

Health and Safety Statement

St Anne's National School

This Document is the Safety Statement of St. Anne's N.S. as required by The Safety, Health and Welfare at Work Act 2005 and contains written risk assessments as required under section 19-part 3 Hazard Identification and Risk Assessment.

It has been prepared between May and October 2024 and shall be reviewed and updated upon any significant changes to work practices, the building or staff.

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OBJECTIVES OF THE SAFETY STATEMENT

- To provide a reference for the policies and procedures used in the school to assess and audit the levels of health and safety being achieved.
- To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented to help those who must execute them.
- To provide a control document to record the evolution of the School's Safety Statement, which becomes necessary due to the changing school environment.
- To help identify training requirements that need to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained herein.
- To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.
- To eliminate, in so far as is reasonably practicable, accidents and injury to Pupils, Visitors and Personnel employed in the school.
- To eliminate, so far as is reasonably practicable, any causes of occupational diseases which may endanger the health of personnel employed in the school and the pupils.
- To comply with the requirements under the Safety, Health and Welfare at Work Act 2005, and any regulations they are under.

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PART 1

SAFETY POLICY STATEMENT

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HEALTH & SAFETY POLICY STATEMENT

This document sets out the safety policy of St. Anne's National School, Shankill, Dublin 18

It is this school's intention that the safety of staff, pupils and visitors will be secured, and school activities will be carried out in accordance with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005, The Safety, Health and Welfare at Work (General Application) Regulations 2007 / 2016 and all other relevant legislation. All reasonably practicable measures will be taken to avoid risk to employees or others who may be affected by day-to-day operations.

The Board of Management, through the School Principal, has the responsibility for implementing this policy throughout the school and must ensure that Health and Safety considerations are always given priority in planning the day-to-day supervision of work. The Board of Management is also committed to continuously improving health and safety standards through awareness of legislation, codes of practice and industrial best practice and exceeding these requirements whenever possible.

The school has appointed the School Principal, as the person who will have day-to-day responsibility for the management of health and safety and it is to the Principal that all matters should be addressed in the first instance.

All teaching staff and other employees of St. Anne's N.S. are expected to co-operate with the school in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Management and staff of the school will monitor the operation of this policy. The safety statement will be updated as the school changes in nature and / or size.

This statement of the school's policy will be prominently displayed wherever practicable.

SIGNED: *John Fingleton*

(*John Fingleton, Principal*)

Date: 24.10.24

SIGNED: *Catherine Donagh*

(*Ms. Catherine Donagh, Chairperson*)

Date: 24.10.24

PART 2

GENERAL POLICY STATEMENT

**General Description
School Safety Code**

General Safety, General

Arrangements Distribution

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2.1 GENERAL POLICY STATEMENT

St Anne's N.S. will ensure provision and maintenance and revision of the managing and conduction of work activities without risk to safety and health thereby ensuring the Safety, Health and Welfare of all employees who work in St Anne's N.S.

The Safety Health & Welfare at Work Act 2005 also requires employees to take reasonable care for their own safety and other persons affected by their acts or omissions, co-operate with their employer and to use the protective equipment provided.

Safety is a shared responsibility of all staff. Staff members are responsible for safety in their own areas and for the implementation of relevant safety procedures. The school Principal and Deputy Principal have special responsibilities by virtue of their appointments and shall ensure that they carry out their duties to the best of their ability. A copy of the safety statement shall be available to all employees, parents / guardians and pupils on the website or through the office upon request.

An integral part of effective management in our operations is consultation with staff members in advance and good time on hazard identification, risk assessments, organisation of training, review and revision of systems of work and all aspects of the operation relating to Safety, Health and Welfare at work.

If any employee is found to have been culpably negligent in any matter of health and safety, or contributed to an accident through personal neglect, then that person will be subject to Disciplinary Action or other action deemed necessary by St. Anne's Board of Management.

The Safety Statement and Risk Assessments will be continually monitored by the Board of Management (BOM) and amended as required.

All employees will co-operate together and with the employer to prevent injury to themselves and to others. It is only with the active co-operation of all employees that good health and safety conditions may be attained.

It is our aim to manage safety, health and welfare issues in a comprehensive and proactive manner in order to remove many of the factors, which cause and influence the creation of unsafe and unhealthy conditions.

All fixed-term and temporary staff are considered 'employees' under Safety, Health and Welfare legislation in matters of health, Safety and Welfare.

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2.2 GENERAL SAFETY

2.2.1. Staff and Visitors

The aim of the school's Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all staff and visitors by: -

- Observing the general rules of safety.
- Using all school equipment in a safe and proper manner.
- Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and / or others.
- Keep work areas clean and tidy at all times.
- Making sure all corridors and passageways, particularly those leading to escape routes, are kept unobstructed at all times.
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

2.2.2. School Information

St Anne's National School was established in 1961 and is located in Shankill, Dublin 18. There are approximately 27 teaching staff which includes 19 class teachers, 7 SET teachers and an admin Principal. Additional positions include 7 special need assistants, maintenance, secretarial, and cleaning staff. St Anne's National School is a co-educational school that caters for pupils between the ages of four and 13 years.

School Safety Officers

John Fingleton (Principal)

Simon Shannon (Board of Management)

Maria Moore (Safety Representative)

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2.2 GENERAL ARRANGEMENTS

2.2.1. Security

The school is linked to a security monitoring and recording system. **The security alarm system is monitored by Cuala Security.**

2.2.2. Safety Overview

The designated Fire Assembly Points are located at the rear of the school building. All Fire Exits must be kept closed and Fire Exit walkways kept clear as required by the Fire Services Act 1981 -2003. All Emergency Fire Exits signs comply with the 1981 Fire Services Act, ie 'Running Man Sign'. **A sign is placed over each Fire Point that states 'Fire point'. All Fire Extinguishers / Blankets etc are maintained on a regular basis by a trained competent person. Maintenance records are clearly displayed on such equipment, which must be securely attached to the wall. Emergency lighting must be provided along escape routes and in all inner rooms.**

Emergency evacuation drills i.e. fire drills are carried out at least twice per year or thereafter when required. A drill book is maintained to ascertain what problems if any arise during evacuation (Comments on each drill will be written up i.e. how long did it take to evacuate everyone, did all members of staff know what was required of them).

Fire extinguishers are serviced and maintained on an annual contract by Healy's. **The last service / maintenance was in May 2024.**

All First aid kits must be updated in accordance with the Safety, Health & Welfare at Work Act (General Application) Regulations 2007.

2.2.3 Safety Signage

The provision and use of safety signage both within and outside the premises will be in accordance with Part 7, Chapter 1 and Schedule 9 of the Safety, Health & Welfare at Work (General Application) Regulations 2007. The locations of recommended signs are in direct association to the areas with potential hazards and risks. Additional signage is provided and updated as required

2.2.4 Outside Area / Vehicle movements

- A car park is provided at the front of the St Anne's N.S. premises and directional signage is provided.
- A safe system of traffic movement is in place to include methods and procedures for arrival, reception of visitors, delivery of goods and a safer circulation of vehicles and pedestrians.

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- Any holes and openings on the premises are securely fenced off and securely fixed covers provided.
- The grounds are regularly maintained and inspected for hazards and any reported hazards are dealt with immediately.

2.2.5 Safety Code

- Learn and obey the procedures for evacuating the school when the alarm goes off. Check the procedures for the class / location you are in.
- Know the assembly point
- Never tamper with fire safety equipment.
- Always report accidental damage to equipment.
- Treat all alarms as serious.
- Think safety.
- Think of others;
 - watch out for slippery surfaces
 - pick up items of litter / equipment / toys etc that may cause someone to slip or injure themselves
 - do not run or push people in the corridors
- Take care when you are near glass.
- Always report accidents and breakages to relevant staff member(s) at the time.

2.2.REVIEW AND AUDIT OF SAFETY STATEMENT

The Safety Statement will be under continual review, and at least annually.

Distribution

A copy of this statement and any subsequent revisions are made available for all staff members.

Copies will be available at: -

1. Main Office / Reception
2. Staff Room
3. Individual Classes have their own risk Assessment files

PART 3

**SCHOOL STRUCTURE FOR HEALTH & SAFETY
RESPONSIBILITIES**

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3.1 THE BOARD OF MANAGEMENT

The Board has overall responsibility for the safety, health and welfare of all Employees, Pupils and Visitors.

