

# **SAFETY STATEMENT**

## **of**

### **St. Patrick's Primary School**



**In accordance with the requirements of**

- **The Safety, Health & Welfare at Work Act (2005)**
- **The General Application Regulations (2007)**
- **The Guidelines on Managing Safety, Health & Welfare in Primary Schools (2018)**
- **Work Safely Protocol - COVID-19 National Protocol for Employers and Workers (2021)**

<b>Originally Formulated in</b>	
March 1996	
<b>Updated in</b>	
November 1997 September 1998 October 2000 October 2003 February 2006 December 2009	April 2011 January 2015 November 2017 November 2021 June 2024

**Compiled and updated by**



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This report is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of St. Patrick's Primary School.

Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection.

The report is advisory and management of St. Patrick's Primary School must make the final risk control decisions.

Document amendments and revisions are recorded below:

<b>Issue Status</b>	<b>Date</b>	<b>Amendment/Revision</b>
Safety Statement Formulation	March 1996	Original Master Copy
Safety Statement Update 1	November 1997	Risk Assessment Revision
Safety Statement Update 2	September 1998	Risk Assessment Revision
Safety Statement Update 3	October 2000	Risk Assessment Revision
Safety Statement Update 4	October 2003	Risk Assessment Revision
Safety Statement Update 5	February 2006	Risk Assessment Revision
Safety Statement Update 6	December 2009	Risk Assessment Revision
Safety Statement Update 7	April 2011	Risk Assessment Revision
Safety Statement Update 8	January 2015	Risk Assessment Revision
Safety Statement Update 9	November 2017	Risk Assessment Revision
Safety Statement Update 10	November 2021	Risk Assessment & Covid Update
Safety Statement Update 11	June 2024	Risk Assessment Revision following HSA Inspection
<b>Next Update Due</b>	<b>June 2025</b>	

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**The Safety Statement and Risk Assessments are for the exclusive use of St. Patrick's Primary School and are not to be circulated to third parties without the consent of St. Patrick's Primary School.**

## **Safety Management Hierarchy Of** **St. Patrick's Primary School (2024)**

Safety is everyone's responsibility at St. Patrick's Primary School and all staff members have legal safety obligations under The Safety, Health & Welfare at Work Act (2005). Accordingly, school management recognise their own further obligations to promote and manage safety in the workplace. The hierarchy below constitutes the health and safety responsibility structure pertaining to St. Patrick's Primary School from both a common law and statutory law perspective.

<b>School Patron</b>
<b>Michael Duignan, Bishop of Galway</b>
<b>School Management</b>
<b>Board of Management of St. Patrick's Primary School</b>
<b>Principal &amp; Deputy Principal</b>
<b>Marian Barrett - School Principal Riona Donoghue - Deputy Principal</b>
<b>Post Holders of Responsibility</b>
<b>Assistant Principals 1 &amp; 2</b>
<b>Other</b>
<b>Staff, Visitors &amp; Contractors</b>

## **Safety Statement of St. Patrick's Primary School (2024)**

**To each staff member, student, contractor, and visitor:**

### **1.0 - General Policy Statement:**

This document sets out the Safety Policy of St. Patrick's Primary School and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our daily operations.

School management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, and provision of safe systems of work and safety conscious (competent) staff.

Safe working is a condition of employment and every staff member at St. Patrick's Primary School must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at St. Patrick's Primary School.

It is our intention to review this Safety Statement in the light of experience and developments at St. Patrick's Primary School. Staff and other stakeholders are encouraged to put forward any suggestions for continual improvement of the safety management system documented in this Safety Statement.

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

**Fr. Tony Finn**  
**Chairperson of Board of Management**  
**St. Patrick's Primary School**

## **2.0 - Roles and Safety Responsibilities**

The organisation of work practices in St. Patrick's Primary School endeavours to ensure that optimum conditions are in place for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act (2005). These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

### **2.1 - Responsibilities**

Health and safety responsibilities begin at senior management with each level accountable for the level below. The following responsibilities attach to the management structure of St. Patrick's Primary School, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests ultimately with the Board of Management.

#### **Board of Management**

The Board of Management shall:

- Endeavour to ensure that there are sufficient funds and supports available to enable the safety management system highlighted in this Safety Statement to be reasonably implemented.
- Endeavour to provide a safe place of work and safe systems of work within the school.
- Be familiar with this health and safety policy and positively support any personnel whose function it is to implement this policy.
- Monitor health and safety performance in St. Patrick's Primary School.
- Include health and safety issues on the school management's meeting agenda.
- Prioritise actions on health and safety issues where resources are required.
- Ensure appropriate actions are taken regarding health and safety obligations.
- Ratify the Safety Statement.

