

# **St Michael's House Special School Foxfield**



## **Health and Safety Statement**

**Kilbarrack**

**December 2023**

**SAFETY STATEMENT**  
**FOXFIELD SPECIAL SCHOOL**

**1. Health and Safety Policy**

The Board of Management has a commitment to work to ensure that the school is as safe as is reasonably practicable. The safety statement outlines the health and safety management system that the school has in place. This safety statement has been prepared following consultation with employees, both staff and management. The Board of Management are cognizant of their responsibilities under the Safety, Health and Welfare at Work Act 2005 to provide safe of place of work; provide safe plant and equipment; provide safe systems of work and appropriate staff to deliver education service in a safe environment.

The Board of Management believes safety is priority in this school and expects all school staff, visitors and visiting support staff to work together to ensure the safety, health and welfare of school employees, pupils, visiting support staff, contractors and visitors.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. St. Michael's House Health and Safety Department shall carry out a safety audit annually and present a report to the Board of Management nominee for health and safety.

All records of accidents and ill-health will be monitored and reviewed in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

## 2. Introduction and School Profile

This safety statement outlines the health and safety management systems of Foxfield School and in doing so aims to fulfil the requirements of legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007.
- and all other relevant codes of practice and regulations as applicable.

The Board of Management under the patronage of St. Michael's House is responsible for the governance of St. Michael's House Special School Foxfield. As such St. Michael's House Special School Foxfield will adopt and follow the Department of Education and Skills policies and procedures and as appropriate those of the Patron Body.

St. Michael's House Special School Foxfield is a school that provides a service to pupils with Moderate or Severe and Profound Intellectual Disability, autism spectrum disorder and complex needs and general mobility challenges. All the pupils are ambulant however many require significant supports when accessing the school and when in the community.

The Kilbarrack site of the school is located on the site of Coláiste Dhúlaigh College of Further Education in Kilbarrack. The school is situated in an annex and has its own separate entrance. The school is single storey on the ground floor.

Key Data, Kilbarrack

- Number of pupils enrolled is 31.
- Principal, 1 Acting Deputy Principal, 2 AP2s
- 6 classroom teachers and 1 SET teacher shared with Swords
- 24 Special Needs Assistants
- Secretarial and caretaker staff
- Bus Escorts
- Visiting clinicians who support the Teachers and staff team in the delivery of an education services.

## **2.1 Resources for health and safety in the school**

St. Michael's House Health and Safety Department provide advice and support to the school in relation to health and safety matters. Additional health and safety resources that are required are requested through the Board of Management. These requests can frequently require funding approval by the Department of Education and skills and when appropriate funding is sought from the Department of Education and Skills.

## **2.3 Safety Committee**

This is under review.

# **3. Roles and responsibilities**

## **3.1 Board of Management:**

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has written risk assessments and an up to date Safety Statement;
- Reviews the implementation of the Safety Management System and the Safety Statement;

- Sets safety and health objectives;
- Receives regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and when changes are made that might affect workers' safety and health occur;
- Provision for persons with special needs.
- Reviews the school's safety and health performance;
- Allocates adequate resources to deal with safety and health issues;
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

### **3.2 St. Michael's House – Patron Body**

- To support the Board of Management in fulfilling its duties under health and safety legislation
- Provide advice around health and safety issues and concerns as requested

### **3.3 Designated person for safety and health acting on behalf of the Board, e.g. the Principal:**

- Reports to the Board of Management on safety and health performance;
- Monitors safety management systems in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters
- Ensures all accidents and incidents are recorded and investigated and that all relevant statutory reports are completed;

- Co-ordinates training requirements under health and safety legislation
- Oversee the implementation of school risk assessments and ensures that protective measures are put in place
- Organise fire drills, training and other allied safety activities.
- Carries out health and safety audits in conjunction with St. Michael's House Health and Safety Department.