The Board will endeavour to ensure that there are available sufficient funds and facilities to enable the Safety Policy of St. Anne's N.S. to be reasonably implemented.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the school and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

The Board will include at its meetings a section on Safety, Health and Welfare.

3.2 SCHOOL PRINCIPAL Mr. John Fingleton

1. The School Principal will be responsible for planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that health and safety standards are taken into account in planning, administration and maintenance activities and in organising work generally.
2. The School Principal bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work objectives are realistic and do not compromise health and safety requirements.

The Principal is also responsible for:

- Ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters, and that the standards described in Part 3 and 4 of this Policy are met in a practical manner.
- Ensuring the implementation of an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the school's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- Planning and coordinating safety training and checking that it is effective.
- Encouraging the development of information systems in the broader area of health, safety and welfare to the benefit of all employees.
- Providing assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.

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- Checking at intervals that work is carried out as in accordance with the school's and statutory procedures and that work systems are operating effectively and safe working methods are observed.
- Ensuring all necessary welfare provisions are provided and maintained.
- Being familiar with the requirements, as they affect the school, of Statutory Regulations and Codes of Practice and keeping up to date in this respect.
- Planning and supervising all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- Ensuring that all employees are aware of their specific responsibilities.
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants as necessary.
- Commending staff that by action or initiative eliminates hazards.
- Carrying out regular building inspections, to ensure that any health, safety or welfare matters which need attention are seen to as expediently as possible;
- Carrying out and updating written risk assessments as necessary;
- Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role;
- Reading and understanding the school's Safety Statement and ensure it is brought to the attention of all employees;
- Ensuring, in so far as reasonably practicable, equipment and materials purchased by the school are only purchased with the necessary consideration of the standards required and laid down in the Safety Statement.

3.3 ALL EMPLOYEES - Teaching Staff, Special Needs Assistants, Maintenance and Administrative Personnel

- ✓ Read and understand the schools Safety Statement and carry out your work in accordance with its requirements. Pay particular attention to the policies and procedures, which are there to help you avoid any accidents.
- ✓ Employees must co-operate with the employer or any other person to enable the employer or other person to comply with the statutory obligations.
- ✓ Employees must not under any circumstances report for duty under the influence of an

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intoxicant.

- ✓ When entering the contract of employment, employees must not misrepresent themselves in relation to their level of training or experience.
- ✓ Use appropriately and keep properly maintained any protective clothing and equipment, which has been provided to you.
- ✓ Report any defects in equipment, machinery or workplace to the principal immediately.
- ✓ Know the location of the nearest First Aid Box.
- ✓ Ensure that you know the procedure in the event of a fire.
- ✓ Report any accident or damage, however minor, to The Principal via the yard report books.
- ✓ Ensure that aisles, floors, yards, doorways etc. are kept clear and free from obstruction.
- ✓ Suggest ways of eliminating hazards and improving working methods.
- ✓ Employees are required to exercise caution and protect themselves at all times. They must use all equipment correctly and follow all directions.
- ✓ If any employee is found to have been culpably negligent in any matter of health and safety, or contributed to an accident through personal neglect, then that person will be subject to Disciplinary Action or other action deemed necessary by St Anne's N.S. Board of Management.
- ✓ Employees must not attempt to lift or move articles or materials so awkward or heavy as likely to cause injury. Similarly, they must not attempt to reach articles on high shelves or racking unless using proper access equipment. Do not improvise or climb.
- ✓ Do not smoke or Vape in any public area around the school or the grounds. If smoking occurs in private vehicles, dispose of spent matches, cigarette ends etc. properly.

3.4 TEACHING STAFF

Over and above those responsibilities detailed in Section 2.3, teaching staff shall:

- (a) Exercise as far as possible, effective supervision of pupils.
- (b) Know the emergency procedures in respect of fire and carry them out when required.
- (c) Annually maintain and update classroom evacuation plan which takes into account individual pupils needs and resources required (i.e. SNA support) to safely evacuate in emergencies.

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- (d) Know any special safety measures to be adopted in the teachers' areas and ensure that they are applied.
- (e) Ensure, in so far as is reasonably practicable, that all Pupils under your control are aware of the Safety Rules.
- (f) Ensure classroom and all associated risk assessments are kept up to date in consultation with other classroom staff (SNA's)

3.5 SAFETY COMMITTEE

The members of the school's safety committee are:

- Principal
- Staff Safety Representative
- Board of Management Representative

The legal requirement for consultation will be fulfilled by St. Anne's N.S. by the appointment of a representative of each department. At least one member of management and one of the safety officers attend regular consultation meetings. Notice of the meetings will be displayed on the staff notice board.

3.5.1 Safety Meetings

Safety at work is the responsibility of every member of staff in St. Anne's N.S. The more staff are involved, interested and encouraged to participate in prevention efforts, the better the results will be.

3.6 CONTRACTORS

Maintenance, repairs and development are an essential part of maintaining and progressing the school's high standards. At all times, maintenance and similar construction type work activities will be scheduled, in so far as is reasonably practicable, to holiday periods so as to minimise impact on pupils and staff. In all cases, the following procedures must be adhered to in order to safeguard contractors, employees and pupils against accidents on the premises.

- All contractors will be expected to comply with the school's policy for health, safety and welfare and must ensure that their own Company Policy is made available to the school whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Schools'

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Contractor's Rules and taking into account the safety of others in the school.

- All Contractors and non-employees who engage in work must be issued with a copy of the School Safety Statement before commencement of work.
- All Contractors and non-employees whose work included the use of hazardous equipment, materials or substances will provide written safety guidelines re. the use of such equipment and materials. These guidelines must be adhered to while on the school premises.
- Contractors will provide their own protective clothing and or any equipment which will be necessary for the safe completion of their work. The use of School equipment is not permitted.
- The School Management reserves the right at all times to examine tools and equipment being used and contractors' insurance must be produced on request.
- Any injury sustained by a contractor, or their employees must be reported immediately to the School Principal or a member of the Board of Management.
- The contractor shall indemnify and keep indemnifying the school, its employees and any other person who may be affected, for injuries, damage to property or equipment which may be inflicted upon the school, its employees by the contractor by his / her fault or that of his / her employees.

PART 4

ARRANGEMENTS FOR SAFE WORKING

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4.1 RESOURCES

The Board of Management of St. Anne's N.S. recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

The Board of Management of St. Anne's N.S. undertake:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the school.
- To include health and safety considerations into all annual estimates for the running of the school.
- To make available, in so far as is reasonably practicable, adequate resources for any upgrading, maintenance, replacement and repair of facilities and equipment such as to improve the particular level of safety and / or wellbeing.
- To provide adequate resources for the ongoing monitoring of health and safety in the school and for the provision of information and training of all staff in health and safety.

4.2 DRUGS AND ALCOHOL POLICY

The school is committed to providing a safe and comfortable working environment, and this requires a clear statement of policy on alcohol and drug misuse.

Alcohol consumption at work is:

Prohibited to all staff and others, within the school building and grounds. Alcohol consumption must be managed by all staff such that:

- No member of staff presents for work under the influence of alcohol, nor consumes alcohol during the working day (including when off-site for meetings, school visits, trips etc)
- Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and pupils and will be regarded as a disciplinary matter.

Drug misuse by staff is strictly prohibited such that:

- No member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site);
- Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and will be regarded as a disciplinary matter.

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4.3 PREGNANT, POST NATAL and NURSING EMPLOYEES

Chapter 2 of Part 6 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 and the related Schedule 8 of the same legislation detail the specific requirements in relation to pregnant, postnatal and breastfeeding employees. These Regulations apply when an employee informs her employer that she is pregnant and provides an appropriate medical certificate. As the earliest signs of pregnancy are the most critical ones for the developing child, it is in the employee's interest to inform her employer she is pregnant as soon as possible.

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

This policy applies to all staff who have advised the Principal in writing, that they are either pregnant or a "new" mother. On receipt of a formal notification of pregnancy, recent birth or breast-feeding, The Principal will review the risk assessments relevant to that person's work.

For any risks to which the pregnant or new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the women's medical advisors (GP or ante-natal/post-natal team).

Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid Health and Safety Leave until either she ceases to be pregnant or a new mother, or suitable alternative work may be found.

When Health and Safety Leave is being granted the employee will be issued with the required certificate.

4.4 SAFETY CONSULTATION & REPRESENTATION

Section 26 of the Safety, Health and Welfare at Work Act 2005 places a general obligation on employers, to consult with and to take account of any representations made by employees for the purpose of giving effect to its statutory duties.

