



Health & Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005 the Board of Management of **St. Vincent's Special National School** ensure that the school is as safe as reasonably practicable. The safety statement outlines the health and safety management system that the school has in place.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and/or visiting the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. The Board of Management Safety Officers shall carry out a safety audit annually and a report will be made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health. Any concerns of a health, safety or welfare issue should be made known to the school Principal.

The Board of Management of **St. Vincent's Special National School** is committed to:

- Manage and conduct school activities so as to ensure the safety, health and welfare of staff, pupils and all visitors (clinicians, parents, etc.);
- Designing, providing and maintaining all places in the school to be safe and without risk to health;
- Prevent/address improper conduct or behaviour likely to put staff and others' safety and health at risk;
- Provide safe means of access and egress;
- Provide safe plant and equipment;
- Provide safe systems of work;
- Prevent risk to safety and health from any article or substance;
- Provide appropriate information, instruction, training and supervision;
- Provide appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated;
- Prepare, review and revise emergency plans;
- Designate staff for emergency duties;
- Provide and maintain welfare facilities;
- Appoint a competent person to advise and assist in securing the safety, health and welfare of staff.

Sign off chairperson: _____

Date: _____

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



Health & Safety Policy 2015

The Board of Management of **St. Vincent's Special National School** considers safety, health and welfare at work to be a core value of fundamental importance. In accordance with the Safety, Health and Welfare at Work Act 2005 (hereafter referred to as 'the Act'), the Board of Management, as employer, acknowledges its responsibilities and is committed to providing, so far as is reasonably practicable, a safe and health work environment for all staff and to protect pupils, contractors and visitors from potential injury and ill health arising from the school's work activities.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and/or visiting the school.

The successful implementation of this policy requires the full support and active co-operation of all staff, pupils (in as much as they can comprehend/comply), contractors and visitors to the school. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. The Board of Management Safety Officers shall carry out a safety audit annually and a report will be made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health. Any concerns of a health, safety or welfare issue should be made known to the school Principal.

It is recognised that hazard identification, risk assessment and control measure as 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:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Act and other relevant legislation, standards and codes of practice;
- Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- Provide information, training and instruction to enable staff to manage the challenging behaviours as exhibited by some pupils;
- Manage and conduct school activities so as to ensure the safety, health and welfare of staff, pupils and all visitors (clinicians, parents, etc.);
- Designing, providing and maintaining all places in the school to be safe and without risk to health;
- Prevent/address improper conduct or behaviour likely to put staff and others' safety and health at risk;
- Provide safe means of access and egress;
- Provide safe plant and equipment;



- Provide safe systems of work;
- Prevent risk to safety and health from any article or substance;
- Provide appropriate information, instruction, training and supervision;
- Provide appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated;
- Prepare, review and revise emergency plans;
- Designate staff for emergency duties;
- Provide and maintain welfare facilities;
- Appoint a competent person to advise and assist in securing the safety, health and welfare of staff.

2. Introduction and School Profile

This safety statement outlines the health and safety policy of St. Vincent's Special National 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.

The Board of Management under the patronage of the Daughters of Charity runs St. Vincent's Special National School. Policies and practices followed in this school are set out in accordance with guidelines and circulars from the Department of Education and Skills.

St. Vincent's Special School caters for pupils of school-going age with Moderate and Multiple General Learning Disabilities. We also cater for pupils with a severe intellectual disability. Both ambulant and non-ambulant pupils would require some form of assistance when leaving the building. A significant proportion of our pupil population have a diagnosis of autism, some of which present with challenging behaviour.

The school is located on the Navan Road and is a two-storey building. There are 4 mainstream classrooms, 2 ASD classrooms, snoozeleen, staff toilet, hall, changing room and offices are located on the ground floor and there are 4 mainstream classrooms, sensory room, resource room, home economics room, staff toilet, and staffroom located on the first floor. All classrooms contain 2 pupil toilets.

The school staff consists of:

- o **69 pupils**
- o 12 teachers (including the Deputy principal)
- o 25 SNAs
- o 1 Administrative Principal
- o 1 part time school secretary, 1 household staff member



Multidisciplinary Team members/ Clinicians visit the school at varying times during the week.

The school is cleaned daily through the services of Nugent Contract Cleaners

3. Roles and responsibilities

3.1 Board of Management:

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has written risk assessments and an up to date safety statement;
- Sets safety and health objectives;
- Receives regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and when changes that might affect workers' safety and health occur;
- Provision for the particular needs of individual pupils;
- Reviews the school's safety and health performance;
- Allocates adequate resources to deal with safety and health issues;
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

3.2 Designated person for safety and health acting on behalf of the Board, e.g. the Principal and/or other nominee of the Board:

- Complies with the requirements of the 2005 Act;
- Liaises with School principal on health and safety findings;
- Reports to the Board of Management on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;

3.3 Safety Representative/Post-Holders with particular functions in safety and health:

- The post-holders with duties related to safety and health must fulfill the duties as assigned. All members of the Inschool Management Team have particular responsibilities and duties with regards Health and Safety in the school.
- Although ultimate responsibility for safety and health rests with the employer, the post-holders must fulfill those duties assigned to which he/she agreed. In addition to the role and statutory duties of the Safety Representative, the Deputy Principal will:
 - Complete a Health and Safety Audit of the school termly with the Safety Representative/ Board Health & Safety Officer;



- Reports to the Principal on safety and health performance;
- In consultation with the Principal, will organise a fire drill once a term and deal with any issues that may arise.

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, in conjunction with the designated post-holder, 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, if required.
- Carry out safety inspections with prior consent and agreement.
- Review all classroom audits termly with the class teachers;
- Reports to the Principal on safety and health performance;
- 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/her 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.
- In the absence of the Principal and Deputy Principal have responsibility for H&S in St. Vincent's Special National School.

3.6 Teaching/Non-teaching staff:

Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions. Co-operate with school management in the implementation of the safety statement/policy.
- (c) Comply with all statutory obligations on employees as designated under the 2005 Act.



