



# **SAFETY STATEMENT**

## **Scoil Mhuire Naofa**

Main Street  
Carrigtwohill  
Co Cork

0214883271

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# Scoil Mhuire Naofa

## Safety Statement

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### 1. School Policy

It is the policy of Scoil Mhuire Naofa, to ensure that each employee, pupil, subcontractor, and person visiting these premises is guaranteed to find an environment that is healthy and safe.

The Board of Management has responsibility for implementing this policy throughout these premises and will ensure that health and safety are always given priority in planning.

All employees, pupils, subcontractors, and visitors are expected to cooperate with the school in carrying out this policy and must ensure that they behave and work without risk to themselves or others.

In conjunction with School Policy, all work is to be carried out in accordance with the Safety, Health and Welfare at Work Act 2005 and subsequent regulations.

The Board of Management has appointed The Principal as the person with Executive responsibility for the implementation of safety in Scoil Mhuire Naofa. All questions regarding the implementation of the policy should be addressed to the Principal.

If absent then Health and Safety issues should be addressed to, the Deputy Principal.

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Principal

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Chairperson Board of Management

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### 2. Commitment to Safety

**The School** will further ensure that:

- all locations are safe to work and learn in
- relevant training is provided
- personal protective equipment is provided where necessary
- all equipment is in a safe condition
- all systems of work are safe
- proper emergency planning is in place
- employees are consulted in relation to safety

To support this Health & Safety Statement, the following exist:

- Accident Reporting System
- Health & Safety Annual Review

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### 3. Organisation and Responsibility

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our School.

Management points that may be measured:

1. Workplace safety and housekeeping inspections
2. Staff Annual Audit
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Fire extinguishers
  - 4.3. First aid equipment
5. Fire drill records
6. Risk assessments
  - 6.1. Annual reviews.
7. Safety Statement
  - 7.1. Implementation in 01/09/2012
  - 7.2. Annual reviews after September 1st and ongoing.

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### 3.1 Responsibility Overview

#### 3.1.1. Board of Management

The Board of Management has ultimate responsibility implementing the health, safety and welfare policy within the premises.

It is Responsible for providing sufficient recourse to The Principal to allow her/him to deliver on the above.

It must ensure that competent Teaching and other Staff, competent supervision and appropriate materials are available to meet the requirement of safety legislation.

The effectiveness of their responsibility is reviewed periodically

#### 3.1.2 Principal

The Principal has particular responsibility for ensuring that the Health, Safety & Welfare Concerns are met.

The Principal is also responsible for ensuring that the Annual Safety Checklist is carried out.

The following specific duties are also assigned to the Principal:

- Health, safety and welfare is understood at all levels
- There is adequate and workable disciplinary procedures in place, which are agreed with Teaching and other Staff and which are used to deal with deliberate breaches of safety rules and regulations
- All teaching and other staff understand that health and safety information is available as a right
- Ensure that all staff can use fire extinguishers by organising demonstrations as required.
- First Aid – ensure that appropriate members of staff are fully trained and that all staff have basic training.
- Plan a fire drill each term.
- Check the Health and Safety Statement annually and update as needed or whenever changes have been made to the school processes.
- Liaise with Caretaker to ensure that the school is audited annually for possible hazards.
- Ensure that accounts of accidents are recorded.

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### 3.1.3 Caretaker in conjunction with the Principal

- Check that fire equipment is serviced annually
- Check insurances are valid for all contractors annually.
- Keep records of Permit to Work for contractors.
- Monitor the Health and Safety issues.
- Address any issues relating to the Facility and bring any other issues to the attention of the Principal.
- Maintain the Fire Register and all associated maintenance records.
- Ensure relevant school equipment is part of a Planned Maintenance Program and that records are kept to support this.
- Ensure the Annual inspections are carried out and any corrective action taken within a suitable time period.

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### 3.1.4 General Teaching and other Staff

Teaching and other staff are expected to cooperate fully, with all provisions taken, for ensuring the safety, health and welfare of themselves and others.

All Teaching and other staff are expected to adhere to safe systems of work and wear any personal protective equipment (PPE) that is provided.

Teaching and other staff are responsible for reporting damage to machinery, equipment or structure, or the need to replace faulty or worn items of PPE. There is a specific duty to report any defects in equipment or system of work which may endanger safety, health or welfare. These reports should be made verbally to the Principal

All teaching and other staff are expected to report all accidents, dangerous occurrences and unsafe conditions to the Principal.

Teaching and other staff who do not adhere to safety rules and regulations, who cause injury to others, or who are negligent in respect of safety may be subject to disciplinary procedures.

Teaching and other staff are reminded that they have a legal duty under the Safety Health and Welfare at Work Act 2005, to take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work.

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### 3.1.5 Contractors, Subcontractors and Visitors

All contractors/subcontractors and visitors are to be bound by the following rules:

- All contractors must check in at the reception.
- they are obliged to conform to Scoil Mhuire Naofa's guidelines on safety as set out in the safety statement and under current legislation
- they are not to enter unauthorised areas
- no "hot work" (i.e. brazing, welding, etc.), electrical work or plumbing is to be carried out, without first informing the principal .
- All contractors must submit their Safety Policies and Insurances to Scoil Mhuire Naofa for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with Scoil Mhuire Naofa Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to Scoil Mhuire Naofa whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.

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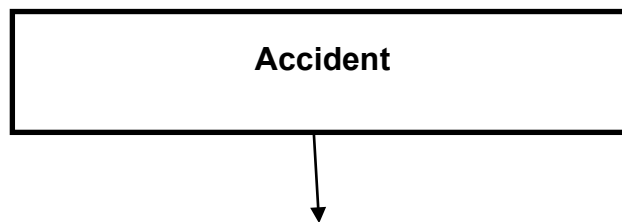
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### 4. Accident Reporting

All accidents are to be recorded using the Accident Report form. This form can be found in the Office. All accidents requiring medical attention should be reported immediately to the Principal. Completed accident report forms must be kept along with any other relevant information by the Principal

#### 4.1 Method of Reporting Accidents



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## 4.2 Accident Reporting

First Aid

The **Accident Reporting System** contains the following:

1. Accident Reporting Form
2. Cameras i.e. CCTV

The Principal

Accident reporting is treated as a matter of immediacy; therefore Accident Report Form must be submitted to the attention of the principal as expeditiously as possible.

Doctor/Ambulance  
if required

The following procedures must be adhered to in recording and reporting accidents:

## 4.3 Recording and Reporting

Accident Report

- Record the accident on the Accident Report Form on the same day as the accident happens.
- The Accident Report Form must be fully completed and must be legible.
- If the accident involves a slip, trip or fall, photograph the area and whatever is on the floor. If the accident involves a piece of equipment, photograph the equipment.

Board of Management at the Principals discretion

Insurance as per the terms of cover.

