

HEALTH & SAFETY STATEMENT

SAFETY, HEALTH & WELFARE AT WORK ACT 2005



St. Senan's Primary School

SECTION 1

HEALTH AND SAFETY POLICY

AUGUST 2017

Prepared By;

Gearoid Murphy

Health Safety Advisor

Demack Safety Ltd.

Cooraclare, Kilrush, Co. Clare

Inisclare, Leinster Park, Maynooth, Co. Kildare

This is a written programme to safeguard the safety and health of St. Senan's Primary School Kilrush employees while you work and the safety and health of other people who might be at the workplace, including clients and their representatives, contractors, visitors and members of the public.

This Safety Statement identifies the St. Senan's Primary School Kilrush commitment in policy and in our practices to your safety and health in the St. Senan's Primary School Kilrush workplace.

I certify that I have had the attached Company Safety Statement communicated to me, I acknowledge the existence of such a document and it is readily available to me, I understand my Health & Safety Responsibilities as outlined, I undertake to comply with all requirements of the Company Safety Statement and I acknowledge that I have been afforded the opportunity of asking questions on any point of which I was unsure.

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St. Senan's Primary School Kilrush Proprietary Information

This Safety Statement and all information and procedures contained therein and any other information provided by St. Senan's Primary School Kilrush pursuant to this Safety Statement is and shall remain the confidential and proprietary property of St. Senan's Primary School Kilrush

Recipient agrees that the information contained within this Safety Statement shall be used solely and exclusively for the purpose intended, shall not be copied and shall be returned upon request to St. Senan's Primary School Kilrush

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1.0 INTRODUCTION

St. Senan's Primary School Kilrush at its current location on the Convent Site was opened in 1966 as Scoil Naisiúnta Mhuire gan Smál agus Naomh Sheanáin.

In 1996 the Christian Brothers and the Sisters of Mercy Schools amalgamated and the Co. Ed. school St. Senan's N. S. was established, with Principal Sr. Mary Mc Mahon and a Staff of 17 teachers.

Today in the school year 2017/2018, the Principal is Mrs. Avril Bolton and there is staff of 24 teachers and 5 Special Needs Assistants, catering for the diverse needs of over 300 pupils.

This document is the official safety statement policy document of St. Senan's Primary School Kilrush. The objective of St. Senan's Primary School Kilrush, in preparing and updating this Safety Statement is to provide a safe and healthy work environment for all teachers, staff, pupils, member on the board of management, contractors, visitors and all other persons affected by its activities.

While St. Senan's Primary School Kilrush, will be ever vigilant to comply with legal safety regulations, our first emphasis will continue to be on people. The school's interest is in the prevention of human suffering resulting from accidents and injuries. Individuals within the school are in the best position to ensure his or her safety by exercising care and following safety rules contained within this document.

To assist in achieving this policy St. Senan's Primary School Kilrush, will establish a safety management system, to meet the requirements of the Safety, Health and Welfare at Work Act 2005 and all relevant safety legislation including approved codes of practice and guidelines.

Signed on behalf of Board of Management:

Ms. Avril Bolton
School Principal/
Secretary on Board of Management

_____ Date

The Document system

The St. Senan's Primary School Kilrush Safety Advisor holds the master copy of the St. Senan's Primary School Kilrush Safety Statement. Controlled copies of the Safety Statement shall be issued to each St. Senan's Primary School Kilrush project site in conjunction with the site specific Health and Safety Plan. All employees will receive an induction on the contents of the St. Senan's Primary School Kilrush Safety Statement (Safety Induction) when they join St. Senan's Primary School Kilrush and on a regular basis throughout their employment.

It is company policy that all employees have access to those sections of the manual that are relevant to them and will be provided with this information at induction.

Document Approval and Issue

The Safety Advisor is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation.

New documents must be issued and approved by the appropriate signatory, i.e. Safety Advisor.

Document Amendment

To ensure that each copy of the Safety Statement contains a record of all changes, the Safety Advisor will record the change or amendments on an amendment list. The amendment list along with any revised or new pages will then be circulated to all on the circulation list.

Safety Statement Revision Index			
Date	Update	Author	Approved By
April 2002	Legislation & Policy update		
March 2012	Legislation & Policy update	Gearoid Murphy	Avril Bolton
August 2017	Legislation & Policy update	Gearoid Murphy	Avril Bolton

2.0 DOCUMENT CONTROL

Version	Detail	Prepared By	Checked By	Checked By	Checked By
A	First Issue				
		Signature:	Signature:	Signature:	Signature:
		Date:	Date:	Date:	Date:
		_____	_____	_____	_____
B	Second Issue				
		_____	_____	_____	_____
C	Third Issue				
		_____	_____	_____	_____

3.0 CIRCULATION

A full copy of the Safety Statement has been circulated to the following;

No	Location	Name	Title	Date

A copy shall be made available for the viewing of any Board of Management Member and/or Staff Member.

4.0 SAFETY STATEMENT CONTENT

Section 1 - Introduction

St. Senan's Primary School Kilrush - Health & Safety Policy

Section 2 - Roles & Responsibilities

This section sets out the school's structure and organisation and individual roles & responsibilities

Section 3 - Arrangements for Safety

This section sets out St. Senan's Primary School Kilrush general arrangements for safety.

Section 4 - Risk Assessments

This section contains specific hazard identification and risk assessments as identified through the activities carried out within St. Senan's Primary School Kilrush .

Section 5 - Safe Systems of Work Procedures

This section contains safe system of work procedures to be followed and adhered to for particular activities.

Section 6 - Appendices

This section contains records and forms applicable to the activities carried out within St. Senan's Primary School Kilrush.

5.0 HEALTH & SAFETY POLICY STATEMENT

St. Senan's Primary School Kilrush, regards the provision of a safe and healthy educational and working environment as a principal objective. This objective will be achieved through the cooperation of St. Senan's Primary School Kilrush Board of Management, teachers, staff, pupils, subcontractors and others affected by the activities carried out within St. Senan's Primary School Kilrush.

It is the policy of St. Senan's Primary School Kilrush to comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and all other relevant regulations made hereunder, which are applicable to our activities. St. Senan's Primary School Kilrush will ensure so far as is reasonably practicable the safety, health and welfare of all teachers, staff and pupils whilst at work. The safety of members of the public, visitors and contractors on the premises who may be affected by our activities will be taken into account in the implementation of this policy.

St. Senan's Primary School Kilrush will provide, as far as is reasonably practicable, the organisation, advice and resources required to meet this commitment

It is the policy of St. Senan's Primary School Kilrush 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 other legislation relevant to the activities carried out within the school.
- Ensure that tasks given to teachers and other staff are within their skills, knowledge and ability to perform and that appropriate information, instruction and training will be given where required;
- Identify and control hazards and risks and through this, achieve an educational and working environment, which is free of accidents and ill health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards within the schools activities, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe plant and work equipment;
- Establishing and enforcing safe systems of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility including a competent person for safety (Demack Safety Ltd.)
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communication or relevant information;
- Ensure the provision of emergency and evacuation procedures
- Ensure the facilitation of consultation and representation
- Monitoring our safety performance by regular site inspections
- Furnishing sufficient funds needed to meet these objectives.

Our health and safety policy is reviewed on a continuous basis to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. This statement is available to all of our teachers, staff, parents, contractors and visitors within St. Senan's Primary School Kilrush.

Signed (School Principal): _____ Date: _____

HEALTH & SAFETY STATEMENT

SAFETY, HEALTH & WELFARE AT WORK ACT 2005



St. Senan's Primary School

SECTION 2

HEALTH AND SAFETY POLICY

AUGUST 2017

Prepared By;

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2.0 ORGANISATIONAL CHART



2.1 BOARD OF MANAGEMENT

The Board of Management has the overall responsibility for the development and planned implementation of effective health and safety standards within St. Senan's Primary School Kilrush. The implementation will be in accordance with current health and safety legislation and identified objectives.

The Board of Management has ultimate responsibility for the coordination of health and safety management in St. Senan's Primary School Kilrush

The Board of Management's responsibilities with regards to safety, health and welfare are;

- ✓ To sign off on the St. Senan's Primary School Kilrush Safety Statement and ensure that responsibilities have been assigned at all levels within the organisation for the implementation and monitoring of the Safety Statement.
- ✓ To bring the Safety Statement to the attention of all employees and ensure that they have understood its content in full.
- ✓ Lead by example in complying with the requirements of this Safety Statement and all other health and safety requirements and ensure these are implemented.
- ✓ To ensure that the St. Senan's Primary School Kilrush safety objectives are taken into account in planning, administration and maintenance activities and in organising work generally.
- ✓ To ensure that proper instruction, information, training and supervision is provided for all staff.
- ✓ To ensure that disciplinary procedures are in place to deal with wilful breaches of safety rules and regulations and that these are brought to the attention of all employees.
- ✓ To ensure a competent person is liaised with to obtain any safety, health and welfare advice in accordance with current legislation and guidelines.
- ✓ To put in place Safe Systems of Work Procedures (SSWP's) to ensure that all activities are properly planned and implemented by all responsible.
- ✓ To ensure that regular audits and inspections are carried out of the workplace to identify any corrective actions required to improve the level of safety within the workplace.
- ✓ To ensure that regular reviews of the safety statement is undertaken and in particular where there is a change in the structure of the job activities.
- ✓ To ensure that appropriate emergency plans are prepared, implemented and monitored.
- ✓ To delegate the responsibility of safety management to Board of Management's and supervisors and make sure that such persons are held accountable for their performance in this respect.
- ✓ To ensure consultation and representation procedures are in place to include all employees, in accordance with the Safety, Health & Welfare at Work Act 2005
- ✓ To ensure that all accidents are properly investigated and corrective actions identified and implemented.
- ✓ To ensure all reportable accidents and dangerous occurrences are notified to the Health & Safety Authority using IR1 and IR3 statutory report forms.

- ✓ To ensure regular maintenance and inspections are carried out in accordance with a planned programme of works.
- ✓ To ensure that St. Senan's Primary School Kilrush continues to comply with health and safety legislation, regulations and guidelines.
- ✓ To ensure adequate resources are made available to implement the safety programme.
- ✓ To ensure that results are evaluated from the annual management review and any audits of the Health & Safety Management System. He/She will authorise any required corrective actions that are reasonably practicable.
- ✓ To ensure that Board of Management and supervisors hold Staff Members and Contractors accountable for competent and safe task performance.

2.2 EMPLOYER'S GENERAL DUTIES

Section 8 of the Safety, Health & Welfare at Work Act 2005 set out specific duties for St. Senan's Primary School Kilrush Management, as an employer. Under this legislation the Management shall as far as is reasonably practicable ensure the safety health and welfare of its employees in particular with regards to the following;

- ✓ Manage and conduct work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its teachers and staff.
- ✓ Manage and conduct work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of employees, pupils and contractors at risk.
- ✓ Ensure so far as is reasonably practicable, the design, provision and maintenance of the workplace and place it in a condition that is safe and without risk to health.
- ✓ The design, provision and maintenance of safe means of access to and egress from the school.
- ✓ Ensure the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.
- ✓ Ensure, so far as it is reasonably practicable, the safety and the prevention of risk to safety, health and welfare at work of the employees and pupils relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent.
- ✓ Provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
- ✓ Provide and maintain facilities and arrangements for the welfare of employees at work.
- ✓ Provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of employees.
- ✓ Determine and implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of teachers and all other employees when identifying hazards and carrying out a risk assessment or when preparing a safety statement ensuring that the measures take account of changing circumstances and the general principles of prevention.
- ✓ Have regard to the general principles of prevention in where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees.
- ✓ Prepare and revise, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
- ✓ Report accidents and dangerous occurrences, as may be prescribed, to the Authority.
- ✓ Obtain, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- ✓ The Management shall apply any duty imposed on an employer under current legislation in respect of any of the schools employees which will also apply in respect of the use of the services of a fixed term employee or a temporary employee.
- ✓ Ensure that measures taken relating to safety, health and welfare do not involve financial cost to the employees.
- ✓ Provide information in a form, manner and, as appropriate, language that is likely to be understood by the employees concerned. Such information shall include the hazards to safety, health and welfare at work and the risks identified by the risk assessment, the

protective and preventive measures to be implemented and the names of persons designated to safety i.e. Safety Officers, First Aiders, Safety Representatives, Fire Wardens etc.

- ✓ Ensure Safety Representatives/Co-ordinator and the Safety Officer, where applicable, are provided with access to relevant resources including the risk assessments.
- ✓ Prior to commencement of employment, give information to the employee relating to any potential risks to the safety, health and welfare of the employee at work, health surveillance, any special occupational qualifications or skills required in the place of work, and any increased specific risks which the work may involve.
- ✓ Ensure instruction, training and supervision is provided in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employee concerned, employees receive, during time off from their work, where appropriate, and without loss of remuneration, adequate safety, health and welfare training, including, in particular, information and instructions relating to the specific task to be performed by the employee and the measures to be taken in an emergency,
- ✓ Every employer shall ensure that persons at work in the place of work concerned who are employees of another employer receive instructions relating to any risks to their safety, health and welfare in that place of work as necessary or appropriate.
- ✓ Provide the necessary measures to be taken appropriate to the place of work for first aid, fire-fighting and the evacuation of teachers, staff, pupils and any other individual present in the school, taking account of the nature of the work being carried on and the size of the place of work.
- ✓ Arrange any necessary contacts with the appropriate emergency services, in particular with regard to first aid, emergency medical care, rescue work and fire-fighting,
- ✓ Designate employees who are required to implement those plans, procedures and measures, and ensure that the number of those employees, their training and the equipment available to them are adequate, taking into account either or both the size of and specific hazards relating to the place of work.
- ✓ Inform all employees concerned of the risk involved.
- ✓ Ensure individuals at the place of work not being his or her employees are not exposed to risks to their safety, health or welfare.

2.3 EMPLOYEE'S GENERAL DUTIES

The cooperation of all employees is vital to the success of the safety management programme within St. Senan's Primary School Kilrush.

Individual responsibilities of employees and contract staff of St. Senan's Primary School Kilrush are;

- ✓ To ensure compliance with current health and safety legislation and be familiar with the St. Senan's Primary School Kilrush safety statement and procedures relating to safety, health and welfare whilst at work.
- ✓ Report any accidents or incidents, no matter how minor, to the Management without delay.
- ✓ Take reasonable care of their own safety, health and welfare and ensure that others affected by their work activities, acts and omissions, are not put at risk.
- ✓ Cooperate with St. Senan's Primary School Kilrush in complying with relevant statutory provisions.
- ✓ To not engage in improper conduct or other behaviour that is likely to endanger his/her own safety, health and welfare at work or that of any other persons.
- ✓ To attend any such training and as appropriate, undergo such assessments as may be prescribed relating to safety, health and welfare at work or relating to the work and its activities.
- ✓ To have regards to any training and instruction given by the employer, make correct use of any article or substance provided for use by the employee at work including protective clothing and equipment.
- ✓ To not interfere with, misuse or damage any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- ✓ To report to the management, as soon as possible, any work activities carried out which may endanger the safety, health and welfare of him or her and others affected by such activity.
- ✓ To report to the Management, as soon as is reasonably practicable, any defect in the place of work, systems of work, article or substance that may endanger persons safety, health and welfare.
- ✓ Develop a personal concern for safety for themselves and others.
- ✓ To ensure that he or she is not under the influence of an intoxicant while at work to the extent that her or she may endanger their own safety, health and welfare or that of any other persons.
- ✓ If reasonably required by the St. Senan's Primary School Kilrush, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a competent registered medical practitioner.
- ✓ To not enter into a contract of employment with St. Senan's Primary School Kilrush through misrepresentation of him or herself with regard to level of training.
- ✓ Use in such manner, so far as to provide the protection intended, any suitable appliance, personal protective equipment, convenience, equipment or other means or things so provided for securing their safety, health and welfare while at work.