The statutory rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety, Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspectorate

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3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

Maria Moore is the Safety Representative for St. Anne's NS for the term of the current Board of Management (2023 - 2027).

4.5 PERSON MOVING AND HANDLING PROCEDURES

It is the policy of the school to reduce, so far as is reasonably practicable, the risks associated with people moving and handling activities in line with legislative requirements and best practice.

St. Anne's N.S. acknowledges the range and diversity of needs within its pupil population. The school recognises that person moving and handling represents a certain amount of the work which is undertaken by certain staff. If necessary, relevant staff receive Person Moving and Handling training and appropriate records will be kept on file.

Where manual handling is required, staff will employ appropriate means to satisfactorily reduce any associated risks through risk assessment and developing safe strategies which are identified in the pupils own person moving and handling care plan. The assessment will include the manual handling needs of the pupil and the safest way of undertaking these tasks. This is achieved through good planning, consultation with the relevant clinicians supporting the pupil, and the systematic management of risks by providing a safe working environment; safe systems of work; adequate information, instruction, training and supervision and suitable aids and equipment.

Each pupil's individual Person Moving and Handling Plan is filed in their Pupil Record File which is kept on the pupil's profile on Aladdin.

4.6 MANUAL HANDLING OF LOADS

In accordance with the Section 69 of the Safety, Health & Welfare at work (General Application) Regulations 2007, manual handling is to be avoided where possible and where not possible a risk assessment must be carried out and controls put in place to eliminate/reduce the risks of muscle and back injury.

Manual handling of loads is recognised as being a consistently large cause of occupational accidents in industry generally, and The Board of Management are committed to ensuring that, through risk assessment and management, the risk to staff will be minimized in so far as is practicable.

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There are some mechanical aids which have been provided for the use of staff in the handling of loads. Furthermore, we are committed to providing all relevant staff with manual handling training.

At all times, the principles below must be adhered to by all staff performing manual handling activities at work:



Stop and think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip

Adopt a good posture

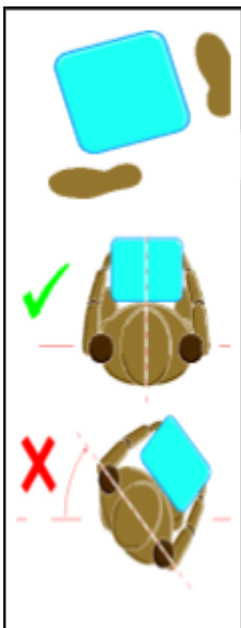
When lifting from a low level, bend the knees but keep your back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

✓ Position the feet

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.



Keep close to the load

Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

Don't jerk

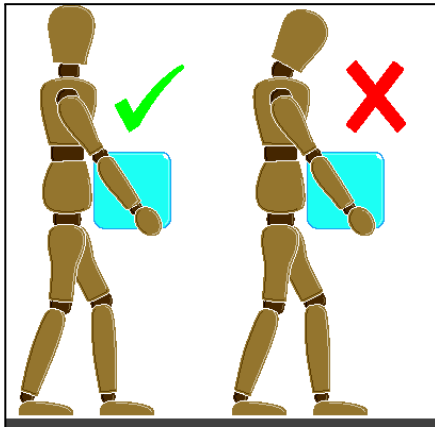
Lift smoothly; raising the chin as the lift begins, keeping control of the load.

Move the feet

Don't twist the trunk when turning to the side. Put down, then adjust if precise positioning of the load is necessary, put it down first, then slide it into the desired position.

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How do I know if there's a risk of injury?

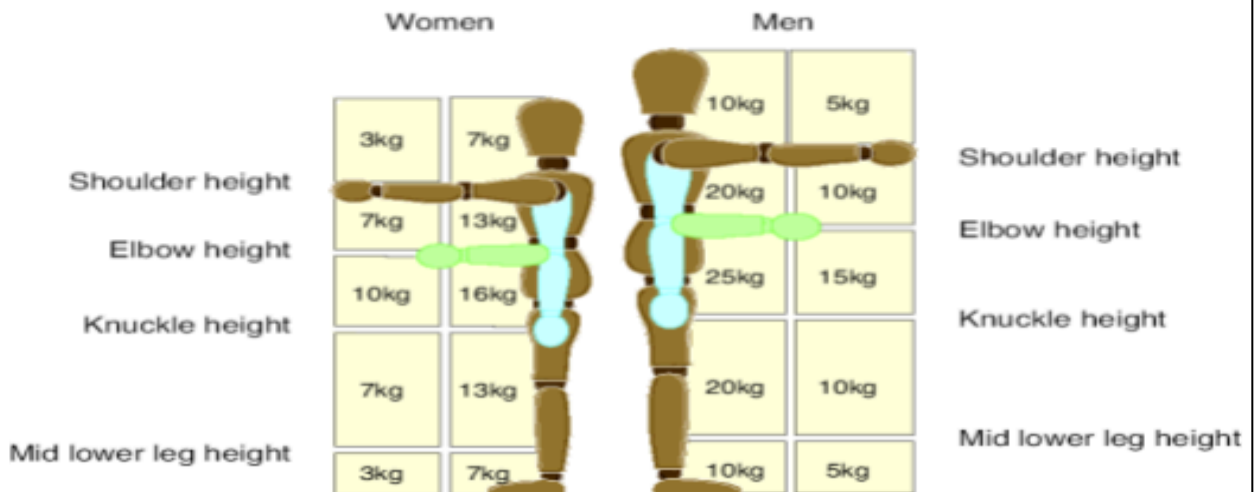


It's a matter of judgement in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or a history of back troubles.

Operators can often highlight which activities are unpopular, difficult or arduous

General Risk Assessment Guidelines

There is no such thing as a completely 'safe' manual handling operation but working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



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4.7 FIRE AND EMERGENCY EVACUATION PROCEDURES

The effective implementation of the Fire and Emergency Evacuation Procedure is dependent on key personnel ensuring that specific duties assigned to staff are carried out and that the routine as detailed in the Emergency Action Procedure is adhered to.

The Emergency Action Procedures is designed on the following sequence of events:-

- (1) Sound the Alarm
- (2) Call the Fire Brigade
- (3) Evacuate the building
- (4) Assemble at the designated Assembly Point
- (5) Call Roll
- (6) Report to the Safety Officer
- (7) Attack the Fire (if it is safe to do so)

IF YOU DISCOVER A FIRE:

- (1) Raise the Alarm by operating the nearest Break glass Point.
- (2) Evacuate the immediate area using the nearest available Exit.
- (3) Report to the designated Assembly Point and Call Roll.
- (4) Report to the Safety Officer.

IF YOU HEAR THE FIRE ALARM:

- (1) Evacuate your area using the nearest available Exit.
- (2) Report to the designated Assembly Point and Call Roll.
- (3) Report to the Safety Officer.

NOTE:

No one should re-enter the school premises until told by the Fire Brigade Officer or in the case of drills, the School Principal or person responsible.

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4.7 FIRE AND EMERGENCY PROCEDURES IN CASE OF FIRE

Call the Fire Brigade. Dial 999 / 112. Ask the operator for the Fire Brigade. When Fire Brigade replies give the information distinctly and calmly.

**"FIRE IN
St. Anne's N.S.
Stonebridge Road, Shankill, Dublin 18
EirCode D18AV61"**

Give exact Address and Telephone - 01 282 5565

Do not assume the call has been received until it has been acknowledged by the Fire Brigade.

INSTRUCTIONS TO STAFF:

In the event of Fire it is the first and only duty of all concerned to prevent injury or loss of life.

For this purpose you should make certain that you are familiar with the means of escape in case of fire. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them.

Immediately you discover a Fire or one is reported to you, you should:

- (1) Sound the Alarm.
- (2) The person in charge or the authorised deputy is responsible for ensuring that the Fire Brigade is called immediately and for the sounding of the Fire Alarm.
- (3) Immediately after the Fire Alarm has been sounded you should:
 - (a) See that any doors immediately surrounding the Fire situation are closed.
 - (b) Caretaker prepares to turn off the electricity supply.
 - (c) Escort the persons in your charge from the building in accordance with the Fire Evacuation Procedure ensuring that all doors through which you pass are closed after you.
 - (d) When the persons arrive at the Assembly Point, call the roll and notify the person in charge at once of the result (i.e. all persons present or missing and the name as the case may be).

