

St. Columba's B.N.S. Safety Statement

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Safety Statement. It represents St. Columba's Boys' National School's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. This Safety Statement is based on Guidelines on Managing Safety, Health and Welfare in Primary Schools.

Contents

Safety, health and welfare policy.....	2
School profile.....	3
Resources for safety, health and welfare in the school.....	7
Roles and responsibilities for safety, health and welfare.....	8
Risk assessment.....	11
Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences.....	15
Instruction, training and supervision.....	17
Communication and consultation.....	18

Safety, Health and Welfare Policy

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

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

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

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

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

Signed:

Chairperson, Board of Management

St. Columba's B.N.S.

Date: _____

School Profile

St. Columba's Boys' National School is located in the heart of Douglas on a five acre campus shared with St. Columba's Girls' National School with Facility for Deaf Children. The school is under the patronage of the Catholic Bishop of the Diocese of Cork and Ross.

The school was demolished and rebuilt over a period of two years and is now located on the footprint of the original school building. It was re-opened in August 2019. It is now a two-storey modern structure with 4 internal stairwells (three of which are fire stairs with fire exits on the ground floor) and a lift for use by persons with temporary or permanent disabilities. The school consists of 15 mainstream classes, 8 Special Education Teaching rooms, 5 Cairdeas rooms (classrooms for children with ASD) as well as a PE Hall, OT Hall, 2 sensory rooms, a library, a science room, outdoor basketball courts and playgrounds and a sensory garden under construction.

We also have a wonderful new addition to the school this year, our community dog, Deano. He is under the care of his handler, teacher Tom Flynn.

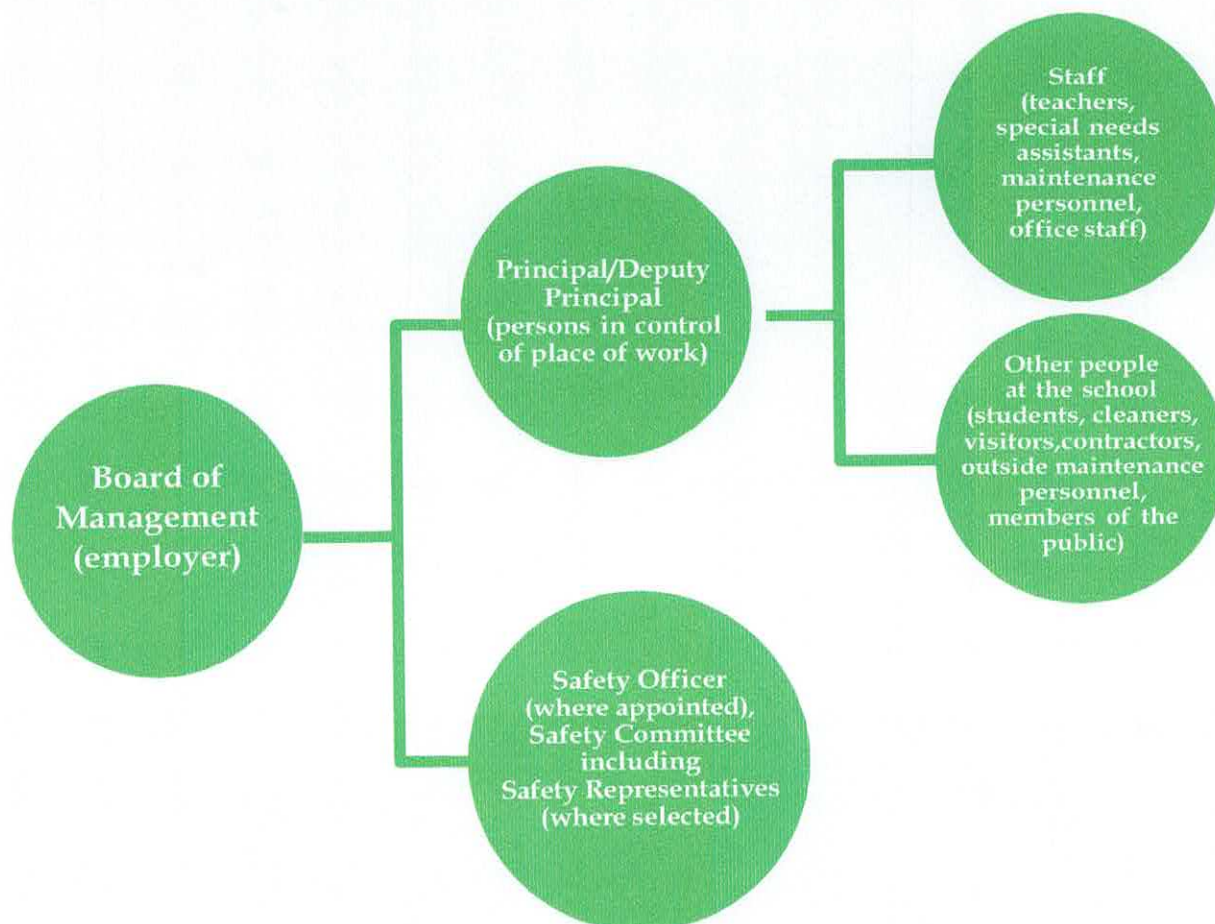
The school allows vehicles on to the campus. The school can also be accessed on foot via the pedestrian gates and walkways from Shamrock Lawn estate, at the junction of Donnybrook Hill and Church Road and from Douglas GAA club.

