



HEALTH & SAFETY STATEMENT

(INCLUDING RISK ASSESSMENT)

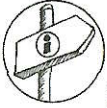
January 2026

Signed: Suzanne Earls Claire Russell
Suzanne Earls (Principal), Claire Russell (Health & Safety Rep.)

Signed: Niall Nolan (Chairperson B.O.M.)

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

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SECTION 1 – HEALTH AND SAFETY POLICY

WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF ALL STAFF.



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

As management we have the ultimate responsibility for the workplace and a direct influence on health and safety in our school. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

We of **Scoil Na Coróine Mhuire** are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of our staff
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all staff at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put a staff member's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of our staff are employed when required.

Signed: _____

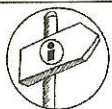
Date: _____

Position: Chairperson Board of Management

Signed: _____

Date: _____

Position: Principal



1.1 – SCHOOL INFORMATION

SCHOOL INFORMATION	
Name	Scoil Na Coróine Mhuire
Address	Ballinahinch, Ashford, Co. Wicklow A67 X257
Roll Number	17826V
Principal	Suzanne Earls
Board of Management Chairperson	Niall Nolan
Phone Number	0404 – 40424 085 - 2414998
Email	scoilnacoroinemhuireashford@gmail.com
Website	www.scoilnacoroinemhuire.ie

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with school management, it is important to note that all staff have responsibilities.

MANAGEMENT RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of all staff and others affected
- Prevent improper conduct likely to put staff's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the staff's capabilities, when a staff member begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of all staff (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

STAFF MEMBER'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with management, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with management in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to management
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by management
- Co-operate with management to enable them to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

We, as management, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- We shall identify responsible persons(where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

Competence of management and staff is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as management we will assess what training each staff member needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, our staff will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training e.g. hoists, lifts etc.

We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.



2.1.1 – INDUCTION TRAINING

KEY ACTIONS

Induction training is very important in communicating specific health and safety information to staff, contractors and other relevant persons when they first arrive at our school.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

We recognise that staff participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all staff on issues relating to health and safety.

TOP TIPS

We will consult with all relevant staff:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of our staff raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

Our management may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative if required so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Regular inspection of our school based on the nature and extent of the hazards within the premises in order to prevent accidents and overcome possible problems.
- Being given access to information that relates to the safety, health and welfare of all staff
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.
- Reporting to management of any health and safety issues that arise; be it *incidents/accidents or reports from other staff members.*

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is: **Claire Russell**



2.4 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies, if requested, of their own:
 - Safety statement
 - Insurance
- Ensure that work activities do not affect the well-being of our staff, students or visitors.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in our workplace.

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – VISITORS

Definition: A visitor is a person other than a staff member, student or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, we will:

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to a staff member and be escorted to the designated assembly point.



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in our school or in the course of our work activities which has affected staff, student or a third party, we will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on **Form IR1** within 10 working days where:
 - Staff are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

The management is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at www.hsa.ie, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - Fire
 - Explosion
 - Accidents/injuries
 - Robbery
 - Chemical spills
- Ensuring that all staff are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where staff are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information in Appendix 2.**

FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that staff are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All staff and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the workplace and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that all staff are aware of its location and that it is accessible to all.
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date – **Sasha Boyce**
- Contact details and directions to the nearest doctor or hospital will be available / displayed
- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the school, size of the school, the numbers of staff, access to medical services, etc.).
Current First Aider: Suzanne Earls

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and your staff identified the types of emergency situations that your school could be exposed to (e.g. fire, explosion, chemical spill etc.)?			
	Are staff aware of the plans and procedures?			
	Have staff been appointed and trained in specific tasks, e.g. first aid, fire warden?			
	Are evacuation plans and emergency contact information on display?			
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?			
	Have you held an evacuation drill in the last six months and kept a record of this?			
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?			

