



## *Saint Catherine's National School*

*Ballyhack, Arthurstown, New Ross, Co. Wexford.*

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# SAFETY STATEMENT

Name of School:	St. Catherine's National School
Address:	Ballyhack, Arthurstown, New Ross, Co. Wexford.
Telephone No.:	(051) 389368
Type:	Diocesan mixed national school, under the patronage of the Bishop and funded by the Department of Education
Enrolment:	58 pupils (2020/2021)
Description:	Currently comprising of 3 class teachers, 1 Learning Support Teacher and 1 part time SNA

## HEALTH AND SAFETY POLICY & OBJECTIVES OF ST. CATHERINE'S NATIONAL SCHOOL

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

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

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

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

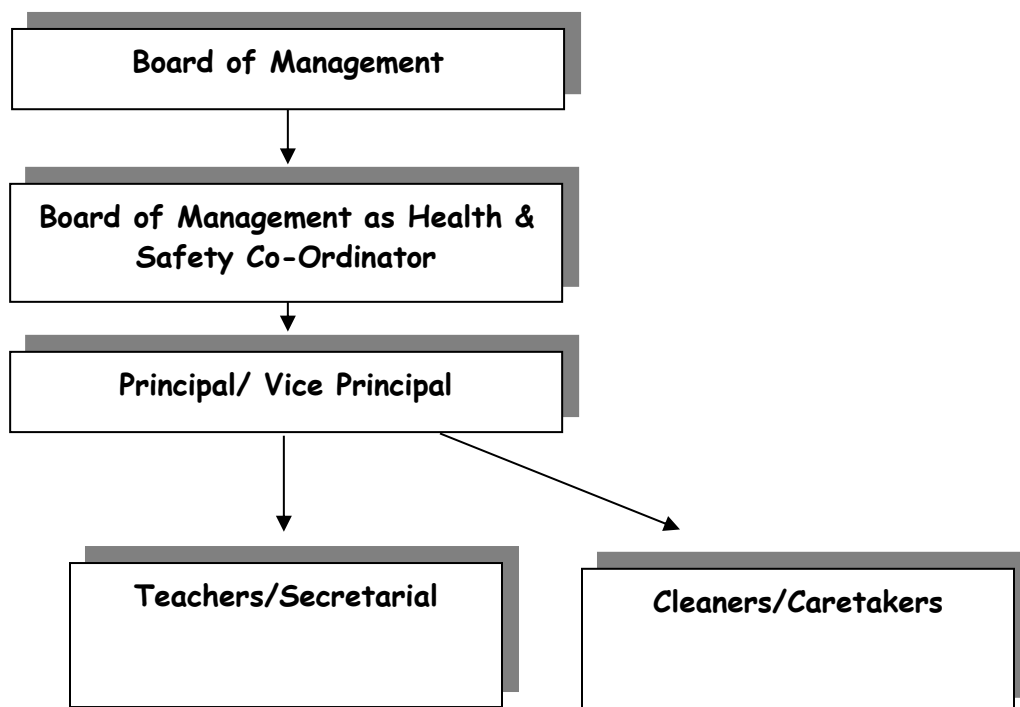
The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.:

Signed.....

Date.....

**Chairperson, Board of Management**

## ORGANISATIONAL CHART



## DUTIES OF THE TEACHERS

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

Specifically, they will:

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

## ALL EMPLOYEES (TEACHERS/CARETAKING/SECRETARIAL STAFF, ETC)

In accordance with the requirements of Section 13 of the Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety or that of others.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

## THE BOARD OF MANAGEMENT AS SAFETY CO-ORDINATOR

The Role of the Safety Co-ordinator is to:

Monitor the competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures and respond to any concerns. The Board shall ensure all staff are fully aware of all hazards in their job to themselves and others:

- Arrange to annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate firefighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure that staff is aware of Fire Drill Procedures and First Aid training has been provided to staff.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in the workplace
- Require employers from whom the school contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

## SAFETY REPRESENTATIVE

ENTITLEMENTS OF SAFETY REPRESENTATIVE (Section 25 Safety, Health & Welfare at Work Act, 2005. The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from an inspector
- Consult and liaise with other safety representatives in the same undertaking.

## **TRAINING**

St. Catherine's National School is committed to providing appropriate health and safety training as necessary for all employees applicable to their function within the school.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

## **EMPLOYEE CONSULTATION**

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with employees on matters of health and safety. It is the policy of St. Catherine's National School to consult with employees on matters of health and safety to encourage a team-work strategy for safety and to carry this out through regular communications with all staff and communications. The BoM as Safety Co-ordinator is responsible for consulting with and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings.

All safety matters that staff has raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to the Board immediately.

## **SUBCONTRACTORS**

Sub-Contractors are themselves employers in their own right and as such have themselves non-transferable Health and Safety Duties towards their own employees

## **MINIMUM SAFETY REQUIREMENTS**

1. All Subcontractors must submit a copy of their Company Safety Statement before starting work on our premises.
2. All sub-contractors must ensure that their employees are adequately trained for the duties assigned to them.
3. All sub-contractors must comply fully with the Safety, Health and Welfare at Work Act 2005, the Construction Regulations 2013 and all other relevant legislation relevant with their operations.

