

Safety Statement



OUR
LADY'S
SCHOOL
TERENURE



**Our Lady's School,
Templeogue Road,
Terenure
Dublin 6W**

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Part 1

General Information and Responsibilities

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1 General Policy Statement

This document sets out the Health and Safety Policy of Our Lady's School and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to students, parents, contractors and members of the public who may be affected by our operations. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school policies. It is the intention that this document will be amended regularly in the light of experiences and will take into account any changes in legislation which may be relevant. Employees and others will be encouraged to put forward suggestions for the improvement of this Safety Statement.

The policy of the Board of Management is:

- ◆ To comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all relevant safety legislation in the Republic of Ireland
- ◆ To ensure the safety, health and welfare at work of all employees in so far as is reasonably practicable
- ◆ To ensure that people, including students, not in our employment who may be affected by our work activities, are not exposed to health and safety risks
- ◆ To consult with all employees and sub-contractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable and notify them of their specific duties under the 2005 Act
- ◆ To make available information, instruction, training and supervision on safe working practices, as detailed in the Safety Statement, to the entire workforce
- ◆ To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement and make any changes deemed necessary.

Implementation

This policy statement will be implemented by **Marguerite Gorby** with the assistance of the pertinent staff, as detailed in the statement.

Signed: _____ Date: _____
Principal

I, the undersigned, endorse and take responsibility on behalf of the Board of Management of Our Lady's School for the implementation of this policy statement.

Signed: _____ Date: _____ .
Chairperson – Mr. Kevin O' Brien

2 Brief description of the School

Our Lady's School is a Catholic Secondary School for girls under the Trusteeship of Le Chéile Schools Trust and welcomes students of all persuasions. We are committed to educating the whole person to her full potential in a caring, supportive and joyful environment in partnership with parents and community.

3 Board of Management

Mr Kevin O'Brien - Chairperson

Ms. Helen Kelly
Mr. Mark Caslin
Ms. Siobhán Gavin

Ms. Freda Kinsella
Mr. Kevin Prendergast

Ms. Nicola Reutenbach
Ms. Marguerite Gorby - Secretary

4 Duties of the Board of Management

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as reasonably practicable, the safety, health and welfare at work of all his employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement.

The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed. The Board of Management accepts the following specific responsibilities:

- ◆ Ensure that an effective statement on Safety, Health and Welfare is available within the school and direct its implementation.
- ◆ Apply the school's policies on health, safety and welfare.
- ◆ Co-ordinate and prioritise for action any health and safety issues raised by checks and audits or by individual employees.
- ◆ Ensure that all systems of work are regularly reviewed for health and safety reasons.

- ◆ Ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.
- ◆ Ensure that new systems and equipment being introduced are as safe as practicable.
- ◆ Consult with individual employees on health and safety issues which affect them and take appropriate action arising out of consultations and matters raised at the staff and subject department meetings.
- ◆ Ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
- ◆ Prevent improper conduct or behaviour (for example, violence, bullying or horseplay at work)
- ◆ Ensure the design, provision and maintenance of:
 1. safe work places
 2. safe means of access to and egress from the workplace
 3. safe plant and machinery
- ◆ Ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- ◆ Ensure safety and prevention of risk from the use of any substance or article, from noise, vibration or ionizing or other radiations or any other physical agents at the place of work.
- ◆ Ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information is provided for all employees.
- ◆ Ensure that safe systems of work are in place.
- ◆ Ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger.
- ◆ Direct and support the work of the School Principal.
- ◆ Review the effectiveness of the Safety Statement annually and ensure that it is modified as necessary.
- ◆ Arrange for insurance cover for all risks especially in relation to injuries to employees, students, and parents, members of the public and loss or damage to school property.
- ◆ Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as required
- ◆ Review insurance and claims records periodically and make any changes deemed necessary.
- ◆ Provide a financial review on safety, health and welfare to be included in the annual accounts.

5 Duties of Principal

- ◆ Take responsibility for safety, health and welfare in school facilities
- ◆ Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel under her supervision appreciate their responsibilities.
- ◆ Understand and implement all school safety policies and statutory requirements.
- ◆ Ensure all school activities are planned and organised to minimise risk and to create a safe working environment.
- ◆ Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition.
- ◆ Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in.
- ◆ Ensure adequate welfare facilities are provided and maintained.
- ◆ Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to.
- ◆ Ensure that all accidents and dangerous occurrences are reported and are entered in the Incident File.
- ◆ Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three days.
- ◆ Co-operate with the Board of Management in implementing the school safety policy.
- ◆ To arrange, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy.
- ◆ To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection.
- ◆ To make provision for appropriate safety training and instruction.
- ◆ To maintain the safe upkeep of the premises.
- ◆ To provide full executive support for all staff who have been given responsibility under this statement of policy.
- ◆ To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect.
- ◆ To review with staff, the safety standards in their areas.

- ◆ To set a personal example.
- ◆ To release staff for training where necessary.
- ◆ To assist in compiling the Annual Health and Safety Report of the school.

6 Responsibilities of Health and Safety Coordinator

- ◆ To implement and update the school Safety Statement in line with the role and responsibilities agreed as part of their Leadership and Management in the school.
- ◆ To assess the health and safety needs of the school on an annual basis (following consultation with staff) and provide a written report to the Board of Management for consideration.
- ◆ To make all staff and students aware of the Safety Statement. This includes outlining evaluation and emergency procedures to staff/students and providing induction training for all new employees (tour of premises, evacuation, procedures and hazards in the work place etc).
- ◆ To carry out and monitor fire drills (at least one per term) and make appropriate recommendations for improvement, where necessary.
- ◆ To establish a system whereby regular checks of all fire equipment (hoses, extinguishers, alarms etc) and emergency exits are carried out.
- ◆ To update the Board of Management and staff about Health and Safety legislation.
- ◆ To ensure that the First-Aid boxes are checked regularly and stocks replenished as required.
- ◆ To keep detailed records of accidents or dangerous occurrences (records to be kept on school premises) and will follow up on accidents, dangerous occurrences (cause, time, details of injuries etc) and seek to eliminate the hazard (where possible).
- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report.
- ◆ To organise special activities to make staff and students more aware of Health and Safety issues (European Safety Week, Road Safety Week, Health and Safety Authority Schools interactive risk assessments, etc).

7 Responsibilities of the Deputy Principals

- ◆ To assume the responsibilities of the Principal (see section 4 above) in safety and health matters in the absence, for any reason, of the Principal.
- ◆ To assist (following consultation with the Health and Safety co-ordinator) in the assessment of the health and safety needs of the school on an annual basis.
- ◆ To make provision, in consultation with the Principal, for appropriate safety training and instruction.
- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report.
- ◆ To know the statute requirements and ensure that they are observed.
- ◆ To insist that sound and safe working practices are observed at all times.
- ◆ To ensure that safety precautions are accounted for when employing outside contractors.
- ◆ Meet regularly with Health and Safety Coordinator to ensure that proper reporting, recording, investigation and costing procedures are in place.
- ◆ To insist that the protective clothing and equipment provided is used.
- ◆ To ensure that high standards of hygiene throughout the school are observed.
- ◆ To be familiar with fire drills and evacuation procedures within the buildings and the school grounds.

8 Responsibilities of Teachers

- ◆ To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others.
- ◆ To supervise and control the entry of students to and from the school and to prevent loitering in the corridors, classrooms, toilets and social areas and outside the buildings.
- ◆ Supervise their students at all times and not to leave their class unattended.
- ◆ To be familiar with and that their charges are familiar with evacuation procedures.
- ◆ To be familiar with the location of fire-fighting equipment.
- ◆ To notify the Principal, Deputy Principal or Health and Safety Coordinator of any accidents or incidents that occur and to record them as per the reporting system.
- ◆ To insist that all staff and students wear protective clothing and use protective equipment where necessary.

- ◆ To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them.
- ◆ Use notices liberally to highlight problem areas.
- ◆ To set an example for all.
- ◆ To comply with all developing Safety and Health legislation as circulated by the Principal and Health and Safety Coordinator.
- ◆ To encourage safe practise in their own working area.

9 Responsibilities of SNA's

- ◆ To work in a manner that is safe to themselves and to others.
- ◆ To be familiar with fire drills and evacuation procedures.
- ◆ To be able to identify and use the correct fire extinguishers.
- ◆ To wear the proper protective clothing.
- ◆ To report immediately any injury, no matter how minor.
- ◆ To assist the teaching staff in the supervision and control of students and to prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings.
- ◆ To attend to spillages immediately.
- ◆ To barricade area of spillages until they are completely dry.
- ◆ To dispose of rubbish as soon as possible to avoid build up.
- ◆ To report any defect in machinery or equipment.
- ◆ To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress.
- ◆ To observe high standards of cleanliness and hygiene.

10 Responsibility of the Caretaker(s)

- ◆ To work in a manner that is safe to themselves and others.
- ◆ To use the proper tools and equipment for each task they undertake.
- ◆ To report any hazard that is encountered.
- ◆ To use proper protective clothing and equipment where necessary.
- ◆ To prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings.
- ◆ To ensure that no people have access to areas which are hazardous or whilst work is in progress.
- ◆ To be available for attendance when the school is open outside normal hours.
- ◆ To be familiar with fire drills and evacuation procedures.
- ◆ To be familiar with the use of fire-fighting equipment.

- ◆ To prevent the build-up of rubbish and especially of combustible material.
- ◆ To maintain heating and ventilation plant in proper working order.
- ◆ To repair light fittings as soon as they become faulty.
- ◆ To repair broken windows and doors at all times.
- ◆ To remove broken furniture from use and to have these repaired / replaced.
- ◆ To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed.
- ◆ To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.

11 Responsibilities of All Employees

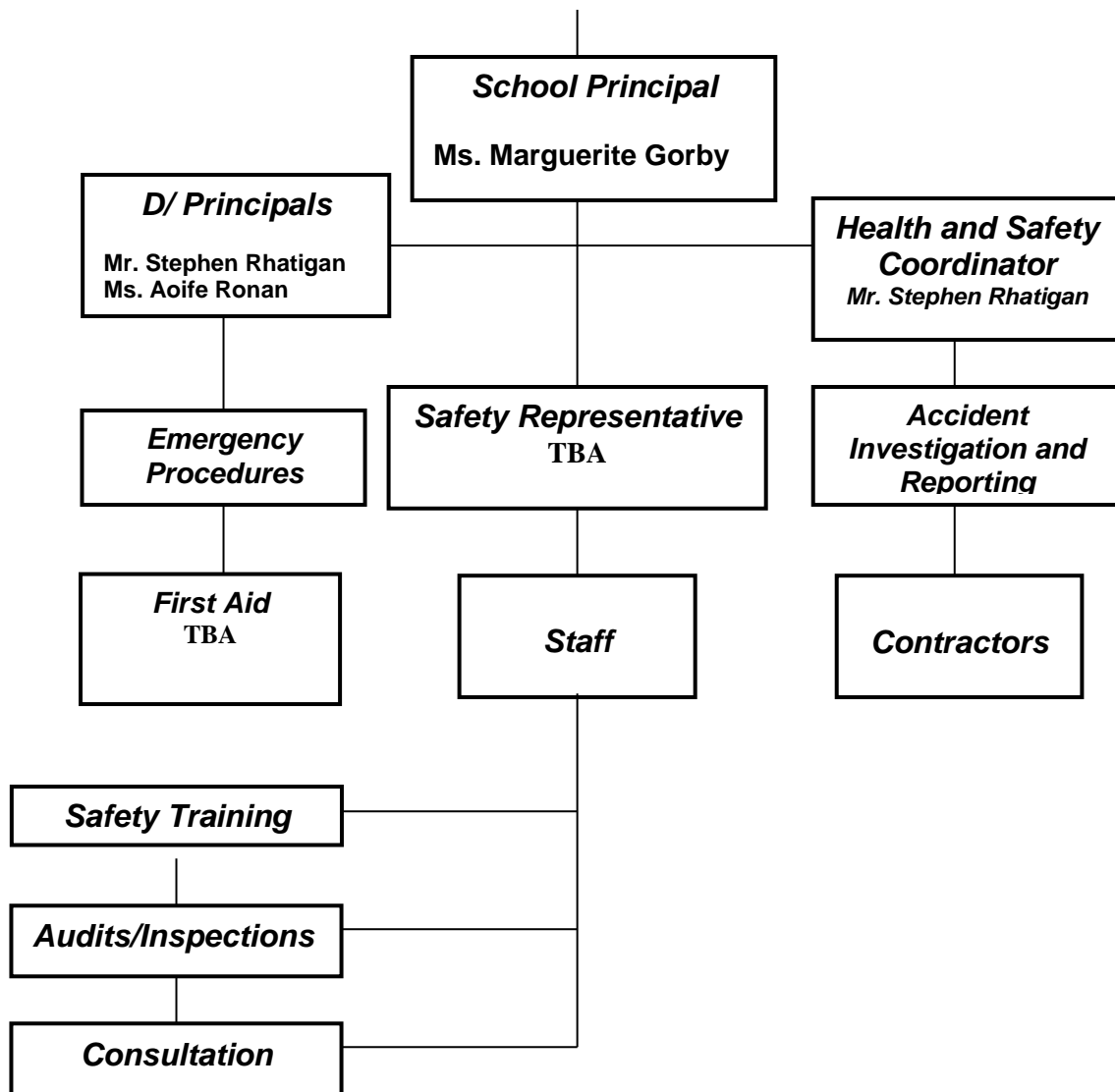
Employees are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- ◆ Comply with the various statutory provisions.
- ◆ Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.
- ◆ Co-operate with the Principal or any other person, as necessary, to assist them in complying with statutory obligations.
- ◆ Correctly use any appliance, convenience, Personal Protective Equipment (PPE) or means provided for use at work or for his or her protection.
- ◆ Attend appropriate training and instruction (where it is relevant to a particular task) arranged by the Principal.
- ◆ Not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work or that of any other person
- ◆ Report to the Principal without unreasonable delay:
 1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel.
 2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare.
 3. breaches of statutory provisions likely to endanger themselves or another person.
- ◆ Not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person.

