

# **SAFETY STATEMENT**

## **OF**

# **WICKLOW EDUCATE TOGETHER NATIONAL SCHOOL**

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WICKLOW TOWN,  
CO. WICKLOW.**

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**Wicklow Educate Together  
National School**

**DECEMBER 2014**

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### Revision of Safety Statement

<b>Rev. No</b>	<b>Date</b>	<b>Change</b>	<b>Reviewed by</b>
Version 1	December 2014	New safety statement	Micheal Creed of HSS

**This document has been prepared by a staff member of Health & Safety Services. Any changes made by a non staff member or person appointed by HSS will nullify all responsibility which HSS may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.**

## 1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of Wicklow Educate Together National School, Wicklow Town, Co. Wicklow

The aim of this policy is to ensure Wicklow Educate Together National School will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our Teachers/Staff and pupils whilst at work and all others affected by our work.

Wicklow Educate Together National School will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We also take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007. S.I. No. 299, 2007*.

Safety is everybody's responsibility and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

Wicklow Educate Together National School recognise that the primary responsibility for providing and maintaining safe working conditions bears on the Board of Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all.

**SIGNED:** .....  
**NAME: DANNY HASKINS**  
**CHAIRMAN BOARD OF MANAGEMENT**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **2. SAFETY MANAGEMENT & CONTROL**

### **INTRODUCTION**

Our school is Multi-denominational, Co-educational, Child-centred and Democratically run. These are the guiding principles and our school is open to all children of every religious denomination and none.

In educating children we aim to inspire confidence in each one to find freedom, love & fulfilment. Our School Patron is Educate Together National and the school is fully recognised by the Department of Education and Science.

The school currently has 12 class teachers, 6 support teachers, 7 special needs assistants and ancillary staff.

### **WHAT IS THE SAFETY STATEMENT?**

The Safety Statement is the written policy of Wicklow Educate Together National School detailing how Safety, Health and Welfare at Work, along with all related matters are being managed.

### **WHO SHOULD READ IT?**

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to Teachers/Staff. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

### **VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE SCHOOL**

Any person visiting, working or attending our school for any reason is invited to read the Safety Statement.

### **UPDATES AND AMENDMENTS**

Changes will inevitably occur from time to time. These will be recorded in this Safety Statement.

### **NEW LEGISLATION AND STANDARDS**

Wicklow Educate Together National School will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

### **REVIEW OF SAFETY STATEMENT**

Wicklow Educate Together National School must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary.

These changes are to be discussed with the staff concerned by the Principal.

### **3. RESPONSIBILITIES**

It is the duty of Teachers/Staff at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

#### **3.1 Chairman / Board of Management**

As the person responsible for the effective management of Wicklow Educate Together National School, Danny Haskins has the ultimate responsibility to represent Wicklow Educate Together National School in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, Danny Haskins shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health and Safety is taken into account at the planning stage of all new work.
4. Ensure that all staff is held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow Teachers/Staff and Pupils and others, who may be affected by their work.
5. Ensure that all staff are competent in their own individual tasks.
6. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that all Teachers/Staff and Pupils understand the 'Safety Policy', by allowing each employee access to the Safety Statement. If any employee has a difficulty in reading or understanding the Safety Statement it will be read to him in a language that he/she can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. Ensure that all Teachers/Staff will receive adequate training to carry out their tasks safely.
9. Ensure all staff receives training and Management keeps records.
10. Ensure that all Teachers/Staff accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
11. Ensure that all Teachers/Staff understand that Health and Safety information about their work is available to them as a right.
12. Ensure the Safety Statement is brought to the attention of the Teachers/Staff at least annually.

### **3.2 Other Responsibilities of Management**

(e.g. Principal / Deputy Principal).

Wicklow Educate Together National School will appoint a Principal / Deputy Principal to oversee the running of the school. The following is an outline of the associated responsibilities.

1. Communicate Health and Safety at work by personal example.
2. Ensure that Wicklow Educate Together National School 's Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use. Provide and maintain adequate guarding systems on machinery.
6. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
7. Ensure that the safety of lesser-experienced Teachers/Staff is never in jeopardy, from the work they are doing.
8. Where personal protective equipment (P.P.E.) is provided that it is worn, used and maintained.
9. Ensure that the adequate safety training is provided if necessary and availed of by Teachers/ Staff.
10. Ensure that Teachers/Staff are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
11. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
12. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. The Board of Management must be informed as soon as is reasonably practicable.
13. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee.
14. Considering and supporting any representation about Health and Safety from Teachers/Staff.
15. Provide effective supervision throughout all working practices in Wicklow Educate Together National School.
16. Take direct interest in the Health and Safety of the Teachers/Staff and pupils.

### **3.3 Teachers/Staff**

All Teachers/Staff are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of all Teachers/Staff and Pupils.

All Teachers/Staff are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, substances or procedures.

All Teachers/Staff have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every employee while at work:

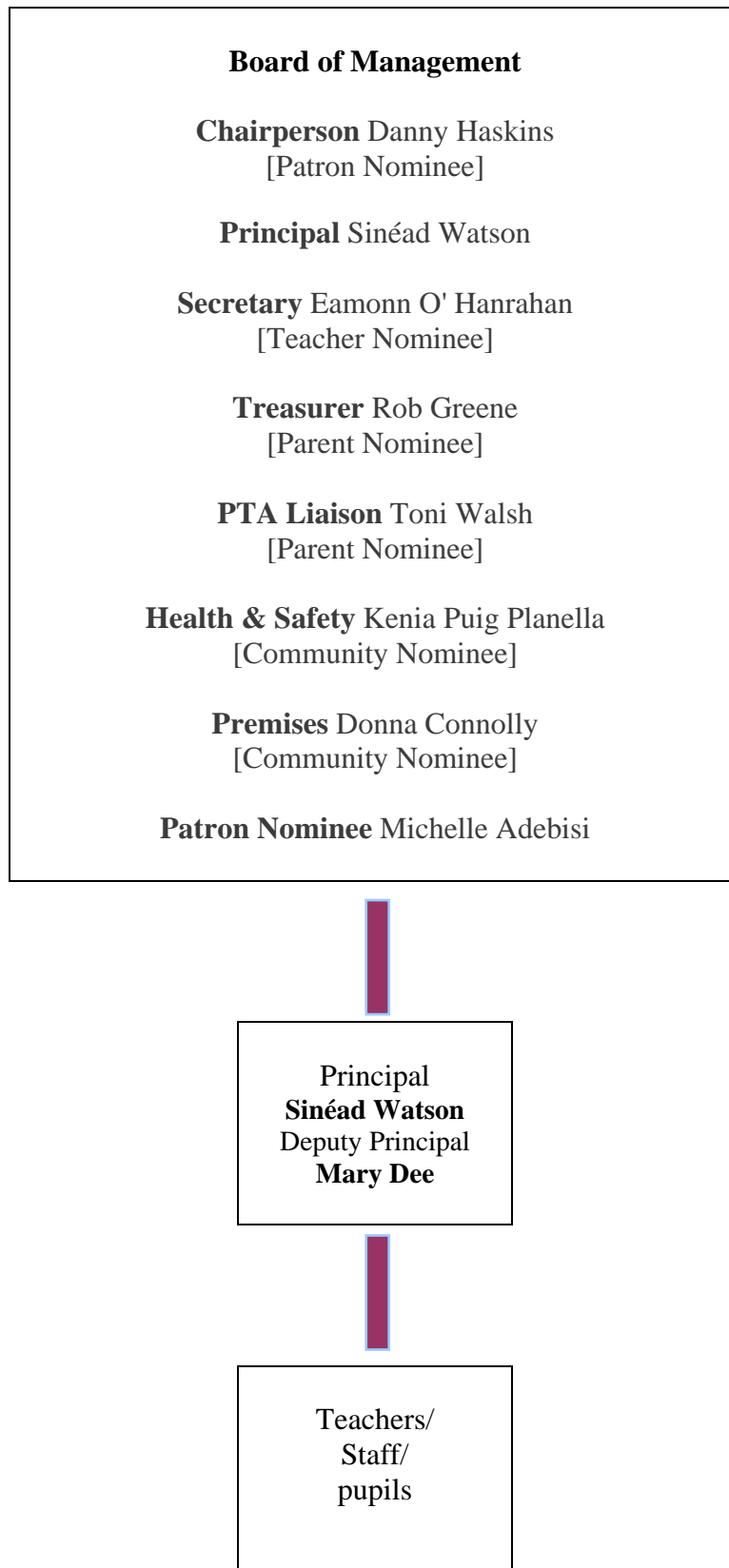
- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
- To report to his/her employer or his / her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Regulations under the *2005 Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.