### **3.4 Post-Holders with responsibility for health and safety**

The Deputy Principal has duties related to health and safety including;

- Conducting local site safety inspections

Planning for Emergencies

- Overseeing the development and carrying out Positive Behaviour Support Plans

### **3.5 Safety Representative**

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, Foxfield School recognises the right of all employees to elect a Safety Representative and also recognises the duties and rights attached with such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- A safety representative has the right to information as is necessary to ensure the health and safety of employees at the place of work.

- The Safety Representative shall be informed when an inspector from the H.S.A. enters the place of work, and shall accompany the inspector on an inspection tour, if requested.
- The Safety Representative has the right to make representation to the Board of management on any aspects of health and safety.
- The Safety Representative may investigate accidents and dangerous occurrences provided he or she shall not interfere or obstruct the performance of statutory provisions.
- The Safety Representative has the right to make oral or written representation to inspectors on any health and safety issue.
- Receive advice and information from H.S.A. inspectors.
- Attend interviews with employees after an accident / dangerous occurrence.
- Carry out safety inspections with prior consent and agreement.
- Investigate potential hazards and complaints made by other teachers or employees.
- Accompany an inspector on the investigation of an accident by prior request to do so.
- Receive, without loss of remuneration, time off from his/her regular duties for the purpose of acquiring knowledge to discharge his/her functions, and time off to discharge this function.
- The Safety Representative shall not be placed at any disadvantage in relation to his employment for discharging his/her function.

### **3.6 All staff:**

- Comply with all statutory obligations placed on employees as designated under the 2005 Act;

- Co-operate with school management in the implementation of the safety statement;
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Notify the Principal or Deputy Principal (designated post holder ) of any defects or difficulties
  
- Check that equipment is safe before use
- Attended training provided and implement the practice as advised
- Consistently follow safe systems of work.
- Select and appoint a safety representative(s);
- Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

### **3.7 School invitees / visitors / contractors / support staff:**

School invitees / visitors / contractors / support staff, should comply with the school's visitors protocol which clearly details instructions relating to safety and health whilst on the premises. Visitors should sign in and out upon arrival and departure. Visitors are the responsibility of the staff members whom they are visiting or the school secretary. Visitors should remain with this staff member during an evacuation.

### **3.8 Contractors**

The St. Michael's House technical services department organises and manages any building related works.

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



legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Foxfield School will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- Contractors will co-operate with Health and Safety arrangements for the school including fire drills, accident/incident reporting, safe systems of work and any other safety related requests by school management and staff.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- Contractor St. Michael's House technical staff must make direct contact with the principal before initiating any work on the school premises.
- Noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal and shall mark any such hazard with warning signs or other suitable protection.

#### **4. Risk assessment**

##### **Hazards**

Foxfield School is committed to identifying hazards and to making suitable provisions for the elimination or reductions of hazards for all those using the school premises. To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources and will review this function on an annual basis or sooner if deemed necessary. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will include an inspection of the school premises

and equipment an audit of relevant reports and evaluation of policies and procedures as appropriate.

School staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report any hazards, without delay, to the Principal and or Deputy Principal.

The hazards listed below are the primary identified risks to staff while working in St. Michael's House Special School Foxfield;

- 4.1 Behaviours of Concern
- 4.2 Exposure to a blood borne infection
- 4.3 Slips, trips and falls
- 4.4 Manual handling activities
- 4.5 Use and storage of cleaning chemicals
- 4.6 Food Safety – reheating of pupil's lunches
- 4.7 Safe administration of medications (SAM)
- 4.8 External School Trips
- 4.9 Unauthorised access
- 4.10 Fire in the school
- 4.11 Driving of school transport.