#### **The Principal – Marian Barrett**

The typical safety responsibilities of the Principal are to:

- Demonstrate a safety commitment by taking active steps to be aware of the safety record of the school and issue any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Periodically appraise the effectiveness of the Safety Statement.
- Ensure that health and safety responsibilities are properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and action any valid health and safety matter highlighted by staff members.
- Ensure that all staff are held accountable for their performance in relation to

occupational health and safety requirements and obligations.

- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that up to date risk assessments have been completed for the school.

### **The Deputy Principal – Ríona Donoghue**

The typical safety responsibilities of the Deputy Principal are to:

- Be fully familiar with the school's Safety Statement and ensure it is brought to the attention of all staff members as may be necessary.
- Ensure that thorough and prompt investigations are carried out into all reported accidents/incidents and that an Accident/Incident Report Form is completed accordingly.
- Consider representations about health and safety from staff members.
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary.
- Show through personal behaviour, that only the highest standards of safety are acceptable.
- Review all incident/accident reports in conjunction with the Principal

### **The Safety Officer – Marian Barrett**

The role of the Safety Officer for **co-ordinating health and safety**, extends to all areas of the premises at St. Patrick's Primary School. Typically, the role includes:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set forth in this Safety Statement.
- Reviewing the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establishing a consultative process with staff members.
- Dealing directly with the safety representative and acting upon any representations where it is deemed reasonably practicable.
- Arranging a periodic review of the Safety Statement and risk assessments for the school.
- Ensuring that all staff members have appropriate safety training, instruction and information relative to their work.
- Ensuring that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Monitoring housekeeping standards and ensuring fire exit routes are kept clear and that fire points are not obstructed.
- Collation of safety information relating to any hazardous substances, hazardous materials or hazardous equipment being used in the school.

## **Posts of Responsibility (AP1 and AP2)**

Their main functions are;

- Assisting with the day-to-day management of health and safety in accordance with the safety management system of the school.
- Demonstrate an exemplary approach to health and safety in order to engender in their students a total commitment to health and safety in the classroom.
- Assisting in drawing up and reviewing departmental health and safety procedures.
- Assisting with regular health and safety inspections of their appointed department/area, making reports to the Principal/Safety Officer on issues identified and ensuring that required corrective action is identified.
- Conveying relevant health and safety information received to other staff and students.
- Ensure all accidents/incidents are reported to the Principal and recorded accordingly.

## **2.2 - Staff Member Responsibilities**

There is also a responsibility on staff members to ensure health and safety at work. **Section 13** of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on staff members while at work -

- To take reasonable care of their own health and safety and that of other staff members who may be affected by his/her acts or omissions.
- To cooperate with school management on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.
- To report to management without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger health and safety.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action may lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To cooperate with, and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, alcohol and prescribed drugs with known intoxicant side effects).

St. Patrick's Primary School additionally requires each staff member to immediately report to the Safety Officer (**Marian Barrett**) any incident resulting in loss (e.g., equipment/property damage) or injury and any dangerous occurrence that could have resulted in loss or injury.

There is also a requirement for staff to be aware of the risks (including new risks) in their immediate working environment in accordance with the **Guidelines on Managing Safety, Health & Welfare in Primary Schools (2018)**.



### **3.0 - Safety Co-operation**

#### **3.1 - Staff Members**

In addition to the aforementioned obligations, staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. St. Patrick's Primary School has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless each staff member co-operates fully by observing their legal safety obligations and by following safe work practices. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement.

Revised safety documentation will be produced periodically and made readily available to all personnel as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated therein.

Each staff member is expected to familiarise themselves with the Safety Statement of St. Patrick's Primary School. Failure to co-operate with the requirements of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

#### **3.2 - Contractors**

Contractors may be provided at pre-contract stage with a copy of this Safety Statement. They will be required to sign the control of the contractor's section of the document (see Section 3.3 on next page) to indicate that they understand their obligations to work in a non-negligent manner on our premises. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices.

Contractors may be required to submit their own Safety Statement (and Method Statement in the case of higher risk activities) at the pre-contract stage for examination. It shall be reviewed by the designated "responsible person" in St. Patrick's Primary School. If it does not reflect safe working practices (applicable to the contract work intended) then St. Patrick's Primary School can direct the contractor to amend the Safety Statement before any contract work commences.

