

SAFETY STATEMENT

1 Introduction.

This safety statement outlines the health and safety policy of Ratoath Junior Primary School and in doing so aims to fulfil the requirements of all relevant legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007,
- Relevant European Legislation
- The Children's Act 2001
- Education for Persons with Special Needs Act 2004
- Disability Act 2005

This statement also takes into account codes of practice as written and will be amended as required to quote relevant legislation.

Ratoath Junior / Primary School is located in Ratoath Co Meath. It is situated directly alongside Ratoath Senior Primary school on the same grounds. Today it employs 29 teachers and 9 special needs teachers. There is also ancillary staff of 1 secretary, 1 caretaker and 5 cleaners. All staff regularly undertakes in house courses and a record of these is filed. There is a lollipop lady positioned outside the school gate to facilitate safe crossing of the pupils and others.

The school caters for junior school children up to the age of 8. There are prefabs on the premises and a play area at the rear of the school. There is a no smoking policy throughout the premises, a healthy eating policy which is supported by the parents association and signage present at the entrance re admittance, etc.

Glass bottles are strictly forbidden. There is a large car parking area at the side of the building and prefabs on the grounds of the school and 10 CCTV cameras in total with footage stored on the system. The playground is supervised between 9.20am – 3pm. Access to the school is strictly monitored.

As with most places of work, there are risks and hazards. This safety statement defines those risks and hazards associated with the activities throughout the school. It also specifies the systems in place to secure the Health, Safety and Welfare of all employees and pupils. The employees consist of the Principal, who heads the workforce, followed by the deputy principal, teachers, SNA's, caretaker, secretary and cleaning staff as outlined above.

This safety statement has been prepared following consultation with employees, both staff and management.

Safety Is A Journey Not A Destination

2 Statement of Policy.

As Chairperson of the Board of Management of Ratoath Senior Primary School, I declare that the responsibility for the health, safety and welfare of all employees is my ultimate responsibility.

I will strive to do my utmost to secure a workplace that is as safe and healthy as possible.

It is a responsibility of management to provide the necessary resources in terms of finance and personnel to enable the operation of this safety statement and to enable us as management to fulfil our duties to all employees.

Under the 2005 Safety Health and Welfare at Work Act, it is the policy of management to ensure so far as is reasonably practicable at all times:-

- A safe place of work.
- Safe access and egress.
- Safe plant and machinery.
- Safe systems of work.
- The provision of appropriate information, instruction, training and supervision.
- Provision of suitable personal protective clothing and equipment.
- The preparation and revision of emergency plans.
- To ensure good housekeeping and good hygiene practices.
- The designation of staff having emergency duties.
- The provision and maintenance of welfare facilities.
- The reporting of accidents and dangerous occurrences.
- The provision of a competent person to advise and assist management in their health and safety duties.
- To carry out safety inspections and Audits.
- The provision of facilities to enable the Safety Representative to fulfil his/her functions.

Statement of Policy cont'd.

Ratoath Junior Primary School would like to remind all employees that the success of our policy depends on co-operation between all. All employees must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions at work. There is also a reminder to report without unreasonable delay any defects in plant, equipment, place of work or system of work, which may endanger safety, health or welfare.

This safety statement will be reviewed annually or at such interim time, as shall be decided on or agreed as necessary to take account of any technological changes or changes in work practices.

Management would like to take this opportunity to encourage the participation of employees in particular the Safety Representative in the fulfilment of our objectives and we recognise his/her role in consultation with the board of management.

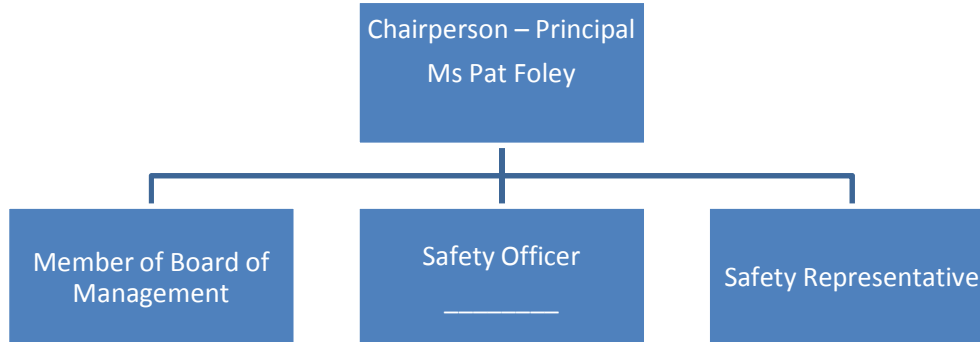
Yours sincerely

Mr Val Murrhy
Chairperson of the Board of Management,
Ratoath Junior Primary School

3. Safety Organisation and Consultation

3.1 Safety Committee

The Board of Management has ultimate control over health and safety within the organisation. They have selected a safety committee to determine the health and safety policies of the school. The committee is as follows:



- The committee has been set up to implement the employer's policy of creating a safe working environment.
- The committee will continuously monitor and review all aspects of the safety statement.
- The safety committee will ensure that there is safety consultation between the employees and management with regards to all matters that may affect health and safety at the workplace.
- This committee shall meet at least every six to eight weeks and it is the responsibility of the Principal to see that these meetings are organised and that minutes are kept.

The business of the safety committee meetings shall minimally include the following:

- (a) Review of any accidents or dangerous occurrences since previous meeting.
- (b) Recommendations for correction of accidents caused.
- (c) Review of safety inspection and findings.

The safety committee is a forum through which employees may consult and give recommendations on health and safety issues.

3.2 Safety Consultation

Ratoath Junior Primary School recognise that employee involvement in health and safety is an integral part of the operations of the school, and sees health and safety as being of value within these operations.

Thus the Board of management encourage employees to elect from their ranks a Safety Representative.

The Safety Representative will consult with the Board of management through procedures on any relevant health and safety issue. The Board will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

We will provide any necessary training and information to the Safety Representative in accordance to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfil his/her duty.

4. Responsibilities.

4.1 Chairperson of the Board of Management - Mr.V Murihy:

As Chairperson of the Board of Management of Ratoath Junior Primary School, Mr. V Murihy takes ultimate responsibility for:-

1. The safety, health and welfare of all employees.
2. The provision of both financial and personnel resources to maintain the safety policy.
3. The periodic review of the safety policy.
4. The insurance that responsibility is properly assigned and accepted at all levels.