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- (a) All personnel will be made aware, of the importance of fire prevention,
- (b) Waste bins are sited in all areas. These are emptied regularly.
- (c) All electrical equipment will be kept in a good order and inspected, on a regular routine basis.
- (d) Exits and escape routes must be kept clear at all times.
- (e) Fire safety inspections and analysis of potential fire hazards are regularly carried out.
- (f) All personnel will be made aware of where any oxygen is stored.
- (g) Fire fighting equipment is installed through the School, serviced and maintained in accordance with I.S. No. 291.
- (h) All fire exits and emergency paths of egress are marked using the standard symbols.
- (i) Exits route maps and evacuation plans are placed in each school room
- (j) All Staff should be aware of fire prevention measures, use of emergency fire fighting equipment and the procedures to be followed in case of fire or emergency.
- (k) Fire drills will be held at least twice per academic term and the evacuation times monitored. There will be no advance warning of a fire drill.

Teaching fire evacuation drills and pre-planning.

FIRE ALARM SIGNAL:	(a) Everyone must know it. (b) It must not be used for any other purpose e.g., class changes etc.
LOCATION OF ASSEMBLY POINT:	A place of safety. Everyone must know it.
CLASS REGISTER:	(a) Keep up-to-date. (b) Keep readily available for immediate use.

As far as is practicable and bearing in mind the level of the pupils communication and ability levels teach pupils these rules before holding fire drills.

- a. What the fire alarm signal is, and the location of the Assembly Point.
- b. Inform the class of the necessity to leave the school in an orderly manner and to proceed directly to the Assembly Point.

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- a. Ensure all pupils leave the classroom. Allocate an SNA or other available staff to support individual children who have difficulty with transitions, noise etc.
- b. No running, pushing or overtaking should be permitted.
- c. Ensure pupils know the various means of exit from the school. During Fire Drills vary the exits to be used. A simple card with the words **NO WAY OUT** or **appropriate symbol** can be used to block entrances during practice drills.
- d. Pupils should be taught that if they have left the classroom, e.g., at toilets etc., and the Fire Alarm sounds, they should immediately proceed to the Assembly Point.
- e. Pupils should also be taught that if they were to be walking through smoke, hold onto the jumper of the person in front of them or place their hand on the back of the person in front. If smoke is heavy, encourage pupils to keep low down when moving to exits.

Assembly Points:

- Go quietly, carefully, directly to the Fire Assembly Points using the nearest external exit and route.
- Please refer to the master emergency evacuation plan. Each member of staff should be aware of their own emergency excavation plan / route

Fire Extinguishers

Attempt to put out fire only if safe to do so

Using a fire extinguisher:

1. **P**ull the pin.
2. **A**im the extinguisher at the base of the fire.
3. **S**queeze the handle.
4. **S**weep the handle from side to side.

NB: - A typical 6 KG fire extinguisher lasts approximately 20 to 25 seconds only.

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Read the label and the below guidance.

Water - Red - Water extinguishers are safe for use on wood, paper & fabric fires. They are not safe for use on electrical, flammable liquids or flammable metal fires.

Co2 - Black - Co2 extinguishers are safe for use on electrical fires; can also be used for flammable liquid fires.

They are not safe for use on wood, paper or fabric fires. They should not be used in a confined space. And the horn should not be held whilst operating the extinguisher.

Dry Powder - Blue - Powder extinguishers are safe for use on gaseous fires; can also be used for wood, paper, fabric, flammable liquid and electrical fires.

Foam - Cream - Foam extinguishers are safe for use on flammable liquid fires; can also be used for wood, paper, fabric fires.

They are not safe for use on electrical or flammable metal fires.

4.8 FIRST AID

It is the school's policy that there should be at all times an adequate number of First Aiders who have certificates of qualifications in Occupational First Aid. The school will also establish first aid points, with a suitably stocked first aid box.

It should be noted that in St. Anne's N.S. the First Aiders are our staff, and as such are empowered to dispense analgesics, pills and medications. Where special medication is required for students it is the responsibility of parents or guardians to provide this medication. Supplies of such items will be securely stored in a locked medicine cabinet to dispense to the pupils as per their prescriptions. Individual employees who believe they might have a need for these items must be responsible for their own supplies.

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The First Aid box is in the secretary's office.

The Automated External Defibrillator (AED) is in the school hall

The First Aiders in the School are all our SNAs and support staff.

Local Emergency Contact Details:

	Contact Details:
Fire / Ambulance:	999 / 112
Gardai:	Shankill Garda Station (01) 6665900

4.9 FIRST AID PROCEDURES FOR DEALING WITH ACCIDENTS WITHIN THE SCHOOL

- (1) Offer First Aid treatment when possible.
- (2) Inform Office / Principal of the accident.
- (3) Inform parents / guardians - when necessary, parents / guardians will collect and provide medical attention for the pupil. In case of emergency and unavailability of parents / guardians, an ambulance will be called and injured pupil will be brought to hospital to receive medical attention.
- (4) Cost of such treatment shall be the responsibility of the parents / guardians.
- (5) When necessary, a follow-up call on the condition of the pupil should be made.
- (6) Reports on all accidents i.e., those needing medical attention must be kept.

4.10 INFECTION CONTROL

General Principles

Individual student assessment and the School's documented infection control policy determine the precautions to be taken for example in the control of the following:-

a. Infection risk e.g. :-

1. Airborne and Contact Precautions for Diseases, i.e.: suspected or confirmed Measles, Tuberculosis, Varicella Zoster (Chickenpox), Herpes Zoster (Chickenpox, and Sudden Acquired Respiratory Syndrome (SARS).

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2. Droplet Precautions for Bacterial and Viral Diseases, i.e, Meningitis, Pneumonia, Streptococcal pharyngitis, Mumps, H1N1 (Swine Flu) Influenza, Rubella, SARS, etc.

3. Contact Precautions for eg MRSA, VRE, RSV, SARS, Norovirus (Winter Vomiting Disease)

- To protect the child from endogenous and exogenous sources of infections.
- Antisocial behaviour or poor hygiene
- Excessive diarrhoea or vomiting or incontinence
- Haemorrhage
- Open wounds, cellulitis, weeping eczema or other draining lesions.
- Confused state or altering consciousness.

Hand Hygiene

This is the most important element in Infection control. Hands must be washed when hands are visibly contaminated, at the beginning and end of the work shift, after removing gloves, after handling soiled equipment, materials or environment, before preparing or handling food, after handling chemicals, and after personal bodily functions such as blowing the nose or using the lavatory.

Blood / Body Fluids Precautions

Particular care must be taken by staff to avoid accidental contact with potentially infectious materials through injury or contact with mucous membranes or open lesions. Staff may be exposed to biological hazards via:-

- Absorption through skin and mucous membranes
- Ingestion through mouth
- Inhalation of aerosols
- Inoculation

Potential Sources of Biohazard include blood, blood products, body fluids, secretions and excretions (except perspiration), mucous membranes, biological tissues, non-intact skin, all clinical waste including discarded personal protective equipment (PPE), materials / equipment used in process of patient care including dressings.

Gloves are worn where there is a risk from contact with infectious materials in the care of children with: -

- Bleeding
- Incontinence or Diarrhoea
- Vomiting
- Dermatitis etc.
- Productive coughs, etc.

Biological spills must be isolated, and staff made aware of the hazard. Spill kits and adequate disinfectants, i.e.: Sanisorb / Azowipes or equivalent must be made available and be used in accordance with School's medical safe systems of work. Bins containing this waste should be regularly emptied.

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Standard precautions required the use of adequate personal protective equipment to minimise exposure of workers to biological hazards. Information on the specific personal protective equipment (i.e.: masks / respirators, aprons, gloves) to be worn in accordance with the risk must be included in the nominated first aiders training. Staff must be trained in the use of personal protective equipment and training; supervision and instruction must be given in a manner and language that is reasonably likely to be understood.

4.11 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

4.11.1. ACCIDENTS

Although we all aim to have no accidents, incidents or dangerous occurrences, it must be recognised that from time to time such situations may occur. In the interest of preventing the recurrence of such incidents by appropriate investigation and also to comply with statutory obligations, the school has an accident reporting and recording procedure. It is vital that all but the most trivial of incidents is reported and recorded and staff members should not deem an occurrence as insignificant or unworthy of reporting. It is also important that we don't overlook dangerous occurrences or "near misses" as these types of occurrence always indicate a deviation from safe conditions, even without damage or injury. Therefore, you should record these near misses as if they were an accident resulting in injury or damage.