- ◆ Not misrepresent themselves as regards the level of health and safety training they have received.

Section 14 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities.

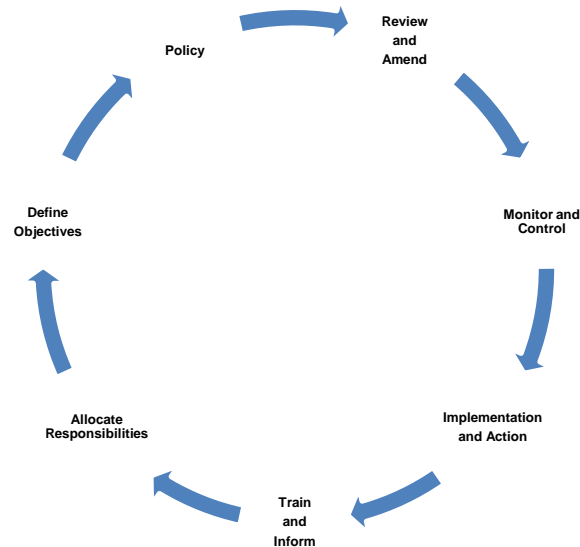
12 Safety Management Structure



Purpose of the Safety Management Structure:

- ◆ Provides a structure to manage Occupational Health and Safety issues within the school.

- ◆ Establishes and maintains commitment to safety by all.
- ◆ Puts in place organisational structures to address health and safety at all levels.
- ◆ Provides for consultation.
- ◆ Ensures that adequate resources are made available.
- ◆ Through training will develop employee skills in recognising hazards, risks and control measures.
- ◆ Through monitoring and review systems, feedback will be provided on the effectiveness of safety structures within Our Lady's School thereby allowing amendment where necessary.
- ◆ Provides the staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way.



13 Responsibilities towards Third Parties

The Board of Management has responsibility for the application of the legislation in accordance with this policy statement and must ensure that:

- ◆ All third-party visitors including parents, contractors, visitors and other members of the general public are made aware of all known hazards and means of escape by means of notices.
- ◆ Where contractors and sub-contractors are on the premises, the Board of Management must designate a pertinent member of staff to advise employees, students, parents, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
- ◆ There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the contractor's supervisor.
- ◆ That the contractor or sub-contractor's equipment is in good repair and in a safe condition.
- ◆ All the contractors and sub-contractors have submitted a written site specific Safety Statement.

Note: The Board of Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

Part 2

First Aid

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14 General

The Safety, Health & Welfare at Work (General Applications) Regulations, 2007 Part 7, Chapter 2 states "It shall be the duty of every employer to designate at each place of work under his or her control such number of occupational First Aiders as is necessary to render first-aid at the place of work concerned and to ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment".

It is the policy of Our Lady's School to comply with this requirement.

First Aid boxes are placed in the following locations:

All employees are made aware of the location of such First Aid Boxes.

Location of defibrillator:

Responsibility for Checking/ Stocking First Aid Boxes

Regular checks will be carried out on each first aid box and stocks replenished as required by the Principal/Deputy Principal/ Safety Coordinator

Staff trained in First Aid

Selected members of staff (if not all) are trained in first aid and the use of the defibrillator.

Part 3

Fire and Emergency Procedures

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15 Aim

The aim of this section is to outline evacuation and emergency procedures and to establish a system whereby regular checks of all fire-fighting equipment and emergency exits are carried out.

Evacuation and Emergency Procedures, Staff and Students

There is a designated space for every class group in the school located on the Grit Pitch at the rear of the school.

Students and staff are aware of these positions. These designations are indicated by signs on the wall.







On hearing the fire alarm

- Subject teachers should stand at the door to ensure that the proper evacuation sequence is observed.
- The class should leave in an orderly and quiet manner.
- All books and bags to be left in the classroom.
- Classroom doors are to be closed - not locked.
- Any student not in the classroom at the time of the alarm should go immediately to the assembly area.

All students should assemble based on their subject class. Each subject teacher should report any student missing to the school Fire Officer. Teachers who are free will seek to ensure that exit routes are unimpaired and that there is free movement through the exit doors to ensure safe and timely evacuation.

16 Fire Extinguishers

Know Your Code

Colour	Type	Type of Fire	Not to be Used on
Red 	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	Burning Liquid electrical or inflammable metal fires
Yellow 	Foam Extinguisher	For use on burning liquid fires	Electrical or inflammable metal fires
Blue 	Dry Powder Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Black 	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Green 	B.C.F. Liquid Extinguisher	For use on burning liquid and electrical fires, suitable for burning vehicles, communication equipment, computers etc.	Inflammable metal fires These are banned
Red 	Fire Blanket	For use in Kitchens	

Note: Recent fire extinguishers have the identifying colour as a label or tab rather than the extinguisher itself.

17 Fire Prevention / Safety

The following procedures will apply:

- ◆ No refuse or wrappings to be left anywhere in the school campus but at the points intended for this purpose.
- ◆ Rubbish will be removed regularly by caretakers. If allowed to accumulate it becomes a fire hazard.
- ◆ Corridors, stairs and other escape routes to be kept free from obstacles (e.g. school bags, baggage, wrappings, cleaning and maintenance materials) which obstruct the escape path and / or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible.
- ◆ In places where lighting is required at night, it should be turned on early and any faults in the lighting equipment reported to the caretakers or principal at once.
- ◆ Faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the Principal.
- ◆ No smoking or naked lights are allowed within any school buildings.
- ◆ Ensure adequate ventilation to all electrical equipment to prevent overheating.
- ◆ The designated exits and entrances will remain locked during normal school hours to prevent unauthorised access to the building but should automatically go into free access in the event of an alarm activation. They will be kept clear at all times and will be adequately signposted.
- ◆ In accordance with standard practice 20% of extinguishers will be discharged each year and employees instructed in the safe and effective use of this equipment.
- ◆ It is imperative that immediately following this 20% discharge, that the stock of extinguishers on the school premises is replenished by the contracted supplier.

18 Fire Assembly Points

- ◆ Fire Assembly Points Area: are located on the Grit Pitch at the rear of the school.
- ◆ The locations of all fire-fighting equipment in the school complex are designated as “**Fire Points**” and marked as such there must be clear access to all fire points at all times.

- ◆ Teachers whose permanent classrooms are located close to the fire exits in the various parts of the school building are the school's fire marshals and have responsibility for fire prevention. The caretaker will carry out regular checks of all fire-fighting apparatus on the premises and keep a record of such checks.
- ◆ The statutory annual checks of all fire-fighting apparatus by a competent person must be recorded. Records will be retained by the Principal.

19 Evacuation Exits

- ◆ Emergency evacuation points are all clearly marked.

20 Evacuation Drills

- ◆ Formal evacuation procedures will be carried out at least twice per school year and a record maintained by the Health and Safety Coordinator.
- ◆ Time taken to evacuate and any deficiencies encountered are noted by the fire marshals and the post holder with responsibility for Fire drills. These matters are discussed at staff safety meetings and suggestions to improve evacuation procedures are recorded.
- ◆ Each classroom should have a clearly visible notice designating the assembly point outside the building.
- ◆ The attention of students should be brought to these notices on a regular basis by teachers.
- ◆ Students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.

21 Phone Numbers

Name	Location	Telephone number
EMERGENCY	ALL SERVICES	999 / 112
Our Lady's School Terenure	Secretary	01 490 3241 Dial: 101
Local Ambulance Service		999 / 112
Local Fire Brigade		999 / 112
Local Garda Station	Terenure Garda Station	01 666 6400
Gas: SSE Airtricity		1850 812 220
Electricity: Energia		1850 300 700
Health and Safety Authority		1890 289389
Principal	Marguerite Gorby	
Deputy Principal	Stephen Rhatigan Aoife Ronan	
Health and Safety Coordinator	Stephen Rhatigan	
Fire Marshall	TBA	
First Aider		
Local Hospital	Tallaght A&E	01 414 2000
Local Doctor	Dr. Claire McNicholas	

EIRCODE D6WKF44

Part 4

Accident Reporting and Investigating

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22 General

An **Accident** is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A **Dangerous Occurrence** is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

Accident Reporting Procedures

All accidents must be reported immediately or without unreasonable delay to the Principal, Deputy Principal or Health and Safety Coordinator

All injuries received at Our Lady's School are recorded in the Incident File located in the Principal's Office, however minor.

Notification of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences will be notifiable to the Health and Safety Authority by the Principal on the Accident Report **Form IR1** and Dangerous Occurrences **Form IR3** respectively (see appendices). As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- ◆ If due to any injury received at work a person dies or is prevented from performing his normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- ◆ Any another person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other contractor or sub-contractor).

23 Procedures in the event of an accident

Minor accidents:

Appropriate first aid should be administered by a staff member and professional advice sought when in doubt. Parents/guardians should be contacted if the injured party needs reassurance or if external medical assistance is being sought.

Serious Accidents:

When a serious accident occurs the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- ◆ Administer first aid if appropriate while waiting for external medical assistance or the emergency services.
- ◆ If there is a risk of further injury move the injured person to safety, otherwise do not move them.
- ◆ If emergency services are summoned ensure they are given the exact location so they can access the injured person and establish location of hospital.
- ◆ Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- ◆ Ensure that the scene of the accident is not disturbed and if the Health and Safety Authority is to inspect the scene do not move anything unless further serious risks have to be avoided.
- ◆ Gather all information immediately about the accident. Obtain statements from and take photographs or draw sketches of the scene.
- ◆ Enter the accident in the Accident Book located in the Principal's Office.
- ◆ Complete the school **Accident Report Form** (see appendices) and give assistance to Principal, Health and Safety Coordinator and Health and Safety Authority Inspector if/when they carry out an investigation.
- ◆ Get clearance from the Principal before resuming the particular task on which the injured person was involved.

24 Procedures in the event of other emergencies

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the "hazard" included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff.

25 'At risk' Students

Students who have diabetic or other controlled conditions may need medical interventions during the school day. For instance; students with diabetes have an emergency supply bag which is kept in the school. It is school policy that pertinent Staff will be informed and trained on how to deal with an emergency situation of 'at risk' students in their class rooms when the need arises.

Part 5

Consultation

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26 Introduction

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure co-operation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a safety representative or by agreement with their employer more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the workplace. The employer must also provide information on safety health and welfare at the workplace to employees or their safety representative.

Safety Representative

TBA is the safety representative for the school. The school principal and the Board of Management support the appointment. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management will support the election of the Safety representative by the staff employed at the time.

Duties

As an employer the Board of Management with the school principal will:

- ◆ Consult with all employees and / or their safety representative on any proposed measures likely to substantially affect their safety, health or welfare at work.
- ◆ Provide employees and / or their safety representative with the results of all risk assessments and consult with them on the preparation of the safety statement.
- ◆ Provide employees or their safety representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety and health matters and the preventative and protective measures to be taken to avoid risks (i.e. a copy of the Safety Statement) This information will be in a form manner and language likely to be understood by the employees.
- ◆ Refrain from penalising any employee for acting in accordance with safety and health laws or for reporting complaints regarding safety and health matters at work.

- ◆ Recognise that the safety representative has various rights including the right to:
 - a) Inspect the place of work.
 - b) Investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by an Inspector).
 - c) Investigate complaints made by employees (after giving reasonable notice to the employer).
 - d) Be given time off work, without loss of remuneration, to receive appropriate training.
 - e) Accompany an Inspector carrying out an inspection at the workplace.
 - f) Make representations to the employer on safety, health and welfare.
 - g) Make representations to and receive information from an Inspector.
 - h) Consult and liaise with other appointed safety representatives.

27 Staff Meetings

The Principal, Deputy Principal, the Health and Safety Coordinator and the Safety Representative are available at all reasonable times to discuss and examine all health and safety issues of concern to employees, students or contractors/visitors.

Safety is the responsibility of every person on the school premises and the more people educated, interested and encouraged to participate in health and safety at Our Lady's School the better. Meetings are a valuable tool in successfully implementing and improving key elements of the safety programme within the school. There are about 3 staff meetings per year and health and safety is included on the agenda. The safety agenda will include the following:

- Progress report on the implementation of the policies as set out in the Safety Statement.
- The accident record will be examined and compared to that at the last meeting.
- Preventative recommendations of any recent serious accidents or dangerous occurrences will be analysed.
- Consideration of inspection reports.
- Reports and feedback on safety training courses attended.
- Other safety matters will be attended to.

It is essential for the success of the safety management system within the school for the reduction / elimination of hazards and risks that:

- The Board of Management commits the necessary resources of personnel, time and money to the process.
- Sensible recommendations from the staff meetings are taken into account and acted upon by the Board Committee and Principal.
- In line with current practice Health and Safety remains on the agenda of all staff and Board Committee meetings.

28 Induction Training

A short period of induction will be given by the Principal, Deputy Principal or a designated senior post holder for new employees joining the staff. This will include:

- ◆ A tour of the premises for familiarisation purposes.
- ◆ Fire emergency procedures, location of exits, assembly points and training on fire-fighting apparatus.
- ◆ Details of accident reporting and investigation procedures.
- ◆ A discussion on the hazards in the workplace, preventative measures in force and the Safety Statement.
- ◆ An explanation of the consultative process, safety representative and staff meetings.
- ◆ A detail of the new employee's safety responsibilities.
- ◆ Details of further training required.
- ◆ The Safety Statement will be included in the STAFF HANDBOOK, which is issued to every member of staff each year. **If handbook is Issued.**

Training

It is the policy of the Our Lady's School to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day.

Training on various issues to do with the professional development of staff including health and safety is arranged by the School Authorities.

The most recent training in Health & Safety for all staff took place in March 2016

29 Welfare Facilities

The staff room is located on the ground floor of the main building. It is equipped with modern facilities including microwave cookers, kettles, fridges, sandwich toasters a coffee machine and dishwasher, tables and chairs to cater for staff. It has a fire blanket and a fire extinguisher.