## **LIABILITY INSURANCE**

Sub-contractor insurance cover must be checked prior to commencement of work, i.e. Employer's Liability, Public Liability, exclusions, exemptions and All Risk.

## **SAFETY STATEMENTS**

Every Subcontractor, employer and self-employed person carrying out work on the premises of the ST. CATHERINE'S NATIONAL SCHOOL's premises must have a Safety Statement in compliance with Section 20 of the Safety Health and Welfare at Work Act 2005.

## **ACCESS TO THE SCHOOL**

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the Safety Statement applying to the school and shall agree to its provisions.

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

The children will be advised of the dangers inherent with any construction work and will be advised by the class teacher and the principal of the need to "STAY AWAY". The children are forbidden from going near any construction site.

## **EMERGENCY EVACUATION POLICY**

An Emergency Evacuation Procedure has been established at ST. CATHERINE'S NATIONAL SCHOOL that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An "Emergency Evacuation Procedure" has been drawn up to ensure a co-ordinated response to any on site fire or other emergency.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. Staff will be shown how to use fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out twice a year. Records of all drills will be maintained.

The Emergency Evacuation Policy will be updated and revised as required. In the event of an emergency the Fire Alarm will be sounded.

The school evacuation procedure is as follows:

- Support Room / Library – exit front door
- Staff Room – exit front door
- Senior Room (Ms. Wickham) – Fire Exit in new hallway
- Middle Room (Ms. Foley) – exit from Fire Exit Door in classroom
- Infant Room (Ms. Cooley) – exit front door
- Office – exit front door
- All assemble at Assembly Point on Basketball Court. Details of fire exits and assembly points will be posted in each classroom and a full copy of fire drill procedure will be posted in the staffroom and the Substitute Teacher Information Book.
- Re-entry to the school building is prohibited until the all clear has been given by the Fire Officer attending the fire and in the case of a fire drill, until the Principal has given the all clear.
- Fire Extinguishers are located in the following locations:
  - Outside the teachers' toilet at the end of the corridor
  - Outside the toilet at the other end of the corridor (staffroom end)
  - In new corridor
  - Inside the front door
  - Automatic fire extinguisher in the boiler house
  - CO2 fire extinguisher in the office
- Location of Break Glass Points:
  - Bottom of the corridor (opposite the office/beside exit car park door)
  - Underneath the alarm code (opposite front door)
  - Near exit door in new corridor

## **STATUTORY TESTING OF FIRE/EVACUATION EQUIPMENT**

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



Records of these statutory examinations or tests will be filed. These statutory tests will be co-ordinated by the Board.

#### Maintenance

- The school is fitted with a fire alarm system and this is serviced twice annually by John Joyce Security Ltd.
- The Fire extinguishers are serviced annually by Sapphire Fire Prevention
- Emergency Lighting is maintained and serviced by John Joyce Security Ltd 4 times per year.

### ARRANGEMENTS/PROCEDURES

#### ACCIDENTS/INCIDENTS/NEAR MISSES & FIRST AIDS

1. All accidents, incidents, near misses & First Aids are to be reported immediately to the Board and/or the Principal. Accident Report Forms are stored in Principals filing cabinet.
2. All accidents no matter how minor they appear must be thoroughly investigated and the root cause determined.
3. Accidents and dangerous occurrences are required to be reported to the Authority in line with the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016). The guidance document below explains why accident and dangerous occurrence reporting is required, what is reportable, what is not reportable, who should make the report and how the report should be made.

These are some of the key points in relation to reporting of accidents and dangerous occurrences:

- Only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable.
- Fatal accidents must be reported immediately to the Authority or Gardaí. Subsequently, the formal report should be submitted to the Authority within five working days of the death.
- Non-fatal accidents or dangerous occurrences should be reported to the Authority within ten working days of the event.
- Injuries to any employee as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the Authority.

### Procedures to Deal with Accidents/Incidents& Emergencies

Safety of pupils and staff is a priority for the Board of Management and robust measures have been put in place to ensure no children or staff are put at risk:

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and control measures are outlined.
- The school is insured under Allianz Insurances and a 24 hour policy is in place for all children whose parents require same.
- The provision of specialist first aid training for staff has been completed and staff members have currently received such training. Refresher training will be provided as necessary.
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, climbing goalposts, throwing stones, engaging in “horseplay”, fighting, etc. are subject to severe sanctions (*see School Anti-Bullying and Discipline Policies*).
- Certain procedures are in place in the event of accidents.
- There is one teacher on yard duty at all play times.

#### **Emergency contact procedures:**

- Contact details updated annually and all parents will be reminded each September to ensure that they provide up to date details at all times. Contact details are available in the staffroom and office
- In the case of an emergency parents/guardians will be contacted by phone/text

### Critical Incidents

The school will refer to its Critical Incident Policy.

### Exceptional Closures

Refer to Exceptional Closures Policy.