- ✓ Encouraged to make suggestions, or raise concerns and are hereby consulted initially on safety, health and welfare matters.
- ✓ To notify St. Senan's Primary School Kilrush Management if under medical supervision or on prescribed medication and have been certified fit for work of any side effects which could hinder performance.
- ✓ Be familiar and cooperate with St. Senan's Primary School Kilrush fire and emergency policy including the use of first aid and fire fighting equipment.
- ✓ All employees have a duty to ensure that students are aware of and follow St. Senan's Primary School Kilrush Safety Arrangements.
- ✓ Each teacher is responsible for checking, on a daily basis, their work areas.

2.4 CONTRACTORS & SELF-EMPLOYED PERSONS

Contractors and self-employed persons working on the premises of St. Senan's Primary School Kilrush, do so as an employer in their own right.

- ✓ Contractors and self-employed persons shall provide their Safety Statement, Method Statements, and applicable insurance arrangements when requested to do so.
- ✓ Self-employed persons must conform generally with the duties and responsibilities as for employees.
- ✓ Contractor's employees and self-employed persons must attend any safety courses prepared for workers on projects managed by St. Senan's Primary School Kilrush and in particular attend a St. Senan's Primary School Kilrush safety induction prior to commencement of work activities on St. Senan's Primary School Kilrush premises.
- ✓ Contractors and self-employed persons have a duty to bring to the attention of St. Senan's Primary School Kilrush and anyone else that may be affected by any process or use of materials, which may endanger health and safety while at work.
- ✓ Contractors and self-employed persons shall comply with the requirements of this Safety Statement, and co-operate with St. Senan's Primary School Kilrush Management in providing a safe place of work, a safe system of work and wearing and use of protective clothing and equipment.
- ✓ Contractors must ensure all their employees and others under their care are provided with and wear safety equipment, as appropriate.
- ✓ All Contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay to the Management.
- ✓ Contractors must only use competent and suitable persons on work being carried out in premises under the control of St. Senan's Primary School Kilrush.
- ✓ Contractors must obtain the consent of the appointed School Representative to engage persons other than their direct employees when working on the school premises.
- ✓ Contractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
- ✓ Contractor must ensure that all staff members have received appropriate information, instruction and training to carry out the job as prescribed under safety, health and welfare legislation.
- ✓ Contractors shall notify of any accidents or dangerous occurrences to their employees to St. Senan's Primary School Kilrush Management without delay.
- ✓ Notify St. Senan's Primary School Kilrush of any material or substances being brought onto the premises which has health, fire or explosive risks. Such materials are stored and used in accordance with St. Senan's Primary School Kilrush recommendations and managerial approval.

2.5 SAFETY OFFICER

The Safety Officer within St. Senan's Primary School Kilrush, being a member of the Management, has overall responsibility for the implementation of the Safety, Health and Welfare programme. As outlined above the overall responsibility for the implementation of the safety programme lies with the Board of Management.

The Safety Officers responsibilities are to ensure;

- ✓ That St. Senan's Primary School Kilrush complies with the requirements of current safety legislation and approved codes of practice and guidance issued by the Health and Safety Authority.
- ✓ Carry out an annual workplace safety inspection in consultation with any safety representative, record the results and monitor the implementation of corrective action.
- ✓ Competent safety advice is available to management and staff.
- ✓ All staff are provided with relevant information, instruction and training on safety, health and welfare.
- ✓ To provide a safety report to the Management on an ongoing basis, once per school term, based on safety compliance audits.
- ✓ Ensure that adequate and workable disciplinary procedures exist to deal with wilful breaches of safety rules and regulations
- ✓ Formally consult with all staff members and Safety Representative/Co-ordinator on matters of health, safety and welfare.
- ✓ Complete or procure risk assessments as may be necessary for any specialist equipment or substance used by St. Senan's Primary School Kilrush.
- ✓ Prepare and review risk assessments.
- ✓ Organise, monitor and review the results of evacuation exercises.
- ✓ In co-operation with the appointed medical officer (where practicable) ensure, that pre-employment and periodic medical examinations are carried out at regular intervals as appropriate and that full records are kept.
- ✓ In co-operation with the appointed medical officer (where practicable); that sickness absence is examined to identify potential occupational ill health problems in any area.
- ✓ Ensure that all contracts and conditions of employment adequately cover the employee's responsibility in relation to health and safety and that these are brought to their attention.
- ✓ Ensure that staff under their control is held accountable for their performance in relation to safety and security.
- ✓ Ensure that contractors and visitors are made aware of and fully comply with the contractor policy and procedures.
- ✓ Ensure that all reportable accidents are notified to the Health and Safety Authority using the IRI and IR3 statutory report forms.
- ✓ Ensure that all statutory examinations for fire and electrical equipment as set out in the appropriate statutory legislation are carried out and records maintained.
- ✓ Ensure that all new equipment, substances and systems of work are properly assessed for any potential risks prior to their introduction.
- ✓ Ensure that all accidents and incidents are recorded in the accident report form and investigated with corrective actions agreed.
- ✓ Co-ordinate and implement health and safety training programmes for staff and maintain records of same.

- ✓ Manual Handling, Display Screen Equipment and Pregnant employee assessments are conducted where required by a competent person.
- ✓ To arrange a safety review meeting with the Management and staff members to review amendments to safety statement, results of safety audits and inspections completed, accidents reported, and safety training completed and planned.
- ✓ Ensure that the Management is advised on all matters relating to the safety of teachers, staff and pupils, legal requirements, training and security measures.
- ✓ Assess the Safety Data Sheets for the introduction of any new chemical substance.
- ✓ Ensure corrective actions are prioritised and implemented.

2.6 HEALTH & SAFETY ADVISOR

The Safety Advisor when appointed will provide advice to the Management for the effective implementation and review of health and safety matters within St. Senan's Primary School Kilrush. The safety advisor shall be a competent person to advise the Management on all aspects of safety legislation, regulations and approved codes of practice.

Specifically, the Safety Advisor will:

- ✓ Advise the Management on safety policies, regulations and safe systems of work.
- ✓ Provide appropriate information and training programmes to all members of staff.
- ✓ Undertake safety audits and inspections of the school as agreed on a regular basis and advise the Management on corrective actions and safety improvements.
- ✓ Investigate as required specific incidents and occurrences on behalf of St. Senan's Primary School Kilrush.
- ✓ Communicate and advise teachers and staff on specific health and safety matters as required.
- ✓ Review as required the Client, Health and Safety Authority and Insurance Company requirements.

2.7 FIRST AIDERS

Appointed and trained Occupational First Aiders have the responsibility to;

- ✓ Ensure that they have received relevant training, FETAC Level 5 Occupational First Aid, as set out in the First Aid Regulations 2007, and that such training is renewed every 2 years.
- ✓ Coordinate in their absence from St. Senan's Primary School Kilrush so that there is a minimum of one First Aider within the school at all times or at a minimum have a first aid responder which can communicate with emergency services and patient until help arrives.
- ✓ Carry out regular inspections of First Aid Equipment including the First Aid Box, Automated External Defibrillators and Signage to ensure that same is maintained and stocked in accordance with the First Aid at Work Regulations and the manufactures recommendations.
- ✓ Inform management of the requirements of first aid materials.
- ✓ Maintain emergency arrangements through contact numbers and notices.

HEALTH & SAFETY STATEMENT

SAFETY, HEALTH & WELFARE AT WORK ACT 2005



St. Senan's Primary School

SECTION 3

ARRANGEMENTS FOR SAFETY

AUGUST 2017

Prepared By;

Gearoid Murphy

Health Safety Advisor

Demack Safety Ltd.

Cooraclare, Kilrush, Co. Clare

Inisclare, Leinster Park, Maynooth, Co. Kildare

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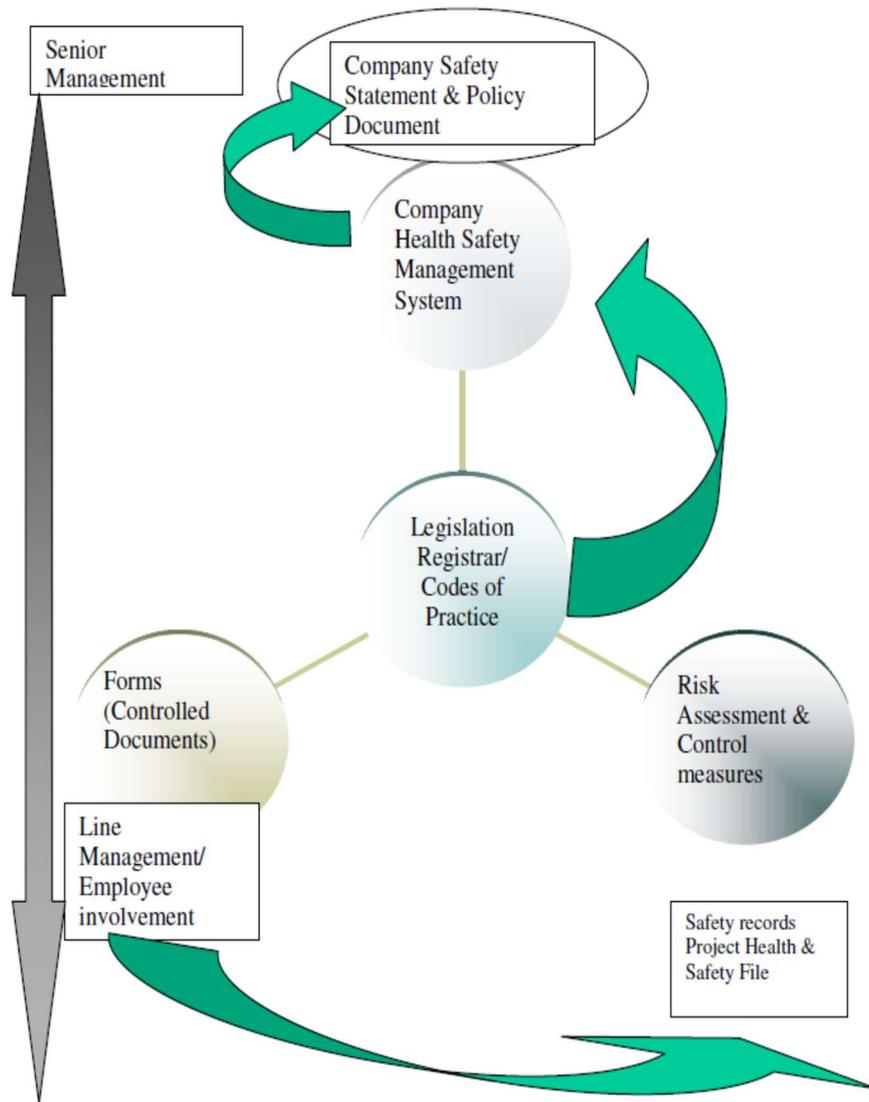
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3.0 ARRANGEMENTS FOR SAFETY

This section of the Safety Statement manual will set out the arrangements for safety within St. Senan's Primary School Kilrush. It will identify the policies and procedures to be adhered to, in accordance with the specified roles and responsibilities in section 2, with a particular focus on the St. Senan's Primary School Kilrush activities.

The graphic below outlines the overall structure for arrangements within St. Senan's Primary School Kilrush.



3.1 CONSULTATION

St. Senan's Primary School Kilrush is committed to cooperation and consultation between the Board of Management and staff members and will take account of any representation made by staff members.

The effectiveness of the consultation arrangements will be reviewed at regular intervals.

The following consultation mechanisms are in place;

- ✓ Safety Officer
- ✓ Safety Coordinator
- ✓ Staff & Board of Management Meetings

Consultation will take place in advance and in good time with regards to safety, health and welfare issues in the school.

These communication channels are in place and maintained to ensure that;

- ✓ Information concerning safety matters, including the results of risk assessments, which may affect any or all staff, is communicated to them.
- ✓ Any matters concerning safety raised by any member of the school or a member subcontracted to the St. Senan's Primary School Kilrush are investigated so that action can be taken.

3.1.1 SAFETY REPRESENTATION

St. Senan's Primary School Kilrush, in accordance with Section 25 of the Safety; Health & Welfare at Work Act 2005, actively promote, encourage and support the election of one or more safety representatives allowing employee involvement in all aspects of safety and health management in its operations.

Such election shall be made by employees/appointed by management if election was unsuccessful, with the purpose of the representative to represent the teachers and staff in consultation regarding all activities relating to safety, health and welfare in the school.

Safety Representatives will have functions rather than duties. This will mean they cannot be held legally accountable for failing to carry out their duties nor for the consequences of the employer adopting or ignoring their advice.

The functions of a Safety Representative/Co-ordinator include;

- ✓ Access to relevant health and safety information from the employer and particularly to the Safety Statement and Risk Assessments
- ✓ To be allowed sufficient time and resources to carry out their duties as Safety Representatives including time for suitable training, instruction and information.
- ✓ To seek from the employees they represent any safety, health and welfare concerns or issued that affects them in the workplace.

- ✓ To report to the Principal any safety, health and welfare issues that they have become aware of from their own experiences or that have been brought to their attention by staff members and assist the principal and Board of Management in determining appropriate solutions.
- ✓ Assist the Safety Officer and or Safety Advisor in the conduct of school inspections and in the determination of appropriate solutions to any identified hazards.
- ✓ Reporting to the Board of Management and employees at meetings, any information they are made aware of that will affect health and safety and participate in discussions.
- ✓ The Safety Representative/Co-ordinator has the right to be informed by the Board of Management of any visits from the Health & Safety Authority.
- ✓ Making representation to and receiving advice from the Health & Safety Authority
- ✓ Accompanying a Health & Safety Authority inspector on any visit including at the discretion of the inspector accident investigations
- ✓ To investigate complaints, accidents and dangerous occurrences provided this does not interfere with the performance of the statutory obligations by any person.
- ✓ Inspect the whole or any part of any place at frequency to be agreed with the Board of Management.
- ✓ When any proposed changes are made to the workplace or school activities, discuss these with staff members and issue the Board of Management with a report of the outcome of such discussions.
- ✓ St. Senan's Primary School Kilrush advises that the persons to be elected as Safety Representatives/Co-ordinators have a minimum of two years' experience within an educational work environment.

Details of the areas in which Safety Representatives may become involved relating to safety, health and welfare in the workplace and information and training available to them is detailed in the "Guidelines on Safety Consultations and Safety Representatives" as published by The Health and Safety Authority.

3.2 INFORMATION, INSTRUCTION & TRAINING

Inadequately informed and trained employees are a health and safety hazard to themselves and their co-employees, students and others affected by their activities. It is the policy of St. Senan's Primary School Kilrush to provide suitable and sufficient information, instruction and training to all employees in a manner and language as appropriate and that is likely to be understood by those employees within the school. This is necessary to ensure compliance with statutory requirements but also to secure a safe and healthy environment for all teachers, staff, contractors, students and visitors who may be affected by our schools activities.

The training of all personnel will rank highly in St. Senan's Primary School Kilrush list of priorities and will cover more than just implementing recognised safe working practices, it will also include teaching of employees to identify hazards and understand the appropriate systems of control. All statutory training will take place at induction stage or as soon as possible after commencement date.

When training is completed the training records will be filed in safety filing system in the training records file and the details entered in the Training Record Logbook. A signed hard copy of the training record sheet will be kept and held in the Principals office.

