checklist
<b>Section</b>	26.6	<b>Page No.</b>	3 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
Are any main aisle ways and passageways kept clear?	X		
Is the work area kept clean and orderly?	X		
Are non-slip materials used on the floor where applicable?	X		
Are all spillages dealt with immediately?	X		
Are extension leads and electrical cables kept out of the aisle ways?	X		
Are materials stored off the floor including personal	X		

equipment?			
Are floor materials checked and free from trip hazards?	X		
Are mats, false floors and platforms in good condition?	X		
Are work areas adequately illuminated during working hours?	X		
Are non-slip floor covering materials in use in canteens and possible wet areas?	X		
Is rubbish or litter only stored in designated storage containers?	X		
Is all rubbish or packaging picked up as soon as possible after it is produced	X		

<b>SAFETY INSPECTION CHECKLIST</b>			
<b>AREA</b> _____	<b>AUDITOR</b> _____	<b>DATE</b> _____	
<b>Hazard Type: Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are floors kept free from all tripping hazards?	X		
Are tools and equipment returned to their proper places when not in use?	X		
Are suitable waste bins provided and used?	X		
Is waste removed on a regular basis?	X		
Are storage areas kept clean and tidy?	X		
Are leads from equipment prevented from trailing across aisle ways and walkways?	X		
Are there designated storage areas for stored materials?	X		
Are there separate disposal containers for broken glass?		X	Broken glass is disposed of in the staffroom.

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<b>Section</b>	26.6	<b>Page No.</b>	5 of 6

<b>SAFETY INSPECTIONCHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Manual Handling</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all persons informed of safe manual handling techniques?	X		
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?	X		
Are steps or ladders available for all lifting from over shoulder height?	X		
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?	X		
Are floor surfaces kept clear and in good condition where staff have to lift?	X		
Are mechanical devices used where practical?	X		
Are heavier objects stored at waist to chest level?	X		

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<b>Section</b>	26.6	<b>Page No.</b>	6 of 6

<b>SAFETY INSPECTIONCHECKLIST</b>			
<b>AREA</b> _____	<b>AUDITOR</b> _____	<b>DATE</b> _____	
<b>Hazard Type: <u>Electrical</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all sockets, plugs and switches in good working order?	X		
Are all cables visually free from defect or damage i.e. overheating, insulation damage?	X		
Do competent persons carry out all-electrical work?	X		
Are all electrical panels and enclosures kept closed with proper covers or doors?	X		
Do extension leads in use have a grounding conductor?	X		
Are all electrical circuit breaker panels accessible and unobstructed?	X		
Are all electrical panels protected against impact?	X		
Is there a one-metre space maintained between the electrical panel and all storage?		X	The Electrical Store room will be compliant by end June 2023.
Are all plug-tops correctly fused with cables clamped inside the plug?	X		
Are electrical panels kept free of all storage and rubbish?	X		

<b>Document Title</b>	Safety Statement Mayo Abbey National School	<b>Rev. No.</b>	003
<b>Date</b>	24/05/23	<b>Subject</b>	<b>Health and Safety Authority: Safety and Health Resources available for schools</b>
<b>Section</b>	26.7	<b>Page No.</b>	

Guidelines on Managing Safety, Health and Welfare in Primary Schools - Book stored in the staff room

**Safety Statement  
Document 2  
Risk Assessment**



**DOCUMENT NO.2: RISK ASSESSMENT**

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The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

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

**Risk Levels**

**1 – 9 = Low Risk**

**10 – 19 = Medium Risk**

**20 – 39 = High Risk**

**40 – 81 = Very High Risk**

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			<b>Assessment</b>
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<b>RISK FACTOR INDEX</b>	
<b>PROBABILITY THAT AN ACCIDENT WILL HAPPEN</b>	
<b>Probability Index</b>	<u>Descriptive Phrase</u>
9	Almost Certain
8	Very Likely
7	Probable
6	More Than Even Chance
5	Even Chance
4	Less Than Even Chance
3	Improbable
2	Very Improbable
1	Almost Impossible
<b>CONSEQUENCE OF POTENTIAL ACCIDENT</b>	
<b>Consequence Index</b>	<u>Descriptive Phrase</u>
9	Death
8	Permanent Total Incapacity
7	Permanent Severe Incapacity
6	Permanent Slight Incapacity
5	Injury Requiring 3 Months With Total Recovery
4	Injury Requiring 3 Weeks With Total Recovery
3	Minor Injury With <i>Severe</i> Potential Up to 1 Week with Total Recovery
2	Minor Injury with <i>No Severe</i> Potential Up to 1 Week With Total Recovery
1	No Human Injury Expected