## **HEALTH ISSUES**

#### **Enrolment Form:**

The enrolment form requests the following:

- Declaration of allergies/illnesses/medical conditions of the child
- Arrangements to be made if the child is ill
- Family doctor’s name

The enrolment form also states that in the event of a minor cut a teacher will clean and apply a plaster if appropriate. A commercial ice pack will be applied in case of a bump or bruise. In case of a more serious injury parents or guardians will be contacted.

### Managing Specific Health Issues

All staff will be notified of any health issue in relation to certain pupils. It is the responsibility of class teacher/Principal/Deputy Principal, by providing the Substitute Handbook, to ensure that any substitute teacher taking their class is aware of any such pupils.

### Administration of Medication – Refer to Admin of Medicine Policy

### Sickness or Injury

#### **First Aid procedures:**

- The First Aid Policy is based on collective teacher input.
- The teacher on yard duty is automatically assisted by others in the case of a serious injury.
- The Special Duties Teacher Ms. Sinéad Wickham is responsible for ensuring that the First Aid Box is regularly replenished.
- If a child is unwell or has an accident the class teacher will observe/question the child. Parents will be contacted if deemed necessary
- Parents are advised that in exceptional circumstances staff may seek medical assistance/have a child taken to hospital if the parent/contact person cannot be contacted
- Staff members are trained in Occupational First Aid at present.

#### **Minor Cuts and Bruises**

##### **Method:**

- In all cases of injury it is understood that there is at least one teacher on yard duty.
- Clean around cuts using cotton pads, cleaning from the centre outwards.
- Gloves are used at all times to reduce risk of spread of infection.
- A check is carried out to locate small bodies which may be embedded in the wound.
- Plaster is placed on the wound if appropriate.
- Teacher observation is maintained.
- Children are advised to show/tell parents: For infants if the teacher deems necessary the teacher will tell the parents/guardians or whoever collects the child at home time.

### **Sprains/Bruises**

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented.
- If in doubt, parent(s)/ guardians are contacted.
- Teacher observation is maintained.
- Children are advised to show/tell parents: For infants if the teacher deems necessary the teacher will tell the parents/guardians or whoever collects the child at home time.
- The event is subsequently recorded on an Accident report form.

### **Faints and Shocks**

- Lie the casualty down.
- Raise the legs above the level of the heart.
- Loosen any tight clothing.
- Ensure there is fresh air.
- Keep crowds away.
- Reassure casualty when they recover.
- Contact parents.
- The event is subsequently recorded on an Accident report form.

### **Bleeding**

- Act instantly, Call for help
- Set or lie the injured party down.
- Press down on wound using gloves.
- Lift (if possible) the injured part above the level of the heart.
- Put a clean dressing over the wound and secure it firmly with a bandage.
- If blood shows through the dressing then place another one over the first and bandage firmly.
- Treat for shock.
- Contact Parents.
- If very serious call 999/112 immediately.
- The event is subsequently recorded on an Accident report form.

### **Burns/Scalds**

- Immediately remove casualty from danger area.
- Cool burnt area with hydrogel from First Aid kit.
- Remove rings etc, and other tight fitting accessories.
- Do not remove objects stuck to skin.

- In the event of a minor burn use a special burn gauze.
- The event is subsequently recorded on an Accident report form.

#### **Unconsciousness**

- Ring for medical help.
- Place child in recovery position.
- Visually check for broken bones, neck or back injury.
- If subject is not breathing, artificial respiration is applied.
- Other children are kept away.
- Ring for parents.
- The event is subsequently recorded on an Accident report form.

#### **Stings/Bites**

- Vinegar is used for wasp stings.
- Bread soda is used for bee stings.
- If case is serious, parent/s are contacted
- The event is subsequently recorded on an Accident report form.

#### **Head Lice:**

Parents are requested to inform the school of same. A letter or text is then sent to each family informing them and requesting they deal with this matter.

### **SCHOOL HYGIENE**

- All classrooms, bathrooms and staffroom are equipped with warm water, hand-wash and towels.
- The school is cleaned on a daily basis and pupils and staff must ensure that the school environment is kept clean, safe and tidy. All refuse is removed to outside bins daily. Waste collection once weekly.

### **EATING**

- A healthy eating policy is in operation and parents are obliged to adhere to it. Glass bottles/containers are strictly prohibited. Extreme care is to be taken by pupils with hot drinks/food. The issue is also addressed through the S.P.H.E. curriculum.

### **WATER**

- There is drinking water available in the staffroom.

## **CLOTHING/SHOES**

- A list of uniform is provided to all parents which specifies the need for suitable footwear. Children must wear shoes that are suitable for playing and running (no flip-flops or crocs allowed).
- In sports suitable footwear, helmets and gum-shields must be worn.
- Indoor shoes will be worn in classrooms.

## **P.E.**

- Teachers taking these classes should ensure that children wear suitable clothing and under no circumstance will a child be allowed take part in classes in their stocking feet (with the exception of some gymnastic lessons). Teachers will also ensure that children do not climb on the P.E. equipment unless instructed to do so.
- All parents have been informed that the wearing of gum-shields is compulsory. All children will be informed that the wearing of gum-shields for Gaelic football is compulsory. The coach and teacher will check that each child is wearing a gum-shield. Helmets must be worn for hurling. Shin-guards and a hurling glove are recommended for hurling.