- name of person who took photograph
- A full statement of the accident must be completed by the following:
  - injured party
  - person to whom accident was reported
  - any witness(es)
- All of the above must be kept with the accident report form.

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### 5. Training

So that employees will receive training appropriate to their job the following is ensured:

- All personnel employed by Scoil Mhuire Naofa will receive any relevant training so that they fully understand the hazards, which may be inherent in their day-to-day activities, and what precautions should be undertaken.
- Training will be supplied as appropriate in:
  - **manual handling**
  - **equipment usage**
  - **chemical handling**
  - **first aid**
  - **fire prevention**
- The responsibility for identifying training needs rests with The Principal
- Responsibility for recording of training lies with the Principal. All records will be kept in the employees personnel file. All requests for training and certificates resulting from training will be copied to The Principal

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### 6. First Aid

#### 6.1 First Aid Facilities

On site first aid facilities are maintained by the First Aid Officer. Immediate medical assistance will be called if required.

#### 6.2 Training and Responsibilities

Regular training in first aid is provided to all staff

#### The Principal

The Principal is responsible for putting the School policy into practice and for developing detailed procedures. The Principal should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid and administering medicine in line with the administration of Medication policy.

#### Teaching and other staff

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Scoil Mhuire Naofa will arrange adequate and appropriate training and guidance for all staff..

Scoil Mhuire Naofa will ensure that there is enough trained staff to meet the statutory requirements and assessed needs.

#### Special needs

Scoil Mhuire Naofa welcomes any special needs students and recognises that first aid and emergency procedures will need to be adapted to suit the situation.

#### 6.3 Contents of First Aid Boxes and Kits

The following is the **minimum** held in these Kits:

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The following are the contents of the First Aid boxes on every yard.

Plasters

Wipes

Gloves

Sterile non adherent dressing pads

Ice packs

The following items are also available in the first aid box in Ms Abernethy's room.

Individually wrapped Triangular bandages

Paramedic Shears

Antiseptic cream

Conforming bandages

### 6.4 Storage of First Aid Boxes and Kits

The First Aid Boxes are located at:

- Main Office
- StaffRoom

First Aid kits are also taken to all Yards, all sport events attended by pupils and all out of school activities.

### 6.5 Responsibility for Replenishing First Aie first call staff should make when in need of assistance is the Principal.

The Employee Assistance Service is provided by the VHI Corporate Solutions. The following services are available:

- Telephone Counselling – single sessions or short term structured counselling
- Face to Face counselling – up to six counselling sessions

Accessing the service

EAS is available 24 hours a day, 365 days a year.

For additional information on the EAS just click on to the Department of Education and Science Website, [www.education.ie](http://www.education.ie) and type 'Employee Assistance Programme' into the search engine for the relevant links.

## 7 Medicines Policy

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### Managing Medicines'

This information should be read in conjunction with the School's "Administration of Medicines Policy".

Prescription Medicines can only be taken in school when essential and upon completion of an Administration of Medicines form  
Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Staff at Scoil Mhuire Naofa need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary.

### 8. Safety Policy Review

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Scoil Mhuire Naofa will review its safety procedures and policies on an ongoing basis. All rules, regulations and guidelines will at least conform to Irish standards.

### The review can arise from:-

- annual safety audit
- monthly inspections
- any changes in legislation or guidelines
- improvements in work practice
- changes in responsibilities
- changes in staffing levels

### 8.1 Resources and Arrangements

To ensure reviews are complete and effective, thereby ensuring adequate safety regulations to protect the safety, health and welfare of all staff, Scoil Mhuire Naofa have dedicated the following resources:

- The services of Independent Occupational Health and Safety Consultants will be made available as necessary.
- Scoil Mhuire Naofa commits itself to ensure there is sufficient provision for training and improvements as may be deemed necessary for securing the safety, health and welfare of all staff.
- The safety representative/officer/post holder/etc. will be supported and facilitated with the time and resources necessary for him/her to fulfil his/her obligations (where appropriate).

### 8.2 Inspections

- All areas of the premises will be inspected as part of the annual health, safety and welfare audit.
- Reports of the completed inspection will be recorded and acted upon as soon as possible
- Where, in the opinion of the Principal there is risk of serious injury to staff, pupils or visitors, S/he will have the authority to stop the process until adequate steps have been taken to eliminate or reduce the risk

## 9. Risk Assessment

### Risk Assessments

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Risk assessments have been carried out on all significant tasks within the school by Scoil Mhuire Naofa Staff. These completed risk assessments are included in the Health and Safety Folder.

The formula used to calculate the risk is set out by the HSA in their guidance to schools. Controls are then put in place based on the result.

Set out on the following pages is a summary of the results of each subject/area assessment and any actions that are in progress.

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The following are the main hazards identified:

- 9.1 Fire Hazards
- 9.2 Electrical hazards
- 9.3 Manual Handling
- 9.4 Housekeeping
- 9.5 Stress
- 9.6 Bullying
- 9.7 Maintenance Work
- 9.8 Ladders and Steps
- 9.9 Floor/Corridor traffic routes and congestion – slips, trips and falls
- 9.10 Group Outings
- 9.11 Staff Room
- 9.12 Pregnancy, Post Natal and Breast Feeding

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### 9.1 Fire Hazards

<b>Hazard</b>	<b>Risk</b>
Burns	Medium
Death	Medium
Property loss	Medium

As with all premises and operations there is always a danger of fire. Sensible precautions taken by all will reduce this risk dramatically.

The following provisions, which have been implemented will minimise the risk as long as everybody adheres to them:

- all fire exits kept clear at all times
- fire alarms tested and maintained regularly
- provision of appropriate fire fighting equipment and training
- maintenance of fire fighting equipment
- fire drills conducted regularly by the Fire Officer
- regular inspection of escape routes and protective equipment
- smoking is not permitted in any part of the school premises
- proper control of visitors and contractors
- good housekeeping practised at all times
- Combustibles will not be placed on or near any electric heaters, radiators, etc.
- Fire drills will be conducted on a regular basis and outcomes recorded by fire officer.

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### 9.2 Electrical Hazards

<b>Hazard</b>	<b>Risk</b>
Death	Medium
Burns	Medium
Electrocution	Medium
Property Loss	Medium

The risks here are from all powered equipment throughout the school. Also included is equipment in use within offices, i.e. PCs, Photocopiers, etc.

In the office the risks are minimised by checking all equipment regularly. (Is it right for the job in hand? Are all cables in good condition? Are sockets or even individual plugs overloaded?)

Regular planned cleaning and maintenance of all equipment will minimise any risk.

Good housekeeping will be practised at all times.

- all electrical equipment is installed to statutory regulations by qualified personnel only, i.e. RECI
- all equipment is grounded
- 30MA ELCB installed on all circuits
- no trailing cables are left in any area. Ducting is used as appropriate
- low voltage supply on portable equipment
- regular maintenance of all equipment
- switch off all electrical equipment at the end of the day in high risk areas.