Contact Details	
Name:	St. Columba's Boys' National School
Address:	Douglas West,
	Cork
Telephone:	021-4364938
Email:	office@stcolumbasbns.ie
Roll No:	13828F
Enrolment:	370 pupils
Staff:	32 teachers 17 special needs assistants 3 ancillary staff (including those job-sharing)
Emergency Contact Details	
Local Doctors:	Doctor 365 Douglas Walk In Medical Clinic and Out of Hours Service 0818-000365

	Elmwood Medical Practice 021-4893255
Hospital:	Cork University Hospital 021-4922000
Ambulance:	999 or 112
Fire Brigade:	999 or 112
Garda Station:	Douglas 021-4857670
First Aiders:	Aisling Morrissey (Currently on maternity leave – new first aiders to be trained as soon as possible in 2023)
Health and Safety Authority:	Ph: 1890-289-389 01-6147000
H.S.A. Local Office	Cork Field Office, 3 rd Floor, 1A South Mall, Cork T12R7WC

Organisational chart:

There is a duty on everyone at work to co-operate effectively in developing and promoting safety, health and welfare. An organisational chart illustrates the hierarchy of duties in the workplace. Safety, health and welfare is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety, health and welfare in schools.



Planning procedures:

Planning is an important part of the school's safety, health and welfare management system. This system requires schools to act in a variety of ways in a complex and challenging environment. The actions required may:

- be routine and predictable, (e.g. annual risk assessments, planned walk-through inspections, training events, meetings);
- occur in response to particular significant events or risk assessments. Many of these can be agreed and implemented fairly quickly, (e.g. repairs to equipment, new safety regulations, a change in work practice following the outcome of an accident);

- be planned to be implemented over a longer period of time or in phases, and may have major resource implications (e.g. replacing sub-standard infrastructure, introducing new equipment, refurbishing key locations).

Safety, health and welfare planning is best seen as an integral part of the School Plan. It draws on many of the same resources and structures as other aspects of the school self-evaluation and planning process. The safety statement should be informed by and reflect wider school planning priorities and decisions.

A Board of Management may nominate a person, perhaps the school principal, deputy principal or another person to co-ordinate the planning, implementation and management of safety, health and welfare on its behalf. There is no mandatory legal requirement for a Board of Management to appoint a safety officer. In some schools, the principal acts as the safety officer. However, the functions of the safety officer may be delegated to another employee. Overall responsibility for safety and health cannot be delegated and remains with the Board of Management.

Provision for persons with special needs:

Provision for pupils with special educational needs is referred to in the school's Admissions Policy, and Special Needs Assistant (SNA) Policy.

Resources for safety, health and welfare in the school

Fire:

There is an adequate supply of fire extinguishers which will deal with any type of fire. All fire equipment is identified and regularly serviced. There is a fire alarm system in the building.