- (d) Read and understand the Safety Statement/policy.
- (e) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work. Formally check classroom/immediate work environment/equipment to ensure it is safe and free from fault or defect.
- (f) Ensure any household products which are permitted/necessary, are stored in locked presses and keys are not accessible to pupils.
- (g) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- (h) Switch off all electrical appliances and switches when not in use during the day and in particular at the end of each school day.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

3.7 Other School Users:

Other school users, e.g. pupils and visitors should comply with school regulations and instructions relating to safety and health.

3.8 Contractors

To date the Daughters of Charity Service technical services department organises and manages any building related works.

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- St. Vincent's School will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- St. Vincent's School will provide the school regulations and instructions relating to safety and health.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- The contractor must make direct contact with the Principal before initiating any work on the school premises.



- Any noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal and shall mark any such hazard with warning signs or other suitable protection.

4. Risk assessments

Hazards

St. Vincent's Special 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 fulfil this role on an annual basis or as required as 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. The hazards listed below are the main risks to staff while working in St. Vincent's Special School. These include:

- 4.1 Slips, trips and falls;
- 4.2 Manual handling/people handling activities;
- 4.3 Use and storage of cleaning chemicals;
- 4.4 Food Safety – reheating of pupils' lunches;
- 4.5 Exposure to a blood borne infection and other biological hazards e.g. human waste, respiratory discharges, contact with broken skin;
- 4.6 Administration of medication;
- 4.7 School Trips;
- 4.8 Unauthorised access and egress;
- 4.9 Fire in the school;
- 4.10 School transport;
- 4.11 First Aid;
- 4.12 Wet floors;
- 4.13 Climbing frames/ladders;
- 4.14 Trailing leads;
- 4.15 IT equipment, guillotines and laminators;
- 4.16 Electrical appliances;
- 4.17 Playground equipment and general supervision;
- 4.18 Safe use of assistive equipment;
- 4.19 Staffroom safety;
- 4.20 Windows opening out;
- 4.21 Mats in foyer/gym mats in hall;
- 4.22 Challenging Behaviour.



To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) Adequate boundaries will be set up around designated maintenance work areas where necessary, and where possible, all work which may be pose hazardous to pupils will be conducted outside of pupil times. This will include the earlier arrival time of pupils from the Development Education Centre (DEC).
- (e) All machinery and electrical equipment are fitted with adequate safeguards.
- (f) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (g) Ladders must be used with another person's assistance.
- (h) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (i) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (j) The PE Teacher will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (k) Check that all PE and other mats are in good condition.
- (l) All cleaning products to be stored in locked presses in the staff toilets and requests to use same through the Office.
- (m) Any teacher who deems it necessary to have a supply of Dettol or any other chemical products must apply in writing to the Board explaining the need for these items and must keep these products in a locked press in the classroom and the key away from the access of pupils.
- (n) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (o) Check that wooden beams, benches etc. are free from splinters and generally sound.
- (p) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (q) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (r) Will check that roofs, guttering, drainpipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (s) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (t) Check that outside lighting works and is sufficient. Board of Management.
- (u) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.



- (v) Check that refuse is removed from building each day and is carefully stored outside.
Cleaner

Challenging Behaviours

In acknowledging that a significant proportion of our pupil population, in particular some with communication difficulties and a diagnosis of autism can/may present with behaviours that challenge, the Board are agreed to the implementation of Studio 3 training and advice from Special Education Support Service (SESS) to assist staff to manage such incidences in line with guidance from the experts/Department of Education and Skills. The use of low arousal strategies will be used to deal with all incidences. The inability of pupils to communicate/ process information plays a significant function in these challenging behaviours. We believe that all staff and pupils have the right to work in a safe, secure, caring and respectful environment. We can maintain a safe environment by reflecting on decisions and outcomes; knowing the pupils' reinforcers; doing environmental assessments; collecting data and evidence; learning from past experiences; being proactive rather than reactive; making the necessary referrals to the speech and language therapists or occupational therapists (for sensory processing difficulties); seeking professional advice and support from our multidisciplinary team/ wider special schools support network i.e. SESS or National Council for Special Education (NCSE) and parents/guardians; by doing functional analysis on pupils who present with challenging behaviour with a view to identify the function of the behaviour so that an alternative acceptable function can be established to cater for the needs of our pupils.

Key elements of Challenging behaviour to be noted include:

- Intensity, frequency and/or duration of the behaviours
- The negative effects the behaviour has on everyone concerned, in particular behaviours of a physical aggressive nature /real danger of injury to self or others/ smearing urinating/masturbating.
- How services become ineffective to protect people.
- Need for staff to debrief.

The use of physical restraints (walk around technique) may be necessary at times here in St. Vincent's School in managing particularly challenging and aggressive behaviours of some of our pupils, e.g. trying to get a pupil or others to safety. All such incidents will be analysed and parents/guardians informed.

No matter how skilfully and sensitively pupils are managed, some pupils may persist to engage in challenging behaviour, which threatens the safety of other pupils and staff. All specified accommodations are implemented in the first instance. Staff may seek support from the Principal by use of the class pager, if necessary. Parents/ Guardians must be contacted immediately. In line with our Code of Behaviour, it may be necessary to place pupils with significant challenging behaviours on reduced timetables to cater for their needs until such a time as they are able to manage the school day/school environment without risk to others.



Constant Hazards

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis by a competent person (i.e.) maintenance person, the supplier or his agent. 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 in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management **St. Vincent's Special School** of that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal/SNAs where appropriate).

Drugs And Medication

It is the policy of the Board of Management of **St. Vincent's Special School** that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Highly Polished Floors

It is the policy of the Board of Management of **St. Vincent's Special School** that 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 as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. 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 use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of **St. Vincent's Special School** that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

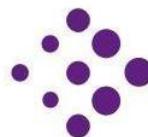
It is the policy of the Board of Management of **St. Vincent's Special School** that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implement



Infectious Diseases

It is the policy of the Board of Management of **St. Vincent's Special School** that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals 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, towels and a facility for the safe disposal of waste.

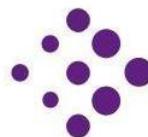
All new staff are advised to get the Hepatitis B vaccination before commencing employment. All current staff are advised to get or update the Hep B vaccinations and the Board will cover the cost of the vaccinations only.