4.2 School Principal/ Safety Officer – Ms Pat Foley

In accordance with Section 15 of the Safety, Health and Welfare at Work Act 2005, Ms. Pat Foley has overall responsibility for the implementation of the safety policy Pat also has a responsibility to co-ordinate the efforts of teachers and other employees in working towards achieving the schools' objectives, as well as:

- Liaise with the Chairperson of the Board of Management and staff in relation to health & Safety issues.
- Ensure that the general policy on H. & S. is established, understood and accepted at all levels.
- Ensure that all equipment is suitable and in compliance with statutory safety requirements.
- Ensure that competent staff, trained and informed on Health & Safety matters, are available at all times.
- Ensure that all teachers are suitably trained in relation to Health and Safety, particularly in relation to manual handling.
- Ensure that employees "Sign off" on training and that records of training are kept.
- Continually develop best practices to ensure as so far as is reasonably practicable, the safety, health and welfare of all employees.
- Advise and assist on matters relating to safety, health and welfare of all teachers and pupils.
- Liaise with government bodies and other experts in the H. & S. arena on matters pertinent to safety, health and welfare.

- Ensure that all new employees receive appropriate instruction, information and training in occupational health and safety and that records are kept on all training.
- Keep a record of all accidents and dangerous occurrences.
- Ensure that all notifiable accidents and dangerous occurrences are brought to the attention of the Health and Safety Authority, and the appropriate I.R.1 and I.R.3 forms are used.
- Stop any operation where there is an immediate danger of injury to any teacher or pupil.
- Ensure that safety inspections are carried out periodically and that the findings are recorded.
- Ensure that recommendations following a safety inspection are acted on.
- Organise and chair monthly safety meetings; record and keep minutes of each meeting.
- Investigate accidents promptly and find out the cause, with a preventative aim.
- Ensure that the safety statement is continually updated to reflect changing circumstances.
- Ensure that teachers within their own class are aware of the proper actions to be taken in case of an emergency.
- Ensure that good housekeeping standards are maintained and safe access and egress is a priority
- Ensure that adequate supervision is available at all times particularly where new pupils are concerned.
- Ensure that thorough and prompt reports are completed and submitted to the Principal following accidents or dangerous occurrences.
- Consider and support any reasonable representation about Health and Safety issues from pupils within their classroom.
- Assist the Safety Representative during the safety inspections.
- Ensure that equipment is safe and without visible defects and that safety devices are intact and operational.

4.3 Employees.

Ratoath Junior Primary School would wish that all employees would be proactive in relation to health and safety, and that under Section 13 of the Safety, Health and Welfare at Work Act 2005, employees have a responsibility to :-

- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.
- Ensure that he or she is not under the influence of any intoxicant as to endanger the H & S of himself or herself or any other persons.
- Co-operate with their employer and or any other person to such extent as will enable their employer or the other person to comply with any of the relevant statutory provisions.
- Take proper care of, and use in a correct manner, as shown, any appliance, protective clothing, convenience equipment or other means or things provided to secure their safety, health and welfare and that of others.
- Not engage in improper conduct or other behaviour which is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- Report to their employer or immediate supervisor, without unreasonable delay any defects in plant, equipment, place of work or systems of work which might endanger safety, health or welfare, of which they become aware.
- Employees must adhere to all safe systems of work, wear personal protective equipment provided and use any safety equipment provided and be aware of the safety issues and guidelines in their own department.
- No employee shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Ensure that they are aware of persons within their department who are responsible for securing their safety and health.
- Breaches of health and safety guidelines or breaches of employee's duties by any employee shall be dealt with under the schools disciplinary procedures. Details of the disciplinary procedure can be obtained from management.
- All accidents or dangerous occurrences should be immediately reported to the Principal.

4.4 Safety Representatives

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, Ratoath Junior Primary School recognises the right of all employees to elect a Safety Representative and also recognise the duties and rights attached with such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- A safety representative has the right to information as is necessary to ensure the health and safety of employees at the place of work.
- The Safety Representative shall be informed when an inspector from the H.S.A. enters the place of work, and shall accompany the inspector on an inspection tour, if requested.
- The Safety Representative has the right to make representation to the Board of management on any aspects of health and safety.
- The Safety Representative may investigate accidents and dangerous occurrences provided he or she shall not interfere or obstruct the performance of statutory provisions.
- The Safety Representative has the right to make oral or written representation to inspectors on any health and safety issue.
- Receive advice and information from H.S.A. inspectors.
- Attend interviews with employees after an accident / dangerous occurrence.
- Carry out safety inspections with prior consent and agreement.
- Investigate potential hazards and complaints made by other teachers or employees.
- Accompany an inspector on the investigation of an accident by prior request to do so.
- Receive, without loss of remuneration, time off from his regular duties for the purpose of acquiring knowledge to discharge his/her functions, and time off to discharge this function.
- The Safety Representative shall not be placed at any disadvantage in relation to his employment for discharging his/her function.

4.5 Contractors

All contractors entering Ratoath Junior Primary School must first report to the school secretary.

Contractors and self employed persons are required to have their own safety statement and insurance details prior to entering the premises. They must furnish the school principal with these documents before beginning whatever work they are contracted to complete.

The following rules apply:-

- Contractors must comply with the Safety, Health and Welfare at Work Act 2005, The Construction Regulations 2006 and the General Application regulations 2007.
- Contractors must be made aware of Ratoath Junior Primary School's safety statement and must be in possession of their own.
- Contractors must be adequately insured, and must produce a copy of insurance, safety statement and/or method statement if requested.
- Contractors must use their own equipment, which must meet the standards required by the Safety, Health and Welfare Act 2005
- Contractors should be aware of permit - to - work systems, which may be necessary if doing certain works.
- Contractors must take reasonable care of their own safety and that of their employees, sub-contractors and others affected by their work.
- Contractors must use any personal protective equipment, devices, or clothing necessary. Failure to do so will result in breach of contract agreements.
- Contractors must report all accidents or near - misses to the Principal within Ratoath Junior Primary School.
- Contractors must be aware of emergency procedures.
- Hot Work procedures by contractors require a Hot Work Permit to be supervised by the contractor supervisor.
- Contractors must use only competent and suitable persons for the work performed.
- Contractors must complete all work satisfactorily and ensure that all areas worked on are left in a safe condition after work is completed.

4.6 All others including Suppliers, Customers & Visitors

Observe the safety rules and the instructions given by people enforcing the company's safety policy.

5. Welfare Facilities

5.1 Welfare Facilities

Ratoath Junior Primary School intends to provide/secure suitable welfare facilities in accordance with statutory provisions that are applicable. We recognise that this provision is an essential element in securing safety, health and welfare for all.

Suitable washing and sanitary facilities

To include water flush toilets with washing facility which is subject to daily cleaning.

Canteen

Canteen to comprise of tables and chairs and washable surfaces. A water / boiler fixed and secured. The kitchen/canteen area has the following equipment:

- Cooker / Grill / Oven
- Dishwasher
- Toaster
- Burco Boiler
- Kettle

No hot drinks are to be taken from the canteen.

Drinking Water

Of suitable drinking quality as provided by council services.

Safe Access / Egress

- All offices/corridors, to contain suitable and appropriate fire fighting facilities.
- All corridors and means of egress are to be kept clear at all times.