St. Senan's Primary School Kilrush have put the following arrangements in place for safety, health and welfare information, instruction and training;

3.2.1 ST. SENAN'S PRIMARY SCHOOL KILRUSH INDUCTION TRAINING

- ✓ All new, transferred and contractor employees will be inducted to the safety and quality procedures within St. Senan's Primary School Kilrush prior to commencement of work activities.
- ✓ The Induction Training will include, but not exclusively the following;
 - Introduction to Health & Safety Policy & Safety Statement including its location
 - Roles & Responsibilities
 - Hazard Reporting
 - Accident & Incident Procedures
 - Fire & Emergency Evacuation Procedures
 - First Aid Arrangements
 - Personal Protective Equipment
 - Training & Development
 - Specific Hazards and Control Measures for the individual job description including Safe System of Work Procedures.
 - Disciplinary Procedures

3.2.2 MANUAL HANDLING TRAINING

- ✓ Manual Handling Training will be provided to all employees in accordance with the Manual Handling of Loads Regulations 2007. A FETAC Level 6 manual-handling instructor carries out this training. The training shall consider the individual capabilities of the employee, the introduction of new work equipment, new technology and new systems of work.

- ✓ Manual handling retraining will be carried out at regular intervals as appropriate to the task but will not exceed a period of three years.

3.2.3 SAFETY REPRESENTATIVE TRAINING

- ✓ Safety Representative(s)/co-ordinator(s) have been trained in accordance with the guidelines issued by the Health and Safety Authority.
- ✓ For further details refer to arrangement 3.1.

3.2.4 SAFE SYSTEM OF WORK PROCEDURE TRAINING

- ✓ All employees will receive training in safe systems of work procedures (SSWP's) for their job or task. SSWP's are essentially safe codes of operation for specific job or task activities. SSWP training will be provided at intervals assessed as being suitable and appropriate for the work.

3.2.5 OCCUPATIONAL FIRST AID TRAINING

- ✓ Selected employees have completed a FETAC Level 5 Occupational First Aid certificate course in accordance with the recommendations of the First Aid Regulations 2007 and the risk assessments.
- ✓ Retraining will be carried out every 2 years by a trained and competent FETAC Level 6 Instructor.
- ✓ Refer to 3.4 Safety Arrangements for First Aid in the Workplace.

An annual training need analysis will be prepared by the Health & Safety Advisor in conjunction with St. Senan's Primary School Kilrush principal and school safety officer and will include health and safety topics such as manual handling, first aid, workstation setup assessment, fire safety and safe systems of work procedure training.

3.3 MANUAL HANDLING

St. Senan's Primary School Kilrush shall comply with the Manual Handling of Loads Regulations 2007. Any manual handling including lifting, pushing, pulling and carrying can be hazardous to staff in certain circumstances.

Manual Handling is associated with several types of injuries including back injuries, abdominal hernias, circulatory and respiratory disease, fatigue leading to accidents, injuries from sudden exertion and neck and leg injuries.

Key Factors to consider for Manual Activities include:

T.I.L.E.D

- ✓ Task Involved
- ✓ Individual Capabilities
- ✓ Load Characteristics
- ✓ Working Environment
- ✓ Design of the Activity

St. Senan's Primary School Kilrush has the following arrangements in place to manage their compliance under the Manual Handling of Loads Regulations 2007;

- ✓ A Manual Handling Assessment shall be undertaken of each manual handling activity carried out within St. Senan's Primary School Kilrush.
- ✓ The design of the school and the work tasks will be assessed to eliminate or reduce the necessity for lifting.
- ✓ Where possible, the burden of lifting and carrying will be reduced by the use of mechanical handling aids provided. Where such equipment is provided staff must utilise same in applicable lifting operations.
- ✓ Heavy objects will be stored at waist to chest height where possible and in a safe condition.
- ✓ All staff shall be trained in safe manual handling techniques by a FETAC Level 6 Manual Handling Instructor.
- ✓ The personal characteristics of work, such as physical capabilities, existence of previous back injuries will be taken account of, as will the use of protective equipment.
- ✓ Floors and walking surfaces will be kept in good condition free from obstruction and as level and firm as is reasonably practicable.
- ✓ A good level of lighting is provided in all areas.
- ✓ Two or more persons may be utilised to lift objects as a team lift as identified in the risk assessment or where a person does not feel he or she can comfortably lift the object singlehandedly. Any person asked to assist in such lifting operation shall cooperate as far as is reasonably practicable with such request.
- ✓ The condition of packaging will be inspected prior to the lifting of loads.
- ✓ The Board of Management will ensure that personnel engaged in manual handling activities utilise correct lifting techniques as instructed as part of completed manual handling training.
- ✓ Lifting equipment and mechanical aids shall be used to raise heavy or awkward loads and to reach objects that are stacked at awkward levels.
- ✓ Lifting equipment is certified and tested annually.
- ✓ Any manual task that is believed by any person to be a manual handling hazard must be reported to the Board of Management so that a risk assessment can be undertaken or reviewed.

3.4 FIRST AID

St. Senan's Primary School Kilrush shall comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 7, First Aid when planning their arrangements for First Aid in the workplace.

Such arrangements shall include;

- ✓ The provision of First Aid Kits in accordance with recommendations from the Health & Safety Authority and internal accident and incident statistics are available throughout the premises. (Refer to Appendix for recommended content.)
- ✓ Training for nominated first aiders shall be provided by FETAC Level 6 Occupational First Aid Instructor to a FETAC Level 5 Occupational First Aid standard.
- ✓ Such training shall be renewed at least every 2 years.
- ✓ The annual training review will consider and establish the need for First Aid training within St. Senan's Primary School Kilrush.
- ✓ A sufficient number of First Aiders, as identified in the risk assessment, shall be trained to ensure where possible that a trained first aider is on the premises at all times, including holiday cover.
- ✓ Where a trained First Aider is not available a nominated coordinator shall be available.
- ✓ The names of local First Aiders are posted and displayed in an accessible area.
- ✓ Emergency Contact numbers in the event of an emergency is clearly displayed in prominent places.
- ✓ First Aid boxes and equipment is to be checked on a regular basis by the first aider and at intervals by the health and safety advisor to ensure they are stocked appropriately and that the supplies are within their use-by-date.
- ✓ Aspirin and other medication shall not be stored directly in the first aid box but maintained in a safe place only accessible to the trained first aiders and or nominated staff members.
- ✓ It is the responsibility of the First Aiders to ensure that replacement items are ordered and that any items out of date are disposed of.
- ✓ When First Aid is administered, a report form must be completed and available to the Board of Management and a copy supplied to the Safety Advisor and Principal. A copy shall be maintained in the First Aid Register.
- ✓ Consideration shall be given to having an Automated External Defibrillator on the premises. If one is in place ensure training has been provided to the nominated users.
- ✓ Consideration shall be given to providing all staff members with basic first aid awareness training which can be used in the event of an emergency or where the nominated Occupational First Aider is not available.

In addition to the above, first aiders should give consideration to;

- ✓ Disposable gloves to be worn, particularly when treating an open cut or wound.
- ✓ If you use the first aid kit for any reason, the injury will be logged and made available to the Principal and Board of Management.
- ✓ Following an accident requiring first aid treatment an accident report form must be completed and made available to the Safety Officer.

- ✓ The injured person will be accompanied to hospital by the first-aider if appropriate.

Administration of Medication to Students

St. Senan's Primary School Kilrush operates strict policies with administration of medicines to their students.

It is the policy of the Board of Management of St. Senan's Primary School Kilrush that all drugs, medications etc. be kept in secure cabinets, locked at all times and the key kept in a secure place and used only by trained and authorised personnel.

The Board of Management shall request that each parent shall make the school aware, in writing, of any medical problems their child might have.

Students are not permitted to carry drugs themselves in, person but parents are instructed to provide the medication necessary to the school.

As far as is reasonably practicable a parent shall be required to administer essential medication throughout the school day. However if this is not reasonably practicable, i.e. if the child suffers from a long term illness such as asthma, epilepsy, allergies, St. Senan's Primary School Kilrush adopts a general inclusive approach and where possible and reasonable, will endeavour to accommodate all children with long term difficulties to continue their education.

The medicine should be self-administered, if possible, under the supervision of an adult. Where this is not possible only trained and authorised personnel shall administer the medication. It is recommended that the school does not accept to administer medication if and when;

- The timing of the administration of the medication is crucial to the student
- When technical and or medical training is required for safe administration
- Intimate contact with the student is necessary

In all instances written consent and agreements must be in place between the parents/guardians and the Board of Management of St. Senan's Primary School Kilrush where the administration of medication is required.

3.5 FIRE & EMERGENCY

St. Senan's Primary School Kilrush has ensured that fire and emergency plans are in place to ensure that the risks associated with an emergency or fire are clearly identified and the necessary preventative measures are in place for the safe evacuation of all persons on the premises at the time of any emergency.

St. Senan's Primary School Kilrush have the following safety arrangements in place;

- ✓ Fire & Emergency Procedures.
- ✓ Employees are reminded to familiarise themselves with this procedure to ensure that a fast and effective evacuation of the premises can be completed in the event of an emergency.
- ✓ Fire Marshals have been appointed and appropriately trained to carry out their function.
- ✓ The names and contact telephone numbers of these marshals are displayed in accessible areas together with contact details for Emergency Services and the nominated First Aiders on duty.
- ✓ Named Fire Marshals have been listed in the Fire Safety Register and as part of the annual training needs review, training for new or existing fire marshals shall be considered.
- ✓ Fire Safety Awareness Training for all employees shall be considered.
- ✓ Evacuation drills will take place and arranged by the school principal, at least twice a year or more often if required and logged in the Fire Register.
- ✓ After each evacuation (including false alarms and drills), a review meeting with the members of the Board of Management will be conducted to identify any non-compliance or defect in the procedures. Any training issue or defect identified will then be addressed following this meeting.
- ✓ Students, Parents, Visitors, contractors and other members of the public visiting the building will be informed of evacuation arrangements. The St. Senan's Primary School Kilrush principal and or secretary is responsible for advising the visitors of the emergency procedures – e.g. 'where to go' and 'what to do' in the event of an alarm activation.
- ✓ Suitable fire fighting equipment will be maintained on the premises. These will be examined at least annually by a competent authority to ensure that they are in good working order and adequate for the hazards in that area. Such equipment will include fire extinguishers, fire blankets, fire alarms, etc.
- ✓ A review of fire safety measures will be included in any audit or risk assessment carried out in the premises.
- ✓ Prevention of outbreak of fire through the establishment of day to day fire prevention practices.
- ✓ Provision and maintenance of escape routes and exits which are unlocked, operational and free from obstruction. Each teacher shall be responsible to ensure that the exits within their classrooms are kept clear at all times.
- ✓ A Fire Safety Register will be maintained in the Principals office.

3.5.1 FIRE SAFETY INSPECTIONS

- ✓ Fire doors and fire exits will be checked regularly to ensure safe access as part of regular school housekeeping inspections.
- ✓ Regular inspection and testing of fire prevention equipment (e.g. emergency lighting, fire alarm, smoke detectors, and fire extinguishers) will be carried out as required in any Fire Safety Register. Any faults will be logged in the Fire Safety Register and rectified as soon as possible.

3.5.2 FIRE TRAINING

All St. Senan's Primary School Kilrush staff will be instructed at induction on the following:

- ✓ Policy on smoking, electrical equipment (switching off at night) etc.;
- ✓ How to activate the fire alarm;
- ✓ Actions to be taken on discovering a fire;
- ✓ Location and use of escape routes;
- ✓ Evacuation procedures;
- ✓ Assisting students, persons with a disability, visitors and others during an evacuation;
- ✓ Location of fire extinguishers and alarm buttons;
- ✓ Nominated fire marshals in their area

3.5.3 FIRE SAFETY REGISTER

In accordance with The Fire Services Act 1981, a Fire Safety Register will be maintained by the Safety Officer and or school Principal. This will include the following details:

- ✓ Specific duties for members of staff.
- ✓ Inventory of fire fighting equipment.
- ✓ Details of the fire alarm system.
- ✓ Maintenance / test / inspection schedule.
- ✓ Fire safety training.

3.5.4 FIRE FIGHTING EQUIPMENT, FIRE DETECTION, ESCAPES & LIGHTS

- ✓ Portable fire extinguishers will be provided in sufficient numbers to give adequate cover to all areas of the premises. The basic scale of provision for extinguishers where these are the primary means of fire defence is one unit for every 250 m² of part thereof and that on each storey there should be at least two extinguishers.
- ✓ Where fire detection systems are installed it is important that there are smoke detector heads in all areas, particularly areas of high risk, for example in kitchens and server areas.
- ✓ Fire extinguishers will be manufactured and maintained in accordance with relevant standards.
- ✓ Every part of the school shall be provided with adequate means of emergency lighting to facilitate escape from the building during any interruption of the general lighting system, to indicate clearly a route to a protected doorway and to allow safe movement to the exits from the building. Illuminated exit signs are provided above protected doorways leading from the escape routes.
- ✓ Emergency Lighting shall comply with relevant standards and code of practice.
- ✓ It is essential that escape routes shall be established, clearly identified, maintained and available for use. Fire exit routes and doors must never be obstructed by persons or objects.

3.5.5 ACTION IN THE EVENT OF AN EMERGENCY

1. Refer to Section 5, SSWP 01- FIRE & EMERGENCY EVACUATION PROCEDURE.
2. Clear everyone from the immediate vicinity of the fire and expect those who are trained to engage in fire fighting.
3. Sound the fire alarm.
4. Contact 999/112 if necessary and request the Fire Brigade, giving them the address, contact number, directions and brief information with regards to the fire.
5. Designate one or more persons as suitable to meet and direct the Fire Brigade to the premises.
6. Use the fire extinguishers to extinguish the fire only if you have been trained and it is safe to do so.
7. Shut off the gas and electricity supply.
8. The Fire Marshal will order the evacuation of the premises.
9. Teachers, staff and pupils shall not delay in their departure by collecting personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
10. Make sure that the premises are cleared of students, teachers, other employees, contractors and visitors.
11. Close doors and windows.
12. Ensure no unauthorised entry is gained and that access to the work area is gained only when a competent person has assessed and deemed the area safe.
13. Inform the Board of Management, school Principal and the safety advisor of the incident.

3.6 ACCIDENT & INCIDENTS

An accident is defined as an unwanted and unplanned event that results in injury or damage, whereas an incident is defined as unwanted and unplanned events that does not result in injury or damage but has the potential to do so.

All accidents to persons, whether or not in the employment of St. Senan's Primary School Kilrush resulting in injury, however slight, must be reported to the Principal.

The Safety Advisor/principal will be informed immediately of any accidents or dangerous occurrences, which occur within St. Senan's Primary School Kilrush and he or she will then investigate and notify the enforcing authorities. Reporting will be carried out in accordance with the Reporting of Accidents and Dangerous Occurrences Regulations 1993 (Part X and the Twelfth Schedule) using Statutory reporting forms IR1 and IR3 for accidents and dangerous occurrences respectively.