Contractors should assume responsibility for health and safety relating to their work practices and procedures and this shall be incorporated into a signed contract prior to any significant works commencing.

### **3.3 - Control of Contractors Record**

Contractors working on our premises are obliged to carry out their duties in accordance with the requirements of The Safety, Health & Welfare at Work Act, 2005, and as such accept responsibility to work in a non-negligent manner whilst on the premises of St. Patrick's Primary School. We may also ask for a copy of the Contractors Safety Statement and a Method Statement for any work to be carried out:

[illegible]

## **4.0 – Safety Consultation and Information**

### **4.1 - Safety Representatives**

Under the Safety, Health & Welfare at Work Act, 2005, staff members at St. Patrick's Primary School have the "right" to elect a safety representative (however, it is not a mandatory requirement to have one).

**Currently, the safety representative elected is Marian Barrett**

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not during official investigation of an accident).
- Consult with the HSA Inspector.
- Make representations to the Safety Officer.
- Investigate accidents and incidents provided that they do not interfere with anything at the scene of an accident or incident.
- Inspect the workplace subject to agreement with school management.
- Time off (as may be reasonable in order to acquire information and training on matters relating to safety, health and welfare).

### **4.2 – Safety Information**

Information in the format of emergency response procedures, evacuation plans, warning signs and safety notices are displayed in hard copy and distributed where applicable. Information relating to any hazardous substances, materials, or equipment being used in the workplace is available through the Safety Officer.

### **4.3 - Availability of the Safety Statement**

Each staff member has access to this Safety Statement and is encouraged and obliged to maintain safe work practices. The Safety Statement of St. Patrick's Primary School is available for inspection by request, from the Safety Officer or Principal.

A staff copy will be made available to staff for further reference. Staff members who have read the document are asked to indicate this by placing their signature on the signature list (see Section 8.0).

## **5.0 - Safety Resources and Policies**

### **5.1 – Personnel Resources**

Significant time and resources have been expended by St. Patrick's Primary School in implementing the health and safety policy documented in this Safety Statement. Use of the hazard identification and risk assessment process, along with safety management strategies highlighted in the appendices to this Safety Statement are further resources allocated towards successful management of this policy. Other resources include safety consultation with staff members and provision of First Aid training to relevant personnel, where appropriate.

<b>Trained First Aiders</b>
<b>All staff completed First Aid training in 2019. All staff completed First Responder Training in 2022.</b>
<b>First Aid Equipment</b>
<b>First Aid supplies are available through the Main Office and there is also a defibrillator located at the junior door entrance.</b>

### **5.2 Maintenance Resources**

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in the fabric of St. Patrick's Primary School over the years and it is planned to continue such progress into the future.

### **5.3 – Safety Training**

Training is being provided at St. Patrick's Primary School on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (e.g., personnel time, materials, equipment). Any ongoing safety training needs identified will be resourced accordingly by school management.

### **5.4 - Other Safety Resources**

Other potential resources that may be committed to controlling hazards are those required for-

- Completing safety audits
- Hazard identification and assessment of risk
- Accident and incident investigation
- Monitoring workplace practices
- Safety consultation
- Provision of safety information and hazard warning signage
- Provision of personal protective equipment (PPE)
- Implementing the risk control recommendations in this Safety Statement (Section 6.2)

## 5.5 – Bullying and Harassment Policy

St. Patrick's Primary School is committed to a policy to treat all staff members equally in line with the recent **Workplace Relations Commission/Health & Safety Authority – Joint Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2021)**.

Harassment and bullying are behaviours that are destructive to a positive working atmosphere and will not be endured. All staff members have the right to work in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Bullying and harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

### **Definition of Harassment & Bullying:**

**Harassment** occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

**Sexual harassment** is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion, etc., for refusal of sexual behaviours

**Bullying** is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Examples of bullying include: • Verbal and non-verbal abuse

- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual.
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse.
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague's personal belongings, etc.
- Improper use of social media against a work colleague

## **Cyber Bullying and Privacy Requirements**

Circulating, publishing or distributing (including on the internet) material associated with St. Patrick's Primary School activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, St. Patrick's Primary School reserves the right to suspend (or expel) anyone found to have been involved in cyber-bullying.

## **COMPLAINTS PROCEDURE:**

### *Informal:*

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person, or feels that these incidents are of a serious nature they should approach the Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaint's procedure.

### *Formal:*

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and Management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

## **RESPONSIBILITY**

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management has a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner.

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity.

