



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARA AND CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD



COLÁISTE
BHRÍDE
C A R N E W

HEALTH & SAFETY AT WORK PROCEDURES

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GENERAL POLICY STATEMENT

1. We herein affirm our general policy statement and procedures to the highest practical standard as dictated by the Safety, Health and Welfare at Work Act 2005 as enforced and implemented by the National Authority for Occupational Safety and Health.
2. The uttermost effort will be implemented and maintained to achieve the criteria embraced by the legislation of the National Authority including any amendments or additions that may be affected by them from time to time.
3. The pertinent parts of this statement will be analysed periodically and relevant portions will be revised as appropriate.
4. There will be ongoing co-operation between management and staff to upkeep the essential standards in all areas.
Information, training, instruction and supervision will be provided where necessary, to enable staff to perform their work safely and effectively.
5. Our annual report will evaluate the extent to which the Safety Policy Statement and Procedures have been put into effect during the period covered by the report.

I, the undersigned totally endorse and take responsibility for the implementation of this policy statement.

Signed: _____
Mr. John Naylor
Chairperson Board of Management

GENERAL HEALTH AND SAFETY AIMS

The achievement of the aims set out in the general policy statement will be supported by detailed aims hereunder and without prejudice to the generality of the introductory general policy statement. The administration will extend its policy to include in particular:

1. The design, provision and maintenance of, so far as is reasonably practicable, a working environment that is safe, healthy and without risks as regards arrangements and facilities, to the welfare of all people affected by the work practices.
2. The provision and maintenance of, so far as is reasonably practicable, premises, with means of entry thereto and egress therefrom, which are safe and without risks.
3. The supply and maintenance, as far as is reasonably practicable, of plant, equipment and appliances, for the time being, on the premises that are safe and without risks to the safety, health and welfare of people affected by their use.
4. The provision of information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable and is in the opinion of management necessary.
5. In circumstances where it is not practicable to control or eliminate hazards in the place of work, provision and maintenance of such protective clothing and equipment that is appropriate and that these are used.
6. Assurance that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to the safety, health and welfare of all.
7. The obtaining, where the foregoing obligations cannot be complied with for lack of suitable personnel, the services of a competent person as per The Safety, Health and Welfare at Work Act 2005.

This statement, will be used in conjunction with the school Safety Statement and will be retained in the workplace and its provisions will be brought to the notice of all employees.

This statement will be kept available for inspection by an Inspector of the Health and Safety Authority.

The person charged with the responsibility for the implementation and upkeep of these procedures is Linda Dunne, school principal.

GENERAL RESPONSIBILITIES OF EMPLOYEES

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use personnel protective and other suitable equipment for securing their safety, health and welfare while at work.
4. To report to management without unreasonable delay any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which they become aware. (See Appendix A)
5. The provision to prepare, review and revise all emergency plans on a regular basis and/or when a specific need arises.
6. To co-operate/partake in an annual whole school risk assessment to review health and safety measures for rooms, equipment and procedures. (See Appendix B)
7. All staff should know the fire evacuation procedure from all locations on school grounds. All staff shall participate in two fire drills arranged by the health and safety committee.
It is of critical importance that all class teachers go through the fire evacuation procedure with their class groups at regular intervals throughout the year. It is good practice to allow time for students to practice getting into a line in the same order as the roll. This will greatly assist counting time. (See Appendix C re fire evacuation procedure)
8. Management will, from time to time:
 - § Issue information on Safety, Health and Welfare in order to keep all employees abreast with up-to-date legislation, trends, hazards and any risks involved in its activities (These may be by means of memos, notices, videos, films, talks or seminars as deemed necessary)
 - § Make available information on hazards and risks and the necessary measures to deal with them
 - § Arrange training for staff involved in specific tasks requiring additional skills as necessary(Records of all training given will be recorded)

§ Arrange Fire Safety Training every 2 years for all the staff with an external consultancy company registered for this training

9. A number of staff members have been allocated roles of responsibility to maintain safety standards, health and welfare in the school (See Appendix D)
Also to assist in delivering a safe and affective environment for all in our school community responsibilities have been described for different sectors of staff. (See Appendix E)
10. To reduce the risks, the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases resources required have already been made available as outlined in this safety policy statement. (See Appendix F)
11. New staff will receive induction training to ensure they are aware of all health and safety procedures (See Appendix G)
12. To assist in the free flow of students around the building, staff should monitor and direct students to use the one way system correctly. (See Appendix H)
13. A number of staff members have been trained to administer first aid and a first aid room has been allocated where any injuries can be treated. Also sick/unwell students can take respite in the first aid room after receiving permission (See Appendix I)
14. Once an individual informs management that they are pregnant a specific risk assessment will be carried out to ensure they are not being exposed to any risk (See Appendix J)
15. In case of emergency a list of emergency contact number are provided (See Appendix K)
16. All staff should be aware of Covid specific responses (See Appendix L)

It is an offence under the Legislation to fail to discharge the above duties intentionally or recklessly interfere with or misuse anything provided in the interest of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage students to report to them any items or situation which in the students opinion are hazards or potential hazards.

Appendix A:-Accident procedure and reporting

Accident Procedures

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

Staff Member

On coming across an incident where either a colleague or student has sustained an injury the following procedure applies;

- Observe the accident location and the status of the injured person;
- If there is a risk of further injury and the area cannot be made safe, move the injured person to safety if possible;
- Call for immediate assistance by contacting a First Aid Responder and / or emergency services depending on severity of accident;
- If an ambulance has been called, make sure that the exact location has been given;
- Fully inform the First Aid Responder of all details and contact the Principal/Centre Manager if not already informed.

Accident reporting

1/All accidents will be reported to management or the person in charge regardless of their severity. The term accident in this context refers to all accidents including “near misses” and property damage.

2/ The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.

3/In the event of a serious injury/death the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

4/Details of all accidents will be recorded and copies retained. This form can be collected in the office from administration staff.

For further details see the CBC Safety Statement, section 6.7

Accident Report Form



To be completed by the school principal/coordinator/programme manager or designated person in the case of a student, and by the line manager/designated person in the case of an employee.

ACCIDENT/NEAR MISS REPORT FORM

1. Name of person involved in accident/near miss: _____

2. Address: _____

3. STUDENT: ☐ Age: EMPLOYEE: ☐ VISITOR: ☐

Please tick as appropriate ✓

4. School/Centre: _____

5. Name of teacher/person in charge, if the injured person is a student:

6. Particulars of accident/near miss:

7. Place: _____

8. Time: _____ Date: _____

9. a) Witness: _____ Phone No.: _____

Address: _____

b) Witness: _____ Phone No.: _____



To be completed by the school principal/coordinator/programme manager or designated person in the case of a student, and by the line manager/designated person in the case of an employee.

ACCIDENT/NEAR MISS REPORT FORM

1. Name of person involved in accident/near miss: _____

2. Address: _____

3. STUDENT: ☐ Age: EMPLOYEE: ☐ VISITOR: ☐

Please tick as appropriate ✓

4. School/Centre: _____

5. Name of teacher/person in charge, if the injured person is a student:

6. Particulars of accident/near miss:

7. Place: _____

8. Time: _____ Date: _____

9. a) Witness: _____ Phone No.: _____

Address: _____

b) Witness: _____ Phone No.: _____



14. Absence from school/work

Date of return to school/work: _____

Anticipated absence if not back: 4-7 days ☐ 8-14 days ☐ More than 14 days ☐

Comment: _____

15. Treatment/First Aid: _____

16. Doctors report and recommendation if any: _____

Signature of person completing report: _____ **Date:** _____

Print name and job title: _____

Signature of Principal/Manager: _____ **Date:** _____

Print name: _____

Signature of First Aider: _____ **Date:** _____
(If treatment was given)

Print name: _____

Signature of Student/Employee/Visitor: _____ **Date:** _____
(If possible)

Print name: _____

Attach additional sheets if necessary

(In the event of a reportable accident, a copy of this form should be sent to Carmel Whelan, Safety Coordinator, Kildare and Wicklow Education and Training Board, Administrative Offices, Church Street, Wicklow Town and a copy retained in the School/Centre)

Appendix B:-Risk Assessment

- 1/ The annual risk assessment will be distributed by the Safety Co-Ordinator via email/print to the relevant persons to complete the inspection (eg subject dept. convenor)
- 2/ The inspection can be completed by a whole subject dept. and returned to the Safety Co-Ordinator.
- 3/ Any risk identified should be prioritized and addressed accordingly by the relevant person.
- 4/ The completed risk assessment will be analysed by the Health and Safety Committee and appropriate actions taken. A report will be compiled and presented to the Board of Management.