## **EARRINGS**

- Children are permitted to wear studs in their ears but hoops or long earrings are strictly prohibited.

## **STORAGE OF CHEMICALS**

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

## **HIGHLY POLISHED OR WET FLOORS**

It is the policy of the Board of Management of St. Catherine's National School that floors will not be polished or made slippery. That washing of floors should be conducted after school hours, as far as is reasonably practicable.

To lessen the risk of slipping, warning signs regarding wet floors will be used. Attention is drawn to the possibility of outside paths and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when walking up or down steps. Salt to be spread on paths is stored in the storage shed for use in frosty weather.

## **SAFETY AND WELFARE ISSUES PUPILS (SEE ALSO COVID 19 SCHOOL RESPONSE PLAN FOR PROCEDURES IN PLACE DURING COVID 19 PANDEMIC)**

### **Assembly and dismissal of pupils:**

The school day

9:20 am	School opens
10:00 am	Roll call
11:00 – 11:10 am	Break-time
12:30 – 1:00 pm	Lunch-time
2:00 pm	Infants home-time
3:00 pm	Rest of school dismissal

A member of staff opens the school at 9:20 am and parents and pupils are requested, and regularly reminded, that children are not to be on the school premises before then as they are not supervised. Parents are requested to leave their children at the front door. If a parent has important business he/she may enter the school with the permission of the teacher on the door. Parents of Junior Infants may bring their child/ren into the classroom on their first day in school. On the following day they bring their child/ren to the door of the classroom and on the third day the child will be received at the front door, along with all the other students.

Pupils file into their classrooms and prepare their books etc. Pupils may use the bathrooms while the supervising teacher is on the corridor. It is not permissible for students to leave their classroom without the teacher's permission. All children must go directly to classroom and sit in their seat. Running in the school is strictly forbidden, children must walk in lines. Bags and equipment must not be allowed to cause a "tripping" hazard.

At break times supervising teacher ensures that pupils file out of the school in an orderly fashion. On return the supervising teacher will allow each class to attend the bathroom. On wet days the pupils are supervised in their rooms and must remain seated.

### **Car Park @ 3:00 pm:**

Teacher on duty waits at front door until all children are lined up. Walkers and cyclists are allowed to leave first. Then the teacher brings all remaining children to the car park and waits until all children have been collected. All children must assemble in an orderly fashion and must remain on footpath until car collecting them is stationary, whereupon they walk to car. Children get into cars at side closest to footpath. Parents of infants collect their child from the class teacher in the car-park.

Parents assist the reception and dismissal of pupils by:

- Parking responsibly and using the set down area for that purpose only.
- Obeying the procedures in the car park and walking on the footpaths provided
- Ensuring children are not dropped at the school too early (i.e. before 9:20 am) or collected too late (i.e. 2:00 pm for Junior and Senior Infants and 3:00 pm for the rest of the classes)
- Collecting pupils promptly after tours/ shows, etc.
- Leaving the space at the front gate unoccupied at all times.

### **Wet Days**

On wet days children line up in corridor and exit by bottom door. Children do not leave until car collecting them is stopped at kerb.

### **Very windy days**

Responsibility is with parents to ensure their child gets safely into parents car/person collecting.

### **Pupils leaving school during school hours**

- Pupils who need to leave school during the day must be collected from the classroom and a note outlining same to be given to the teacher beforehand. A sign out book is left on the window to the office side of the front door. This must be completed by the person taking the child from school.

### **Supervision of Pupils:**

- There is a supervision policy in effect in the school. Pupils are generally supervised at all times during the day. If a teacher has to leave the classroom for a very brief period pupils must remain seated and behave themselves. If a teacher is absent a substitute teacher is employed to take that teacher's class. The supervision roster for playground / dismissal duty is clearly displayed in the staffroom. A file has been opened in the office filing cabinet to store supervision rosters.

### **Code of Behaviour and Anti Bullying Policy**

- Please refer to the policies on Code of Behaviour and Discipline and Anti-Bullying

### **Allegations or Suspicions of Child Abuse**

- Please refer to the Child Protection Policy for procedures to be used.

### **Mobile Phones**

- Students are strictly forbidden to use mobile phones in school. See policy on Code of Behaviour & Discipline.



### **School Tours/Outings**

- School tours and outings occur regularly throughout the year and pupils must follow teacher instructions at all times. If a teacher decides that a pupil's behaviour is, or could be, a health and safety issue the pupil will not be allowed to accompany the class on the tour.

### **Substance Abuse**

- Please refer to the Substance Misuse Policy.

## **SAFETY AND WELFARE ISSUES STAFF**

### **Garda Clearance**

- The school requires all new employees and substitute teachers to provide current Garda Clearance. All staff working with the children must provide evidence of Garda clearance. Coaches, art teachers, etc must be properly vetted and provide evidence of this process.
- All parents who are involved in school activities must have provided Garda Clearance.