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### 9.3 Manual Handling

<b>Hazards</b>	<b>Risk</b>
Physical Injury	Low
Property loss/damage	Low
Slips, Trips and Falls	Low

- All relevant staff should be trained in correct manual handling procedures appropriate to their tasks.
- There is responsibility on staff in all areas to minimise the risk by arranging their workplace in a sensible way.
- Under current legislation there is no longer a defined maximum limit on the weights that employees may handle (H.S.A G6). This means that all tasks will be assessed according to the individual's capabilities.

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### 9.4 Housekeeping

<b>Hazards</b>	<b>Risk</b>
Slips, Trips and Falls	Medium
Fire	Medium
Falling Objects	Medium
Property Damage	Medium

- Everything will be kept in its proper place
- A system of "clean as you go" will operate
- Cleaning chemicals, i.e. cleaners/bleaches etc., are used strictly in accordance with "instructions for use"
- Cleaning equipment will be stored correctly and not left unattended
- Running in any area of the premises is prohibited
- All corridors will be kept clear
- All fire exits will be kept clear
- Rushing is discouraged
- Always ask for help when needed
- Spills/breakages; caretaker/staff will attend immediately
- Sufficient bins/skips will be provided and maintained properly

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### 9.5 Stress

Stress is a recognised hazard in teaching. In this area the school policy as set out in Section 7, Occupational Health, will be strictly adhered to.

### 9.6 Bullying

The school maintains a separate detailed policy on bullying in addition to the highlights in the Safety Statement.

Bullying is a hazard for teachers and pupils alike. It is not possible to satisfactorily quantify a risk level for this hazard. Therefore the School policy on bullying will be strictly enforced.

#### Definition of bullying

*Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.*

#### Common types of Bullying

- Physical aggression
- Damage to or interference with another's property
- Threats or extortion
- Intimidation by aggressive body language, tone of voice or a "look of domination or dislike"
- Insulting remarks
- Unwanted or anonymous telephone calls or texting
- Use of the internet to embarrass another
- Isolation
- Name calling
- Teasing to the point of unpleasantness

It is the responsibility of everyone involved in the school to prevent/stop bullying the school policy should be referred to as necessary.

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### 9.7 Maintenance work

Maintenance work is carried out by the school caretaker and by appropriate persons that are hired specifically for the task. They have been instructed in the use of the risk assessment forms and will conduct a risk assessment on all tasks as appropriate. As risk assessments are completed they will be inserted behind this section of the safety statement. None of our maintenance staff are permitted to carry out any work for which they have not been trained.

In order to protect all persons on these premises the points below will be adhered to as a minimum. The services of external contractors and experts will be sought whenever necessary and these individuals will comply with section 3.2.6 of this safety statement.

#### Basic controls:

The workplace and all equipment and devices in these premises need to be maintained in an efficient state, in efficient working order, and in good repair. Therefore systematic maintenance, particularly in those areas where failure could endanger persons, will be employed. Whenever possible planned maintenance will take place outside of school terms so that the minimum number of persons are on the premises during maintenance work.

Buildings will be maintained in good repair and services will be in efficient working order.

Proactive building maintenance systems, with identified priority action areas, will be used where feasible. Our system of maintenance will ensure that:

- (a) Regular maintenance including (as necessary inspection) testing, adjustment, lubrication and cleaning is carried out at suitable intervals;
- (b) Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime;
- (c) Regular maintenance and remedial work is carried out properly; and

### 9.8 Ladders and Mobile Steps

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### Hazards

Falls  
Falling Objects  
Trips

### Risk

Medium  
Medium  
Medium

- Ladders and mobile steps will be maintained in good condition
- Ladders will only be used after assessing the needs of the job and ensuring that a ladder is the right piece of equipment.
- When not in use, ladders and mobile steps will be stored without causing an obstruction
- Any damage to ladders and mobile steps to be reported to management. However, damaged ladders and mobile steps may not be used.
- Whilst using ladders and mobile steps, good manual handling will be practised, both in moving the ladder and mobile steps and in using them, i.e. do not over reach – move the ladder
- Any horseplay involving ladders or steps will be treated with the utmost severity.

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### 9.9 Floor/Corridor traffic routes and general areas

#### Hazards

Slip and fall

#### Risk

Medium

As a school we have to accommodate large-scale movements of people often concentrated into short periods of time.

#### Controls:

All floors are maintained to avoid presenting slip/trip hazards.

Lockers will have slanted tops where possible.

All stairways have handrails and barriers to prevent a fall from height.

These barriers will be maintained as necessary.

The following area specific controls are also in place:

Area	Controls
External steps, paths and parking areas	Suitable lighting – replace, repair or clean lights before levels become too low to be safe. Ensure steps and paths are suitable for the volume of pedestrian traffic. Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface. Mark the nosing of steps using anti-slip coating. Discourage short cuts across grassed/muddy areas. Clean leaves, mud etc from surfaces. Remove algal growth in all external walkways. Put in place effective procedures to deal with snow or ice.
Playgrounds and all-weather sports surfaces	Ensure surface is flat and well maintained to avoid surface water Remove accumulations of mud/water. Remove algal growth. Ensure users wear the appropriate footwear for the surface. Ensure adequate supervision at all times.
Building entrances/exits	Provide suitable non-slip, water absorbing mats at entrances. Maintain mats in good condition and change when saturated. Ensure that temporary matting does not pose a trip risk.

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	<p>Display signs warning of hidden steps/changes of level.</p> <p>Display signs warning of risk of slipping when appropriate.</p>
Classroom areas	<p>Avoid trailing cables from equipment and tools.</p> <p>Provide coat hooks/racks for drying wet clothing.</p> <p>Do not store materials or equipment below tables/benches.</p> <p>Avoid overcrowding of rooms.</p> <p>Control the entry and exit of people from classes.</p> <p>Display art, practical work etc safely.</p>
storage rooms	<p>Provide suitable storage for goods and equipment.</p>
Kitchens	<p>Provide suitable equipment to avoid spillages (from cooking, washing etc)..</p> <p>Ensure staff wear suitable footwear.</p> <p>Clean spillages and pick up food contamination immediately.</p> <p>Dry floors effectively after cleaning.</p> <p>Ensure good housekeeping around bins.</p> <p>Provide suitable floor surface.</p> <p>Clean floors with appropriate products for surface after work has finished.</p>
Internal stairs and corridors	<p>All pupils travel on the left hand side when moving up/down stairs and corridors.</p> <p>Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions.</p> <p>Lighting – replace, repair or clean lights before</p>

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Area	Controls
Offices	Avoid trailing cables/Use cable covers. Provide adequate storage. Avoid storage of materials on floors. Ensure good housekeeping round photocopiers, printers etc. Replace worn or damaged carpets/tiles. Provide secure storage for bags etc.
Events	Ensure temporary cabling is routed safely and protected from damage. Provide sufficient lighting during set-up/dismantling.
Educational visits	Assess location and anticipated weather. Modify visit depending on local conditions when on site. Wear suitable footwear. Ensure effective management of the visit (see appendix, Section 19 for handouts for teachers managing visits)

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### 9.10 Group Outings.