St. Senan's Primary School Kilrush have the following arrangements in place for the appropriate investigation and reporting of accidents and incidents;

- ✓ Under the Reporting of Accidents and Dangerous Occurrences Regulations 1993, the Safety Advisor will notify the Health and Safety Authority of all notifiable accidents, diseases and dangerous occurrences. These will include the following:
 - Fatalities or major injuries arising out of or in connection with work;
 - An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment, for example a student injured during class activities or during an off-site school activity.
 - Reportable occupational diseases;
 - Reportable dangerous occurrences as defined in the above Regulation;
 - More than 3 consecutive days off work as a result of an accident at work.
- ✓ St. Senan's Primary School Kilrush has an internal accident and incident report form in place which is contained in appendix of this safety statement. This form shall be used for all accidents and incidents, whether reportable to the authority or not.
- ✓ For an accident or incident where the resulting injury, is or could be, relatively minor and would only require first aid treatment, the Principal is to be notified as well as the First Aider. The Principal is to complete the Accident/Incident Report form report to the Safety Advisor and the Board of Management who will then together with the safety officer and safety coordinator where applicable complete the investigation form. A copy will be filed the Safety Management Filing System.
- ✓ Following an investigation corrective action will be agreed, planned, implemented and recorded to prevent reoccurrence.
- ✓ The cooperation and assistance by all employees in the event of an accident or incident is expected from the Board of Management of St. Senan's Primary School Kilrush.
- ✓ The Safety Advisor will monitor and review, in conjunction with the Principal/Safety Officer/Safety Coordinator and the Board of Management the data collected from accident and incident investigations with a view to highlight trends and improving safety performance.

- ✓ Records of accidents and incidents shall be kept on file for no less than 10 years.

3.6.1 INVESTIGATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

- ✓ When an accident occurs the following procedure must be adhered to;
 - Observe accident location and status of injured person.
 - If there is risk of further injury move injured person to safety.
 - Call for immediate medical assistance or emergency services.
 - See that first-aid etc., is administered as required by a competent person.
 - If ambulance is called make sure exact location is given and that ambulance can have reasonable clear access as near as possible to the injured person.(a person should be nominated to meet emergency services on roadside to speed up the situation)
 - Notify the Safety Officer and Principal.
 - Establish location of hospital and appoint a suitable person, such as a trained first aider, to travel with injured person. It is advised that a second person accompanies the First Aider in the event of further injury whilst in transit and that the injured party is seated in the back of the vehicle.
 - Notify family, guardian, parent or other nominated contact of injured person and if required arrange transport for them to hospital.
 - Cordon off the area as soon as the injured person has been treated.
 - Gather all information immediately about the accident and what led up to it.
 - Obtain witness statements, writing them down as they are given.
 - Take pictures or draw sketches if necessary.
 - Complete accident report book and report Form IR1 (see Section 2).
 - Take sketches/photographs of area where accident happened.
 - If HSA are to inspect the location of accident, do not move anything unless further serious risks have to be avoided.

When a dangerous occurrence takes place the following procedure must be adhered to.

The Safety Officer and Principal must be notified immediately. The Safety Officer or their nominated persons must take charge of the proceedings as follows:

- ✓ In the event of injury follow the procedure outlined above for accident investigation.
- ✓ If there are no injuries to persons
 - Notify the Safety Officer and your Safety Representative(s).
 - Gather all information immediately about the incident and what led up to it.
 - Obtain witness statements, writing them down as they are given.
 - Complete accident report book and report to the Safety Officer who will complete Form IR 3 and check with the Safety Advisor before sending to the Health and Safety Authority.

3.7 MONITORING & REVIEW

St. Senan's Primary School Kilrush will ensure that the safety performance within the school is monitored and systems revised where necessary and as required by legislation. This will be achieved through the following arrangements;

- ✓ The Safety Advisor together with the Board of Management will agree on an annual Health & Safety Implementation Plan.
- ✓ This plan will be monitored and reviewed on a regular basis and measured against performance and necessary corrective actions taken.
- ✓ The plan will be communicated to all other relevant parties who will cooperate as required.
- ✓ Audit and inspection outcomes will be regularly reviewed and any necessary corrective actions taken.
- ✓ Accident investigations and dangerous occurrences will be reviewed and any necessary corrective actions taken.
- ✓ The Safety Statement will be updated regularly by the Safety Advisor to reflect changes in legislation, staff or working activities and all employees will be informed of the changes.
- ✓ Safe System of Work Procedures are in place, monitored and reviewed to ensure adequate procedures for all work activities carried out within St. Senan's Primary School Kilrush.
- ✓ Annual audits, or as required are to be carried out by an external safety advisor to ensure compliance, maintenance and implementation plans are adhered to.
- ✓ Monitoring and review of the training plan will also be measured.

3.7.1 ANNUAL REPORTING

As required by the Companies Acts 1963 to 2005, a Director's Report will be issued on an annual basis.

The Board of Managements Report will include a statement evaluating the extent to which the Safety Statement and Policies were put into effect during the previous twelve months.

The statement will be compiled by the Safety Advisor and issued to the Safety Officer, Principal and Board of Management.

The statement will include details such as:

- ✓ The level of resources committed to Safety, Health and Welfare
- ✓ Data on occupational injuries and ill health in the school
- ✓ Any special preventative measures taken
- ✓ Safety Statement reviews
- ✓ Risk Assessment reviews
- ✓ Health and Safety training completed
- ✓ Number of recorded accidents
- ✓ New safety arrangements put in place during the year

3.8 AUDITS & INSPECTIONS

St. Senan's Primary School Kilrush have a safety auditing programme in place which incorporates internal and external audits. Internal audits are carried out at regular intervals and are the responsibility of the Safety Officer.

All audit reports are forwarded to the Board of Management and made available to the Principal through the Safety Management Filing System. Where audits highlight health and safety issues these will be actioned as soon as reasonably practicable.

It is recognised by St. Senan's Primary School Kilrush that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards.

Completed audit reports will form part of the agenda for Safety Representatives, Safety Officers and Board of Management Review.

The following audit schedules shall be implemented for St. Senan's Primary School Kilrush.

Safety & Health priority/area of work	Person/planning group responsible	Tasks/Type	Schedule (dates and times)	Desired outcomes

3.9 HAZARD IDENTIFICATION & RISK ASSESSMENTS

It is the policy of St. Senan's Primary School Kilrush to operate a proactive Safety Management System within which Hazard Identification and Risk Assessment play an important part in the overall management of Safety, Health and Welfare of teachers, staff, students, visitors, members of the public and contractors.

3.9.1 HAZARD IDENTIFICATION

For the following this definition applies;

A **hazard** is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work

Hazards will be identified by the following means:

- By observation of work areas by persons working there.
 - By consultation with staff members at meetings.
 - Through annual safety inspections by health and safety advisor, if applicable.
 - Through accident/incident investigations.
 - Through reporting
 - By consultation with all users of the school including parents, caretaker, pupils, cleaners, teachers and the Board of Management.
-
- ✓ If a staff member identifies a potential danger or hazard they are to first do what they can, provided it is safe to do so, to make the situation safer. This could include warning nearby persons of the danger, highlighting the danger in some way or isolating it.
 - ✓ The staff member must then report the hazard to the Safety Coordinator and/or the school Principal.
 - ✓ If the hazard cannot be immediately controlled, it will be recorded in the Corrective Action Register to ensure that appropriate corrective actions are applied and that this application is suitably monitored.

3.9.2 RISK ASSESSMENTS

For the following, these definitions apply:

Risk Assessment is the "Process of evaluating the risk(s) arising from a hazard(s) taking into account the adequacy of existing controls and deciding whether or not the risk is acceptable" (OHSAS 18001.2007).

- ✓ Risk assessments are undertaken for each activity carried out within St. Senan's Primary School Kilrush. The process involves the identification of hazards, assessment of the risks associated with each hazard and specific control measures identified for implementation.
- ✓ Risk assessments are maintained with the Principal and or Safety Officer and all employees are made aware of the risk assessments applicable to their activities.
- ✓ All staff is requested to participate in the risk assessment process.

- ✓ Risk assessments will be reviewed annually or where a new process, equipment, procedure, legislative changes, codes of practices etc. are introduced.
- ✓ Risk Assessments will also be reviewed and updated where the following occurs
 - A serious accident occurs
 - New process of work is defined.
 - Specific Project work being undertaken presents specific risk to personnel undertaking those works.
 - New equipment introduced to the school
 - Controls have been implemented to reduce to risk level associated with a specific hazard.
 - New off-site school activities are introduced
- ✓ A definitive methodology for the undertaking of those Risk Assessments has been devised and shall be brought to the attention of all relevant personnel.

3.10 DISCIPLINARY PROCEDURES WITH REGARDS TO HEALTH & SAFETY BREACHES

St. Senan's Primary School Kilrush aims to have clear guidance for staff for setting work objectives, time frames and work appraisal systems. However, if continuing problems arise when carrying out the work activities, St. Senan's Primary School Kilrush believes that the fairest way to resolve issues with employee's conduct or performance is to have a well-structured disciplinary procedure. This procedure is designed to promote fairness, order in the treatment of individuals and to help employees attain the schools standards of conduct, attendance and performance.

In addition to an informal verbal warning, employees have the following rights in relation to disciplinary action;

- ✓ To be informed of the allegations of misconduct or poor performance that have been made and that are to be discussed at any disciplinary hearing.
- ✓ To be accompanied by a work colleague or other representative.
- ✓ To make an appeal against any action taken.

St. Senan's Primary School Kilrush provides the necessary information, instruction and training and expects good standards of health and safety from all employees and is interested in ensuring that everyone gets a fair opportunity to rectify any problems of safety misconduct or performance.

The school therefore have the following disciplinary arrangements in place;

If the school is faced with an employee guilty of gross negligence of the safety regulations, this may warrant instant dismissal.

However, in most instances the employee should be warned of any shortcomings and given a reasonable opportunity to rectify same. The following procedure will apply in such instances for all employees and contractors employees;

1. Formal Verbal Warning

If an employee's conduct or performance relating to safety, health and welfare does not reach the required standard as set out by St. Senan's Primary School Kilrush and this has not been resolved through standard appraisal and support systems, a disciplinary hearing will take place. The issues and the specific health and safety regulation breached will be discussed with the employee concerned who will have the opportunity to offer an explanation. If the explanation is not satisfactory the employee will be issued with a formal verbal warning and clear targets and timetable for improvement. The discussion will be confirmed to the employee in writing and the verbal warning will remain on file for six months.

2. Written Warning

Should the required improvement following the verbal warning not result within the stated time frame, a written warning will be issued. A written warning may also be issued has the safety, health and welfare breach been sufficiently serious as to warrant bypassing the verbal warning stage. A written warning shall remain on file for six months.

3. Final Written Warning

If there is still insufficient improvement in safety, health and welfare conduct or performance, a further disciplinary hearing will take place and if no satisfactory explanation is provided a final written warning will be issued to the employee in question. This warning will remain on file for 12 months. The final written warning will inform the employee or contract employee that failure to meet the required level of conduct and performance will result in dismissal. In a contractor situation, the contractor employee may be removed from the workplace, penalties imposed on the contractor, or the contract cancelled without payment.

The employee will always be given as much information as possible with regards to the accusations of misconduct or the records detailing failure to achieve the required performance standards set for safety, health and welfare. They will be provided with reasonable notice of the date and time of any hearing which should where possible be held during normal working hours.

Any appeals against a decision at any stage of the above procedure should be raised through the grievance procedure.

St. Senan's Primary School Kilrush has a sincere interest in your health and safety and in seeing that you are treated with consideration and fairness. The Board of Management will be delighted to talk a problem over with you to prevent the need for disciplinary procedures.

3.11 OCCUPATIONAL HEALTH

St. Senan's Primary School Kilrush is committed to the implementation of an open and positive policy towards occupational health matters and will continue where possible to facilitate arrangements for on-going health checks and vaccinations.

Any employee 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 who could hinder their work performance and which may be a danger to either themselves or their fellow workers.

3.11.1 DISPLAY SCREEN EQUIPMENT

Any Display Screen Equipment user in accordance with the General Application Regulations 2007 (i.e. any employee who uses a computer for a significant part of the day) can request an eye and eyesight test. The test will be paid for by the school. If the results of the eye and eyesight test show that it is necessary, an ophthalmologic examination will be carried out on the employee concerned.

3.11.2 INFECTIOUS DISEASES

It is the policy of the Board of Management of St. Senan's Primary School Kilrush that all relevant 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 principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc.

3.12 WORKPLACE STRESS

St. Senan's Primary School Kilrush is committed to providing their employees and others affected by their working activities with a stress free environment. St. Senan's Primary School Kilrush adheres to all aspects of the Safety, Health and Welfare at Work Act 2005, which put the obligation on the employer to identify and safeguard against all risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to tolerate them.

Causes of stress in the workplace can include:

- ✓ Excessive workloads.
- ✓ Ill-defined work roles.
- ✓ Poorly organised shift work.
- ✓ Highly demanding tasks.
- ✓ Poor work organisation.
- ✓ Lack of support for staff members.
- ✓ Poor working relationships.
- ✓ The threat of violence.
- ✓ Poor communication at work.

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazards including identification, risk assessment, implementation of identified control measures and monitoring and review of their effectiveness.

The following safety arrangements shall also be put in place within St. Senan's Primary School Kilrush to safeguard employees and others affected by their work activities from stress;

- ✓ Ensure that all staff members are aware of the potential causes of stress and the early warning signs.
- ✓ Ensure that all reports from staff members that may be related to stress are listened to and appropriate measures taken.
- ✓ Provision of any required guidelines or training to address potential stress risks.
- ✓ Ensure that staff members are encouraged to raise any issues of stress with their principal as soon as possible.
- ✓ Any individual with clear stress-related problems shall receive appropriate counselling and help from the school Board of Management.
- ✓ Provision is made for support to employees experiencing difficulties such as bereavement, trauma, alcohol or drug abuse, depression or anxiety, stress at work, etc.
- ✓ If it is not possible to reassign the staff member to work which the person concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with St. Senan's Primary School Kilrush policy on such matters and relevant employment law.

3.13 WORKING TIME ARRANGEMENTS

St. Senan's Primary School Kilrush recognises its obligations imposed by the Organisation of Working Time Act 2007 in relation to rest periods, holidays, maximum weekly working times and records.

St. Senan's Primary School Kilrush will:

- ✓ Not permit an employee to work more than an average of 48 hours in each 7 day period, including overtime. The average will be calculated over a 6 month period.
- ✓ Ensure that employees receive a minimum rest period of 11 consecutive hours in each 24 hour period
- ✓ Ensure that employees receive a weekly consecutive period of 35 hours and a daily rest period of 11 hours in any 24 hour work period
- ✓ Ensure that during the working period employees are entitled to a 15 minute break after four hours and up to a 30 minute break during a six hour work period.
- ✓ Provide appropriate annual leave entitlements for all employees. Employees must seek prior approval by the Principal when arranging annual leave.
- ✓ Record the number of hours (excluding meals and rest breaks) worked by employees on a daily and weekly basis. They must also record leave and starting and finishing times.

Compliance with the Organisation of Working Time Act is the responsibility of the Board of Management.

3.13.1 WORKING AWAY FROM THE PREMISES

St. Senan's Primary School Kilrush is committed to maintain a safe and healthy environment for all employees including staff members who are required to work away from the main premises of St. Senan's Primary School Kilrush i.e. supervising school excursions, tours and other activities away from the school.

All such employees will be made aware of and have access to this Safety Statement and they have a responsibility to cooperate with the school policy in ensuring their own safety while at work, whether in the premises or outside the premises.

Security

All staff members who are required to work outside the premises are to comply with the risk assessments and guidelines agreed for such activities. This will include the necessity of making the relevant person in the premises aware of their location, vehicle details and expected start and finish times. They are also to familiarise themselves with and follow any locally developed procedures for security.

3.14 PREGNANT EMPLOYEES

It is the policy of St. Senan's Primary School Kilrush to take all necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 6, Protection of Pregnant, Postnatal and Breastfeeding employees.

All female staff shall be advised on recruitment that they are required to advise the Principal, in writing, should they become either pregnant or a 'new' mother (that is a woman who has given birth within the last six months and who is breast-feeding).