### **Positive Staff Relations:**

- St. Catherine's NS follows the positive staff working relations procedures as recommended by the CPSMA and has an Adult Anti-Bullying and Dignity in the Workplace policy.

### **Assaults on Teachers/School Employees**

- The procedures as recommended by the CPSMA will be followed

### **Welfare:**

- To ensure the continued welfare of staff and employees, toilet facilities are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas.
- Members of staff and teachers are reminded that any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- Illicit drugs and alcohol. Staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be referred to the Board of Management.
- All rooms are adequately ventilated, lit and suitable chairs have been provided for all staff members.

## ACCESS TO EMPLOYEES IS BY CONSENT

Insofar as it is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to a member of staff as relevant before gaining admittance to the school. CCTV cameras have been installed and the front door is locked at all times.

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances, all appropriate measures will be taken to protect employees.

## MACHINERY, KITCHEN EQUIPMENT AND ELECTRICAL APPLIANCES

It is the policy of the Board of Management of St. Catherine's National School, that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

Office machinery includes photocopying machines, printers, guillotines and binding machines. Children may not use any machinery unless with the strict permission of the principal or class teacher. Children are not allowed to use or carry the guillotine.

### **Repairs:**

Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking mechanisms to prevent electrocution, they should still be switched off before accessing the interior. Care must be observed to avoid hot surfaces. Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.

### **Major Faults:**

Major faults, including any electrical faults, frayed wiring, must be reported immediately and the machine must be switched off. A printed notice should be posted on the machine stating "Out of Order" until a fully qualified technician repairs the machine.

### **Maintenance:**

Basic maintenance of machinery will be carried out regularly by competent technical contractors.

## BULLYING AND HARASSMENT POLICY

The Board of Management of St. Catherine's National School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. St. Catherine's National School recognises that conflict may occur between staff or between staff and contractors and can include behaviour that is offensive to the recipients such as:

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

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

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

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

## STRESS

ST. CATHERINE'S NATIONAL SCHOOL adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace:

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

ST. CATHERINE'S NATIONAL SCHOOL will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the senior management team.

## PREGNANT EMPLOYEE

ST. CATHERINE'S NATIONAL SCHOOL will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

## MANUAL HANDLING

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

## VDU

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

<b><i>Lighting</i></b>	Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.
<b><i>Reflection &amp; Glare</i></b>	Reflection and glare can cause great discomfort for the operator. Eye tests will be facilitated for the school secretary and funded by the BoM annually.
<b><i>Workstation</i></b>	The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish

## DEALING WITH INFECTIOUS DISEASES

It is the policy of the Board of Management of St. Catherine's NS that all infectious diseases shall be notified, and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

**COVID 19** See St. Catherine's N.S. Covid 19 School Response Plan

## SMOKING

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

## HAZARD & RISK ASSESSMENT

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

**HAZARD:** Is taken to mean “anything that can cause harm”

**RISK:** Is the probability in conjunction with the consequences of a hazard causing harm.

The risk factor is then graded as follows: -

<b><i>GRADE OF RISK</i></b>	<b><i>RISK</i></b>	<b><i>CHARACTERISTICS</i></b>
<b>High Risk</b>	<b>“H”</b>	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
<b>Medium Risk</b>	<b>“M”</b>	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
<b>Low Risk</b>	<b>“L”</b>	The possibility of injury or material loss is unlikely, although conceivable.

## **HAZARD/RISK CONTROLS**

Control measures stated on the attached risk assessments are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard/Risk Assessment will be reviewed at least annually.

## CLASSROOMS

Project Title		Risk Assessment St. Catherine’s National School			Revision No.	
Date		April 2021				
Description of the Area		Classrooms/School Store				
Item	Hazard	People at Risk	Risk Level	Controls Required		
	Fire	Staff/Pupils	Low	<ul style="list-style-type: none"><li>• Ensure that where possible all electrical equipment (interactive screens, laptops.) are unplugged at the end of each day</li><li>• Classroom fire exits will be kept clear at all times</li><li>• Report fire hazards to Management</li><li>• Stand-alone heaters will be turned off when teacher is not in the room for a period of time, and plugged out at the end of each day</li></ul>		
	Potential that poor housekeeping will lead to slip/trip and manual handling related injuries	Staff/Pupils	Medium	<ul style="list-style-type: none"><li>• Children are encouraged to obey class rules (e.g. no running in the school premises) in order to stay safe at school</li><li>• A high standard of housekeeping will be maintained in all classrooms</li><li>• Adequate shelving to be provided</li><li>• Children are encouraged to take care and be responsible for own belongings</li><li>• Children keep their bags under their tables</li><li>• Classes are adequately supervised at all times</li></ul>		
	Slips, trips and falls in school store on veranda	Staff/Pupils	Low	<ul style="list-style-type: none"><li>• Access to the school store is controlled by the Principal and the staff. The key is kept under their control.</li></ul>		