This Risk Assessment is based on a Probability x Consequence Index Listed Below

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<b>Description of the Area</b>		Classrooms			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Fire	Staff/Pupils	1x9=9 Low	<ul style="list-style-type: none"> <li>● Ensure that where possible all electrical equipment (interactive whiteboards, laptops..) are switched off at the wall at the end of each day</li> <li>● Classroom fire exits will be kept clear at all times</li> <li>● Report fire hazards to principal</li> <li>● Stand alone heaters (if in use) will be turned off when teacher is not in the room, and unplugged at the end of each day</li> </ul>	
	Potential that poor housekeeping will lead to slip/trip and manual handling related injuries	Staff/Pupils	Senior Class 4x2=8 Low  Junior 5x2=10 Medium	<ul style="list-style-type: none"> <li>● Children are encouraged to obey class rules (e.g. no running in the room) in order to stay safe at school</li> <li>● A high standard of housekeeping will be maintained in all classrooms</li> <li>● Adequate shelving to be provided</li> <li>● Children are encouraged to take care and be responsible for own belongings</li> <li>● Classes are adequately supervised at all times</li> </ul>	

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<b>Description of the Area</b>		Classrooms			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Storage of paint products. Risk of inappropriate use	Staff/Pupils	1x9=9 Low	<ul style="list-style-type: none"> <li>• Non toxic paint used in classes</li> <li>• Paint products are stored in a locked storage room.</li> </ul>	

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<b>Date</b>		24/05/23		<b>Page No.</b>	
<b>Description of the Area</b>		Toilet Areas			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Potential for unhygienic conditions. Risk of infection	Staff/Pupils	2x3=6 Low	<ul style="list-style-type: none"> <li>• A supply of anti-bacterial soap and hand sanitiser will be available at all times</li> <li>• Toilets are cleaned on a regular basis</li> <li>• Children are encouraged and reminded to wash hands after each visit to the toilet</li> </ul>	
	Slip/Trip	Pupils	2x2=4 Low	<ul style="list-style-type: none"> <li>• Children encouraged to inform the teacher if there has been an accident in the toilet cubicle. Spills will be cleaned immediately.</li> <li>• All pupils are reminded to behave appropriately when going to the toilet during breaktimes.</li> </ul>	

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<b>Date</b>		24/05/23		<b>Page No.</b>	
<b>Description of the Area</b>		Corridors			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Storage of items on the corridors. Risk of trip injury as well as the risk of delay in an emergency evacuation should an evacuation route be blocked	Staff Pupils Visitors Parents	3x2=6 Low	<ul style="list-style-type: none"> <li>● Remind staff that corridors should not be used for temporary storage of items. It is recommended that the storage rooms are used for this purpose.</li> <li>● Corridors are well maintained and kept clear at all times. Due to wide corridors coats are stored. <ul style="list-style-type: none"> <li>● External doors/fire exits are kept clear at all times</li> </ul> </li> </ul>	
	Running in School: Risk of trip injury	Staff/Pupils	3x2=6 Low	<ul style="list-style-type: none"> <li>● Running is strictly forbidden in corridors and class rooms. <ul style="list-style-type: none"> <li>● Strict discipline will be maintained by staff</li> </ul> </li> </ul>	