Other statutory employee responsibilities are as laid down in S.I. 299 of 2007 General Application Regulations. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
  - a) Should make full and proper use of this.
  - b) Uses it in accordance with the information, instruction and training provided by the employer.
  - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

### 3.4 Organisational Chart



### 3.5 Table of Responsibilities

OPERATION	TITLE	NAMES
<b>Overall responsibility.</b>	Board of Management	See above for names
<b>Accident Investigation</b>	Principal	Sinéad Watson
<b>Risk Assessments</b>	Principal	Sinéad Watson
<b>PPE Identification</b>	Principal	Sinéad Watson
<b>First Aid Supplies</b>	School secretary	
<b>Trained First Aiders</b>		Fran Ni Dhuibhshlaine, Mary Dee & Paula Ryan
<b>Safety Representative</b>		Mary Dee
<b>Safety Officer</b>		Kenia Puig Planella
<b>Identification Of Training Needs</b>	Principal	Danny Haskins
<b>Delivery Of Training</b>	External agencies	
<b>Safe Work Procedures</b>	Principal	Sinéad Watson
<b>Emergency Drill / Plan</b>	Principal	Sinéad Watson
<b>Preventative Maintenance</b>	Principal	Sinéad Watson
<b>Statutory Inspections</b>	N/A	
<b>Design / New Product</b>	N/A	
<b>Purchasing</b>	Principal	Sinéad Watson
<b>Supervision To Ensure Safety</b>	Principal	Sinéad Watson
<b>Remedial / Corrective Action</b>	Board of Management	See above for names
<b>Health Surveillance</b>	N/A	
<b>Consultation</b>	Principal	Sinéad Watson
<b>Employee Co-operation</b>	Principal	Sinéad Watson
<b>Review Process / Auditing</b>	Board of Management	See above for names

## 4. RESOURCES

Wicklow Educate Together National School shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of all Teachers/Staff and Pupils.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of all Teachers/Staff and Pupils. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our Teachers/Staff and Pupils.
5. The resources to ensure that Health and Safety is taken into account at the planning stage of all new work, where this new work may have effects on employee Health and Safety.

### 4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005*.

Each employee will be given the opportunity to make representations to management as applicable.

*Section 25 of the Safety, Health and Welfare at Work Act 2005* makes provision for the election from amongst the Teachers/Staff of a Safety Representative. Management will assist Teachers/Staff in this regard and will recognise the role of the Safety Representative.

Teachers/Staff will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of all Teachers/Staff and Pupils, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to Wicklow Educate Together National School taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

Where required we shall put in place the necessary arrangements for the provision by the staff of a SAFETY REPRESENTATIVE.

(Please refer to Section 3.5. Table of Responsibilities for details).

## 5. TRAINING

In relation to the training of Teachers/Staff we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is needed to maintain a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All Teachers/Staff will receive induction training on beginning employment to include good housekeeping practices and hygiene. Wicklow Educate Together National School will ensure that the Teachers/Staff are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training is recorded.

Where it is deemed to be necessary, Teachers/Staff will be given further training or retraining as required and this will also be recorded and progress monitored.

### **Areas of training, which will be considered, are:**

- Fire Safety
- Emergency Procedures
- First Aid
- Manual Handling

## 6. DISCIPLINARY PROCEDURE

Breaches of Health and Safety regulations at Wicklow Educate Together National School may be treated as a matter for discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right.

All such records will be kept in the Teachers/Staff Personnel files.

In the event of a breach of Wicklow Educate Together National School rules or failure to work to an appropriate standard, the following procedure will be followed.

<b>1.</b>	<b>Verbal Warning / Counselling</b>	<b>Record. Copy of form to personnel file.</b>
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
<b>2.</b>	<b>Written Warning / Formal</b>	<b>Record. Copies to person concerned, supervisor / manager and personnel file.</b>
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
<b>3.</b>	<b>Final Written Warning</b>	<b>Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.</b>
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, Wicklow Educate Together National School may also impose a period of suspension without pay.		
<b>4.</b>	<b>Suspension / Dismissal</b>	<b>Record. Inform the person of the right to appeal. Note to personnel file.</b>

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, Wicklow Educate Together National School may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above.

In cases where Wicklow Educate Together National School considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, Wicklow Educate Together National School may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief Wicklow Educate Together National School disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss Teachers/Staff is retained for the more serious offences.

## **6.1 Examples of Gross Misconduct**

The following lists examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction / damage to Wicklow Educate Together National School *property* or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of Wicklow Educate Together National School property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on Wicklow Educate Together National School premise, of firearms or arms defined by law.
9. Theft of Wicklow Educate Together National School or other employee's property.
10. Interference with or theft of First Aid or safety equipment.
11. Sabotage, attempted sabotage or threatened sabotage of Wicklow Educate Together National School *or* any employee's property.
12. Deliberately restricting output or quality of our work.
13. Violation of other employee's rights / freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the Teachers/Staff or Pupils and / or Wicklow Educate Together National School.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of Wicklow Educate Together National School private information.
17. Disregard Wicklow Educate Together National School Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving a Wicklow Educate Together National School vehicle in a reckless manner or under the influence of drink / illegal substances.

All Teachers/Staff are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the Wicklow Educate Together National School. Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

## 7. ACCIDENTS AND DANGEROUS OCCURRENCES

Always keep a mobile phone available on the premises and check it is functioning properly. This is especially important if there is not a landline facility available.

### 7.1 Recording, Reporting & Investigation

Wicklow Educate Together National School is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** under *S.I. No. 44, 1993, Regulation 58-63*. Our stimulus to do this properly knows that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Completed **Accident Report Form I.R.1** will be returned to the Health and Safety Authority where a person is out of work for more than three consecutive days following the accident.

Where a fatality occurs, this must be reported to the Health and Safety Authority immediately.

Note: If the student is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner this is reportable to the Health and Safety Authority. For example, if a student injures him/herself whilst working with a scissors during class and requires treatment by a registered medical practitioner, this is reportable.

However, if a student trips in the school yard and is injured, this is not reportable. If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the Authority. School trips/tours are considered to be a work activity of the school.

Ultimate responsibility for this recording and investigating process is that of the school principal Sinéad Watson who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to the school principal immediately, who must investigate them.
- Reporting of accidents and dangerous occurrences is a duty of every employee.

### 7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. The school principal must be informed immediately.
4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until the school principal or your supervisor is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

### **DANGEROUS OCCURRENCE ONLY:**

All recording should be carried out on the Form of **Notice of Dangerous Occurrences, Form I.R.3**, and a copy sent to the Health and Safety Authority.



### **7.3 For serious injury or collapse**

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected. Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If any personnel in the School cannot treat the injury, the Local Doctor or the Ambulance Services must be called, if the injured party is a pupil the parents or guardians must also be informed.

If the injured person can be transported, then he may be taken to a Doctor or the local Hospital. If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a Hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - *Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.* You do not want to become the second casualty.

### **7.4 Accident Report**

The location of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of the school principal. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Wicklow Educate Together National School records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

**8. FIRE / EXPLOSION / EVACUATION**

# FIRE

## CALLING THE FIRE BRIGADE

1. **DIAL 999 or 112.**
2. **ASK THE OPERATOR FOR THE FIRE BRIGADE.**
3. **WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:  
FIRE AT:**

**Wicklow Educate Together National School Wicklow,**

**NEAREST MAIN ROAD OR LANDMARK:**

**Marine House, The Murrough, Wicklow Town.**

**YOUR PHONE NUMBER IS:**

**Give Mobile Number**

4. **DO NOT ASSUME** that the call has been received until the Fire Brigade has acknowledged the above information.
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
6. **IF Evacuation is necessary, Proceed to the ASSEMBLY POINTS** in school yard
7. **Bring the daily roll book to conduct a roll call.**
8. **DO NOT RE-ENTER THE SCHOOL,** remain at assembly point until otherwise advised.

### **USEFUL PHONE NUMBERS:**

**Emergency.....999/112**  
**Local GP: CareDoc..... 1850 334 999**  
**Garda: Wicklow.....0404 60140**

# FIRE

## EVACUATION PROCEDURES

**Should you discover a fire or one is reported to you, IMMEDIATELY raise the ALARM and:**

- 1. Open the nearest available exit in your area and direct people to this exit.**
- 2. Make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for pupils. If safe to do so, close all doors and windows behind you.**
- 3. Evacuate the school immediately. Do not take anything with you.**
- 4. Once evacuated, no person should be allowed back into the building under any circumstances.**
- 5. Rescue: If any staff / pupils are discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger.**
- 6. Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.**
- 7. Carry out any special task or tasks allocated by Management.**
- 8. Do not go home. You must wait until you have been given permission to leave.**

## **8.1 General Fire Precautions**

All staff members should familiarise themselves as soon as possible with:

1. The layout of the School.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

### **EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:**

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e. in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- NEVER smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- NEVER direct water at any electrical installation, equipment or wiring.

## **8.2 Fire Fighting Equipment**

Fire Fighting Equipment may be selected as per the table below:

<b>FIRE RISK</b>	<b>FIRE EXTINGUISHER COLOUR CODES</b>			
	<b>WATER</b>	<b>FOAM</b>	<b>CARBON DIOXIDE</b>	<b>DRY POWDER</b>
<b>LABEL COLOUR</b>	<b>Signal RED</b>	<b>Pale CREAM</b>	<b>BLACK</b>	<b>French BLUE</b>
<b>Paper, Wood, Textile &amp; Fabric.</b>	✓	✓		✓
<b>Flammable Liquids.</b>		✓	✓	✓
<b>Flammable Gases.</b>			✓	✓
<b>Electrical Hazards.</b>			✓	✓
<b>Vehicle Protection.</b>				✓

### **8.3 Evacuation Procedures**

## **Fire Evacuation Procedure**

### **Alarm:**

Raise the alarm. Fire can occur anywhere at any time and may be discovered by pupils or adults. In the junior classes the teacher will tell a pupil to inform another teacher or the first adult they see. Principal/Deputy/Secretary/other adult sets off fire alarm which is located inside the main door entrance.

Principal/Deputy Principal contact Fire Brigade (Tel. 999 or 112 from mobile) and give details of location and other relevant information.

### **Leaving the Building:**

On hearing the alarm bell, pupils should stand, push in chair and then walk to the door when instructed by teacher. Teacher checks toilets and brings class list.

Pupils leave the room in a quiet and orderly manner – no running. Unless it is unsafe children will exit through the usual doors. Teacher closes all doors on leaving. Do not allow anyone to return for anything.