It is the responsibility and duty of the employee to inform the Principal, if they are pregnant, as early as possible in the pregnancy.

On receiving notification that an employee is pregnant St. Senan's Primary School Kilrush will assess the specific hazards and risks to that employee and implement appropriate control measures to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk.

Every effort will also be made to provide, where practicable, suitable working conditions and flexible working arrangements. St. Senan's Primary School Kilrush fully subscribes to the provisions of the Maternity Protection Acts.

If the Principal is notified of any staff member that is pregnant, has just had a baby or is breast-feeding (within the first 26 weeks after birth), an assessment of any hazardous activities relating to the employee will be carried out using a checklist specifically developed for this purpose.

There are a number of hazards reflected in this checklist, as follows:

- ✓ Manual handling.
- ✓ Exposure to excessive noise.
- ✓ Vibration or shocks.
- ✓ Hot or cold environment.
- ✓ Extensive periods or distance of travel.
- ✓ Night work.

Where the pregnant employee is carrying out Display Screen Equipment work at a specific workstation, reassessment of the setup of such workstations is to be conducted on request from the employee concerned. Note that this may be required at various stages of their pregnancy.

Following action to reduce the risks, they shall be reassessed and where applicable results shared with the employee and their medical advisor. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks assessed are not as significant.

St. Senan's Primary School Kilrush must provide and maintain a suitable, smoke-free room or area where pregnant and nursing mothers may take their breaks in a degree of calm and privacy.

3.15 DISPLAY SCREEN EQUIPMENT (DSE)

It is the policy of St. Senan's Primary School Kilrush to comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, Display Screen Equipment

Employees that are required to do their work using DSE and have no choice but to do so and use the DSE for a significant part of the day (one hour continuously or more and daily use) are the employees covered by these regulations.

All staff members are required to have a DSE assessment conducted for their workstation with a record kept of the result of such an assessment.

A new workstation risk assessment will be completed when:

- ✓ An employee transfers to a new workstation
- ✓ Significant new work equipment is introduced,
- ✓ There is a change of equipment or
- ✓ New technology or software is introduced to the workstation.
- ✓ If that employee falls pregnant

An example of 'significant new' equipment includes a new monitor, chair, keyboard, telephone etc.

In addition to the risk assessment for each DSE user, training shall be provided in the safe use of DSE's and office safety awareness.

3.15.1 RISK ASSESSMENT

Again, like manual handling, the DSE assessment covers a specific set of conditions given within the regulations. DSE assessments are based on ergonomic principles and specific factors need to be taken as a whole when deciding if there is a problem. The assessment looks at four key areas:

- ✓ The Person
- ✓ The Equipment or Furniture
- ✓ The Environment
- ✓ The Work.

Specific guidelines have been developed to guide the setup of DSE Workstations.

3.15.2 EYE TESTING

Employees who consistently use DSE will have eyesight tests made available and paid for by St. Senan's Primary School Kilrush. In determining the intervals, factors such as the ages of the employees and the intensity of DSE work will be taken into account in deciding the frequency of repeat tests.

If any staff member feels that they need an eye test (sore eyes or headaches continually at the end of the day's work) then they are to approach the Principal who will organise the eye testing through

local resources. When eye tests carried out by the doctor or optometrist reveal that particular lenses are required for DSE work, the basic costs of providing the glasses, or for that part of new graduated lenses specific for DSE use, where the employee already wears glasses, will be borne by St. Senan's Primary School Kilrush, taking account of any social welfare entitlement that might apply.

3.16 WELFARE

It is the policy of St. Senan's Primary School Kilrush to ensure that adequate welfare facilities are provided for all students, teachers, staff and others in the school and that such facilities are maintained in a good condition, in accordance with current welfare regulations.

With these regulations in mind the following arrangements shall be in place;

- ✓ Toilet, washing and kitchen facilities are provided.
- ✓ A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken.
- ✓ The General Application Regulations state that separate and adequate number of facilities for men and women, boys and girls, with an adequate number of lavatories and wash hand basins, shall be provided near workstations, rest rooms and changing rooms
- ✓ Changing rooms shall be provided for employees who have to wear special work clothes, and where for reasons of propriety or health they cannot be expected to change in another room Changing rooms should be large enough for the number using them.
- ✓ Each employee should be able to lock away clothes, separating work clothes from ordinary clothes if necessary. Even if a changing room is not required, a place to store clothes must be provided.
- ✓ If the nature of the work or health reasons requires it, an adequate number of showers with hot and cold water shall be provided. Shower rooms should be large enough for hygiene purposes. There should be separate rooms for men and women, but if this is not possible they should be used separately
- ✓ A clean supply of drinking water at various locations around the school is provided and marked by an appropriate sign.
- ✓ Cloakrooms/areas shall be provided for students.

3.17 PERSONAL PROTECTIVE EQUIPMENT

It is the policy of St. Senan's Primary School Kilrush to eliminate or reduce hazards where possible and only use Personal Protective Equipment (PPE) when further risk reduction is not feasible.

St. Senan's Primary School Kilrush will supply all relevant Personal Protective Equipment which may include;

- ✓ Safety Gloves
- ✓ High Visibility Clothing
- ✓ Goggles

Job specific requirements for PPE are outlined in the risk assessments in Section 4 of this Safety Statement.

The following arrangements shall be in place within St. Senan's Primary School Kilrush;

- ✓ All PPE acquired by St. Senan's Primary School Kilrush shall be of an approved standard, E.N and CE mark recognised, and appropriately selected for the reduction of exposure to risks.
- ✓ It is essential that employees using PPE are instructed in the correct use, and in this respect training and information must be provided where necessary taken into consideration the manufacturer's guidance.
- ✓ All PPE including equipment and clothing shall be used in a safe manner and maintained in a clean and serviceable condition. All equipment and clothing must only be used for the purpose intended.
- ✓ Faulty or damaged PPE must not be used and shall be reported to the Principal and replaced as soon as possible.
- ✓ Safety signs will be displayed to remind personnel of the need for Personal Protective Equipment
- ✓ Employees shall not interfere with or alter any item of protective clothing or equipment.

3.18 SMOKING

It is St. Senan's Primary School Kilrush's policy to comply with the requirements set out in the 1995 Tobacco (Health Promotion and Protection) Regulations, No Smoking Ban 2004, Carcinogen Regulations 2001 and Public Health Tobacco (Amendment) Act 2004.

Therefore smoking will be prohibited on the premises, inside any buildings, within the school grounds and in external working areas.

This policy has been developed to protect all students, teachers, staff, contractors, visitors and members of the public from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a smoke free and safe work environment.

St. Senan's Primary School Kilrush has the following arrangements in place for smoking;

- ✓ The overall responsibility for the implementation of this policy rests with the Board of Management.
- ✓ All staff have an obligation to adhere to, and facilitate the implementation of this policy
- ✓ Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures.
- ✓ Students, employees, contractors, customers, visitors and members of the public who contravene the law prohibiting smoking on within the school grounds are also liable to prosecution and or disciplinary action.
- ✓ Adequate signage must be provided to identify non-smoking areas, in particular where there is a high risk of ignition i.e. where flammable substances are stored.
- ✓ Employees found to be smoking in breach of this policy will be subject to disciplinary procedures.

3.19 ENVIRONMENT

St. Senan's Primary School Kilrush will comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and current regulations pertaining to the indoor working environment. The school recognise that the following potential hazards can arise in the work environment

- ✓ Drowsiness due to heat.
- ✓ Agility problems due to cold
- ✓ Hazardous air-borne contaminants due to poor extraction.

Therefore St. Senan's Primary School Kilrush have the following safety arrangement in place;

- ✓ St. Senan's Primary School Kilrush recognises the importance that ventilation plays in supplying clean air to the workforce and to all work areas.
- ✓ The removal of contaminants and excessive heat, the air motion for cooling, freshening and counteracting discomfort due to humidity.
- ✓ Local extraction or general dilution ventilation and or a combination of both shall be provided in the school where required and following environmental air assessments of the premises.
- ✓ A preventative maintenance system will be put in force to check the ventilation in each work area by mechanical means and re-adjust the situation where necessary.
- ✓ Engineering controls will be used to reduce the risk of employee exposure before any personal protection equipment is used.
- ✓ Provision of mechanical ventilation such that the normal air flow pattern is away from protected escape routes and exits. (windows)
- ✓ Provision of separate, ventilated areas for photocopiers.
- ✓ All spillages will be cleaned up quickly.
- ✓ Detailed records of employee's medical surveillance will be kept by St. Senan's Primary School Kilrush medical advisor/nominated person (doctor).
- ✓ Regular risk assessments will be undertaken of work practices to identify any new potential health risks that arise. Where new risks are identified then appropriate health surveillance will be identified and implemented.
- ✓ Where hazardous substances are used which by law require health monitoring to be carried out, then this monitoring will be undertaken.
- ✓ All medical information obtained from health surveillance programmes will be treated with the utmost confidentiality by the schools medical officer. Access to this information will be in line with standard medical practice

3.20 CONTROL OF CONTRACTORS & OTHERS AFFECTED BY SCHOOL ACTIVITIES

It is the policy of St. Senan's Primary School Kilrush, in accordance with the Safety, Health and Welfare at Work Act 2005 to ensure, as far as is reasonably practicable, the safety of visitors and contractors while in our school. To that end, the following policies will apply:

3.20.1 CONTRACTORS

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct control measures are adopted.

Contractors carrying out work for St. Senan's Primary School Kilrush shall therefore adhere to the following safety arrangements;

- ✓ Contractors shall report to the office, sign the contractors log and check in with their St. Senan's Primary School Kilrush liaison person before commencing work on the premises.
- ✓ Contractors shall supply a job specific safety statement and where required a Method Statement for particular activities.
- ✓ Contractors shall obtain a General Work Permit from their St. Senan's Primary School Kilrush liaison person before commencing work.
- ✓ They shall submit prior to commencement of work at the school suitable and appropriate public and employer liability insurances.
- ✓ They are obliged to comply with St. Senan's Primary School Kilrush Safe System of Work Procedures and must also comply with any other applicable Regulations or instructions given to them by a representative of St. Senan's Primary School Kilrush.
- ✓ Contractors shall ensure their employees have received Manual Handling Training in accordance with the Manual Handling of Loads Regulations 2007 before working on the premises.
- ✓ Contractors shall provide when requested to do so evidence of safety training provided to their employees in accordance with the statutory requirements for safety training.
- ✓ The Safety, Health and Welfare at Work (Construction) Regulations 2006 will be adhered to for all construction work completed for St. Senan's Primary School Kilrush

3.20.2 RECREATIONAL USERS & TRESPASSERS

St. Senan's Primary School Kilrush recognises their duty towards recreational users and trespassers in preventing injury to the person or damage to the property of that person and shall not act recklessly with this regard.

3.20.3 VISITORS

- ✓ All visitors are required to check-in with the Secretary of Principal where reasonably practicable and they will be supervised/monitored by a school representative all times while on the premises.
- ✓ Visitors will not be permitted to go into unauthorised areas unaccompanied.
- ✓ Visitors are to obey the safety rules and emergency procedures at all times.

3.21 ACCESS & EGRESS

It is the policy of St. Senan's Primary School Kilrush in accordance with current health and safety legislation to provide safe means of access and egress for all students, teachers and other employees and members of the public to and from their premises.

Therefore the following arrangements have been put in place to implement such measures;

- ✓ All employees who take up a position will be informed as part of their initial induction, of all immediate access and egress points to and from the school and their specific work areas and all exits, which should be used as part of the fire evacuation procedure.
- ✓ As far as is reasonably practicable, anyone entering the school shall identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school.
- ✓ Procedures will be set up to check all emergency exits weekly to maintain their operation, with adequate access and egress at exits.
- ✓ All exits will also be checked before an event being held in the premises of St. Senan's Primary School Kilrush.
- ✓ Everyone will be able to access and egress from the school safely i.e. clear passageways, aisle ways, adequate lighting, (including emergency lighting) storage areas and footpaths.
- ✓ All aisle ways and doorways will be kept free from obstructions such as stored materials, equipment and trailing cables, protruding objects.
- ✓ Adequate artificial lighting will be provided where work is carried out after dark inside or outside the school.
- ✓ The school will be kept tidy and materials stored safely in all storage areas.
- ✓ St. Senan's Primary School Kilrush will ensure that all sub-contractors adhere to these standards.
- ✓ Designated fire assembly points are set up externally and signposted.
- ✓ All mats placed at doorways, walkways, etc. should have self-adhesive strips fitted/non slip matting.
- ✓ Provide safe means of access and egress for all materials, stored at heights.
- ✓ Providing safe egress from all emergency doors to external areas.
- ✓ Clear signage shall be provided for parents, guardians and carers in the interest of safety. The compliance with such signage shall be monitored by the Board of Management and necessary corrective actions taken when continuous breaches to instructions are made.
- ✓ Speed Limits shall be restricted in areas around the school and advisory signs to be cautious put in place.

3.22 ELECTRICAL SAFETY

It is the policy of St. Senan's Primary School Kilrush to comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007, Part 3 Electricity.

This will include arrangements for all electrical systems to be periodically inspected, tested and maintained so as to prevent any accidents or dangerous occurrences.

All users of electrical equipment and tools will be competent to do so and have received training to use the equipment in accordance with manufacturer's instructions.

St. Senan's Primary School Kilrush have the following safety arrangements in place to ensure compliance with current legislation and for the safeguard of its employees and others affected by their activities;

3.22.1 ELECTRICAL LEADS

- ✓ No electrical leads or extensions should be left exposed on the floor where they can form a trip hazard or they could be subject to damage from trolleys or dropped objects. Leads should be covered in traffic ways by suitable means.
- ✓ Any case where the inner coloured insulated wires of an electrical cable are exposed must be reported immediately. If the copper cores are showing the cable must be switched off, removed from any power source and isolated by tagging to indicate that it cannot be used.
- ✓ Only St. Senan's Primary School Kilrush supplied leads and extensions are to be used in the school. The exceptions to this are leads supplied and used by contractor personnel as long as they comply with requirements as to condition and use.

3.22.2 PORTABLE EQUIPMENT AND LEADS

- ✓ All power leads and portable electric equipment which are used in a situation where they are not exposed to potential damage or contamination are to be visually inspected on school inspections in order to identify obvious damage to insulation or fittings.
- ✓ Portable Electrical tools or other equipment are to be protected by the supply and use of a Residual Current Device or Earth Leakage Circuit Breaker.
- ✓ All portable electrical equipment will be inspected, tested and maintained on a routine basis by a competent person.
- ✓ The equipment will be tagged with inspection dates entered.
- ✓ Wherever reasonably practicable portable tools shall be operated from 110V supply or less.
- ✓ Employees should visually check portable electrical operated equipment before they use it.

These checks should include the following:

- Visual check for obvious damage on the equipment enclosures and insulation
- Visual check for any obvious damage to the cable or lead supplying the equipment or evidence of any temporary repairs such as taped connections
- Visual check to ensure no loose connections or loose cabling
- Visual check for damage to the plug tops or sockets being used
- Visual check for any evidence of scorch or burn marks on the equipment, leads or plug tops

- ✓ Where an employee discovers a defect in portable equipment during these checks the employee should not use the equipment and should report the defect to the Principal.
- ✓ All power leads and portable electrical equipment that are exposed to potential damage or contamination are to be subjected to testing by a qualified person at intervals determined by that qualified person depending on the level of threat posed to the lead or equipment.

3.22.3 ELECTRICAL INSTALLATIONS

- ✓ All electrical installations are to be subject to an annual test/check by a qualified person.
- ✓ All power leads and portable electrical equipment that are exposed to potential damage or contamination are to be subjected to testing by a qualified person at intervals determined by that qualified person depending on the level of threat posed to the lead or equipment.