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<b>Description of the Area</b>		Corridors			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Wet corridors/ floors. Risk of slip injury	Staff/pupils/ Parents Visitors	3x2=6 Low	<ul style="list-style-type: none"> <li>• Every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate, the danger of slipping.</li> <li>• Where floors are wet, they will be dried with a flat mop.</li> <li>• Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to take care when entering and exiting.</li> </ul>	
	Main switch/fuse board. Risk of electrocution		1x3=3 Low	<ul style="list-style-type: none"> <li>• No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses.</li> <li>• The area around the fuse boards will be kept clean and tidy at all times.</li> <li>• Nothing should be left on top of the fuse boards.</li> </ul>	

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Description of the Area		SET Rooms		
Item	Hazard	People at Risk	Risk Level	Controls Required
	Risk of equipment left plugged in. Increased risk of fire should the equipment over heat	Staff/ Pupils		<ul style="list-style-type: none"> <li>It is recommended that all equipment in this room is unplugged when not in use (note: unless the manufacturers equipment states otherwise).</li> </ul>

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<b>Description of the Area</b>	Staff Room		



Item	Hazard	People at Risk	Risk Level	Controls Required
	Hot Drinks. Risk of burn injury	Staff/Pupils	3x1=3 Low	<ul style="list-style-type: none"> <li>Care must be taken at all times when using water boilers, kettles and other kitchen equipment.</li> <li>Hot liquid can only be taken from the in an appropriate container.</li> <li>The areas should be kept tidy at all times</li> </ul>
	Fire	Staff/Pupils	3x2=6 Low	<ul style="list-style-type: none"> <li>Oven and microwave, toaster, sandwich toaster are turned off at socket or unplugged unless in use.</li> </ul>

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<b>Description of the Area</b>		Hall / Back of 3 <sup>rd</sup> and 4 <sup>th</sup> Classroom			
Item	Hazard	People at Risk	Risk Level	Controls Required	

	Risk of trip related injury	Staff/Pupils	5X2=10 Medium	<ul style="list-style-type: none"> <li>• A high standard of housekeeping will be maintained</li> <li>• Children are encouraged to follow teacher's instructions and behave appropriately in the hall</li> <li>• Children are not allowed into the storage area of kitchenette unless otherwise directed by a teacher or other staff member</li> </ul>
	Gym Mats Risk of back injury e.g. when Lifting mats	Staff	Low	<ul style="list-style-type: none"> <li>• It is recommended that moving of the gym mats is a two person lift</li> </ul>

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<b>Description of the Area</b>		Hall / Back of 3 <sup>rd</sup> and 4 <sup>th</sup> Classroom			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Sports related injury	Pupils	4x3=12 Medium	<ul style="list-style-type: none"> <li>• Pupils are supervised at all times by a teacher and at times a Special Needs Assistant (SNA) under the supervision of the teacher.</li> </ul>	

				<ul style="list-style-type: none"> <li>• Safety helmets are worn for sports such as hurling</li> <li>• Warm-up exercises are practiced as part of PE lessons</li> <li>• Children are made aware of potential dangers associated with certain activities</li> <li>• An inventory of sports equipment is carried out at the end of each school year. Damaged equipment is to be reported to the principal.</li> </ul>
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<b>Date</b>		24/05/2023		<b>Page No.</b>	
<b>Description of the Area</b>		Secretaries Office			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Lifting Boxes/Files Risk of manual handling injury	Secretary	2x2=4 Low	<ul style="list-style-type: none"> <li>• A trolley is in place for moving boxes.</li> </ul>	

	Computer Work: Risk of ergonomic injury	Secretary	1x1=1 Low	<ul style="list-style-type: none"> <li>• Ergonomic Desk and Chair has been provided</li> <li>• Ensure the area under the desk is kept cleared to ensure adequate leg room when working on the laptop.</li> </ul>
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<b>Date</b>		24/05/2023		<b>Page No.</b>	
<b>Description of the Area</b>		Computer Area in each Classroom			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Fire	Staff/Pupils	2x3=6 Low	<ul style="list-style-type: none"> <li>• It is recommended that the use of extension leads is avoided where possible. <ul style="list-style-type: none"> <li>• Adequate wall sockets should be provided</li> </ul> </li> <li>• Computers turned off by/ or arranged to be turned off by the class teacher.</li> </ul>	