### **Assemble in a safe place:**

All staff and pupils must go directly to their assigned assembly point in the yard. Teachers and SNAs stay with group. Children line up in single file, boys and girls and stand quietly.

### **Roll Call:**

Each teacher does a “roll call” from class list. Inform Principal/Deputy Principal if anyone is missing.

### **Make Sure The Groups Stay Together:**

Teachers ensure that children stay together at assembly point. Groups remain at assembly point until they receive further instructions from Principal/Deputy Principal/Emergency Services.

## **FIRE DRILL ASSEMBLY AREA CLASSES TO LINE UP WITH THEIR BACKS TO RELEVANT FENCE POLE**

<b>ROOM</b>	<b>POLE</b>
<b>Pine Room</b>	<b>II</b>
<b>Cherry Room</b>	<b>3</b>
<b>Birch Room</b>	<b>4</b>
<b>Hawthorn Room</b>	<b>5</b>
<b>Willow Room</b>	<b>6</b>
<b>Rowan Room</b>	<b>7</b>
<b>Ash Room</b>	<b>8</b>

<b>Gorse Room 1</b>	<b>9</b>
<b>Gorse Room 2</b>	<b>X</b>
<b>Apple Room</b>	<b>Y</b>
<b>Oak Room</b>	<b>A</b>
<b>Strawberry Room</b>	<b>B</b>
<b>Elm Room</b>	<b>C</b>
<b>Holly Room Yew Room Aspen Room Strawberry Room</b>	<b>Pupils exit with the support teacher but then line up with their class.</b>
<b>If a pupil is anywhere else in the building they walk with the nearest class out of the building but then line up with their class.</b>	

## 9. ENVIRONMENTAL POLICY

Wicklow Educate Together National School commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our Teachers/Staff and Pupils and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our School and their effects, if any, on the environment and community.
4. Ensure that all of our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep this School and grounds as tidy and clean as possible.

**NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER.**

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

## **10. WELFARE**

Wicklow Educate Together National School undertakes to protect the Health and Welfare of staff and others affected by our works such as sub contractors.

We intend to comply with current legislation covering this subject; *2005 Act and S.I. No. 299, 2007*. Issues of welfare will always be treated in the strictest confidence.

### **10.1 Hygiene Facilities**

Teachers/Staff and Pupils are encouraged to wash hands regularly, particularly before eating. Wash hand basins, towels, toilet facilities, running water are provided at our School.

### **10.2 Canteen Facilities**

Canteen facilities are provided for Teachers/Staff.

### **10.3 Smoking**

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Teachers/Staff found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this School.

### **10.4 Pregnant Teachers/Staff**

The health status of pregnant Teachers/Staff must not be affected in any way by our work, whether in the School, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the General Application Regulations 2007, we shall endeavour to:

- Inform all female Teachers/Staff of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.



## 10.5 First Aid

Wicklow Educate Together National School provides adequate First Aid kits. Report to the school secretary if any item needs to be replaced.

Fran Ni Dhuibhshlaine, Mary Dee & Paula Ryan have completed a first aid course

The table below is the minimum recommendation by the Health and Safety Authority.

<b>RECOMMENDED CONTENTS OF FIRST AID BOXES &amp; KITS</b>				
<b>MATERIALS</b>	<b>TRAVEL KIT CONTENTS</b>	<b>FIRST AID BOX CONTENTS</b>		
		<b>1 – 10 Persons</b>	<b>11– 25 Persons</b>	<b>26 – 50 Persons</b>
Adhesive Plasters	<b>20</b>	<b>20</b>	<b>20</b>	<b>40</b>
Sterile Eye Pads, bandage attached.	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>
Individually wrapped Triangular Bandages.	<b>2</b>	<b>2</b>	<b>6</b>	<b>6</b>
Safety Pins.	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	<b>1</b>	<b>2</b>	<b>6</b>	<b>8</b>
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Individually wrapped Wipes.	<b>10</b>	<b>10</b>	<b>20</b>	<b>40</b>
Paramedic Shears.	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Pairs of Latex Gloves.	<b>3</b>	<b>5</b>	<b>10</b>	<b>10</b>
Additionally, where there is no clear running water, Sterile Eye wash.**	<b>2 x 20ml</b>	<b>1 x 500ml</b>	<b>2 x 500ml</b>	<b>2 x 500ml</b>
Pocket Face Mask	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Water Burns Dressing small 10cm x 10cm ***	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Water Burns Dressing large***	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Crepe Bandage 7cm	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>

**NOTE:**

Where more than 50 people are employed, pro-rata provision should be made.

\*\*Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

\*\*\* Where mains tap water is not readily available for cooling burnt area.

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

## **10.6 Contractors**

Every contractor to the School is bound to the regulations as laid down under the Safety Statement of the School. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the School and they are requested to make themselves familiar with these regulations.

The contractor shall be responsible for the area they are working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of his Safety Statement, job Hazard / Risk assessment and job method statement for review by the School before work commences. They may be asked to make changes to any element where considered necessary by Wicklow Educate Together National School.

Contractors are requested to familiarise themselves with the School Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our Principal. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of Wicklow Educate Together National School must abide by all legal requirements, including their roles and responsibilities as per the Construction Regulations of 2013, S.I. No, 291.

## **10.7 Safety Signs**

Safety Signboards put in place after November 1<sup>st</sup> 2007 should not contain text, symbols or pictograms on a signboard are intended to be understood, independently of the language ability of the worker viewing it. Employers must instruct Teachers/Staff on the meaning of signs.

## **11. HARASSMENT AND BULLYING POLICY STATEMENT**

**SEE ATTACHED SCHOOL ANTI BULLYING POLICY**

## 12. PERSONAL PROTECTIVE EQUIPMENT

It is School Policy that Protective Equipment is issued for your own safety. Following a Hazard / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be worn when the risk cannot be reduced by other means.

The School will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and SI NO. 299 of 2007 Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and Wicklow Educate Together National School are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Wicklow Educate Together National School regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

### RESPONSIBILITIES:

1. It is the responsibility of Wicklow Educate Together National School to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, *SI 299, 2007, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, SI 299, 2007, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

### *Teachers/Staff. (Safety Health & Welfare at Work Act 2005, Section 13 & 14)*

1. Where Teachers/Staff have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in his equipment should be reported to School principal, Sinéad Watson and a replacement obtained.

## **13. MANUAL HANDLING**

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and SI NO. 299 of 2007 Chapter 4 Part 2, Regulations 68 and 69 and Schedule3 as far as reasonably practicable.*

### **13.1 Factors to be considered as lifting hazards**

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside best lifting range (above chest / below hip).
8. Is best lifting technique employed?
9. Health and ability of person lifting.
10. How far is item lifted (distance)?
11. Are platforms provided?
12. Is training given?
13. Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

### **13.2 Principles of Lifting**

1. Assess
2. Bend Knees
3. Broad Stable Base
4. Back Straight
5. Palmer Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

**ALWAYS USE MECHANICAL LIFTING GEAR WHERE POSSIBLE.**

## 14. SCHOOL MECHANICAL EQUIPMENT

In accordance with the General Applications Regulations 2007, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of Teachers/Staff complies with the provisions of any relevant enactment.
- b) Account is taken of specific working conditions when selecting work equipment.
- c) Ensure work equipment is installed and located and is suitable for the work carried out.
- d) Ensure appropriate measures are taken to minimise any risks where it is not possible to fully ensure that Teachers/Staff without risk can use work equipment.
- e) Ensure sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk – ensure that
  1. The use of such equipment is restricted to those required to use it.
  2. Repairs/Modifications/Servicing/Maintenance of such equipment ensure the Teachers/Staff concerned are competent to carry out such work.
- g) Take into account the working posture and position of Teachers/Staff while using work equipment.
- h) Ensure areas and points for working on, or maintenance of work equipment are suitably lit
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid risk of Teachers/Staff coming into contact or coming too close.
- j) Ensure work equipment bears warning signs and markings essential to ensure the safety and health of Teachers/Staff.
- k) Ensure Teachers/Staff have safe means of access to and egress from, are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Ensure work equipment is used only for operations and under conditions for which it is appropriate
- m) Ensure work equipment is appropriately fitted with apparatus for protection of Teachers/Staff.
- n) Ensure all work equipment is appropriate for preventing the risk of explosion of the work equipment.
- o) Ensure all work equipment is erected or dismantled under safe conditions.
- p) Devices or appropriate means against the effects of lightening protects work equipment, which may be struck by lightening.

Ensure all forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by Teachers/Staff at any stage:

- Computers and other office equipment
- Sports equipment
- Cleaning equipment

## Appendix -

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Accident Report form – IR1.
- Dangerous Occurrence Report form – IR3.
- PPE Record
- Work at Heights Risk Assessment Form
- Anti Bullying Policy

# Hazard Identification & Risk Assessment

<b>Prepared By</b>	<b>Michael Creed</b>
<b>Date</b>	<b>December 2014</b>
<b>Issue</b>	<b>Version 1</b>



## **Hazard Identification & Risk Assessment**

A Hazard Identification & Risk Assessment has been carried out. This assessment is intended as a guide to use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard Identification & Risk Assessment Report is to be advisory and the final decisions must be made Management of Wicklow Educate Together National School.