First Aid:

There are 6 properly equipped first aid cabinets available at all times to staff. The locations are as follows:

Downstairs:

- PE Hall
- Foyer
- Next to ground floor lift
- Cairdeas (beside staff toilet)

Upstairs:

- Next to upper floor lift
- Opposite 6th class and senior Cairdeas rooms

The contents of the first aid cabinets include:

- 40 Adhesive Plasters
- 4 Sterile Eye Patches
- 6 Individually Wrapped Triangular Bandages
- 6 Safety Pins
- 4 Individually Wrapped Sterile Unmedicated Wound Dressings (medium 10x8cm)
- 8 Individually Wrapped Sterile Unmedicated Wound Dressings (large 13x9cm)
- 8 Individually Wrapped Sterile Unmedicated Wound Dressings (extra large 28x17.5cm)
- 40 individually wrapped disinfectant wipes
- 1 paramedic shears
- 10 examination gloves
- 1 pocket face mask
- 3 crepe bandages (7cm)

As recommended on:

https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/first-aid-general_%E2%80%93no-21.pdf

The first aid cabinets also include:

- Anthisan (for bee/wasp stings) – cabinet in foyer only
- Burn gel
- Tape
- Cotton Bandage
- First Aid Blankets

2 Mobile first aid kits

Snow and Ice:

The school keeps a supply of salt to clear access routes when necessary.

Roles and responsibilities for safety, health and welfare

Responsibility of employer (Board of Management):

- ✓ Complies with its legal obligations as employer under the 2005 Act
- ✓ Ensures that the school has written risk assessments and an up to date safety statement
- ✓ Reviews the implementation of the Safety Management System and the safety statement
- ✓ Sets safety, health and welfare objectives
- ✓ Receives regular reports of safety, health and welfare matters and matters arising from same are discussed
- ✓ Reviews the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur
- ✓ Reviews the school's safety, health and welfare performance
- ✓ Allocates adequate resources to deal with safety, health and welfare issues
- ✓ Appoints competent persons, as necessary, to advise and assist the Board of Management on safety, health and welfare at the school
- ✓ Appoints competent contractors to carry out any works within the school and that these contractors are registered (ie with RECI or ECSSA for electricians)

Designated person for safety, health and welfare acting on behalf of the Board (e.g. the Principal):

- ✓ Complies with the requirements of the 2005 Act
- ✓ Reports to the Board of Management on safety, health and welfare performance
- ✓ Manages safety, health and welfare in the school on a day-to-day basis
- ✓ Communicates regularly with all members of the school community on safety, health and welfare matters
- ✓ Ensures all accidents and incidents are investigated and all relevant statutory reports completed
- ✓ Organises fire drill, training etc
- ✓ Carries out safety audits

Teacher (with particular functions in safety, health and welfare):

Designated Teacher: Ciara O'Mahony, Assistant Principal 2

Although ultimate responsibility for safety, health and welfare rests with the Board of Management, the teacher must fulfil those duties to which she has agreed. These include:

- ✓ Health and Safety Policy Development including annual risk assessment review

- ✓ Fire Drill and Evacuation Procedures Organisation
- ✓ First Aid Organiser
- ✓ Plan for Children with Medical Needs
- ✓ Overview of Safety Procedures

Teachers/Special Needs Assistants/Non-teaching staff:

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with.

All employees must:

- ✓ Comply with all statutory obligations on employees as designated under the 2005 Act to protect their own safety and health as well as the safety and health of their students, co-workers or anyone who may be affected by their acts or omissions at work
- ✓ Familiarise themselves with and conform to the requirements of this safety statement
- ✓ Co-operate with school management in the implementation of the safety statement
- ✓ Inform students of the safety procedures associated with individual subjects, rooms, tasks
- ✓ Ensure that students follow safety procedures
- ✓ Check classroom/immediate work environment to ensure it is safe and free from fault or defect
- ✓ Check that equipment is safe before use
- ✓ Make proper use of all machinery, tools, substances, etc. and of all personal protective equipment provided for use at work.
- ✓ Report any defects in the place of work, equipment, etc. which might endanger safety and health
- ✓ Report any accidents, near misses, dangerous practices or situations that you are aware of to relevant persons as outlined in the safety, health and welfare statement
- ✓ Ensure that risk assessments are conducted for new hazards
- ✓ Comply with relevant laws and ensure that they are not under the influence of any intoxicant.
- ✓ Cooperate with their employer with regard to safety, health and welfare at work
- ✓ Not engage in any improper conduct that could endanger their own safety or health or that of anyone else
- ✓ Participate in safety and health training offered by their employer.