**Please refer also to the "Dignity in the workplace" Code of Procedures (S.I. No. 208/2012) covering bullying and harassment.**

## **5.6 - Pregnant Staff Member Policy**

St. Patrick's Primary School adheres to its obligations under The General Application (Pregnant Employee) Regulations (2007).

These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out.

### **The following hazards must be considered:**

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e., organic solvents.
- Biological agents (exposure to risk groups 2, 3 and 4 as categorised in the Biological Agents Regulations of 2020).

A pregnant staff member must not be exposed to these hazards unless the hazards are adequately controlled.

### **Adequate control means:**

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present, they must either be eliminated or safeguards put in place to protect the staff member's health and safety.

### **These safeguards include:**

- Changing the type of work etc.
- Moving the staff member to other safe work.

If these safeguards are not possible then the staff member must be granted safety and health leave. This leave continues until either the hazardous conditions change or the pregnant staff member becomes eligible for paid maternity leave.

## **5.7 - Stress Management Policy**

St. Patrick's Primary School adheres to all aspects of the Safety, Health and Welfare at Work Act (2005) that obliges employers to identify and safeguard against all risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment of a person exceed their capacity to meet them.

Certain causes of stress in the workplace can include:

- Poorly organised work patterns
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of (or actual) violence, harassment or bullying

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

St. Patrick's Primary School may utilise the following methods of managing stress:

- Ensure that school management is aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Invite staff members to consult with school management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.

Where management is aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

### **5.8 - Accident/Incident Reporting and Investigation Policy**

All accidents or incidents (near miss incidents), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by St. Patrick's Primary School. (See Appendix 6 for sample form and typical details to be recorded).

Accident/incident investigations will be carried out and the purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All staff members are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by School Management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.



The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- An accident resulting in the death of a staff member.
- An accident resulting in the absence of a staff member for more than 3 working days (not including the day of the accident).
- An accident to any person not at work caused by a work activity, which causes loss of life or requires medical treatment (e.g., member of the public).
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury (for categories of dangerous occurrences that require reporting to the HSA refer to [www.hsa.ie](http://www.hsa.ie)).

Management of St. Patrick's Primary School is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be submitted online through the Health & Safety Authority website.

H.S.A. contact details:

The Health & Safety Authority  
The Metropolitan Building,  
James Joyce Street,  
Dublin 1.  
Tel. No. (01) 6147000  
[www.hsa.ie](http://www.hsa.ie)

### **5.9 - Emergency Procedures Policy**

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place each term. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. **Records of all fire safety management procedures shall be included separately in the Fire and General Register (red coloured fire safety records folder). This folder is located in the secretary's office in the school.**

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures as appropriate. The names of fire wardens/deputy fire wardens (when/if appointed) will be displayed in appropriate locations. Garrett Barry is the nominated Fire Safety Officer of St. Patrick's Primary School

New staff will receive information on fire safety from the Safety Officer. This may include the following:

- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.

- Location and use of escape routes.
- The evacuation procedure.
- Assisting any disabled people, visitors and others during evacuation • Location of and use of fire extinguishers as appropriate.

**The Assembly Points are designated at prominent external locations at the front perimeter wall. Each class' room number is on display here. See nearest evacuation notices on display around the school for specific details.**

### **List of Emergency phone numbers**

Ambulance 999 or 112

Galway City Fire Brigade 091 – 509 070

Gardai Mill Street 091 – 538 000

University Hospital Galway 091 – 524 222

Portiuncla Hospital Ballinasloe 090 – 964 8200

ESB 1850-372 999

Gas (Leaks etc) 1850-205 050

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, staff can stop work and immediately leave the place of work and proceed to a place of safety, as per Section 11 of The Safety, Health and Welfare at Work Act (2005).

## **5.10 - Lone Working Policy**

A Lone Worker is defined as 'any staff member who works alone without close or direct supervision or contact with work colleagues'. Where employees have to work alone, personal safety is a priority consideration and St. Patrick's Primary School extends its duty to ensure that lone workers are made aware of all necessary steps to avoid putting themselves at risk either from the work itself or the work environment.