Risk Assessment Form

Area/Activity Aggressive behaviour in classroom or playground	Date : January 2016	Review date Dec 2016
Assessment carried out by Sharon Gorevan and Jenny Boylan	Unit Name: St. Vincent's Special National School	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				<u>L</u>	<u>C</u>	<u>RR</u>			<u>L</u>	<u>C</u>	<u>RR</u>
Aggressive behaviour in classroom or yard	Teachers SNAs Pupils	<p>Use of low arousal strategies at all times. Use of Studio 3 /school Behaviour management protocols.</p> <p>Access assistance from other staff members in classroom /teachers on duty and other staff members in playground.</p> <p>Press bleep for Principal assistance. Send SNA or responsible pupil to office for Principal if further assistance is required. Remove pupil or other pupils from classroom/ playground if required.</p> <p>Inform Principal. Follow procedures in school's Code of Behaviour. Complete incident report form and /or other behaviour forms as per requirement. Inform parents/guardians. Necessity for debriefing.</p>	Teachers SNAs Principal	M	M	M	<p>Some pupils may need to be on reduced timetables depending on their individual needs and ability to manage the school environment and the school day. Individual behaviour support plans are in place for some pupils (either classroom based or through MDT). Support from/referral to MDT. Training from Studio 3 Organisation. In service and workshops from SESS on managing behaviours which challenges and other advice sought. Lamh training available for all. All staff to use Lamh, PECS, verbal instructions when communicating to pupils. Laminated page of low arousal strategies in all classrooms and other staff areas. Regular rehearsal of Studio 3 techniques.</p>	<p>On-going assessments/profiles and charts will be kept by teachers. Knowledge of reinforcers to be kept and displayed, communicated to relevant staff. Interventions will be tried and documented. Input from MDT will be sought. Management plans with timeframes and plans to increase hours be in place. Behaviour Management protocols to be implemented for low and high levels of challenging behaviours. Consistent use of communicating/visual schedules etc.</p>			



Risk Assessment Form

Area/Activity <u>Slips, Trips, Falls in Classrooms</u>	Date Jan 2016	Review date Dec 2016
Assessment carried out by Sharon Gorevan, Jenny Boylan, Sheelagh Ruddock and Fiona Davitt	Unit Name: St. Vincent's Special National School	

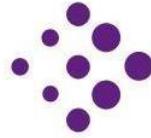
Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Spills e.g. liquid spills, drinks, art/craft materials	Staff Pupils	Spills dealt with immediately. Absorbent material used to soak up spills. Appropriate roll (mops where necessary) kept in classrooms. Display wet floor sign when necessary.	All staff	M	L	L					
Storage of personal belongings	Staff Pupils	School equipment tidied away appropriately. School bags and coats on hooks. Floors & access routes are kept clear.	Staff & pupils	L	L	L					
Areas prone to constant wetting	Staff Pupils	Identify areas prone to wetting and monitor surface. Use hazard sign if appropriate No trailing cables.	Staff	L	L	L					
Cables	Staff & pupils	Minimise use of extension leads. Cable ties to be used around whiteboard area, if necessary.	Staff	M	M	M					
Broken tables chairs & other furniture	Staff pupils	Broken furniture removed from classroom. Report to Principal, who will notify DoC maintenance. Unused/spare furniture to be stored in hall after consent from Principal is given.	Staff	L	L-M	L					



Risk Assessment Form

Area/Activity Manual Handling/ Patient Handling Training	Date Jan 2016	Review date as required
Assessment carried out by Sharon Gorevan and Jenny Boylan	Unit Name: St. Vincent's Special National School	

<u>Hazard</u>	<u>Risks to whom</u>	<u>Current Controls</u>	<u>Person Resp</u>	<u>Current Risk</u>			<u>Additional Controls</u>	<u>Action Plan – please include timelines and responsibility</u>	<u>Revised Risk</u>		
				<u>L</u>	<u>C</u>	<u>RR</u>			<u>L</u>	<u>C</u>	<u>RR</u>
Transporting heavy loads Lifting a heavy load above shoulder height Poor house-keeping, Moving Classroom furniture Changing pupils (Intimate care needs)	Lorraine Staff Cleaners Secretary	An appropriate trolley and lift should be used to transfer heavy loads. Manual handling training provided for all staff with appropriate instructions provided on how to lift loads safely onto and off the trolley/ a shelf. Storage of regular accessed utensils are arranged so that the heavier items are stored on middle shelves, not on floor or above shoulder height. Carry out a risk assessment before lifting heavy loads. Vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture. Cleaning equipment is in good order and repaired/ replaced when necessary Appropriate trolley provided to move items. Items made lighter or less bulky where possible. Individuals ask for help when moving heavy items. All potential obstructions are removed Patient Handling Training provided to all staff on an annual basis to cater for Intimate Care Needs.	Lorraine Teachers SNAs Principal Cleaners Secretary All SNAs, teachers, bus escorts	L-M	M	L					



Rules for Safe Lifting:

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

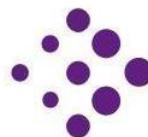
- A)** Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible.
- B)** Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift.
- C)** 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.



Risk Assessment Form

Area/Activity Chemical Handling and Storage	Date Jan 2016	Review date as required
Assessment carried out by Sharon Gorevan and Jenny Boylan	Unit Name: St. Vincent's Special School	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Contact with chemical products e.g. cleaning products	Teachers SNAs Cleaners Lorraine	<p>Relevant staff are aware of the hazards and precautions that must be taken when using chemical products.</p> <p>When choosing chemical cleaners the least hazardous chemical is purchased.</p> <p>Personal protective equipment (PPE) is provided and worn.</p> <p>Chemical products are labelled and stored safely in staff toilets/downstairs storage press where access is only permitted through key held by Secretary/Principal/Lorraine.</p> <p>Any products kept in classrooms are stored in a locked press where adults only have access to key. Students/ teachers do not have access to chemical products.</p> <p>Cleaners and Lorraine are made aware of hazard warnings symbols on chemicals and care required when cleaning.</p>	Principal Lorraine Cleaners Principal, secretary Lorraine	M	M	M					