All facilities will be maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.

Student Dining Hall / Canteen. The preparation of food is carried out by a catering contractor.

Separate staff toilets are provided throughout the school for staff use. Students have their own toilets and changing facilities.

Part 6

School Policies and Procedures

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30 Dignity at Work Charter

HSA Dignity in the Workplace Charter

Endorsed by IBEC and ICTU and adopted by JMB and ASTI

JMB and ASTI “Commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter.

Supervisors, Managers, and Trade Union Representatives where applicable in the workplace have a specific responsibility to promote its provisions.”

Dignity in the Workplace Policy and Procedures

Introduction:

A core employment value is the commitment to ensuring that each individual is guaranteed a working environment where s/he may expect to be treated with dignity both by management and work colleagues. This approach is a positive emphasis on the importance of each individual and the contribution s/he makes to the success of the workplace. It guarantees the optimal working conditions that allow individuals to freely maximise their role in the workforce. Sound management ethos is based on providing leadership that encourages individuals in this regard. This is best achieved in our school through the creation and maintenance of a positive working environment.

Integral to this employment value and in particular to the principle of mutual respect is the commitment to provide a workplace free from bullying. It is in such a context that the philosophy and policy statement will be realised.

Objectives of Dignity at Work Policy

- To create and maintain a positive working environment in Our lady's School where the right of each individual to dignity at work is recognised and protected.
- To ensure that all are aware of and committed to the principles set out in this policy.

The Board of Management of Our Lady's School is committed to providing all employees with an environment that is free from any form of workplace bullying.

The purpose of this document is to outline the Board's policy and procedures in relation to workplace bullying.

A complaint of workplace bullying will be taken seriously and dealt with promptly and in accordance with due process.

In approving this policy, the Board has agreed that:

- It be brought to the attention of all Staff
- All Staff be asked to co-operate in its implementation

The Policy

The objective of the Board policy is to eliminate workplace bullying and to contribute to a supportive environment where Staff have the right to carry out the work of the School - *'the education of the whole person'*.

The Policy guarantees that all complaints will be taken seriously and investigated promptly, and that all parties involved will be treated with respect.

Staff will be protected from victimisation or discrimination for assisting in an investigation. Victimisation as a result of a member of Staff raising a complaint will not be tolerated.

DEFINITIONS

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. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

(Codes of Practice 2002 under the Industrial Relations Act and the Health and Safety at Work Act)

Harassment and Sexual Harassment:

The Equality Act 1998 (Code of Practice) (Harassment) Order 2012 specifically deals with harassment and sexual harassment in the workplace. The Code aims to give practical guidance and advice.

Harassment that is based on the following grounds - Gender, Age, Civil Status, Family Status, Sexual Orientation, Disability, Race, Religion or membership of the Traveller Community is a form of discrimination in relation to conditions of employment

Harassment:

Harassment is defined in Section 14 (A) (7) of the Employment Equality Act as any form of unwanted conduct has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Sexual Harassment

Sexual Harassment is defined in Section 14 (A) (7) of the Employment Equality Act as any form of verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display, or circulation of written words, pictures or other material.

What Constitutes 'Unacceptable Behaviour'/ Workplace Bullying?

Bullying can take a number of forms. Under the Health and Safety Act there is a requirement that personnel are consulted in respect of acceptable/unacceptable behaviour and that through this consultation process, the staff will have ownership of the policy as it relates to their school/organization.

A pattern of the following behaviours are examples of types of bullying:

- Exclusion with negative consequences.
- Verbal abuse/insults.
- Physical abuse.
- Being treated less favourably than colleagues.
- Shouting.
- Intrusion – pestering, spying or stalking.
- Menacing behaviour.
- Intimidation.
- Aggression.
- Undermining behaviour.
- Excessive monitoring of work.
- Humiliation.
- Withholding work-related information.
- Setting unreasonable and unrealistic targets.
- Blame for things beyond the person's control.
- Unequal treatment.

This list is not exhaustive.

It is noted that a once-off incident is not normally considered to be bullying behaviour.

What are the Effects of Bullying?

International research shows that the effects may be physiological, psychological and behavioural.

Effects on the individual: research shows that individuals who are continually bullied lose self-confidence as self-esteem is eroded and they are at an increased risk of suffering stress. There may be serious effects on health and the person's career may be adversely affected.

Effects on the Organisation: individuals who are bullied will find it difficult if not impossible to give their best in the workplace. Among the well-documented

effects are increased sickness/absenteeism, low morale, a tense atmosphere, cliques or factions.

Why might an individual be reluctant to take action?

Because the particular workplace culture passively supports bullying i.e. staff in general are unaware of the seriousness of bullying.

Because of fear that the complaint may not be taken seriously.

Because s/he may be seen as unable for the job or/and a weak person.

If the alleged bully is a person in authority, there may be the fear management will support the alleged perpetrator(s).

Because making a complaint could result in further intimidation and increased bullying.

Because there are no witnesses to the bullying and it would be one person's word against another.

Because s/he might be seen to be lacking in credibility or/and personal status.

Where there are witnesses, these might be unwilling to come forward because they are afraid of being branded troublemakers.

What can I do to ensure that workplace bullying does not occur in this school?

By being familiar with the school policy.

By participating in in-service with respect to dignity at work.

By engaging in consultation with respect to the development and review of the dignity in the workplace policy.

By being aware and educated about workplace bullying.

What can I do to stop people bullying me?

Tell them it has to stop! This may be more difficult for some individuals than for others. It is inappropriate for work colleagues to act out their behaviour in an unacceptable manner. If you find it impossible or difficult to make an approach, tell somebody – the Principal, a Contact Person, the ASTI Steward, a Deputy Principal, or other...GET HELP AND SUPPORT.

What may be the consequences of not dealing with workplace bullying?

There are consequences for the individuals who perceive themselves to be targets of bullying behaviour, for the alleged perpetrators(s), for organisational culture/ethos and for the Board of Management.

Are there performance criteria by which the success of the Policy might be judged?

- The existence of a policy on Dignity in the Workplace and the prevention of workplace bullying forms part of health, safety and welfare at work.
- Awareness/availability of Policy.
- Existence of Charter in a visible place: Dignity in the Workplace.
- Dignity in the Workplace as well as inappropriate/bullying behaviour are defined in the Board Policy.
- Employee's right to complain is respected.
- Informal resolution of complaints is encouraged.

Procedures for dealing with workplace bullying

There are two stages for dealing with cases of alleged bullying:

Stage One: Informal and

Stage 2 Formal.

Sometimes individuals may be unaware of the negative effects of their behaviour on other adults in the workplace. Such individuals may simply need to be told. Thus, at times incidents of bullying can be handled effectively in an informal way under Stage One. If an incident occurs that is offensive, it may be sufficient to explain clearly to the offender that the behaviour is unacceptable. If the circumstances are too difficult or embarrassing for an individual, support may be sought from another colleague, a contact person, staff representative, Principal, Deputy Principal.

A complainant may decide, for whatever reason, to bypass the informal procedure and proceed to Stage Two.

The following section outlines the procedures to be followed with respect to a complaint.

The Procedure for dealing with bullying in the workplace is as follows:

Code of Practice Detailing Procedures for Addressing Bullying in the Workplace (Extract from IR Code of Practice S.I. No. 17 of 2002 Code of Practice)

1. Informal Procedure

While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters. As a general rule therefore, an attempt should be made to address an allegation of bullying as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the individuals involved.

(a) Any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a contact person. A contact person in the school environment could, for example, be one of the following:

- A work colleague;
- A member of management.
- An employee/trade union representative.

In this situation the contact person should listen patiently, be supportive and discuss the various options open to the employee concerned.

- (b) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.
- (c) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

2. Formal Procedure

If an informal approach is inappropriate or if after the informal stage, the bullying persists, the following formal procedures should be invoked:

- a. The complainant should make a formal complaint in writing to his/her Principal. If the Principal/Deputy Principal is the subject of the complaint, the formal complaint should be made to the Chairperson of the Board of Management.
- b. The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement and advised that they shall be afforded a fair opportunity to respond to the allegation(s).
- c. The complaint should be subject to an initial examination by a designated member of management, who can be considered impartial, with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution which would require the agreement of all parties, or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the validity or otherwise of the allegation(s).

Investigation

- d. The investigation should be conducted by either a designated member or members of management or, if deemed appropriate, an agreed third party. The investigation should be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).
- e. The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
- f. The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witness or relevant persons on an

individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.

- g. Every effort should be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe. On completion of the investigation, the investigator(s) should submit a written report to the Board of Management containing the findings of the investigation.
- h. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.
- i. Both parties should be given the opportunity to comment on the findings before any action is decided upon by the Board of Management. The method of communicating the commentary may be in writing and/or by the individuals presenting at a Board of Management meeting.

Outcome

- j. Should the Board of Management decide that the complaint is well founded, the alleged perpetrator(s) should be given a formal interview to determine an appropriate course of action. Such action could, for example, involve counselling and/or monitoring or progressing the issue through the disciplinary and grievance procedure of the employment.

3. Confidentiality

All individuals involved in the procedures referred to above should maintain absolute confidentiality on the subject.

4. At all stages of the process a clear record should be kept of:

- the investigation undertaken.
- all communications to/by the complainant.
- the subject of the complaint.
- the steps and all the decisions taken.

The above records should be held by the Chairperson of the Board of Management in a confidential manner in a secure place.

Where a complaint has been rejected or has not been upheld, a statement to that effect shall conclude the record in the personnel file of the complainant. All records in relation to a rejected/not upheld complaint shall be removed from the personnel file of the subject of the complaint. A statement of the outcome of the investigation will conclude all other files. Where a statement of the outcome of the investigation confirms the allegation to be true then the statement of outcome shall be placed on the file/record of the person against whom the investigation upheld the complaint.

5. Protection and Support

Staff shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliation against a member of staff for complaining about bullying/harassment is considered a disciplinary offence. A malicious complaint made by a staff member will be treated as misconduct under the disciplinary procedure.

6. Assistance in the event of Harassment

Every effort will be made to assist if they so wish, persons who are victims of bullying/harassment to deal with the problem and where it is requested, the services of a counsellor will be made available by the Board of Management. Persons who bully/harass others may be requested to attend counselling to prevent further incidences of harassment occurring. Access to such counselling may be made available by the Board of Management.

7. Training/Awareness

It is considered that all personnel who have a role in either the informal or formal procedure – e.g. designated members of management, worker representatives, union representatives etc- should be made aware of appropriate policies and procedures which should, if possible, include appropriate training,

The policy is subject to periodic review.

31 Smoke-Free Workplace Policy

Rationale:

Exposure to second-hand smoke / Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe environment.

Policy:

It is the policy of Our Lady's School that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. ***Smoking is prohibited within the school buildings and grounds with no exceptions.*** This policy applies to all employees, consultants, contractors, customers and visitors. In the school context this also applies to students and parents.

Implementation:

Overall responsibility for policy implementation rests with the Board of Management. All staff have an obligation to adhere to and facilitate the implementation of this policy. The Principal as the person in charge of the school shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees shall be given a copy of the policy on recruitment / induction by the teacher responsible for staff induction. All new contractors and consultants will be given a copy of the policy by the Principal. Students and parents will be informed of this policy.

Infringements

Infringements by students and staff will be dealt with under local disciplinary procedures. Section 47(3) of the Public Health (Tobacco) Act 2002 states that "any person" (including an employee) found to be in contravention of the new regulations will be "guilty of an offence" Infringements by pertinent persons etc., will be dealt with in accordance with the procedure set out below. Employees, consultants, contractors, customers and visitors who contravene legislation

prohibiting smoking in the workplace are also liable to criminal prosecution with an associated fine (up to €3000).

Procedure if a person smokes in contravention of Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

1. Draw the person's attention to the "No Smoking" signs and advise that they are committing an offence by smoking on the premises
2. Advise the person that it is also an offence for the school to permit anyone to smoke in contravention of the law
3. Advise the person that the school has a smoke-free policy to ensure a safe working environment for employees and students
4. If a person continues to smoke advise them that they are in breach of school rules and that disciplinary sanctions will have to be implemented
5. Violation of the smoke free policy will invoke disciplinary procedures. Action will be in line with the procedures used for violation of any other health and safety procedure in the school.

32 Working Alone Policy

Ideally, staff should not work alone on the school premises as there are risks involved such as assault, accident or sudden illness. Any staff member wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on the premises – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers.

In addition, if you choose to work alone in the school you are requested to take the following precautions:

- ◆ Prior to working alone; inform the school Principal detailing, time you will be on the school premises and type of activity being undertaken.
- ◆ If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- ◆ If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.
- ◆ In fading light; park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
- ◆ Ensure you carry your mobile phone with you (battery charged and switched on).
- ◆ Lock the doors and close the windows to prevent intruders.
- ◆ Avoid working outside of the activity in which you informed the Principal.
- ◆ Do not work at heights on a ladder or steps.
- ◆ Know the location of your nearest fire exit and how to open it in an emergency.
- ◆ Know the location of the nearest first aid kit.
- ◆ Do not go into attics or any other space in which you might become trapped.
- ◆ Do not do any tasks involving hazardous tools/machinery or materials.
- ◆ When leaving, limit the amount you are carrying to have one hand free.
- ◆ Ensure a family member / friend knows where you are and your estimated time of arrival home.
- ◆ If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí.
- ◆ If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also, when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

33 Stress

What is Work-related Stress?

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressure within the working environment.

“Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other” (Professor Tom Cox, Institute of Work, Health and Organisation).

Each individual employee member brings into the school their own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another. However, some workplace factors inevitably lead to stress, such as poor communications, role ambiguity, career stagnation, low participation in decision-making, conflict, etc.