**The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.**

**HAZARD:** Is taken to mean “anything that can cause harm”.

**RISK:** Is “the chance, great or small, that someone will be harmed by the hazard”.

**SEVERITY:** Is “the possible outcome of an accident / incident, e.g. broken leg, explosion”.

**LIKELIHOOD:** Is “the possibility of the accident / incident occurring”.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

<b>SEVERITY</b>		<b>LIKELIHOOD</b>	
<b>Major</b>	<b>3</b>	<b>High</b>	<b>3</b>
<b>Serious</b>	<b>2</b>	<b>Medium</b>	<b>2</b>
<b>Slight</b>	<b>1</b>	<b>Low</b>	<b>1</b>

The **Risk Factor** is the multiple of **Severity** and **Likelihood**. **RISK** is then graded as follows:-

<b>GRADE OF RISK</b>	<b>VALUE</b>	<b>RISK</b>	<b>CHARACTERISTICS</b>
<b>High Risk</b>	<b>7 – 9</b>	<b>“H”</b>	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
<b>Medium Risk</b>	<b>4 – 6</b>	<b>“M”</b>	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
<b>Low Risk</b>	<b>1 - 3</b>	<b>“L”</b>	The possibility of injury or material loss is unlikely, although conceivable.

## **Hazard / Risk Controls**

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard Identification & Risk Assessment should be reviewed at least every year.

## HAZARD IDENTIFICATION & RISK ASSESSMENT

<b>NAME:</b>	Wicklow Educate Together National School	<b>PERSONS RESPONSIBLE:</b>	School Principal- Sinead Watson
<b>DATE:</b>	December 2014	<b>Page No.</b>	Page 1 of 14
<b>ADDRESS:</b>	The Murrough, Wicklow Town.	<b>ASSESSED BY:</b>	Micheal Creed of HSS
<b>HAZARD</b>	<b>RISK ASSOCIATED</b>	<b>CONTROL MEASURES</b>	

**LOCATION: School all areas**

**PERSONS AFFECTED: Teachers and Students**

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
<b>Violence at the school</b>	Personal injury. Stress.	See code of behaviour for students and teachers. Any breaches of discipline to be dealt with as per Department of Education and Skills policies Ensure access to all potential 'weapons' is restricted. Procedure for staff to report all violent and aggressive incidents even of a minor nature to be in place. This to include violence or threat of violence from pupils or adults. Inform local Gardai if there is suspected trouble. Provide counselling to staff member if required. Prepare staff for stress factor tell-tale signs.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
<b>Suspected illness of pupil</b>	Fatality, permanent injury / illness. Improper treatment. Worsening of condition	On suspicion of any medical condition, the School Doctor should be called immediately or the child taken to the Doctor where necessary. Parent/Guardian to be informed immediately			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
<b>Set down and collection area</b>	Contact with cars, buses, passing traffic Serious personal injury to children and staff	Ensure adequate staff supervision at peak times during set down and collection times. All points of access must be fully supervised at all times. Make Parents / Guardians of children aware of the necessity for care in the set down areas. All people dropping or collecting children must take due care and attention in the drop off area.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

## HAZARD IDENTIFICATION & RISK ASSESSMENT

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<b>HAZARD</b>	<b>RISK ASSOCIATED</b>	<b>CONTROL MEASURES</b>	

Risk Before Control Measures	S	L	S x L	Risk
	2	3	6	M
<b>Bullying &amp; Harassment</b> Stress Nervous exhaustion Trauma Nervous Breakdown Anxiety Serious Illness Suicide	Wicklow Educate Together National School will endeavour to ensure that the school is free of bullying & aggression. Any such incidences reported will be dealt with in accordance with the procedures defined in the school Bullying & Harassment Policy. All staff / pupils will be made familiar with the content of this Policy on commencement of school year			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	1	1	1	L
<b>Visitors to the School</b> Slips, trips, falls Personal Injury Child protection	All visitors to report to reception before entering the premises. Parents are to make appointment to meet teachers Those making deliveries must <u>not</u> enter the school unless accompanied. No visitor to the school is allowed to use Wicklow Educate Together National School equipment without permission of the Wicklow Educate Together National School management and instruction on its use. Each visitor is requested to abide by Wicklow Educate Together National School policies and regulations as laid down. They must also abide by a request by school staff in relation to their own Safety & Health and that of the Wicklow Educate Together National School employees. Any visitor who refuses to abide to a request by a Wicklow Educate Together National School employee in relation to Safety & Health or who places his / her own Safety & Health or that of Wicklow Educate Together National School staff at risk by ignoring such a request or by any other dangerous acts or omissions, may be asked to leave the premises immediately. In the event of an Emergency or Evacuation all visitors must report to our designated Assembly Point.			
Risk After Control Measures	S	L	S x L	Risk
	1	1	1	L

## HAZARD IDENTIFICATION & RISK ASSESSMENT

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<b>HAZARD</b>	<b>RISK ASSOCIATED</b>	<b>CONTROL MEASURES</b>	

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
<b>Access/ Egress Routes Emergency Routes</b>	Delay in evacuation of premises, Delay in entry of emergency services	The access / egress route, doors and passage ways and all fire exits must be kept completely clear at all times. Fire drills are to be carried out each term Assembly points are located away from the school building and kept clear at all times. Ensure emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in case the lighting fails.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
<b>Situations which may lead to fire</b>	Burns. Electrocution. Fire. Serious Personal Injury. Damage to property. Trip / Fall.	No Smoking' policy in force. Proper evacuation procedure to be in place and checked regularly. Assembly points to be identified. Fire drills to be carried out and recorded every term System of fire extinguishers to be installed and maintained. Training for personnel in selection and use of fire extinguishers Extinguishers must always be provided near possible sources of fire. Fire points must be clearly identified, kept clear and maintained. Emergency lighting to be provided in crucial locations, stairs, passageways etc. and tested twice yearly. Fire alarm installation to be tested regularly and maintained.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

## HAZARD IDENTIFICATION & RISK ASSESSMENT

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<b>HAZARD</b>	<b>RISK ASSOCIATED</b>	<b>CONTROL MEASURES</b>	

Risk Before Control Measures	S	L	S x L	Risk
	1	1	1	L
<b>Maintenance Contractors</b>	Personal Injury	See section 10.6 of the safety statement for policies/procedures for dealing with contractors Ensure that all contractors are aware of the emergency procedures in place in relation to the work that they are carrying out. Proper on going monitoring of the contractors activities to take place by the management. Ensure that all equipment used is in good condition. Proper isolation of work areas by barriers, tape and warning signs to be in place where required. All contractors to abide by our Safety Policy. All contractors are to be familiar with our Safety Statement. All contractors must have adequate insurance.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
<b>Electricity</b>	Burns. Electrocution. Fire. Serious Personal Injury. Damage to property. Trip / Fall.	No employee is permitted to work interfere or tamper with any electrical work, installation, fitting or fixture unless they are fully aware of what they are doing. Installations are to be serviced and maintained by experienced tradesmen. Employees are to be trained in use and danger. Equipment is to be regularly inspected. Measures to be in place to avoid damage to cables. Ensure there is a sufficient number of power points to minimise the use of extension leads. Avoid trailing leads. All control panels to be kept closed and locked. Access to be kept clear. Warning signs to be in place. Don't overload sockets or use adaptors. Task related training to be provided. "CHECK THAT IT IS DEAD BEFORE YOU ARE".		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

## HAZARD IDENTIFICATION & RISK ASSESSMENT

<b>NAME:</b>	Wicklow Educate Together National School	<b>PERSONS RESPONSIBLE:</b>	School Principal- Sinead Watson
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<b>HAZARD</b>	<b>RISK ASSOCIATED</b>	<b>CONTROL MEASURES</b>	

Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
<b>School tours- transport to school activities eg matches/ swimming</b>	Encountering dangerous hazards Injury to teacher or student.	Briefing the party beforehand of the hazards likely to be encountered. Competent person to lead the party on all trips. Always have adequate first aid supplies at hand. Adequate equipment and suitable clothing to be worn for the occasion. Always have a good form of communication available in case of an emergency and have an emergency plan in place and relayed to all members of the party beforehand in case it may be required. Use only Authorised Bus Contractors.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
<b>First Aid</b>	Worsening of condition Onset of infection Fatality, permanent injury / illness Improper diagnosis Improper treatment Delay in seeking professional medical help	Adequate first aid kits to be provided and filled to HSA guidelines. They must be regularly checked and refilled by a designated person Trained first-Aider's to be available where practicable and to be re-trained every 2 years. Contact numbers for pupils parents and doctors are available in the office Arrangements are to be in place with the local doctor for emergencies. All employees are to be aware of emergency procedures.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	1	2	2	1
<b>Hygiene Facilities</b>	Ill health. Lack of hygiene	Adequate toilet facilities are provided and regularly cleaned and maintained. Hot and cold running water with soap and towels or other means of drying are provided Drinking water available. Adequate lighting and ventilation provided		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

## HAZARD IDENTIFICATION & RISK ASSESSMENT

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<b>HAZARD</b>	<b>RISK ASSOCIATED</b>	<b>CONTROL MEASURES</b>	

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
<b>Stress</b>	Ill Health. Poor work ability. Depression. Lack of concentration. Absenteeism from work.	Appropriate training and information to be provided to all staff. Good consultation mechanisms to be in place. Good communication / participation programmes to be in place. Inter-changeability of work / job rotation to be considered where necessary. Well-defined work roles and responsibilities are to be set out. Regular reviews of all workstations to be conducted. Management to be aware of the signals / telltale signs and to take appropriate action to deal with the situation if required. Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable, by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable. If it is not possible to reassign the worker to work, which the employee concerned is capable of carrying out procedures for long term ill Health shall be applied in accordance with employment law.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
<b>Pregnant Employees and Nursing Mothers</b>	Injury to pregnant employee, unborn child or breast-fed child. Delay in developmental phases. Muscular skeletal injury. Worry and psychological stress to woman involved.	<i>General Application Regulations 2007, SI No 299, Part 6, Chapter 2</i> to be followed. Assess the risk to the Safety or Health of the pregnant employee including: shocks, movements, noise, extremes of heat and cold, mental and physical burdens as well as chemical agents. Take protective measures necessary to ensure the Safety and Health of pregnant employees or nursing mothers.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L