Risk Assessment Form

Area/Activity Hot drinks/ food in Classrooms	Date Jan 2016	Review date Dec 2016
Assessment carried out by Sharon Gorevan and Jenny Boylan	Unit Name: St. Vincent's Special School	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				<u>L</u>	<u>C</u>	<u>RR</u>			<u>L</u>	<u>C</u>	<u>RR</u>
Liquid/ hot food spills and burns Food not reheated to correct temperature	pupils	<p>Pupils names requiring hot lunches are recorded by Lorraine and Principal is notified.</p> <p>Protocol for heating food/lunches is documented and parents informed of same.</p> <p>Pupils remain seated and hot food is brought to them.</p> <p>Pupils are advised to exercise due caution when having hot lunch.</p> <p>Lunch times supervised by teachers.</p> <p>When finished eating pupils are encouraged to remain seated until lunchtime is over.</p> <p>Temperature of food to be checked after reheating before serving</p> <p>Temperature of all reheated meals to be recorded in the Food Safety Folder which is kept in Household room (beside Resource Room). Training provided.</p>	<p>Lorraine</p> <p>Teachers</p> <p>SNAs</p> <p>Lorraine</p>	L-M	L-M	L-M					



Risk Assessment Form

Area/Activity Administration of Medication	Date Jan 2016	Review date Dec 2016
Assessment carried out by Sharon Gorevan and Sandra Thornton and In school Management Taem	Unit Name: St. Vincent's Special School	

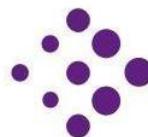
Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Admin-istering Medication	Staff Pupils	<p>Indemnity form signed by parents/ guardians Administration of Medication Protocols/policy given to parents. 2 members of staff required to administer medication and sign off on same. All medication kept in locked press in secretary's office.</p> <p>Regular review and monitoring of policy and procedures by B.O.M.</p> <p>Where appropriate, class teachers and SNAs to be aware of conditions and symptoms, medication: required dosage, frequency and manner of administration. All medications to be labelled with child's name and instructions. Written record kept of dates when medication was given. Protocols for administering medication as directed by DEC nursing staff located inside the medicine cabinet. All bus escorts given instructions/ protocol with regard to dealing with pupils who may have a seizure on the bus . Training on first aid/epilepsy to be provided.</p>	<p>Staff: Teachers Principal SNAs Secretary</p> <p>Principal</p> <p>All staff</p>	L-M	M-H	L					



Risk Assessment Form

Area/Activity School Trips - General	Date Jan 2016	Review date as required
Assessment carried out by Sharon Gorevan, Jenny Boylan, Fiona Davitt and Sheelagh Ruddock (In school management team)	Unit Name: St. Vincent's Special School	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
In-adequate Preparation for school trip- accident	Pupils	Permission received from all parents to take part on trip. Adequate number of supervisory adults present. Adults assigned to particular pupils. Head count carried out before departure and before return journey by teacher. Teacher has fully charged mobile phone. All staff members to have each others mobile numbers in the event that the group gets separated. Venue assessed prior to trip. Clear objectives and manageable group sizes identified/assessed. Medication to brought on trips when required. Principal must be aware of location of every trip. All pupils to wear name badges which includes name and phone number of the school, if required. Safety briefing for adults assisting in supervision by class teachers.	Teacher	L-M	L-M	L					
Poor Weather conditions		Weather conditions assessed on the day and considered suitable for the trip	Teacher								
Sick/ injured pupil		First aid kit carried on trip if the venue does not already have one. Principal to be called immediately so that sick child can be returned to school.	Teacher								



Risk Assessment Form

Area/Activity <u>Unauthorised Access and Egress</u>	Date <u>Jan 2016</u>	Review date <u>as required</u>
Assessment carried out by <u>Sharon Gorevan and Jenny Boylan</u>	Unit Name: <u>St. Vincent's Special School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Access & Egress to school Intrusion Theft Abduction	Staff Pupis	<p>Lighting/Emergency Lighting around perimeter of building all day/ night</p> <p>Main entrance to the building has a buzzer system for access. Keypads are located on all doors for secure access/ egress. Foyer door is fitted with fob system. All staff have own fobs. These are linked to the fire alarm system.</p> <p>School secretary is the first port of call when entering the building. Use of other doors to enter/exit forbidden. Signs displayed to same. A burglar alarm has been fitted and Security patrol the building/grounds and complete a lock-up each night. All employees monitor the school grounds to ensure that unidentified persons entering will be politely challenged as to their authorisation. Regular checking of equipment.</p>	<p>Maintenance Principal</p> <p>Staff Maintenance</p> <p>Secretary</p> <p>Secretary, DP, Principal, ISMT</p> <p>Security</p> <p>Secretary Principal Staff</p>	L-M	L-M	L					



FIRE RISK ASSESSMENT (PART 1)

The fire risk assessment must be reviewed annually or as changes arise

	Hazard/ Risk	Yes/ No/ Not Applicable	Level of Risk H/M/L	<u>Action Taken</u>
Stage 1: Identify the fire hazards				
1	Are all combustible materials and flammable liquids and gases stored safety?	Yes	L	
2	Are all heater/fires fitted with suitable guards and fixed in position away from combustible materials?	Yes	L	
3	Are all items of portable electrical equipment visually inspected regularly (as part of unit hazard inspections)?	Yes	L	
4	Is the wiring of the electrical installation inspected periodically by a competent person? (See Fire Safety File)	not applicable – new build	L	Date of last inspection: ____/____/____
5	Is the use of extension leads and multi-point adapters kept to a minimum?	Yes	L	
6	Are flexes run in safe places where they will not be damaged?	Yes	L	
7	Is the upholstery of furniture in good condition?	Yes	L	
8	Is the workplace free of rubbish and combustible waste material?	Yes	L	
9	Is there a designated smoking area provided with adequate ashtrays?	not applicable	L	
10	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	L	



	Hazard/ Risk	Yes/ No/ Not Applicable	Level of Risk H/M/L	Action Taken
Stage 2: Identify the people who could be at risk				
11	Is there a sufficient number of exits of suitable width for the people likely to be present?	Yes	L	
12	Do the exits lead to a place of safety?	Yes	L	
13	Are gangways and escape routes free from obstructions?	Yes	L	
14	Are the escape routes free from tripping and slipping hazards?	Yes	L	
15	Are steps and stairs in a good state of repair?	Yes	L	
16	Are final exits always unlocked when the premises are in use?	Yes, Coded doors automatically open	L	
17	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes	L	
18	Are internal fire doors labelled as such and normally kept closed?	Yes	L	
19	Are the self-closers on fire doors operating correctly?	Yes	L	
20	Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)	Yes	L	
21	Are escape routes clearly sign posted?	Yes	L	
22	Are escape routes adequately lit?	Yes	L	