1. All accidents and incidents **MUST BE** reported on the official school Accident / Incident Report Form.
2. These report forms are regularly reviewed by the Principal.
3. The completed accident forms are located in the Principal's office.
4. Any injury serious enough to require outside medical attention must be reported by the quickest possible means to the School Principal. It is the responsibility of all staff to ensure accidents, near misses and dangerous occurrences are reported.
5. The Principal / Deputy Principal will attend the site of injury and report all material facts as accurately as possible

Requirements for Reporting to The Health and Safety Authority (H.S.A.)

Under certain circumstances, accidents, incidents or dangerous occurrences must be reported to the H.S.A. This is a legal responsibility of an employer and is undertaken by The Principal.

The following is an overview of what is deemed reportable by statute:

- The death of an employee at work;
- The incapacitation for work of an employee for 3 consecutive days or more, whether scheduled working days or not;
- A major injury, such as a broken large bone (arm, leg, wrist, ankle etc);
- Certain dangerous occurrences (e.g. contact with live electricity);

If the accident is fatal, then the scene of the accident must be left undisturbed for up to three

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days after notice has been given, other than for rescue purposes.

4.11.2 WELFARE FACILITIES

The school will ensure in so far as is reasonably practicable that adequate welfare facilities are available on the premises for all staff, students and visitors.

- Kitchen facilities available in the staff room.
- Adequate seating and tables are available.
- Adequate toilet facilities, including hand washing and drying are made available.
- Adequate supplies of drinking water are made available whenever practicable.
- Employees are obliged to care for these facilities and must not misuse them.

Housekeeping

Good housekeeping is considered to be the foundation of the St Anne's N.S. Safety programme in which everyone must play a part.

All employees are encouraged to ensure proper storage of teaching materials and learning equipment to ensure that all walkways and access routes in the classroom are free of hazards and obstructions.

Particular care must be taken on St Anne's N.S. premises and floors must be kept in good condition. Spillages must be cleaned up immediately if it is safe to do so. Clear, unobstructed space must be maintained around every item of plant, equipment or workstation, and any unguarded edges at height must be reported to a member of school management.

4.12 TRAINING

Inadequately trained employees may be a hazard to themselves or their colleagues. The Board of Management in conjunction with the principal at St. Anne's N.S. shall identify the training needs of staff and ensure they are fulfilled as far as is practicable.

It is the policy of the school that every employee receives information about safety protocols and practises on an ongoing basis. All new personnel shall receive safety training as part of their induction.

Any safety training will be monitored and updated by the Principal. St. Anne's N.S. will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training Details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

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St. Anne's N.S. shall provide the following training:

1. Induction training of all new employees.
2. As appropriate, training in first aid, fire safety and manual handling.
3. Any other training as recognised.

4.13 PROCEDURES FOR NEW STAFF MEMBERS

As it becomes necessary, the Principal shall ensure that the following procedures are adhered to:

1. Show new employees where the Safety Statement is kept, explain its purpose and ensure that the new employee is aware of his / her responsibility.
2. Ensure that the new employee has been issued with adequate personal protective equipment where necessary and is familiar with its usage.
3. Ascertain if a new employee has any disability or illness, which could prevent him / her carrying out certain operations safely or require additional protective measures.
4. Warn new employee/s of any prohibited actions in the school.
5. Arrange for the provision of appropriate training and instruction required for each individual.
6. Show new employee/s the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
7. Describe the fire and evacuation procedure and point out the assembly point.
8. Describe what action to take in the case of an emergency.

4.14 SUMMARY CODE OF PRACTICE FOR STAFF

It is the responsibility of individual members of staff to ensure that they conduct themselves in an appropriate and professional manner that is not open to the possibility of misinterpretation or allegation

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4.15 SMOKING AND VAPING

Purpose

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees and students from exposure to second-hand smoke and vapers, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy

On and from 29 March 2004, it is the policy of St. Anne's N.S. that all of its enclosed workplace is smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout all enclosed workplaces and on the school grounds with no exceptions. This policy applies to all employees, students, contractors and visitors.

Implementation

Day-to-day responsibility for policy implementation rests with the school principal. All staff have an obligation to adhere to and facilitate the implementation of this policy.

The school principal has informed all employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy

Infringements

Infringements will be dealt with, in the first instance, under existing disciplinary procedures. Those who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking Cessation

Information on how to obtain help quitting smoking is available from the National Smokers' Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

4.16 HARASSMENT

Sexual (gender based) harassment, and harassment on the eight discriminatory grounds (marital status, family status, sexual orientation, disability, age, race, religion or membership of the travelling community) pollutes the working environment and can have a devastating effect upon the health, confidence, morale and performance of those affected by it. The anxiety and stress produced by sexual harassment and harassment may lead to those subjected to it taking time off work due to sickness and stress, being less efficient at work or leaving their job to seek work elsewhere. Employees often suffer the adverse consequences of the harassment itself and the short and long term damage to their employment prospects if they are forced to forgo promotion or to change jobs. Sexual harassment and harassment may also have a damaging impact on employees not themselves the

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object of unwanted behaviour but who are witness to it or have knowledge of the unwanted behaviour.

There are also adverse consequences arising from sexual harassment and harassment for employers. It has a direct impact on the efficiency of the school where staff take sick leave or resign their posts because of sexual harassment or harassment. It can also have an impact on the effective running of the school where employees' productivity is reduced by having to work in a climate in which the individual's integrity is not respected.

Some specific groups are particularly vulnerable to sexual harassment and harassment as there may be a link between the risk of sexual harassment or harassment and the recipient's perceived vulnerability — such as new entrants to the labour market, those with irregular or precarious employment contracts and employees in non-traditional jobs.

St. Anne's N.S. is committed to ensuring that the workplace is free from sexual harassment and any other harassment. All employees have the right to be treated with dignity and respect and any complaints by employees will be treated with fairness and sensitivity and in as confidential a manner as possible. St. Anne's N.S. is committed to monitoring incidents of sexual harassment and harassment and to training staff as appropriate, on issues of sexual harassment and harassment.

Sexual harassment and harassment by employers, employees and non-employees such as pupils, outside service providers / contractors and business contacts will not be tolerated and could lead to disciplinary action (in the case of employees) and other sanctions for example the suspension of contracts or services or exclusions from premises (in the case of non-employees).

The definition of sexual harassment includes any:

- ✓ Act of physical intimacy.
- ✓ Request for sexual favours.
- ✓ Other acts or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is *unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.*

Many forms of behaviour can constitute sexual harassment. It includes examples like those contained in the following list although it must be emphasised that the list is illustrative rather than exhaustive. A single incident may constitute sexual harassment.

Physical conduct of a sexual nature — This may include unwanted physical contact such as unnecessary touching, patting or pinching or brushing against another employee's body, assault and coercive sexual intercourse.

Verbal conduct of a sexual nature — This includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.

Non-verbal conduct of a sexual nature — This may include the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text-messages or faxes. It may also include leering, whistling or making sexually suggestive gestures.

Sex-based conduct — This would include conduct that denigrates or ridicules or is intimidatory or

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physically abusive of an employee because of his or her sex such as derogatory or degrading abuse or insults, which are gender-related.

This policy extends to:

- Sexual harassment and harassment by co-workers, clients, customers and other business contacts;
- Beyond the workplace to conferences and training and may extend to work-related social events;
- Different treatment of an employee because he / she has rejected or accepted the sexual harassment or harassment.

It is up to the employee to decide what behaviour is unwelcome irrespective of the attitude of others to the matter and employees who make a complaint or who give evidence in proceedings etc. will not be victimised in any way.

Management Responsibility

Management and others in positions of authority have a particular responsibility to ensure that sexual harassment and harassment does not occur and that complaints are addressed speedily. In particular, management should:

- ✓ Provide good example by treating all in the workplace with courtesy and respect.
- ✓ Promote awareness of the school's policy and complaints procedures.
- ✓ Be vigilant for signs of harassment and take action before a problem escalates.
- ✓ Respond sensitively to an employee who makes a complaint of harassment.
- ✓ Explain the procedures to be followed if a complaint of sexual harassment or harassment is made.
- ✓ Ensure that an employee making a complaint is not victimised for doing so.
- ✓ Monitor and follow up the situation after a complaint is made so that the sexual harassment or harassment does not recur.

Informal Procedure.