## Risk Assessment Form

<u>Area/Activity: Physical Housekeeping</u>	<u>Date: 30/11/23</u>	<u>Review date: 1/12/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR
Housekeeping in classrooms, corridors, staff room and communal area  RISK Slips, trips & Falls	All staff,  Pupils,  Visitors,  Contractors  <b><u>Injury/Illness:</u></b> Slips, trips and/or Fall with potential for	Commercial cleaners in place, all cleaning operations are undertaken when pupils are not in the building  Any spillages are cleaned up immediately and area cordoned off with wet floor sign used  Damage to floors and floor coverings shall be reported immediately to the Caretaker.  School bags are stored tidily and pupil belongings are kept on hooks or placed in lockers  All access routes and corridors and passageways are kept free from obstruction.	All staff & Principal	↓	m- h	↓-m	Introduce Monthly H&S checklist where all hazards are identified and action taken where necessary.	Safety Representative to be appointed and will conduct a Health and safety check every term and report any concerns to the principal	↓	m	↓

	various injuries	<ul style="list-style-type: none"><li>• Suitable footwear is worn by staff</li><li>• All cables are kept tied via cable ties and do not protrude into walkways</li><li>• All equipment stored away after use</li><li>• Stepladder available to access items at a height</li></ul>										
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## Risk Assessment Form

<u>Area/Activity: Physical Manual Handling of Service users/Items</u>	<u>Date: 30/11/23</u>	<u>Review date 1/11/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Manual Handling of inanimate objects And/or changing of pupils	All Staff Pupils Volunteers Contractors  <u>Injury/Illness</u> : Abdominal hernias. Musculoskeletal Injuries	No full body lifts permitted  Linking is not permitted  Changing table available and used as needed to assist in changing pupils  All staff have received Manual Handling training, All staff shall comply and follow the training received  Refresher training carried out on site every 3 yrs	All staff & Principal	↓	ml	↓		Manual Handling online part of training now available to all staff – need to check if all new staff have availed of online training  Manual Handling training to be repeated every 3 years			

		<p>All staff has read and must adhere with SMH manual handling policy.</p> <p>Toileting/intimate care forms completed for pupils that require them. These have been communicated to the staff team.</p> <p>All staff wears suitable clothing and footwear.</p> <p>SMH trainer will be contacted for advice in relation to any MH issues</p> <p>All SMH incidents are to be reported to the manager and to H&amp;S (if appropriate)</p> <p>Staff are alerted to any bad practices carried out</p> <p>Good storage practices in place – heavy items stored at waist height. Lighter less frequently accessed items at shoulder height.</p>									
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## Risk Assessment Form

<u>Area/Activity: Physical Fire Prevention</u>	<u>Date: 30/11/23</u>	<u>Review date: 01/12/2024</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Fire occurring in the school	All Staff Visitors Contractors Pupils  <b><u>Injury/Illness</u></b> :  Burns, smoke inhalation structural damage, property damage	Emergency evacuation plans are located in each classroom.  All assembly point markings are clearly visible and maintained.  Emergency evacuation drills are carried out each term. Fire drills are less than 6 minutes  Fire walks completed by each classroom on a regular basis  All defects are reported immediately.  Break glass units are key operated. Every staff member has a key.	All staff & Principal	↓	mh	↓	Fire extinguishers checked due to be checked	Fire extinguishers checked by Diskin Fire December 2023			

		<p>Fire blankets available in all rooms where there is a toaster being used.</p> <p>Teachers &amp; SNA's have received fire safety training and are trained to assist in evacuation of the school.</p> <p>Means of escape are kept clear at all times.</p> <p>Maintenance contracts in place for emergency lighting, fire alarm system and fire extinguishers serviced annually and records kept</p> <p>All appliances are switched off at night time</p> <p>All exits must be kept clear and unobstructed at all times.</p>					<p>Ensure that all staff have received fire safety training</p>	<p>Check that new staff have all received fire safety training and are aware of evacuation plans. Arrange training as needed</p>			
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## Risk Assessment Form

<u>Area/Activity: Chemical Safe storage of Cleaning Chemicals</u>	<u>Date: 30/11/23</u>	<u>Review date: 01/12/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR
Storage of Cleaning Chemicals	All staff,  Pupils Contractors  Caretaker  <b>Injuries/Ilness</b>  Skin irritation, Allergies,	Contract cleaning company in place so staff do not clean the building  All household chemicals are kept securely in a designated locked press in classrooms. The key is kept away from Pupils.  Access to storage area are by staff members only i.e. caretaker  Personal Protective Equipment provided and is used by staff when working with chemicals	<u>All staff and Caretaker</u>  <u>r Principal</u>	!	m	!					