	Hazard/ Risk	Yes/ No/ Not Applicable	Level of Risk H/M/L	Action Taken
23	Have plans been made and rehearsed regarding assisting disabled persons and visitors to evacuate the premises	Yes	L	Fire walks regularly practiced with classes with high needs. Individual and class evacuation plans done out at the beginning of each year.
24	Have you a system in place that ensures that volunteers and contractors are informed of emergency & evacuation procedures?	Yes Escape routes on all doors	L	
<u>Stage 3: Eliminate, control or avoid the fire hazards</u>				
25	Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	Yes Training in February 2013	L	Further training to be organised
26	Are fire drill scenarios varied sufficiently (e.g. variation of times of drills, routes, exits etc.)	Yes	L	
<u>Stage 4: Consider whether the existing fire safety provisions are adequate or need improvement</u>				
27	Where escape lighting is installed, is it in working order and maintained regularly?	Yes	L	
28	Is there an automatic fire detection and alarm system?	Yes	L	



29	Is the fire alarm system in good working order?	Yes	L	
30	Is the fire alarm tested weekly?	not applicable to school setting	L	Tested and fire drill carried out once a term
31	Can the fire alarm be raised without placing anyone in danger?	Yes	L	
	Hazard/ Risk	Yes/ No/ Not Applicable	Level of Risk H/M/L	<u>Action Taken</u>
32	<u>Are the fire alarm call points clearly visible and unobstructed?</u>	No	L	<u>Assembly points not labelled but identified and known to all staff</u>
33	<u>Is the fire alarm system connected to a monitoring centre which calls the fire brigade or a security service?</u>	Yes	L	
34	<u>Is the fire alarm system and all its components regularly serviced and maintained? (See Fire Safety File)</u>	Yes	L	<u>Date of last service:</u> ____/____/____
35	<u>Are an adequate number of suitable fire extinguishers provided?</u>	Yes	L	
36	<u>Are fire extinguishers and fire blankets located suitably and ready for use?</u>	Yes	L	
37	<u>Are the fire extinguishers serviced annually by a competent company or person? (See Fire Safety File)</u>	Yes	L	<u>Date of last inspection:</u> ____/____/____



Stage 5: Record the findings				
38	Are staff familiar with the fire risk assessment?	Yes	L	
39	If you have prepared a formal report, has this been shown to your staff or their representatives?	Yes	L	
40	If you share the workplace with others, do they know about the risks that you have identified?	Yes	L	
41	If you do not have direct control over the workplace, have you discussed this report and made your findings known to your line Manager?	Not applicable	L	
	Hazard/ Risk	Yes/ No/ Not Applicable	Level of Risk H/M/L	Action Taken
42	Have you a system in place that ensures that any relief or transient staff are informed of emergency and evacuation procedures?	Yes All escapes routes on door of every classroom and rooms used by staff and pupils.	L	



Stage 6: Prepare an emergency plan				
43	Are fire action notices displayed prominently throughout the workplace?	Yes	L	
44	Has an emergency plan been drawn up in case of a fire?	Yes	L	
45	Is a copy of the emergency plan kept other than at the workplace?	No	L	
Stage 7: Carry out a periodic review of the assessment				
46	Has a procedure been established to review the fire risk assessment periodically?	Yes Reviewed annually	L	



This form must be kept with Parts 2 and 3 of the Fire Risk Assessment, daily fire check sheets and the fire drill reports.
If there is insufficient room in this document to address specific hazards, use the organisation's risk assessment form and attach it to this document.

RECORDING THE FIRE RISK ASSESSMENT

When the Fire Risk Assessment Report is completed it should be shown to all members of staff attached to the unit.

Name of School: St. Vincent's Special National School

Address: Navan Road, Dublin 7

Date of Risk Assessment:

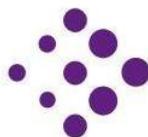
Assessment carried out by: Sharon Gorevan and Jenny Boylan

MAIN FINDINGS OF THE RISK ASSESSMENT:

Faults / risks detected and remedial actions:

- Have signs made to mark assembly points.
- Check dates of service of fire extinguishers.
- No necessary guidance to staff or training required
- Fire Safety Training to be organised for 2015/2016 academic year.
- Personal Evacuation Plans drawn up for identified needs

Date for next risk assessment:



Risk Assessment Form

Area/Activity : Alighting & Embarking on school bus	Date Jan 2016	Review date as required:
Assessment carried out by : Sharon Gorevan, Jenny Boylan, Sheelagh Ruddock, Fiona Davitt	Unit Name: St. Vincent's Special School	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Challenging Behaviour Slips, trips & falls, Flight risk	Pupils	<p>Morning: Buses queue for embarkation and alighting at the school's main door. SNAs and bus escorts are in position at 9.10am to aid and assist with pupils. Deputy Principal coordinates. SNAs will assist in pupils alighting and bringing them to the classroom when required. The bus escort will remain on the bus until the last child has left the bus. Escorts must not remove children from buses without the assistance of the SNAs. Pupils who are a flight risk must be hand held by an adult.</p> <p>Afternoon: Buses queue for embarkation and alighting at the school's car park. All vehicles have designated locations. Bus groups gather in the hall at 2.50pm with SNA's, Teachers and at 2.55pm make their way to the designated exit doors. At 3.00pm the lines exit. Pupils with identified issues are loaded separately onto the buses with identified SNAs. Pupils who are a flight risk are hand held. Three exit doors are used to avoid congestion. All pupils and staff to walk behind buses and cross to grass verge to get to buses on opposite side of carpark.</p>	Driver, escort and Snas. Deputy Principal	M	M-H	M	Exit doors not to be opened until bell goes and all the pupils are in their appropriate lines In exceptional circumstances, due to health and safety risks, a bus may need to leave earlier because of challenging behaviour. This decision will be made by the Principal/ Deputy Principal.	Effective immediately When required Principal/ Deputy Principal	L-M	L-M	L
			All staff								