Effects of Stress

The effects of stress differ from individual to individual. The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes. A person will often experience stress in a number of ways. When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability, reduced attention span and memory impairment. Irritability due to stress can create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

Introduction

Our Lady's School is committed to a healthy workforce by placing value on both physical and mental health. The Board of Management acknowledges that

stress problems have many causes, including in the workplace and the outside world. The Board of Management recognises that factors, which may lead to increased work-related stress for teachers, special needs assistants, ancillary staff, the Deputy Principal and the Principal, include unruly students, exam time, whole school inspections, subject inspections and work over load etc. It is also recognised that domestic factors (housing, family problems and bereavement) may also add to levels of stress experienced by our employees. The Board is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place. Matters pertaining to health including mental and work-related stress will be dealt with in line with the Dept. of Education & Skills' procedures and Occupational Health Service MEDMARK. This policy applies to all employees in Our Lady's School.

Aims

Our policy aims to:

- encourage staff well-being within Our Lady's School and discourage the stigma attached to stress;
- raise awareness of ill health associated with stress, its causes and associated factors;
- to reduce as far as is reasonably practicable within the confines of a school environment the sources of stress;
- enhance the factors within Our Lady's School that reduce the risk of stress; making staff aware of courses in techniques for coping with pressure and stress;
- provide information on systems of support and make sure they are well publicised; encourage staff to get help at an early stage;
- make sure there is confidentiality for those who want help.

Procedures

1. Unruly students have been recognised of one of the major sources of stress for teachers. Our Lady's School recognises this and will assist in dealing with the behavioural problems of some students. Teachers should avail of the assistance that is provided to them by the Chaplain, Year head, the Deputy Principal and the Principal etc.
2. Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed and staff are consulted and involved in policy development and review.

3. The Board of Management ensures that each employee's role and responsibilities are clearly defined. The Board also provide each member of staff with a copy of school policies.
4. High priority is given to staff training and the Board of Management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable. The Board is also committed to promoting the professional development of its employees. In some cases, Croke Park hours will be granted if relevant in-service takes place outside school hours.
5. The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential. Two members of staff are part of the Board of Management.
6. The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
7. It is school practice to make sure that staff take time to review and celebrate positive achievements.

Social occasions for staff should be organised throughout the school term to give staff a chance to relax and socialise with each other outside of the workplace.

- The Department of Education, through VHI Corporate Solutions, has provided a confidential counselling service for teachers, where counselling sessions can be availed to deal with work-related stress. (1800 411 057).
- If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal and the BoM will deal with the issues concerned.

As an employee how can I cope with stress at work?

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions. Employees can use some of the following techniques for coping with stress at work:

- Manage your workload. Set priorities.

- Manage time effectively.
- Set limits to work and draw boundaries.
- Define problems precisely.
- Break work up into manageable units.
- Recognise your own worth.

Develop Skills

- Improve communication.
- Be more assertive.
- Make decisions.
- Plan your time including your free time.
- Decide your career goals.
- Avail of training opportunities.

Maintain Physical Fitness

- Eat a sensible diet.
- Have sufficient rest.
- Decide on some agreeable form of exercise and make it a habit
- Develop interests outside work.

Support Services:

- | | |
|----------------------------------------|---------------|
| • Medmark4teachers | 01 676 1493 |
| • Employee assistance scheme (Inspire) | 1800 411 057. |
| • Alcoholics Anonymous | 01 842 0700 |
| • Gamblers Anonymous | 01 872 1133 |
| • Narcotics Anonymous | 01 672 8000 |
| • Pieta House Dublin | 01 623 5606 |
| • Samaritans | 116 123 |
| • AWARE | 1800 804848 |
| • Mental Health Ireland | 01 284 1166 |

34 General Safety Rules for the:

Science Rooms, Homes Economics Rooms, Art Rooms etc

EACH TEACHER SHALL ADD ADDITIONAL SAFETY RULES THAT PERTAIN TO THEIR SPECIFIC SUBJECT/CLASSROOM AREA

- ◆ Classroom equipment or machinery must not be used / operated without prior instruction and permission from the teacher.
- ◆ Safety guards must be in their proper position when operating any machine or piece of equipment.
- ◆ Damaged or malfunctioning equipment must be reported to the teacher immediately.
- ◆ Protective clothing must be worn (where appropriate). Special protective gear such as safety glasses, gloves, etc. will be provided as required.
- ◆ All injuries must be reported to the teacher (no matter how small).
- ◆ Students must not operate power machinery or equipment while wearing loose clothing.
- ◆ Do not distract other students from the job they are performing.
- ◆ Fooling or horseplay in the class room is prohibited.
- ◆ Throwing of any objects is strictly forbidden.
- ◆ Good housekeeping procedures must be practised in all areas of the class to ensure the safety of all students.
- ◆ Unsafe or hazardous conditions within the class room must be reported to the teacher immediately.
- ◆ Students must never take unsafe shortcuts.
- ◆ All apparatus / equipment should be returned to its own place after use, clean and ready for next user
- ◆ All appliances are to be turned off after each class
- ◆ Students shall adhere to all additional safety rules that will be identified from time to time.

THE ABOVE GENERAL SAFETY RULES ARE ESTABLISHED FOR THE PROTECTION AND SAFETY OF ALL STUDENTS.

IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, AFTER HAVING THE ABOVE SAFETY RULES EXPLAINED TO YOU, ASK YOUR TEACHER FOR AN EXPLANATION.

35 Risk Assessment for Pregnant Employees

Name	Date of assessment
Date of birth	Due date
Assessors name	Reassessment date

The following is a list of hazards that may affect new and expectant mothers. The assessor completing this form will discuss each item with the expectant mother and indicate if any of these hazards are present in the work environment, providing details and documenting what corrective measures must be taken. If you have a specific problem with your work or environment, it should be indicated during the assessment. You will be asked to read the document and sign that you agree with the contents.

Please note that circumstances may change during your pregnancy that will alter this risk assessment. If this occurs, please contact the Principal and request a further risk assessment.

Section 1: The Working Environment	Hazard		Actions/Comments
	Yes	No	
Are there space constraints preventing good posture?			
Is it necessary to reach over or around obstacles?			
Are there: Steps			
Slopes			
Uneven surfaces			
Spillages			
Rubbish or Clutter			
Trip hazards			
Machine hazards			
Is the working environment:			
Too hot			
Too cold			
Too humid			
Poorly lit			
Poor visibility			
Poor hygiene			
Odorous			
Is protective clothing provided?			
Are rest facilities available?			
Section 2: Biological hazards	Hazard		Actions/Comments
	Yes	No	
Is there likely exposure to Biological hazards?			
If No, proceed to Section 3			
Is this in the form of Virus?			
Is this in the form of Bacteria?			
Is this agent included in risk groups 2, 3, 4 of the Biological Agents Regulations?			
Is PPE required/provided?			
Is there possible exposure to: Toxoplasma?			
Is there possible exposure to Rubella virus?			
Is the pregnant employee immunised against these?			
Section 3: Chemical Agents	Hazard		Actions/Comments
	Yes	No	
Does the task involve regular exposure to chemicals?			
If No, proceed to section 4			
Is there exposure to:			
Lead or lead derivatives?			
Carcinogens?			

Section 4: Physical Agents (Cont'd)	Hazard		Actions/Comments
	Yes	No	
Movement and postures			
Does the task involve periods in excess of 1 hour at a time standing or sitting?			
Are chairs provided?			
Movement and postures			
Are anti-fatigue mats available?			
Are work areas restrictive/confined?			
Is there work at heights?			
Mercury/mercury derivatives?			
Antimicrobial drugs?			
Carbon monoxide?			
Are any chemicals listed in the Chemical Agent Regulations?			
Is the MSDS available for each chemical?			
Are there substances labelled:			
R40: possible risk of irreversible effects			
R45: may cause cancer			
R46: may cause heritable genetic damage			
R61: may cause harm to the unborn child			
R63: possible risk of harm to the unborn child			
R64: may cause harm to breastfed babies			
Is PPE required/provided?			
Section 4: Physical Agents			
Shock/Vibration or Movement			
Does the task involve regular exposure to shock/vibration?			
If No proceed to Ionising Radiation			
Sudden blows?			
Excessive movement?			
Hammer or vibrating			
Ionising Radiation			
Is there exposure to potential source of ionising radiation?			
If No, proceed to Non-ionising Radiation			
Is this in liquid/solid/dust state?			
Are dose limits monitored?			
Are they below statutory limits?			
Is there a possibility of radioactive contamination?			
Non-ionising Radiation			
Is there exposure to potential source of Non-ionising radiation?			
If No, proceed to Noise			
Is there exposure to electromagnetic fields and waves?			
Is there exposure to optical radiation?			
Is there exposure to an excessively noisy environment?			
If No, proceed to Section 5			
Does the noise level exceed 85dB (A)?			
Is noise monitoring carried out?			
Is PPE required/provided?			
Is PPE worn as required?			
Does the PPE meet with EU standards?			

Does the task involve use of a VDU			
If No, proceed to Shift Work			
Has an ergonomic assessment been completed?			
Has the operator been educated in the safe use of VDU's?			
Visual Display Units (VDU)			
Shift Work			
Are you involved with Night classes?			
Are these classes at regular times?			
Manual Handling			
Does the task involve:			
Repetitive handling?			
Holding the load away from the trunk?			
Twisting/stooping or upward reaching?			
Is there slipping potential?			
If pushing or pulling, are hands above the shoulder or below the waist?			
Is the distance excessive?			
Does the load have to be handled up steps or slopes?			
Are mechanical aids used?			
Are there time restraints?			
Is the weight of the object:			
>5kgs in the seated position?			
>16kgs and handled in a working posture other than seated?			
Is the load:			
Bulky and awkward to grip?			
Slippery?			
Unevenly distributed?			
Difficult to grasp?			
Sharp with abrasive edges?			
Hot or cold?			
Likely to shift during handling?			
Section 5: Employees Comments	Yes	No	Comments
Are you satisfied with:			
Lighting levels?			
Working temperatures?			
Noise levels?			
Break/Rest periods?			
Rest Facilities?			
Timetabling arrangements?			
Have you received information and training in your job?			

36 Anti-Bullying Policy:

SCOPE:

Whole School, Student on Student, Student on Teacher, Student on Non-Teaching Staff, Teacher on Student, Non-Teaching Staff on Student.

RELATIONSHIP TO SCHOOL'S MISSION/VISION/AIMS:

"We are committed to educating the whole person to her full potential in a caring, supportive and joyful environment in partnership with parents and community", which is reinforced in the goals/objectives below.

RATIONALE:

- To fulfil our Mission Statement.
- To support the required legislation acts.
- To support our related policies.

LEGISLATION:

1. Education Act (1998)
 - Section 21 (2)
 - Section 22 (1)
 - Section 23 (2) part (c)
 - Section 27 (3)
2. Education Welfare Act (2000)
3. Equal Status Act (2000-2008)
4. Child Protection Guidelines (Circular M44/05)

SCHOOL RELATED POLICIES:

1. Admissions Policy.
2. Code of Behaviour Policy.
3. SPHE & RSE Policy.
4. Career Guidance Policy.
5. Dignity in the Work Place.

GOALS/OBJECTIVES

- To create a school ethos which encourages children to disclose and discuss incidents of bullying behaviour.
- To raise awareness of bullying as a form of unacceptable behaviour with school management, teachers, pupils, parents/guardians.
- To ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation.
- To develop procedures for noting and reporting incidents of bullying behaviour.
- To develop procedures for investigating and dealing with incidents of bullying behaviour.

- To develop a programme of support for those affected by bullying behaviour and for those involved in bullying behaviour.
- To work with and through the various local agencies in countering all forms of bullying and anti-social behaviour.
- To evaluate the effectiveness of school policy on anti-bullying behaviour.

POLICY CONTENT

DEFINITIONS OF BULLYING:

"Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or a group against one or more people" (DES 1993).

"Bullying is unwanted and unwarranted behaviour that hurts and is detrimental to the well-being of the recipients, limiting their opportunities to be effective and satisfied at work" (Kitt 1999).

"Cyber-bullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student, using the Inter-net interactive and digital technologies or mobile phones"

Homophobia is the fear of being labelled and/or the fear, dislike or hatred of gay males and lesbians.

Homophobic Bullying:

Is where general bullying behaviour such as verbal and physical abuse and intimidation is accompanied by or consists of the use of terms such as gay, lesbian, queer or lezzie by perpetrators. LGBT refers to persons who are lesbian, gay, bisexual or transgender.

The term bullying also encompasses harassment and sexual harassment, defined as follows:

Harassment: any form of unwanted conduct in relation to any of the nine grounds, named in the equality legislation that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading or offensive environment of the victim.

The nine grounds are gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.

Sexual Harassment: any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading or offensive environment for the victim.

Examples of Bullying Behaviour:

Student Behaviour:

Physical aggression, damage to property, extortion, intimidation, abusive telephone calls, abusive texts or use of social network sites in an abusive way, isolation, name calling, slagging, and bullying of school personnel.

"Slagging", is harassment when it entails remarks that are "suggestive about a pupil's sexual orientation"

Teacher Behaviour:

Sarcasm, demeaning language, making negative comments about a pupil's appearance or background, humiliating a pupil who is particularly academically weak or outstanding or vulnerable in other ways, using any gesture or expression of a threatening or intimidatory nature, or any form of degrading physical contact or exercise.

Note: This is not an exhaustive list of behaviour of a bullying nature, so all forms of bullying behaviour may not be included. The behaviour must be of a repeated nature to warrant being labelled as bullying behaviour. (Refer to definitions of Bullying above).

Note: The prohibition will apply to all aspects of school life: in the classroom, during extra-curricular activities, on school trips, on the sports field or any situation while under the care of the school.

DESIGNATION OF BULLYING AS MISBEHAVIOUR

"Bullying shall be deemed to be misbehaviour for the purposes of the School's Code of Behaviour"

PROCEDURES:

FORMAL NOTING:

All incidents of bullying will be noted by the teacher to whom the student has reported.

A noting form will be completed and handed to the Year Head.