	<p>Splashes (eyes) Ingestion by Pupils Burns Absorption through the skin</p>	<p>Correct Use of cleaning chemicals for specific area – ensure suitability for surfaces</p> <p>Chemicals are not overstocked</p> <p>Chemicals are kept in original containers – no decanting</p> <p>Chemicals are never mixed</p>									
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## Risk Assessment Form

<u>Area/Activity: Biological Food Preparation and Handling</u>	<u>Date: 30/11/23</u>	<u>Review date: 01/12/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR
Food Safety during reheating of pupils lunches and during cookery classes	All Staff  <b>Injuries/illness</b> Food poisoning	<p>Chilled storage provided for children's lunches</p> <p>Daily fridge/freezer temperature checks are carried out by staff; these are located in the kitchen.</p> <p>Staff checks the temperature of the reheated food item with a probe to ensure it has reached correct temperature and before serving to pupils are recorded by staff.</p> <p>Food probe in place with relevant records on file of purchase/calibration</p> <p>Detailed Cleaning schedule and rotas in place which staff follow and sign off - Contract Cleaners.</p> <p>Lidded pedal operated bins in place</p>	All staff and Principal	↓	↓	↓	No children currently heating up lunches				



## Risk Assessment Form

<u>Area/Activity: Storage and administration of Medication</u>	<u>Date 30/11/23</u>	<u>Review date: 1/12/23</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Storage and administration of Medication	Pupils	<p>All medication is kept in a double locked press in the secretary's office with keys separate and out of view of pupils.</p> <p>Only SAM trained staff permitted to give out medication.</p> <p>MAS system to be used at all times.</p> <p>All drug errors to be reported to nurse manager on call.</p> <p>All staff are aware of the Medications policies and adhere to them at all times</p> <p>Regular medical reviews by Dr Cassidy/Dr. Lope</p>	<p>Staff &amp; Principal Nursing staff</p> <p>Clinicians</p>	!	m	!	All new staff are aware of Medications policies	Ensure that all new staff have read medications policies			



## Risk Assessment Form

<u>Area/Activity: Physical and Psychosocial Challenging Behaviour</u>	<u>Date: 30/11/23</u>	<u>Review date 1/12/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	
Reviewed:		

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Staff exposed to Challenging Behaviour	<p>All Staff Pupils, Relief staff, volunteers, visitors</p> <p><b>Injury/illness</b> Broken bones, bruising, lacerations, Stress</p>	<p>All staff have completed Positive Behaviour Support training and CALM training for interventions with children All staff attend refresher training annually</p> <p>All students have a Positive Behaviour Support Plan and a Risk Assessment of behaviours.</p> <p>All staff follow and adhere to Positive Behaviour Support Plans for each student.</p>	<p>All staff &amp; Principal Clinicians</p> <p>Behaviour Analyst and teachers</p>	m	h	h	<p>All new staff are to complete CALM theory training</p> <p>Behaviour Analyst in place. Analysis of injuries are carried out.</p>	CALM Theory training to be completed by new staff			

		<p>Staff monitor behaviours as per PBS policy Regular reviews of Data inform PBS plans</p> <p>Staff to wear suitable and appropriate clothing/ footwear at all times.</p> <p>All CB incidents are reported to the Principal</p> <p>Debriefing available if needed within class teams</p> <p>Staff ratios in place for specific pupils i.e. 1:1</p> <p>Individualised panic alarm system installed. All staff carry individual panic alarms which can be used to request assistance if necessary.</p>							Reporting of CB incidents and forms used to be reviewed by school management			
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## Risk Assessment Form