Other School Users:

Other school users such as students, parents/guardians, volunteers, visitors and providers of afterschool care and extra-curricular activities should comply with school regulations and instructions relating to safety, health and welfare.

Contractors:

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

- ✓ Schools must make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- ✓ Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- ✓ Contractors must advise the principal about the likely duration of the work to be carried out and any possible hazards and how these will be addressed.
- ✓ Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to the work to be carried out.
- ✓ Where schools are sharing a workplace with a contractor they must co-operate and co-ordinate their activities in order to prevent risks to safety, health and welfare at work.

The importance of appointing competent persons:

Safety, health and welfare functions can be delegated to a senior manager such as the principal. However, the legal responsibility for safety, health and welfare rests with the Board of Management. The school may wish to appoint a person, such as a safety officer, to act on its behalf but in doing so they must be satisfied that this person is competent.

Competence is defined under the 2005 Act as follows: "a person deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken."

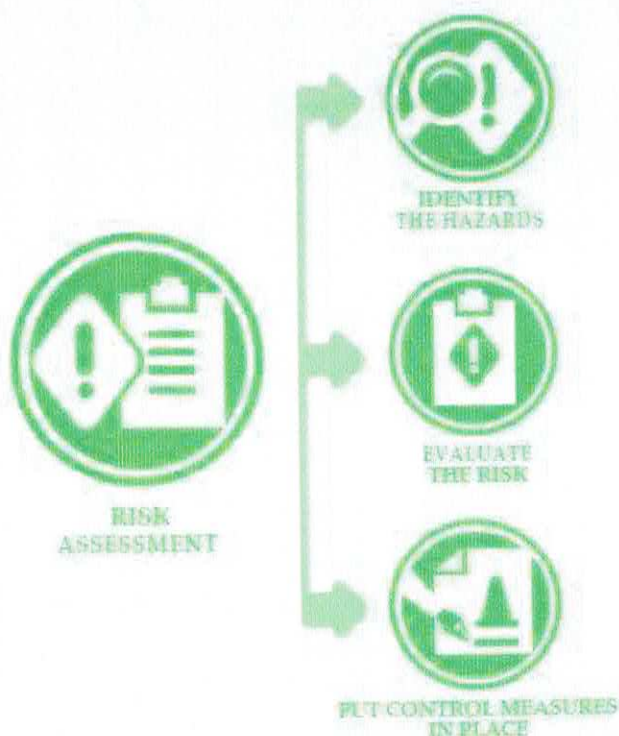
The school is a unique work environment but is not generally high risk. Those on the ground, carrying out the day to day work of managing and co-ordinating school activities know this environment best. The school should have access to sufficient safety, health and welfare knowledge, skills or experience to identify and manage safety, health and welfare risks effectively and to set appropriate objectives.

In many schools a safety officer may not be appointed and the principal in addition to the management of the school takes responsibility for managing safety, health and welfare matters. Furthermore, the principal may decide to delegate certain functions to individual teachers, the caretaker, or other staff, deemed to be competent within their respective work areas. Such responsibilities could include the teacher completing a risk assessment for his/her classroom. This makes sense as a teacher knows his/her own classroom best.

Risk Assessment

The whole aim of the Safety Management System is to minimise risks. To evaluate risks, school must draft written "risk assessments". This helps to determine what the hazards are, the risk involved and the controls to be put in place to minimise the risk. It also enables schools to define priorities and set objectives for eliminating hazards and reducing risks within timescales.

Wherever possible, risks should be eliminated. Where risks cannot be eliminated the general principles of prevention must be used as part of the risk assessment process.



Hazards:

Hazards may be categorised as:

- Physical hazards e.g. manual handling; slips, trips and falls; electricity; fire
- Health hazards e.g. noise; harmful dusts; unsuitable lighting levels; vibration
- Chemical hazards e.g. glues, solvents, dyes, cleaning agents
- Biological hazards e.g. viruses, bacteria
- Human factor hazards e.g. stress, bullying, violence

The Board of Management, in consultation with the staff, has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community:

1. Activity outside of the classroom
2. Hazards within the classroom/school
3. Restricted areas
4. Hygiene
5. Fire
6. First Aid/Administration of Medicines/Accidents
7. Discipline
8. Threatening behaviour
9. Traffic
10. Off Campus Activities

1. *Activity outside of the classroom:* St. Columba's B.N.S. opens for business at 8.50am and all teachers will be present to exercise the required supervision over their classes at that time. Special Needs Assistants will be present for work at 8.40am to supervise pupils as they arrive and assemble in the yard along with members of the In School Management (ISM) team. It is recognised that lunch breaks require special supervision. A rota of supervision for these times will be drawn up by a member of the ISM team in consultation with the principal and staff and supplied to the Board of Management. This will be emailed to all staff.