The following link to the HSA will be used:

[https://www.hsa.ie/eng/Education/Managing Safety and Health in Schools/Interactive Risk Assessments - Post-Primary under review](https://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Interactive_Risk_Assessments_-_Post-Primary_under_review)

Appendix C:- Fire Evacuation Plan

In the unlikely event of a fire the fire evacuation plan below **MUST** be followed. This plan will be practised by persons in the building twice during the school year. The main focus is to calmly leave the building, assemble at designated areas, count student/teachers using roll call and use the yearly amended teacher “Buddy system”.

Fire Evacuation Plan

- 1/ When the alarm sounds, everyone should leave the building in an orderly and calm manner via the closest exit point leaving bags etc behind. Everybody should wear a face mask.
- 2/ The teacher should ensure all doors and windows are closed before exiting. While exiting all teachers should keep an eye for people in offices and bathrooms that might not realise an evacuation has begun. This is particularly significant for persons with hearing difficulties. Teachers have been allocated specific locations to check.
- 3/ When the alarm sounds the administration staff will print off the absentee, late note and permission to leave list from Unique Publishing.
- 4/ When the alarm sounds deputy principals will collect preorganised folders with class lists from the Seomra Fáilte office.
- 5/ When the alarm sounds the caretaking staff will ensure all gates are open for the emergency services to enter the facility.
- 6/ When the alarm sounds the principal will alert non campus rooms.
- 7/ Students should then enter the assembly points and line up in the same order their roll is taken in base class. Students cannot block access for the fire brigade so they cannot be spread out too far.
- 8/ Class teachers should call roll to see if anyone is missing. Calling the roll is critical as one student may have left during the day and another may have arrived late. Calling the roll ensures the correct students are present. Class teachers report to their respective year head immediately to say all are present or some are unaccounted for.
- 9/ Year heads will go to the relevant deputy principal with the count information. If a class teacher is missing the year head can get a class list from the relevant deputy. (Ms. Gahan will be on the bus park and Mr. Finn will be on the car park)
- 10/ During the assembly staff should ensure that their “Buddy” has exited the building. This may be done face to face or by phone call as a teacher may have left school grounds. This buddy system has been preorganised and emailed to staff.
- 11/ Students should remain in line until given the instruction the area is safe to return.

TEACHER RESPONSIBLE FOR FIRE DRILLS: Mr. Anthony Holly

Fire Evacuation Buddy System		
Richard Blake	Conor Doran	Adam Connor
Robert Boland	Aidan Hegarty	
Anne Burke	Miriam Rickerby	
Ashling Byrne	Lisa Kehoe	
Joanne Byrne	Eugene Murphy	
Margaret Byrne	Anthony Holly	
David Callanan	Rhoda Brookes	
Aisling Crowley	Suzanne Eivers	
Shirley Kingston	Marie Hughes	
Leann Cummins	Janet Furlong	
Myrddin Davies	Brendan McHugh	
Elisabeth Dermody	Robert Fitzgerald	
Jacinta Donoghue	Neil Kenny	
Patrice O Gorman	Ciara Elliott	
Elma Drummond	Eugene Lynch	
Linda Dunne	Debbie Furlong	
Sinead Finlay	Ronnie White	
Denis Finn	Anna Gahan	
Eimear Fleming	Siobhan Carley	
Robert Foster	Joan Lancaster	
Jamie Gilligan	Kate McDonald	
Teresa Glynn	William Dunne	
Ciara Healy	Maire Stack	
Maria Kenny	Aidan Douglas	
John King	Luke Conniffe	
Conor Lambert	Jonathan Gleeson	
Julie Lambert	Siobhan Fitzgerald	
Vanessa Lavelle	Ann Marie Doyle	
Aidan Liston	Caroline Joyce	
Fiona McDonald	Erin Murphy	
Sandra Melia	Maria Culkin	
Alison Moran	Monica McGettrick	
Karen Murphy	Bridget Gahan	
Alice Neville	Orla Grant	
Lucy Ni Bhroin	Rita Murphy	
Pat Nolan	Kevin Morris	John O Mahony
Sarah Quinlan	Aimee Walsh	
Mary Rothwell	Caroline Morris	
Darren Tobin	Ann Lennon	
Siobhain Browne	Mary Doyle	
Melissa Mc Guinness	Margaret Colgan	
John Murphy	Pat Lyons	
Catherine Hogan	Hazel Butler	
Hilda Dowzard	Aoife Byrne	Collette Stephenson

The Buddy System will be updated at the beginning of each year and amended where necessary.

Appendix D:- Staff members allocated roles

Health and Safety Roles		
Name	Role	Contact Number
Ms Linda Dunne	Safety Officer	087 2887093
Mr Anthony Holly	Safety Coordinator	087 0901671
Mr Neil Kenny	Staff Safety Representative	086 8841621

Health and Safety Committee		
Name	Location	Contact Number
Ms Linda Dunne	Coláiste Bhríde	087 2887093
Mr Anthony Holly	Coláiste Bhríde	087 0901671
Mr Neil Kenny	Coláiste Bhríde	086 8841621
Ms Melissa McGuinness	Coláiste Bhríde	086 8587806
Mr John Murphy	Coláiste Bhríde	087 6765032

List of Fire Sweepers and areas:

Sweepers		
Name	Location	Contact Number
Mr A Holly, Mr P Nolan	Practical Room Corridors	
Ms J Donoghue	Upstairs Rooms 17 - 20	
Ms C Joyce, Mr A Hegarty	Home Ec (x 20), Woodwork	
Mr M Davies, Ms S Melia	Rooms 29- 32	
Mr D Tobin, Ms A Lennon	Rooms 25 - 28	
Ms C Elliott, Mr R Foster	Old Building	
Mr D Finn, Ms A Gahan	Middle Corridor	
Ms M McGettrick, Ms S Fitzgerald	Top Corridor	
Ms M Hughes, Ms D Furlong	Enterprise Centre	

Appendix E:- Responsibilities of Staff

RESPONSIBILITIES OF KWETB/BOARD OF MANAGEMENT

- Ensure they comply with its legal obligations as an employer under the 2005 Act
- Provide a safe place of work and safe systems of work
- Ensure the school has written risk assessments and an up to date safety statement
- Receive regular reports on safety, health and welfare matters
- Review the safety statement at least annually
- Review the school performance in relation to safety, health and welfare.
- Allocate resources to deal with safety, health and welfare matters (KWETB)
- Appoint a competent person to advise and assist on safety, health and welfare matters at the school (KWETB)

RESPONSIBILITIES OF PRINCIPAL

Name: Ms. Linda Dunne

- (1) To initiate the Safety Policies of the school
- (2) To administer these policies and delegate to staff as appropriate
- (3) To arrange, through the Management, that adequate funds and facilities to implement these policies are made available
- (4) To maintain the safe upkeep of the premises
- (5) To implement and initiate evacuation procedures
- (6) To ensure that First Aid facilities and controls are implemented
- (7) To arrange to have this policy statement revised annually
- (8) To maintain relevant records and documents pertaining to statutory requirements
- (9) To provide full executive support for all staff who have been given responsibility under this statement of policy
- (10) To ensure that the school's annual report is prepared and reported on and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect
- (11) To resolve and correct any member of staff failing in their responsibilities
- (12) To set a personal example
- (13) To release staff for training where necessary