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<b>Description of the Area</b>		Yard Area			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Risk of injury to child when in the yard	Pupils	5x3=15 Medium	<ul style="list-style-type: none"> <li>● All pupils are supervised at all times</li> <li>● Children are zoned in different areas of the yard in line with activities.</li> <li>● Injuries to children should be documented in yard book and accident report book.</li> <li>● Staff regularly review that: <ul style="list-style-type: none"> <li>○ there are no uneven/broken/cracked surfaces and paving.</li> <li>○ roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.</li> </ul> </li> </ul>	

				<ul style="list-style-type: none"> <li>o manholes are safe.</li> <li>o all play areas are kept clean and free from glass before use</li> <li>o outside lighting works and is sufficient.</li> <li>o all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely.</li> </ul>
	Child leaving the school grounds without permission	Pupils		<ul style="list-style-type: none"> <li>• Front door is kept locked.</li> <li>• Children are reminded that they do not have permission to leave the school grounds by themselves during the school day unless collect by parent/guardian.</li> <li>• Senior pupils encouraged to inform teachers on duty if any junior pupil has gone around the front of the school.</li> </ul>

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<b>Description of the Area</b>		Car-parking Area			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Collision	Staff/Pupils Parents Visitors	2x9=18 Medium	<ul style="list-style-type: none"> <li>• Parents are encouraged to park responsibly on the roundabout when dropping off and collecting.</li> </ul>	
	Slip/Trip	Staff/Pupils Parents Visitors	4x2=8 Low	<ul style="list-style-type: none"> <li>• Children encouraged to walk safely on the footpath when in the car-park</li> </ul>	

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<b>Description of the Area</b>		Caretaking/Cleaning Activities			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Manual Handling	Caretakers	3x2=6 Low	<ul style="list-style-type: none"> <li>The caretaker is provided with manual handling training through the RSI scheme.</li> </ul>	
	Fall from a height	Caretakers / All staff	3x3=9 Low	<ul style="list-style-type: none"> <li>Ladder briefing sheet to be provided to anyone who may use a ladder as part of their duties.</li> </ul>	
	Dermatitis/Skin	Caretakers /	1x1=1 Low	<ul style="list-style-type: none"> <li>Caretakers provided with PPE personal protective equipment as required</li> </ul>	

	Allergies	All staff		<ul style="list-style-type: none"> <li>• Issues to be reported to the principal</li> </ul>
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Project Title		Risk Assessment Mayo Abbey National School		Revision No.	003
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Description of the Area		School Tours/Visits/Activities			
Item	Hazard	People at Risk	Risk Level	Controls Required	
	Children becoming ill while on tour	Pupils	3x1=3 Low	Class teacher in consultation with the principal: <ul style="list-style-type: none"> <li>• will ensure that there is appropriate staff/pupil ratio</li> <li>• will ensure that parents are given details of the tour including drop-off/collection times, phone number for parents to contact teachers on tour               <ul style="list-style-type: none"> <li>• First-Aid kit on the bus</li> <li>• Sick bags in case of vomiting.</li> </ul> </li> </ul>	
	Slip/Trip	Pupils/Staff	5x2=10 Medium	Incident will be recorded and procedures as laid out in Accident Policy followed	
	Collision/Traffic Accident			Adult accompanying tour will ring school and/or principal. Procedures detailed in the Accident Policy will be followed.	
	Pupils getting lost			Pupils will be given clear guidelines by the adults on tour of the steps they are to follow if they get lost.	



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<b>Description of the Area</b>		Sports Activities/Days, After-School Activities/Homework Club			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Sports related injuries	Pupils	5x2=10 Medium	<ul style="list-style-type: none"> <li>● Staff will have mobile phone with them so that they can seek assistance promptly, if required.</li> <li>● Helmets will be worn as required.</li> <li>● Each sports session will begin and end with warm-up and cool-down activities.</li> <li>● Children encourage to behave appropriately during activities.</li> <li>● Teachers should also ensure that children do not climb on the P.E. equipment unless instructed to do so.</li> <li>● Injuries will be reported to the Principal and teachers as required.</li> <li>● Access to first-aid provisions</li> <li>● Staff to check that PE equipment is stacked securely and in positioned so as not to cause a hazard.</li> <li>● Staff to check that all PE and other mats are in good condition.</li> <li>● Teachers taking these classes should ensure that children wear suitable clothing and under no circumstances be allowed take part in classes in their stockings feet.</li> <li>● If there is a serious injury procedures the staff member will phone for assistance and procedures followed as recorded herein.</li> </ul>	