5.2 First Aid and Medical Attention.

- A fully equipped First-aid box is provided for all employees, and all new employees are made aware of this facility.
- The First-Aiders listed above have been trained by an approved first-aid instructor.
- First-Aiders are requested to attend refresher courses every four years.
- The First - Aid box is provided and stationed in the secretary's office. There is an additional one for use when on school outings. These boxes are fully equipped as per H.S.A. guidelines. Keys for first - aid box is available through the First – Aider, secretary or the Principal.
- All teachers are made aware of pupils with allergies and / or sickness and specific illnesses such as diabetes etc.
- In case of a medical emergency, an injured person should be brought to the nearest doctor on duty.
- It is important that First - Aiders keep records of any treatment given.
- It is also the schools policy that in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor.
- The pupil is taken home if it is not possible to contact parents by phone and the situation is not an emergency.
- Failure to contact parents/guardian in the event of an emergency means that the pupil is taken to the doctor or the doctor or medical emergency services may be called to the school.
- If necessary the insurance company may be informed.
- The following are qualified first aiders working within Ratoath Senior Primary school:

_____	_____
_____	_____

5.3 Emergency Evacuation

- During an emergency evacuation all persons on the premises must evacuate the building immediately.
- During emergency evacuation leave by the nearest available exit.
- Teachers / fire wardens are responsible for the safe evacuation of their pupils.
- There is an emergency evacuation assembly point located
- All staff will be instructed on emergency evacuation procedures as part of their induction.
- Only designated trained fire wardens are to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately
- Upon evacuation The Person in Charge will contact the local Fire Brigade from the assembly point.
- The Person in Charge will then check that all persons are safe at the assembly point and will be able to inform the fire brigade accordingly.
- The above person will then assist the fire brigade upon their arrival.

5.4 Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

- (a) Fire detection equipment.
 - (b) Fire extinguishers and other means of fire prevention.
 - (c) Warning systems.
 - (d) Exit signs.
 - (e) Emergency lighting and notices.
 - (f) Appropriate systems of ventilation.
 - (g) Appropriate instruction and training of staff.
 - (h) The holding of evacuation drills.
 - (i) Safe means of escape.
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- Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.
 - There is a fire register present which is regularly updated and documented
 - _____ and _____ have been designated as fire wardens.
 - They will be trained into their fire warden duties by _____ Ltd.
 - They will be trained by _____ Ltd. in the use of fire extinguishers.
 - Only designated trained fire wardens are to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately
 - Fire wardens are only allowed to attempt to quench the fire when it is safe to do so.

- There are four types of combustible materials and four types of fire extinguishers. The extinguisher required depends on the material to be extinguished. The following chart describes the required extinguishers.

Fire Type	Cause	Extinguisher	Colour Code
A	Paper, wood and general combustible fires requiring cooling and quenching.	Water, Powder or Foam	Red, White or Blue
B	Burning liquids i.e. petroleum, spirits, paints and oils.	Powder, Foam or CO ₂	White, Blue or black
C	Gas Fires such as propane, methane, acetylene etc.	Powder or Fire Blanket	Blue or Black
D	Electrical fires from electrical wiring or appliances	Powder or Fire Blanket	Blue or Black

- All fire equipment are maintained by Apex Fire Ltd Unit 403 Grant's Drive, Greenogue Business Park, Rathcoole, Co Dublin, Phone No. 01 4019400
- Fire extinguishers are placed in strategic positions and are identified with Fire Point Signs.
- A weekly check is undertaken by the safety representative to ensure that all fire equipment is in place and that there is clear access to all escape routes. Fire extinguishers can be checked by checking the gauge on water, foam and powder extinguishers and by checking the seal on CO₂ extinguishers. Accessibility to all equipment must also be checked.
- Fire Hydrants are located at the front and rear of the school
- Tampering with fire equipment is a criminal offence and will be disciplined severely. A copy of this weekly check is filed at the end of this section.

5.5 Fire Prevention and Safety

- All staff will be informed of and trained in emergency evacuation procedures during induction.
- A fire drill will be carried out every 6 months to enable employees to practice emergency evacuation procedures.
- Fire drill procedures posted on notice boards and in classrooms.
- Each fire drill will be recorded and reviewed afterwards. Procedures will be modified if required.
- All emergency numbers are filed in this safety statement and a copy is kept in the office adjacent to the front exit.

- Rubbish and waste materials will not be allowed to accumulate and will be disposed of daily.
- Flammable liquids, gases and other potential dangerous substances will be limited to small quantities, handled with extreme care and stored in a suitable area that is clearly marked.

5.6 Accident Recording & Notification

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.
- Any accident or dangerous occurrence must be notified to the principal or person in charge as soon as is reasonably practicable.
- The principal will then carry out an investigation into the incident. A full record of the incident will be written onto the Accident Incident form.
- All accident incident forms will be filed under their own section in the company safety file so that they can be taken into account at the annual revision of the safety statement.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the company to notify the HSA if the following applies:
 - The incident is included in the dangerous occurrences outlined in the 12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and
 - If any person dies or is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non working days) or
 - If the person injured was not employed by the company but received medical attention from a nurse or doctor.
- Notification to the HSA must be given by telephone and in written form as follows:
 - In the case of death or an injury on form IR1 (if the person has not returned to work estimate time of absence)
 - In the case of a dangerous occurrence on form IR3
- If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
- IR1 Forms may be electronically filled in on the www.hsa.ie website or by a written form included in the safety statement.
- The IR3 forms are free of charge and are filed in the safety statement.

6 Company Policies

6.1 Guidelines for Pupils

- Pupils shall show respect and courtesy to all members of the Teaching Staff and to each other. They shall obey the directions of their teachers and the Principal.
- Classes commence at a.m. and at p.m.
- Pupils who are absent from, or late for class for any reason (full-day or half-day) shall give a written explanation to the class teacher.
- Pupils are not allowed to leave the school premises during school hours without a written request from their parents.
- Pupils, who do not go home for lunch, are not allowed to leave the school premises, during the lunchtime period, without a written request from parents to do so.
- Pupils shall not cycle in or out of the school grounds past the cycle parking area.
- Children shall not eat during class, chewing gum is strictly forbidden.
- No pupil is allowed in the school building during play period unless required to because of inclement weather conditions.
- Classrooms and school grounds should be kept clear of litter.
- Rough or dangerous play is forbidden.
- Failure to do homework will be regarded as a serious breach of discipline.
- Pupils shall ensure that their bicycles are securely locked when left on the school premises. Interference with other pupil's bicycles and property is strictly forbidden.
- Pupils shall be fully responsible for their own personal property in the school.
- Continuous disruption of a class is forbidden and will not be tolerated.
- Pupils shall wear school uniform at all times.
- Pupils shall not wear badges or ornamentation. Only stud earrings are allowed.

- Sports gear (runners, football boots, togs or track-suit) is essential for PE in the hall, activity circuit and for all field sports.

6.2 Pupil Disciplinary Procedures:

- Reprimand by teacher.
- Extra homework.
- Isolation of pupil in classroom.
- Denial of privileges.
- Parent to be informed initially.
- Parent to call on Principal or Class Teacher.
- Suspension of pupil.
- Suspension immediately on personal abuse of teacher.