<b>Area/Activity School Trips Hazard Type:</b> <u>Physical, chemical, mechanical, bacterial</u>	<u>Date 30/11/23</u>	<u>Review date 1/12/24</u> Reviewed:
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR
Pupils going on Field trips School tours	Staff, pupils, public  <b><u>Injury/Illness:</u></b> Injury or death of pupil	Written approval is sought from each student's parent/guardian at the start of the year to participate in planned school trips and spontaneous trips out.  Only school employees accompany groups on school trips with at least one teacher  Where possible the field trip group leader or a colleague on the trip makes a pre-visit to determine site hazards pupils could be exposed to and review welfare facilities.	All staff and Principal	m	m	m	Develop local school trips guidelines /policy	Risk Assessments carried out before each trip.  School trips guidelines to be developed			

		<p>There is adequate provision of trained first aid staff on all field trips. and first aid equipment</p> <p>Staff discuss with others in the team regarding previous visits and the suitability of their class to the place of visit</p> <p>Appropriate teacher/SNA:pupil ratios</p>										
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## Risk Assessment Form

<u>Area/Activity Access and egress to the school</u>	<u>Date 30/11/2023</u>	<u>Review date 01/12/2024</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR

<p>Access and egress to the school</p>	<p>Staff Service Users</p> <p><b>Illness/Injury</b></p> <p>Persons intentionally or accidentally intruding on the site.</p> <p>Theft</p> <p>Arson (See Fire)</p> <p>Abduction</p> <p>Sexual Misconduct</p>	<p>The premises are enclosed by fencing to discourage trespass.</p> <p>CCTV cameras are placed in particular locations in the school building.</p> <p>These are stored on disc for reference purposes</p> <p>The entrance to the building has a buzzer system for access. This is linked to the fire alarm system and fails to safe</p> <p>School secretary is first port of call when entering the school</p> <p>The school gates are securely locked when the school is not in use.</p> <p>A burglar alarm has been fitted.</p> <p>All employees will monitor the school grounds to ensure that any persons entering will be politely challenged as to their authorization</p> <p>All walkways around the school are kept clear at all times.</p> <p>Pupils always supervised on school grounds</p>	<p>All Staff</p>	<p>l</p>	<p>h</p>	<p>m</p>			<p>l</p>	<p>m</p>	<p>l</p>
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		<p>Fob system installed with each staff member carrying a fob for easy access and egress.</p> <p>Fob system for front gates, corridor /communal to allow securing of sections when CB event occurs</p> <p>Classroom doors fitted with a number code so doors can be opened quickly, eliminating the use of keys as much as possible. Doors can be opened from inside with a twist of the handle</p> <p>All classrooms and common rooms have two exits for easy access/egress in incidents of behaviours of concern</p>									
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## Risk Assessment Form

<u>Area/Activity Physical, Yard, Car park and Playgrounds</u>	<u>Date 11/30/23</u>	<u>Review date 1/11/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Reviewed:</u>	
	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk	Additional Controls	Action Plan –	Revised Risk
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				L	C	RR			L	C	RR
<p>Vehicle collision Accidents Slips, Trips, Falls Obstruction of emergency services</p>	<p><b>Kilbarrack Site:</b> All Staff Pupils, Volunteers Contractors</p> <p><b><u>Injury/Illness:</u></b> Broken bones death, Falls Cuts, Trips &amp; falls, broken limbs, bruising</p> <p><b><u>Injury/Illness:</u></b> Broken bones death, Falls Cuts, Trips &amp; falls, broken limbs, bruising</p>	<p>Entrances and ramps are free from obstruction, readily identifiable and signed</p> <p>Adequate lighting is supplied to the car park at all times.</p> <p>Staff park in the designated car park area at the front of the school away from the delivery area.</p> <p>The areas are fenced so as to protect against dogs venturing into the playground area –</p> <p>Pupils are supervised at all times, particularly during class breaks and Playground area isolated from access to traffic in/out of the school</p> <p>Lights have been installed along the pathways at school entrance</p>	<p>All Staff and Principal</p>				<p>Pathways on the grounds of the Kilbarrack school are in need of repair</p> <p>Soft surface on play yard at the back of the school in Kilbarrack in coming up at all edges. Wood hoarding on fences on play yard at the back of the school are coming apart.</p>	<p>Application for emergency works will be made to DES in January 2024</p>			