Risk Assessment Form

Area/Activity <u>First Aid</u>	Date <u>Jan 2016</u>	Review date <u>as required</u>
Assessment carried out by <u>Sharon Gorevan and Fiona Davitt</u>	Unit Name: <u>St. Vincent's Special School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Inadequate 1 st Aid equipment	Staff Pupils	Locations of all First Aid kits displayed in foyer (downstairs) and staffroom (upstairs). Duties assigned to B post. 1 st Aid kit kept well stocked with basic equipment. B post holder responsible for restocking 1 st Aid kit	Fiona Davitt Fiona Davitt	L-M	L-M	L					
Inadequate information About trained 1 st Aiders		Liaise with school secretary/Principal when supplies are low. Secretary will order from relevant companies Appropriate number of 1 st Aiders available during the day. Basic First Aid training provided to all staff in January 2015 2 teachers have occupational first Aid training. Medical advice will be sought from DEC nursing staff if deemed necessary. Protocol in place as documented in all staff handouts/staffroom. Individual protocols where necessary. Training provided every 2 years by school.	Fiona/secretary Teachers and SNAs trained in first aid Class teachers Teacher trained in Occ. 1 st Aid	M							



Risk Assessment Form

Area/Activity Playground Equipment and General Supervision	Date Jan 2016	Review date Dec 2016
Assessment carried out by Sharon Gorevan, Jenny Boylan, Sheelagh Ruddock and Fiona Davitt (ISMT)	Unit Name: St. Vincent's Special School	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Trips & Falls off equipment	Pupils	<p>Playground supervision rota distributed at beginning of September when school opens</p> <p>Visual checks and monitoring of playground equipment by teachers and SNAs when on duty. B post to inspect regularly.</p> <p>Faults written into maintenance book (held in secretary's office) and reported to Principal.</p> <p>Secretary to contact DoC maintenance, where necessary.</p> <p>Adequate and active supervision of playground equipment/bikes and activities. Helmets to be worn or consent from parents/guardians.</p> <p>Senior pupils to pick up rubbish, any debris daily.</p>	<p>Teachers SNAs Principal</p> <p>Sheelagh Ruddock Secretary</p> <p>DoC maintenance</p> <p>All staff Teachers on duty</p> <p>Class teacher, Green flag committee</p>	M	L-M	L					



Pregnant Employees

St. Vincent's Special School provides specific risk assessment for pregnant employees. The risk assessment is reviewed as regularly as needed and is discussed with the staff member on an on going basis.

5. Welfare Facilities

St. Vincent's Special School provides suitable welfare facilities in accordance with applicable statutory provisions. 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. Hand sanitising foam is available in both staff toilets, in the changing room and in the main foyer.

Staffroom

There is a staffroom available for staff, which includes facilities to make tea/coffee and heat/prepare their own lunches. Staff must co-operate in maintaining a high standard of hygiene in this area.

No hot drinks should be taken from the staffroom.

Drinking Water

Of suitable drinking quality as provided by council services.

Medication/ Intoxicants

Employees must not come to work whilst under the influence of intoxicants or while taking medication that may affect their ability to carry out duties safely.

Clothing/ Jewellery/ Accessories

Comfortable, respectable clothes and footwear must be worn. Jewellery must be kept to a minimum, e.g. no dangly earrings, necklaces, bracelets, etc.

6. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

6.1 First Aid and Medical Attention.

- The following are qualified first aiders working within St. Vincent's Special School:
- First-Aid courses are provided every two/three years.
- First - Aid boxes are provided and stationed in the following locations:
- It is the responsibility of the B-post holder to ensure these boxes are fully equipped.



- When a child is enrolled in the school information is sought on any known allergies and / or sickness and specific illnesses such as diabetes etc. A list of pupils with medical conditions and /or allergies is on display in the staffroom and in the Secretary's Office.
- In case of a medical emergency, an injured person should be brought to the nearest hospital.
- 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 depending on the severity of injury.
- Failure to contact parents/guardian in the event of an emergency means that the pupil is taken to Temple Street Hospital.
- If necessary the insurance company may be informed.

Fire

It is the policy of the Board of Management of **St. Vincent's Special School** that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use (**Appendix 1**: locations of fire extinguishers/hoses/fire blankets).
- (ii) The Principal will ensure that fire drills shall take place at least once a term. Principal/deputy principal shall be responsible for fire drills and evacuation procedures.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school showing exit points and exit routes.
- (vii) Assembly areas are designated outside the school, to the front and back of the school building and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom.



The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

6.2 Emergency Evacuation

On discovery of Fire

1. Operate the fire alarm system – by breaking the glass in the Manual Fire Alarm Break Glass Unit (red break glass window to raise the alarm, green break glass window to open doors).

(N.B. The Fire Alarm System may operate automatically).

2. Call the Fire Brigade immediately:
 - (a) Lift receiver and dial 999
 - (b) Give the operator your telephone number (8245491) and ask for the Fire Brigade.
 - (c) When the Fire Brigade replies say there is a fire at:
St. Vincent's Special National School, Navan Road, Dublin 7

State clearly that it is a St. Vincent's National School providing a service to people with learning disabilities, and wait for the fire brigade to repeat the address correctly before ringing off.

Do not replace the receiver until the address has been repeated by the fire brigade.

3. Locate the room *on fire*, evacuate and close all doors, evacuate building. (Please note if the fire is a single burning item consider extinguishing the fire using appropriate equipment if safe to do so.)

Principal and Secretary will go to the fire panel and see where the fire is. Principal will check the lift to ensure it is empty.

Use exits furthest away from fire.

4. If you hear the Fire Alarm:
 - (a) Leave building, close all doors and go to the relevant assembly point-see evacuation map located in all classrooms and venues.
 - (b) In the case of a staff member with the responsibility for a pupil/s this staff member has to ensure that the pupil/s are evacuated safely from building (see class evacuation plan).
 - (c) Visiting clinicians who are engaged with pupils will evacuate students they are working with and assemble at nearest assembly point – see evacuation map.
5. Evacuate all occupants and move them away from fire area in the direction of the appropriate exit- see evacuation map.
6. Move ambulant occupants first, then move those requiring assistance as soon as possible.
7. Be familiar with the mobility of pupils.
8. Every teacher will take charge and will ensure no one is left in the classroom or toilet. They will each take their roll books



9. Secretary will take charge of padlock keys, and relevant books and will collect them on exit. Secretary will make her way to the exit gate and secure.
10. Staff and pupils should remain in appropriate assemble point and Principal will enquire if all pupils and staff are present and are safe at the assembly point and will be able to inform the fire brigade accordingly.
11. Principal will assist the fire brigade upon their arrival.
12. If the staff and pupils are required to evacuate the school grounds, the new assembly point will be the Daughters of Charity Grounds.