On wet mornings, the 'Wet Morning Supervision Protocol' will come in to play. The ISM team will open the doors and allow pupils to enter the school ten minutes early at 8.40am. The ISM team will supervise designated classes until their class teachers arrive at 8.50am.

It is imperative that pupils and staff move with caution and care within the school. Everyone must walk on the right hand side of corridors and stairs in order to avoid collisions and congestion. This is particularly important at yard times and dismissal times. Teachers will escort pupils to the yard at break times to ensure they are moving with caution and care particularly on stairs. Teachers will escort their pupils to their designated exits from where they will be dismissed at 2.30pm, the end of the school day. **The school does not accept responsibility for pupils before 8.40am or after 2.35pm.**

In all pupil activity involving games, P.E., etc., teachers will exercise prudent judgement on the level of safety required and bring to the notice of the principal any matter requiring corrective action.

Activities which involve pupils travelling from the school, such as School Tours, School Sports, Swimming Classes, etc., will require rules specific to the nature of the place being visited and the activities being engaged in. Teachers will communicate these rules clearly in order to ensure the safety of all participants.

When completing the Enrolment Form, parents will be asked to include the names of any persons into whose care their children can be allowed, in addition to their parents, unless a court order states otherwise. Should this information change, parents/guardians are asked to inform the school office so that a child's teacher and the records on Aladdin can be updated.

2. *Hazards within the classroom/school:* The teachers take appropriate precautionary measures when dealing with hazards that have the potential for injury within the classroom and school building during normal school business.

Teachers, SNAs and ancillary staff are requested to conduct regular risk assessments of their classrooms/areas of work and to take corrective action when necessary. Where a staff member is unable to take corrective action themselves, they must inform the principal.

The boiler room and storage areas for tools, machinery and cleaning products will be securely locked by relevant personnel when unattended.

3. *Restricted areas:* The restricted areas of our school consist of gated outdoor areas where pupils are not permitted to enter or areas that are restricted to certain groups of pupils at certain times of the day. The gates will be closed to prevent entry/exit at these times. These gates are secured using a code or padlock.
4. *Hygiene:* Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all in the school. Teachers educate their pupils in good hygiene practice as part of the SPHE curriculum. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the notice of the principal any corrective action which may be deemed necessary.

At the beginning of every school year, pupils are asked to bring bottles of pumped soap to be used in their class' bathrooms. Paper hand towels are provided for hand drying. In addition, hand sanitiser dispensers are located at the entrance to every classroom, in the school foyer, outside the staff room and outside staff bathrooms. These are checked and topped up regularly by the school caretaker. Plastic bags and gloves are available for staff to use as necessary.

5. *Fire:* The following provisions have been made by the Board of Management of St. Columba's B.N.S. with regard to fire:
- There is an adequate supply of fire extinguishers which will deal with any type of fire.
 - All fire equipment is identified and regularly serviced.
 - There is a fire alarm system in the building.
 - Fire alarms are clearly marked.
 - Signs are clearly visible to ensure visitors are aware of exit doors.
 - Regular fire drills take place – at least once per term.
 - Staff are aware that lifts cannot be used in the event of fire.
 - The school has three fire resistant refuge points. Persons with mobility issues can be brought to the refuge point at the top of their nearest fire stairs. Here they can call for assistance using the two way emergency voice communication system.
 - Assembly points for each class are designated and clearly marked in the school yards.
 - Up-to-date class lists are kept on the wall at the back of each classroom for the teachers to take with them for roll call at assembly points following evacuation.
 - Teachers call the roll every morning to ensure they are aware of the number of pupils present in the classroom each day.
 - Staff and students leaving the building must sign out.