People who work by themselves without close or direct supervision are found in a range of situations throughout the school. In the majority of instances where employees are required to undertake normal work activities alone, the job does not entail any significant risks to the lone worker. However, due to the difficulties that may be experienced if a problem does occur, St. Patrick's Primary School require lone working employees to be aware of the following safety precautions –

- Contact the Safety Officer/Principal in the event of any incident, accident or other safety issue arising out of the course of normal work activities.
- Lone workers must be medically fit to work alone and should notify the Safety Officer/Principal of any condition that may compromise their safety whilst working alone (e.g.; diabetic, epileptic, etc).
- Employees should be able to operate all fire-fighting devices in accordance with standard fire safety training procedures, and know where the designated emergency assembly point is for the premises.
- Lone workers should be aware of where the First Aid facilities (Secretary's Office/STEAM Room) are located on site, and have an awareness of how to contact, and location of, the nearest medical centre, if required.
- Carry a mobile phone at all times as a primary source of communication.
- Be aware of the alarm being activated from a certain time on site.
- Be aware of locking doors and closing windows upon leaving the school for the purpose of robbery and violence prevention.

Risk assessments for St. Patrick's Primary School have been completed and are contained within this Safety Statement. Lone workers must make themselves aware of any identified hazards in their working area that may pose a significant safety risk.

**The Safety Officer is Marian Barrett**

## **6.0 - Risk Assessments**

## **6.1 - Risk Assessment Methodology**

The risk assessment process that Nascon employed in determining a risk profile for St. Patrick's Primary School incorporated the following approach:

- Identifying the significant hazards present in the school.
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness from exposure to the hazard before calculating the risk rating (the risk rating is derived by using a scoring matrix - see page 26 for specific details).
- Recommending risk control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard (the higher the risk rating, the quicker risk control actions should be implemented). If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g., new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

### **The Hierarchy of Controls**

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list (elimination) and working down to the last (personal protective equipment and clothing).

#### **1. Elimination:**

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

#### **2. Substitution:**

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

#### **3. Engineering Solutions:**

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches
- Extraction ventilation

#### **4. Administrative Solutions:**

These are the management strategies that can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures.

For example:

- Safe systems of work that reduce the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs and provision of appropriate training
- Information/instruction (signs, handouts)

#### **5. Personal Protective Equipment & Clothing:**

Personal protective equipment and clothing should always be considered as a last resort; however, it is still an important risk control approach. It can also be used as an interim measure to reduce exposure to a hazard.

### **Summary**

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.

Hierarchy of Control (Ranging from 100% - 10%)

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. PPCE

## Risk Assessment Scoring Methodology (HSG65/BS 8800 Risk Rating System)

$$(\text{Likelihood (L)} \times \text{Severity (S)}) = \text{Risk Rating (RR)}$$

**Table 1 - Risk Scoring Matrix**

Likelihood	Severity		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very likely	3	6	9

**Table 2 – Injury Severity Classification**

Slightly Harmful = 1	Harmful = 2	Very Harmful = 3
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temporary Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries

**Table 3 – Risk Control Action Timeframes**

Risk Rating	Action Priority
High (9)	Immediate
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all ‘higher risk ratings’ are addressed
Low (1) or (2)	At management discretion
Ongoing Awareness Required	Maintain awareness of the risk control actions

- Due to the varying nature of different organisations, it will be a management responsibility to dictate exact time frames on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (e.g.; accident/incident analysis).
- The risk ratings given to each hazard are based on a risk profile without any of the recommended risk control actions implemented. Colour coding is assigned to risk ratings as per Table 3 above.

## **6.2 - Specific Hazards, Risk Assessment & Risk Control Actions**

### **Areas Covered:**

1. **Staff Room**
2. **Secretary's Office**
3. **Boiler Room & Basement**
4. **Art/Multi-Purpose Room**
5. **Assembly Hall**
6. **Corridors & Common Areas**
7. **General Purpose Classrooms**
8. **Roll Book Record Room**
9. **Outside Areas**
10. **Traffic Management on School Grounds**
11. **Overall Fire Safety**



## 1. Staff Room

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1. Use of toaster (if timer is overset or contents get jammed)	Fire Accidental activation of fire alarm	Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby  Keep toasters out from under the storage cupboard or cabinet when using.	Low
2. Microwave Use	Burns and scalds Fire (obstructed vents)	Avoid overheating. Ensure the first aid box has a supply of burn relief cream or spray. Use a warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.	Low

## 2. Secretary's Office

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1. Laptop computer use (small keyboard, small screen)	Eye strain, repetitive strain injury, headaches etc. if used daily	Laptop on raised stand, external keyboard and mouse to be used. Screen raised to horizontal line of vision.	Low-Medium
2. Portable electric heater use	Fire Trips/falls over cable	Not to be left unattended for prolonged periods when powered on.  Keep away from combustible materials.  Keep all vents free from obstruction and cables away from access and egress routes.	Medium