RESPONSIBILITIES OF THE DEPUTY PRINCIPALS

Name: Mr. Denis Finn, Ms. Anna Gahan

- (1) To know the statute requirements and ensure that they are observed
- (2) To insist that sound and safe working practices are observed at all times
- (3) To ensure that safety precautions are accounted for when employing outside contractors
- (4) To institute proper reporting, recording, investigation and costing procedures
- (5) To insist that the protective clothing and equipment is provided and is used
- (6) To ensure that high standards of hygiene throughout the school are observed
- (7) To be familiar with fire drills and evacuation procedures
- (8) To arrange for teacher supervision of external playing grounds and arrange random patrols of all grounds within the site perimeter in conjunction with the principal
- (9) To assume the responsibilities of the principal in Safety and Health matters in the absence, for any reason, of the principal

RESPONSIBILITIES OF TEACHERS

- (1) To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others
- (2) To be familiar with and that their students are familiar with evacuation procedures
- (3) To be familiar with the fire-fighting equipment and its uses
- (4) To notify the principal or deputy principal of any accidents or incidents that could result in accidents, that occur and keep records of them
- (5) To insist that all students wear protective clothing and use protective equipment where necessary
- (6) To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them and that their students do likewise
- (7) Use notices liberally to highlight problem areas
- (8) To set an example for their students
- (9) To keep abreast of all Safety and Health legislation
- (10) To encourage safe working practices in their classroom

RESPONSIBILITIES OF SCHOOL ADMINISTRATORS

Name: Ms Margaret Colgan and Ms Melissa McGuinness

- (1) To be familiar with fire drills and evacuation procedures
- (2) To maintain a list of emergency telephone numbers and addresses
- (3) To report any defects in office equipment as soon as possible
- (4) To work in a manner that is safe for themselves and to others
- (5) To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers etc.
- (6) To be familiar with the use of fire-fighting equipment

RESPONSIBILITIES OF CARETAKERS

Name: Mr. John Murphy and Mr. Pat Lyons

- (1) To work in a manner which is safe to themselves and others
- (2) To use the proper tools and equipment for each task
- (3) To report any hazard that is encountered
- (4) To use proper protective clothing and equipment where necessary
- (5) To ensure that no people have access to areas which are hazardous or whilst work is in progress
- (6) To be familiar with fire drills and evacuation procedures
- (7) To be familiar with the use of fire-fighting equipment
- (8) To prevent the buildup of rubbish and especially of combustible material
- (9) To maintain heating and ventilation plant in proper working order
- (10) To repair light fittings as soon as they become faulty
- (11) To repair broken windows and doors at all times
- (12) To remove broken furniture from use and to have these repaired

- (13) To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed

RESPONSIBILITIES OF CLEANERS

Names: Sheila Molloy, Hazel Butler, Gina O'Reilly, Margaret Brennan and Elizabeth Myers

- (1) To work in a manner which is safe to themselves and to others
- (2) To be familiar with fire drills and evacuation procedures
- (3) To be able to identify and use the correct fire extinguishers
- (4) To wear the proper protective clothing
- (5) To report immediately any injury, no matter how minor
- (6) To attend to spillages immediately
- (7) To barricade area of spillages until they are completely dry
- (8) To dispose of rubbish as soon as possible to avoid build up
- (9) To report any defect in machinery or equipment
- (10) To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress
- (11) To observe high standards of cleanliness and hygiene
- (12) To ensure that all mats and carpets are properly laid and uncrumpled

Appendix F:- Hazards

SPECIFIC HAZARDS

Fire Hazards

Formal evacuation procedures will be carried out twice yearly and evidence of this will be logged. Portable firefighting equipment will be checked on a regular basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted.

Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

Electrical Equipment

The Management has a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 – 1988.

The following precautions will apply:

All electrical equipment will be suitably identified.

All live parts will be adequately covered.

Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.

Due practices will be complied with in choosing and using electrical portable tools.

Over-current protective devices will be fitted.

Note: Only appropriate qualified and trained personnel will work on electrical equipment

Guarding of Moving Parts on Plant and Equipment.

Unguarded drives, couplings, etc. may occur due to human factors. Strict attention will be given by means of communication, supervision and notices that all moving machine parts will have safety guards in place and that they will only be removed in authorised situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes.

A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Management.

Manual Handling:

The Management lay special emphasis on the manual handling of loads as follows; Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

General on going hazards

In addition to the foregoing the following policies will be maintained at all times.

1. Adequate lighting both internally and externally will be provided at all times.
2. Pertinent notices on safety disciplines will be liberally displayed.
3. No flammable material will be left near sources of heat.
4. Continuous care will be given to unlevel walking surfaces. Sudden changes in floor level or headroom height will be highlighted by means of warning notices.
5. Broken panes of glass will be attended to immediately.
6. Broken or chipped delph, pottery or glassware will be disposed of immediately. Care will be taken to dispose of these separately from the normal waste.
7. Emergency stopping procedures for all power equipment will be tested on a regular basis.
8. Spillages of all liquids, in particular all kinds of hazardous chemicals, will be cleared up immediately. Hazardous chemicals will be neutralised prior to disposal.
9. Canteen/Kitchen areas, washrooms and toilets will be maintained in a safe and hygienic condition at all times.
10. Broken furniture will be taken out of commission immediately for repair or replacement. Table tops and work tops will be constantly monitored for any signs of splitting or fraying.
11. Full first aid facilities will be provided at all times.
12. The operation and use of Visual Display Units will be in accordance with regulations.
13. All school grounds are deemed to be smoke free zones.
14. Overcrowding in all areas will be monitored.
15. Strict attention will be paid to traffic control and parking on the site and safe speeds will be adhered to at all times.
16. Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles, etc. will be corrected.
17. Strict control on the indiscriminate dumping of school bags will be implemented.
18. Containers of chemicals, flammable liquids or other dangerous liquid will be labelled as to contents, hazard and information on action to take in the event of contact with the hazardous liquid.
19. Equipment in all rooms will be isolated when not in use as will all services to these rooms.
20. All sharp edged instruments or tools when not in use will be locked away or properly sheathed.
21. The external grounds will be constantly monitored and supervision over students will be provided during leisure breaks. All fencing will be repaired as necessary.
22. Notices will be posted in classrooms indicating equipment which students are not allowed to work unsupervised.
23. Dangerous behaviour, horseplay or other similar activity which could result in injury will not be allowed.
24. Metal dross, wood chipping and saw dust will be removed on an on-going basis from the work rooms.
25. Any one deemed to be under the influence of alcohol or harmful drugs will not be allowed to commence work.
26. Drain covers must be in position at all times and must be properly fitted.

HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, students and other staff but also by third party visitors. These areas and some of the associated points of importance are listed below.

(A) WOODWORK/CONSTRUCTION

Circular Saw, use a push stick for the last 300mm. of feed. Make sure the tope guard is correctly positioned. Do not sweep off offcuts or dust by hand and do not attempt to clear these while the blade is running.

Planing Machine - Always withdraw hand before passing over cutters. Use bridge guard for all work.

Band Saw – Always enclose blade with guard except for operating position. Keep hands on citlan side of blade.

Drilling Machine – Always wear dust mask when operating.

Hand Tools – discard hammers with chipped heads or cracked shafts. Discard files without handles. Do not use vices with worn jaws. Do not use spanners with worn jaws.

(B) METALWORK/ TECHNOLOGY

Lathes – Always check that cut-offs both kick-bar and hand buttons are operating. Check that chuck guards are in position. Wear all the personal protective equipment as directed.

Welding – Wear welding gloves and or handshield and goggles. Use protecting screens or give goggles to anyone working nearby. Keep supply hoses and cables tidy. Keep weld splatter under reasonable control.

Fire extinguishers are installed at the appropriate locations and are readily available.

Drilling – Wear goggles. Use spindle guards. Always securely clamp workpiece.

Grinding – Wear goggles. Make sure guards are properly positioned. Never use excessive pressure on workpiece.

Tools – Do not use vices or spanners with worn jaws. Examine all hand tools for secure fixing and burned edges and eject as necessary. Store tools so they cannot fall.

General – Use proper lifting and handling techniques. Store unused and unusual stock safely both in the workroom and stores. Sprinkle granules on oil spills. Keep floor clean at all time.