If Principal is absent, Deputy Principal will ensure the pupils are out of the classroom and will then take on the duties of the Principal. If Deputy Principal is absent, most senior B post holder will take over her duties.

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 instruction and training of staff.
- (g) The holding of evacuation drills.
- (h) Safe means of escape.

Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.

- There is a fire register file present, which is regularly updated and documented.
- Deputy Principal has been designated as the local fire and deputy fire officer.
- Staff will be trained by _____
- They will be trained by _____ in the use of fire extinguishers.

6.3 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 (as deemed necessary). A full record of the incident will be written into the school's Accident OR incident report Book, if required.
- All serious accident/ incident forms will be submitted into an DoC database that will allow reports to be generated to monitor accidents and challenging behaviour incidents.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the School 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 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)
- In the case of death. 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.
- A pupil that is injured as a result of a work related activity and requires medical treatment by a registered medical practitioner

Notification to the HSA must be given. This is completed on line through the HSA website by the School Principal.

6.4 Procedure for percutaneous bites

- Any staff member that has received a bite needs to
 - Encourage bleeding of the wound under running water
 - Wash the wound thoroughly
 - Cover the wound with a waterproof dressing
 - Report the incident to the Principal
 - If necessary, seek advice from Community Nurse or medical attention form Meridian Clinic”

7. Health and safety training for staff Information. Training & Instruction

St. Vincent's Special 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.

There are a number of training requirements that have been identified for staff that are working in St. Vincent's Special School. They are as follows:

- Health and safety Induction training including Hand Hygiene and Fire Safety
- Manual handling training
- Challenging Behaviour and Studio 3 training
- First Aid training
- Risk assessment training
- Teachers also avail of on-going training themselves; these records are stored on school file

The principal or nominated person monitors the training needs for the staff in the school. Any other training deemed necessary is organized and provided by St. Vincent's Special School.



8. Consultation

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign off as having read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

8.1 Safety representative

St. Vincent's Special School recognises 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.

The Safety Representative (Deputy Principal) and all members of the In school Management Team may consult with the Principal and 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.

The Board of Management 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.

9. Measuring performance

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements;
- The school safety and health policy and the written risk assessments contained in the safety statement;
- Safety and health objectives, as part of the school plan
- The Board of Management meetings will contain Health and Safety on the agenda

Health and safety audits

An annual health and safety audit will take place of the building and its activities. This will be completed by _____ (externally if possible). The Board of Management is provided with a comprehensive report on its findings and recommendations for any corrective actions that are required.

Internal safety inspections



Each term, the Deputy Principal and In school Management Team will complete a health and safety checklist of the building. This is to highlight any environmental or system issue that will need to be addressed. Reports are then submitted to the Principal. On a termly basis these checklists are discussed with the Chairperson of the Board to review on-going health and safety issues for the school. Every classroom team will complete a health and safety checklist of their classroom each term. This is to highlight any environmental issue that will need to be addressed.

Results from audits will be combined with information from on going measuring of performance to improve the school's overall approach to safety and health management.

10. Non-compliance by employees

If employees disagree with the Safety Statement, every effort will be made to ensure that they fully understand the relevance and importance of the Safety Statement. If an employee continues to not comply with the Safety Statement, this will be discussed with the School Principal and if non-compliance persists, the Principal will refer to the DES Grievance Procedures.

11. Links to other school policies

This statement should be read in conjunction with the school's Code of Behaviour, Anti Bullying Policy and the school's Admission, Enrolment and School Leaver's Policy.

12. Ratification and Review

This statement was ratified by the Board of Management on _____ and will be reviewed annually. This policy will be made available to parents/ guardians of children in the school.

Chairperson, Board of Management



Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are also available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

SAFETY TRAINING AND RECORDS

First Aid

It is the policy of the Board of Management of **St. Vincent's Special School** that all members of staff shall be trained to provide First Aid to staff and pupils. If needed, further support/ advice will be sought from Louise Cox or medical staff from the DEC.

- (1) Information on the administering of First Aid is provided in Staff handbooks, which details:
 - arrangements for giving first aid,
 - location of first aid boxes,
 - procedure of calling ambulances etc....,
 - telephone numbers of local Doctor, Gardaí, Hospital.
- (2) All incidents, no matter how trivial and whether to employees or to pupils or to members of the public must be reported immediately to the school Principal or the School Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents which can be monitored by the Safety Officer.

INSERT ROLE will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters



- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid

Manual Handling/People Handling Training

It is policy of St Vincent's National School to instruct all employees not to engage in the lifting of heaving weights, unyielding or bulky objects or to physically lift/move pupils as both exercises have the potential to cause injury. All employees will be aware that if a load to be lifted becomes necessary then the employee must seek help for the same and if possible secure a mechanical aid. Additionally staff will be made aware of the hazard inherent in attempting to lift un-co-operative pupils. Adequate training from Safety First will be made available to all employees with regards manual handling/people handling training.

In accordance with the E.U. Directive on Manual Handling (1992): No employee should attempt to lift and article or load that is too heavy or too large, unwieldy or difficult to grasp, unstable or has contents likely to shift, positioned in a manner requiring it to be held or manipulated at a distance from the trunk, or with a bending or twisting of the trunk of likely because of its contours or consistence (or both) to result injury to employees, particularly in the event of collision.

Access To School

In as much as is compatible with the practical layout of the school premises and the location of the DEC needing access through the main foyer, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor appointed by maintenance personnel from the Daughters of Charity Service or by the Principal must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

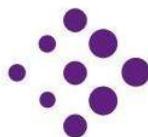
- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.



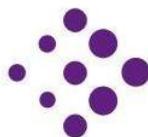
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.