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**LOCATION: General maintenance**

**PERSONS AFFECTED: Caretaker /Cleaners Teachers and Students**

Risk Before Control Measures	S	L	S x L	Risk
	3	2	6	M
<b>Manual Handling</b>	Back, Neck, Shoulder Injury Prolapsed Disc Permanent Injury Trip / Fall Hit Against Dropped Object			
	Manual handling training provided to the school caretaker Minimise all manual handling tasks where possible. Provide suitable mechanical handling equipment where necessary. Assess all weights being lifted per the <i>Safety, Health &amp; Welfare (General Applications) Regulations 2007</i> , and reduce these to acceptable levels. PPE including gloves to be provided where required. Work locations to be designed to eliminate over-reaching			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	2	3	6	M
<b>Chemicals (Cleaning products)</b>	Eye injury / loss. Skin infection. Burns. Inhalation. Ingestion with food. Worker chemical exposure levels exceeded. Injury to pregnant employees / unborn / new-born. Fire. Explosion. Serious personal injury. Fatalities.			
	Safety Data Sheets to be obtained for all chemicals and strictly followed. Copies to be available in case of an emergency. Evaluation of chemicals at purchasing stage to take place. Proper chemical inventory / records to be kept. Containers to be properly labelled (hazard signs). Safe storage and dispensing of chemicals to be practiced. Follow manufacturer's requirements for handling, mixing, storage and first aid etc. Personal Protective Equipment to be provided and used. Best possible hygiene procedures to be in place and enforced by Management. Spillage's to be immediately dealt with.			
Risk After Control Measures	S	L	S x L	Risk
	2	1	3	L



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Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
<b>Litter Picking</b>	Laceration. Cuts and Bruises Infection. Lockjaw (Tetanus). Hepatitis.			
	Use appropriate Personal Protective Equipment:- <ul style="list-style-type: none"> <li>• Gloves.</li> <li>• Overalls.</li> <li>• Safety boots, good grip is essential.</li> </ul> Special care must be taken when handling broken glass or discarded syringes. Keep glass and other sharp objects in separate rubbish bags to prevent personal injury when carrying the bags. A litter picker should be used where possible. Wash hands before eating, drinking or smoking.			
Risk After Control Measures	S	L	S x L	Risk
	2	1	2	L

Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
<b>Power Washer</b>	Chemical risks. Electrocution. Burns from power washer exhaust. Eye Injury Trip Injuries Chills and colds from wet clothing.			
	Procedures for handling chemicals must be followed. The power washer must be of required type electrical isolation with waterproof sockets and leads. Empty excess water from the hose when you are finished the procedure and isolate the power. Precautions to be taken as per the manufacturers instructions, while refuelling a petrol powered washer. Safety Glasses and appropriate PPE to be worn and appropriate clothing. Hoses to be placed in a fashion least likely to present a trip hazard. Never direct a power washer jet toward a person or use to clean your own person.			
Risk After Control Measures	S	L	S x L	Risk
	2	1	2	L

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Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
<b>Cleaning floors</b> Slips, trips, falls. Broken bones. Cuts and bruises	Ensure the floors of rooms have no dangerous bumps, holes or slopes and are fixed, stable and so far is reasonably practicable, not slippery. Good maintenance of floor covering to be in place. Clean up all spills and breakages immediately. Wear non-slip protective footwear where necessary. Minimise spillages by safe working techniques. Keep all aisles, walkways and stairs clear. Place warning signs re “slippery surface” or “wet floor” at the premises of any spillage or danger. Do not allow access to other workers or public until danger is cleared. Report hazards and dangers immediately including spillages and breakages. Walk slowly on wet or greasy surfaces. Remove all waste and other unnecessary items from floor ways / walkways. Do not allow cables to trail across floor ways / walkways. Carry cables and leads overhead where possible. Floor areas must be kept clean to help reduce contamination of product etc.			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	3	3	9	H
<b>Carbon Monoxide from boiler</b> Asphyxiation Overcome by fumes Death	<p><b>What is Carbon Monoxide?</b>                      Carbon Monoxide (also known as CO) is a poisonous gas, which can be given off by any appliance, which burns a fossil fuel such as gas, coal or oil. CO can enter or accumulate in a room if:</p> <ul style="list-style-type: none"> <li>• There is a faulty appliance.</li> <li>• The appliance has not been maintained.</li> <li>• The room is not properly ventilated.</li> <li>• The chimney or flue is blocked.</li> </ul> <p>Carbon Monoxide is colourless, odourless and has no taste. It is a killer. Gas appliances need air to burn safely. With enough oxygen, burning Natural Gas produces Carbon Dioxide and water in safe amounts. These products are normally taken away by a chimney or flue. However, Carbon Monoxide can be produced if there is too little oxygen, or if the chimney or flue is blocked or obstructed. Look out for the danger signs.</p> <p><b>The Danger Signs</b>                      A number of things may indicate that your appliance is unsafe:</p> <ol style="list-style-type: none"> <li>1. Stains, soot or discolouring around a gas fire at the top of a gas water heater could mean that the flue or chimney is blocked.</li> <li>2. Appliances that burn slowly, badly (floppy flames), or go out.</li> </ol>			

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		<p>3. Condensation or dampness on surfaces in the room once the appliance is lit.</p> <p>4. There should not be a strange smell when the appliance is on. If you are at all worried about a gas appliance, seek help. Don't delay and put yourself in danger.</p> <p><b>Symptoms</b> Symptoms of Carbon Monoxide poisoning can be similar to those caused by other illnesses, such as a cold or flu. But if anyone in the area has any of the following symptoms when using a gas appliance, turn it off, report to the Supervisor, and go to the Doctor:</p> <ol style="list-style-type: none"> <li>1. Unexplained headaches, chest pains or muscular weakness.</li> <li>2. Sickness, diarrhoea or stomach pains.</li> <li>3. Sudden dizziness when standing up.</li> <li>4. General lethargy.</li> </ol> <p>Stop using the appliance immediately and do not use it again until a Registered Gas Technician or a qualified service agent has checked it.</p>		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

Risk Before Control Measures	S	L	S x L	Risk
	2	2	4	M
<b>Stepladders:</b> in use for 'Short Duration' purposes, also "A" frame ladders, trestles, light weight staging	Falls from heights Material / tools dropped Serious Personal Injury Fatality Material Damage (The H.S.A. have not defined 'short duration'. Short duration has been described by the <i>Health and Safety Executive</i> in the UK as 'where carrying is necessary by a single person up to 10kg is acceptable, such	<p>Many of the general rules for Safe Use of Ladders also apply to stepladders. In addition the following points should be considered:</p> <ol style="list-style-type: none"> <li>1. The legs of stepladder should be positioned as far apart as the returning cord or hinges allow, with all four legs firmly and squarely on the ground.</li> <li>2. They should be set at right angles to the work whenever possible.</li> <li>3. When stepladders are used, the knees of the person using the stepladder should be kept below the top step.</li> <li>4 The top tread of a stepladder should not be used as a working platform, unless it has been constructed as a platform with a secure handhold.</li> <li>5. "A" frame ladders and stepladders are intended as access means for light type of industrial work. This business will ensure that an "A" frame ladder is used for work at height where our risk assessments have demonstrated that a more suitable work equipment is not justified because of low risk and:             <ol style="list-style-type: none"> <li>(a) The short duration of use and / or</li> <li>(b) Existing features cannot be altered.</li> </ol> </li> </ol> <p>Records of inspection of stepladders should be made on form <b>GA3</b>, as per the General Applications Regulations 2007, SI No. 299, Regulation No 119. Refer to CITB Manual GE 700. Note: Generally "A" frame "ladders" should be considered as "trestles". The reason for this is where the gap between the rungs is greater than a regular ladder as per B.S. 1129.</p>		

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	as a bucket of material. Up to 25kg must be justified by a detailed Manual Handling Risk Assessment. Above 25kgs is not acceptable. The time limit is described as maximum of 15-30 minutes work at a single position before the ladder is moved).			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

		S	L	S x L	Risk
		3	3	9	H
<b>Ladders: in use for general access purposes</b>	Falls from height Materials/tools dropped Serious Personal Injury Fatality Material Damage	As per Regulation 114, Part 4 of the General Applications Regulations 2007, SI no 299, work at Height ensure that ladders are used only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and <ul style="list-style-type: none"> <li>(a) Short duration of use or</li> <li>(b) Existing features on site cannot be altered.</li> </ul> In general, the Risk Assessments carried out by this business have shown that there are occasions where we will have to use the ladders, as no other work equipment or work platform is reasonably practicable. Ensure that the ladder is in good condition and check it for defects prior to use. The base of the ladder should be resting on a firm level surface and should never be resting on loose material or other makeshift arrangements to gain height. Where practicable, the ladder must be secured at the top so that it cannot slip. Where ladders cannot be secured at the top, then suitable stops should be applied to the base. A ladder should normally have 3 points of contact i.e. hands and feet. In situations where the base cannot be secured, another person must 'foot' the ladder, by holding it securely, until the user has returned to the bottom. Footing is not considered effective for ladders exceeding 5 metres.			