(C) SCIENCE LABORATORIES

All substances will be labelled with:

- (i) Its chemical name (its formula is not sufficient).
- (ii) Nature of risk (e.g. explosive, oxidizing, toxic, flammable, corrosive or irritant) or additional risks such as harmful in contact with skin, do not eat, do not drink, wear eye protection etc.

- (iii) Name of supplier.
- (iv) Date of receipt and shelf life. A general list of substances and their potential risks could be drawn up. Quantities of chemicals kept in the school should be bare necessary minimum. The preparation room and chemical store should be fully availed of and always be kept locked.

When volatile, toxic, harmful, corrosive or irritant chemicals are involved the fume cupboard is used. This fume cupboard should be sturdy construction and the material should be hard wearing, impervious and the work top should be of heat and chemical resistant material. The installation should be in accordance with B.S. 7258 Parts 1 to 4.

All fittings, piping, joints, cabling must conform to the appropriate standards and will be examined by a competent person on an ongoing basis.

The air extraction system, which will be fireproof material will be regularly tested (recommended range 0.45 to 0.65 metres/second).

The gas and electric cut offs will be key controlled and one key only will be retained by the responsible person. It is also recommended that the fume cupboard be lockable, again with only one key. In the event of there being any unforeseen faults with the system the normal wafting of the hands and cautious sniffing will always be carried out to check for volatile fumes or vapors.

Disposal of chemicals and biological waste together with the disposal of sharps will be safely attended to at all times.

The nearby fire extinguishing equipment will be checked prior to operating fume cupboard. The area including the fume cupboard will be kept out of bounds to anyone not involved in an active or supervisory capacity.

The manual, "Safety in School Science" issued by the Department of Education to all schools will be consulted regularly.

Chemical Spill Procedure

It is important to know what to do in the case of a chemical spill. In most cases such incidents will be classed as an accidental spill or release of a chemical which can be managed by the staff member. Reference must be made to Section 6 of the SDS for the chemical as it details what to do in the event of an accidental release or spill of the chemical. For this reason the SDS should be readily accessible to the staff member and should also be kept with the chemical register.

In the event of a chemical spill, the following procedures apply.

Before deciding it is safe to clean a spill:

- Make sure that the chemical in question has not mixed with other chemicals;
- Exercise extreme caution if the material is reacting (hissing, bubbling, smoking, burning);

- Exercise extreme caution if there is any sign that a chemical reaction is happening. If so contact school/centre management who will contact the emergency services for help;
- Centre Management will be advised by the emergency services and will make a decision in respect of whether general evacuation procedures will apply.

Safe cleaning process:

- Remove people from the affected area;
- Ventilate by opening windows and doors;
- Refer to the SDS and follow the instructions therein;
- Wear personal protective equipment to avoid chemical burns;
- Place spilled material in a clean dry plastic container or bag or soak up using absorbents;
- Dispose of contaminated materials in accordance with manufacturer instructions
- Complete accident / incident report;
- Take appropriate precautions where safe to do so, in order to prevent any spillage entering water courses.

First Aid

Where a spill is on an individual, Section 4 of the SDS will provide detailed first aid measures, however, swift action will be required, and the following should be followed:

- Remove the person from the area;
- Quickly remove if possible contaminated clothing and footwear;
- As quickly as possible flush the contaminated area with (preferably) lukewarm, gently flowing water for at least 15-20 minutes;
- Call or have someone call for a First Aid Responder to attend;
- Inform Senior Management.

(D) HOME ECONOMICS

Wear aprons to prevent catching cooking utensil handles.

Use oven mitts for hot dishes.

Use proper lifting procedures.

Be careful with delayed ignition with gas cookers, close doors gently on cookers so as not to extinguish flame, and never leave oven doors open.

Never leave deep fat fryers unattended and do not fill with oil whilst switched on. Check operation of thermostat.

Ensure that a high standard of personal hygiene is maintained at all times before and during all classes.

Ensure that there is effective handwashing and washing of all equipment between use of raw and cooked foods.

All waste will be disposed of in a safe manner and on a daily basis.

Only one student will operate sewing machines at any one time. Use great care in lifting and moving sewing machines. Always allow irons to cool before transporting. Scissors and pins will be locked away when not in use.

(E) ART ROOMS

Guillotine will have guards fitted. The pottery kiln will have a safety cut out. All materials will be labelled clearly as to any hazards. Potting wheels will be inspected prior to use.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request.

(F) PHYSICAL EDUCATION

P.E. exercises will always be supervised and only students with the proper sportsgear and footwear will be allowed to partake in the activities. Floors and other surfaces will be kept clear. All equipment will be inspected regularly e.g. beams and benches free from splinters, vaulting box and mats are in good condition. Showers will be clean and in safe working order.

(G) GROUNDS CARE AND MAINTENANCE

Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission. There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

(i) Tractors

- (a) No passengers will be carried.
- (b) No young person will operate them.
- (c) All moving parts and in particular the Power Take Off will be adequately guarded.
- (d) The tractor will not be operated with restrictive view without assistance.
- (e) The tractor will never be driven without a safety cab.
- (f) Ear defenders will be worn by the operator.
- (g) No speeding allowed.
- (h) No overloading allowed.
- (i) Tractor must be fully maintained.

(ii) Field Machinery (driven by Tractor P.T.O.)

- (a) No passengers carried.
- (b) No young persons will operate them.
- (c) Proper guarding of moving parts must be maintained.
- (d) Must be fully maintained.
- (e) No bystanders in close proximity.

(iii) Fixed Equipment

- (a) Fully repaired and maintained.
- (b) Fully guarded and fenced.
- (c) No close bystanders.

(iv) Hand-Operated Grass Mowers:

- (a) Make sure area is clear of stones and other loose debris.
- (b) Do not mow with people in close proximity.
- (c) Do not leave mower unattended with power on.
- (d) Do not mow with light footwear.
- (e) Do not lift mower while powered.
- (f) Always keep mower flat on the grass.
- (g) Do not pull mower towards your feet.
- (h) Switch off mower before moving it across roads and pathways.
- (i) Mow across slopes, never up and down.

(v) Ride on / Self Propelled Grass Mowers:

- (a) Do not mow with people in close proximity.
- (b) Do not leave the mower unattended with the key in the ignition or the power turned on.
- (c) Do not attempt to clear the grass shoot or to fix any part of it while the mower is turned on.
- (d) Mow across slopes, not up and down.

(vi) Hedge Cutting and Strimming:

- (a) Check safety switch off mechanism regularly.
- (b) Wear eye and face protection.
- (c) Check guarding systems.
- (d) Do not use in proximity of bystanders.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request.