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## Risk Assessment Form

<u>Area/Activity Physical: Electrical Safety</u>	<u>Date 30/11/23</u>	<u>Review date 1/11/24</u>
<u>Assessment carried out by: Kari Bray-Kelly</u>	<u>Unit Name: Foxfield SNS</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk	Additional Controls	Action Plan –	Revised Risk
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				L	C	RR			L	C	RR
Contact with Electricity	Staff Visitors Contractors Pupils  <b><u>Injury/Illness:</u></b> Electric shock Burns from electrical flashes or arcing	<p>Electrical equipment is purchased in accordance with any relevant published standard such as Irish Standards, European Norm's etc.</p> <p>Only trained competent personnel shall carry out any repairs or maintenance on electrical equipment. No person shall attempt to carry out temporary repairs or clean equipment whilst it is still connected.</p> <p>An adequate number of socket outlets are provided to avoid use of multi-adapters, which can lead to over-heating and fire. Power cables and extension leads are positioned so that they do not constitute a tripping hazard.</p> <p>Employees shall report any defects in the electrical installations to their immediate supervisor who will ensure that appropriate steps are taken to address the problem without undue delay and without risk of danger or injury to employees or pupils.</p>	All Staff & Principal	l	m	l	<p>All electrical equipment should be routinely maintained in a safe condition by a qualified electrician.</p> <p>Cables, wiring, insulation, plugs and sockets are checked regularly (every six months) for any signs of wear, breakage or damage. – monthly checklists visual inspection</p>				



## Risk Assessment Form

<u>Area/Activity: Transport</u>	<u>Date 11/30/23</u>	<u>Review date 1/11/24</u>
<u>Assessment carried out by Kari Bray-Kelly</u>	<u>Unit Name: Foxfield School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR

<p><u>Physical Injury due to RTA</u></p> <p><u>Vehicle breakdown</u></p> <p><u>Medical conditions</u></p>	<p>Staff Pupils Contractors</p>	<p>Bus is serviced as per SMH policy</p> <p>All staff driving the bus comply with the rules of the road.</p> <p>All staff carryout driving duties must first complete SMH Insurance documents</p> <p>Safety checks are carried out on the bus on a weekly basis</p> <p>No items to be left unsecured on the bus while driving</p> <p>Any concerns or damage to the bus are reported to the transport department</p> <p>Emergency contact numbers are on the bus</p> <p>Staff carry a mobile phone</p> <p>Any modifications done to bus must be approved by PAMG and transport dept</p>	<p>All Staff</p> <p>Transport Dept</p>	<p><u>m</u></p>	<p><u>m</u></p>	<p><u>m</u></p>	<p>All trips out on the bus with pupils are risk assessed for possible behaviours of concern</p> <p>Use of the bus is limited to access to the community, educational purposes and/or linkage between two school campuses</p>	<p>Risk assessments completed for all trips</p> <p>Lesson plan completed for each trip</p>			
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## **4.9 Pregnant Employees**

As required under Safety Health and Welfare at Work (Pregnant Employees) Regulations 2005 Foxfield School provides specific risk assessment for pregnant employees to protect their health and wellbeing.

The risk assessment requires the examination of specific hazards that may affect the pregnant employee and their unborn child and the measures put in place to manage the risk in so far as is reasonably practicable.

The Risk Assessment is a dynamic document and is reviewed regularly with the staff member for the duration of the pregnancy.

## **5. Welfare Facilities**

Foxfield School provides suitable welfare facilities in accordance with applicable statutory provisions. We recognise that this provision is an essential element in securing safety, health and welfare for all persons using the premises.

### **Suitable washing and sanitary facilities**

To include water flush toilets with washing facility which is subject to daily cleaning.