	Slip/Trip	Pupils	3x2=6 Low risk	<ul style="list-style-type: none"> <li>Children are supervised during the swimming lessons</li> </ul>

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<b>Description of the Area</b>		School Plays/Concerts			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Slip/Trip	Pupils, Parents, Staff	4x1=4 Low	<ul style="list-style-type: none"> <li>Children and parents are encouraged to behave appropriately when in the hall.</li> <li>Parents are encouraged to supervise young children adequately.</li> </ul>	
	Fire	Pupils, Parents, Staff	2x9=18 Medium	<ul style="list-style-type: none"> <li>Prior to the commencement of concert, the audience is made aware of the fire exits</li> <li>Audience are encouraged to assemble at the assembly points in the school yard. <ul style="list-style-type: none"> <li>Ms. Tuohy and teachers to act as fire wardens.</li> <li>Fire services will be contacted in case of fire.</li> </ul> </li> </ul>	

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

The process involved consultation with all 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 BoM in Mayo Abbey 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 Mayo Abbey NS 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**

<b>Severity Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
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**

<b>Probability Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
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 style="text-align: center;"><b>Emergency – Extremely serious</b></p> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	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.
11 – 15	<p style="text-align: center;"><b>Severe and Serious</b></p> If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	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.
6 – 10	<p style="text-align: center;"><b>Medium</b></p> If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	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.
1 – 5	<p style="text-align: center;"><b>Trivial or Negligible</b></p> If an incident were to occur, there would be little likelihood that an injury would result	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.

**\*Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> </ul>	<p>The Board of Management has developed a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan highlights 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"> <li>✓ Ensure that all staff receive necessary training prior to returning to work</li> <li>✓ Provide posters, information to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school campus</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> </ul>	Negligible	Board of Management Principal Staff

	<ul style="list-style-type: none"> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> </ul>	
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Risk Level Calculation

(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality

(b) Likelihood of event            1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable

(c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk    Acceptable

6-10 Medium risk    Requires monitoring

11-15 Severe risk    Requires immediate further action and control

16-25 Emergency risk    Halt activity and review immediately

Assessment Date:    March 2023

Assessor's Name: Michelle Tuohy, Principal and all School Staff

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		



<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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).</li> <li>✓ Necessary PPE is available to staff</li> <li>✓ Standard cleaning and maintenance regimes are in place Toilet facilities are cleaned regularly.</li> <li>✓ Equipment sharing is minimised. Staff are encouraged not to share equipment</li> <li>✓ 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)</li> <li>✓ 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</li> <li>✓ All waste collection points are emptied regularly</li> </ul>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event            1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk    Acceptable</p> <p>6-10 Medium risk    Requires monitoring</p> <p>11-15 Severe risk    Requires immediate further action and control</p> <p>16-25 Emergency risk    Halt activity and review immediately</p>		
<p><u>Assessment Date:</u>    March 23</p>		<p><u>Assessor's Name:</u> Michelle Tuohy, Principal and all School Staff</p>		

Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		

<p><b>All staff</b></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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking</li> <li>✓ All tools and equipment must be properly sanitised to prevent cross contamination</li> <li>✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable</li> <li>✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each u</li> </ul>	<p>Requires monitoring</p>	<p>Board of Manager Principal Staff</p>
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event            1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk            Acceptable</p> <p>6-10   Medium risk        Requires monitoring</p> <p>11-15 Severe risk         Requires immediate further action and control</p> <p>16-25 Emergency risk    Halt activity and review immediately</p>
<p><u>Assessment Date:</u>    March 2023</p>	<p><u>Assessor's Name:</u> Michelle Tuohy, Principal and all School Staff</p>

**Declaration of Sight**

I have read and understand the contents of this document.

**School Staff**

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