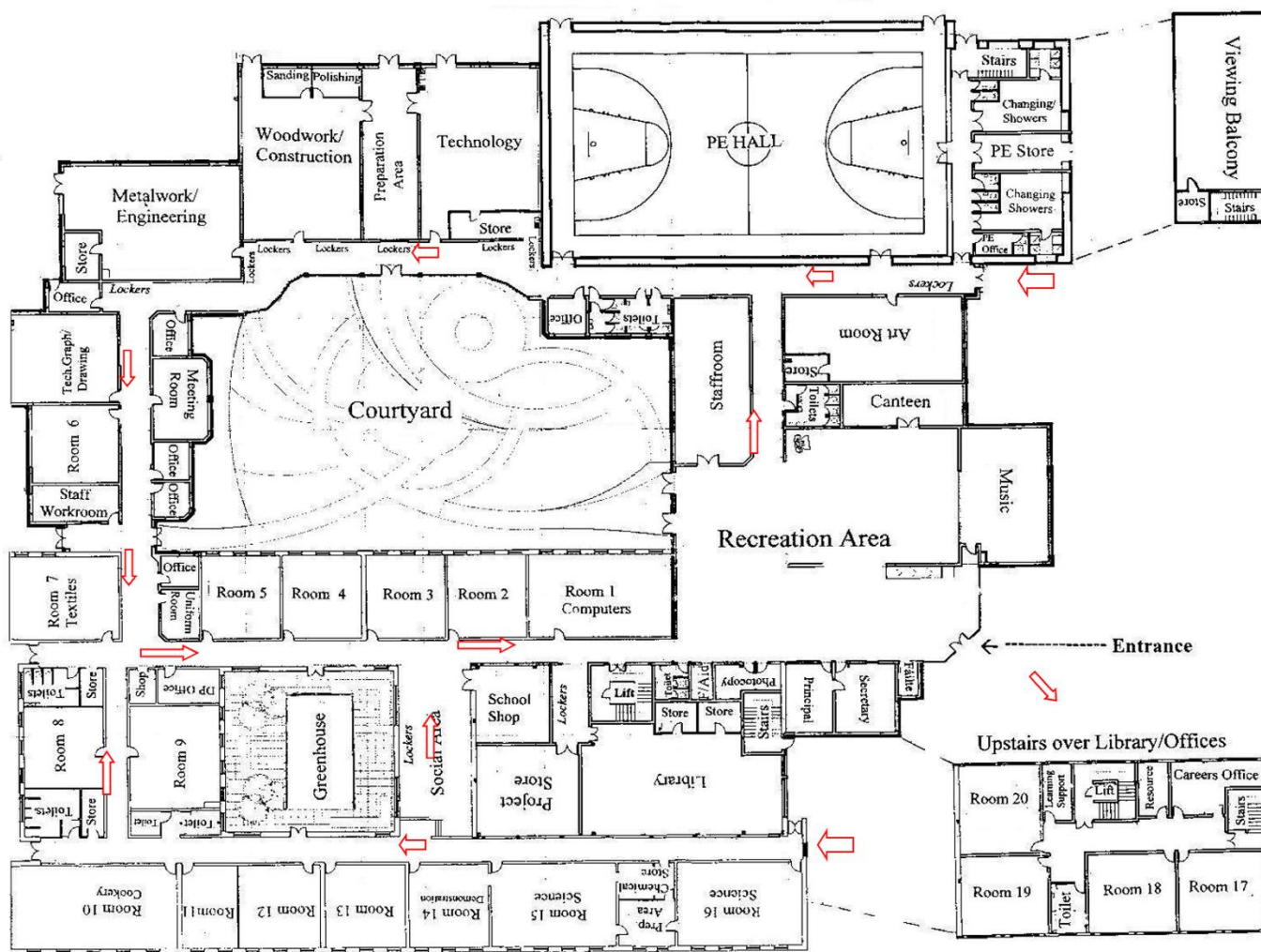
Appendix G:- Induction Training

An induction programme will take place for new employees joining the staff.
This programme will include:

1. A tour of the premises for familiarisation purposes, especially the one way system
2. Detailed information given on fire emergency procedures, location of exits, assembly points and training on fire-fighting equipment
3. A discussion of the hazards in the work place and detail on the preventative measures that are in place
4. An explanation on the consultative processes in place
5. A detail of employee's safety responsibilities
6. Details of any further training required

Appendix H:- Map Of The One Way System

A one-way system is in operation to allow safe movement of students around the school buildings.



Appendix I:- First Aid

- Trained staff deal with the emergency first aid as it presents on a day-to-day basis. Staff should wash their hands before and after giving first aid. Any cuts, wounds, etc. on their hands should be covered with a waterproof (without visible air holes) plaster. If they have damaged skin on their hands which cannot be adequately covered with a plaster, disposable gloves should be worn. If gloves are worn, after giving first aid the gloved hands should be washed with soap and water to remove all traces of blood, the gloves should be correctly disposed of and the hands washed again.
- Any splashes of blood on the skin, eyes or mouth from another person should be washed off immediately with copious amounts of water or soap and water if appropriate. A written report should be prepared and filed in the incident folder in the principal's office.
- At sports events, any sponge/cloth used to mop blood must be discarded immediately into a plastic bag.
- Any first aid responder who wishes to do so may wear disposable gloves even when the above advice does not, strictly, recommend it.
- First aid boxes should be kept and regularly maintained by Admin staff.

Boxes are located in the following places – school reception, practical rooms, science labs, school gym.

- The manager of each sports team is supplied with a first aid kit. It is the manager's responsibility to maintain the first aid kit.
- **Qualified First Aid Responders are: Melissa McGuinness, Elisabeth Dermody, Anna Gahan, Denis Finn, Ciara Elliott, Maria Kenny, Eugene Murphy, Pat Lyons, Patrice O'Gorman and John King**
- The school defibrillator is located beside the Seomra Fáilte at the main entrance to the school. A number of staff and students are trained to operate the device.

THE FIRST AID ROOM

- Students who are unwell or have had an injury are sent to the first aid room. The students should:
 - 1 Report to Melissa McGuinness at the front reception desk. Melissa will assess if the student needs further attention or assistance and she will make contact with parents /guardians as deemed necessary.
 - 2 Melissa will inform staff and management re the student.
 - 3 Students should not be alone in exceptional circumstances e.g. head injury.
- Students should not remain in the first aid room indefinitely but should either return to class or be referred to the relevant person of responsibility, i.e. first aid responder, parent or doctor. See Custom and Practice procedure for more detail.
The condition of the student should be monitored regularly by a first aid responder/management.

Appendix J:-Specific Pregnancy Risk Assessment

Section 1: To be filled out by Employee			
Employee Details			
Name		Employee No	
Department or area of work			
Managers Name			
Have you been certified pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you notified your Manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Expected due Date			
Date of Assessment			
Section 2: Preliminary Job Assessment (To filled out by the employee and her manager)			
Does the employee's work involve exposure to or work with any of the following?	YES	NO	
Excessive noise	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals (drugs, specific chemicals such as lead, pesticide, Lab chemicals with the following Risk Phrases R40, R45, R61, R63 and R64)	<input type="checkbox"/>	<input type="checkbox"/>	
Biological Agents (in particular infectious diseases)	<input type="checkbox"/>	<input type="checkbox"/>	
Nauseating smells	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration or Shocks	<input type="checkbox"/>	<input type="checkbox"/>	
Manual Handling (Lifting or carrying Heavy loads)	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme Cold Environment	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme Hot Environment	<input type="checkbox"/>	<input type="checkbox"/>	
Ionizing Radiation (X-ray)	<input type="checkbox"/>	<input type="checkbox"/>	
Non-ionizing radiation optical radiation (ultraviolet (UV), visible and infrared) and electromagnetic fields (power frequencies, microwaves and radiofrequencies).	<input type="checkbox"/>	<input type="checkbox"/>	
Shift work (early or late)	<input type="checkbox"/>	<input type="checkbox"/>	
Awkward spaces and workstations	<input type="checkbox"/>	<input type="checkbox"/>	
Abnormal movements or postures	<input type="checkbox"/>	<input type="checkbox"/>	
Travel e.g. long journeys, air travel etc	<input type="checkbox"/>	<input type="checkbox"/>	
Use of protective clothing	<input type="checkbox"/>	<input type="checkbox"/>	
Difficulty in leaving job for breaks etc	<input type="checkbox"/>	<input type="checkbox"/>	
Work in Hyperbaric atmospheres e.g. pressurized enclosures and underwater diving	<input type="checkbox"/>	<input type="checkbox"/>	
Where you Tick YES, please identify the appropriate control measures, if necessary consult the Health & Safety Officer for Advice			