If a serious case of bullying it will be referred immediately to the Principal and or Deputy Principal.

Year Head will keep record of all noting forms.

REPORTING:

1. Students:

A student who feels that she is the victim of bullying should report it to an adult - parent/guardian, teacher, senior student such as Head Girl, Vice Head Girl, or Liaison Student, or, if necessary, the Principal or Deputy Principal.

Students who are aware of bullying behaviour should report to a teacher.

2. Parents/Guardians:

Parents/Guardians who become aware of a student being bullied should inform school authorities, e.g. Year Head, Deputy Principal, Principal or a teacher.

3. Teachers:

All teachers are encouraged to be vigilant to the occurrence of bullying at all times, and to report and note accordingly.

4. Non-Teaching Staff: (e.g., Secretary, SNA, Caretaker, Cleaning Staff, Bus Drivers)

Non-teaching staff such as administrative, caretakers, facilities personnel are encouraged to report any incidents of bullying behaviour witnessed by 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 are unresolved at school level, the matter will be referred to the School's Board of Management.

If not resolved at Board level, it will become a complaint and the school's Complaint Procedure shall come into operation.

In order to appeal a decision, a parent/student or teacher may request a review by writing to the Principal/Board of Management.

REQUIREMENTS:

Incident Sheet

An Incident Sheet will have 2 sections, the Noting Section and Reporting Section

All incidents no matter how trivial will be noted (recorded on the incident sheet, noting section)

Reporting section will be completed by Year Head on receipt of noting form and will document actions taken where necessary.

INVESTIGATING AND DEALING WITH BULLYING BEHAVIOUR:

In a calm, sensitive, supportive, impartial and non-confrontational manner, the Year Head, Deputy Principal/Principal will interview at the earliest opportunity:

- The student who is bullied.
- The reported bully.
- Other students as appropriate.

The Year Head, Deputy Principal/Principal will have a written record of interviews. The final records will be retained in the Principal's Office.

These investigations will be conducted outside the classroom environment to avoid public humiliation of parties involved but to the extent necessary to protect the welfare of other students a student suspected of bullying may be called out of class while the investigation is going on.

When analysing incidents of bullying behaviour answers to questions of what, where, when, who and why will be sought.

If a group is involved each member will be interviewed individually and then the group will be met as a group.

Each member will be asked for their account of what happened to ensure that everyone is clear about what everybody else has said.

If it is concluded that a pupil has been engaged in bullying behaviour, it will be made clear to her that she is in breach of the Code of Behaviour and Discipline. Teachers investigating will keep a written record of their discussions with those involved.

The teacher will ask those involved to write down their account of the incident. In cases where it has been determined that bullying behaviour has occurred, parent/guardians of pupils involved will be contacted to explain to them the actions being taken and the reasons for them, referring them to the school policy.

A separate follow-up meeting with the parties involved will be arranged to bring parties together at a later date if the victim is ready and agreeable. (DES Guidelines 1993)

After a period of time it will be confirmed with the affected student/parents/guardians that there have been no further incidents of bullying.

SANCTIONS:

If a student is caught bullying the sanctions include:

- Student will be warned to stop.
 - Parents/Guardians will be informed.
 - If student behaviour does not stop, they may be suspended or expelled.
- (See Journal - Code of Behaviour)

ROLES AND RESPONSIBILITIES:

Roles and Responsibilities:

The whole school management team (Principal, Deputy Principal, Year Heads, Tutors, Care Team, Teachers) will be responsible for ensuring that the policy is implemented.

Monitoring implementation:

Parents/guardians and all members of staff;

Include on agenda for teaching staff meetings at least once a year.

Possible Optional Monitoring Procedures.

Low Level:

Teachers - Incident Book.

Student-Teacher relationships.

Teacher and student representative - Liaison Students

High Level:

Tutors.

Year Heads.
Principal/Deputy Principal.
Career Guidance/Counsellor.
Outside Counselling.
Social Services or Gardaí - Juvenile Liaison Officer.

Review and evaluation:

Full review every five years.

SUCCESS CRITERIA:

Success Criteria:
Well-being and happiness of the whole school community.
The school community find the policy effective.

IMPLEMENTATION PROGRAMME:

Legislation/equality proofing:
Approved by a solicitor who has expertise in this area before being passed to the Board of Management for approval.

Circulation:

This policy will be circulated to all partners involved;

- Teaching Staff.
- Parents Association.
- Board of Management.
- Student Council.

Implementing the Policy:

Procedures are in place to support and implement the policy.

OUR LADY'S SCHOOL

ANTI-BULLYING INCIDENT SHEET

NOTING SECTION:

Date of Report: _____

Person Reporting: _____

Person Receiving the Report: _____

Details of what was reported: _____

Signed by persons involved: _____

INVESTIGATING AND DEALING WITH BULLYING BEHAVIOUR SECTION

Details of investigation: _____

Results of investigation: _____

Action Taken: (include details of contact with parents/guardians and sanctions)

Signed by persons involved: _____

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Covid- 19 Policy Statement

Our Lady's School is committed to providing a safe and healthy workplace for all our staff and students. To ensure that, the Board of Management has developed a Covid-19 Response Plan and updated the Safety Statement for the school. All staff and students are responsible for the implementation of the response plan and a combined effort will help contain the spread of the virus. The Board of Management will:

- continue to monitor our Covid-19 response and amend this plan in consultation with our staff and students
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with guidance of the Department of Education and Skills
- keep a log of contact of staff and student engagement to help with contact tracing
- ensure staff and students engage with the online induction/familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of Covid-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of Covid-19 during school time in line with the procedures provided by the Department of Education and Skills
- implement cleaning in line with government advice and agreed checklists

All staff and students will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Worker Representative(s).

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal

Covid- 19 Policy Statement Continued

Our Lady's School shall ensure in so far as is reasonably practicable to minimise the risk to staff, pupils and visitors of contracting the Covid - 19 Virus. Induction talks to everyone entering the school's building and regular safety talks warning against the risks of not complying with guidelines.

A Covid- 19 enforcement officer will be appointed.

Strict guidelines will be enforced in the school. Appropriate PPE will be available and used / worn when required. Strict travel arrangements will be enforced. Hand wash facilities will be available in the school. Staff may be requested to stagger work times. Social Distancing will be observed in corridors, staff rooms and dining rooms. Staff should lunch separately. If possible, a "One Way System" for entering and exiting the buildings and while moving around buildings should be in place.

Staff should be advised to bring their own food and avoid stopping at shops going to and from work daily.

A policy of one operator per item of equipment and avoid sharing equipment.

Sanitise machines and work tools before and after use

If anyone has symptoms or has been in contact with anyone with the virus, they should immediately report the situation and appropriate measures will be taken.

On-going risk assessments will be carried out and constant monitoring to ensure Covid-19 guidelines are followed.

Responsibilities:

Board of Management / Principal / Deputy Principals

1. Provide a safe place of work enforcing all current HSE guidelines surrounding the **Covid -19 epidemic**.
2. Provide Sanitising Stations.
3. Enforce temperature checks.
4. Provide the necessary PPE.
5. Stagger Lunch breaks.
6. Enforce social distancing.
7. Appoint a Covid-19 compliance enforcement officer.
8. Engage with all parties and listen to any concerns they may have.
9. Ensure there is an isolation area for anyone who may show Symptoms.
10. Ensure the safety of visitors to the premises.
11. Ensure there are constant risk assessments and updates carried out.

Staff

1. If you are showing any symptoms of the Covid -19 Virus stay at home.

2. Protect the health and safety of self and others.
3. Keep Social Distancing.
4. Travel to work alone if possible.
5. Ensure your temperature is checked and recorded on arrival.
6. Take steps to self-sanitise before returning home to minimise the chance of infecting your family

Working Arrangements

1. Enforce a rota system to reduce the amount of people working in the one area.
2. Stagger breaks.
3. Use / wear full PPE as required.
4. Avoid sharing machines/laptops/pens etc.
5. Sanitise before and after use.
6. Install sneeze panels where possible

Visitors

Management will ensure the safety and wellbeing of all visitors to premises.

Visitors will be asked to:

1. Remain at home if they have any symptoms.
2. Follow the Covid-19 protocol implemented by Our Lady's School
3. Sanitise before entering the premises.
4. Wear PPE if instructed.
5. Adhere to the 2-meter rule.
6. No loitering, complete business and leave premises.
7. Sign in at reception and give name address and telephone number for contact tracing purposes.

WELFARE FACILITIES

The following arrangements are in place in Our Lady's School

1. Sufficient and suitable sanitary conveniences will be provided on site with adequate washing facilities.
2. A convenient supply of drinking water will be provided.
3. A canteen area will be provided with sufficient tables and seating, with adequate ventilation and lighting. Canteen will be organised in such way as to encourage social distancing. Seating will be arranged 2 meters apart. Staggered break times will be encouraged as per Covid -19 guidelines

4. All canteens, office, washrooms and toilets will be maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.
5. Facilities will be used exclusively for the use of staff and pupils and not used for the storage of any materials or equipment.

Method Statement:

From time to time Jobs or works may require the development of a Method Statement to look at the nature of the works to be carried out, the associated hazards, the risk and what controls shall be put in place to eliminate or minimise the risk. Going forward these method statements will require **Covid-19** compliance measures. How the task can be completed with minimum risk of contracting or spreading the covid-19 virus.

Summary:

This document includes all the HSE guidelines to minimize the spread of the Covid -19 virus in the work place as of 18th. June 2020. It is our priority to ensure the safety of all staff, pupils and visitors. Management will be monitoring the HSE guidelines on a regular basis and will adapt and amend these procedures accordingly.

Part 7

Hazard Identification and Risk Assessment

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38 Introduction to Risk Assessments

The school management is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, all members of staff are encouraged to co-operate in securing freedom from accidents and are encouraged to identify and report any potential hazards that may exist so as to ensure that a risk assessment is carried out.

A **hazard** is anything with the potential to cause harm to the safety, health and welfare of employees, students, visitors etc. Hazards may be classified as physical, chemical, biological, environmental or human.

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

Control measures:

A control measure is an applied measure that reduces the level of risk. Good control measures can comprise physical measures, management/training, or combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the school undertakes to apply these principles (where practicable) in dealing with all hazards identified.

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

39 Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) the school principal carried out the risk assessments in consultation with pertinent staff for each hazard identified. Following this process, and in line with section 26 of the Safety Health and Welfare at Work Act 2005, the results were related to the Board of Management for approval and amendment, where necessary.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary risks are re-assessed. Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation, new European Directives, new equipment, changes in work practices etc.). In line with best practice and the advice of the Health and Safety Authority (Guidelines on managing Health and Safety in Post-Primary schools) they will also be reviewed on an annual basis.

When hazards are identified it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) according to the following methodology. Numerical values of between 1 and 4 were applied to both the **severity** of the consequences and the **probability** of the event occurring (as per the **risk rating** charts in the next page). When the severity numerical factor and the probability numerical factor were multiplied together, they produced a numerical value.

Severity x Probability = Risk Rating

Severity Rating	Interpretation	Numerical Value
Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	4
Major	Serious injury or illness, significant property or equipment damage	3
Minor	Minor injury or illness, minor property or equipment damage	2
Insignificant	No significant injury or illness, no significant property or equipment damage	1
Probability Rating	Interpretation	Numerical Value
Probable	Likely to occur either immediately or in the short term	4
Possible	Could occur in time or if repeated enough	3

Unlikely	Though unlikely, may occur over time	2
Remote	Unlikely to occur at all	1

Risk Rating			
Numerical Value	Descriptive risk rating	Interpretation	
Severity x Probability 12 – 16	High	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be stopped until the hazard is eliminated or appropriate risk controls are put in place.	
6 – 9	Medium	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.	
2 – 4	Low	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	
1	Negligible	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.	

***Note:** A **descriptive risk rating** (rather than a numerical rating) has been used in the risk assessment sheets whereby the risk potential for the hazard identified is described as **High (H), Medium (M), Low (L) and Negligible (N)**. A similar rating is used when describing the level of risk after the control measures have been put in place. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all members of staff.

