

# Health and Safety policy

REVIEWED: May 2021

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# 1. DECLARATION OF INTENT

The safety statement has been prepared in accordance with the provisions of the Safety Health and Welfare at Work Act, 2005. The basic intent of the document is to formally declare the means by which the management of Stepping Stones Special School, within the Board of Management ensures, and in so far as is reasonably practicable, the safety, health and welfare of staff, pupils and others such visitors, and contractors who may be affected by our activities.

The Safety Statement contains details of Stepping Stones Special School, Safety Management Programme and of the general arrangements for occupational safety, health, and welfare within the service.

Safety is everybody's business and the success of our safety policy will depend on staff cooperation. It is important that the school staff are familiar with the arrangements for Health and Safety in the service and incorporate these as an integral part of the tasks performed while at work.

Members of staff and others are invited to contribute to the improvement of safety in the service by making suggestions for the improvement of safety in the School, and by making suggestions for the improvement of this Statement through their Safety Representative.

Signed :.....

**Alan Doyle,  
Chairperson, Board of Management  
Stepping Stones Special School.**

## **2. SAFETY STATEMENT**

Based on “The identification of the hazards and the risk assessment” folder specifying the manner in which the safety, health and welfare at work of the employees shall be secured and managed, Stepping Stones school shall ensure that the safety statement specifies that (A) The hazards identified and the risks assessed (please see Health and safety/risk assessment folder in Principal’s office).

(B) In the event of an emergency or serious imminent danger Stepping Stones School will provide the necessary measures to be taken for first aid, fire-fighting and the evacuation of employees and any other individual present in the place of work. Fire drills are carried out a minimum of once a term by the fire safety officer (Olive McClean). Once the fire alarm goes off staff and students exit the building and meet at the fire assembly point at the end of the car park in lines behind their class teacher. Olive calls the roll for all staff, students and visitors who may be in the school. This is timed and all times are written down in the fire safety manual kept in reception.

Every staff member is certified in basic first aid training and there are also 3 trained First Aid Responders.

First aid responders= Lisa Kelly Quinn, Karen Devine

(C) All employees have a duty regarding safety, health and welfare at work, including co-operation with the employer and any persons who have responsibility under the relevant statutory provisions in matters relating to safety, health and welfare at work. Staff members working with students who have incidents of challenging behaviour are familiar with the procedures that are in place under the risk assessment “aggressive/violent behaviour”. All permanent and fixed term staff are fully trained in Professional crisis management procedure (please see policy on PCM for more information), and carry a personal alarm where applicable and are familiar with the student’s behaviour support plan.

(D) Please see the names and, where applicable the job title or position held of each person responsible for performing tasks assigned to him or her under the section “organisation and responsibilities” in this policy.

(E) The name of the safety representative is Sandra McGrath

We shall bring the safety statement, in a form and manner that is reasonable likely to be understood, to the attention of:

- All employees, at least annually (during Health and Safety training) and at any other time, following its amendment in accordance with this section
- Newly recruited employees upon commencement of employment
- Other persons at the place of work which may be exposed to any specific risk to which the safety statement applies.

Where there are specific tasks being performed at the place of work that poses a serious risk to safety, health or welfare. Stepping Stones school shall bring to the attention of those affected by that risk relevant extracts of the safety statement setting out

- (A) The risk identified
- (B) The risk assessment and
- (C) The protective and preventive measures taken in accordance with the relevant statutory provisions in relation to that risk. (Please see risk assessment folder)

Stepping Stones school shall, taking in account the risk assessment carried out will review the safety statement where

- (A) There has been a significant change in the matters to which it refers
- (B) There is another reason to believe that the safety statement is no longer valid, or
- (C) An inspector in the course of an inspection, investigation, examination, inquiry under section 64 or otherwise directs that the safety statement should be amended.

When contracts are awarded by Stepping Stones School to another employer, Stepping Stones shall require that that employer is in possession of an up to date safety statement as required under this section.

### **3. GENERAL POLICY**

Stepping Stones Special School recognises its responsibility to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of its employees, students and of members of the public who may be affected by its operations.

The School fully recognises its obligations are to provide: -

- A safe place to work
- Safe equipment, fittings and furniture
- Safe systems of work
- Appropriate information, instruction, training and supervision for the prevention of risk to health from any activity or substance
- Welfare and hygiene facilities as appropriate

It is the policy of the school to comply with legal safety, health and welfare requirements as a minimum standard, and with relevant codes of practice and guidelines where appropriate.

The Chairperson, together with the principal are required to take care of the safety, health and welfare of employees. The management of the school is also required to be conscious of the health and safety of the employees and students within their areas of responsibility and to take all reasonable steps to ensure that working conditions are safe and that proper safe work practices are adhered to. Each employee is expected to exercise their duty of care and is required to account for and report on accidents or dangerous occurrences within their areas of responsibility.