3. Use of Guillotine (no guard used)	Cuts/Lacerations	Replace missing guard and ensure guards are in place at all times and fingers are not near blade area.	Medium
4. Use of shredder	Entanglement	Ensure no loose clothing, hanging ties, or long loose sleeves when using shredder. Display appropriate warning signage.	Low

### **3. Boiler Room & Basement**

<b>Specific Hazard</b>	<b>Associated Injury or Damage Risk</b>	<b>Risk Control Actions</b>	<b>Risk Rating</b>
1. Servicing of boiler	Explosion Fire	Only competent boiler maintenance personnel should be used for servicing (annually) boiler equipment. Seek contractor Safety Statement and Method Statement prior to work commencing.	Ongoing - annually
2. Use of paints and solvents	Vapours inhalation Dizziness Unconsciousness Irritant Reactions	Adhere to information given on any applicable Material Safety Data Sheets (MSDS).  Supply appropriate protective wear where necessary (see MSDS). Only use approved substances.	Low
3. Use of power tools and hand tools	Impact injury Cuts/lacerations Entanglement	Personal protective clothing (particularly eye protection) must be worn and users provided with correct techniques or safety instructions for use.  Power tools should operate at 110 volts (through transformer) if not on a power circuit controlled by RCD's.	Medium
4. Manual handling of heavy items (old office equipment, filing cabinets, etc.)	Back injuries Foot crush Muscle strain Ligament damage Slips, trips and falls	Ensure all relevant staff are trained in safe manual handling techniques (with periodic refresher training). Keep weights below 15kgs if possible.	Low

		<p>Maintain and encourage use of handling aids (trolleys, castors). Advise on use of 'multi person lift' technique where appropriate.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).</p>	Low
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## 5. Art/Multi-Purpose Room

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1. Non-routine use of photocopier and printer (changing toner, unblocking,etc)	Carbon monoxide (from toner) Fire (if heat accumulation is excessive) Cuts/grazes or electric shock (when clearing paper jams) Ultraviolet light exposure	Use in well ventilated areas and avoid contact with toner. Keep top panel closed on photocopiers when in use.	Low
2. Dust (lint) build up on filters in dryers in laundry area	Fire	All dust (lint) filters need to be cleaned after Medium each use of the dryer.  Highlight this requirement with equipment users and display warning signage accordingly.	Medium
3. Use of water boiler	Burns and scalds (from accidental impact or congested nozzles)	Use warning signs, provide adequate space around equipment, and advise vigilance among staff.  Ensure the boiler nozzle does not become calcified and that it is de-scaled on a regular basis.	Low
4. Accessing high shelves (Item storage on top)	Slips and falls Musculoskeletal strain	Never store heavy items above shoulder height and ensure all	Low

of cabinets)	(overreaching)	<p>items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels.</p>	
5. Slippery tiled floor when wet or damp	Slips and falls	<p>Clean up any spillages/wet areas immediately, restrict access to slip zones and use hazard warning signs when floors are slippery.</p> <p>Monitor floor conditions regularly and use non-slip mats when necessary.</p>	Medium
6. Use of paints and dyes	<p>Vapours inhalation</p> <p>Dizziness</p> <p>Unconsciousness</p> <p>Irritant Reactions</p>	<p>Adhere to information given on any applicable Material Safety Data Sheets (MSDS).</p> <p>Supply appropriate protective wear where necessary (see MSDS). Only use approved substances</p>	Low

## 6. Assembly Hall

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
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1. Manual handling of heavy items (stage props, school furniture, etc.)	Back injuries Foot crush Muscle strain Ligament Damage Slips and falls	<p>Ensure all relevant staff are trained in safe manual handling techniques (with periodic refresher training). Keep weights below 15kgs if possible.</p> <p>Maintain and encourage use of handling aids (trolleys, castors). Advise on use of 'multi person lift' technique where appropriate.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).</p>	Medium
2. Support pillar protruding from wall	Impact injuries	Consider the installation of impact padding on the exposed support pillars	Medium
3. Playing ball games	Broken windows or shattered glass	Refrain from playing hard-ball games or if necessary, install reinforced glass	Low-Medium
4. Changing high ceiling lights	Falls from a height	<p>Utilise a mobile scaffold (or scissors lift) for safe access to heights</p> <p>If deemed safe for ladder access (following a 'work at height' risk assessment) then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option.</p> <p>Preferably get competent contractors (with secure access to height) to complete tasks.</p>	Medium-High
5. No impact guarding on sockets, switches and emergency light fittings	Electric shock Damage to electrical fittings	Provide impact guarding against forceful impact around all exposed electrical installations.	Medium