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		Always place a ladder at a safe angle to minimise the risk of outward slippage, i.e. 1 metre from its resting point every 4 metres high, ratio of 1:4. A ladder used for access must be long enough to protrude sufficiently above the place of landing to which it provides access, i.e. at least 1 metre above the landing, or 3 rungs, unless another source of handhold is available at the top of the ladder.		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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**LOCATION: Office**

**PERSONS AFFECTED:** Administration staff

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
<b>V.D.U. (Visual Display Unit)</b>	Eye strain Repetitive Strain Injury (R.S.I). Work Related Upper Limb Disorders (W.R.U.L.D.S.)	Correct positioning of V.D.U. screens relative to light sources so as to prevent reflective glare. Installation of blinds to prevent glare from windows. Provision of ergonomically designed work stations which are adjustable in height and which allow the operator to find a suitable working position for operator comfort. Document holders, adjustable armrests and footrests to be provided where required. Daylight fluorescent tubes / tubes of colour to be installed where required. Establish a cleaning and maintenance programme on all V.D.U equipment.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
<b>Material Storage</b>	Slip, trip or fall Fire Objects falling from shelves Person falling	Store materials in suitable storage area. Keep heavier items at lower levels.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2		M
<b>Office Equipment</b>	Fatal electrocution. Explosion / fire. Burns. Fume inhalation. Serious personal injury.	Read the label before installing toner powder. Gloves should be worn. Switch off equipment and unplug if you have to service or maintain equipment. Equipment manuals to be available near the equipment. Avoid trailing leads. Don't overload sockets. Keep area around the equipment clear. Be aware that some parts of equipment operate at high temperatures and take care when handling these.			
Photocopiers, printers etc.					

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		Ask for assistance when moving office equipment. Equipment to be serviced regularly by competent people. Training to be provided in the safe use of office equipment. Switch off equipment and unplug equipment when not in use (i.e. overnight).		
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

		S	L	S x L	Risk
Risk Before Control Measures		3	2	6	M
<b>Filing Cabinets and Storage Cabinets</b>	Bodily injury. Cuts, bruises	Keep drawers and doors of cabinets closed when not in use. Don't overload top drawers to avoid cabinet toppling. Keep heavier items at the bottom of cabinets. Don't place anything on top of cabinets.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L



**Health & Safety Services**  
**Training & Consultancy Ltd**

**ACKNOWLEDGEMENT OF SAFETY STATEMENT & RISK ASSESSMENT**

I wish to acknowledge receipt of the Safety Statement & Risk Assessment

I confirm that I have read, understand and accept its contents and will abide by all the rules and procedures contained in it.

Safe working is a condition of employment.

Employee Name: .....

Employee Signature: .....

Employees Job Title:.....

Date: .....

Manager.....

Date:.....

Please sign the above and return immediately to your Supervisor.



# INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

PLACE X IN ONE BOX ONLY IN EACH SECTION, UNLESS OTHERWISE STATED. e. g. Gender:  Female  Male

## (A) EMPLOYER/ SELF-EMPLOYED INFORMATION:

### A. 1: NAME OF EMPLOYER/ COMPANY NAME:

Insert the registered legal name of your organisation, where applicable, or the name of the sole trader or individual who employs the injured person.

### A. 2: COMPANIES REGISTRATION OFFICE NO:

This number maybe found on a company's letterhead or invoice paper, and may be verified at [www.cro.ie](http://www.cro.ie). The provision of this number is essential in order to ensure that accidents reported by employers with similar names are not assigned to the wrong company inadvertently.

### A. 3: BASE ADDRESS OF THE INJURED PERSON (if different from head office):

Address where injured person is based e. g. depot, sub- office or construction site. For travelling workers it is the depot or office they report back to. For non- workers it is the base address of an employee who was involved in the accident.

### A. 4: NATURE OF BUSINESS:

Give a brief description of the nature of the business carried out at the base address of the injured person. If several different types of business are carried out, chose the one that involves the biggest number of employees.

## (B) DETAILS OF INJURED PERSON :

### B. 1: OCCUPATION:

Occupation or job title that best describes the injured person's normal work.

### B. 2: AGE:

Enter the persons age if known. If not known, enter best estimate.

### B. 3: ACTUAL/ ANTICIPATED CALENDAR DAYS UNABLE TO CARRY OUT NORMAL DUTIES:

This should not include the day of the accident. Saturdays, Sundays and bank holidays are counted.( For example, an employee who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays returns to work the following Monday, the absence is deemed to be four calendar days.)

## (C) ACCIDENT INFORMATION:

### C. 1: TYPE OF ACCIDENT:

Use "fatal" if the accident caused a death. Use "non fatal injury" if no life was lost but the person was unable to carry out normal duties for more than three calendar days, not including the day of the accident.

### C. 2: ACCIDENT DESCRIPTION:

Give the known circumstances of the accident including what the injured person was doing immediately before the accident, what happened and how the person was injured.

### C. 3: WHAT TRIGGERED THE ACCIDENT?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

### C. 4: WHICH OF THESE BEST DESCRIBES HOW THE PERSON WAS INJURED?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

### C. 5: INDICATE MOST SEVERE TYPE OF INJURY:

Choose the most appropriate description. If the person sustained more than one type of severe injury, choose "Serious multiple injuries". If none of the options listed are considered appropriate, choose "Other" and describe it.

### C. 6: INDICATE PART OF THE BODY MOST SERIOUSLY INJURED:

Choose the most appropriate option. If none of the options listed are considered appropriate, choose "Other" and describe it.

# INCIDENT REPORT FORM (IR1)

THIS FORM IS APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS AND IS THE ONLY FORM THAT MAY BE USED TO REPORT ACCIDENTS TO THE HEALTH AND SAFETY AUTHORITY.

BY LAW, WORKPLACE ACCIDENTS MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY AS SOON AS POSSIBLE. THE INFORMATION CONTAINED IN AN INCIDENT REPORT FORM HELPS TO IDENTIFY THE CAUSES OF AN ACCIDENT AND MAY THEREFORE ENSURE THAT SIMILAR ACCIDENTS ARE PREVENTED IN THE FUTURE.

SERIOUS ACCIDENTS AND ACCIDENTS REPORTED LATE, OR NOT REPORTED, MAY BE INVESTIGATED BY THE AUTHORITY. IT IS AN OFFENCE NOT TO REPORT AN ACCIDENT AS SOON AS PRACTICABLE.



THIS FORM MAY ALSO BE COMPLETED ONLINE AT [www.hsa.ie](http://www.hsa.ie).  
Employers can register to view summary reports of accidents they have reported online.

## THE FOLLOWING TYPES OF ACCIDENTS MUST BE REPORTED:

- the death of any employed or self- employed person, which was caused by an accident during the course of their work.
- an injury sustained in the course of their employment, which prevents any employed or self- employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e. g. surgery or medication) do not need to be reported.
- a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

## THE FOLLOWING PERSONS ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- employers (in the case of the death or injury of employees at work).
- persons providing training (in the case of the death or injury of a person receiving training for employment).
- self- employed persons (in relation to accidents to themselves).
- persons in control of places of work in relation to:
  - the work- related death or injury of a person not at work
  - the death of a self- employed person.
- the next of kin (in the event of the death of a self- employed person at a place of work under that person's control).

## WORK- RELATED ACCIDENTS MUST BE REPORTED PROMPTLY:

- Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.
- Non- fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

## HOW TO COMPLETE THIS FORM:

Instructions on how to complete this form are given on page 4.

## CONFIRMATION OF RECEIPT:

Confirmation of receipt of this form will be issued by email to those who submit reports of accidents online.

## PLEASE RETURN THIS FORM TO:

Workplace Contact Unit  
Health and Safety Authority  
The Metropolitan Building  
James Joyce Street  
Dublin 1





# FORM OF NOTIFICATION OF A DANGEROUS OCCURRENCE

Approved under the Safety, Health and Welfare at Work (General Application) Regulations, 1993

Form No. IR3 (Before completing this form, please see instruction below)

S.I. 44 of 1993

## EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone Number:	
Address of head office	Date of incident:	
Address of establishment where incident took place if different from above:	Approximate number employed at establishment:	Approximate total number employed by business:

## TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing etc):
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.):

## CIRCUMSTANCES OF THE INCIDENT

Description and cause:
------------------------

## DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer / Self-Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person providing training <input type="checkbox"/> Other	Date:
Address and phone number for acknowledgement / clarification if different from above:	Signature: Position

Return to The Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1  
Inquiries concerning this form can be made to our Workplace Contact Unit  
Tel: 1890 289 389 Email: wcu@hsa.ie

## INSTRUCTIONS

Where a dangerous occurrence of the kind named below which is not reportable by reason of death or injury occurs, an employer/self employed person must, as soon as practicable, send a written report in the form above to the Health and Safety Authority.

1. The collapse, overturning, or failure of any load-bearing part of:
  - (a) any lift, hoist, crane, derrick or mobile powered access platform;
  - (b) any excavator; or
  - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquified flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:
  - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material: or
  - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:
  - (a) the bursting, explosion or collapse of a pipe-line or any part thereof;
  - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
  - (i) overturns: or
  - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.