<b>Hazards</b>	<b>Risk</b>
Abduction	Low
Road Traffic accidents	Low
Physical injury	Low
Death	Low

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, day to day, whilst taking part in an educational visit.

### Key Points and Controls

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, if possible it is good practice for the group leader to:

- allocate supervisory responsibility to each adult for named pupils;
- ensure that each adult knows which pupils they are responsible for;
- ensure that each pupil knows which adult is responsible for them;
- ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- ensure that all adults and pupils are aware of the expected standards of behaviour.

It is good practice for each supervisor to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- carry a list/register of all group members;
- directly supervise the pupils (except during remote

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supervision) - particularly important when they are mingling with the public and may not be easily identified;

- regularly check that the entire group is present;
- have a clear plan of the activity to be undertaken and its educational objectives;
- have the means to contact the group leader/other supervisors if needing help;
- have prior knowledge of the venue
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- clearly understand the emergency procedures and be able to carry them out;
- have appropriate access to First Aid;

Each pupil should:

- know who their supervisor is at any given
- have been given clear, understandable and appropriate instructions;
- rarely if ever be on their own;
- alert the supervisor if someone is missing or in difficulties;
- have a meeting place to return to, or an instruction to remain where they are, if separated;

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- understand and accept the expected standards of behaviour.

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### 9.11 Staff Room

#### Hazards

Manual Handling  
Slips and Falls  
Electrocution  
Burns/Cuts  
Smoke inhalation/burns

#### Risk

Medium  
Medium  
Low  
Medium  
Low

#### General Controls

See related assessment on slips and falls.

Staff room fitted with smoke detection and is part of the fire drill process.

All electrical appliances to be given a visual inspection before use.

Any defective equipment to be removed from use.

Any defects in general to be alerted ASAP to the caretaker All cutlery and crockery to be safely stored.

Knives and other sharp implements not to be left in sinks or basins of water.

Hot Water sign on boiler.

Cleaning program in place to ensure control of hazards such as waste or slips and falls.

All chairs and tables are part of the annual maintenance inspection.

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### 9.12 Pregnancy, Postnatal and Breast-Feeding

#### Hazards

Long periods standing  
Pushing and Pulling

#### Risk

Medium  
Low

#### General Controls

Pregnant, postnatal or breastfeeding women should have provision to sit whilst completing work activities.

Pregnant, postnatal and breastfeeding women are not required to lift push or pull awkward or heavy items.

See also School Risk Assessments – Manual Handling.

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### 9.2 Additional Assessments not included in the HSA Guidance

#### 9.2.1 Group Outings.

<b>Hazards</b>	<b>Risk</b>
Abduction	Low
Road Traffic accidents	Low
Physical injury	Low
Death	Low

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, whilst taking part in an educational visit.

#### Key Points and Controls

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, if possible it is good practice for the group leader to:

- allocate supervisory responsibility to each adult for named pupils;
- ensure that each adult knows which pupils they are responsible for;
- ensure that each pupil knows which adult is responsible for them;
- ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- ensure that all adults and pupils are aware of the expected standards of behaviour.

It is good practice for each supervisor to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- carry a list/register of all group members;
- directly supervise the pupils (except during remote

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supervision) - particularly important when they are mingling with the public and may not be easily identified;

- regularly check that the entire group is present;
- have a clear plan of the activity to be undertaken and its educational objectives;
- have the means to contact the group leader/other supervisors if needing help;
- have prior knowledge of the venue – the group leader should normally have made an exploratory visit
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- clearly understand the emergency procedures and be able to carry them out;
- have appropriate access to First Aid;
- 

Each pupil should:

- know who their supervisor is at any given time and how to contact him or her;
- have been given clear, understandable and appropriate instructions;
- rarely if ever be on their own;
- alert the supervisor if someone is missing or in difficulties;

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- have a meeting place to return to, or an instruction to remain where they are, if separated;
- understand and accept the expected standards of behaviour.

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### 10. General Welfare

#### 10.1 Water

Drinking water is provided throughout the premises.

#### 10.2 Toilet Facilities

Adequate toilet facilities have been provided throughout the premises.

#### 10.3 Substance Abuse

In the interest of safety and welfare, drinking of alcohol and drug taking (excluding prescription items and necessary medical treatments) are forbidden during working hours or at any time on School premises.

#### 10.4 Smoking

Smoking is prohibited on the premises in line with the Tobacco Control Regulations.

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### 11. Fire and Emergency Planning

In support of fire and emergency planning, a separate document exists, which combines detailed information in relation to fire and emergency planning.

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### 11.1 Fire Responsibilities

The Fire Safety officer for these premises is Ms Meabh Ahern

A separate procedure exists to support this section and the general responsibilities of the Fire officer can be summarised as:

- Arrange Fire Drills
- Liaise with Caretaker to ensure that all fire protection equipment is serviced.
- Be familiar with all escape routes
- Make regular inspections of the fire exits.
- **N.B.** Fire and Emergency Post holder (if applicable), Deputy or delegated teacher will supervise and control any evacuations as per the procedures in the Fire Register.

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### 11.2 Fire Drill

Date	Arranged by	Comment

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### 11.4 General Duties

Employees are reminded again of their duties under the 2005 Act not to cause harm to any individual through their actions or inaction, this includes blocking of fire escape routes, fire escapes and fire fighting equipment.

It is the duty of all individuals to know the nearest escape point to them at any one time.

Every fire point is indicated as such by an appropriate sign.

Fire drill dates are included in this statement and are twice per year.

### 11.5 Guidelines for Teachers

It is very important that an accurate roll call is taken. This is essential to verify the numbers after the building has been evacuated.

Teachers need to be familiar with the closest exit to their classroom. This is particularly important for teachers who change classrooms.

In the event of a fire teachers must remind students as they leave the classroom of the exit to be used. If that exit is unavailable, then teachers must direct the students to the nearest alternative in silence. They must be the last person to leave the classroom and must close the door behind them.

The assembly point for the school is as per the signage in the GAA pitch Teachers assemble at the centre and are assigned roll duties for particular classes. The absences are noted and the head count finalised.

Once student numbers have been verified, it may be necessary to move to an indoor location if it is safe to do so and if conditions such as poor weather dictate.

Remember, nobody may return to the building until the Principal or Deputy has given the all clear to do so.