Hazard	What is the risk to the expectant/nursing mother	Suggested Control measures	Where applicable state who will implement controls and Date for Implementation
Noise	No specific risk	Apply noise at work Regulations	
Biological Agents	Can cause damage to the foetus	<p>Pregnant employees (especially those in the lab) should avoid handling or coming in contact with biological agents such as Rubella, Hep B etc</p> <ul style="list-style-type: none"> For most workers, the risk of infection is not higher at work than for those living in the community 	
Chemical Agents	<p>These substances may have potential to endanger health or safety. They may not in Practice present a risk if exposure is below a level, which may cause harm.</p>	<ul style="list-style-type: none"> Pregnant employees in the Lab should avoid working with these Substances, especially for the first three months of their pregnancy. After that period full engineering controls (such as fume hoods) and PPE need to be worn to avoid exposure. 	
Exposure to nauseating smells	Morning sickness	<ul style="list-style-type: none"> Flexible work pattern 	
Vibration or Shocks	Increased Risk of Miscarriage	<ul style="list-style-type: none"> Avoid involving uncomfortable whole body vibration 	
Manual Handling	<p>When you are pregnant you are more likely to pull a muscle as you have a hormone called relaxin in your system, which relaxes your smooth muscle. Try to separate heavy lifts into smaller ones, and always bend from your knees keeping your back straight.</p> <p>Risk of heat stress, dehydration, fatigue</p>	<ul style="list-style-type: none"> All employees should attend Manual handling training Avoid manual handling tasks; reduce manual handling to lowest practicable level. Use manual handling aids where possible 	
Cold/Hot environments	Risk of heat stress, dehydration, fatigue	<ul style="list-style-type: none"> Avoid prolonged exposure to heat Provide rest facilities and access to refreshments No specific risks arise from extremes in cold. 	
Ionizing Radiation	<p>Significant exposure to ionizing radiation is harmful to the foetus</p> <p>No specific risk</p>	<p>Avoid exposure to radioactive substances</p>	
Non-ionizing electromagnetic radiation	No specific risk	<ul style="list-style-type: none"> No specific action required 	
Shift work	Tiredness, morning sickness	<ul style="list-style-type: none"> Flexible work rostering should be organized 	

Hazard	What is the risk to the expectant/nursing mother	Suggested Control measures	Where applicable state who will implement controls and Date for Implementation
Awkward spaces and workstations / Abnormal movements and postures	Pregnant employees may experience problems in working in tight fitting workspaces or workstations, which do not adjust sufficiently to take account of increased abdominal size. This may lead to strain or sprain injuries. Dexterity, agility, co-ordination, speed of movement reach and balance may also be impaired.	<ul style="list-style-type: none"> Workstation and chairs will be assessed as pregnancy progresses to avoid any postural problems – DSE Assessment In later stages of pregnancy employees are encouraged to use the lifts where possible and avoid using the stairs 	
Travel	Sitting in a car for long periods can affect circulation and lead to fatigue. Regular air travel is not recommended when in your first and third trimester when the risk of miscarriage and preterm labor are lower	<ul style="list-style-type: none"> Ensure hours of work and the volume and pacing of work are not excessive If traveling long distances then extra time should be allowed to ensure that sufficient breaks can be taken e.g. overnight stay instead of traveling to and from a destination in a day. Travel is not recommended from week 35 onwards as there is a risk of pre-term labor Provision of bigger sizes when needed 	
Use of Protective Clothing	Increasing size		
Difficulty in leaving job	Frequent visits to toilet	<ul style="list-style-type: none"> Flexible work allocation 	
Working in hyperbaric atmosphere	Potential to harm the fetus	<ul style="list-style-type: none"> Pregnant workers should not work in compressed air, nor should they dive. 	
Risk Assessment Recommendations		Buddy System Applied: Name 1. Name 2.	
		No Modifications to work Necessary	<input type="checkbox"/>
		Modifications to work Needed as per the controls above	<input type="checkbox"/>
		Reassignment / Alternative duties	<input type="checkbox"/>
		Health and Safety Leave	<input type="checkbox"/>
Employee Signature and Date			
Manager Signature and Date			
Where Applicable Health and Safety Officer Signature and Date			

Appendix K :-Telephone Numbers:

Emergency Contacts		
Agency	Name	Phone
Fire Brigade		999
Garda	Carnew Garda Station	053 9426102
Hospital	Wexford General Hospital	053 9153000
Local GP	Dr. Mirko Jukic	053 9426411
HSE		1850 24 1850
Employee Assistance Service	Teachers and SNA's	1800 411 057
Employee Assistance Service	All other staff	1800 817 435
Ambulance	Wexford Dublin	1890 499199 01 6709111
South East Security	Gavin Nolan	087-4154899
Clergy	Fr. Casey; Archdeacon Elmes	086-8371766 086-0621009

Appendix L:-Health and Safety RESPONSE TO COVID-19

CHANGES IN PRACTICE AND GUIDANCE FOR OUR SCHOOL

With the onset of the Global Pandemic early 2020 the school has had to react to and respond to this serious public health situation. The information contained in this section is taken from the best possible advice by the HSE and the Department of Education and Skills at the time.

The school will be following a separate COVID-19 Response Plan for the safe and sustainable reopening of School. This document can be used in conjunction with the Health and Safety Plan for the school. It will give full and precise details on every aspect of the practical changes and systems that have been implemented to increase the protection of all individuals, staff, students and visitors in the school. The document is available to all staff.

Induction and full training time will be allocated at the beginning of the school year for all staff and students on the changes that are introduced the new systems that will be put in place.

These changes and systems will be reviewed, and they will be altered accordingly to ensure that the risk to spreading infection is reduced to the lowest possible level.

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced, it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, students, parents and visitors as far as possible within the school.

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

How to Minimise the Risk of Introduction of COVID-19 into School:

- promote awareness of COVID-19 symptoms
- advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation
- advise staff and students not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement
- advise staff and students that develop symptoms at school to bring this to the attention of the Principal promptly
- ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school
- everyone entering the school building needs to perform hand hygiene with a hand sanitiser
- visitors to the school during the day should be by prior arrangement and should be received at a specific contact point
- physical distancing (of 2 metres) should be maintained between staff and visitors where possible

The key areas identified by the HSE to reduce transmission of the virus and to reduce the risk of infection are listed below. These key areas will be addressed in detail by the school

1. Know the Symptoms of COVID-19
2. Respiratory Hygiene
3. Hand Hygiene
4. Physical Distancing
5. Use of PPE where necessary.
6. Hygiene and Cleaning

1. Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. Full guidance on COVID-19 symptoms is available from the HSE but they include:

- fever or high temperature
- cough
- shortness of breath or breathing difficulties
- loss of smell, of taste or distortion of taste

2. Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

3. Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing.

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

Young children should not have independent use of containers of alcohol gel.

Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

The department has arranged for a drawdown framework to be established to enable schools purchase hand sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework is at an advanced stage and it is intended that these materials will be available for drawdown in early August. Further guidelines will be issued shortly.

The department will provide funding for the costs associated with hand sanitising and PPE requirements in schools. This funding will be available in advance of school reopening at the end of August.

4. Physical Distancing

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student i.e. if a child sustains an injury and requires first aid.

However, where possible staff should maintain a minimum of 1 metre distance and where possible 2 metres. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- increasing separation
- decreasing interaction

Increasing separation

The guidelines provided by the Department of Education on optimal school layout and should be used by schools to increase separation to the greatest degree possible.

To maintain physical distancing in the classroom, primary schools and special schools should:

- reconfigure class spaces to maximise physical distancing
- utilise and reconfigure all available space in the school in order to maximise physical distancing

See Appendix 4 which outlines the new One Way system in the school building and grounds

5. Use of PPE

PPE will be required to be worn when:

- The 1 metre distancing cannot be assured in classrooms
- Moving in corridors, stairwells, and at breaktimes if physical distancing cannot be maintained
- Performing intimate care eg. first aid
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with people who are in a very high-risk category.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Face Coverings

- Wearing a face covering will be mandatory when social distancing cannot be maintained.
- The purpose is not personal protection but to reduce onward transmission and the benefit is reliant on wearing the covering appropriately.
- Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

6 Hygiene and Cleaning

- A thorough cleaning regime throughout the school will take place on a daily basis.
- Additional cleaning on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sinks and toilet facilities will occur throughout the school day.
- When students move between classrooms students should use their wipes to wipe down their desk, chair and surface on entering the room.
- At the end of the last class each day all desks, chairs and surfaces should be wiped down before leaving the room.

- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.
- Staff will thoroughly clean and disinfect their work area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Shower facilities will not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This will be reviewed in line with government guidance.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).
- If using the dishwasher each staff member is responsible for putting items in the dishwasher. The staffroom rota will only be used for turning on and emptying the dishwasher.

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

The rooms will be cleaned as soon as practicably possible.

Once the room is vacated, the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry. It can then be reused.

7 Dealing with a Suspected Case of COVID-19.

Staff or students should not attend school if displaying any symptoms of COVID-19.