A record will be kept of all misbehaviours.

6.3 Vulnerable Groups.

6.3.1 People with Disabilities.

Ratoath Junior Primary School holds a high regard for people with disabilities. This school has aspired to have an equal opportunities programme in place, which includes people with disabilities.

The objectives of this programme would be to: -

- Analyse and examine means of reducing attitudinal barriers, which prevent people with disabilities from obtaining meaningful employment.
- Familiarise Ratoath Junior Primary School with possible changes in employment equality legislation, with specific regards to the employment of people with disabilities.
- Provide a basis for future positive actions with regard to disability issues, with particular reference to promoting equality of opportunity in the workplace.
- These mechanisms and approaches include; safe access and egress to include wheelchairs.

6.3.2 Young Workers.

It is the policy of Ratoath Junior Primary School to educate, train, inform and instruct all new employees on health and safety issues before commencing teaching or any other operations, and to make them aware of the risks and hazards in their area.

6.3.3 Older Workers.

In order to reduce risks for older workers Ratoath Junior Primary School have implemented several measures, these include:-

- Regular training for older workers.
- Update training on equipment and new technology.
- Provide awareness information to suit individual needs.

6.3.4 Pregnant Employees.

Ratoath Junior Primary School provides specific risk assessment for their pregnant employees and including issues such as:-

- Manual Handling.

- Awareness of the Maternity Protection Act 1994/2001 and employees rights therein.
- Rest rooms, i.e. Staff canteen
- Time off and rest allowances, if appropriate or necessary.
- Changes in working procedures, to exclude heavy or repetitive manual handling.

As Ratoath Junior Primary School is an environment which incorporates manual handling operations in its work practices, all employees, with specific regards to pregnant employees, are notified and instructed on the hazards and risks involved.

If an employee is pregnant her Principal or First-aider must be notified, and her entitlements and rights under the 2007 Regulations explained to her.

6.3.5 Non - National Children

The school welcomes all children of all nationalities and creeds. Non – national children have a language support teacher if their level of English is not up to standard.

This is carried out in order to facilitate the child’s transition into school life at Ratoath Junior Primary School.

It is the schools policy to facilitate and encourage learning and development of all pupils. There are no social, ethnic or religious prejudices tolerated.

6.3.6 Children with Special Needs

There are 6 full–time and 3 full time infant day special needs assistants (SNA’s) assigned to the school.

The SNA’s give assistance to children with special needs and liaise with staff in order to ensure that all children develop to there full potential at Ratoath Junior Primary school.

6.4 Anti - Discrimination Legislation

Ratoath Junior Primary School acknowledges the following EU anti – discrimination legislation:

6.4.1 The Racial Equality Directive 2000/43/EC

- Implements the principle of equal treatment between people irrespective of racial or ethnic origin.
- Gives protection against discrimination in employment and training, education, social security, healthcare and access to goods and services.
- Contains definitions of direct and indirect discrimination, harassment and victimisation.
- Gives victims of discrimination a right to make a complaint through a judicial or administrative procedure, associated with appropriate penalties for those who discriminate.
- Shares the burden of proof between the complainant and the respondent in civil and administrative cases.
- Provides for the establishment in each Member State of an organisation to promote equal treatment and provide independent assistance to victims of racial discrimination.

6.4.2 The Employment Equality Directive 2000/78/EC

- Implements the principle of equal treatment in employment and training irrespective of religion or belief, sexual orientation and age in employment and training.
- Includes identical provisions to the Racial Equality Directive on definitions of discrimination, rights of legal redress and the sharing of the burden of proof
- Requires employers to make reasonable accommodation to cater for the needs of a person with a disability who is qualified to do the job in question.
- Allows for limited exceptions to the principle of equal treatment, for example to preserve the ethos of religious organisations or to allow special schemes to promote the integration of older or younger workers into the labour market.

6.5 Manual Handling

6.5.1 General

Approximately 25 per cent of accidents are caused by incorrect manual handling procedures. Injuries include strained backs, slipped discs, sprains, internal injuries e.g. hernia etc. Generally injuries are caused by attempting to lift loads, which are either too heavy for the individual and most are preventable.

6.5.2 General precautions

The method identified, aims to reduce the amount of muscular effort required to move objects by making maximum use of the body weight. The method is strongly recommended for lifting and transferring weights and is based on simple rules which may/can reduce/eliminate the risk of back injury or strain occurring.

- Assess the Task
- Use mechanical lifting equipment where possible.
- Before attempting to lift any load by any means, assess the load and decide if you are capable of lifting the load or will you need assistance.
- **If in doubt, ask for assistance!!!!!!!!**
- Ensure team lifts are carried out with one person providing instructions to the others.
- Know where you are going to set it down, and ensure that the route is clear of obstructions.

6.5.3 Rules for Safe Lifting:

If you decide it is safe to handle the load assess the load and carry out the following lifting technique:

A) Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible.

- B)** Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift.
- C)** Bend your knees, lower your hands and drop down beside the load, inclining your head and keeping your back straight.
- D)** Grasp the object with a firm grip, test the weight to ensure it is not excessive and keep your arms as close as possible to the body.
- E)** Raise you head and look forward, this locks the cervical vertebrae and helps to keep the spine straight.
- F)** Keep the load as close as possible to the body with the elbows in and the lift with strong leg muscles in a controlled movement, keeping the spine straight.
- G)** Move forward and about at a comfortable pace and never rush.
- H)** When lifting always ensure that the heavy side is close to the body, avoid jerking movements

6.5.4 Other forms of manual handling

➤ Pulling and Pushing

Again keep your back straight, although not necessarily vertical, bend at the hips and knees using your leg rather than your arm or back muscles to move the object.

➤ Reaching

Never over reach, this may strain your back. If you reach overhead, keep your knees slightly bent to absorb any sudden loading. If this is not possible, use a stool or steps. Always reduce the weight to be lifted if lifting over the waist level.

➤ Loading on to a low platform

Place one foot between the weight and the platform, with the other in line with the weight to be lifted. If more than one person is involved in the lift decide which man is to give the order to lift to ensure a simple rhythmic movement with the weight travelling on the leading foot position and the rear foot following forward.

➤ Loading on to a high platform

A swinging motion is necessary for lifting weights onto a platform above the waist level.

Here the foot positions are altered, one foot placed in line with the object with the other away from the object and the platform.

Where more than one person is involved in the lift decide which man will give the command. Again using the rules of safe lifting, allowing just enough room for the object to pass, swing the object from the platform. The arms should reach a fully extended position before the return swing of this pendulum motion. As the weight passes the mid-line of the handlers on the return swing, the foot furthest away follows through, ready to assist the upward and resting action.