Current Fire Warden: **Suzanne Earls**

FURTHER INFORMATION:

- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our staff and visitors, including but not limited to:

- Toilet facilities
- Kitchen/staff room and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- *Fire detection and fire-fighting equipment*
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	<i>In all buildings</i>
Washbasins and washing facilities (hot and cold water and soap)	<i>In all staff toilets.</i>
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	<i>Staff Room – In Old Building</i>
Potable drinking water	<i>Filtered drinking water available in Staff Room</i>



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our staff. Where required, typical PPE could include:

- Hearing protection
- Gloves
- Respiratory protection, e.g. mask.

We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used

We expect our staff to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Inform management of any medical conditions they have that might be affected by the use of the PPE provided to them.



2.10 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that a staff member is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following;

- Make sure that a specific risk assessment for the staff member is undertaken*, taking account of any medical advice that she has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the staff member health and safety leave
- We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in **Appendix 2** can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



2.11 – YOUNG PERSONS / WORK EXPERIENCE STUDENTS

KEY ACTIONS

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before acceptance of a young person (less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As management we will, so as far as is reasonably practicable, ensure that:

- No staff member's workload is so great that he or she will have to consistently work overtime
- No staff member will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No staff member has to work in an environment which is unsafe and in which there are risks of accidents
- Staff member's are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- Staff are made aware of the 'Working Together' procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE STAFF WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)			
2.	Employees have been briefed on equipment in the workplace			
3.	PPE is available and worn as required: • Ear protection (on request) • Gloves/Masks etc.			
4.	Emergency procedures and location of: • Assembly point and evacuation route • Closest medical facility • Contact details of emergency services • Provisions for emergency communications			
5.	• The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment			
6.	Location of firefighting equipment, e.g. fire extinguishers			
7.	Names and contact details of the Health and Safety representative			
8.	Location of welfare facilities (including toilets and drinking water)			
9.	Accident reporting procedures			
10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE STAFF MEMBER				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: Claire Russell will give all new staff the above Health and Safety induction before they begin working at Scoil na Coróine Mhuire.				

[illegible]

FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	<i>Claire Russell</i>	
2.	Person responsible for managing and co-ordinating work activities	<i>Suzanne Earls</i>	
3.	Ensuring records are maintained	<i>Claire Russell</i>	
4.	Ensuring forms and registers are collected and filled out as required	<i>Claire Russell</i>	
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	<i>Suzanne Earls</i>	
7.	Ensuring risk assessments are carried out and updated as necessary	<i>Claire Russell</i>	
8.	Ensuring the upkeep and maintenance of welfare facilities	<i>Claire Russell</i> <i>Suzanne Earls</i>	
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	<i>Sasha Boyce</i>	
10.	Co-ordinating and managing training requirements	<i>First Aid: S. Boyce</i> <i>Other: C. Russell</i>	
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	<i>Suzanne Earls with</i> <i>Caretaker and any</i> <i>external contractors.</i>	
12.	Ensuring young persons risk assessments are carried out when necessary	<i>Claire Russell</i> <i>Suzanne Earls</i>	
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	<i>Suzanne Earls</i>	
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	<i>Suzanne Earls as Fire</i> <i>Warden.</i>	

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION		
SCHOOL	Scoil Na Coróine Mhuire	
ADDRESS	Ballinahinch, Ashford, Co. Wicklow	
EIRCODE	A67 X257	
CONTACT DETAILS		
NAME	ROLE	PHONE NUMBER
SUZANNE EARLS	PRINCIPAL	086 - 0737735
NIALL NOLAN	CHAIRPERSON BOARD OF MANAGEMENT	087 - 3566116
CLAIRE RUSSELL	HEALTH AND SAFETY REP.	086 - 8792882
EMERGENCY SERVICES CONTACT DETAILS		
SERVICE	ADDRESS	PHONE NUMBER
DOCTOR	Ashford Clinic	0404 - 49114
FIRE/GARDAÍ/AMBULANCE	Ashford Garda Station	0404 - 49220 999 OR 112
UTILITY AND SERVICE PROVIDERS		
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)	
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)	
IRISH WATER	1890 278 278	
HEALTH & SAFETY AUTHORITY	0818 289 389	
ASSEMBLY AREA	Area A – Lower Gate Area B – Pitch Steps	
EMERGENCY CO- ORDINATOR(S)	NAME Suzanne Earls Claire Russell	PHONE 086 – 0737735 086 - 8792882