3.22.4 ELECTRICAL CIRCUIT PLANS

- ✓ A plan is to be drawn up by a competent person showing the electrical circuits for the building so that isolation points can be readily identified.

3.23 LIGHTING

It is the policy of St. Senan's Primary School Kilrush, that natural and artificial lighting levels to all areas will be maintained to levels in which work can be carried out without undue risk or fatigue.

Therefore the following arrangements shall be in place;

- ✓ Lighting will be measured to determine the lighting levels throughout the premises of St. Senan's Primary School Kilrush.
- ✓ External lighting will be provided to all areas including car parks for safe access and egress.
- ✓ Task lighting will be located at workstations where required. The lighting installation will be designed to meet the levels of illumination required for each set of circumstances.
- ✓ Emergency lighting will be provided to all areas. Emergency exits will have emergency exits lights installed and provided with battery backup.
- ✓ Providing and maintaining suitable and adequate lighting facilities in all work areas where students, teachers and employees, visitors and contractors work or walk through.
- ✓ The provision of adequate identification all lighting controls and switches.
- ✓ Management shall ensure that all lighting controls and switches are easily accessible.
- ✓ The positioning of DSE workstations to provide adequate lighting to work safely, but reducing all reflection and glare.
- ✓ The avoidance of flicker/oscillation from gas discharge lamps, in particular in all engineering workshops, and the elimination of possible stroboscopic effects can be reduced or eliminated by having alternate rows of luminaries connected to different phases of the electric supply, or by having special controls on twin or multi-lamped luminaries.
- ✓ Provision of proper light distribution for both visual performance and visual comfort. (I.e. too much contrast will produce a restless effect, shadow less lighting will not provide good three dimensional effect. Balanced lighting is necessary to avoid over diffuse and too strongly directional lighting.
- ✓ Provision of adequate lighting during maintenance and repair operations.

3.24 LONE WORKERS

St. Senan's Primary School Kilrush Board of Management is committed to protect any of their employees and or contractors who work alone.

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker

Arrangements have been put in place to protect them from hazards including accidents and emergencies, sudden illness, inadequate welfare facilities and the potential of physical violence from intruders.

The arrangements in place include;

- ✓ A risk assessment has been carried out to ensure that the work activities are suitable to be carried out by a lone worker.
- ✓ Safe means of communications have been implemented.
- ✓ Controlled periodic checks on persons working alone are facilitated.
- ✓ A warning device system for the lone worker to use in case of an emergency or fire.
- ✓ Information, Instruction and Training has been provided.
- ✓ Internal lone policy is developed by the principal.
- ✓ Personal Protective Equipment has been provided as required.
- ✓ Health Surveillance is in place and persons working alone have been deemed fit to work alone. Medical shall be sought if appropriate.
- ✓ First Aid arrangements are readily available.
- ✓ Incidents and accidents are recorded and reported to the Principal.
- ✓ Suitable means of access and egress has been provided.
- ✓ Controls for care of lone worker have been put in place.

3.25 OFF-SITE SCHOOL ACTIVITIES

St. Senan's Primary School Kilrush have made arrangements for ensuring the Safety, Health & Welfare of all participants of off-site school activities, including students, teachers and other support staff.

- ✓ Permission must be sought, by each individual teacher, to the principal and/or the Board of Management prior to making arrangements for off-site school activities.
- ✓ The Principal is responsible for approving any such activities and or trips and that they meet the schools requirement for safety whilst away from the school.
- ✓ Each off-site activity shall clearly identify its purpose and ensure that the activities are safe taking into consideration the age, experience, needs and abilities of students.
- ✓ Clear instructions shall be made available to all staff and or teachers accompanying student on off-site activities to ensure they can deal with an emergency whilst away from the school.
- ✓ Consideration will be given to the requirement of ensuring that a trained Occupational First Aider is available on off-site school activities.
- ✓ A clear policy and procedure document shall be developed for Off Site School Activities and shall take into consideration the following; (See also RA19 School Excursions)
 - Roles & Responsibilities
 - The Planning Process
 - Approval Procedure
 - Information to Parents, Teachers & Students
 - Ratios
 - First Aid
 - Transport Arrangements
 - Risk Assessments
 - Emergency Procedures including medical / dietary requirements for students

All activities shall in their planning have its risks assessed and hazards identified to ensure that St. Senan's Primary School Kilrush continues to prevent injuries and accidents within their school activities.

3.26 WHISTLEBLOWING

- ✓ St. Senan's Primary School Kilrush is committed to the highest possible standards of compliance with our legal requirements.
- ✓ Our whistleblowing policy is intended to encourage and enable workers to raise concerns rather than overlooking them. Under this policy a worker can make a disclosure without fear of penalisation or threat of less favourable treatment, subsequent discrimination or disadvantage.
- ✓ This policy aims to give effect to the obligations and provisions of the Protected Disclosure Act 2014 and does not replace any legal reporting or disclosure requirements arising under other legislation. Where statutory reporting requirements or procedures exist these must be fully complied with.
- ✓ This policy does not replace the organisation's grievance procedures, in particular where the issue relates to an individual worker's contract of employment this matter should be referred under the Companies Grievance Procedure.
- ✓ Workers are encouraged to seek the assistance of their union in making disclosures and can be represented by their union at any stage.
- ✓ Our policy has been discussed and agreed with our employees and their union(s) and has their full support.
- ✓ This policy aims to:
 - ✚ encourage workers to feel confident about raising concerns about relevant wrongdoings;
 - ✚ provide avenues for workers to make disclosures about relevant wrongdoings and receive feedback on any action taken;
 - ✚ ensure that suppliers and clients are aware of their responsibilities;
 - ✚ reassure workers that they will be protected from reprisals for making a disclosure in accordance with this policy.
- ✓ This policy is intended to cover all aspects of the school's activity including any operations outside of Ireland.
- ✓ This policy deals with disclosures that relate to 'relevant wrongdoings'.
- ✓ These correspond to the relevant wrongdoings in the Protected Disclosures Act 2014 (section 5 subsections 3(a) to (h)) and in summary these are:
 - ✚ a) offences that are or are likely to be committed;
 - ✚ b) failing to comply with legal obligations;
 - ✚ c) miscarriage of justice;
 - ✚ d) health and safety risks, including risks to the public as well as other workers;
 - ✚ e) damage to the environment;
 - ✚ f) the unauthorised use of public funds or resources;
 - ✚ g) oppressive, discriminatory or grossly negligent action or inaction by a public body
 - ✚ h) information showing any matter falling into category above may be destroyed.
- ✓ A 'protected disclosure' under this policy may be about a relevant wrongdoing
 - ✚ that is happening now;
 - ✚ took place in the past;
 - ✚ that is about to happen.

- ✓ A worker does not need to be certain about the facts in their disclosure, it is sufficient that in the reasonable belief of the worker the information tends to show one or more relevant wrongdoings and the information came to the attention of the worker in connection with their employment.
- ✓ This policy applies to all 'workers' i.e. our employees at all levels, agency workers, trainees, apprentices and interns, self-employed persons acting on our behalf, and in certain circumstances the workers of companies that supply us with goods and services.
- ✓ This policy applies to current and past employees and at the recruitment stage.
- ✓ Workers are encouraged to seek advice from their trade union about the operation of this Act and are protected when they do so as a 'protected disclosure'. Every worker can contact, discuss and be represented by their trade union during any meetings or interviews under this policy.
- ✓ This policy provides guidance to workers on making:
 - ✚ An internal disclosure within the employment or to an agreed third party authorised by the employer;
 - ✚ An external disclosure to a 'Prescribed Person'; and
 - ✚ An external disclosure to 'Others'.
- ✓ As a first step, a disclosure about a 'relevant wrongdoing' should normally be raised using the internal disclosure procedures however this depends on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing.
- ✓ Disclosures made under the internal procedures may be made verbally or in writing to the 'Protected Disclosure Manager' nominated by the enterprise.
- ✓ Although workers are not expected to prove the truth of the facts in the disclosure they must have a 'reasonable belief' that there are grounds for their concern when making a disclosure using the internal procedure.
- ✓ All concerns will be treated in confidence. Unless the worker clearly states that they do not object to having their name associated with the disclosure.
- ✓ Disclosures will be kept secure and in a form that that does not endanger confidentiality of the person making the disclosure. The focus will at all times be on the information in the disclosure rather than the identity of the worker making the disclosure.
- ✓ At the appropriate time, however, the identity of the person making the disclosure may need to be revealed if it is necessary for the investigation and in accordance with the principles of natural justice and fair procedures.
- ✓ Workers are encouraged to put their name to the disclosure. Concerns expressed anonymously will be treated seriously and considered in accordance with this policy.
- ✓ The Enterprise is ultimately responsible for the management of this policy.
- ✓ The Enterprise has appointed an identified senior executive as the 'Protected Disclosure Manager' for the maintenance and day-to-day operation of this policy.
- ✓ The 'Protected Disclosure Manager' will be nominated, who is a senior executive of sufficient standing within the Enterprise and is empowered to act within the enterprise in response to a disclosure;
- ✓ The Protected Disclosure Manager will respond to all concerns raised under the internal disclosure procedure¹.

- ✓ Disclosures may, in light of the seriousness of the allegations be referred immediately to the appropriate authorities. Likewise, if urgent action is required (for example to remove a health and safety hazard) this will be taken before any other investigation is conducted.
- ✓ In order to protect any individuals accused of a 'relevant wrongdoing' initial inquiry will be made to decide whether an informal or formal investigation is appropriate and, if so, what form it should take. Where appropriate, the matters raised in the disclosure may:
 - ✚ be investigated by management, internal audit, be referred to the external auditor;
 - ✚ be referred to An Garda Siochana;
 - ✚ be referred to external enforcement agency or regulator;
 - ✚ form the subject of an independent (third party) inquiry;
 - ✚ be dealt with under in accordance with the enterprise's grievance and disciplinary procedures.
- ✓ Generally, within ten working days (and no later than 21 working days) of a concern being raised, the Protected Disclosure Manager will write to the worker who made the report (where this is known):
 - ✚ acknowledging that the concern has been received;
 - ✚ indicating in summary form how the organisation proposes to deal with the matter;
 - ✚ giving an estimate of how long it will take to provide the next response; or
 - ✚ providing an approximate date by which the person making the disclosure will receive the final communication;
 - ✚ or setting out why no investigation will take place.
- ✓ The communication will include information on staff support mechanisms including the right to be represented by the trade union.
- ✓ The amount of contact between the Protected Disclosure Manager (or the person working on their behalf) and the worker making the disclosure during the investigations will depend on the nature of the matters raised, the potential matters involved and the clarity of the information provided in the report.
- ✓ The Protected Disclosure Manager will ensure that the person who made the disclosure is aware that the matter is under active consideration and will provide them with a final statement summarising how the concerns raised in the disclosure were dealt with and what action was taken to rectify the wrong doing.
- ✓ In circumstances where an investigation does not conclude that any relevant wrongdoing has taken place or where the person making the disclosure is mistaken or unaware of all the facts surrounding the issues raised the Protected Disclosure Manager will in the final statement take the opportunity to explain that the concerns are unfounded.
- ✓ The Protected Disclosure Manager will maintain a record of all concerns raised and reports received along with notes of the investigation and the outcome, in a secure manner which does not endanger workers' confidentiality or damage reputations or worker's employment records in the case of inaccurate disclosures.
- ✓ The Protected Disclosure Manager will report as necessary to The Enterprise providing a record of the number and type of disclosures received, the actions taken, any breaches of confidentiality or of penalisation and the actions taken to remedy these and a statement on

- awareness and training on the policy. Workers are encouraged to raise their concerns under the enterprise's internal disclosure procedure in the first instance. However, it is recognised that this may not always be appropriate therefore this policy, in line with the Protected Disclosure Act 2014 provides for external reporting to 'Prescribed Persons' and to 'Others'.
- ✓ The Protected Disclosure Act 2014 provides for external reporting of wrong-doing to appropriate authorities in circumstances where:
 - ✚ the worker reasonably believes that the information disclosed and any allegations contained are substantially true and
 - ✚ the wrongdoing falls within matters in respect of which there is a 'Prescribed Person'.
 - ✓ A 'Prescribed Person' is the external authority as prescribed by Ministerial Order (under section 7 of the Protected Disclosures Act 2014). Prescribed Persons are normally the Regulating or Supervising Authority or Inspectorate with responsibility for dealing with any 'relevant wrongdoing' falling within the scope of the Protected Disclosure Act 2014 such as the Health and Safety Authority and the labour inspectorate in the Work Place Relations Service.
 - ✓ The Enterprise aims to maintain and make generally available to workers and members an up-to- date list and contact details of the various 'Prescribed Person's and the matters that may be reported to them. A copy of the relevant Statutory Instrument is attached.
 - ✓ The 'Prescribed Person' may have their own procedures for making a disclosure and workers are encouraged to contact their trade union in advance of making a disclosure to a 'Prescribed Person'.
 - ✓ Although workers are not expected to prove the truth of the facts in the disclosure they must have a 'reasonable belief' that the information and any allegation are substantially true, this a somewhat higher standard than when making the internal disclosure.
 - ✓ The Protected Disclosure Act 2014 provides for external reporting to other persons.
 - ✓ There is no definitive list of who can be or who cannot be an 'Other Person' instead the legislation requires the disclosure to the 'Other Person' to be 'reasonable' bearing in mind,
 - ✚ the identity of the person to whom the disclosure is made,
 - ✚ the seriousness of the relevant wrongdoing,
 - ✚ whether the relevant wrongdoing is continuing or is likely to occur in the future,
 - ✚ any action which the employer of the worker or the person to whom the previous disclosure was made has taken or might reasonably be expected to have taken as a result of the previous disclosure,
 - ✓ There are other criteria that must also be met such as the relevant wrongdoing must be sufficiently serious and the worker reasonably believes:
 - ✓ (i) that the information disclosed and any allegation is substantially true,
 - ✓ (ii) the disclosure is not made for personal gain (excluding any rewards payable under any enactment),
 - ✓ (iii) in all circumstances of the case it is reasonable for the worker to make the disclosure,
 - ✓ (iv) **and any one of the following applies** –
 - ✓ -that at the time of the disclosure the worker reasonably believed they would be subjected to penalisation by the employer if they made the disclosure under the internal process or to a 'Prescribed Person';