➤ **Stacking**

- A)** Check objects, which may roll and keep heavy articles near floor level.
- B)** Organise work to minimise the amount of lifting necessary, using mechanical means where possible.
- C)** Inspect pallets , platforms , containers , and racks regularly for damage
- D)** Stack palletised goods vertically on a level floor so they will not overbalance
- E)** Position stacked materials of uniform size like a brick wall pattern, so that no tier is independent of another.
- F)** Use properly constructed racks/shelves/stillages where possible and secure it to a wall or floor where practicable.
- G)** Ensure items do not protrude from stacks / stillages onto gangways or passageways.
- H)** Do not climb racks / stillages to reach upper shelves / components , use a ladder or steps
- I)** Never lean heavy stacks against structural walls or exceed the safe loading of racks, shelves or floors
- J)** Never de- stack materials by throwing down from the top or pulling out from the bottom.
- K)** Never throw down equipment / materials from a height , use controlled lowering means.

6.6 Bullying Policy

6.6.1 Dept of Education Requirements

The Department of Education in Ireland issued circular 40/97 in September 1997 which dealt specifically with assaults on teachers. This circular had three main aims, mainly -

- (1) To raise awareness among Boards of Management of their duty to provide a safe place of work for employees.
- (2) To outline measures to be taken by Boards in order to prevent or minimise the risk of assaults on teachers or other staff employed in schools.
- (3) To encourage Boards to put in place a procedure to be followed in the event of an assault on a member of staff that would be both supportive of the individual staff member and that would also ensure that appropriate action is taken to safeguard against a recurrence.

6.6.2 Definitions of Bullying

Ratoath Junior Primary School condemns any form of bullying and harassment and entails at all times to achieve a safe workplace and safe environment for pupils, teachers, parents and other employees, both physically and psychologically. Bullying and harassment will not be tolerated by school management.

Definition of Bullying:

Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

Definition of Harassment

Harassment is any conduct that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment, in relation to gender, marital status, family status, sexual orientation, race, religion, age, disability, membership of the travelling community.

Examples may include but are not limited to:

- Intimidation
- Isolation or Exclusion
- Victimisation
- Exclusion
- Abusive Behaviour
- Verbal or Physical Threats
- Humiliation in private or in public
- Personal Insults

Definition of Sexual Harassment

Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has a purpose or effect of violating a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Examples may include, but are not limited to:

- Sexual gestures
- Displaying sexually suggestive objects, pictures or calendars
- Sending suggestive and pornographic correspondence including faxes
- Text messages or emails
- Unwelcome sexual comments and jokes
- Lewd remarks including objectionable comments about person or dress
- Unwelcome physical conduct such as pinching, unnecessary touching

6.6.2 Who can cause bullying?

Bullying can occur between or amongst any of the following:

- Board of Management.
- Principal and Deputy Principals.
- Teachers.
- Pupils.
- Parents.
- Contractors.

6.6.3 Adult Procedure

Ratoath Junior Primary School provides an informal and formal procedure for handling bullying and harassment. This procedure may be used by an employee or parents of a pupil.

Informal procedure

- It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. This is likely to produce solutions which are quick, effective and minimise embarrassment and the risk of breaching confidentiality.
- A person that feels he/she is being bullied or harassed should inform the perpetrator that the behaviour in question is unacceptable.
- If a person finds this difficult to carry out then they should organise a contact person such as a colleague or supervisor to inform the perpetrator in a confidential non- confrontational manner.
- A person may bypass the informal procedure if they prefer.

Formal procedure

- If the informal procedure does not stop the bullying or harassment, employees are encouraged to use the formal procedure by informing the safety officer or their supervisor.
- The person making the complaint should put their allegation in writing. This report should include specific details of actual incidents of bullying.
- In the interests of natural justice the alleged bully or harasser will be notified in writing of the nature of the complaint, given a copy of the allegation, informed of his or her right to representation and will be given every opportunity to defend the allegation.
- The complaint will be subject to an initial examination by a member of management, who can be considered impartial to determine an appropriate course of action e.g. Appointing a mediator or attempting to resolve the dispute informally.
- If the above courses of action fail to achieve a resolution then management will carry out a full investigation. Both parties will be provided with a copy of the investigation conclusions and given an opportunity to comment on the findings.
- Appeals against the findings can be made to the Managing Director.
- Where a complaint is upheld management will discipline the offending employee by appropriate means such as counselling, monitoring up to and including dismissal.
- Should a false claim of bullying, harassment or sexual harassment be made and proven, then the claimant is subject to disciplinary action up to and including dismissal.
- Management will maintain records of all relevant discussions and documents used during the investigation.

6.6.4 Pupil Procedure

Bullying in schools frequently takes place in the playground, Toilets, cloakrooms, locker areas, changing rooms and showers. Bullying may also take place in classroom, corridors and corners and on the journey to and from school.

Ratoath Junior Primary School will not tolerate bullying of pupils by teachers, parents or other pupils. Pupils and children may not understand the details of the procedure above. We attempt to provide a safe environment for the pupils free of physical or psychological bullying by:

- Encouraging a school ethos amongst teachers and pupils that encourages pupils to report bullying to teachers.
- Providing comprehensive supervision and monitoring measures
- All reports of bullying, no matter how trivial, should be noted, investigated and dealt with by teachers. In that way pupils will gain confidence that they were correct to inform the teacher.

- Serious cases of bullying behaviour by pupils should be referred immediately to the Principal or Deputy -Principal.
- Parents or guardians of victims and bullies should be informed by the Principal or Deputy - Principal as soon as possible of incidents so that they are given the opportunity of discussing the matter. They are then in a position to help and support their children before a crisis occurs.
- Parents/guardians must be informed of the appropriate person to whom they can make their enquiries regarding incidents of bullying behaviour which they might suspect or that have come to their attention through their children or other parents/ guardians.
- It should be made clear to all pupils that when they report incidents of bullying they are not telling tales but are behaving responsibly.
- Individual teachers in consultation with the appropriate staff member should record and take appropriate measures regarding reports of bullying behaviour in accordance with the school's policy and Code of Behaviour and Discipline.
- Non-teaching staff such as secretaries, caretakers, cleaners should be encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the appropriate teaching member of staff.
- In the case of a complaint regarding a staff member, this should normally in the first instance be raised with the staff member in question and if necessary, with the Principal.
- Where cases, relating to either a pupil or a teacher remain unresolved at school level, the matter should be referred to the School's Board of Management and dealt with under the formal policy above.
- If not solved at Board level, refer to local Inspectorate.

Procedures for Investigating and Dealing with Bullying

Teachers are best advised to take a calm, unemotional problem-solving approach when dealing with incidents of bullying behaviour reported by pupils, staff or parents/guardians. Such incidents are best investigated outside the classroom situation to avoid the public humiliation of the victim or the pupil engaged in bullying behaviour. In any incident of bullying, the teacher should speak separately to the pupils involved, in an attempt to get both sides of the story. All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way.

- When analysing incidents of bullying behaviour seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner.
- If a gang is involved, each member should be interviewed individually and then the gang should be met as a group. Each member should be asked for

his/her account of what happened to ensure that everyone is clear about what everyone else has said.