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### 11.8 Fire Drill Instructions

#### Fire Drill (Students and Teachers):

1. On hearing the alarm, instruct the class to leave in silence by the designated exit,
2. Teacher is last to leave the room and ensures that the windows are closed and that the door is closed and that they have their padlock key and class list.
3. Students should assemble at the assembly point.
4. Teachers will verify class numbers.
5. Students return to the building only when instructed to do so by The Principal/ Deputy or designated teacher.

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### 12 Personal Protective Equipment

Risk assessments have been carried out on all activities within the school is so far as the Management is aware of them. A generic list of personal protective equipment is shown below for use in various departments. This list is based on the task and piece of equipment assessed. The assessment does not take account of every individual's skin type, eye sensitivity, etc.

If you as an employee find you have a problem or you are aware of a pupil with a problem relating to class work, which is not addressed by the equipment that has been issued, inform the safety officer immediately.

This list must be reviewed and updated at regular intervals (minimum 6 months).

#### **Items of Personal Protective Equipment      Location Used**

Gloves	Emptying bins Rubbish removal. Episodes of illness.
Gloves, masks other	As required by pupils in class in relation to science activities etc.
Goggles	Maintenance and grounds work activities.

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### 14. Violence in the Workplace

Unfortunately in the society in which we live we must address violence as a work hazard. Violence is defined for Scoil Mhuire Naofa as – any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

#### Hazard

Cuts, abrasions etc.  
Psychological trauma  
Death

#### Risk

Low  
Medium  
Low

As the response to violence is usually an issue of after care, Scoil Mhuire Naofa will do all in its power to help with the speedy recovery of any employee involved in any incident, however minor. This obviously begins with efficient first aid and competent staff who can empathise with an individual. The policies on bullying and sexual harassment below are to be adhered to for relations between staff and staff, staff and pupils and pupils and pupils. The school also publishes a separate Anti Bullying policy, Positive Communication policy and an annual Dignity at Work charter to compliment this Safety Statement.

The Principal has responsibility for ensuring that these Policies are reviewed on a regular basis. The policies are only summarised here, the full policy is held and issued by The Principal.

Set out below are the activities and people who may be affected by violence. These staff members should be vigilant at all times.

Activities/Situations	People
Caretaking, looking after premises	Caretakers, Maintenance, Security staff.
Working alone	all staff, intermittently
Home visiting, off site working	Teachers, Liaison staff.
Evening working	Cleaning staff, Principal (Deputy), Teachers, Maintenance staff, Administration staff etc.
Working with pupils who have behavioural difficulties	Teachers, Special needs assistants.
Looking after money	Administrative, Principal (Deputy).
Supervising/disciplining students	Teachers, Principal (Deputy).
Dealing with angry	Teachers, Principal (Deputy).

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parents/relatives of students.

The list above is by no means exhaustive. As yet the school does not have a problem with violence; however the situation will be kept under constant review.

### 14.1 Bullying

Bullying is the unacceptable treatment of one individual by another. It can manifest itself in the form of intimidation by another or others. It is unacceptable if people are singled out for personal humiliation. Scoil Mhuire Naofa will not tolerate any such behaviour, which can include the following:

- persistent insults and name-calling
- persistent and unfounded criticism
- public humiliation including shouting at colleagues

### 14.2 Sexual Harassment

Sexual Harassment is any unwelcome verbal or physical advance, sexually derogatory statements or sexually discriminatory remarks or jokes made by someone that is offensive or objectionable to the recipient or which caused the recipient discomfort, humiliation or interferes with their job and school performance.

Sexual harassment includes:

- unnecessary touching or unwanted physical contact
- sexually suggestive or derogatory remarks
- compromising invitations demands for sexual favours
- display of sexually suggestive or degrading objects or pictures in the workplace

Scoil Mhuire Naofa will not tolerate such behaviour. Disciplinary procedures will be invoked for anyone who partakes in this type of behaviour.

Minor incidents such as abusive/irate parents come into this area as well. The points below will assist you in dealing with this problem:

- do not enter into an argument, call a member of management
- try to be polite while waiting for management
- if necessary, take a break after the incident to regain your composure
- refer the parent to the Positive Communication policy and engage in restorative practice in due course.

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### 14.3 Security

Scoil Mhuire Naofa has a Risk Management Policy in place. The elements of this policy that relate to the personal safety of individuals are set out below.

There is a CCTV system in place with cameras across the common areas.

#### 14.3 .1 Policy

It is the policy of Scoil Mhuire Naofa that, insofar as is practically possible effective, risk management arrangements are established and maintained.

In the context of the Safety Statement these risk management measures shall be established to provide the protection of:

- Employees, Pupils and Visitors
- Staff and Pupils from Kidnap, Abduction or Detention
- Extortion

#### 14.3 .2 Security Objectives

To maintain standards of security that provide adequate protection.

To provide and maintain secure workplaces, schooling and methods of work for all employees and pupils.

To protect employees, pupils and the general public, from foreseeable security hazards or risks.

To provide staff with information, instruction, training and supervision required for them to protect themselves from security risks at work.

To develop security awareness and individual responsibility for security among employees at all levels.

#### 14.3 .3 Security Policy

Scoil Mhuire Naofa will ensure that adequate security measures are taken to safeguard employees from assessed risk. This includes the regular review and maintenance of security equipment and systems, guarding by the most appropriate method and adequate training.

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As with all safety precautions and policies Employees must comply with all security precautions as set out by Scoil Mhuire Naofa.

Scoil Mhuire Naofa Management is responsible for the monitoring and review of all aspects of School security. The Management will make recommendations as necessary to improve existing levels of security.

### **14.3 .4 Reporting Security Incidents**

All security related incidents must be reported promptly.

Any security related incident that results in an injury to any individual must be reported. The cause of the accident may be listed as a Security Incident. In the section relating to details of the accident give as full an account of the Security Incident as possible.

### **14.3 .5 Control of Visitors and Contractors**

All contractors are approved in advance of carrying out any work.

All contractors and visitors to the school will be requested to sign in at the school reception and will be required to wear a Visitor's badge.

### **14.3 .6 Policy Responsibilities**

The Principal and all other staff will be responsible for ensuring, so far as is reasonably practicable, that all security requirements relating to his/her particular area of responsibility are fully observed and implemented.

The Principal of Scoil Mhuire Naofa has ultimate responsibility for ensuring that this policy is effectively maintained.

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### 15. Safety Consultation

The 2005 Act places a general obligation on the School as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

The main objective is to foster cooperation between the management and staff to keep health and safety considerations active and to promote development of ideas for the betterment of health and safety at work.

### Safety Representative

A Safety Representative is an individual that may be elected by the staff as a whole, or in particular sections, to represent their opinions and concerns in safety matters. It is the legal right of staff to elect this individual; however it is not a legal requirement.

The School should recognise the position of Safety Representative, and will do all in its power to assist the individual; however it must be noted that it is a voluntary position that carries no remuneration package. A Safety Representative will be given the opportunity to receive appropriate training in the area of Health and Safety.