## **7. Corridors & Common Areas**

<b>Specific Hazard</b>	<b>Associated Injury or Damage Risk</b>	<b>Risk Control Actions</b>	<b>Risk Rating</b>
1. St. Patrick statue	Falling on staff/students	The statue has been attached to a secure chain to prevent it from falling over should it be interfered with in any way.	Medium-High
2. Electrical sockets unprotected and unguarded	Electric shock	Place child proof socket guards on all electrical sockets in corridors.	Medium
3. Slippery floors when wet or damp	Slips and falls	Cleanup any spillages/wet areas immediately, restrict access to slip zones and use hazard warning signs when floors are slippery.  Monitor floor conditions regularly and use non-slip mats when necessary.	Medium
4. Use of cleaning agents on floors and toilets	Irritations/sensitiveness to skin Eye irritation from splashes	Adheres strictly to manufacturer's safety instructions and wears the required protective clothing & equipment.  Refer to associated Material Safety Data Sheets for further information on storage and handling.	Low  Low

## **8. General Purpose Classrooms**

<b>Specific Hazard</b>	<b>Associated Injury or Damage Risk</b>	<b>Risk Control Actions</b>	<b>Risk Rating</b>
1. Trailing electrical cables (from audio visual equipment) around teachers'	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor	Low-Medium

desks		strips.	
2. Electrical sockets unprotected/unguarded in Infant classrooms	Electric shock	Place child proof socket guards on all electrical sockets in Infant class areas.	Medium-High
3. Portable electric heater use	Fire Trips and falls (over cable)	Should not be left unattended for prolonged periods when powered on.  Keep away from combustible materials.  Keep all vents free from obstruction and cables away from access and egress routes.	Medium
4. School Bags on floor in access routes	Trips and falls	Provide designated storage areas for school bags and maintain adequate supervision of housekeeping in classrooms.	Low-Medium
5. Evacuation maps and procedures not on display	Unfamiliarity and confusion in the event of a drill or actual emergency evacuation	Ensure building specific evacuation maps showing exact exit routes and instructions are displayed along with regular running of emergency evacuation drills.	Medium
6. Use of electrical multi socket extensions and adapters	Fire or electrocution from overload and overheating	Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead (causing power demand to exceed supply). An online socket <b>overload calculator can be used to</b> check this.  Check cable regularly for any damage and ensure all extensions/adaptors are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained.	Ongoing awareness required

7. Accessing high shelves (Items on top of storage cabinets)	Slips and falls Musculoskeletal strain (from over-reaching)	Never store heavy items above shoulder height and ensure all items are stored in a secure manner.  Provide secure access facilities (pedestals,folding steps ,etc ) or extra shelving at lower height levels.	Medium
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## 9. Roll Book Record Room

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1. Accessing high shelves	Slips/falls Strain due to overreaching	Never store heavy items above shoulder height and ensure all items are stored in a secure manner.  Provide secure access facilities (pedestals,folding steps, etc) or extra shelving at lower height levels.	Medium

## 10. Outside Areas

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1. Ice in winter months	Slips and falls Musculoskeletal strain (from over-reaching)	Maintain supply of salt to be applied to external thoroughfares during such conditions.	Medium
2. Students using play yard at break times	Slips, trips and falls Impact injuries Aggressive behaviour	Ensure adequate levels of staff supervision at all times when students are on break.  Guidance and instruction for play yard behaviour should be conveyed and reinforced on a regular basis with all students	Ongoing awareness required



		<p>(including disciplinary action when necessary).</p> <p>Play yard rules to be communicated to all students.</p> <p>Maintain and monitor the condition of impact padding on all basketball posts and relevant impact obstacles.</p>	
3. Use of lawnmower	<p>Fire</p> <p>Cuts/lacerations</p> <p>Crush injury</p>	<p>Clean up any spillage of petrol on the mower before powering up.</p> <p>Keep the grass box on the mower, and always turn off the mower before putting hands or feet near it.</p>	Medium
4. Perimeter fence supports protruding from wall	Impact injury	Encourage vigilance among pupils and ensure adequate supervision.	Medium
5. Un-highlighted drainage covers over gully traps	Slips and falls	Paint the surround of each gully trap cover with fluorescent or high visibility paint.	Low-Medium
6. Use of weedkiller in spraying tank (e.g. Roundup)	<p>Respiratory tract and skin irritation</p> <p>Corrosive burns</p> <p>Carcinogenic and embryonic damage</p>	<p>Adhere strictly to manufacturer's safety instructions and wear the required protective clothing &amp; equipment.</p> <p>Refer to associated Material Safety Data Sheets (or safety labels) for further information on storage and handling</p>	Low-Medium
7. Use of ladders (for painting, roof access, retrieving footballs, etc)	Falls from a height	<p>Ladders used should comply with European Medium-High Standard EN131 or British Standard 2037 for industrial or trade grade ladders</p> <p>Ladders must be checked prior to use for any loose screws, hinges or rungs.</p>	Medium-High