- If it is concluded that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the Code of Behaviour and Discipline and try to get him/her to see the situation from the victim's point of view.
- Each member of the gang should be helped to handle the possible pressures that often face him or her from the other members after interview by the teacher.
- Teachers who are investigating cases of bullying behaviour should keep a written record of their discussions with those involved. It may also be appropriate or helpful to ask those involved writing down their account of the incident.
- In cases where it has been determined that bullying behaviour has occurred, meet with the parents or guardians of the two parties involved as appropriate. Explain the actions being taken and the reasons for them, referring them to the school policy. Discuss ways in which they can reinforce or support the actions taken by the school.
- Arrange follow-up meetings with the two parties involved separately with a view to possibly bringing them together at a later date if the victim is ready and agreeable. This can have a therapeutic effect.

6.6.5 Bullying Symptoms

- Anxiety about travelling to and from school.
- Unwillingness to go to school.
- Deterioration in educational performance.
- Pattern of physical illness.
- Unexplained changes in mood or behaviour.
- Visible signs of anxiety or distress.
- Possessions missing or damaged.
- Increased requests for money or stealing money.
- Unexplained bruising or cuts or damaged clothing.
- Refusing to talk.

6.7 Disclosure of Abuse Policy

(In accordance with guidelines of Department of Education and the Stay Safe Programme)

6.7.1 Procedure for dealing with abuse claim

In the event of a disclosure the teacher should;

Listen.

Allow the child to tell you what happened in his/her own words without too much prompting. Give the child time and space. Let the child know that you are not afraid to hear what happened.

Tell the child that you believe her/him.

It is rare for children to lie about abuse.

Stress that the child was right to tell.

This cannot be done too many times. It is very important to counterbalance the messages the child has been receiving from the abuser.

Emphasise that the child is not at fault.

Stay in Control.

Stay calm. The initial response is crucial, as the child may not continue to tell if he or she senses anger, embarrassment or other strong emotion in the adult.

Be honest about what will happen next.

Do not make unrealistic promises. Explain that you will have to talk to another person in order to get help.

Record

Make notes of dates and details as soon as possible after the child has disclosed.

6.7.2 Disclosure of Child abuse claims

Teachers merely forward information to the relevant authority.

The teacher is acting in the child's best interest and is not making personal allegations.

Informal consultation to help decide whether a referral is warranted.

If the teacher and principal feel that there are sufficient grounds for concern, the next step is to implement the Department of Education Guidelines.

When making a written referral to the Health Board, what is needed is clear, concise and factual information about:

- What was seen – if a physical injury is involved, a simple sketch would be helpful.
- When – record the date and time.
- What was said – record exact words if possible.

In the interests of confidentiality, teachers may wish to use a code or roll number instead of the child's name in these records. It is useful to retain any relevant written material or drawings.

When a child has disclosed or there is serious suspicion of child abuse and a referral is being made to the local Health Board, it is not the responsibility of school personnel to make enquiries of parents or guardians. Such enquiries are in breach of Department of Education Guidelines. It is the responsibilities of Health Board personnel to investigate suspected abuse and determine what action to take, including notifying parents and Gardaí (Department of Education, 1991).

6.7.3 Disclosure of Child abuse claims

(a) School informs Health Board (appropriately).

(b) Health Board response to Child Abuse.

The responsibility for the management, monitoring and co-ordination of child abuse cases rests with the 'designated officer' in each Health Board Community Care Area.

(c) Where a Health Board suspects that a child has been physically or sexually abused or

Wilfully neglected, the Gardaí will be notified.

6.7.4 Investigation and the school

(a) School Personnel do not engage in investigating disclosures.

- (b) A Social Worker may not call to the school to interview a child without parental consent.
- (c) It is usually necessary to inform parents of the source of referral.
- (d) In the event of a court hearing, disclosure of the source of referral may be necessary.
- (e) **Confidentiality:** the communication of information must be confined to those who have an obligation to receive it.
- (f) Dealing with a case of child abuse can be a traumatic experience for the teacher. Personal and professional support may be warranted.

6.7.5 Resources available

Childline phone number is displayed prominently in the school.

Stay Safe Programme

Agencies listed

6.8 Workplace Violence

Ratoath Junior Primary School recognizes that violence at work occurs where persons are verbally abused, threatened or assaulted in circumstances related to their work. The personal safety of our staff is a primary concern and pending the adoption of a formal procedure by the relevant parties the I.N.T.O. advises that the following steps should be taken after an assault on a teacher, pupil, parent or employee.

- You must not try to resist if cash or stock are the obvious motive for attack and always call for assistance from your principal and other colleague if you feel in any way threatened.
- You must not involve yourself in any violent situation which may endanger your life or that of a colleague or a member of the public. People are more important than money or stock.
- You must report to the principal any incidents of violence or where you feel threatened in any way. In this way Management can be kept aware of the extent of the problem and so take any action that may be appropriate.
- The teacher should immediately report the matter to the principal.
- The Gardaí should be notified immediately if appropriate.
- The Board of Management should be notified of the incident and where necessary an emergency meeting of the board should take place to determine the most appropriate form of action to be taken. Where necessary the Board should consult its legal advisors to enable the teacher to receive appropriate legal advice and representation.
- If the assault is by a pupil, the pupil should be suspended pending a meeting with parents.
- If the assault is by a parent, the parent should be barred from making direct contact with the teacher or school pending full consideration of the matter.

- The teacher should attend his or her doctor for medical attention.

6.9 Safety Inspections.

Ratoath Junior Primary School and its grounds will be thoroughly inspected every six to eight weeks.

The inspection team shall consist of the Principal, Safety Representative and the Caretaker.

A written report of the findings of the inspection shall be maintained by the Principal with copies of same posted on the notice board, also copies given to the safety representative and the Chairperson of the Board of Management, Mr V Murríhy

The findings shall be discussed at the following safety meeting and acted upon.

6.10 School Outings / Bus trips / Accidents

In the event of an accident

- You must report all accidents to the local Gardai immediately
- You must report all damage resulting from accidents, thefts, fire, vandalism and so on (however minor) involving a mini-bus.
- In the case of injury an accident report form must be completed.

You must take the following action at the scene of the accident and afterwards.

- Ensure the safety and well-being of all those involved
- The emergency services should be contacted if anyone is injured
- Get the names, addresses and, if possible, motor insurance details from each driver involved in the accident.
- Make a note of the make, description (for example, van, car or bus) and registration details of every vehicle involved. If any vehicle is, or appears to be, owned by a company or business, get the name and address of the owner.
- Give your name and address, School name and office address to the other drivers.
- At no stage should you admit responsibility. Make no comment or statement on the accident (except to a Garda officer).
- Tell the Gardai if anyone has been injured or if the other driver did not stop or drove off before giving you personal details.
- Get the names and addresses of as many independent witnesses as possible.
- Take pictures of the scene, if possible.