## TOILET AREAS

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>			
<b>Description of the Area</b>		Toilet Areas			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Potential for unhygienic conditions. Risk of infection	Staff/Pupils	Low	<ul style="list-style-type: none"> <li>• A supply of anti-bacterial soap and hand-towels/hand-dryers/ clean cloth/paper towels will be available at all times</li> <li>• Toilets are cleaned on a daily basis</li> <li>• Children are encouraged and reminded to wash hands after each visit to the toilet</li> <li>• Warm water is available in all toilets</li> </ul>	
	Slips/Trips/Falls	Pupils	Low	<ul style="list-style-type: none"> <li>• Children encouraged to inform the teacher if there has been an accident in the toilet cubicle. Spills will be cleaned up immediately</li> <li>• Junior pupils are closely supervised when going to the toilet</li> <li>• Senior pupils reminded to behave appropriately when going to the toilet.</li> </ul>	



## CORRIDORS

Project Title		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		Revision No.	
Date		April 2021			
Description of the Area		Corridors			
Item	Hazard	People at Risk	Risk Level	Controls Required	
	Storage of items on the corridors. Risk of trip injury as well as the risk of delay in an emergency evacuation should an evacuation route be blocked	Staff Pupils Visitors Parents	Low	<ul style="list-style-type: none"> <li>Remind staff that corridors should not be used for temporary storage of items. It is recommended that the storage rooms are used for this purpose.</li> <li>Corridors are well maintained and kept clear at all times.</li> <li>External doors/fire exits are kept clear at all times</li> </ul>	
	Running in School: Risk of trip injury	Staff/Pupils	Low	<ul style="list-style-type: none"> <li>Running is strictly forbidden in corridors and class rooms.</li> <li>Strict discipline will be maintained by staff</li> </ul>	
	Wet corridors/ floors. Risk of slip injury	Staff/pupils/ Parents Visitors	Low	<ul style="list-style-type: none"> <li>Every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted after school hours to eliminate, the danger of slipping.</li> <li>Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.</li> <li>Gritting of icy paths must be carried out where/when necessary</li> </ul>	

## MAIN SWITCH / FUSE BOARD – BOILER HOUSE

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>			
<b>Description of the Area</b>		Main Switch/Fuse Board – Boiler House			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Main switch/fuse board. Risk of electrocution	Staff/Pupils	Low	<ul style="list-style-type: none"> <li>No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses.</li> <li>The area around the fuse boards will be kept clean and tidy at all times</li> <li>Nothing should be left on top of the fuse boards.</li> <li>Suitable electrical warning signs will be placed near main electrical switch gear</li> </ul>	
	Boiler House	Staff/Pupils	Low	<ul style="list-style-type: none"> <li>Only authorised persons will be allowed into the boiler house.</li> <li>All persons authorised will be made aware of the special hazards i.e. high voltage electricity, extremely hot water and pipes and the danger of oil contamination.</li> <li>The boiler house will be kept clean and tidy at all times.</li> </ul>	

## STAFF ROOM

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>			
<b>Description of the Area</b>		Staff Room			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Hot Drinks. Risk of burn injury	Staff/Pupils	Low	<ul style="list-style-type: none"> <li>Care must be taken at all times when using water boilers, kettles and other kitchen equipment</li> <li>Hot liquids must be securely covered i.e. Safety Mug/Travel Mug for use outside the Staff Room.</li> <li>The areas should be kept tidy at all times</li> </ul>	
	Fire	Staff/Pupils	Low	<ul style="list-style-type: none"> <li>Microwave, kettle, toaster, sandwich toaster are turned off at socket or unplugged unless in use.</li> </ul>	

## OFFICE

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>			
<b>Description of the Area</b>		Office			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Lifting Boxes/Files Risk of manual handling injury	Secretary	Low	<ul style="list-style-type: none"> <li>Manual Handling briefing document has been given to all staff</li> <li>It is recommended that boxes of photocopying paper is placed at waist level (on the table) rather than on the floor</li> </ul>	
	PC Work: Risk of ergonomic injury	Secretary	Low	<ul style="list-style-type: none"> <li>Ergonomic Desk &amp; Chair has been provided</li> <li>VDU Policy Guidelines to be followed</li> <li>Ensure the area under the desk is kept cleared to ensure adequate leg room when working on the PC.</li> <li>Employee offered Eye Sight test as part of VDU work</li> </ul>	

## YARD AREA

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	011
<b>Date</b>		<b>April 2021</b>		<b>Page No.</b>	
<b>Description of the Area</b>		Yard Area			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Risk of injury to child when in the yard	Pupils	Medium	<ul style="list-style-type: none"> <li>All pupils are supervised at all times</li> <li>Children are zoned in different areas of the yard in line with classes.</li> <li>Injuries to children are documented on accident report form</li> <li>Staff to carry out regular checks to ensure that:                             <ul style="list-style-type: none"> <li>there are no uneven/broken/cracked surfaces and paving.</li> <li>roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained by the Board.</li> <li>manholes are safe.</li> <li>all play areas are kept clean and free from glass before use</li> <li>outside lighting works and is sufficient.</li> <li>The goalposts and basketball posts will be checked and if necessary repaired annually – Protective Foam covering is placed on goalposts and basketball posts.</li> </ul> </li> </ul>	
	Child leaving the school grounds without permission	Pupils	Medium	<ul style="list-style-type: none"> <li>Main Gate to be kept closed during school hours</li> <li>Children are reminded that they do not have permission to leave the school grounds by themselves during the school day unless collected by parent/guardian</li> </ul>	