A Safety Representative should be immediately informed when an Inspector of the Health and Safety Authority visits the premises and will be facilitated in every possible way with the discharge of his/her functions under the Safety, Health and Welfare at Work Act 2005. A Safety Representative will not suffer any disadvantage through the discharge of these functions. A Safety Representative will accompany The Principal or the School safety officer on all inspections within their respective premises.

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### 16 Maintenance activities and Statutory testing

As a preventative measure for the future and to keep all facilities in excellent condition Scoil Mhuire Naofa will ensure the following points with regard to maintenance:

- Regular maintenance is carried out on all buildings and equipment including any testing, adjustment, lubrication and cleaning by suitably qualified personnel
- Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime.
- Regular maintenance is carried out properly.
- A suitable record is kept to ensure that maintenance procedures are proactive, properly implemented and to assist in validating the programme.
- All equipment requiring scheduled Maintenance is listed in the appendix to this Safety Statement along with records of maintenance carried out.
- Risk Assessment for various tools and activities are set out on the following pages.

Certain examinations, testing and inspections are carried out by the following companies:

<b>Type of Examination</b>	<b>Company</b>
Fire alarm system	Stalwart Security
Fire fighting equipment	APEX Fire Ltd.
Boilers/water heaters	Joe Murphy Plumbing
CCTV	Stalwart Security
Electrical	Tim O Sullivan Electrical
Pest Control	PestX
Intruder alarm	Stalwart

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## 16.1 Health & Safety Checklist

1. Annual Inspection – All Staff **and** The Principal  
Copies of each of the following forms are included in the H&S safety folder.

### Health and Safety Audit – 2019/20

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Work Area: \_\_\_\_\_

*Following a review of my work area ie the internal areas of my classroom and corridors/stairs of my classroom, the following issues were worthy of note*

#### **Hazard**

#### **Description of Hazard**

Defective Equipment	
Broken Tables, Chairs or other furniture items	
Damaged floors, walls, ceilings, lights, doors, windows	
Is the area safe from flammable materials?	
Are there any high risk slip and trip areas?	
Any Other	

Describe your issues in box provided above or put N/A in box.

*As part of the Annual Review of the Health and Safety Policy of Scoil Mhuire Naofa I accept that, as a teacher/Special Needs*

*Assistant/Secretary/Caretaker/Cleaner it is my responsibility to read, understand and comply with all School Policies. I have received the current School Policy List attached.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**Annual Inspection** Caretaking Staff and The Principal – This inspection is carried out every year to ensure that the school is maintained in good condition

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### 16.2 Maintenance Risk Assessments (In addition to those provided by the HSA guidance document)

#### 16.2.1. General Manual Handling points.

#### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

**RISK ASSESSMENT: Medium**

#### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

**Note:** if in doubt when lifting **GET HELP.**

#### TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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### 16.2.2. ELECTRICITY

#### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

#### RISK ASSESSMENT: Medium

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

#### CONTROL MEASURES

- Caretakers and maintenance staff employed by Scoil Mhuire Naofa do not engage in general electrical work.
- Caretaker will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.
- Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator.
- Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

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### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armoring will be considered and applied.

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### 16.2.4. Power tools

#### Risks Identified: Medium

Accidental electrocution from exposed wires  
Personal injury from incorrect use  
Personal injury from inadequate maintenance

#### Person at risk:

Employees / Subcontractors / Visitors / Others

Checks before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

#### GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;

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- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

### TOOL SPECIFIC CONTROLS

#### When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.
- Bench drills and similar devices to have a Chuck guard and spindle guard in place.
- Bench Drill to be securely fixed to the bench.

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### 16.2.5. Ladders and working at height

#### Risks Identified: High

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching/Overbalancing
- Ladders Falling/Falls from Ladders
- Electrocution
- Defective Ladders

#### Person at risk:

Employees / Subcontractors / Visitors / Others

#### CONTROL MEASURES LADDERS

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

#### CONTROL MEASURES HEIGHT

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when others are present in the area

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- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by **a competent person, this will include a copy of the statutory form.**
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by contractors which involves working at any height must have a risk assessment and method statement and must be given to the caretaker.

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### 16.2.9 Maintenance and Substances

#### Spraying and Herbicide

##### HAZARDS

- Roundup bi-active, etc.

##### Risk Identified - Low

##### CONTROL MEASURES

- All control measures on the container label (MSDS) to be strictly followed.
- Only trained staff may use the sprayers.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply Roundup at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.
- Spray tanks, hoses, regulator, wand, and nozzle(s) shall be rinsed thoroughly after each use. Rinsate (and pesticide containers) shall be disposed of properly.

### 13. Using DamBuster or similar Drain unblocker

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Set out below are the key points from the Material Safety Data Sheet along with the relevant control measures.

## IDENTIFICATION AND COMPANY

Trade Name	<b>DAMBUSTER</b>
Type & Product/Use	Formulated Acid Liquid Drain Opener
Company	The Wiseman Group P.O Box 58 High Street INGATESTONE Essex CM4 9DL Tel: 01277- 633200

## HEALTH HAZARD

Contact will cause severe burns to Skin, Eyes, Mouth and Internal organs

### Protective Measures

- Hand:** PVC or rubber gloves  
**Eye:** Safety goggles to BS2092/C and/or face shield  
**Skin:** PVC Overalls and acid resistant boots  
**Respiratory:** Type approved RPE for acidic mists and vapours if required.  
Use in well ventilated area

**Hygiene Measures:** Always wash thoroughly after handling chemicals

## FIRST AID MEASURES

First aid boxes containing an eye wash bottle and burn bottles containing 2.5% bicarbonate of soda solution should be fitted adjacent to all storage areas and at process areas where splashes may occur. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Never add water to this product. In case of accident or if you feel unwell, seek medical advice immediately (show label where possible)

## IMMEDIATE ACTION IS VITAL

**EYES:** Irrigate thoroughly under cold water tap for at least 15 minutes. Seek immediate medical attention.

**SKIN:** Drench with water immediately and cover with moistened bicarbonate of soda. Seek medical advice.

**INHALATION:** Remove to fresh air. Rest, keep warm and seek medical advice.

**INGESTION:** Drink Milk of Magnesia or washing soda. Call a Doctor and show him the label or this document.

## FIRE FIGHTING MEASURES

Special Fire Fighting Procedures: - Keep containers cool by spraying with water if exposed to fire.

## ACCIDENTAL RELEASE

**MEASURE** Contain leaking liquid with sand or earth.

## HANDLING & STORAGE

Keep out of reach of children. Do not allow to come into contact with finished or decorative surfaces.

Store in a cool dry place and protect from extremes of temperature.

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### 17 Safety Review

#### 17.1 Safety Review

The Safety Statement will be reviewed annually or when there are changes in any process, equipment, maintenance or legislation.