- Do not try to remove your vehicle if this could cause further damage. Contact the principal/person in charge, who will make arrangements for the vehicle to be removed.
- The Principal/person in charge must ensure that each mini-bus is supplied with a set of relevant phone numbers, a first aid kit and fire fighting equipment.
- If alternative arrangements have to be made to transport passengers you should contact your Principal/ person in charge or the school administration office.

6.11 Maintenance

- Maintenance to the building/Grounds will be carried out by the caretaker or suitably qualified sub contractor.
- PPE is provided for the various tasks
- All hazardous substances are stored in a locked room for maintenance and cleaning staff.
- Material Safety Data Sheets (MSDS) sheets are available for Employees involved in Cleaning and/or maintenance.

6.12 Kitchen /staff canteen room

The kitchen /staff canteen room is used primarily for staff breaks. Sometimes it is also used by Special Needs Assistants when working with Special Needs Children. There are no hot drinks to be taken outside the canteen where children are present.

- Fire protective equipment is present
- Supervision with the children is present at all times.
- Maintenance of any appliance is only carried out by a suitably qualified person.

6.13 Information. Training & Instruction

Ratoath Junior Primary School will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare.

It is our wish to have a workforce and pupils that are pro-active and aware of health and safety. We will provide adequate finances to obtain this objective.

Ratoath Junior Primary School will provide the following for employees:-

- Manual handling training (Statutory duty).
- Health & Safety induction programme.
- Teachers also avail of ongoing training themselves; these records are stored on file.

7. Identification of Hazards and Risk Assessment

Ratoath Junior Primary School is committed to identify hazards and to make suitable provisions for the elimination or reductions of those found to be present.

To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources to fulfill this role on an annual basis or as required if deemed necessary.

These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the work place, equipment, procedures and records to date.

Our staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Principal.

A HAZARD:

Is a situation with a potential for human injury, damage to property, damage to the environment or a situation with a combination of all three.

A RISK:

Is the likelihood of an undesired event occurring and the likelihood, great or small, that someone or something will be harmed by a hazard.

The Risk levels have been divided into three categories:

- **HIGH**: The likelihood of the Hazard causing injury is high or the outcome of the resulting injury will be serious or fatal.
- **MEDIUM**: The likelihood of the Hazard causing injury is Medium or the outcome of the resulting injury may be serious.
- **LOW**: The likelihood of the Hazard causing injury is Low or the outcome of the resulting injury may be slight.

Our approach to implement appropriate control measures shall include the following:

- Accepted practices
- Statutory guidelines and advice
- Expert advice and consultation
- Training of workforce to mitigate the risks by formal communication procedures

7.1 Fire

Hazards

- Faulty Electrical equipment.
- Hot work
- Smoking
- Improperly stored flammable materials (Chemicals & dry goods)

Risks Low

- Burning
- Smoke inhalation

Control Measures

- All employees must be aware of the **emergency evacuation** procedure during induction.
- Emergency evacuation procedures are posted throughout the building.
- Fire doors are fitted throughout and all passageways and exits are clear
- A fire alarm is present, monitored and checked regularly
- The fire fighting zone chart is displayed in the schools entrance hall.
- Emergency evacuation training takes place regularly and drills are recorded and stored on file. See Fire Emergency Evacuation on page 16, Fire Safety Equipment on page 16 and fire Prevention & Safety on page 17.
- Access to fire fighting equipment is kept clear at all times
- Every employee should be aware of two routes from their location of work.
- All machinery / equipment will be maintained as far as is reasonably practicable to a safe standard by appropriately trained employees and contractors.
- Only competent qualified contractors are allowed to perform electrical maintenance or hot work on the premises.
- All areas must be kept clear of rubbish or combustible materials.
- Store solvents and cleaners correctly and in their correct containers.
- Label all flammable products
- Smoking is prohibited.
- Hydrants are located at the front and the rear of the building.
- Fencing is in place in order to secure the premises to reduce the risk of unauthorized people entering which may cause a fire by accident or by design (Arson).
- All flammable materials such as chemicals and dry goods will be stored in areas with a low risk of a fire source.
- Hot Work permits must be issued to all contractors before been permitted to carry out hot work. These permits outline the appropriate precautions to take and must be strictly adhered to.
- The fire register is filled in regularly and stored in the secretary's office.

7.2 Traffic / Vehicles

The term vehicles, incorporates cars in the car parking area, drop offs and delivery trucks.

Hazards

- Traffic Congestion
- Erratic driving
- Collision between two vehicles.
- Collision between a vehicle and a person.

Risks Medium

- Serious injury through crushing or laceration.
- Collision

Control Measures

- A speed limit has been posted and must be adhered to in the school grounds.
- Traffic routes are marked one way.
- There is a CCTV system to monitor driver's behaviour in the car parking area.
- A lollipop lady is present outside the school to assist children crossing the road
- Traffic lights are also present.
- Traffic calming measures are present for drivers approaching the school area on the main road.
- Deliveries of any nature should not present a hazard to the other vehicles, road users, pedestrians or adjacent structures.
- Particular care must be taken while reversing.
- All vehicles will be parked safely in the allotted spaces.
- Ongoing discussion with the local council and Gardai to implement new arrangements per traffic as required and appropriate. Parents will be informed of any new policies.
- Lighting is present in the school parking area
- Signage is present for exit only, no exit in conjunction with the one way system.
- There is a footpath immediately outside the school's front to facilitate persons accessing the school grounds.
- Yellow lines are present at the school entrance to discourage parking obstructions here.

7.3 Slips, Trips and falls (Access & Egress)

Hazards

- Inadequate access to the Workplace
- Blocking of access ways with equipment.
- Poor House keeping practices
- Wet, slippery or broken flooring.

Risks Medium

- Personal injury due to slips, trips and falls

Control Measures

- Define all doors, access routes and walkways and ensure they are kept clear of obstructions.
- All floor surfaces must be kept in a clean undamaged condition as is reasonable practicable.
- Appropriate anti-slip flooring is installed throughout.
- Wet mats are placed at all entrances.
- Every employee is responsible for ensuring that his/her workplace is kept clear of slipping or tripping hazards.
- Ensure all materials are stored safely.
- Waste materials must be disposed of immediately to appropriate skips or recycling areas located at the rear of the school.
- Good housekeeping practices are strictly adhered to
- The leads from office / visual display equipment may not be allowed to trail on the floor where someone may trip over them.
- Running and horseplay are strictly prohibited.

7.4 Manual Handling

See Manual Handling on Page 25.

Manual handling incorporates lifting, pushing, pulling moving or transporting a load.

Most activities on the premises involve manual handling of some form.

Hazards

- Improper manual handling techniques and lifting of excessively heavy or awkward loads.