A designated isolation area (gym changing rooms) has been identified within the school building.

If a staff member/student displays symptoms of COVID-19 while at school, the following are the procedures that will be implemented:

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately;
- Isolate the person and a first aid person or school management will accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- The virus is spread by droplets and is not airborne so physical separation/social distancing is enough to reduce the risk of spread to others even if they are in the same room;

- If it is not possible to maintain a distance of 2 metres, the staff member caring for the individual will wear a face covering or mask. Gloves will not be used as the virus does not pass through skin
- The person presenting with symptoms will wear a mask. He/she should wear the mask if in a common area with other people or while exiting the premises
- The staff member caring for the individual will assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- The person presenting with symptoms will remain in isolation if they cannot immediately go home and they will be facilitated by calling their doctor. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrangements for them to be transported home by a family member, as soon as possible will be made. They will be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect
- An assessment of the incident will form part of determining follow-up actions and recovery
- Appropriate cleaning of the isolation area and work areas involved will take place

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times.

Changes to the existing Fire Drill to adhere to best practice for COVID 19

All class teachers have been asked to explain to their base classes about the following:

1. Location of assembly points **See Appendix 5** for the new locations for assembly points
2. When the alarm sounds, leave the building in an orderly and calm manner via the closest exit point leaving bags etc behind. Everybody should wear a face mask
3. The teacher should ensure all doors and windows are closed before exiting
4. While exiting keep an eye for people in offices and bathrooms that might not realise and evacuation has been started. Especially students with hearing difficulties

5. Students should then enter the assembly points and line up in the same order their roll in taken in base class. Make students aware that they cannot block access for the fire brigade so they cannot be spread out too far.(All class Teachers should practice this tomorrow morning in assembly)
6. Class teachers should call roll to see if anyone is missing. Report to your respective year head immediately. All class teachers should go to year head either to say all are present or someone is unaccounted for
7. Year heads will go to deputy principal in different section with information. If a class teacher is missing the year head can get a class list from the relevant deputy principal on bus park (*Ms. Gahan will be on the bus park and Mr. Finn will be on the car park*)
8. Students should remain in line until given direction to go back to class

Summary

Due to the nature of this pandemic there will be a constant need to keep up to date with the changes which will occur and the advice and measures which the Department of Health and Department of Education and Skills will adopt and enforce. The websites <https://www2.hse.ie/coronavirus/> and <https://www.education.ie/en/> will be followed for the latest national guidelines and advice. There will be ongoing consultation within the school and with all the stakeholders, staff, parents, students, Board of Management and KWETB to ensure that the school is implementing the latest and most up to date advice on offer.

FORMS/ MAPS

Appendix 1:-Risk Assessment for COVID19

COVID-19 Response Plan for the safe and sustainable reopening of post primary schools

Appendix 4 Risk Assessment

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

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

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

Risk Assessment carried out by: _____

Date: / /

Appendix 2:- Accident/Injury Report

ACCIDENT/INJURY REPORT FORM IRISH PUBLIC BODIES MUTUAL INSURANCES LTD. 1, WESTMORELAND STREET, DUBLIN 2.

PUBLIC LIABILITY REPORT FORM SCHOOL ACCIDENTS

1. Name of Committee.....

2. Name of reporting Teacher/Officer.....

3. Particulars of Incident:
Date..... Time.....
Place.....

4. Particulars of injured person:
Name.....
Address.....
Age.....
Present condition.....

5. Particulars of teacher in charge of injured person:
Name.....
Address.....
Age..... Position.....

6. Give a full account of the incident (this should indicate the nature of the activity, whether the teacher was present, if first aid was administered and comment on responsibility)

.....

.....

.....

.....

7. Witnesses. State names and addresses:
.....

.....

8. Have you received any further notice of claim?
.....

Signature.....

Date.....

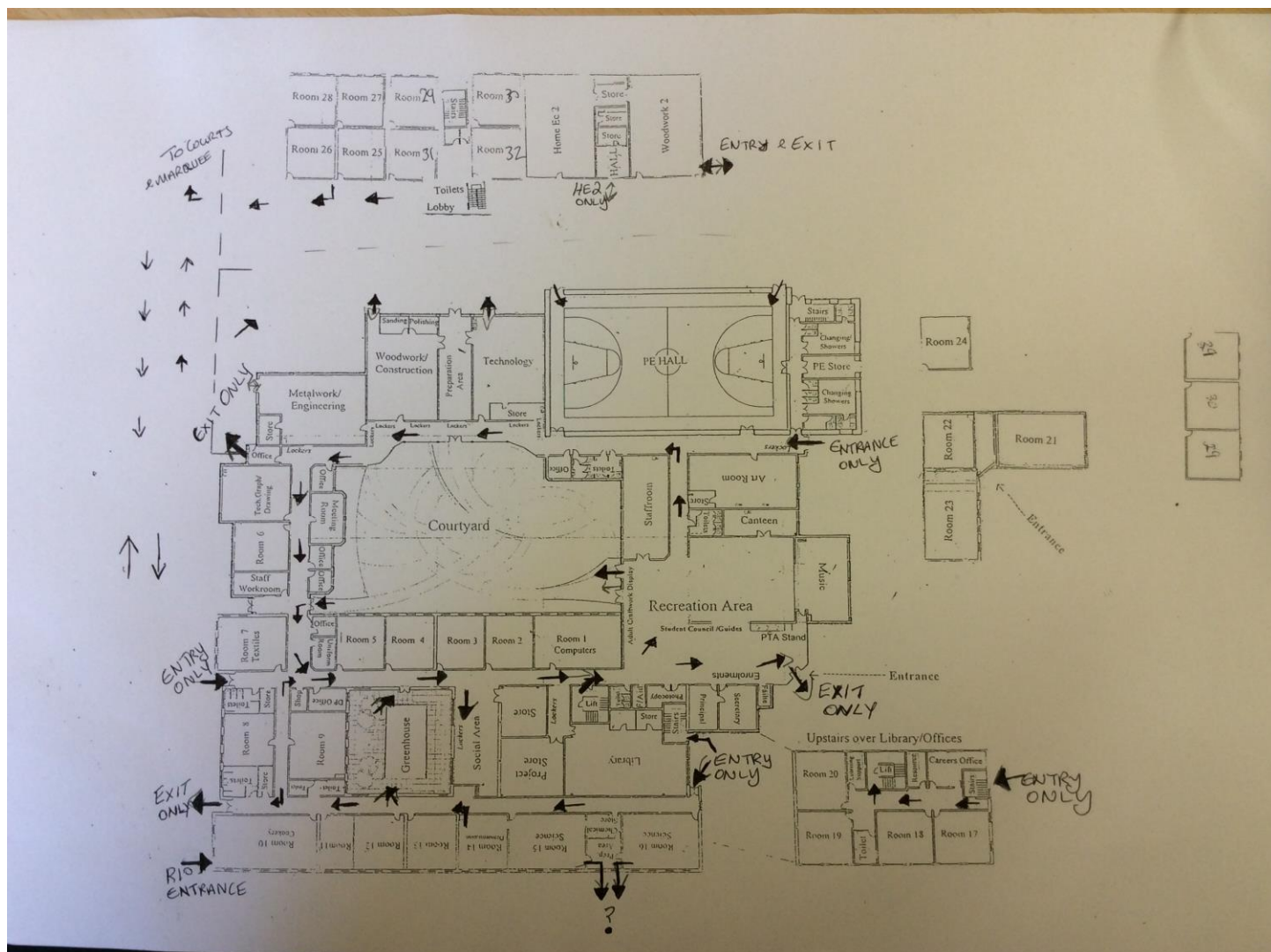
Appendix 3:-Route to Isolation Room

Route to the Isolation Room if a persons presents with symptoms of COVID 19 during school day
Exit from reception and enter through the external door beside the Art Room to go to the Isolation Room. Exit this door when the parent/guardian comes to collect.