No	Hazard and Risk	Group at risk	Controls	Responsible
1.	<u>Access and Egress</u> Blocked or closed doorways in cases of emergencies. Risk: Personal Injury	Employees Pupils	<ul style="list-style-type: none"> All doorways will be kept free from obstruction both internally and externally at all times. All fire exits should at all times be free from obstruction and unlocked. External doors are all fitted with break glass unit. 	Employees School Principal
2.	<u>Housekeeping:</u> Poor housekeeping gives rise to fire hazards, attracts vermin and can cause slips and trips. Risk: Personal Harm	Employees Pupils	All areas within the classroom will be kept in a clean and tidy state at all times and free from clutter. SNAs will tidy up the classroom at the end of the school day and get it ready for the following day. Rubbish bins will be emptied as necessary and at least on a daily basis. No household chemicals, other than washing up liquid will be stored in a locked press in the classrooms. Staff may request cleaning products when necessary through the Office or cleaning staff. Any requirements for chemical products other than washing up liquid, to be kept in locked presses in the classrooms must be granted by the Board of Management. Access to such presses/keys must be out of reach of pupils.	Employees Special Needs Assistants Cleaning staff Pupil and staff empty recycle bins as part of our Green Flag preparations
3.	<u>Trailing Cables:</u> Trailing/loose cables can cause trips and falls. Risk: Personal Injury	Employees Pupils	All cables will be stored neatly to avoid danger of trips and falls	All employees
4.	<u>Trips and Falls:</u> Wet floors, uneven floors, torn flooring, can give rise to slips, trips and falls. Risk: Personal Injury	Employees Pupils Members of the public	No torn or loose floor covering will be permitted Floors will be maintained properly and any spillage will be mopped up and dried immediately. When floors are being washed hazard signs are placed to alert people of the danger.	Board of Management Employees
5. 41 P	<u>Pupils Bags:</u> Inadequately stored can cause trips and falls. Risk: Trips and falls	Employees Pupils	Pupils should be taught and encouraged to store bags in such a manner so as to avoid trips and falls.	Class teachers/SNAs Pupils through Class teachers



No	<u>Hazard and Risk</u>	Group at risk	<i>Controls</i>	Responsible
6.	<p><u>Presses, Cabinets/Filing Cabinets</u> Open doors of presses, cabinets, under desk filing cabinets. Risk: <u>Trips, falls, cuts and abrasions</u></p>	Employees Pupils	All doors and drawers will be kept closed when not in use.	Employees
7.	<p><u>Chairs</u> Must be suitable for purpose Risks: Back injury and strain Using swivel chairs to reach high areas can cause falls.</p>	Employees Pupils	Chairs supplied for employees to carry out their day to work will be ergonomically suitable to avoid stress and strain from an ergonomic perspective. Swivel chairs will not be used to reach high areas.	Board of Management School Principal Class teachers
8.	<p><u>Bookshelves/ Table surfaces:</u> Overfull bookshelves can cause books and folders to fall. Risks: Trips and falls.</p>	Employees Pupils	Bookshelves will not be overstocked to over capacity. Items on bookshelves/activity units/shelves to be packed properly and avoid overstocking. Activities and books to be packed away neatly at the end of tasks/day. All table surfaces will be kept neat and tidy and all items packed away daily.	Class teachers /SNAs Pupils to clear away activities through Class Teachers.
9.	<p><u>Overcrowded Classrooms:</u> Overcrowding of classroom with pupils. Risk:Trips, slips and falls, stress, impeded access and egress.</p>	Employees Pupils	Classroom should not be overcrowded and sufficient space should be given for employees to carry out their normal duties in a manner, which is free from environmental hazards. Any unnecessary items should be removed from classrooms.	Board of Management School Principal Class Teachers



No	<u>Hazard and Risk</u>	Group at risk	<i>Controls</i>	Responsible
10.	Electrical Appliances Adult supervision at all times Risks: Personal Injury	Employees Pupils	All appliances to be switched off when not in use. Careful use of guillotine and laminators by adults only and only when necessary No kettles or toasters to be used in classrooms, other than Home Economics room. Permission for use of toaster/kettle by older pupils to be sought from the Board of Management by the Class Teacher.	Employees Class Teachers
11.	Challenging Behaviours by Pupils Risks: Personal Injury to Staff and/or pupils or Self Injurious Behaviour (pupils) Stress (emotional, physiological etc.)	Employees Pupils	Training sought to deal with, manage, understand, and eliminate challenging behaviour. Use of Incident Report Forms. Implementation of our Code of Behaviour, use of scatter plots, ABC charts to identify triggers/functions of behaviours and use of behaviour support plans where necessary. Advice and Input from the Multi-disciplinary team and parents Training on Communication needs of our pupils. Use of social stories and through the Curriculum; Assessment of sensory/communication/social needs; Use of Carecall support for staff SNA individual support where necessary, especially in the yard.	Board of Management School Principal Class teachers/ SNAs MDT External agencies
12.	<u>Pupils Toilets:</u> Risk: Personal Injury	Pupils Employees	Toilets should be maintained in a clean and tidy state with no wet floors. Staff may request cleaning products when necessary through the Office or cleaning staff. Any requirements for chemical products other than washing up liquid, to be kept in locked presses in the classrooms must be granted by the Board of Management. Access to such presses/keys must be out of reach if pupils.	Employees Nugent Contract Cleaner
13.	<u>People handling/manual handling activities and tasks</u> Risk: Personal Injury	Employees Pupils	Training given to staff to appropriately handle pupil handling tasks and activities.	Board of Management
14.	Yard Equipment Risks: Trips and falls, cuts	Pupils	Careful Supervision of pupils; adequate teacher and SNA to pupil ratio in the yard. Limit to amount of pupils on bikes, cyclists should wear helmets provided. Defined cycle track. Monitoring of physical capabilities of pupils and supervising pupils presenting with challenging behaviour.	Employees Teachers/ SNAs



The areas covered by this Hazard Identification and Risk Assessment are:

1. All Corridors
2. All classrooms
3. Gym
4. Toilets
5. Offices
6. Staff room
7. Playground
8. School Grounds



**Health & Safety
Officer:**

**Health & Safety
Staff
Representative:**

H&S sign