- ✓ - that in the case where there is no 'Prescribed Person' in relation to the relevant wrongdoing the worker reasonably believed that it is likely that the evidence would be concealed or destroyed if the worker made a disclosure under the internal procedures;
- ✓ -that the worker previously made a disclosure of substantially the same information under the internal process or to a Prescribed Person;
- ✓ -that the relevant wrongdoing is of an exceptionally serious nature.
- ✓ It is difficult to recommend a format for making a protected disclosure to an 'OTHER PERSON' as the nature of the criteria depends on the specifics of the situation and the nature of the relevant wrongdoing. Workers considering making a protected disclosure to an 'OTHER PERSON' in accordance with section 10 of the Protected Disclosures Act 2014 are therefore encouraged to discuss and get assistance from their trade union.
- ✓ Workers from outside the enterprise working for our clients or suppliers who
- ✓ become aware of a relevant wrongdoing as part of their work with or for us may
- ✓ make a report to the ' Protected Disclosure Manager in respect of a relevant
- ✓ wrongdoing.
- ✓ Workers from outside the enterprise making such disclosures are encouraged to use the same format as our workers and give an indication of whether they are willing to participate in any investigation that may take place in response to the disclosure.
- ✓ If a worker makes a report in accordance with this policy, but the information or allegation is subsequently not confirmed by the investigation, no action will be taken against the person making the disclosure. They will be fully protected from any less favourable treatment, penalisation or victimisation.
- ✓ The motive of the person making the disclosure is not relevant but if an allegation, known to be false is made maliciously, then disciplinary action may be taken.
- ✓ A worker who is the subject of a disclosure is entitled to fair treatment. While an investigation is on-going, all reasonable steps will be taken to protect the confidentiality of those who are the subject of allegations in a protected disclosure pending the outcome of the investigation. In some circumstances, where the fact of the investigation is widely known, the conclusion of the investigation may involve a statement of exoneration.
- ✓ The Enterprise is committed to good practice and high standards and we want to support and protect workers who make disclosures under this policy. Direct or indirect pressure on workers not to make a disclosure or to make a disclosure contrary to this policy will not be tolerated.
- ✓ The Enterprise recognises that penalisation can take many forms; it can be direct and indirect and may be perpetrated by fellow workers, management or those who supply us with goods and services and our customers and clients.
- ✓ Examples of penalisation include any unfair or adverse treatment (whether acts of commission or omission) that result in the employee suffering any unfavourable change in his/her conditions of employment including (but not limited to)
 - ✚ suspension, lay-off or dismissal (including a dismissal within the meaning of the Unfair Dismissals Acts), or the threat of suspension, lay-off or dismissal
 - ✚ demotion or loss of opportunity for promotion,
 - ✚ transfer of duties, change of location of place of work, reduction in wages or change in working hours,

- ✚ imposition of any discipline, reprimand or other penalty (including a financial penalty),
 - ✚ unequal treatment under sick leave or disciplinary policies, unfair selection for tasks or attendance at events, coercion, intimidation,
 - ✚ discrimination, disadvantage or unfair treatment,
 - ✚ injury damage or loss,
 - ✚ treats of reprisal,
 - ✚ Verbal harassment - jokes, comments, ridicule or songs;
 - ✚ Written harassment - including faxes, text messages, emails, comments or postings on social media;
 - ✚ Physical harassment - jostling, shoving or any form of assault;
 - ✚ Intimidatory harassment - gestures, posturing or threatening poses;
 - ✚ Isolation or exclusion from social activities;
 - ✚ Bullying.
 - ✚ The Enterprise will not penalise or threaten to penalise the worker for making a protected disclosure. The enterprise will not allow any other person to penalise or threaten penalisation (including informal pressure) for having made a disclosure in accordance with this policy.
- ✓ The Enterprise will take appropriate action to prevent and remedy any penalisation or breach of confidentiality of workers when they report a relevant wrongdoing or
 - ✚ are suspected of making a report about a relevant wrongdoing, or
 - ✚ provide information or act as a witness as part of an investigation under this policy;
 - ✚ seek redress under the provisions of the Protected Disclosures Act 2014;
 - ✚ or are otherwise involved in actions under this policy.
 - ✓ These protections extend beyond the workplace, for example to conferences and training that occurs outside the workplace and to work-related social events.
 - ✓ Penalisation or threats of penalisation by members of staff will not be tolerated. Such behaviour may constitute misconduct and may lead to disciplinary action up to and including dismissal.
 - ✓ Penalisation or threats of penalisation of our workers by suppliers, clients and others we do business with will not be tolerated and may lead to termination of contracts or suspension of services, or the exclusion from The Enterprise's premises or the imposition of other sanctions.
 - ✓ A complaint of penalisation or for a breach of confidentiality under this policy can be made under The Enterprises' Grievance Policy.
 - ✓ A copy of the complaint of penalisation should be brought to the attention of the Protected Disclosure Manager.
 - ✓ Employees can make a complaint of Penalisation, under the Protected Disclosure Act 2014 to the Rights Commissioner (Adjudication Officer under the Workplace Relations Reform) in accordance with Schedule 2 of the Act.
 - ✓ This policy will be communicated to all workers and members and others we do business with.
 - ✓ This policy will be monitored for its effectiveness and will in any event be referred to joint union/management review every three years.

3.27 DRIVING FOR WORK POLICY

- ✓ The purpose of this policy is to ensure that adequate controls are in place to protect both members of staff and the company from the risks of work-related driving and to provide a set of standards to which all parties may confidently operate. It applies to all members of staff who drive vehicles at work and does not diminish in any way the individual's responsibility to act within the law in all regards when driving on the public roads.

This policy recognises that there are distinct categories of employees who drive as part of their work activities:

- ✚ those who are required to drive vehicles owned or leased by the company as an essential part of their employment; and
- ✚ those who use their own private vehicles in order to undertake some element of their role within their work activities.

The Safety, Health & Welfare at Work 2005 & associated regulations requires employers to ensure, as far as reasonably practicable, the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control the risks from driving at work. These requirements are in addition to duties employers and drivers have under road traffic law.

Health and safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

- ✓ The benefits from managing work-related road safety and reducing accidents can be considerable and include:
 - ✚ fewer days lost due to injury;
 - ✚ reduced risk of work-related ill health;
 - ✚ reduced stress and improved morale;
 - ✚ less need for investigation and paperwork;
 - ✚ less time lost due to work rescheduling;
 - ✚ fewer vehicles off the road for repair;
 - ✚ less chance of key employees being banned from driving, e.g. as a result of points on their licence;
 - ✚ promoting safe driving practices and a good safety culture at work may well spill over into private driving, which could reduce the chances of staff being involved in an accident outside work.
- ✓ All staff who drive for business purposes must be in possession of a full and valid driving licence and are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the Republic of Ireland.
- ✓ All staff who drive company owned or leased vehicles should present their driving licence for inspection by their manager when taking up a company owned or leased vehicle and thereafter on an annual basis, to ascertain their continued qualification to drive.
- ✓ It is the responsibility of individual drivers to inform their managers immediately if for any reason they have their licence removed.
- ✓ Any person driving in connection with the business of the company at any time, albeit occasionally, must be adequately and appropriately insured and covered for "business use".

- ✓ All staff who drive company owned or leased vehicles as an essential part of their employment are automatically covered by the company's insurance policy.
- ✓ All staff who use their own vehicles for business purposes on an occasional basis should ensure that their personal insurance policy states "for business use". Staff should inform their insurer that they intend to use their private vehicle for "occasional business use" to avoid invalidating their insurance. This does not normally incur any additional expense, but does ensure that the individual is adequately covered in the event of an accident or personal injury. Managers should be provided with a copy of a valid insurance certificate stating "for business use" on an annual basis, where travel claims are made.
- ✓ Under road traffic legislation, drivers are responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, while travelling on the public road.
- ✓ Staff using their own private vehicle for work-related purposes are responsible for ensuring that the vehicle is properly maintained in accordance with the manufacturer's recommendations and roadworthy and has a valid NCT/DOE certificate (where applicable).
- ✓ Where staff drive company owned or leased vehicles, appropriate servicing and maintenance arrangements will be established in accordance with the manufacturer's recommendations to ensure that the vehicle is fit for use and that a valid NCT/DOE certificate exists. Any vehicle defects should be reported by drivers to their manager as soon as they become apparent.
- ✓ All staff are encouraged to undertake routine weekly safety checks using the vehicle safety check form.
- ✓ Management may conduct periodic checks of documents of a sample of drivers who use their own private vehicle for work, including checks of the driving licence, NCT/DOE certificate, insurance policy and service schedule for the vehicle.
- ✓ Managers will also conduct periodic visual checks of private vehicles used for work (e.g. when they are in the company's car park). If a vehicle looks to be in a poor condition on the outside this may be a sign of overall poor condition and maintenance and the driver will be asked to show the documents above.
- ✓ Vehicles may be used for a variety of purposes so it is important to ensure that the type of vehicle used is fit for its purpose. If the work tasks only (or mainly) involve carrying goods, appropriate goods vehicles must be used. If combined loads of passengers and goods are normally carried, then the type of vehicles used should enable goods to be secured properly and passengers should each have a seat and seat belt. Unsecured loads in cars can greatly increase the severity of injuries to the occupants in collisions.
- ✓ It is the responsibility of managers to ensure that private vehicles used for work purposes comply with the 'fit for purpose' rule.
- ✓ All staff must ensure that they are medically fit to drive on the public road at all times and must declare to their manager if they are suffering from any medical condition which might adversely affect their ability to drive safely or if they are required to take medication that might affect their judgement. No member of staff should drive at any time while under the influence of alcohol or drugs.
- ✓ The safety of any driver is affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements in legislation.

- ✓ It is illegal to use a hand-held mobile phone while driving. It can also be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving. For this reason, staff driving for work must never make or receive calls on a mobile phone, whether hand-held or hands-free, while driving. Persistent failure to do so will be regarded as a disciplinary matter.
- ✓ It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving. Therefore, managers should avoid making contact via mobile phone with members of staff, when they are known to be driving.
- ✓ Where staff are required to undertake work-related driving, it is expected that the schedule of driving, work activities and periods of rest are mutually agreed and determined so as not to place an undue burden upon the person concerned. As a working rule, no driver should drive continuously for more than two hours without at least a 15 minute break.
- ✓ Managers should ensure that journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid times of day when falling asleep at the wheel is more likely, such as:
 - ✚ on long journeys on monotonous roads, such as motorways;
 - ✚ between 2am and 6am;
 - ✚ between 2pm and 4pm (especially after eating);
 - ✚ after having less sleep than normal;
 - ✚ if taking medicines that cause drowsiness;
 - ✚ on journeys home after night shifts.
- ✓ Where staff have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, managers should consider asking staff to travel the night before and stay overnight. Similarly, at the end of a work period at a remote location, managers should make provision for staff to stay overnight so that they do not have to drive a long distance home when tired.
- ✓ Any member of staff involved in a road traffic accident or incident while driving a company owned or leased vehicle which results in damage to the vehicle, loss or damage to property or injury to persons must report the incident immediately to their manager who will record details of the circumstances.
- ✓ Any member of staff involved in a road traffic accident or incident while driving their own private vehicle for work-related purposes should deal with any claims which arise from this directly with their own insurer. They should also report the incident immediately to their manager who will record details of the circumstances.
- ✓ Any member of staff required to drive a vehicle as an essential part of their duties must inform their manager immediately of any disqualification which prevents them from driving legally on the public road.
- ✓ Any member of staff who has been disqualified from driving will be relieved of all driving duties immediately and their manager, in consultation with the individual, will try to identify suitable work alternatives to enable the individual to carry out their duties in the short term.

If no alternatives are available, the individual may be suspended to allow the most appropriate course of action to be decided.

- ✓ Management must ensure that all staff understand that the company expects everyone who drives for work to ensure that their vehicle is legal, safe and fit for purpose. All managers should lead by personal example and follow this policy concerning the use and maintenance of their own vehicles.
- ✓ Please see **Risk Assessment – Driving for Work on public roads**

St. Senan's Primary School Kilrush will periodically review this policy to ensure that it is being adhered to.

3.28 COMPANY CORPORATE SOCIAL RESPONSIBILITY

- ✓ Our Corporate Social Responsibility (CSR) company policy refers to our responsibility towards our environment. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. We want to give back to the world just as it gives to us.
- ✓ This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners.
- ✓ We want to be a responsible business that meets the highest standards of ethics and professionalism.
- ✓ Our company's social responsibility falls under two categories: compliance and proactiveness.
 - 📌 Compliance refers to our company's commitment to legality and willingness to observe community values.
 - 📌 Pro-activeness is every initiative to promote human rights, help communities and protect our natural environment.
- ✓ St. Senan's Primary School Kilrush has long practiced strong corporate governance guidelines and we continue to advocate corporate responsibility in every facet of our business on a daily basis. We see this as a critical step in building trust among our stakeholders, clients, employees and society in general. One of our main priorities is providing value to our clients; we are determined not just to comply with the laws of all localities in which we operate, but to lead by example.
- ✓ We praise the personal actions of each and every one of our employees in relation to corporate responsibility as they strengthen St. Senan's Primary School Kilrush's beliefs and attitude. Together in partnership we move quickly to embrace innovation and improve the quality of life for all our Partners.
- ✓ We are dedicated to protecting human rights. We are a committed equal opportunity employer and will incorporate all fair labour practices. We will ensure that our activities do not directly or indirectly violate human rights in any country.
- ✓ In today's world, we believe being a responsible company is the only way to do business. To be responsible and accountable - socially, ethically and environmentally - is to be dependable and trustworthy. We know trust is built over time with actions, not words, and we believe the trust of our clients is evident in our ability to secure repeat business again and again.

3.29 LEGAL REGISTER

The safety management system documentation shall be controlled in accordance with the current Health & Safety Legislation applicable to the activities carried out within St. Senan's Primary School Kilrush.

The table below indicates the safety, health and welfare legislation, regulations and codes of practice relevant to all work activities within St. Senan's Primary School Kilrush.

001	Safety, Health & Welfare at Work Act	2005
002	General Applications Regulations	2007
003	Organisation of Working Time	1997

HEALTH & SAFETY STATEMENT

SAFETY, HEALTH & WELFARE AT WORK ACT 2005



St. Senan's Primary School

SECTION 4

SAFE SYSTEM OF WORK PROCEDURES

AUGUST 2017

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SSWP01 FIRE & EMERGENCY EVACUATION PROCEDURE

HAZARDS / RISKS

- ✓ Fire
- ✓ Explosion
- ✓ Burns
- ✓ Inhalation of smoke
- ✓ Damage to property and plant
- ✓ Risk of panic amongst personnel, students and members of the public
- ✓ Risk of serious injury possible death

SAFE WORK PRACTICE

There are a number of key points to consider while undergoing a fire and emergency evacuation procedure safely:

- ✓ Remain calm.
- ✓ Activate the Fire Alarm using the nearest break- glass unit.
- ✓ Only deal with a minor fire/emergency if it is safe for you to do alone and ONLY if you have been trained to do so.
- ✓ Otherwise evacuate the building immediately using the nearest emergency route/exit.
- ✓ Employees shall not delay in their departure by collecting personal belongings from their work area or from another part of the building.
- ✓ Ensure that any visitors evacuate the premises with you to the nearest assembly/muster point.
- ✓ Staff/caretaker will provide assistance to any disabled/injured persons to evacuating the premises.
- ✓ Staff/caretaker will check all rooms, alcoves and toilets for staff, students and visitors.
- ✓ Staff/caretaker will close any windows and doors behind them where it is safe to do so.
- ✓ All employees, students, contractors and visitors will attend the assembly/muster point and be accounted for by means of roll call.
- ✓ Do not re-enter the building for any reason until the "ALL CLEAR" is given by nominated person or the emergency services.
- ✓ Portable fire extinguishers will be provided in sufficient numbers to give adequate cover to all areas of the premises. The basic scale of provision for extinguishers where these are the primary means of fire defence is one unit for every 250m² of part thereof and that on each storey there should be at least two extinguishers.
- ✓ Emergency routes and emergency exits are to be kept clear at all times.

- ✓ Signs at emergency routes and emergency exits are to have illuminated.
- ✓ All employees, students, contractors and visitors are to be made aware of the location of the assembly/muster point at the workplace upon commencement of employment, at time of enrolment or arrival at the premises.
- ✓ Emergency exits are NEVER TO BE LOCKED.
- ✓ Emergency lighting is to be tested regularly and to be in perfect working order.
- ✓ All teachers and staff have been trained on the Site Specific Emergency Procedures and allocated an assembly point.
- ✓ Smoking is prohibited in the workplace. Designated areas to be used.