Risks Medium

- Back injury, sprains, broken toes or feet

Control Measures

- Ratoath Junior Primary School attempt to remove manual handling wherever possible.
- Manual Handling machinery and aids have been introduced to minimize the risk to employees from manual handling hazards, trolleys etc.
- Personnel required to carry out manual handling activities will be trained in safe manual handling techniques by a suitably qualified person.
- The selection of persons to carry out manual handling tasks shall be based on training given, age and physical build.
- Employees are encouraged to advise management on steps to be taken to reduce manual handling work.
- Personal protective equipment is provided by the company to persons who may have to handle awkward or heavy loads.
- It is important for employees to assess the manual handling activity to ensure it is safe to proceed.
- Employees are instructed to seek assistance in manual handling tasks where they expect or experience difficulty.

7.5 Unauthorised Access

Hazards

- Persons intentionally or accidentally intruding on the site.
- Theft
- Arson (See Fire)
- Abduction
- Sexual Misconduct

Risk Factor: Low

- Intruders may cause harm to themselves, employees or children

Control Measures:

- The premises are enclosed by fencing to discourage trespass.
- CCTV cameras are placed throughout the school grounds.
- These are stored on disc for reference purposes.
- The entrance to the building has a buzzer system for access.
- The school gates are securely locked when the school is not in use.
- A burglar alarm has been fitted.
- All employees will monitor the school grounds to ensure that any persons entering will be politely challenged as to their authorisation.

7.6 Display Screen Equipment - DSE's

Hazards:

The DSE's on the premises are the computers for pupils and work equipment used by staff and in the administration office.

Risks: Low

- Repetitive strain on the eyes.

Control Measures:

- The office arrangements adhere to the requirements of the 10th and 11th Schedules of the Safety, Health and Welfare at Work (General Applications) Regulations 2007
- Any staff member that is covered by the following will be trained by a competent instructor in the safety & health of using DSE's
 - Must use a DSE to carry out his/her work
 - Normally uses the DSE for periods greater than one hour
 - If the DSE is generally used by the employee on a daily basis.
- All employees covered by the above conditions will have periodic breaks and alternative activities away from DSE's.
- All DSE's are covered with an anti- shimmer device.
- The company in accordance with regulation 26 of the above act (taking into account any tests and appliances provided by the state) will ensure that an appropriate eye and eyesight test, carried out by a competent person, is made available to every employee:
 - a) Before commencing DSE work
 - b) At regular intervals thereafter
 - c) If an employee experiences visual difficulties which may be due to DSE work.

DSE Training:

- A general appreciation of the computer system to which the DSE may be linked.
- Appropriate induction training. Employees should understand how the work is organized so as to comply with these regulations
- Instruction on the general principles of ergonomics, the proper adjustment of furniture, screens, keyboard, lighting etc. so as to suit individual employee's height, reach etc.

7.7 School Outings / Bus trips / Supervision

Hazards

- Collision with another vehicle
- Collision with a cyclist/pedestrian(s)
- Vehicle overturning
- Loosing the control of the bus whilst driving

Risk Factor: Medium

- Serious injury through crushing or laceration.
- Collision

Control Measures:

- Only fully licensed and authorised drivers are allowed to drive vehicles with passengers on board.
- Details of driving licence must be supplied to School Administration and regularly updated if necessary.
- All passengers travelling on the bus must be seated and must use the seat belts provided
- It is Ratoath Junior Primary School policy that only one person per seat is allowed on its buses/mini-buses.
- The bus/mini-bus is regarded as an extension of the school. Therefore the rules and regulations and Code of Discipline that apply in a school, that are reasonably operable on a bus/mini-bus, also apply to all passengers on the bus/mini-bus
- If a driver considers that a particular passenger poses a considerable risk or danger to other passengers on the bus then s/he should inform their Principal person in charge of this fact ASAP.
- The driver of the bus is in charge of the bus and its passengers. The driver should always be accompanied by a supervisor. In this situation it is the responsibility of the supervisor to supervise the passengers on the bus/mini-bus.
- Drivers must ensure that they have no alcohol taken before they drive the bus. (You should always remember that it is still possible to be 'over the limit' from alcohol you drank the night before)
- Drivers must tell their Principal person in charge about any medical condition which might affect their driving ability.
- By law it is an offence, and dangerous, to drive under the influence of alcohol and certain types of drugs.

8. Monitoring of Safety Statement

- The initial hazard identification and risk assessment has been included in the safety statement.
- Further risk assessments will take place annually or whenever new hazards become apparent.
- The Board of Management meetings will contain Health and Safety on the agenda.
- The school endeavours to take account of new legislation or guidelines in relation to health and safety.

9. Emergency Numbers

Organization	Contact	Tel. Number
Principal	Patricia Foley	01 8259487
Deputy - Principal	Audrey McCarthy	01 8352600
Emergency		999 / 112
• Gardai	Ashbourne	8351515
• Hospital		
• Fire Brigade		
Maintenance	Jim Lowe	01 82566190
HSA	Inspector on Duty	01-6147000
First Aid Equipment		
Pest Control		
Co. Council	Meath Co. Co.	046 9021581
Safety Consultants	R.E.C. - John Creedon	086 8255240
First Aid Personnel	All Staff	
	Basic First Aid	

10. Useful Addresses and Organisations.

Campaign Against Bullying

Contact: Ms. Vivette O'Donnell
72 Lakelands Avenue
Kilmacud, Stillorgan
Co. Dublin
01-2887976

Irish Business and Employers Confederation (IBEC)

84 Lower Baggot Street
Dublin 2
01-661011

Employment Equality Agency

36 Upper Mount Street
Dublin 2
01-6624577

Work Research Centre

22 Northumberland Road
Dublin 4
01-6683988

Irish Congress of Trade Unions (ICTU)

19 Raglan Road
Dublin 4
01-6680641

11. Accident Notification Form

**NAME
DATE / TIME**

LOCATION OF ACCIDENT

**EMPLOYEE'S JOB AT TIME
OF ACCIDENT**

**HOW DID THE ACCIDENT
OCCUR**

PPE WORN

WITNESSES

INCIDENT REPORTED TO

INJURIES RECEIVED

**MEDICAL ATTENTION
RECEIVED ON SITE**

**MEDICAL ATTENTION
RECEIVED OFF SITE**

EMPLOYEE ABSENCE

REPORTED TO HSA ?

INVESTIGATED BY

**INVESTIGATION
CONCLUSION**

Signed: _____

Date: _____

Notes Miscellaneous:

FIRE DRILL

The fire drill is reviewed every year.

Rules for Fire Drill

1. Walk. Do not run.
2. Listen quietly to directions.
3. Stay with your group

Please note:

- Each child must have a partner.
- Remember to close doors on exit
- Bring Roll Book.
- Children attending Learning Support / Resource Teacher / Paired Reading should be brought to the appropriate lines by the teachers/ other adults in charge, if their class is called
- Children attending Extra-Curricular Activities must go to assembly point with their teacher if their class is called.
- Children on errands must join their class at assembly point.
- Numbers have been painted on car spaces in the car park, Please line up children at allocated number.