The employee who is being sexually harassed or harassed should object to the conduct where this is possible and appropriate. The informal procedure provides that employees should attempt to resolve the problem informally in the first instance. In some cases, it may be possible and sufficient for the employee to explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends them or makes them uncomfortable and that it interferes with their work

In circumstances where it is too difficult for an individual to do this on his / her own, an alternative approach would be to seek support from, or for an initial approach to be made by, a sympathetic friend or designated person or trade union representative.

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Formal Complaints Procedure

The formal procedure applies in the following circumstances:

- ✓ The employee making the complaint wishes it to be treated formally or;
- ✓ The sexual harassment or harassment continues after the informal procedure has been followed.

The investigation of any complaint will be handled with sensitivity and with due respect for the rights of both the complainant and the alleged harasser. The investigation should be, and be perceived to be, independent and objective. The purpose of the investigation is to investigate the allegations and will focus on the complaint.

Those carrying out the investigation will not be connected with the allegation in any way. It is preferable that at least two people should investigate a complaint, but it is acknowledged that this may not always be practicable. Such an investigation team should have gender balance and ideally should seek to ensure diversity across the other eight grounds. All of those on the investigation team should have received appropriate training. Every effort should be made to resolve the complaint speedily.

Sexual harassment and harassment by non-employees such as clients, students and business contacts will not be tolerated and may lead to termination of contracts or suspension of services, or the exclusion from a premises or the imposition of other sanctions (as appropriate).

In the event of any complaint being upheld, the disciplinary process will be invoked, and this may lead to disciplinary sanctions up to and including dismissal.

In the event of the complaint being upheld against a non-employee, appropriate sanctions may be imposed which could in particular circumstances include termination of contract, suspension of service, exclusion from premises etc. as appropriate.

At all times, confidentiality will be maintained throughout any investigation to the greatest effort consistent with the requirements of a fair investigation.

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4.17 DISCIPLINARY PROCEDURE

The Board of Management believes that except for any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee should be warned of any shortcomings and given a reasonable opportunity to put them right. The following basis procedure will be followed: -

Should it be necessary to take formal action, because of minor or persistent breaches of Safety Regulations, a verbal warning will be given. This warning will indicate the specific regulation or procedure which has been breached, how it is to be rectified and the time limit within which it is to be achieved. It will be entered on the employee's Personnel Record.

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

NOTE 1:

Any employee on being warned has the right to have present at the warning his / her Union Representative.

NOTE 2:

The employee has the right to appeal.

Refer to the following DES circulars:

- Circular 0049/2018 - Revised Procedures for Suspension and Dismissal of Teachers and Principals (Primary, Secondary, and Community and Comprehensive Schools)
- Circular 0050/2018 - Procedures for Suspension and Dismissal of Principals of Community National Schools (Primary, ETB)
- Circular 0072/2011 - Grievance and Disciplinary Procedures for Special Needs Assistants

4.18 CRITICAL INCIDENTS

Critical incidents include:

- Death of a member of the school community, a near relative, or a close friend whether the result of illness, accident or suicide.
- Serious illness, serious injury, attempted suicide, or abuse of a member of the school community, a near relative of a close friend.
- The disappearance of a member of the school community, a near relative or a close friend.
- Disasters caused by nature, accident, or criminal activity which impact on the school or its community.

Crisis Team:

This will be headed by the Principal and the Deputy Principal.

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The Principal will draw on the support of individual staff members.

The support of the school Safety Officer, the National Educational Psychological Service (NEPS), the local Health Board may be sought.

Draft plan of action: -

1. The school Principal must clarify and confirm the facts of the incident in the first instance and express the sympathy of the community to the individual/s and / or the family involved.
2. Persons directly affected, and their families, must be briefed. (The Term 'suicide' should not be used without the consent of the family.)
3. Inform the staff of the established facts (bearing in mind the wishes of the parents) making sure, as far as possible, to correct misinformation and rumour. This would probably be in the context of a special meeting in the event of a major tragedy.
Communication with the individual parents and with the parent body needs to be considered.
4. Decide on a response to any possible media queries. The team leader should consult with the Chairperson of the Board of Management.
The secretary, the Principal and the staff on duty need to be briefed.
5. Inform the Chairperson of the Parent's Association.
6. Assess the need for counselling.
 - a. Plan an on-going support mechanism both for the community and for closely affected individuals. This will draw on in-school support with external back-up as needed.
 - b. Parents need to be aware of the support services available.
 - c. The impact of the incident needs to be reviewed on an on-going basis; the initial response may need to be followed up with an alternative strategy.
7. In so far as possible maintain a normal routine.
8. Decide, in consultation with the parents, on participation in any funeral/s or memorial events, if appropriate.

4.19 CHALLENGING BEHAVIOUR

In order to protect the health and safety of staff, pupils and visitors, risk assessments must be carried out and updated on a regular basis on individual students at risk of exhibiting challenging behaviour whether due to side effects of medication, emotional difficulties, behaviour difficulties, or any other reason.

St Anne's N.S. recognises its responsibility to have a policy on challenging behaviours which is dealt with in our Code of Behaviour and believes the following:

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- The need to develop positive behaviour management strategies to create a caring, respectful environment for pupils.
- That staff have a professional duty of care for pupils and themselves as professional staff or carers.
- The safety of staff is of equal importance to the safety of their pupils.
- The rights of staff working in both the public and private sectors to be safe at work. The responsibility for safety is shared between individual staff; the teams they work for and senior management of their organisation.
- That professional staff should: -
 - a. Understand the causes of challenging behaviour and violence.
 - b. Understand their reactions, triggers and fears in dealing with violence.
 - c. Understand the principles of risk assessment.
 - d. St Anne's School has a duty to provide a clear policy about the safety of pupils and the safety of their staff, which staff understand and accept.
 - e. That professional staff should be aware of preventive strategies and be effective in the use of calming, defusing, diverting and problem-solving skills.
 - f. That professional staff should understand the importance of teamwork in preventing and dealing with challenging behaviour.
 - g. That professional staff understand the law and the "use of reasonable force".
 - h. That professional staff should know and work within the Code of Behaviour.
 - i. That in extreme situations when attacked, staff have a right to escape and that they are able to use a range of breakaway skills in line with the Code of Behaviour
 - j. That staff understand their need for support after violent incidents and that their organisation has a duty to provide it.
 - k. That teams should discuss and practise the range of preventative, calming, safe touch, holding and skills in order to develop individual skills and maintain confidence.

Refer to the School Code of Behaviour

4.20 CONTROL OF HAZARDOUS SUBSTANCES

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.










Warning labels, such as those indicated below are designed to alert users to the potential risks associated with the use of a particular substance. The following control measures should be put into place in all circumstances where hazardous substances are in use or being stored for resale:

- All goods should have a corresponding Safety Data Sheet (SDS).
- All SDS should be communicated to the relevant staff.
- All safety controls advised, such as the use of PPE or spill control procedures, must be obeyed.








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- Suppliers of hazardous substances are obliged to provide an SDS for each substance - where one has not been received it should be possible to request an SDS for an existing substance.
- Any emergency response procedures - such as spill control should be addressed and practised as necessary.
- Copies of all SDS received should be retained and be available for consultation as necessary.

Since 2015, you will see either hazard symbols or new hazard pictograms on SDSs and labels. The nine pictograms according to the new CLP* Regulations are presented below, along with the existing hazard symbols which you might be familiar with. An example of the type of hazards associated with each are shown below:

“New” CLP hazard pictogram*	“Old” CPL hazard symbols**
 <p style="text-align: center;">Explosion Hazard</p>	
 <p style="text-align: center;">Chemical stored as a gas under pressure</p>	<p style="text-align: center;">None</p>
 <p style="text-align: center;">Flammable Hazard</p>	
 <p style="text-align: center;">Oxidising Hazard</p>	
 <p style="text-align: center;">Corrosion Hazard</p>	

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 Health Hazards such as skin and eye irritation	
 Acute Toxicity Hazard	
 Serious long term health hazards	
 Environmental	

4.21 PERSONAL PROTECTIVE EQUIPMENT (PPE)

St. Anne's N.S. shall ensure that all employees use personal protective equipment (PPE) where required. It is the policy of The Board of Management to eliminate all hazards at source where possible and only use P.P.E. when further risk reduction is not feasible.

CONTROL MEASURES

All safety equipment purchased by the School will be to an approved standard.

The School will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required and that when issued, a signature is obtained for the equipment. School Management shall monitor and check the P.P.E. on a regular basis.

School Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and School Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used.