- Teacher should be made aware if a pupil is being withdrawn from the classroom for any reason (ie by a SEN teacher).
- Designated teacher, Ciara O'Mahony, will ensure new staff are informed of fire safety procedures.

6. *First Aid/Administration of Medicines/Accidents:* In the event of accidents it may be necessary to administer first aid. First aid equipment is available for all staff to use. It is stored in first aid cabinets clearly marked with a green cross on the upper and lower corridors as well as in the kitchen in the PE Hall and in Cairdeas.

In the case of minor incidents, a teacher/SNA will administer first aid as necessary. For example, cleaning a small wound and applying a plaster. Where a child has received a head injury, a parent will be contacted by telephone. An ambulance will be called if necessary.

In the case of a serious accident or medical incident (e.g. seizure or severe allergic reaction), an ambulance will be called immediately and a parent will be contacted by telephone. Qualified first aiders on staff/relevant personnel will be called upon to attend to the injured party in the interim.

When completing the Enrolment Form, parents will be asked to fill out the 'Allergies and any further information the school should be aware of' section. Where applicable, any relevant medical information that the school would need in the event of a pupil needing urgent medical attention should be recorded here.

All staff have been sent information and instructional videos in relation to the correct administration of adrenaline auto-injector pens (such as EpiPen). Relevant personnel have been trained in the administration of Buccal Midazolam prescribed to certain children with epilepsy. Any administration of medicine must be recorded on the Record of Administration of Medicines and filed in the office when completed. The record template can be found in Appendix 5 of the Administration of Medicines Policy. Only a medicine for which a Letter of Indemnity has been signed by a parent can be administered in school. The Letter of Indemnity template can be found in Appendix 2 of the Administration of Medicines Policy.

The majority of staff attended a basic CPR and defibrillator training course (uncertified) in December 2022. Those who did not will be offered the opportunity to attend this training in January 2023. Staff will also be offered the opportunity to attend a formal first aid training course in 2023. From this a list of qualified first aiders will be compiled and displayed in various locations around the school.

Accidents are reported and recorded by the member/members of staff who are present or on supervision at the time. These reports are kept on file in the school office.

7. *Discipline:* The Code of Behaviour of St. Columba's B.N.S. provides for a level of behaviour to minimise personal risk and stress to all.
8. *Threatening Behaviour:* When an employee feels at risk from or threatened by the behaviour of a particular person on school property, this must be brought to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees c.f. Behaviour of Concern Policy.

The main access doors to the school are access controlled so that only relevant personnel can enter and exit the building. This measure is in place to ensure pupil and staff safety.

9. *Traffic:* To ensure the safety of pedestrians and motorists alike, all who drive onto the school grounds must do so with caution and care. They must adhere strictly to the 15km/h speed limit, road safety signage and pupil traffic warden directions. Pupils must only be dropped off in designated drop off points on the school side of the road. However, parents and guardians are strongly encouraged to park outside the school grounds and walk their children to school. In doing this, the traffic congestion within the school grounds is reduced and the safety of all is increased. It will also reduce the build-up of harmful emissions and allow for cleaner air on our school grounds in line with our Green School status.
10. When teachers are organising off-campus activities, they will use the checklist in appendix 1 to assess any potential risk that this activity might have.

Emergency procedures for fire safety, first aid, accidents and dangerous occurrences

Emergency Procedure:

St. Columba's B.N.S. developed a critical incident management plan to assist in dealing with a major crisis or traumatic situation as part of the school's Critical Incident Policy.

Contact details are updated annually by the school's secretary. The contact details for parents/guardians of pupils are kept on Aladdin and class teachers retain a hard copy of their own class. A copy of staff emergency contact details are also kept in the Critical Incident Management Plan. The Principal, Deputy Principal and secretaries have access to all records on Aladdin. Each individual class teacher has access to their own class' information on Aladdin. The secretary usually contacts parents/guardians in case of an emergency, though this depends on the severity.

Fire Safety:

Employees at St. Columba's B.N.S. are instructed on procedures for emergencies and evacuation. Escape routes must be kept clear and checked regularly. Emergency exits are free to open by activation of a push bar. The electrical system is checked periodically by a competent person. The school is equipped with appropriate fire-fighting and detection equipment.