## CAR-PARKING AREA

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>		<b>Page No.</b>	
<b>Description of the Area</b>		Car-parking Area			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Collision/Safety	Staff/Pupils Parents Visitors	Medium	<ul style="list-style-type: none"> <li>Parking responsibly and using the set down area for that purpose only.</li> <li>Obeying the procedures in the car park and walking on the footpaths provided</li> <li>Ensuring children are not dropped at the school too early (i.e. before 9:20 am) or collected too late (i.e. 2:00 pm for Junior and Senior Infants and 3:00 pm for the rest of the classes)</li> <li>Collecting pupils promptly after tours/ shows, etc.</li> <li>Leaving the space at the front gate unoccupied at all times.</li> <li>The Safe Cross Code is taught to all classes to promote road safety</li> </ul>	
	Slip/Trip	Staff/Pupils Parents Visitors	Low	<ul style="list-style-type: none"> <li>Teacher on duty waits at front door until all children are lined up. Walkers and cyclists are allowed to leave first. Then the teacher brings all remaining children to the car park and waits until all children have been collected.</li> <li>All children must assemble in an orderly fashion and must remain on footpath until car collecting them is stationary, whereupon they walk to car. Children get into cars at side closest to footpath.</li> <li>Children must use footpath during drop off and pick-up and are supervised at 2pm and 3pm.</li> </ul>	

## CARETAKING / CLEANING ACTIVITIES

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>			
<b>Description of the Area</b>		Caretaking/Cleaning Activities			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Manual Handling	Caretaker/Cleaner	Low	<ul style="list-style-type: none"> <li>Caretaker / Cleaner are provided with manual handling training.</li> </ul>	
	Fall from a height	Caretakers	Medium	<ul style="list-style-type: none"> <li>Work at height must be eliminated where possible</li> </ul>	
	Dermatitis/Skin Allergies	Caretaker/Cleaner	Low	<ul style="list-style-type: none"> <li>Cleaner/Caretakers provided with PPE personal protective equipment</li> <li>Material Safety Data Sheets to be obtained and kept on file for any chemicals used</li> <li>Issues to be reported to the principal</li> </ul>	
	Grass Cutting - Striking of hidden objects, stones, manhole covers etc.	Caretakers	Low	<ul style="list-style-type: none"> <li>Visual check of area for any stones, raised manhole covers, old posts, rabbit holes etc.</li> </ul>	

## SCHOOL TOURS / VISITS / ACTIVITIES

Project Title		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		Revision No.	
Date		April 2021			
Description of the Area		School Tours/Visits/Activities			
Item	Hazard	People at Risk	Risk Level	Controls Required	
	Children going on tour	Pupils	Low	Class teacher in consultation with the principal: <ul style="list-style-type: none"> <li>• a risk assessment must be carried out</li> <li>• will ensure that there is appropriate staff/pupil ratio</li> <li>• will ensure that parents are given details of the tour including drop-off/ collection times, phone number for parents to contact teachers on tour</li> <li>• First-Aid kit on the bus</li> <li>• Sick bags in case of vomiting.</li> </ul>	
	Slip/Trip	Pupils/Staff	Medium	Incident will be recorded as per Incident procedures.	
	Pupils getting lost	Pupils	Medium	<ul style="list-style-type: none"> <li>• The ratio of adults to children will be such that the supervising adult is able to maintain visual sighting of all children in their care. The younger the child the lower the adult/child ratio.</li> <li>• Pupils will be given clear guidelines by the adults on tour, the steps they are to follow if they get lost.</li> </ul>	
	Bus / Road Safety Trips	Pupils/Staff	Medium	<ul style="list-style-type: none"> <li>• Children must remain seated on bus and wear seatbelts.</li> <li>• Children must obey the teachers' and drivers' instructions at all times.</li> </ul>	



## EQUIPMENT

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	011
<b>Date</b>		<b>April 2021</b>			
<b>Description of the Area/Item</b>		Equipment			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Risk of trip related injury	Staff/Pupils	Medium	<ul style="list-style-type: none"> <li>• Portable equipment will be inspected on an annual basis.</li> <li>• Faulty equipment should be isolated from the power supply and removed for repair.</li> <li>• Persons should check plugs and flexes before using equipment.</li> <li>• Trailing leads should be used in such a manner as they do not cause a hazard to people through tripping and should be inspected by the user for faults.</li> <li>• All faults should be reported to the Principal or the Safety Representative.</li> </ul>	
	Electrical Equipment	Pupils/Staff	Medium	<ul style="list-style-type: none"> <li>• All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.</li> <li>• Teachers are responsible for their own classroom.</li> <li>• The secretary/Principal, as appropriate, are responsible for the office.</li> <li>• Staff room is every teacher's responsibility.</li> <li>• Cleaner to check when cleaning.</li> <li>• Children may not use any machinery unless with the strict permission of the Principal or class teacher.</li> <li>• Any broken, ineffective or damaged electrical equipment, such as loose connections and frayed cables, must be reported immediately to the Principal. The electrical unit must be switched off immediately. Care should be observed and assume all electrical circuits are live unless there is absolute certainty that they are not. Ensure that the equipment is switched off before it is plugged out. Repair will be carried out by competent person ASAP.</li> </ul>	