- 01. Fire**
- 02. Chemicals & Hazardous Substances**
- 03. Electrical Equipment**
- 04. Visual Display Units, (VDUs)**
- 05. Manual & Person Handling**
- 06. Slips, Trips and Falls**
- 07. Access/Egress**
- 08. Fire Explosion**
- 09. Pregnant Employees**
- 10. Working Alone**
- 11 COVID - 19**

1. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School Buildings			Assessor's Name: Antóin Browne		Assessment Date: Updated August 2020
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>Fire</p> <p><i>Burns, asphyxiation, smoke inhalation, risk of multiple injuries/ fatalities, collapse of structure.</i></p>	Staff, students, and visitors	H	<ul style="list-style-type: none"> ▪The Board of Management is committed to the provision of an effective fire safety infrastructure (detection systems, fire alarm systems, adequate escape routes, fire suppressants, safety notices, etc.) within the school. ▪Rubbish will be removed daily. ▪Good housekeeping practices will be strictly adhered to, to minimize any build-up of materials in classrooms or along corridors. ▪In the event of alarm activation, fire procedures must be complied with immediately. Assembly points are identified for individual classes/areas and are listed in the Emergency Procedures. 	L	<p>Safety Coordinator</p> <p>All staff</p>
Review Date: August 2021		Irish Standard 3218:1989 Code of Practice for Fire Detection and Alarm Systems for Buildings applies			



1. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School Buildings			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Fire	Staff, students, and visitors	H	<ul style="list-style-type: none"> ▪ Staff must follow the manufacturer's instructions when using flammable liquids and ensure they are not used near naked flames or any source of ignition. ▪ All fire protection equipment and systems are serviced and maintained on a regular basis throughout the school. ▪ Emergency exit routes are clearly identified and must be kept clear at all times. ▪ No schoolbags allowed on corridors. ▪ Instruction and training will be provided to all staff and students. ▪ Fire drills will be held at least twice a year to ensure everyone is aware of and abide by emergency procedures. Records are kept of all drills. 	L	All staff
Review Date: August 2021					

2. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Class rooms, Staff rooms, grounds, Storage areas			Assessor's Name: Antóin Browne		Assessment Date: Updated August 2020
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>*Chemicals and hazardous substances</p> <p><i>Burns, spillages, poisons, fatalities, irritation of skin, fire and explosion.</i></p>	Members of staff using chemical substances, Students	H	<ul style="list-style-type: none"> ▪ All chemicals and hazardous substances to be stored in accordance with manufacturer's instructions in designated secure areas in accordance with Safety Data Sheets (SDS) ▪ An SDS file will be compiled for all hazardous chemicals being used and be available for emergencies. The SDS file will be retained in the Principal's office and updated as required. ▪ Every exposed staff member will be familiarized with the risks attached to each chemical and the precautions required when handling them. ▪ All spillages to be cleaned up immediately. ▪ The necessary personal protective equipment and clothing, such as gloves, masks, aprons or eye protection will be provided and must be used by staff/students. 	L	Cleaning staff, Maintenance personnel and any member of staff using chemical substances
Review Date: August 2021		<p>*For the purpose of this assessment a chemical is defined as a solid, liquid or gas used for the purpose of reacting with or effecting a change in another substance or material. It includes inert and non-reactive substances and embraces the broadest possible interpretation including printing inks, chemicals used in the science laboratories, glues, detergents, cleaning chemicals, etc..</p>			

3 Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Class rooms, Staff rooms, grounds, Storage areas			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Chemicals and hazardous substances	Members of staff using chemical substances, Students	H	<ul style="list-style-type: none"> Only approved staff may access storage areas and no students are allowed access to chemicals or solvents unless supervised by a qualified teacher. Staff will ensure, as far as is reasonably practicable, that no dangerous substances can be removed from class rooms or storage areas. The following principles must be followed in the safe use of chemicals: <ul style="list-style-type: none"> Use the safest chemical possible for the job to be done. Read the label and safety sheet. Take special measures prescribed and know emergency measures in case of accident. Avoid inhalation of vapours and dusts. Prevent contact with eyes. After contact with chemicals, clean yourself and your working clothes. <p>Do not dump chemicals, dispose of used chemicals as recommended by manufacturer.</p>	L	Cleaning staff, Maintenance personnel and any member of staff using chemical substances
Review Date: August 2021					

4 Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Office, reception area, staff room and classrooms.			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>Use of electrical equipment i.e. photocopiers, shredders, printers, laminators, binding machines, televisions, overhead projectors etc.</p> <p><i>Electric shock, electric burn, fire and fatalities</i></p>	Teachers, Any person using electrical equipment	M	<ul style="list-style-type: none"> ▪ All electrical equipment must be used in accordance with the manufacturer's instructions and should be appropriate for the task for which it was intended. All equipment must include protection from moving parts. ▪ All equipment should be kept in good working condition, any defective, broken or faulty equipment should be reported immediately to the Principal and taken out of circulation and marked appropriately until repair or disposal. ▪ Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals for damage or signs of overheating. ▪ Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained. ▪ Adaptors must not be used and systems must not be overloaded. ▪ Multi plug extension leads must be disconnected when not in use 	L	Principal and any person using electrical equipment
Review Date: August 2021					

4. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Offices, computer room, and staffroom.			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>Visual Display Units (VDUs)</p> <p><i>Repetitive strain, injuries/work related upper limb disorders (WRULDS), eye strain, back pain.</i></p>	<p>Teachers, office staff, principal and deputy principal</p>	<p>M</p>	<p>Ergonomic assessments will be carried out for each work station to ensure compliance with General Application Regulations 2007 taking account of:</p> <ul style="list-style-type: none"> Position of the monitor with regards to lighting and distance Height of work desk Type of chairs provided for the task – adjustable and ergonomically designed with footstools where necessary Position of mouse pad to allow for adequate support for the hands and arms. Monitors with poor image quality or flickering screens will be repaired or replaced. Software used should be suitable for the requirements of the job. Staff who experience difficulties with strain or glare should report these. Eye screening/eye tests will be provided for all staff in line with the regulations at no cost to the individual and where protective glasses are required on the recommendation of an optometrist; these will be provided on the basis of the Our Lady's School paying a subvention towards the cost of the glasses. Staff will receive training, instruction and Loreto VDU guidelines on ergonomic techniques. 	<p>L</p>	<p>Safety coordinator</p>
Review Date: August 2021					

5. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Stores, offices, classrooms, gym and reception area			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>Manual handling Person Handling</p> <p><i>Musculoskeletal injury, lacerations, crushing of hands or feet, bruised or broken bones.</i></p> <p><i>Use of Gym Equipment</i></p>	<p>All Personnel required to carry out manual handling tasks</p> <p>P.E. Teachers / Coaches / Gym Supervisors Students</p>	M	<ul style="list-style-type: none"> ▪ The school principal will eliminate as far as practicable the need for manual handling. ▪ Staff will be encouraged to use mechanical aids where it is reasonably practicable (e.g. using a trolley to move audio visual equipment). ▪ The Board of Management will adhere to the principles of prevention as described in the 1st schedule of the General Application Regulations 2007. ▪ Staff are encouraged to help work colleagues when manual tasks are being undertaken. ▪ Materials must be stored at a convenient height to prevent over stretching or stooping when moving them. ▪ Staff must inform the principal of any manual handling difficulties they encounter. ▪ Staff will be trained in correct lifting procedures. ▪ The gym must be locked when not supervised. Use of equipment / training must not commence without the supervision of a competent teacher or coach. Suitable clothing and footwear must be worn. Only students 17 years old and older must be taught how to use the equipment safely 	L	<p>Board of Management Safety coordinator All Personnel carrying out manual handling tasks</p> <p>P.E. Teachers / Coaches / Gym Supervisors SNAs</p>
Review Date: August 2021					

6. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Classrooms			Assessor's Name: Antóin Browne		Assessment Date: Updated August 2020
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Tripping, slipping, falling, poor lighting, damaged/broken chairs or desks.	Staff, students and visitors	M	<ul style="list-style-type: none"> ▪ All classrooms will be maintained in line with best design and improved as resources become available. ▪ Lockers provided for school equipment. ▪ Ceilings, floors, walls and the general décor will be maintained in line with best practice ▪ Any damage to rooms or equipment must be reported immediately to the principal. ▪ The principal will ensure that repairs to floors, desks, walls, and chairs are carried out as quickly as possible ▪ Lighting will be maintained to achieve suitable lighting levels. ▪ All spillages to be cleaned up immediately. 	L	Safety coordinator Caretakers
Review Date: August 2021					

7. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Entrances and foyer areas			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with Controls	Person(s) Responsible
Access/Egress <i>Slips, falls, trips, obstructions and wet floors</i>	Staff, students and visitors	M	<ul style="list-style-type: none"> ▪ Pedestrian routes will be clearly marked, illuminated and inspected regularly ▪ All doors, access routes will be maintained in good condition and will be kept clear from obstruction. ▪ All floor surfaces are kept free from tripping or slipping hazards. ▪ In the event of a wet or dangerous floor a caretaker will immediately screen off the area until the floor can be cleaned, dried or the problem rectified. ▪ Appropriate non-slip mats are provided inside the main entrances. ▪ Lighting will be adequate to ensure that people are not at risk of tripping and falling. ▪ Schoolbags or school equipment may not be left in corridors or access/egress routes. 	L	Safety coordinator Caretakers Staff, students and visitors
Review Date: August 2021					

8. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Science Rooms			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>Fire Explosion Exposed to hazardous substances</p> <p><i>Burns, Skin irritation Asphyxiation Poisoning</i></p>	Teachers, Students	M	<p>Science rooms will only be used when a teacher is present. The rooms will remain locked when not in use.</p> <ul style="list-style-type: none"> All chemicals will be locked away in the designated storage area in each room, accessible to teachers only. Experiments using chemicals will be carried out only in the fume cupboards White laboratory coats must be worn by staff Appropriate PPE will be worn during experiments e.g. face and hand protection <p>During experiments the following rules will apply:</p> <ol style="list-style-type: none"> List of safety instructions on display in the room Chemical symbols on display in the room before use, students instructed in safe operation of equipment e.g. Bunsen burner students work in small groups students not allowed use dangerous chemicals strict supervision during all experiments no unnecessary movement around the room fire extinguishers/blanket easily accessible in the room fully stocked first aid kit available in the room 	L	Science Teachers Safety coordinator
Review Date: August 2021					

9. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School and Activities			Assessor's Name: Antóin Browne		Assessment Date: Updated August 2020
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Pregnant employees <i>Manual handling, chemical agents, working with VDUs, mental and physical fatigue</i>	Pregnant Employees	M.	<ul style="list-style-type: none"> A detailed risk assessment checklist for pregnant employees has been devised (see school policies and procedures, Part 6, section 32). Suitable control measures and actions will be implemented on the basis of identified individual need following assessment. 	L	Principal and Board of Management
Bullying <i>Effects can be physiological, psychological and behavioural</i>	Employees	M.	<ul style="list-style-type: none"> All complaints of bullying will be dealt with in line with agreed policies and procedures (Part 6 section 33). Suitable control measures and actions will be implemented following assessment. 	L	Principal and Board of Management
Review Date: August 2021			Part 6 Chapter 2 of SHWW (General Applications) Regulations SI 299 of 2007 applies		

10.Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Buildings			Assessor's Name: Antóin Browne	Assessment Date: Updated August 2020	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Working Alone <i>Attack, Illness, injury, death</i>	Teachers Caretakers	M	<ul style="list-style-type: none"> ▪ A safe operating system has been devised in part 6 section 30 and all staff should adhere to this policy particularly the communication and emergency procedures. ▪ Cleaning and maintenance staff must also adhere to the policy. ▪ Subcontractors are expected to adhere to their own safe systems of work in line with school policy 	L	Board of Management Principal Teacher
Stress <i>Effects can be mental, physical, behavioural and cognitive</i>	Staff	H	<ul style="list-style-type: none"> ▪ Provide reasonable systems of work; comply with legislation, regulations and guidelines in order to protect employee's well-being. ▪ Regularly consult with staff to identify problems and to develop support systems. ▪ Encourage staff to report stress at work. ▪ On-going training to recognize symptoms and causes of stress 	L	Board of Management Principal Staff
Review Date: August 2021					

11.Detailed Hazard Identification and Risk Assessment COVID - 19

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and students ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene <ul style="list-style-type: none"> ✓ Provide specific training in the proper use of PPE for staff 	Negligible	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
All staff Students Visitors Contractors Public	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Soap will be neutral and non-perfumed to minimise risk of skin damage. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The Board of Management will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below:</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any personnel displaying symptoms must self-isolate and not attend work for 14 days.</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any persons who has tested positive for Covid 19 must not return to work until deemed fit to do so and upon approval of their medical advisor.</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>	Requires monitoring	Board of Management Principal Staff Visitors
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Hygiene (continued)	Risk Rating with controls	Action implementation
		Controls		
All staff Students Visitors Contractors Public	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities will be shut down ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of canteen/kitchen or other communal facilities ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied regularly throughout and at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish. Wash hands with soap and water for at least 20 seconds afterwards 	Requires monitoring	Board of Management Principal Staff Visitors
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?		Identified Risks	Social Distancing		Risk Rating with controls	Action implementation	
			Controls				
Staff Students Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none">• 60 years of age and over• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer• pregnant women Known effects of the coronavirus: <ul style="list-style-type: none">• A fever (high temperature of 37.5 degrees Celsius or above)• A cough - this can be any kind of cough, not just a dry cough• Shortness of breath or breathing difficulties• Loss of sense of smell• Loss of sense of taste or distortion of sense of taste• Death	<p>Physical distancing is a key control measure in reducing the spread of infection. The Board of Mangement will ensure that:</p> <ul style="list-style-type: none">✓ all persons will adhere to relevant social distancing rules in relation to entering the school facility, use of welfare facilities and while working in the school✓ physical spacing at least 2 metres apart for work stations and common spaces, such as entrances/exits, lifts, kithchen areas, canteens, stairs, where congregation or queuing of staff, or students of vcsitors might occur✓ shared spaces such as changing and lockers rooms will be locked, if possible. If this is is not possible their use will be stagered between the different groups and the areas will be cleaned and disinfected between use <p>Break times will be staggered and school supervision procedures must be strictly adhered to</p> <p>Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</p> <p>Appropriate social distancing arangements will be in place throughout the facility</p> <p>The need for for physical meetings will be minimised (by using teleconferencing facilities)</p> <p>There is currently a strict no handshaking policy in place within the school</p> <p>All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible</p> <p>Where 2 metre distance cannot be maintained (DES guidance awaited)</p> <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none">✓ No worker has symptoms of Covid-19✓ The close contact work cannot be avoided✓ Installation of physical barriers e.g. clear plastic sneeze guards✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice✓ An exclusion zone for <2m work will be set up pre task commencement✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly				Requires monitoring	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u>			<u>Risk Level Action</u>				
(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality			1-5 Trivial risk Acceptable				
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable			6-10 Medium risk Requires monitoring				
(c) Risk Rating = (a) X (b)			11-15 Severe risk Requires immediate further action and control				
16-25 Emergency risk Halt activity and review immediately							
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>				

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposable of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use 	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u>		<u>Risk Level Action</u>		
(a) Severity of risk/injury		1-5 Trivial risk Acceptable		
(b) Likelihood of event		6-10 Medium risk Requires monitoring		
(c) Risk Rating = (a) X (b)		11-15 Severe risk Requires immediate further action and control		
		16-25 Emergency risk Halt activity and review immediately		

Assessment Date: June, 2020			Assessor's Name:	
Who may be affected?	Identified Risks	Office and administration areas	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of minimum 2 metre physical distancing between designated workstations and staff • When working within an office, staff should ensure that they only utilise workstations that ensure a minimum 2 metre physical distance from other persons. For this purpose, staff may, therefore, on occasion be required to utilise another workstation other than their own normal designated workstation. • The number of employees permitted to work within each office within the workplace at any particular time shall be limited as a necessary control measure to protect health and safety. 	Requires monitoring	Board of Management Principal Administration staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately	