St. Columba's B.N.S. carries out at least one fire drill per term. Whilst planning fire drills is important, it is not necessary to give advance notice to staff for each one. Generally, both pupils and staff are aware of when the first fire drill of the school year will take place. The class teacher will organise for the pupils to walk the evacuation route in advance of the fire drill. This is to minimise the risk of accident during the drill and familiarise each pupil with their new evacuation route and assembly point for the year. For the second fire drill, only staff are aware that it will be taking place. For the third fire drill, only those organising it will be aware that it is to take place. In every case, the efficacy of the fire drill is reviewed and assessed. Designated teacher, Ciara O'Mahony, will ensure new staff are informed of fire safety procedures.

Pupils and staff should exit via the escape route outlined on the evacuation map in their classroom. These maps are displayed at the back of the classroom on or near the door. On exiting the building they should proceed to their designated assembly point on the school yard. These assembly points

are displayed with the evacuation maps. Support teachers must exit the building via their nearest fire exit. Once outside, they must return their pupils to their class teacher at their designated assembly point.

Teachers must take their class list with them and call attendance once the pupils are assembled outside. An up to date class list must be displayed on or near the classroom door for this purpose.

With regard to children from Cairdeas, if a child/children are integrating accompanied by an SNA, they should exit the building with the mainstream class when the fire alarm sounds. Once they are safely assembled at the mainstream class' assembly point, the SNA should let the class teacher know that they are returning to the Cairdeas assembly point with the child/children.

When a child/children are integrating without an SNA, again they will exit the building and line up with the mainstream class. Once everyone is safely outside, their Cairdeas teacher should send an SNA to collect them and bring them back for roll call. Again, it is important to let the mainstream class teacher know that the child/children is being taken back to the Cairdeas assembly point.

First aid, accidents and dangerous occurrences:

In the event of accidents it may be necessary to administer first aid. First aid equipment is available for all staff to use. It is stored in first aid cabinets clearly marked with a green cross on the upper and lower corridors as well as in the kitchen in the PE Hall and in Cairdeas.

In the case of minor incidents, a teacher/SNA will administer first aid as necessary. For example, cleaning a small wound and applying a plaster. Where a child has received a head injury, a parent will be contacted by telephone. An ambulance will be called if necessary.

In the case of a serious accident or medical incident (e.g. seizure or severe allergic reaction), an ambulance will be called immediately and a parent will be contacted by telephone. Qualified first aiders on staff/relevant personnel will be called upon to attend to the injured party in the interim.

Accidents are reported and recorded by the member/members of staff who are present or on supervision at the time. These reports are kept on file in the school office and formally reported to the HSA using the guidelines set out below.

Following a report, accidents will be investigated by the principal or designated teacher. The relevant risk assessment may be reviewed and corrective action taken. Accidents, near misses and dangerous occurrences will be recorded appropriately and, where necessary, brought to the attention of the Board of Management.

Accidents to be reported to the Health and Safety Authority:

Every Board of Management is legally required to report specific incidents to the Health and Safety Authority (HSA).

If a pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner, a report must be made to the HSA. For example, if a student injures him/herself whilst working with a scissors during class and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard and is injured, this

is not reportable. If a pupil trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the HSA. School trips/tours are considered to be a work activity of the school.

With regard to staff injuries:

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

A report to the HSA can be made in two ways, namely by [reporting online](#), via the Health and Safety Authority's website or by hard copy, i.e. completing the Incident Report Form (IR1) and posting it to the HSA Contact Centre, Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1. Reporting online is the preferred option as it is possible to view the school's history of reporting and print copies of reports for school records. The schools insurance company should also be notified about serious accidents that occur in the school or while on school related activities.

Instruction, training and supervision

On the implementation of the safety, health and welfare management plan, a training needs analysis should be completed in order to identify and address any deficiencies. Once safety, health and welfare training needs have been identified, they should be incorporated into the school's annual training plan and reviewed regularly to ensure all training needs are met. Training needs analysis should be carried out especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety, health and welfare management system in the school. Risk assessments will also be a very good indicator of staff training needs.

Under Section 10 of the Safety, Health and Welfare at Work Act 2005, training should be given in the following circumstances:

- On recruitment
- In the event of a change of task assigned to a staff member, e.g. if a teacher who is a first aider goes on maternity leave, she will need to be replaced. Therefore, another teacher will need the relevant first aid training.
- The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work
- The introduction of new technology by the employer

Refresher training is a short term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has elapsed from the initial training, e.g. refresher first aid training should be taken every 2 years. The school shall keep a record of staff training events.