Standard issue PPE:

- ✓ Steel Toe capped boots;(maintenance staff)
- ✓ Gloves (when required by maintenance staff and other staff)

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- ✓ Hi-Vis Vest (maintenance staff)
- ✓ Dust Masks (when required by maintenance staff)
- ✓ Ear Defenders (when required)
- ✓ Aprons (art work)
- ✓ Safety Glasses or Goggles (maintenance staff when carrying out particular works which could result in eye injuries)
- ✓ Aprons, gloves and masks (intimate care)

Even if the immediate benefits of wearing / using PPE are not apparent, employees have a statutory duty to use PPE and not to intentionally or recklessly interfere with or misuse it. Where protective clothing or equipment is reusable, it should be stored in suitable storage facilities.

4.22 WORK AT HEIGHT (Maintenance Staff)

Working at Height

Working at Height continues to be one of the most hazardous occupations in all workplaces with one in five deaths resulting from falls. Accidents can also occur among those engaged in short duration maintenance and access. As a result safety procedures are of paramount importance in all work at height activities. Nearly all working at height accidents could be prevented by the provision of safe systems of work and the proper use of readily available protective equipment. All working at height should be subjected to a risk assessment prior to work commencing and the procedures detailed in a method statement.

Safe Use of Ladders

One of the most **common** causes of fatal accidents in industry is falling from heights. Many falls occur due to the incorrect use of ladders. For instance, a ladder not lashed, or otherwise secured, may move at the bottom or top causing the user to fall. Other causes of accidents, with ladders, result from climbing while carrying loads, overreaching and overbalancing. This indicates that ladders are being used when other equipment would be safer.

LADDERS

1. Inspect ladders visually and physically before use.

- Check for warping and splintering.
- Check for missing or broken rungs.

2. Set the ladder on a firm level base.

- Don't use wood or stones etc. to level a ladder.

3. Angle the ladder correctly - one foot out from the base for every four feet in vertical height.

This will give a safe angle to work on. It is not too close or too far away from the wall.

4. Secure the ladder before you climb it.

If in any doubt about the security of the ladder set up, arrange for a work-mate to "foot" it at the bottom.

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- Sand bags are available to further stabilise the ladder.
 - If you are in any doubt ask for assistance from your crew leader / supervisor.
- 5. Always use the correct size and type of ladder for the job.**
- Don't tie two ladders together for extra height.
 - Don't tie two ladders together to make a stop ladder.
 - Don't over-extend an extension ladder.
 - Don't use a stepladder where a straight ladder is required.
- 6. Climb and descend the ladder properly.**
- Face the ladder when climbing or descending.
 - Keep three points of contact with the ladder.
 - Don't use the top 4 rungs of the ladder.
 - Hold the rungs, not the sides of the ladder.
- **Beware of wet, greasy or icy rungs.**
 - These will affect your grip and foothold.
 - Check your footwear - if it is wet and muddy it will affect your foothold.
 - **Be aware of your surroundings.**
 - Look up above for overhead obstructions.
 - Look at the sides for opening windows and doors.
 - Fence off the bottom of the ladder (if ladder lashed) to prevent unauthorised access.
 - Carry tools in a pouch to prevent them falling on and injuring someone below.
 - If you are carrying a ladder, wear a hard hat, safety glasses and gloves.
 - **When carrying a ladder be aware of overhead power cables.**
 - Look around before you move or erect ladders.
 - **When working on a flat roof.**
 - Check if it will take your weight.
 - Keep away from the edge.
 - Never climb on asbestos, glass or flimsy roofs.
 - Check the roof from the inside out for roof lights etc.
 - **When working on a sloping roof, always use a special roof ladder.**
 - **Outside contractors will be advised to use the Fall Safe system if working on the new extension roof.**

4.23 WORKPLACE STRESS

What should you do if you think you are overly stressed?

A person who suffers from stress might feel that it is their work that is to blame, but on closer

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examination, it may be a relationship issue, a family issue or some aspect of life outside the workplace, which is the root cause of the stress. A medically qualified person must firstly diagnose stress, and then the stress must be clearly linked to employment, for it to be considered workplace stress. The matter should be brought to the attention of the Principal, and addressed in consultation with the Board of Management and the person him or her self

An employer cannot act unless they are given all the information regarding the nature of the illness and the link with the employment.

How to recognise stress

A person under severe stress may behave in one or more of the following ways:

- be prone to tearfulness, impulsiveness and out-of-character behaviour
- be aggressive and irritable without apparent cause
- show poor levels of concentration and focus
- develop a variety of illnesses/conditions not medically explained
- exhibit tired, lethargic, apathetic behaviour
- develop dependencies on alcohol, drugs, people
- lose interest in many aspects of life within and outside of work.

Very severe stress can lead to breakdown, where a person feels so overcome and unable to regain control of life that they need specialist help. There are many ways of preventing such acute situations from developing once the symptoms of stress or potential stressors are identified and treated appropriately.

It is important to remember that a person might behave in these ways without being stressed, or without the stress being work related, therefore, jumping to conclusions too quickly is not beneficial. Research indicates that certain types of work environments can be more stress inducing than others.

Workplace environments which may be more prone to stress reactions can include:

- High pressure, short time-frame, tight target jobs
- Jobs with constantly high workloads with no ease-off period
- Mundane repetitive work with no peaks or intermediate goals
- Jobs where there is threat of physical violence/attack
- Jobs where highly complex decisions must regularly be made

Stress at work results from the interaction between an aspect or many aspects of the working environment and the individual concerned. People are different in what they find stressful and the degree to which they become affected by stress. However, where people are stressed, organisations suffer.

What controls should be in place in any organisation?

Controls involve policies, written documents, regulations, rules and accepted practice - as well as systems in place. The system changes could include:

- changing the design of work which some people find too stressful,
- structuring the working day,
- decreasing ambiguity around jobs,
- alternating people on different jobs,

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- providing regular goals and feedback to some people,
- reducing intensity of workload for others,
- improving communication skills in some organisations.

What are the organisational effects of stress?

When employees of an organisation feel stressed, their well-being is negatively affected. They don't feel good, and this has a direct effect on the organisation, which, after all, is only as good as its people. The organisational effects of stress can include the following:

- High absenteeism and staff turnover
- Interdepartmental conflict
- Deterioration in industrial relations
- Reduction in long-term productivity
- General dissatisfaction, low morale and poor work performance.

More subtle and even more damaging effects of long term organisational stress include pervasive negativity, lack of organisational commitment, sabotage and ultimately organisational breakdown. So, it is in everyone's interest that stress is given the recognition that it deserves and policies are developed to tackle it.

Any environment can cause stress and some level of stress is just part of everyday life, both within the workplace, in families and in social organisations. However, in order to prevent a situation causing a debilitating level of stress, there must be controls in place

It is really important that the right person is recruited for the job from day one - that means that a person's makeup and personality should be considered a "fit" for the job. Otherwise, it might prove to be too much for them in some way. Some staff can end up feeling stressed, even though other people might love the job.

4.24 LONE WORKING

Due to the risks associated with lone working the school will where possible keep this type of work to a minimum.

- The school is aware of the potential risks associated with lone working, and requires all such work to be subject to risk assessments and sensible controls to minimise the risks.
- Staff are reminded of the potential risks associated with lone working and are required to follow the specified procedures and to report to the principal if there are any problems.

The Principal shall:

1. Identify who needs to work alone;
2. Assess what hazards and risks the work involves;
3. Assess the working environment- any limitations imposed on the worker;
4. Devise and implement safe working arrangements to ensure that the risks are eliminated or

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adequately controlled;

5. Ensuring the worker is suitably instructed and trained in the necessary procedures for lone working.

Where it is not possible to devise arrangements for a person to work alone in safety then alternative arrangements providing help or back up will be made.

4.25 DERMATITIS

Dermatitis is an irritation or inflammation of the skin. The skin may become itchy, red and blistered. After continual episodes the skin may become hard, thickened and cracked. Occupational Dermatitis is the most common skin problem in industry. It accounts for more than 50 per cent of all work-related diseases in Ireland (Health and Safety Authority). Dermatitis is not infectious.

HAZARDS

Risks of the skin condition (Dermatitis) may arise due to contact with: -

- (a) IRRITANTS (such as cutting oils, solvents, acids/alkalis, attic insulation, wet work accompanied by minor skin cuts and grazes etc.).
- (b) SENSITISERS (such as cement, resins, saw dust, adhesive, paints, creosote, petroleum products, turpentine etc.) Some individuals can become sensitised and individual sensitivity varies.