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>It would be expected that, following a risk assessment of tasks, a limited number of employees will be required to use PPE for work activities.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>PPE will not be required to be worn within the school facility according to current occupational and public health guidance.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks will be provided to all staff and are available for optional use.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	Requires monitoring	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to students for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance 	Requires monitoring	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ Work practices are organised to eliminate or reduce transmission points and staff are trained in relation to the same ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 	Requires monitoring	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff Students Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. This person could be the Covid supervisor ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided 	Requires monitoring	Board of Management Principal Staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff Students Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) from cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff Students Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times</p> <p>Disinfectants used should be checked to ensure that they are effective against enveloped viruses</p> <p>Additionally: Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal</p>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> June, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued)	Risk Rating with controls	Action implementation
		Controls		
Staff Students Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Laundry</p> <ul style="list-style-type: none"> ✓ Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known ✓ All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>			<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>	
<p><u>Assessment Date:</u> June, 2020</p>			<p><u>Assessor's Name:</u></p>	

Who may be affected?	Identified Risks	Travel to and from work	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars etc.</p> <p>Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	Requires monitoring	All staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Dropping off and picking up of students	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Arrangements for dropping off and picking up students from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>Where students travel by public transport the Board of Management will provide a designated waiting area that supports social distancing measures. An indoor facility will be available in bad weather. It expected that there will be pre-agreed staggered arrival times for school buses.</p> <p>Encourage parents/guardians to wait in the car outside of the school</p> <p>Where SEN students are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the student. A designated staff member will come to the car/bus to receive the student and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the student remain in the taxi/bus and do not interact with those accompanying other students. A similar process should be followed for pick up.</p>	Requires monitoring	Board of Management Principal Staff
Risk Level Calculation		Risk Level Action		
(a) Severity of risk/injury		1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality		
(b) Likelihood of event		1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable		
(c) Risk Rating = (a) X (b)				
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Visitors to school	Risk Rating with controls	Action implementation
		Controls		
Staff Students Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the facility ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	Requires monitoring	Board of Management Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		
Staff Students Drivers Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	Requires monitoring	Board of Management Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements Other school specific checklist	Name of staff member	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /

Part 8

Appendices

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41 **Staff Members 2020 – 2021** (as at 14/08/2020)

PRINCIPAL

1. Ms Marguerite Gorby

DEPUTY PRINCIPALS

2. Mr Stephen Rhatigan
3. Ms Aoife Ronan

TEACHING STAFF

4. Ms Megan Bateman
5. Ms Gráinne Byrne
6. Ms Hilary Byrne
7. Ms Suzanne Byrne
8. Ms Emma Campbell
9. Mr Brian Cantwell
10. Ms Lorraine Clancy
11. Ms Fiona Collins
12. Ms Mary Costello
13. Ms. Caitriona Coyne
14. Ms Edel Donlon
15. Ms Vivienne Doran
16. Ms Clare Doyle
17. Ms. Andrea Durkan
18. Mr Martin Farrelly
19. Ms Clodagh Finnegan
20. Ms Mary Louise Fitzpatrick
21. Ms Eleanor Flood
22. Ms Alison Forbes
23. Ms Siobhán Gavin
24. Edel Hallissey
25. Ms Gemma Hayes
26. Ms Mona Healy
27. Ms Victoria Heapthy
28. Ms Aoife Kearns
29. Ms. Ruth Kelly
30. Mr Andrew Kenny
31. Ms Claire Kerin
32. Ms Anne Marie Kiernan
33. Ms Freda Kinsella
34. Ms. Róisín McAleer
35. Mr John McCann
36. Ms Siobhan McGinley
37. Ms Sarah McHale
38. Ms. Sinead McHugh
39. Ms. Dee Maguire
40. Mr. Kevin Mallen
41. Ms Linda Morris

- 42. Ms Lorna Murphy
- 43. Ms Barbara Nolan
- 44. Ms Brona Nyland
- 45. Mr Brian O'Donnell
- 46. Ms. Donna O'Sullivan
- 47. Ms Leanne O'Sullivan
- 48. Ms Geraldine Parsons
- 49. Ms Lyndsey Phelan
- 50. Ms Sinead Phillips
- 51. Ms Lesley Porter
- 52. Ms Maev-Anne Rabbitte
- 53. Ms Jessica Reilly
- 54. Ms Lynsey Stuart
- 55. Ms Ciara Treacy
- 56. Ms Susan Valentine

STAFF ON CAREER BREAKS/MATERNITY/PATERNITY/PARENTAL LEAVE ETC.

- Ms Elizabeth O'Brien (Career break)
- Ms Sinéad Fitzgibbon (Career break)
- Mr James Murphy (Career break)
- Ms Fionnuala Bannan (Parental leave)
- Ms Niamh Staunton (Parental leave)

SPECIAL NEEDS ASSISTANTS

- Ms Catherine Coffey
- Ms Angela O'Connor
- Ms Orlaith O'Callaghan
- Ms Lynn Shanley

PART-TIME STAFF

- Anastasia Blake (Drama)

STUDENT TEACHERS (TEACHING PRACTICE)

- Ms Lorena Cassidy
- Mr James Clarke
- Mr Brendan Garrett
- Ms Jessica Kelly
- Ms Eve Ryan
- Ms Roisin Sheehy

Covid Assistants

- Ms Megan Morrissey
- Mr Peter Smith

LIBRARIAN

- Ms Róisín Doyle Barkare

BURSAR/ACCOUNTS

Ms Sandra Bealin

Ms Lorraine Mac Quillan

PA TO THE PRINCIPAL

Ms Cathy Daniel

ADMIN STAFF

Ms Catherine Meehan – Doyle

STAFFROOM

Mrs Anne Mullins

CARETAKERS

Mr Vincent Walshe

Mr Nevil Thornton

CHAPLAIN

Caterina Coyne

I.T. SUPPORT

Mr Tony Burke

1. ACCIDENT DETAILS:

Location of Accident: _____

Name	Job Title / Class	Department	Injuries Sustained

[illegible]

Name		

5. ACTIONS: (Give details of any actions already taken to prevent a recurrence and any further actions required)

Actions Taken:
Actions Required:

REPORTED BY:

NAME	DATE	SIGNATURE

REPORTED TO:

NAME	DATE	SIGNATURE

43 Declaration of Sight

I have read and understand the contents of this document including my duties as an Employee as outlined under Section 13 of the Safety, Health and Welfare at Work Act 2005.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

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Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

43 Declaration of Sight

I have read and understand the contents of this document including my duties as an Employee as outlined under Section 13 of the Safety, Health and Welfare at Work Act 2005.

Signed: _____ Date: _____

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Signed: _____ Date: _____

Signed: _____ Date: _____

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Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Annual Health and Safety Report

Our Lady's School

for

2020 – 2021

The following is a report of progress with our Health and Safety policy:

1. Safety Training

During the year, the following safety training courses were attended by staff:

2. New Safety Arrangements

The following new safety arrangements were put in place during the year:

3. Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year:

4. Emergency Drills

(Number) emergency drills were practiced during the school year and the results were:

5. Safety Programme

Our Health and Safety Programme for 2018/19 includes:

6. Safety Consultation Group

(Number) meetings of the consultation group took place during the year and they reviewed the following issues:

7. List of Accidents on School Premises

a) Accidents resulting in absences in excess of three days:

b) Minor Accidents:

8. Safety Deficiencies

The following areas still need to be addressed:

Our Lady's School Terenure

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

45 Forms IR1 and IR3

The Health and safety Authority requests that **Form IR1** should be completed online.

Submitting details of accidents online

- Is faster than filling in a paper IR1 form and sending it in
- Allows the School Authorities to view all accidents that were reported online over the last year
- The School Authorities will obtain a confirmation receipt (email) for each accident reported
- The Principal will be sent a letter containing an approval code. This approval code will enable him to view all the accidents reported online over the past year

The e-mail address for the Health and Safety Authority (HSA) is www.hsa.ie

Alternatively, the HSA may be contacted at: 1890289389.

Form IR3

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)	
Address of Head Office:	Date of Incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at establishment:	Approximate total no. employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other	Date:
Address and telephone number for acknowledgement/clarification if different from above:	Signature: Position:

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.





Form No. IR3

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: web_info@hsa.ie

NOTE: THESE FORMS CAN BE PHOTOCOPIED

46 Recommended Content for First Aid Boxes and Travel Kits

MATERIALS 	First-Aid Travel Kit Contents 	First Aid Box Content	
		1-5 persons 	6-25 persons 
Adhesive Plasters	11	11	20
Sterile eye pads (Bandage attached)	-	-	2
Individually wrapped triangular bandages	2	2	6
Safety pins	2	2	6
Medium Individually wrapped sterile unmedicated wound dressings (~10 x 8cm)	-	-	6
Large Individually wrapped sterile unmedicated wound dressings (~13 x 9cm)	1	1	2
Extra Large Individually wrapped sterile unmedicated wound dressings (~28 x 17.5cm)	-	-	3
Individually wrapped wipes	8	8	8
Paramedic shears	1	1	1
Pairs of disposable gloves	1	1	2
Sterile eye wash (where there is no clear running water)	1	1	2










Other items might include creams to deal with caustic burns, suntan lotion, and hand cream.

47 Hazardous substances Warning symbols

Safety Data Sheets (SDS) must be obtained for each chemical being used in the school and filed, in the area where the chemical is stored.

A Safety Data Sheet is the EC term for a document which gives detailed health and safety information about a chemical. These sheets must be provided by the supplier of a chemical to those using the chemical.

All staff must be taught to recognize the standard warning signs on chemicals.

NEW Standard Warning Signs and Risk Phrases			
Acute Toxic Hazard		Hazard: Caution:	The substances are very hazardous to health when breathed, swallowed or in contact with the skin and may even lead to death. Avoid contact with human body and immediately consult a doctor in cases of malaise.
Health Hazard		Hazard: Caution:	This symbol designates substances which may have an irritant effect on skin, eyes and respiratory organs. When taken up by the body, these substances cause slight damage. Do not breathe vapours and avoid contact with skin and eyes.
Chronic Health Hazard		Hazard: Caution:	When taken up by the body, these substances can cause long term damage. Avoid contact with human body, including inhalation of the vapours and in cases of malaise consult a doctor.
Corrosive substances		Hazard: Caution:	Living tissues as well as equipment are destroyed on contact with these chemicals. Do not breathe vapours and avoid contact with skin, eyes and clothing.
Flammable, substances		Hazard: Caution:	Flammable substances/ liquids Liquids with a flash point below 21 C. Keep away from open fires, sources of heat and sparks.
Oxidizing substances		Hazard: Caution:	Oxidizing substances can ignite combustible material or worsen existing fires and thus make fire-fighting more difficult. Keep away from combustible material.
Explosive substances		Hazard: Caution:	This symbol designates substances which may explode under definite conditions. Avoid shock, friction, sparks and heat.
Dangerous for the environment		Hazard: Caution:	This symbol denotes an environmental hazard Dispose of using SDS information, environmental toxicity
Gas Cylinder		Hazard: C caution:	Fire and explosive hazard Gasses under pressure

48 Return to Work Protocol – Checklist ~ Employer

This checklist has been prepared from checklists provided by the Health & Safety Authority to help employers and managers to get their business up and running again in a way that will help prevent the spread of COVID-19.

This checklist highlights areas in relation to preparing and planning a return to work, control measures to be put in place, induction/refamiliarization of staff to the workplace, dealing with a suspected case of COVID-19 and cleaning/disinfection. Where there are duplicates, they have, in the main, been included in overall General category. Please be mindful that some in General will overlap with specific areas noted such as the Contact log and the use of Posters.

There are two additional checklists, one to be completed by the Lead Worker Representative(s) and one to be completed by the staff member on their return to work.

General

No.	Control	Yes/No	Action Needed
1.	Have you a system in place to keep up to date with the latest advice from Government and plans and procedures in line with that advice?		https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/ Where latest information, guidance and advice are published and updated daily. Updates communicated to staff, as appropriate.
2.	Have you prepared/revised your business COVID-19 response plan?		
3.	Is there a system in place to provide staff with information and guidance on measures put in place to help prevent the spread of the virus and what is expected of them?		
4.	Have you consulted with staff on measures, provided a system for staff to raise issues or concerns and to have them responded to?		
5.	Have those who can continue to work from home been given the facility to do so?		
6.	Have staff been told they must stay at home if they are sick or if they show any signs/symptoms of COVID-19? Have they been informed of their entitlements under the Sick Leave Policy?		
7.	Has a Worker Representative been appointed?		

No.	Control	Yes/No	Action Needed
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8. Has discussion taken place with staff re organising attendance at the office, breaks, etc to reduce the number of people in the workplace at any one time and to maintain physical distancing?
9. Has workplace induction/familiarisation training been updated to include information on COVID-19? (e.g. Signs/symptoms, how virus is spread)
10. Have meetings, training and information sessions been organised to take place online or by phone as far as is possible?
11. Have activities that involve interacting with visitors/schools been identified and measures put in place to prevent physical contact, as far as is possible?
12. Have contactless delivery, invoicing and payment been arranged with suppliers?
13. Are there arrangements in place to inform contactors/visitors of the workplace arrangements in place to help prevent the spread of infection?
14. Has all non-essential business/work travel been stopped?
15. Are the number of staff sharing a vehicle kept to a minimum with face coverings provided and staff informed of the need for interior touch points to be cleaned/wiped at the start/end of each day?
16. Have staff been advised to clean their hands before and after using public transport before arriving to work?
17. Have workstations, desks and tables been set up to help with physical distancing?
18. Are supports in place for staff who may be suffering from anxiety or stress and have you told your staff of these supports?