## **Canteen**

There is a staffroom available for staff, separate from the work area to make tea/coffee and heat/prepare their own lunches. Staff must co-operate in maintaining a high standard of hygiene in this area.

## **Hot Drinks**

- All hot drinks are required to have a lid if taken from the canteen.

## **Drinking Water**

Provision of suitable drinking water as provided by council services

## **6. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences**

### **6.1 First Aid and Medical Attention.**

- All First-Aiders listed have been trained by an approved first-aid instructor.
- First-Aiders are requested to attend refresher courses every two years.
- The First - Aid box is provided and stored in the staff room. There is an additional one for use when on school outings. These boxes are fully equipped as per H.S.A. guidelines. Keys for both

boxes first are available through the First Aider, secretary and Principal.

- A questionnaire is sent to parents each year to ascertain information on pupils with allergies, illness and specific diagnosis such as diabetes.
- In case of a medical emergency, an injured person should be brought to the nearest hospital if necessary by ambulance.
- All First Aid administered by the schools First Aiders is recorded.
- As per the school's policy parents / guardian's are notified of all accidents or injuries to pupils and if appropriate are invited to the school to take the pupil to the doctor.
- In the event of the school being unable to contact parents/guardian school staff may take the pupil to the doctor or may call emergency services for assistance.
- As appropriate the Principal will notify the school's insurance company of incidents or accidents.

The following are qualified first aiders working within Foxfield school, Kilbarrack: -

- Noreen Torley
- Niamh Nolan Keogh (First Aid officer)
- Julia Lengenlager
- Ciara Lonnergan
- Katie O'Brien
- Aisling Tierney

## **6.2 Emergency Procedures**

If you discover a fire:

- Sound the alarm IMMEDIATELY by operating the nearest fire alarm call point/break glass unit.
- Call the Fire Brigade IMMEDIATELY. Lift the phone receiver and DIAL 112 or 999.
- Give the operator your telephone number and ask for the FIRE BRIGADE.
- When the Fire Brigade replies say there is a fire at St. Michael's House Special School Foxfield, Briarfield Villas, Greendale Road, Kilbarrack, adjacent to Coláiste Dhúlaigh.
- State clearly that this is a St. Michael's House building providing a service to children with learning difficulties.
- Wait for the Fire Brigade to repeat the address correctly before hanging up.

Evacuate all service users as per local procedures and leave the building closing doors behind you, and report to person in charge of Assembly Point.

IF IT IS SMALL & SAFE TO DO SO attack the fire with the correct fire extinguisher or fire blanket provided.

Only staff members trained in the use of fire extinguishers is to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately

#### On hearing the alarm

- Evacuate all service users as per local procedures and leave building & close doors behind you using the NEAREST available ESCAPE ROUTE to the outside of the building.
- Report immediately to your assembly point.
- The Senior Member of Staff will take charge of any Evacuation & ensure that no one is left in the Building.
- The assembly point is located:

**Phase 1:** Is the grassed area in front of the school and in the second grassed area in front of Coláiste Dhúlaigh (on the way out of the school, but within the second exit gate)

**Phase 2:** Is the Kubs basketball arena on the grounds.

- All staff are instructed on emergency evacuation procedures as part of their induction.
- Only staff members trained in the use of fire extinguishers are to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately

- The Principal/Deputy Principal will then check that all persons are safe at the assembly point and will be able to inform the fire brigade accordingly.
- The above person will then assist the fire brigade upon their arrival.

### **Fire Safety Equipment**

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

- (a) Fire detection equipment.
- (b) Fire extinguishers and other means of fire prevention.
- (c) Warning systems.
- (d) Exit signs.
- (e) Emergency lighting and notices.
- (f) Appropriate instruction and training of staff.
- (g) The holding of evacuation drills.
- (h) Safe means of escape.

Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.