(2) Any incident involving a vehicle carrying a dangerous substance by road, where there is-

  - (i) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
  - (ii) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

**Inquiries concerning this form can be made to our Workplace Contact Unit  
Tel: 1890 289 389 Email: wcu@hsa.ie**

**Health & Safety Services**  
 Training & Consultancy Ltd.

**PERSONAL PROTECTIVE EQUIPMENT ISSUE FORM**

This is to state that the undersigned has been supplied with the following items of personal protective equipment:

ITEM	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR
<b>Hearing Protection</b>				
Ear Muffs				
Disposable Ear plugs				
<b>Respiratory Protective Equipment</b>				
Disposable Respirators				
Safety Footwear				
<b>Eye / Face Protection</b>				
Safety Glasses				
Full Face Shield				
Goggles				
<b>Overalls</b>				
<b>Gloves (rigger)</b>				
<b>Safety Helmet</b>				
<b>Safety Harness</b>				
<b>Hi-Viz Vests</b>				
<b>Other:</b>				

**NOTE:**

Store according to the instructions provided. Keep your equipment in good working condition. Report all damage or requirement for parts to Management.

I agree to wear & use the Personal Protective Equipment at all times as may be required and / or necessary for my work. I have received the personal protective equipment as detailed above.

Name (Block Letters) \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

**DISCLAIMER:**

In the event of this Personal Protective Equipment not being worn by the above employee, The Company reserve the right to enforce its disciplinary procedure which may involve:

1. Dismissal - Permanently
2. Suspension - With or without pay, for a period of time as decided by Management.





*Health & Safety Services*  
**Training & Consultancy Ltd.**

**2007, Work at Height Regulations S.I. No. 299 2007, Part 4, Work at Height Regulation 95 Risk Assessment Guidelines**

This Risk Assessment is aimed at assisting site Management with the evaluation of the dangers of Work at Heights on site, as they arise.

**Assess the risks to help you decide how to do the job safely.**

Responsible Person: \_\_\_\_\_  
Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Is there a risk of a person falling a distance likely to cause personal injury?

YES  NO

2. Are there any other practical ways of doing this job?

YES  NO

3. How many people are likely to be affected? \_\_\_\_\_

4. What are the ground conditions like? (please describe)

\_\_\_\_\_

5. What will be the safe means of access? (please describe)

\_\_\_\_\_

6. What plans will be put in place to ensure good housekeeping? (please describe)

\_\_\_\_\_

7. What is the condition of the boards? (please describe)

\_\_\_\_\_

8. How long will the job take? \_\_\_\_\_

9. What plans will be in place to ensure regular inspection of the chosen method?

\_\_\_\_\_



10. Will P.P.E. be made available and will it be ensured that it is worn by the operative?

YES  NO

11. What P.P.E. is necessary to reduce the risk of injury?

Helmet		Safety Footwear		Hi – Viz		Harness	
Lanyard		Inertia Reel		Inertia Rope			

### Risk Assessment

Severity of exposure to the hazard and likelihood of exposure to the hazard.	Rating	Scoring	Choose 1, 2 or 3	Multiply these to get result
What is the severity likely from exposure to this hazard?	Minor - scratch.	<b>1</b>		
	More serious - broken bone, hospital treatment.	<b>2</b>		
	Very serious - fatal, broken major bone, permanent disability or injury.	<b>3</b>		
How likely is it that people will be exposed or effected by this hazard?	Most unlikely – less than weekly.	<b>1</b>		
	Very Likely – daily or weekly.	<b>2</b>		
	Definite exposure – daily or more frequently.	<b>3</b>		

<b>Result</b>	<b>1 – 3 Minor Risk</b>
	<b>4 – 6 Medium Risk</b>
	<b>7 – 9 Very Serious Risk</b>

How will you reduce the risk?

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Signed: \_\_\_\_\_

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

Circulated to: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_

## ANTI-BULLYING

### Preamble:

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of Wicklow Educate Together National School has **adopted the following anti-bullying policy** within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

We note that good leadership, a shared understanding of all types of bullying, and a school-wide approach to managing bullying, are essential components of an effective anti-bullying strategy. We strive for a positive school culture and an environment that is never threatening in any way. We actively welcome diversity and promote respectful relationships across our school community. We implement a range of education and prevention strategies to build empathy, respect and resilience in pupils. We ensure that pupils are supervised at all times and encourage them to disclose and discuss incidents of bullying behaviour if they witness or experience them. We use established intervention strategies and ensure the consistent recording, investigation and follow-up of any bullying behaviour. We monitor the effectiveness of our policy on an ongoing basis.

The school has a central role in the children's social moral development just as it does in their academic development. In school, we work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. The individuality of each child needs to be accommodated while at the same time acknowledging the right of every child to education in a safe disruption free environment.

- The school acknowledges the right of each member of the school community to enjoy school in a secure environment.
- The school acknowledges the uniqueness of each individual and his/her worth as a human being.
- The school promotes positive habits of self-respect, self-discipline and responsibility among all its members.
- The school prohibits vulgar, offensive, sectarian or other aggressive behaviour or language by any of its members.
- The school has a clear commitment to promoting equity in general and gender equity in particular in all aspects of its functioning.
- The school has the capacity to change in response to pupils' needs.
- The school identifies aspects of curriculum through which positive and lasting influences can be exerted towards forming pupils' attitudes and values.
- The school takes particular care of "at risk" pupils and uses its monitoring systems to facilitate early intervention where necessary and it responds to the needs, fears or anxieties of individual members in a sensitive manner.
- The school recognises the need to work in partnership with and keep parents informed on procedures to improve relationships on a school-wide basis.



- The school recognises the role of parents in equipping the pupil with a range of life skills.
- The school recognises the role of other community agencies in preventing and dealing with bullying.
- The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in groups and communities.
- The school promotes qualities of social responsibility, tolerance and understanding among all its members both in school and out of school.
- Staff members share a collegiate responsibility, under the direction of the Principal, to act in preventing bullying/aggressive behaviour by any member of the school community.

### 1. Definition

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. Isolated instances of aggressive behaviour, which would be dealt with under the Code of Behaviour, would not be described as bullying. However when the behaviour is systematic and ongoing, it is bullying.

These are examples of bullying

**Physical aggression**, including unwanted physical contact

**Intimidation**, for example using the voice as a weapon or using menacing body language/facial expressions

**Relational bullying**, including deliberate isolation/exclusion and malicious gossip

**Cyber-bullying**, which is carried out through the use of information and communication technologies such as phone, text, social networking sites, email, instant messaging, apps, gaming sites, chatrooms and other online means

**Persistent name-calling** which hurts, insults or humiliates • Interference with/damage to personal property

**Extortion**, including demands for money or forcing theft to be carried out, likely accompanied by threats

**Identity-based bullying** such as homophobic bullying; racist bullying; bullying based on gender, family status or religion; and bullying of those with disabilities or special educational needs **Including any of the nine discriminatory grounds mentioned in Equality Legislation** (gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community).

Negative behaviour that does not meet this definition of bullying, including isolated incidents of intentional negative behaviour, will be dealt with in accordance with the school's behaviour policy. Specifically in the context of cyber-bullying, a once-off offensive or hurtful text, email or other private message, does not fall within the definition of bullying. As such, it will be dealt with in accordance with the school's behaviour policy. However, placing a once-off offensive or hurtful public message, image

or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people, will be regarded as bullying behaviour.

### **2. Responsibilities**

#### **2.1 BOM**

It is the responsibility of the BOM to ensure that this document is kept up-to date and that the policy is upheld. The BOM seeks to ensure staff members are able to avail of training and development opportunities for dealing effectively with bullying issues that they might come across during the course of their work.

#### **2.2 Staff**

##### **2.2.1 Principal**

The Principal is responsible for ensuring that these procedures for preventing, challenging and responding to bullying are implemented. The Deputy Principal will assume her duties in her absence. As leaders in the school community, they are in a strong position to influence attitudes and set standards in relation to bullying behaviour. The Principal has a particular role in making sure that all staff members are familiar with the anti-bullying policy and how this policy is implemented in practice in the school.

##### **2.2.2 Teaching staff**

Teaching staff must always act as good role models and must never misuse the authority that they have. Children should be able to feel that they can go to any member of the teaching staff about any issue relating to bullying (this includes the Special Educational Needs (SEN) teachers and the Principal). The member of staff who has responsibility for investigating and dealing with any alleged incidents of bullying (the 'Relevant Teacher' – see section 4) will ordinarily be the child's class teacher, but this role may be assumed by SEN teachers or the Principal in certain cases.

##### **2.2.3 Other staff**

All other staff of the school, including new recruits, substitute teachers and support staff such as Bus Escort, Special Needs Assistants and classroom assistants, are expected to be familiar with the anti-bullying policy and to report any incidents of bullying or potential bullying behaviour to the Relevant Teacher.

#### **2.3 Parents and guardians**

We recognise that parents and guardians can play a vital role in terms of modelling anti-bullying behaviour and ensuring that their children are equipped with key life skills. We offer parents and guardians opportunities to be involved in policy development around bullying and also in practical initiatives that prevent bullying from taking place. We ask parents and guardians to be vigilant about any possible bullying that may be occurring and to understand that this may be happening outside of school (any behaviour outside of school that impacts on school life can become a school issue). They are requested to report any such suspicions to the Principal, regardless of whether their own child is involved. If their child is suspected of engaging in bullying behaviour, parents and guardians are

requested to cooperate fully with any investigation, so that the matter can be resolved as quickly as possible in the best interests of all concerned. Furthermore, we believe that the Parents' Association is well placed to organise general talks on preventing and dealing with bullying and we will aim to support them in doing this if they so choose.