SSWP02 MANUAL HANDLING

HAZARDS / RISKS

- ✓ Short term & long term back injuries
- ✓ Musculoskeletal Disorders
- ✓ Sprains, Strains & Dislocations
- ✓ Any physical harm/injury

SAFE WORK PRACTICE

There are a number of key points to consider while lifting and carrying an object safely:

- ✓ Ensure all manual handling activities are carried out in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2, Chapter 4, Manual Handling of Loads.
- ✓ Ensure all employees have received training in accordance with the Manual Handling of Loads Regulations 2007.
- ✓ Eliminate the need for manual handling activities where possible. If not, provide and use mechanical aids wherever suitable.
- ✓ Stop, think and plan your lift, apply a broad stable base, adopt a good posture with the back kept straight and knees bent, apply a good secure grip, keep load tight to your waist, turn with your feet and not your waist, put down gently and then adjust.
- ✓ Know the weight of what your handling
- ✓ Know your capabilities; never attempt a lift that you cannot handle comfortably or may have the potential to cause harm/injury to yourself.
- ✓ Never be afraid to ask for assistance to undergo a lift.
- ✓ For heavy or awkward loads plan team lifting. Always appoint a team leader to give direction/guidance.
- ✓ Ensure walkways and work areas, where manual handling is carried out, are kept clear of obstacles/debris to ensure the safe lifting and movement of loads.
- ✓ Prior to the undertaking of manual handling tasks they shall be individually assessed.

HAZARDS / RISKS

- ✓ Injury to a member of the public or other third party due to trespassing
- ✓ Violence & Aggression from unauthorised entry
- ✓ Slips, Trips and Falls
- ✓ Injury from Falling Materials
- ✓ Head Injures

SAFE WORK PRACTICE

There are a number of key points to consider for the provision of safe access and egress;

- ✓ Adequate access and egress points are available to and from the school.
- ✓ All teachers, staff, students and visitors shall be accounted for, so they can be safely evacuated in the event of an emergency.
- ✓ Ensure access and egress routes are kept clear at all times.
- ✓ Access and Egress routes around and within the school are to be kept free from tripping hazards at all times
- ✓ Ensure the school is secured at the end of each day, whilst unmanned and that tools, equipment, plant and machinery is put in safe storage.
- ✓ Warning and information signage shall be erected at required points.

SSWP04

HOUSEKEEPING

HAZARDS / RISKS

- ✓ Slips trips and falls
- ✓ Cuts and abrasions
- ✓ Inhalation of dust
- ✓ Hand and finger injury
- ✓ Infections
- ✓ Foot injuries
- ✓ Injuries to other parts of the body that might be in contact with sharp objects
- ✓ Fire

SAFE WORK PRACTICE

There are a number of key points to consider while undergoing housekeeping duties safely:

- ✓ Include housekeeping in the planning of all tasks by setting up control measures and regulating work practices.
- ✓ Providing equipment to maintain all work areas in a clean and orderly state, including waste bins, cleaning equipment, storage areas, etc.
- ✓ Including good housekeeping as part of every individual's job responsibility.
- ✓ Maintaining control of the school premises and interest in good housekeeping practices.
- ✓ Issue clear instructions to teachers and staff on standards of housekeeping required.
- ✓ Insisting on the cleaning up of work areas after every job/task.
- ✓ Prohibit leaving materials, tools or equipment in passageways, gangways, walkways, stairways, etc.
- ✓ Sufficient working spaces and adequate level/flat passageways for safe access and egress.
- ✓ Remove any obstruction found, do not leave it for someone else, removal and control of all sharp objects, especially nails.
- ✓ Never ignore a housekeeping hazard, put it right immediately.
- ✓ Ensure public walkways and staff car parks are kept tidy at all times.
- ✓ Avoid storage of combustible materials within the premises. Empty bins at regular intervals.
- ✓ Ensure movement of materials delivered, i.e. school lunches in the morning, are swiftly moved out of the way to ensure clear access and egress routes.

HAZARDS / RISKS

- ✓ Injury to a teachers, staff, students, member of the public or other third party
- ✓ Serious Injury possibly fatal
- ✓ Collision with vehicles, persons or structures.

SAFE WORK PRACTICE

There are a number of key points to consider when working in conjunction with traffic and pedestrians safely:

- ✓ Traffic management plan must be in place before any work commences
- ✓ Clear signage is displayed in accordance with Chapter 1 of Part 7: Safety Signs at Places of Work 2010.
- ✓ Warning and information signage shall be erected at required points.
- ✓ Wear appropriate PPE where applicable.
- ✓ Maintain barriers/exclusion zones to protect others from risks.
- ✓ Ensure pedestrian routes are clearly marked and cordoned off in areas where vehicles are in operation.
- ✓ Traffic steward is controlling/coordinating the traffic & pedestrians at the designated pedestrian crossing.
- ✓ Traffic bollards are positioned to identify parking restrictions at the pick-up & drop off locations.
- ✓ Any concerns are highlighted to the Town Council/Gardai/Principal/Board of Management as soon as possible depending on the issues, concerns or relevance.

SSWP06 SAFE USE OF ELECTRICITY

HAZARDS & RISKS

- ✓ Electric Shock
- ✓ Electrocution
- ✓ Overheating of sockets and risk of fire
- ✓ Serious Burns
- ✓ Slips, Trips and Falls
- ✓ Risk of serious injury possible death

SAFE WORK PRACTICE

- ✓ On/Off switch is working correctly,
- ✓ No signs of damage to casing,
- ✓ No loose parts or missing screws,
- ✓ Ensure equipment is disconnected when not in use,
- ✓ Cable core visible,
- ✓ Live parts are properly guarded so as not to be inadvertently accessible,
- ✓ Cables securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by smell or colour change),
- ✓ Plug is securely anchored, no sign of cracked casing or overheating,
- ✓ Loose or bent pins and socket outlet has any cracks or damage or signs of overheating
- ✓ All power supply sockets are to be assessed. None of the power supply sockets are to be overloaded.
- ✓ If based on assessments that same power supply is needed, new power supply sockets will be installed.
- ✓ All leads supplying power are to be trailed neatly away from any sharp/hot objects.
- ✓ Ensure only competent and trained electricians carry out maintenance on all electrical equipment.
- ✓ Place all equipment on a planned inspection schedule.
- ✓ Ensure all equipment is in compliance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2 "Use of work equipment and Part 3 Electricity.

SSWP07 SAFE USE OF GAS

HAZARDS AND RISKS

- ✓ Fire
- ✓ Explosion
- ✓ Burns
- ✓ Inhalation of smoke
- ✓ Damage to property and plant
- ✓ Risk of panic amongst personnel and members of the public
- ✓ Risk of serious injury possible death

SAFE WORK PRACTICE

- ✓ Gas supply shut off valves will be positioned so that they are easily accessible and free from obstruction.
- ✓ Work surfaces for gas appliances such as gas rings are properly designed for stability and ease of use.
- ✓ Appliances will be positioned so that teachers/students cannot accidentally lean over them whilst being operated.
- ✓ All mains gas supplies to equipment will be controlled in each work area by an emergency master valve.
- ✓ All staff/teachers/students are made aware of procedures should they detect the smell of gas.
- ✓ Ensure that all gas appliances have been installed by a fully qualified/competent gas installer.
- ✓ If/whenever the gas supply to the school is turned/shut off, all gas appliances will be turned to the off position.
- ✓ Flammable liquids are stored in a securely locked store a safe distance from any source of ignition.
- ✓ Sufficient warning notices posted prohibiting naked flames and other sources of ignition from that area.
- ✓ Shut off gas valves (manual & electronic) will be tested regularly by a competent person.
- ✓ Adequate ventilation is provided where flammable liquids are stored or used, with flameproof lighting installed, where necessary.
- ✓ Any appliance of apparatus that requires a flammable liquid receives the basic precautionary measures as stored liquids.
- ✓ Adequate Fire Fighting equipment is available and easily accessible in the school.
- ✓ All personnel will be trained on the School Specific Emergency Procedure and highlight the allocated assembly points.
- ✓ All smoke detectors/alarms will be uncovered and tested on a regular basis.
- ✓ Assembly point for the school is to be highlighted and a sign displayed.
- ✓ Smoking is prohibited in the school.
- ✓ No fire break-glass unit will be obstructed.

- ✓ No fire extinguisher will be obstructed either by materials or school equipment.
- ✓ Dust covers will be removed from any smoke detectors/alarms immediately after decorating/re-furbishing.
- ✓ All emergency exit routes will be kept clear at all times.
- ✓ Directional signs towards emergency exits will be erected and maintained.

SSWP08 CORRECT USE OF PPE

HAZARDS AND RISKS

- ✓ Deafness
- ✓ Blindness
- ✓ Serious burns from naked flames
- ✓ Serious burns from hazardous substances/chemicals
- ✓ Inhalation of fumes
- ✓ Not visible to others including road users
- ✓ Risk of collision causing injury or possibly fatal
- ✓ PPE fails because of incomplete inspection(injury, Fatal)

SAFE WORK PRACTICE

- ✓ Where it is necessary to provide PPE, careful thought needs to be given to the type of clothing or equipment that will be suitable. To be effective, PPE must:
 - be appropriate for the particular health or safety risk(s)
 - be appropriate for the working environment
 - meet the ergonomic requirements of the wearer
 - take account of ergonomic requirements and the state of health of the person(s) who may wear it, and to the characteristics of the workstation of each such person
 - be adjustable within its designed range
 - fit the wearer correctly
 - prevent or adequately control the risk to the wearer
 - not increase the overall risk to the workplace
 - Be designed and manufactured to an approved standard (e.g. CE).
 - To help select suitable PPE, a final assessment should be made to ensure:
 - the health and safety risks definitely cannot be controlled by other means
 - the PPE has the correct characteristics to make it effective against these risks
 - the PPE is appropriate for the risk(s) involved, the conditions at the place where exposure to the risk may occur, and the period for which it is worn
 - that any PPE provided is compatible with other PPE that is either in use, or that an employee would be expected to wear simultaneously
 - the PPE itself does not create further risks or add to the risks that have already been identified.
- ✓ A useful exercise is to list the characteristics that an ideal piece of equipment would need to have to minimise the risks to health and safety. The features of any proposed PPE can then be compared against the list.
- ✓ All PPE assessments should be undertaken by a competent person who has suitable training and relevant knowledge.
- ✓ Safety signs will be put in place to highlight mandatory PPE areas within the school.
- ✓ In addition to providing suitable PPE, it is necessary to make arrangements for it to be maintained in an efficient working order and in good repair. This includes correct storage,

cleaning and replacement as necessary. This ensures that the PPE is hygienic and otherwise free of risk to health.

- ✓ Consideration will be given to pupils when handling/in close proximity to hazardous substances/chemicals.
- ✓ Consideration should be given to teachers and staff accompanying children on out of school activities to the use of high visibility clothing for identification and safe movement of the students.
- ✓ Gloves shall be readily available in the event of First Aid treatment or any other hygiene assistance required.
- ✓ Full P.P.E. will be available for all staff/pupils.

SSWP09 SAFE USE OF LAWNMOWER

HAZARDS & RISKS

- ✓ Manual Handling Injuries
- ✓ White Finger
- ✓ Eye Injuries
- ✓ Injuries to member of the public
- ✓ Wounds, Lacerations
- ✓ Burns

SAFE WORK PRACTICE

- ✓ Ensure you are familiar with the handbook of instructions for use of the lawn mower
- ✓ Visually check the area you will be working and clear away stones, sticks, wire and other loose objects.
- ✓ While stationary (not in operation) check that the lawnmower is clean and free of grass and build-up
- ✓ Also check that the cutting blade is not bent, cracked, dull or worn (replace if needed)
- ✓ Also check that air filter is clean (use brush to clean if needed)
- ✓ Also check petrol (top up while mower is still (not in operation) and use tray if needed)
- ✓ Transport the lawn mower to the work area
- ✓ Move the lawnmower at least three metres from the fuelling area before starting it up.
- ✓ Only start work if sure there will be enough daylight for the duration of work.
- ✓ Ensure other people are at least 10 metres away from where you are working and ask workmate to be observant of any people who enter the area.
- ✓ Always attach the catcher when mowing nature strips or near vehicles (to prevent damage from propelled stones)
- ✓ Turn on lawnmower, according to the instruction manual directions.
- ✓ Keep hands and feet well away from the blades.
- ✓ Place one hand on the machine and operate the starter with the other hand.
- ✓ Ensure your footing is solid.
- ✓ Walk, never run.
- ✓ Work across slopes, never up and down them.
- ✓ Take care of footing on slopes or wet ground.
- ✓ Only cut at a pace and blade height that the machine can handle.
- ✓ Always keep the mower on the ground when mowing. Tilting or lifting the lawnmower may cause stones to be thrown out.
- ✓ Never lift or carry the lawnmower while it is running.
- ✓ Rotate jobs or take rest breaks every 30 minutes to prevent fatigue
- ✓ Stop and switch off the engine if you hit an object.
- ✓ Do not use the machine again until you are sure that the entire machine is safe to operate.
- ✓ Do not use lawn mower if it is making unusual noise or vibration
- ✓ Reduce the throttle setting during engine shut-down and if the engine has a shut-off valve, turn the fuel off at the conclusion of working.
- ✓ Stop the engine whenever you leave the machine.
- ✓ Allow the machine to cool if storing in a confined space
- ✓ Clean machine and store in a well-ventilated area

SSWP10 SAFE USE OF STRIMMERS

HAZARDS & RISKS

- ✓ Flying Debris
- ✓ Manual Handling Injuries
- ✓ White Finger
- ✓ Eye Injuries
- ✓ Injuries to member of the public
- ✓ Wounds, Lacerations
- ✓ Burns

SAFE WORK PRACTICE

- ✓ Ensure you are familiar with the handbook of instructions for the use of the strimmer.
- ✓ Visually check the area you will be working and clear away stones, sticks, wire and other loose objects.
- ✓ While stationary (not in operation) check that the strimmer is clean and free of grass and build-up.
- ✓ Also check that the cutting blade is not bent, cracked, dull or worn (replace if needed).
- ✓ Also check that air filter is clean (use brush to clean if needed).
- ✓ Also check petrol (top up while mower is still (not in operation) and use tray if needed).
- ✓ Transport the strimmer to the work area.
- ✓ Move the strimmer at least three metres from the fuelling area before starting it up.
- ✓ Only start work if sure there will be enough daylight for the duration of work.
- ✓ Ensure other people are at least 10 metres away from where you are working and ask workmate to be observant of any people who enter the area.
- ✓ Always attach the catcher when mowing nature strips or near vehicles (to prevent damage from propelled stones).
- ✓ Turn on strimmer, according to the instruction manual directions.
- ✓ Keep hands and feet well away from the blades/cord.
- ✓ Place one hand on the machine and operate the starter with the other hand.
- ✓ Ensure your footing is solid.
- ✓ Walk, never run.
- ✓ Work across slopes, never up and down them.
- ✓ Take care of footing on slopes or wet ground.
- ✓ Only cut at a pace and blade height that the machine can handle.
- ✓ Always keep the strimmer parallel to the ground. Tilting or lifting the strimmer may cause stones to be thrown out.
- ✓ Rotate jobs or take rest breaks every 30 minutes to prevent fatigue.
- ✓ Stop and switch off the engine if you hit an object.
- ✓ Do not use the machine again until you are sure that the entire machine is safe to operate.
- ✓ Do not use strimmer if it is making unusual noise or vibration.
- ✓ Reduce the throttle setting during engine shut-down and if the engine has a shut-off valve, turn the fuel off at the conclusion of working.
- ✓ Stop the engine whenever you leave the machine.
- ✓ Allow the machine to cool if storing in a confined space.
- ✓ Clean machine and store machine in a ventilated area.