All employees are encouraged to make suggestions for improving the statement as experience of its implementation grows.

#### 17.2 Location

The safety statement will be held at: The Principal's office

Additional copies can be made available if necessary and by request.

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### **18. Disciplinary Procedures**

**The procedures set out below are to deal with breaches of the Safety Policy and regulations as set out in the preceding chapters.**

We at Scoil Mhuire Naofa believe that, except in the case of gross negligence of the safety regulations, which may warrant an immediate dismissal, the staff member should be warned of any shortcomings and given a reasonable opportunity to put them right.

#### **The following basic procedures will be adhered to:**

Should it be necessary to take formal action because of minor or persistent breaches of the Safety regulations, a verbal warning will be given. This warning will indicate the specific regulation that has been breached, how it is to be rectified and the time limit in which it is to be achieved.

If the required improvement is achieved, the employee will be informed.

However, should the required improvement not result within the stated period, a further warning will be given. This warning will indicate that continued failure to meet the required standards within a further stated time may result in dismissal. This warning will be confirmed in writing to the employee.

In any instances of alleged wilful breaches of the safety regulations, the case will be investigated rapidly and fully and the employee may be suspended with or without pay until the outcome is known.

All warnings for breaches of Safety regulations will be recorded in the employee's file.

Depending on the outcome of the investigation, the employee will be either dismissed without notice, be given a written warning, or return to work.

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

Any employee being warned has the right to have a colleague or representative present.

For further details on Disciplinary Procedures, refer to Conditions of Employment.

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### 19 Appendix:

#### A1. Suggested Teachers and other staff Duties

Make sure that everyone knows his or her duties and responsibilities in relation to safety. Here are some suggestions. Ensure that:

- all staff are familiar with the organisation, safety policy
- employees are trained and aware of potential hazards at their workplace
- first aid and fire fighting equipment are readily available and that staff are aware of their location
- supervision is adequate for pupils
- all safety rules are observed
- proper maintenance is carried out on machinery and equipment. This requires that the machinery and equipment needs to be frequently inspected
- any defects are reported and followed up on to ensure they are rectified. If in doubt, report it anyway
- maintain good standards of housekeeping. Remember that many accidents are trips, slips and falls
- review current working practices with the view to improving health and safety
- investigate accidents and incidents properly
- recommend ways of preventing accidents and dangerous occurrences
- Overview of key workplace issues and procedures
- Reminder of key procedures and issues

**Duration:** As part of regular staff meetings

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### A2. First Aid

#### Nose Bleeds

*Treatment:*

- Stay calm and reassure the casualty.
- Get casualty to sit down and lean forward.
- Get casualty to pinch the soft part of nose.
- Tell casualty to breathe through the mouth.
- Advise casualty not to blow his/her nose for some hours.
- If bleeding continues for a long period or occurs again in a short space of time, seek medical aid.

#### Wounds and Bleeding

*Treatment:*

- Apply direct pressure over the wound with your thumb and/or fingers - preferably over a clean pad. You may need to keep the pressure applied for 5 - 10 minutes if necessary.
- Keep the injured part (supported) above the heart if possible.
- Place a sterile dressing over the wound and secure it firmly. Make sure that the dressing is larger than the wound size. If no dressing is available, improvise.
- Put more dressings on if blood starts to show through the original dressing - do not remove it.
- Keep an eye on the victim and watch for signs of shock.

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### **A3. What do we mean by dangerous substance?**

A dangerous substance is one that has one or more of the following characteristics:

- It can cause fires or explosions
- It is a danger to health
- It is corrosive or irritant
- It is dangerous for the environment.

An example of a dangerous substance is:

- Sample chemicals for experiments in schooling
- Glues, resins, mould release agents and machining fluids used in the manufacture of finished products.
- Thinners, degreasing agents and surface-treatment products used in the cleaning and maintenance of buildings.
- Pesticides and fertilisers used in agriculture and gardening: degreasants, anti-freeze, lubricants and paint in garages; inks, solvents and varnishes in print shops; polyurethane foam, concrete admixtures and formwork oil on building sites.

### **Chemical products can be used in many forms**

#### ***In their pure form***

e.g. Acetone and Trichloroethylene

#### ***In the form of preparations, solutions or mixtures***

Paints, glues, maintenance products, lubricating oils, mould release agents, inks, dyes, products for treating metal surfaces, etc.

#### ***In the form of aqueous solutions***

- ammonia

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- hydrochloric acid (for pickling, scaling etc.) or other strong acids (sulphuric acid, nitric acid, etc.) used in metalworking, electronics, etc.
- Hydrofluoric acid used in glass working, metalworking, papermaking, etc. Formaldehyde (formol) used as a disinfectant or reagent in the textile, leather making and paper industries, etc.

Most of us may be required to handle products which are dangerous to ourselves, to others and to the organisation, hence the importance of proper and correct labelling.

### Collective Protection

If you use dangerous substances you must try and reduce the risk by paying attention to the design of the workplace. Collective prevention means making sure that work equipment is properly designed to prevent the escape of chemicals and fumes; and that the workplace in question is properly ventilated, adding suitable fans and/or extractors if necessary.

If this is insufficient, use appropriate personal protection:

For **Skin** - Use **gloves, aprons, overalls, etc.**

For **Airways** - Use **filter respirators, breathing apparatus, pressure suits,** etc. Make sure that the right type of filter is used.

For **Eyes** - Use **goggles** or **shields**

Before starting work with dangerous products, **read the label, directions for use** and the **safety datasheets** carefully, this will tell you what precautions to take.

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### **A4. Five golden rules which will help you to reduce the risk of accidents**

1. Check that packages and containers are in good condition to avoid leaks. Make sure that gases, fumes, vapours or dusts are extracted at their point of origin. Wear a respirator if necessary. Watch out for possible sources of fire.
2. Keep dangerous products only in appropriate containers, properly labelled. Never transfer them into bottles such as lemonade or beer bottles, or other food containers. Dangerous products must be locked away when not in use.
3. Avoid contact with the mouth. Do not eat, drink or smoke when using dangerous substances or when in a place where they are used.
4. Work carefully. Avoid contamination via the skin. Where necessary, protect exposed parts of the body with protective clothing (aprons, gloves, boots, glasses, face shields, etc.).
5. Be scrupulous about personal hygiene. Wash your hands. Remove soiled work clothing before eating. Treat and protect any wounds immediately, even the most minor ones.

### **Accident Situation**

- Give first aid
- Call the doctor/ambulance
- Organise the removal to hospital
- Give the doctor the package or container with the label.

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### A5. Some typical Childhood Ailments

#### ASTHMA

##### What is Asthma?

Asthma is common and appears to be increasingly prevalent in children and young people.