### 2.4 Pupils

Pupils may not bully each other. If they feel that they are being bullied, they must tell an adult that they trust about it, who will then ensure action is taken to stop the bullying from happening. If they witness or become aware of someone else being bullied, they must also tell a trusted adult about it, who will then ensure action is taken to stop the bullying from happening. If children feel able to, they are encouraged to let those who are engaging in bullying behaviour know that this is not acceptable.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following **key principles of best practice** in preventing and tackling bullying behaviour:

**A positive school culture and climate which** is welcoming of difference and diversity and is based on inclusivity; encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and promotes respectful relationships across the school community

#### **We have a range of strategies in place to prevent bullying:**

- Pupils are supervised at all times and behaviour amongst and between pupils is monitored closely.
- We emphasise positive behaviour, as described in detail in our behaviour policy.
- We deliver our Social Personal Health Education programme each year, which contains an anti-bullying module.
- We undertake a range of awareness-raising exercises with all classes, proactively explaining the nature, variety, causes, consequences and unacceptability of bullying.
- We help pupils to examine the issue of bullying in a calm, rational way, outside of the tense context of particular bullying incidents and we encourage them to recognise, reject and report bullying behaviour.
- We discuss bullying prevention on a regular basis as part of staff meetings, including the signs that might indicate that a pupil is being bullied and the action to be taken if so.
- We inform parents and guardians on a regular basis about the initiatives that we have put in place to combat bullying. We ask for their vigilance about signs of bullying and request that they support the school in its anti-bullying work.
- We are proactive in working with external agencies and external service providers to manage the issue of bullying as effectively as we can (for example, the National Educational Psychological Service).

## **4 Bullying intervention**

### **4.1 Early intervention**

If bullying does occur, we intervene as early as possible to put a stop to the behaviour, using the following approach:

- The Relevant Teacher investigates all instances of reported or suspected bullying behaviour, whether these take place within the school or outside it, with a view to establishing the facts and bringing any such behaviour to a swift end.
- The Relevant Teacher should inform the Principal (or Deputy Principal in her absence) that this step is being taken, so that she can assist and support the Relevant Teacher if necessary.
- The school, through the Relevant Teacher, reserves the right to ask a pupil to write an account of what happened, as part of an investigation. This does not necessarily imply that a pupil is guilty of bullying.
- Pupils who are alleged to have been involved in bullying behaviour are interviewed by the Relevant Teacher to establish the nature and extent of the behaviour and any reasons for it.
- In the event that it is concluded that they have been involved in bullying behaviour, they are asked to promise that they will treat all pupils fairly, equally and respectfully, including the targeted pupil(s).
- The Relevant Teacher does not apportion blame but rather treats the first incident of bullying behaviour as a 'mistake' that can and must be remedied. S/he emphasises that the intention is not to punish perpetrators but to talk to them, to explain how harmful and hurtful bullying is, and to seek a commitment that it will stop. If such a promise is forthcoming and is honoured, there will be no penalty and that will normally be the end of the matter.
- However, it may also be helpful at this stage to bring the child(ren) who was/were bullying together with the child(ren) who was/were bullied, for a meeting, in order to fully resolve the process.
- Furthermore, it may also be helpful to notify parents/guardians at this stage, in order to fully resolve the process.
- When an investigation is completed and/or a bullying situation is resolved, the Relevant Teacher will complete a report, to include the findings of the investigation, the strategy adopted and the outcome of the intervention, as well as any other relevant information. See Appendix 1.
- All documentation regarding bullying incidents and their resolution is retained securely in the child's class folder.

### **4.2 Dealing with repeated or very serious bullying behaviour**

It is possible that the early intervention procedure described above does not stop the bullying behaviour, or that the bullying is so serious that the above procedure is not appropriate. If a pupil has made a promise to stop bullying, but then chooses to break that promise and continue the bullying behaviour, this can then no longer be considered a 'mistake'. This is regarded as a very grave matter requiring the imposition of any of the sanctions below, which will invariably involve the Principal and/or her Deputy:

- The school may contact the pupil's parents or guardians with a view to agreeing a strategy whereby a promise to end the bullying behaviour would be honoured (this may, for example, involve signing a formal promise, countersigned by a parent or guardian).
- The school's suspension procedure may be enacted (see behaviour policy).

- The school's expulsion procedure may be enacted (see behaviour policy).

## 5 Managing the aftermath of bullying

We recognise that all children who have been affected by bullying behaviour require subsequent support. The approach we adopt is one of 'reform not blame'.

### 5.1 Bullied pupils

Taking immediate steps to resolve bullying situations is our priority. We will ensure bullied pupils are treated with empathy throughout. After the situation has been resolved, we will offer them the opportunity to complete a victim impact statement. If necessary, we will encourage parents/guardians to ensure their children access adequate and timely counselling support. We will also help the pupils to raise their self-esteem by encouraging them to become involved in activities that develop friendships and social skills. Furthermore, we will seek to make even more changes to our school culture to foster even greater mutual respect. In particular, we will ensure all children are reminded that bullying is never the fault of the targeted pupil(s).

### 5.2 Bullying pupils

We will make it clear that bullying pupils who reform are doing the right and honourable thing and we will give them credit for this. They will not be blamed or punished and will get a 'clean sheet', provided that they keep to their promises. We will help them to enhance their feelings of self-worth using a range of learning strategies; this may also include raising their self-esteem by encouraging them to become involved in activities that develop friendships and social skills. If necessary, we will encourage parents/guardians to ensure their children access adequate counselling to help them to learn other ways of meeting their needs besides violating the rights of others.

### Programme for Work with Pupils

Learning strategies will allow for the enhancement of each pupil's self-worth – lessons such as *Stay Safe*, *Circle Time* and *Walk Tall* will be taught during S.P.H.E. across all classes.

## 6. Bullying by other members of the school community

In the case of **intra-staff bullying**, Wicklow Educate Together National School will adopt the procedures outlined in Section C (c2) of the INTO booklet: '*Working Together: Procedures and Policies for Positive Staff Relations*'. A copy of this document is available for inspection from the school by any interested party.

In the case of **Child – Teacher bullying**,

In the case of **Teacher – Child bullying**, a complaint should in the first instance be raised with the teacher in question by the parent/guardian of the child and then if necessary referred to the Principal in writing. Where it has not been possible to agree a framework for resolution, the matter should be referred in writing by both parties to the Board of Management for investigation.

In the case of **Parent – Teacher bullying**, the Principal should be informed in writing in the first instance, and if deemed necessary the Board of Management should subsequently be informed.

In the case of **Parent – Child bullying**, the complaint should be referred in the first instance to the child's class teacher and subsequently in writing to the Principal if necessary.

## 7. Oversight and Review

### Periodic summary reports to the Board of Management

The procedures include oversight arrangements which require that, at least once in every school term, the Principal will provide a report to the Board of Management setting out:

- the overall number of bullying cases reported (by means of the bullying recording template in [Appendix 1](#)) to the Principal or Deputy Principal since the previous report to the Board and
- confirmation that all of these cases have been, or are being, dealt with in accordance with the school's anti-bullying policy and these procedures, and the "*Anti-Bullying Procedures for Primary and Post-Primary schools*".

The minutes of the Board of Management meeting must record the above but in doing so must not include any identifying details of the pupils involved.

As part of the oversight arrangements, the Board of Management will undertake an annual review of the school's anti-bullying policy and its implementation by the school. Written notification that the review has been completed will be made available to school personnel, published on the school website (or where none exists, be otherwise readily accessible to parents and pupils on request) and provided to the Parents' Association (where one exists). A standardised notification which must be used for this purpose is included at [Appendix 2](#). A record of the review and its outcome must be made available, if requested, to the patron and the Department.

The [Child Protection Procedures for Primary and Post-Primary Schools](#) also provide that where school personnel have concerns about a child but are not sure whether to report the matter to the HSE, the Designated Liaison Person must seek advice from the HSE Children and Family Social Services.

**Appendix 1 Template for recording bullying behaviour**

**1. Name of pupil being bullied and class group**

Name \_\_\_\_\_

Class \_\_\_\_\_

**2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour**


**3. Source of bullying concern/report (tick relevant box(es))**

Pupil concerned	
Other Pupil	
Parent	
Teacher	
Other	

**4. Location of incidents (tick relevant box(es))\***

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

**5. Name of person(s) who reported the bullying concern**

--

**6. Type of Bullying Behaviour (tick relevant box(es)) \***

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

7. **Where behaviour is regarded as identity-based bullying, indicate the relevant category:**

Homophobic	Disability/ SEN related	Racist	Membership of Traveller community	Other (specify)

8. **Brief Description of bullying behaviour and its impact**

9. **Details of actions taken**

Signed \_\_\_\_\_ (Relevant Teacher)

Date \_\_\_\_\_

Date submitted to Principal/Deputy Principal \_\_\_\_\_



**Appendix 2 Checklist for annual review of the anti-bullying policy and its implementation**

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	Yes /No
Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	
Has the Board published the policy on the school website and provided a copy to the parents' association?	
Has the Board ensured that the policy has been made available to school staff (including new staff)?	
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	
Has the Board ensured that the policy has been adequately communicated to all pupils?	
Has the policy documented the prevention and education strategies that the school applies?	
Have all of the prevention and education strategies been implemented?	
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	
Has the Board received and minuted the periodic summary reports of the Principal?	
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	
Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	
Has the Board put in place an action plan to address any areas for improvement?	

Signed \_\_\_\_\_  
Chairperson, Board of Management  
Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal  
Date \_\_\_\_\_

**Notification regarding the Board of Management's annual review of the anti-bullying policy**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

The Board of Management's annual review of the school's anti-bullying policy and its implementation was completed at the Board meeting of \_\_\_\_\_ [date].

This review was conducted in accordance with the checklist set out in Appendix 4 of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools.

Signed \_\_\_\_\_  
Chairperson, Board of Management  
Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal  
Date \_\_\_\_\_