Internal occupational health, Government is in this together campaign, Health & Safety Authority - WorkPositive

No.	Control	Yes/No	Action Needed
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19. Are posters displayed – how to wash hands properly, symptoms of COVID-19, cough/sneeze etiquette?
20. Does office layout allow for physical distancing?
21. Have break areas and times being staggered to comply with physical distancing?
22. Has the number of people working in enclosed spaces being reduced by facilitating working from home, postponing non-essential work and modifying work tasks?
23. Have 2m physical distancing floor marks been put in place?
24. Have other changes to work practices been considered to minimise the spread of COVID-19?

Personal Protective Equipment

No.	Control	Yes/No	Action Needed
1.	Has the PPE needed for staff been identified, selected and sourced? Is there sufficient supplies in place? (Gloves are generally not required for infection prevention and control and are not a substitute for hand hygiene)		
2.	If required, have staff been trained on the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
3.	Have first aiders been trained on infection prevention and control re hand hygiene and use of face masks?		
4.	Does the hot water system need to be flushed out at outlets?		

Planning and Preparing

No.	Control	Yes/No	Action Needed
1.	Have control measures that need to be put in place to minimise the risk of staff being exposed to COVID-19 been identified and put in place?		
2.	Have Risk Assessments and Safety Statement been updated?		

3. Have emergency plans been updated, in particular to take account of physical distancing?
4. Has each worker completed a Return to Work Form?
5. Has each staff member been asked to identify if they fall into any of the At-Risk Categories?
<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>
6. Have at-risk or vulnerable workers been enabled to work from home, where possible?
7. Has the workplace including all equipment, workstations, doors and frequent surface points been thoroughly cleaned?

Control Measures

No.	Control	Yes/No	Action Needed
1.	Are there enough hand washing facilities and hand sanitising stations in place to accommodate staff and visitors adhering to hand hygiene measures?		
2.	Are stations in convenient locations? Are there stations at entry/exit points? Are there stations at high touchpoints and high footfall?		
No.	Control	Yes/No	Action Needed
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?		
5.	Have staff been informed of the importance of hand washing?		
6.	Are staff aware of how to wash their hands (soap and water for 20 seconds) and dry them correctly?		
7.	Are staff aware of how to use hand sanitizer correctly and where hand sanitizers are based?		
8.	Are staff aware when they need to wash their hands?		
9.	Are staff aware of good respiratory measures to limit the spread of the virus?		

10. Is there a system in place to regularly empty bins?
11. Have staff been made aware that they must clean and disinfect surfaces and shared equipment, not to shake hands and avoid physical contact?
12. Is there a system in place to record visits to the Education Centre by staff and others as well as visits by staff to off-site locations? (COVID-19 Contact Log)?
Have staff been made aware of the purpose of same?
13. Have you provided facilities for outdoor staff to frequently practice hand hygiene?
14. Have you implemented physical distancing for outdoor work activities?
15. Have you provided staff with hand sanitiser for use in work vehicles?
16. Can you re-arrange break areas and times to comply with physical distancing?
17. Can you organise staff into teams who consistently work and take breaks together?

No.	Control	Yes/No	Action Needed
18.	If it is not possible to maintain physical distancing in the canteen/staff room have you considered alternative arrangements?		
19.	Can you provide a one-way system for entering and exiting the workplace, where practical?		
20.	Where it is not possible to ensure a 2 metre physical distance between staff, have you put in place alternative measures, such as physical barriers or to maintain a distance of at least 1 metre and/or providing additional hand washing or hand sanitising aids?		

Induction/Familiarisation

No.	Control	Yes/No	Action Needed
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1. Have you advised staff of the control measures in place to minimise the risk of staff being exposed to COVID-19?
2. Has physical distancing, good hand hygiene and respiratory etiquette been demonstrated to staff?
3. Has information been given to at-risk Groups and have they been asked to let you know privately if they fall into any of the categories?
4. Have workers been informed they must stay at home if they are sick or if they have any symptoms of COVID-19 and informed of their entitlements?
5. Are staff aware what they must do if they start to develop symptoms of COVID-19 in the workplace? And where the isolation area is?
6. Have all relevant changes in the business COVID-19 response plan been communicated to staff?
7. Have relevant updates in Risk Assessments and Safety Statement been communicated?
8. Has information on changes in emergency plans been advised?
9. Have changes in First Aid procedures been implemented to minimise risk of being exposed to COVID-19?
10. Has Lead Worker Rep been advised and purpose of role explained?
11. Have staff been made aware they must wash their hands before leaving home and on arrival in the workplace? And at regular intervals during the day?
12. Have staff been made aware of the importance of not touching their faces?
13. Have staff been made aware of the need for staff to avoid physical contact with colleagues, contractors or visitors?

14. Have you explained the need for at least twice daily cleaning of frequently touched surfaces such as door handles, light switches, kettles, coffee machines and all other kitchen appliances?

Kitchen Utensils should not be used
Bring packed food and thermos

15. Are staff aware they need to avoid sharing items such as cups, bottles, cutlery, pens, etc?
16. Have staff been provided with cleaning materials including disinfectant wipes to clean their workspace?
17. Have you advised staff of the public health recommendation to use a face covering on public transport?
18. Have staff been advised to reduce work-related travel as far as possible and have you provided alternative means for them to have meetings e.g. Phone/online?
19. If using car for work, have you advised staff to travel alone?

No. Control

Yes/No Action Needed

20. Have you advised staff who do share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?
21. Have you told workers about the supports available to them if they are feeling anxious and stressed?
22. Have you explained to staff re required PPE including proper fitting, use, removal, cleaning, storing and disposal of same?
23. Have you put in place a system that allows staff to raise issues or concerns and have these responded to?

Dealing with a Suspected Case of COVID-19

- | No. | Control | Yes/No | Action Needed |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------|
| 1. | Do you have a system in place to identify and isolate staff or others who start to display symptoms of COVID-19 in the workplace? | | |

2. Have you consulted with staff on the purpose of the isolation procedure and when it should be used?
3. Have you instructed your staff what they need to do if they develop signs and symptoms at work?
4. Have you provided staff with up to date public health information on COVID-19?
5. Have you appointed a responsible person to deal with any suspected case of COVID-19?
6. Have you allocated staff to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained the team on what actions to take?

No.	Control	Yes/No	Action Needed
7.	Have you identified a place that can be used as an isolation area (preferably with a door that can be closed) in the event of a suspected case of COVID-19? The area should be accessible as should the route to the area.		
8.	Is the isolation area accessible, including to staff with disabilities?		
9.	Is the route to the isolation area accessible?		
10.	Have you a contingency plan for dealing with more than one suspected COVID-19 case?		
11.	Are the following available in the isolation area – ventilation, tissues, hand sanitiser, disinfectant, wipes, gloves/masks, waste paper bags?		
12.	Are procedures in place for the responsible person to accompany the affected person to the isolation area, while maintain physical distancing?		
13.	Is the responsible person familiar with the procedure?		

14. Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?
15. Is there a disposable mask available for the affected person to wear while in the common area and when exiting the building?

Arranging for the person to leave the workplace

16. Have you established, by asking them, if the affected person feels well enough to travel home?
17. If the affected staff member considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home?
18. If the affected staff member feels unable to go home, has the responsible person let them remain in isolation and enabled them to call their GP?

No.	Control	Yes/No	Action Needed
19.	Has the affected person been advised to avoid touching other people, surfaces and objects?		
20.	Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze and put in to the waste bag provided?		
21.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
22.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		
23.	Has the affected person been advised they must not use public transport?		
24.	Has the affected person been advised to continue wearing the face mask until they reach home?		

Follow-up

25. Have you carried out an assessment of the incident to identify any follow-up actions needed?
26. Are you available to provide advice and assistance if the contacted by the HSE?

Disinfection

27. Have you taken the isolation area and any work areas where the person was out-of-use until cleaned and disinfected?
28. Have you arranged for cleaning and disinfection of the isolation area and any work areas involved, at least one hour after the affected person has left the building?
29. Have the cleaners been trained in dealing with contaminated areas and supplied with appropriate PPE?

Cleaning and Disinfection

No.	Control	Yes/No	Action Needed
1.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces? Frequently touched surfaces include: table tops and desks, door handles, light switches, toilets and toilet doors, taps, remote controls, kettles, coffee machines and other kitchen machines, kitchen surfaces and cupboard handles. This list is not exhaustive.		
2.	If dis-infection of contaminated surfaces is required, has it been done following cleaning?		
3.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?		
4.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?		
5.	Have staff been provided with cleaning materials such as disinfectant or wipes to keep their workspace clean?		

6. Have staff been told what they need to do to keep their workspace clean?
7. Have staff been told they are responsible for cleaning their personal items that they bring to work and are likely to be handled at work or during break e.g. Mobile Phone?
8. Have staff been told to clean personal items brought to work and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
9. Have no-touch bins been provided where practical?
10. Have arrangements been made for the regular and safe emptying of bins?

No.	Control	Yes/No	Action Needed
11.	Have you sufficient cleaning materials available to allow for increased cleaning?		
12.	Have cleaning staff been trained in the new cleaning arrangements?		
13.	Have staff been instructed to read and follow instructions on the product label for any clean products?		
14.	If (cleaning) staff have been instructed to wear gloves when cleaning, are they aware of the need to wash hands thoroughly with soap and water before and after wearing the gloves?		
15.	Is there a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues, etc from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.		
16.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		

17. Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?

Name: _____

Signature: _____

Date: _____

Return to Work Protocol – Checklist ~ Staff Member Induction/Familiarisation

This checklist has been prepared from checklists provided by the Health & Safety Authority to help employers and managers to get their business up and running again in a way that will help prevent the spread of COVID-19.

This checklist has been developed to help inform staff about what they need to do to help prevent the spread of COVID-19 in the workplace.

No.	Control	Yes/No	Action Needed
1.	Do you feel well and fit enough to return to work?		
2.	Are you keeping up to date with the latest COVID-19 advice from the Government?		
3.	Are you aware of the signs and symptoms of COVID-19?		
4.	Do you know how the virus is spread?		
5.	Have you completed the COVID-19 Return to Work Form and given it to the Director of the School Trust?		
6.	Have you told your employer if you fall into any of the at-risk categories?		
7.	Have you been made aware of the control measures put in place to minimise the risk of you and others being exposed to COVID-19?		
8.	Did your employer consult with you when putting these measures in place?		
9.	Have you co-operated to make sure these control measures are maintained?		
10.	Do you know who your Worker Representative is and how to contact him/her?		
11.	Do you know to contact your Worker Representative if you have any concerns about exposure to COVID-19, control measures have not been maintained or have any suggestions that could help prevent the spread of the virus?		
No.	Control	Yes/No	Action Needed
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		

13. Do you know how to wash your hands properly? (HSE video)
14. Do you know when to wash your hands?
 1. Before and after eating and preparing food
 2. After coughing or sneezing
 3. After using the toilet
 4. Before smoking or vaping
 5. Where hands are dirty
 6. Before and after wearing gloves
 7. Before and after being on public transport
 8. Before leaving home
 9. When arriving/leaving work
 10. After changing tasks
 11. After touching potentially contaminated surfaces
 12. If in contact with someone displaying any COVID-19 symptoms
15. Do you know where your nearest hand washing/hand sanitising stations are?
16. Do you know how to avoid touching your face?
17. Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?
18. Do you know to avoid any physical contact with colleagues, contractors or visitors?
19. Do you know what to do if you start to develop symptoms of COVID-19 at work, including where the isolation area is?
20. Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?
21. Do you understand any proposed new changes to work patterns, timing of breaks, etc?
22. Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?

No.	Control	Yes/No	Action Needed
24.	Do you know to avoid sharing items such as pens, bottles, cutlery, etc.?		
25.	Have you been made aware that personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace at least twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues/clients/contractors in other forms, e.g. phone, online rather than in person?		
29.	If using your own car for work, will you travel alone?		
30.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start of each working day?		
31.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
32.	Do you know what supports are available to you if you are feeling anxious or stressed?		

Name: _____

Signature: _____

Date: _____

Return to Work Protocol – Checklist ~ Worker Representative

This checklist has been prepared from checklists provided by the Health & Safety Authority to help employers and managers to get their business up and running again in a way that will help prevent the spread of COVID-19.

This checklist has been developed to help those selected as Workplace Representative(s) understand their role in helping to prevent the spread of COVID-19 in their workplace and the community.

No.	Control	Yes/No	Action Needed
1.	Have you agreed with your employer to act as a Worker Representative for your workplace?		
2.	Have you been provided with information and training in relation to the role of Worker Representative?		
3.	Are you keeping up to date with the latest COVID-19 advice from the Government?		
4.	Are aware of the signs and symptoms of COVID-19?		
5.	Do you know how the virus is spread?		
6.	Do you know how to help prevent the spread of COVID-19?		
7.	Have you been brought through an induction before returning to work?		
8.	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?		
9.	Have you completed the Return to Work Form and passed it to the Director of the School Trust?		
10.	Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19?		
11.	Did your employer consult with you when putting control measures in place?		
12.	Have you means of regular communication with your manager/employer?		
No.	Control	Yes/No	Action Needed
13.	Are you co-operating with your employer to make sure control measures are maintained?		

14. Have you familiarised yourself with the cleaning requirements needed to help cross-contamination (refer Cleaning and Disinfection – Employer Checklist)
15. Have you been asked to walk around your workplace/work area daily and check that control measures are in place and are being maintained?

Employer create – list from Control Measures Section of Employer Checklist – add additional items as appropriate, from General, etc.

16. Are you reporting to your manager/employer any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects that you see and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?
19. Are you co-operating with your employer in identifying an isolation area and a safe route to that area?

Employer Checklist – Suspected Case of COVID refers

20. Are you helping, as part of a response team, in the management of someone developing symptoms of COVID-19 while at work?
21. Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?
22. Are you helping to maintain the worker contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?
24. Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your employer or manager and feedback back the response to the worker who raised the issue?
26. Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers?

Name: _____

Signature: _____

Date: _____

49 Bibliography:

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