Appendix 4: New One Way System

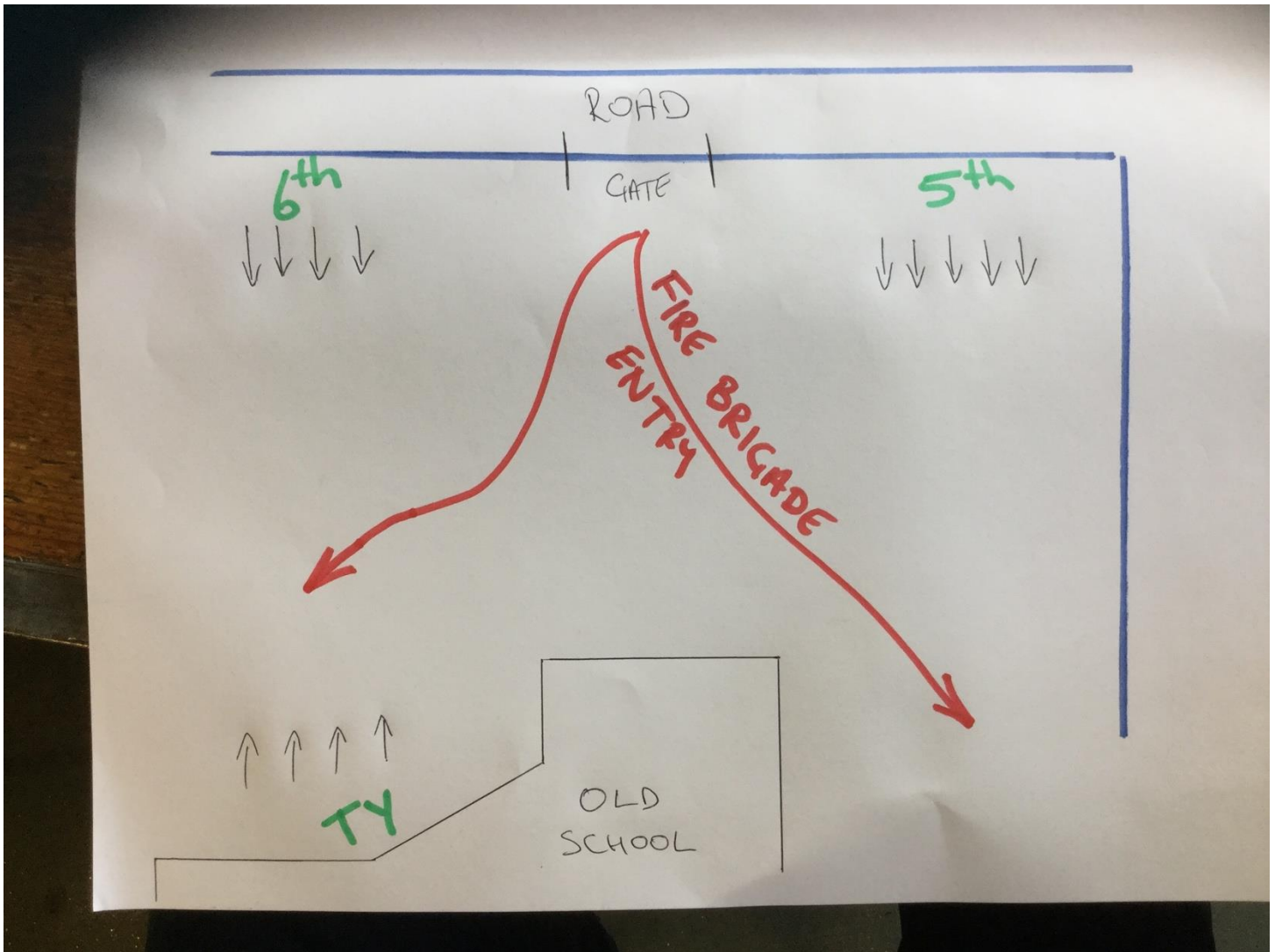
New One Way System to help maintain social distancing and reduce interaction between students and staff



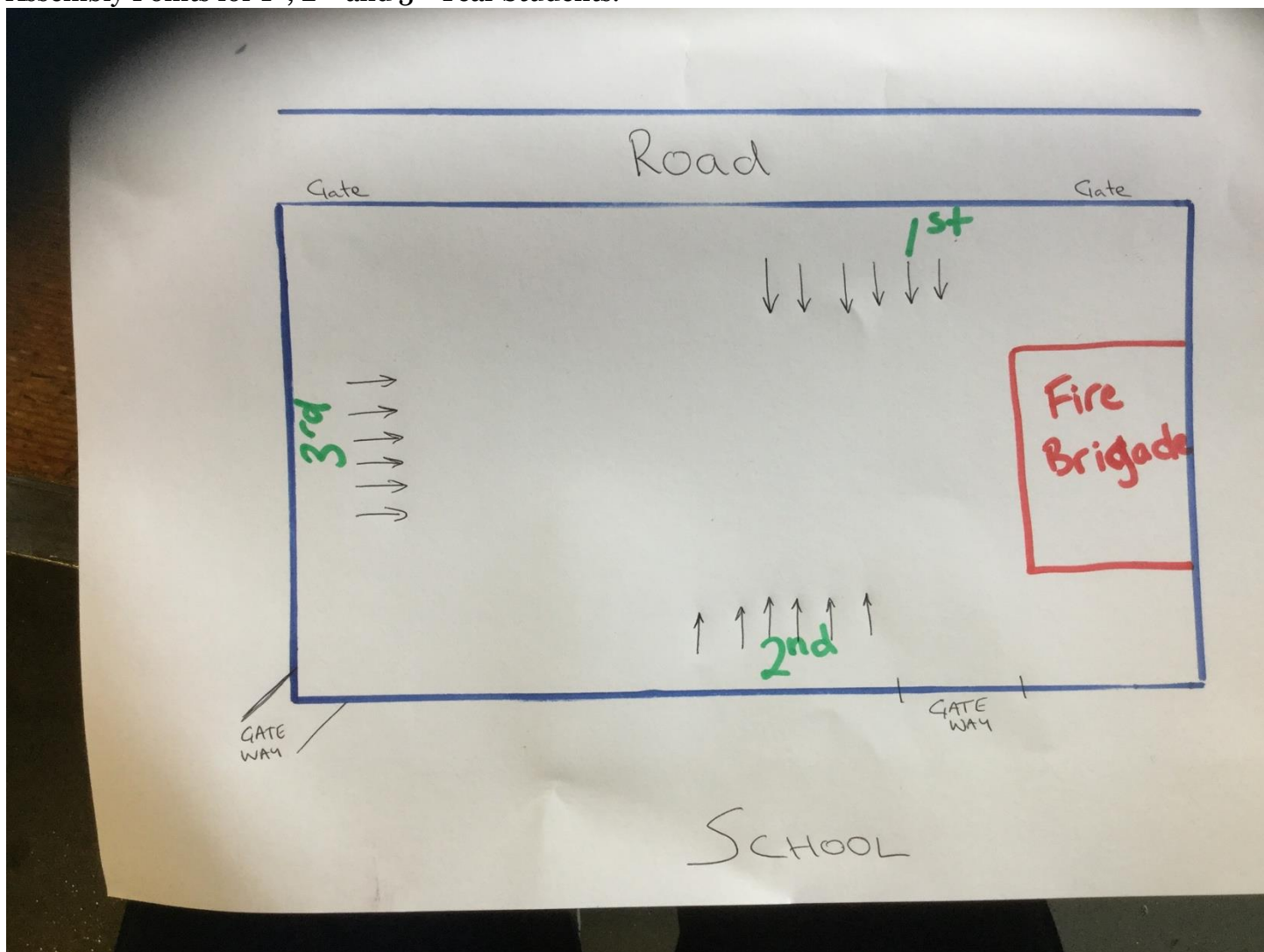
Appendix 5:- Assembly Points

New Assembly Points for Fire Drill and for Fire/Evacuation situations

Assembly Points for TY, 5th and 6th Year Students



Assembly Points for 1st, 2nd and 3rd Year Students.



HEALTH AND SAFETY DEVELOPMENT PROCEDURE:

Version number	
Procedure drafted by	Parents, teachers, students
Approved by Board of Management	
Sent to KWETB for verification	
Next review date	

Chairperson Board of Management