## SPORTS ACTIVITIES / DAYS

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>		<b>Page No.</b>	
<b>Description of the Area</b>		Sports Activities/Days			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
3	Sports related injuries	Pupils	Medium	<ul style="list-style-type: none"> <li>• Helmets will be worn during hurling practice. Shin-guards and a hurling glove are recommended for hurling.</li> <li>• Wearing of gum-shields is compulsory for Gaelic football.</li> <li>• Each sports session will begin and end with warm-up and cool-down activities</li> <li>• Children encouraged to behave appropriately during activities.</li> <li>• Injuries will be recorded on an accident report form.</li> <li>• Access to first-aid provisions</li> <li>• Staff to check that all PE equipment is in good condition.</li> <li>• Teachers taking these classes should ensure that children wear suitable clothing and under no circumstances be allowed take part in classes in their stocking feet (with the exception of some gymnastics activities).</li> <li>• If there is a serious injury, the staff member will follow procedures as recorded herein.</li> </ul>	

## SAFETY IN SCIENCE

<b>Project Title</b>		Risk Assessment ST. CATHERINE'S NATIONAL SCHOOL		<b>Revision No.</b>	
<b>Date</b>		<b>April 2021</b>		<b>Page No.</b>	
<b>Description of the Area</b>		Science Work			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Physical Injury	Pupils	Medium	<ul style="list-style-type: none"> <li>During practical work teachers will be aware of the safety implications of work to be undertaken. Primary science activities will not involve the use of chemicals or other hazardous materials. However, safety will permeate all aspects of the teaching of science, and children will be encouraged to observe safety procedures during all tasks. Safety precautions cannot remove all risks but we aim to eliminate unnecessary hazards.</li> <li>Outdoor work will be based in areas that are accessible for children, teachers and helpers and that are safe.</li> <li>Adequate supervision will be given to the children at all times.</li> <li>The children will work in small groups, under the direct supervision of an adult.</li> <li>Pond-dipping/collecting water samples. Only one group, of between four and six children will dip at a time. The other children will be positioned well back from the edge and be actively engaged in observing weather conditions, plant and animal life.</li> <li>Use only safe areas of the surrounding banks, from which children can pond-dip or collect samples of water.</li> <li>Children and adults will wear protective rubber boots.</li> <li>Skin infections, grazes or cuts will be covered.</li> <li>Children and adults will be made aware of the position of lifebelts and safety notices in the area.</li> <li>Children will wash their hands before and after handling animals, plants or soil.</li> <li>Children will not handle anything that may be hazardous.</li> </ul>	

				<ul style="list-style-type: none"> <li>• Ponds with an algal bloom or water pollution will be avoided. During preliminary visits teacher can assess the health of the pond, and water that has been contaminated with chemicals should be avoided.</li> <li>• When planning a unit of work on light the teacher will ensure that the children are aware of and adhere to the following procedures: <ul style="list-style-type: none"> <li>– children should not look at the sun or at very bright beams of light, such as projector beams.</li> <li>– Plastic mirrors should be used for investigations</li> <li>– Pupils should never look at the sun through lenses.</li> <li>– Children should be made aware of the dangers of sunburn.</li> <li>– Care will be taken during work on forces, because of the risk of injury resulting from moving objects.</li> </ul> </li> <li>• The teacher must be very careful in the organisation of tests involving the use of hot water: the children should only use water that is safe for them.</li> <li>• A safe working environment and safe ways of working will be encouraged at all levels. During designing and making activities children will work with a wide variety of materials and tools. Tools such as craft knives must only be used by children who are under the direct supervision of the teacher or a specially designated adult. The teacher should demonstrate the safe use of tools before allowing their use in designing and making tasks. Tools need to be stored in a secure area and children should only have access to tools when supervised.</li> </ul>
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## **Appendix 1**

### **Declaration of Receipt**

I hereby declare that this Safety Statement has been communicated to me and I understand the Safety Policies and procedures.

I am committed to the Safety, Health and Welfare of myself and other persons in the Management team and staff of the ST. CATHERINE'S NATIONAL SCHOOL, and I agree to abide by the procedures and regulations of the safe work practices.

I understand my responsibilities and obligations under the Safety, Health and Welfare at Work Act, 2005 and undertake to co-operate with management and other employees to ensure a safe and healthy workplace.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revision of this Safety Statement:

This statement shall be reviewed annually (or more frequently if required) by the Board of Management of St. Catherine's National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

This revision was ratified by the Board of Management on \_\_\_\_\_

Chairperson: \_\_\_\_\_

Principal: \_\_\_\_\_