CONTROL MEASURES

The packaging of chemicals which have been classified as skin irritants or sensitisers must have the symbols shown clearly printed on the label. Appropriate Hazard and Precautionary Statements should also be printed on the label. (See 4.21 P. 64)

1. Hazard (H) Statements include: H335: May cause respiratory irritation.
2. Precautionary (P) Statements include: P262: Do not get into your eyes or skin.
3. Check for the irritant sign in order to identify agents and use other products.
5. Minimise contact between the skin and the dermatitic agent by using gloves which are impermeable to the agent, barrier cream, or by substituting the agent for a safer product.
6. Cover all cuts and abrasions.
7. Keep the skin clean (wash thoroughly and dry properly).
8. Replace skin's natural oil with a good hand cream.
9. Don't wear greasy dirty damp overalls which may chafe.

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10. Seek medical advice if skin becomes red and flaky, or begins to blister or crack. (usually rashes are relatively easy to contain with treatment).

4.26 PUBLIC SAFETY

Members of the public have limited access to parts of our school yards and offices in particular, but also to car parking facilities. It is recognised that members of the public are more susceptible to our occupational hazards due to unfamiliarity. Therefore, we must all do what is reasonably practicable to ensure that no member of the public is injured in any way while visiting the school or when they are carrying out work in the school. The following procedures have been put in place to eliminate or minimise risk to the public and these procedures must be strictly enforced:

- All paths, yards and car park areas should be treated during frosty weather to help minimise the risk of injury caused by slipping.
- All yards and car park areas must be kept in a tidy condition - all excess materials must be placed in proper receptacles and not discarded elsewhere.
- Any spillages should be tended to immediately and not disregarded.
- All cleaning procedures must be strictly adhered to so as to minimise the risk of slips, trips or falls

4.27 PORTABLE TOOLS

- Don't use damaged, worn or dangerous tools.
- Always use the correct tool for the job on hand.
- Inspect portable leads & extension leads before use, replace if damaged.
- Sharpen or get cutting tools sharpened regularly.
- Keep hands behind the cutting edge of cutting tools.
- Wear protective equipment where necessary - gloves, safety glasses, visor and safety boots.
- DO NOT wear gloves when using portable drills.
- Keep cables tidy; don't leave cables lying on the ground.
- Quickly inspect the tool before use -its cable, casing, and power supply.
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets.
- Don't allow cables to trail across route ways of personnel or machinery.
- Don't remove safety devices from tools or equipment.
- Unplug tools when not in use.

4.28 WEIL'S DISEASE

Weil's disease or Leptospirosis is an infectious disease produced by numerous bacteria called Leptospire. Humans usually contract this disease through accidental contact with wild or domestic animals or through contact with contaminated water. The most likely area where the problem of Weil's disease can occur is where there are (or have recently been) rats. The mode of transmission of Weil's disease is frequently by contact with soil or water contaminated by the urine of the infected

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rat, through accidental immersion, by direct contact with the rodent or perhaps by the ingestion of contaminated food or water. Person-to-person transmission is rare. Infection usually results from the penetration of Leptospirosis spores through damaged skin usually in a moist warm environment.

CONTROL MEASURES

1. To avoid contracting Weil's disease it is necessary to adhere to a rigid hygiene policy in the workplace. If there are signs of rat infestation in manholes or elsewhere in the workplace the area should be cleaned out prior to the commencement of work.
2. Caretakers should wear personal protective clothing, especially gloves, while working in the area.
3. Cuts, scratches or abrasions should be covered with a waterproof dressing.
4. Caretakers should avoid touching their mouth or nose until after washing.
5. Foodstuff should not be consumed in the work area.
6. When the job is interrupted, or complete employees should thoroughly wash hands, forearms and face with soap and water before eating or smoking.
7. All tools and other equipment used during the operation should be cleaned and disinfected using a solution of disinfectant and warm water.
8. If illness occurs following work in an infested area medical advice should be sought immediately.
9. Don't forget - the presence of rats may not always be evident, so it is very important to use protective clothing and wash hands thoroughly afterwards. Good hygiene practice makes sense.

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4.29 SLIPS, TRIPS & FALLS

St. Anne's N.S. recognises that there is an ever-present risk of students or staff slipping, tripping or falling on spills, bags, clutter, sports equipment, items of clothing etc. occurring in almost any part of their school.

In order to keep the possibility of anyone slipping to a minimum the following measures have been put in place.

- o All staff receive training in how to prevent slips, trips and falls.
- o All staff are informed of the spill procedure.
- o All floor covering is in good condition.
- o Free standing signs are available for all spills.
- o Paper towels, mops and cleaning material readily available.

Prevention:

- o Do not leave any bags, clutter, sports equipment, items of clothing etc. in such away they could be a trip hazard to students and staff alike.
- o If you see any items on the floor likely to cause a trip or fall, remove them.
- o If you notice a student leaving material in an unsafe manner, inform them.
- o Where you notice a spill follow the procedure outlined below.
- o Management carries out regular checks.

4.30 SCHOOL EXCURSIONS

All school trips off the school premise must be approved by the relevant authority. The Principal or Deputy Principal must be informed prior to an absence from the school premise.

Full details of the trip - names of staff and pupils, dates, contact numbers - must be posted in the school.

Clear rules regarding behaviour should be agreed for any trip - the general principle should be that the school's Code of Behaviour applies.

* See separate School Tour policy

4.31 DRIVING

Driving may take up time for our staff from time to time attending meetings or sports events, and should be considered as an occupational hazard.

The main driving hazards are:

- o Poor road conditions
- o Vehicle defects
- o Driver error

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CONTROL MEASURES

All persons who drive in the course of their work on the public road are subject to the provisions of the Road Traffic Act 1961. They must at all times, drive in a manner that is safe, both to themselves and other road users and at all times observe the "rules of the road". We expect all drivers, not alone to fulfil their obligations under the 1961 Act, but coupled with the Safety, Health and Welfare at Work Act 2005 to observe the following guidelines:

- o Check lights, tyres, oil, water, windscreen wipers and washer reservoir etc. at regular intervals and complete the vehicle maintenance check form weekly.
- o Ensure your vehicle is serviced in accordance with the manufacturers' requirements.
- o Report all accidents or damage, however minor, to management.
- o Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the principal.
- o Ensure before reversing, that there are no obstructions or people behind the vehicle.
- o Make regular inspections of your vehicles for obvious defects and ensure any defects noticed are rectified without delay.
- o Never use a mobile telephone while driving - park the vehicle in a safe manner before using the telephone.
- o Staff travelling a substantial distance to conferences, meetings etc. are encouraged to make use of overnight accommodation where necessary, particularly in the winter months and when such meetings have a morning start.
- o Ensure your licence is current at all times.

4.32 STAFF ABSENCES

Discretionary staff absences must be cleared with the Principal and the Principal must be informed well in advance.

The same procedure applies to absences for in-service or other school business.

Staff are requested to give as much notice as possible of any absences where a substitute may be hired.

Emergency absences should be notified to the Principal / Deputy Principal in charge of class cover at the earliest opportunity.

If the absent staff member is scheduled for duty, then the arrangements in place for swapping duties will apply. The Principal / Deputy Principal must be informed.

Employees who feel unwell whilst at work should inform a member of management immediately.

Employees who are injured at work should inform the Principal immediately. An accident form must be completed and staff will be advised to attend their doctor. If they attend their doctor the leave must be certified stating "Physical Injury". If staff choose not to attend, this will be logged on the

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school H&S report form / accident incident form.

All absences are regulated under all relevant Department of Education Circulars

4.33 SECURITY

Every member of staff has an obligation towards both the security of themselves and their belongings as well as towards the security of all other staff and pupils.

Security arrangements including staffing, security staff, access, monitoring and recording will be assessed on a regular basis and updated following those assessments if warranted.

Staff handling cash / valuables must deposit the same in the office and in accordance with the detailed control measures within the risk assessments in the appendix of the safety statement.

4.34 RESOLUTION OF SAFETY PROBLEMS

Any employee with a Health and Safety problem must inform a member of the St Anne's team if they have any health and safety issue. If, after investigation, the problem is not corrected in a reasonable time, or that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to the Principal.

If the Principal is unable to resolve the matter to the employee's satisfaction, it should be referred to the school's Board of Management. If required, the advice of a competent consultant should be sought.