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM FOR STAFF AND VISITORS

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM FOR STAFF/VISITORS

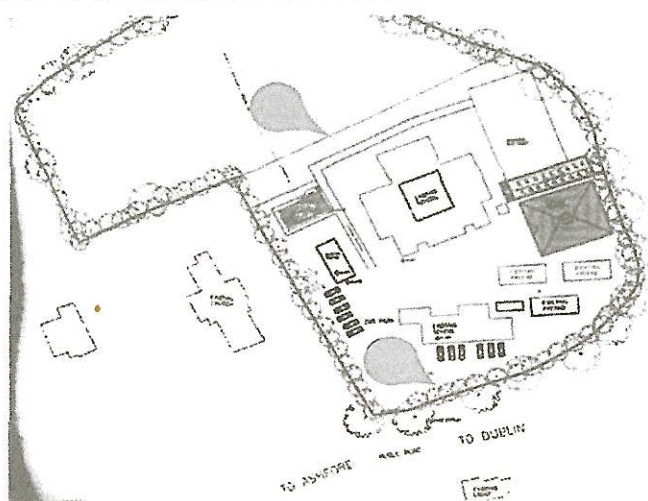
INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM FOR STAFF/VISITORS				
PART A – DETAILS OF INJURED PERSON				
NAME			PHONE	
ADDRESS			EMAIL	
			PPS NUMBER	
			DATE OF BIRTH	
			AGE	
			POSITION	
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	STAFF MEMBER	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
WITNESS STATEMENT TAKEN?			YES	NO
PART E – KEY FINDINGS OF INVESTIGATION				
LIST				
PART F – ACTIONS TO PREVENT REOCCURRENCE				
ACTION		BY WHOM	DATE	
PART G - ITEMS ATTACHED				
SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES NO	YES NO	YES NO	YES NO	YES NO
DETAIL OTHER ITEMS/USEFUL INFORMATION				
PART H – OTHER INFORMATION				
ACCIDENT INVESTIGATED BY		POSITION		
PHONE		EMAIL		
SIGNED		DATE		

APPENDIX 4- Fire Drill Plan - Internal Procedures

In the event of a fire, the following steps must be taken;

1. Activation of fire alarm
2. In all classroom/resource areas, children are to stand up, push their chairs under the tables and calmly walk in a single file to the door
3. All teachers must check the class toilets before vacating the room
4. Classroom Assistants' will assist the two infant classes in evacuating their classrooms
5. Each class exits through the nearest exit door. Be aware of an alternative evacuation route in case normal exit route is blocked or hampered by fire.
6. Exit in an orderly fashion — no running, no pushing and no noise.
7. Close doors and windows on leaving room
8. Senior Block & Upper Church Prefab walk up ramp to assemble at Assembly Point A on the pitch.
9. Junior block, Yard prefab & Old School walk to and assemble at Assembly Point B at the green fence along the river at the main school gate. First arrivals to line up as far down yard as possible.
10. If a pupil is not with his own class, he should accompany the nearest class and then re-join his own class at Assembly Point. Do not re-enter building.
11. Teacher checks pupils using the laminated roll list and sends a messenger to Principal informing him that all is in order.
12. Pupils can only return to the classroom once permission has been given to do so.
13. The fire drill is to be carried out once a term



Appendix 5- Set Down Area

SCOIL NA CORÓINE MUIRE, ASHFORD SAFETY STATEMENT

Appendix 3- Set Down Map

SCOIL NA CORÓINE MUIRE, ASHFORD - SET DOWN MAP Set Down Rules: www.scoilnacoroinemhui.ie

First Class upwards are trained to use this area. Not suitable for Junior/Senior infants unless accompanied by an older child