The most common symptoms of asthma are coughing, wheezing or whistling noise in the chest, tight feelings in the chest or getting short of breath. Younger children may verbalise this by saying that their tummy hurts or that it feels like someone is sitting on their chest. Not everyone will get all these symptoms, and some children may only get symptoms from time to time.

However in early years settings staff may not be able to rely on younger children being able to identify or verbalise when their symptoms are getting worse, or what medicines they should take and when. It is therefore imperative that early years and primary school staff, who have younger children in their classes, know how to identify when symptoms are getting worse and what to do for children with asthma when this happens.

##### Medicine and Control

There are two main types of medicines used to treat asthma, relievers and preventers. Usually a child will only need a reliever during the school day. **Relievers** (blue inhalers) are medicines taken immediately to relieve asthma symptoms and are taken during an asthma attack. They are sometimes taken before exercise.

**Children with asthma need to have immediate access to their reliever inhalers when they need them.** Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

The signs of an asthma attack include:

coughing being short of breath wheezy breathing feeling of tight chest
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being unusually quiet

### **EPILEPSY**

#### **What is Epilepsy?**

Children with epilepsy have repeated seizures that start in the brain. An epileptic seizure, sometimes called a fit, turn or blackout can happen to anyone at any time. Seizures can happen for many reasons. At least one in 200 children have epilepsy and around 80 percent of them attend mainstream school. Most children with diagnosed epilepsy never have a seizure during the school day. Epilepsy is a very individual condition.

If a child does experience a seizure in a school or setting, details should be recorded and communicated to parents including:

any factors which might possibly have acted as a trigger to the seizure  
– e.g. visual/auditory stimulation, emotion (anxiety, upset)  
any unusual “feelings” reported by the child prior to the seizure  
parts of the body demonstrating seizure activity e.g. limbs or facial muscles  
the timing of the seizure – when it happened and how long it lasted  
whether the child lost consciousness  
whether the child was incontinent

This will help parents to give more accurate information on seizures and seizure frequency to the child’s specialist.

What the child experiences depends whether all or which part of the brain is affected. Not all seizures involve loss of consciousness. When only a part of the brain is affected, a child will remain conscious with symptoms ranging from the twitching or jerking of a limb to experiencing strange tastes or sensations such as pins and needles. Where consciousness is affected; a child may appear confused, wander around and be unaware of their surroundings. They could also behave in unusual ways such as plucking at clothes, fiddling with objects or making mumbling sounds and chewing movements. They may not respond if spoken to. Afterwards, they may have little or no memory of the seizure.

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**During a seizure breathing may become difficult and the child's colour may change to a pale blue or grey colour around the mouth. Some children may bite their tongue or cheek and may wet themselves.**

**After a seizure a child may feel tired, be confused, have a headache and need time to rest or sleep. Recovery times vary. Some children feel better after a few minutes while others may need to sleep for several hours.**

### Medicine and Control

Most children with epilepsy take anti-epileptic medicines to stop or reduce their seizures. Regular medicine should not need to be given during school hours.

During a seizure it is important to make sure the child is in a safe position, not to restrict a child's movements and to allow the seizure to take its course. In a convulsive seizure putting something soft under the child's head will help to protect it. Nothing should be placed in their mouth. After a convulsive seizure has stopped, the child should be placed in the recovery position and stayed with, until they are fully recovered.

An ambulance should be called during a convulsive seizure if:

it is the child's first seizure  
the child has injured themselves badly  
they have problems breathing after a seizure  
a seizure lasts longer than the period set out in the child's health care plan  
a seizure lasts for five minutes if you do not know how long they usually last for that child  
there are repeated seizures, unless this is usual for the child as set out in the child's health care plan

### DIABETES

#### What is Diabetes?

Diabetes is a condition where the level of glucose in the blood rises. This is either due to the lack of insulin (Type 1 diabetes) or because there is insufficient insulin for the child's needs or the insulin is not working properly (Type 2 diabetes).

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About one in 550 school-age children have diabetes. The majority of children have Type 1 diabetes. They normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly according to their personal dietary plan. Children with Type 2 diabetes are usually treated by diet and exercise alone.

Each child may experience different symptoms and this should be discussed when drawing up the health care plan. Greater than usual need to go to the toilet or to drink, tiredness and weight loss may indicate poor diabetic control, and staff will naturally wish to draw any such signs to the parents' attention.

### Medicine and Control

The diabetes of the majority of children is controlled by injections of insulin each day. Most younger children will be on a twice a day insulin regime of a longer acting insulin and it is unlikely that these will need to be given during school hours, although for those who do it may be necessary for an adult to administer the injection.

Children with diabetes need to ensure that their blood glucose levels remain stable and may check their levels by taking a small sample of blood and using a small monitor at regular intervals. They may need to do this during the school lunch break, before PE or more regularly if their insulin needs adjusting.

When staff agree to administer blood glucose tests or insulin injections, they should be trained by an appropriate health professional.

Children with diabetes need to be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise.

Staff should be aware that the following symptoms, either individually or combined, may be indicators of low blood sugar - a **hypoglycaemic reaction** (hypo) in a child with diabetes:

hunger

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sweating  
drowsiness  
pallor  
glazed eyes  
shaking or trembling  
lack of concentration  
irritability  
headache  
mood changes, especially angry or aggressive behaviour

If a child has a hypo, it is very important that the child is not left alone and that a fast acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink is brought to the child and given immediately. Slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, should be given once the child has recovered, some 10-15 minutes later.

An ambulance should be called if:

- ✓ the child's recovery takes longer than 10-15minutes
- ✓ the child becomes unconscious

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### **ANAPHYLAXIS**

#### **What is anaphylaxis?**

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours.

Common triggers include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruits such as kiwifruit, and also penicillin, latex and the venom of stinging insects (such as bees, wasps or hornets).

The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness. Fortunately this is rare among young children below teenage years. More commonly among children there may be swelling in the throat, which can restrict the air supply, or severe asthma. Any symptoms affecting the breathing are serious.

Less severe symptoms may include tingling or itching in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting. Even where mild symptoms are present, the child should be watched carefully. They may be heralding the start of a more serious reaction.

#### **Medicine and Control**

The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices containing one measured dose of adrenaline are available on prescription. The devices are available in two strengths – adult and junior.

Should a severe allergic reaction occur, the adrenaline injection should be administered into the muscle of the upper outer thigh.

**An ambulance should always be called.**

Staff that volunteer to be trained in the use of these devices can be reassured that they are simple to administer. Adrenaline injectors, given in accordance with the manufacturer's instructions, are a well-understood and safe delivery mechanism. It is not possible to give too large a dose using this device. The needle is not seen until

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after it has been withdrawn from the child's leg. In cases of doubt it is better to give the injection than to hold back.

Anaphylaxis is manageable. With sound precautionary measures and support from the staff, school life may continue as normal for all concerned.

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