- There is a fire fact file present, which is regularly updated and documented
- Paul O'Byrne, Anita Gralak and Kari Bray-Kelly have been designated as the local fire and deputy fire officers.
- Staff will be trained by SMH In House Fire Advisor

- They will be trained by SMH In House Fire Advisor in the use of fire extinguishers.

### **6.3 Accident Recording & Notification**

- The importance of recording and reviewing all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.

- Any accident or dangerous occurrence must be notified to the Principal or person in charge as soon as is reasonably practicable.

- The principal will then carry out an investigation into the incident. A full record of the incident will be written onto the Accident e-form and forwarded to the Chairperson.

- All accident incident forms will be submitted into a database that will allow reports to be generated to monitor accidents and challenging behaviour incidents.

- The Safety, Health and Welfare at Work (General Application)(Amendment 3) Reporting of Accidents and Dangerous Occurrences Regulations 2016 requires the School to notify the Health and Safety Authority if the following applies:

- The incident is included in the dangerous occurrences outlined in the regulations

- If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non working days)
- In the case of death. If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
- A pupil that is injured as a result of a work related activity and requires medical treatment by a registered medical practitioner

Notification to the HSA must be given. This is completed on line through the HSA website through the e-form reporting system.

#### **6.4 Procedure for percutaneous bites**

Any staff member that has received a bite needs to

- Encourage bleeding of the wound under running water
- Wash the wound thoroughly
- Cover the wound with a waterproof dressing
- Report the incident to the Principal
- Infection control Nurse or Nurse Manage on Call to be advised
- Follow Guidelines as Per Policy Document “Guidelines for the Management of Occupational Blood Exposures St. Michaels House”



## **7. Health and Safety training for staff Information. Training & Instruction**

Foxfield School will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare.

It is our wish to have a workforce and pupils that are pro-active and aware of health and safety. We will provide adequate finances to obtain this objective.

There are a number of training requirements that have been identified for staff that are working in St. Michael's House Special School Foxfield. They are as follows:

- Health and safety Induction training
- Manual handling training
- Challenging Behaviour and CALMS training
- First Aid training
- SAM training
- Risk assessment training
- Teachers also avail of ongoing training themselves; these records are stored on file.

Mandatory Health and safety training and training that is run by SMH is provided and organized through the SMH training department. The School Principal or person nominated by the Principal is responsible for liaising with the Department to organise the above training.

The principal or nominated person monitors and the training needs for the staff in the school. Training undertaken by individuals can be obtained by contacting SMH Training Department.

Any other training deemed necessary is organised and provided by St. Michael's House Special School Foxfield.

## **8. Consultation**

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign off as having read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

### **8.1 Safety representative**

Foxfield School recognises that employee involvement in health and safety is an integral part of the operations of the school, and sees health and safety as being of value within these operations.

Thus the Board of management encourages employees to elect from their ranks a Safety Representative.

The Safety Representative will consult with the Board of Management through procedures on any relevant health and

safety issue. The Board will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

The Board will provide any necessary training and information to the Safety Representative in accordance to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfil his/her duty.

## **9. Measuring performance**

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements;
- The school Safety and Health Policy and the written risk assessments contained in the safety statement
- Accident/incident statistics for the school are reviewed and analyzed
- School policies as required under legislation, regulation or direction by the Department of Education and Skills or Patron Body.
- The Board of Management meetings will contain Health and Safety on the agenda

### **Health and safety audits**

The School can request St. Michael's House Health and Safety Department to conduct a Health and Safety Audit of the building and its activities. The Board of Management is provided with a report, detailing findings and recommendations of these audits.

### **Local safety inspections**

On a monthly basis the Deputy Principal or other nominated person will complete a health and safety checklist of the building. This is to highlight any environmental or system issue that need to be addressed.

On a quarterly basis these checklists are discussed with the Chairperson of the Board to review on going health and safety issues for the school.

Results from audits will be combined with information from measuring performance to improve the school's overall approach to safety and health management.

### **Ratification and Review**

This policy has been approved by the Patron Body and was ratified by the Board of Management on ..... The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed: .....

Chairperson, BOM.