		<p>All ladder users should be instructed in a correct standard operating procedure(SOP) for safe ladder use.</p> <p>A register of approved ladders should be maintained and only these ladders used when necessary.</p> <p>Refer to Lone Working Policy in Section5.10 of this document for further control requirements.</p>	
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## **11. Traffic Management on School Grounds**

<b>Specific Hazard</b>	<b>Associated Injury or Damage Risk</b>	<b>Risk Control Actions</b>	<b>Risk Rating</b>
1. Cars entering the school grounds	Serious injury/risk of fatality caused by a collision between a staff vehicle and a pupil/member of staff/ member of school community	<p>As much as possible, staff will access the school grounds through the rear car park. Pupils are not permitted to be on this part of the school grounds. For cars that cannot be accommodated in the rear car park, they will park in the designated spots to the front of the school. Cars will not be able to access this area from 8.15am onwards, as pupils enter the school grounds through the Pedestrian Gate from 8.20am. The gates will be closed at 8.17am by the caretaker, to cut off access to this part of the school.</p> <p>Staff will practice reverse parking when parking their vehicle on the school grounds.</p> <p>All new staff or substitute staff are informed about this prior to starting work in the school.</p>	High

## 12. Overall Fire Safety

Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1. Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills at least twice yearly	Ongoing awareness required
2. Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively.	<p>Continue to ensure that designated 'fire wardens' are trained in the use of such equipment. Contact fire maintenance contractors prior to each annual service to schedule a demonstration session.</p> <p><b>The Fire Maintenance Contractor (Ascom) could provide this training when discharging 33% of the total extinguishers each year (extinguisher discharging is a legal requirement under the fire standard IS/EN3 once every 3 years)</b></p>	Ongoing awareness required
3. Smoke/heat detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray smoke detector tester and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing awareness required

## **General Emergency Access & Egress Requirements**

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low-risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape route should be wide enough to permit all personnel to leave the school buildings without hindrance (or a target time determined by repeated evacuation drills).
- All escape corridors and stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the openair at groundlevel.
- All escape routes should have emergency lighting and be well ventilated.
- Any lift shafts should be protected by fire resistance doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

## **7.0 - Revision of Safety Statement**

- 7.1 The Safety Statement of St. Patrick's Primary School will be reviewed annually by the responsible person (Safety Officer) in consultation with any required external expertise.
- 7.2 Representations made by staff members through the safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of the Health and Safety Authority, and such revisions will be arranged by the Safety Officer or competent external advisors.
- 7.4 The annual revision of this Safety Statement will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005), where necessary.
- 7.5 The Safety Officer will review all relevant safety procedures following any accidents or incidents (near miss dangerous occurrence) and amend where appropriate.
- 7.6 THIS SAFETY STATEMENT IS DUE FOR REVIEW AND UPDATE IN: JUNE 2025

This Safety Statement has been formulated for St. Patrick's Primary School, by Nascon under the provisions of The Safety, Health and Welfare at Work Act (2005).

The Safety Statement is a documentation of the commitment given by St. Patrick's Primary School towards managing health and safety in the school. It lays down the safety policy of St. Patrick's Primary School (including hazard identification, risk assessment and risk control actions).

The risk control recommendations will not completely prevent accidents/incidents occurring but endeavour to reduce the likelihood of an accident or incident risk arising. To this nature, St. Patrick's Primary School cannot accept responsibility for accidents/incidents that may occur due to unforeseeable circumstances.

## **8.0 – Staff Member Declaration**

I have read the Safety Statement and understand my obligations and duties therein (**See Section 2.2 – Staff Member Responsibilities**). I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

<b>Name</b>	<b>Date</b>
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This policy will be reviewed annually by the pupils, parents, staff and Board of Management of St. Patrick's Primary School.

This policy was ratified on 16th October 2024.

Signed: *Fr. Tony Finn (Chairperson of the Board of Management)*

Signed: *Riona Donoghue (Acting Principal)*

Date: **16/10/2024**

*\*Please note that the signed copy of this policy is in the school office*