Communication and consultation

In accordance with Section 20 (3) of the Safety, Health and Welfare at Work Act 2005 every employer must bring the safety statement, in a form, manner and language that is reasonably likely to be understood, to the attention of:

- His/her employees, at least annually and, at any other time, following its amendment
- Newly recruited employees upon commencement of employment
- Other persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g. contractors carrying out work at the school.

It is good practice to ensure names and photographs of first aiders and responsible persons are posted in various locations around school on safety, health and welfare noticeboards located in central positions. Information pertaining to nearest emergency first aid kits, fire evacuation points and general emergency procedures can also be posted on safety, health and welfare noticeboards. Staff will receive safety, health and welfare information and updates to their school email accounts.

The names of all persons with responsibilities for safety, health and welfare are communicated to employees.

Emergency procedures and specific hazards and control measures are communicated to employees including substitute, temporary and new employees and those returning from leave of absence.

All students, parents/guardians and visitors to the school should also have access, as appropriate, to the safety statement. The school community have been notified of the fact that such a policy exists and can access it through the secretary or on the school website www.stcolumbasbns.ie.

A copy of this policy will be made available to the Department of Education and Skills and the patron Bishop of the Diocese of Cork and Ross if requested.

Ratification and Review:

This policy was reviewed by the Board of Management on 7th February 2023. It will be reviewed when the need arises or at least annually.

The HSA recommends that a review should be conducted when changes have been made to work practices, personnel, where a practice is no longer valid or under direction from the HSA inspector. It is recommended by the HSA that the statement be reviewed at least annually.

Signed: _____

Dónal Murray, Chairperson

Date: _____

21/2/23

Risk Assessment Checklist

INTRODUCTION:

This checklist is designed to assist St. Columba's B.N.S in fulfilling their duties in assessing risks. Risk management is the consideration of the risks that arise and putting in place sensible health and safety measures to control them. In accordance with our duties, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere. This risk assessment checklist deals with the area of school outings. The Principal is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change, or when particular needs necessitate this. The Principal is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover. On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Principal and ensure measures are put in place.

The Process of Risk Assessment:

Step 1: Identify the hazards E.g. Location, Activities, Equipment, and People.

Step 2: Decide who might be harmed and how.

Step 3: Evaluate the risks and decide on precautions.

Step 4: Implement your precautions.

Step 5: Review your assessment and update if necessary.

Risk Assessment Checklist:**Activity: School Outing**

Identified Hazards	Precautions Taken	Completed
1. Child left behind	1. Roll taken before leaving school and head count done on departure.	
2. Child not properly clothed for specific trip	2. Parents informed prior to trip and checks made on arrival to school.	
3. Child requires toilet en-route.	3. Children taken to toilet prior to embarking.	
4. Child becomes ill/has an accident on trip.	4. First-aid kit taken. Phone with necessary numbers (school office) taken.	
5. Children with existing medical issues.	5. Consent form from parents along with contact numbers taken. Also any procedures discussed with parents in line with our administration of medicines policy.	
6. Outing location.	6. Checked for hazards beforehand by teacher/school.	
7. Other Hazards	7. Teachers follows best practice with regards to other school policies/child teacher ratio/child safeguarding statement etc.	

Signed:

_____ (Class teacher(s))

(Principal)

_____ (Date)

Risk Assessment Checklist:**Activity: Overnight School Outing**

Identified Hazards	Precautions Taken	Completed
1. All items on school outing checklist	1. School outings checklist completed	
2. Accommodation	2. Accommodation thoroughly checked by teachers/school beforehand. School's needs discussed with accommodation provider.	
3. Phones/Electrical Devices	3. All phones/electrical devices to be confiscated for the night portion of the tour.	
4. Walks/Tours through public places. Getting on/off bus	4. Children are well rehearsed on safety procedures during tour. Parents notified that if their son cannot adhere to these procedures they will be unable to attend tour.	
5. Entering of children's rooms.	5. Always inform children when entering and always have at least two staff members present.	

Signed:

_____ (Class teacher(s))

_____ (Principal)

_____ (Date)