All employees are required to be fully aware of the school's policies. It is the Principal's responsibility to ensure that Safety Policy Statements are reviewed regularly and revised as necessary to take account of changes in work practices. Any such revisions will be brought to the notice of all employees.

## **4. ORGANISATION AND RESPONSIBILITIES**

### ***4.1 Board of Management, Stepping Stones Special School***

The Board of Management is responsible for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work by:

- Taking a direct interest in the policy and positively supporting any person whose function it is to carry it out.
- Ensuring at all times that competent staff and appropriate materials are available to meet the requirements of all safety legislation.
- Periodically appraising the effectiveness of the policy.
- Periodically reviewing their own responsibility and that of all other persons concerned with the effectiveness of the policy.
- Ensuring that adequate financial resources are available to meet health and safety objectives.

### ***4.2 Safety Representative, Stepping Stones Special School***

The Safety Representative is **Sandra McGrath** and is responsible for:

- Carrying out an annual Health & Safety audit in consultation with the Principal (please see annual health and safety checklist at front of risk assessment folder and class health and safety check)
- Updating the Health & Safety Statement (when necessary) in consultation with the Principal
- Identifying risks to Health & Safety and planning for the management of those risks.
- Is leader worker representative under the schools response plan for reopening school during Covid 19
- Ensure the responsible person/s prepare Safety statements/risk assessments for their areas of responsibility on a termly basis.
- Ensure that the responsible person/s provide a comprehensive safety training programme for staff under their control and ensure so far as reasonable practicable that staff attend such training courses.
- Ensure that when necessary, corrective action is taken without delay by responsible persons or their authorized deputies.
- Ensure that incident reports and progress reports are reviewed.
- Ensure responsible persons pursue on-going consultation with staff.
- Ensure so far as is reasonable practicable that sufficient funds and resources are available to enable the Safety Statement to be reasonably implemented.
- Ensure employee safety, health and welfare matters are included on the agenda of their management team.

A safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the place of work. The

employer must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of over-coming them. Consultations would be particularly important when changes are taking place, for example when drawing up a safety plan, or introducing new technology or work processes, including new substances. They also have a part to play in long established work practices and hazards.

The functions of the safety representative also include:

- accompanying an inspector carrying out an inspection under Section 64 of the 2005 Act other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector)
- at the discretion of the inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work
- make representations to the employer on safety, health and welfare at the place of work
- make verbal or written representations to inspectors including on the investigation of accidents or dangerous occurrences
- receive advice and information from inspectors in relation to safety, health and welfare at the place of work

Employees can present health and safety issues/concern to the Safety representative to allow direct representation to the School Principal

#### **4.3 Safety Officer, Stepping Stones Special School**

The safety officer is Michael Murray and is responsible for:

- Carrying out an annual Health & Safety audit in consultation with Health and Safety representative and the Principal (please see annual health and safety checklist at front of risk assessment folder and class health and safety check)
- Updating the Health and Safety Statement (when necessary) in consultation with the Principal
- Identifying risks to Health and Safety and planning for the management of those risks.
- Is lead worker representative under the schools response plan for reopening school during Covid 19

## 5. RESOURCES

Stepping Stones Special School will:

- Liaise with the National Health and Safety Authority and other statutory bodies on matters of accident control and occupational safety and health.
- Liaise with advisory services on occupational safety, health and hygiene matters.
- Provide Health and safety checklists for each classroom twice a year (September and January) to control environmental factors that may be injurious to health.
- Health and safety rep will complete a checklist for the rest of the school.
- Provide and arrange for provision of fire and safety training using the “Fire warden training CD” kept in the Principals office.
- Investigate all incidents and accidents where reported.
- Deal with any safety issues as these arise from time to time.
- Covid 19 response plan

## **6. CO-OPERATION REQUIRED FROM EMPLOYEES**

All employees have a duty to take reasonable care for their safety, the students in their care, that of their colleagues and anyone else that may be affected by their acts of omissions while at work.

They have a duty to abide by the safe systems of work and School Instructions and to discharge their work in a safe manner so as to avoid injury to themselves or others and to avoid damage to school equipment.

Employees are also required to co-operate with the school in a manner that will ensure that the school operates at all times within the law and to report any defects of which they become aware in equipment, place of work or system of work which might endanger Safety, Health and Welfare at work. Employees have a responsibility to read any and all school policies. All employees need to read the Covid 19 response plan and comply with the Covid 19 response plan and follow coughing and sneezing etiquette, to follow guidance in relation to staying within their designated pods, wear face coverings and aprons provided and to complete the 'pre return to work questionnaire' at least 3 days before returning to work.

To misuse or ill-treat equipment provided for Safety, Health and Welfare could lead to disciplinary action.

To ensure to fill out data for the Director where incidents of challenging behaviour occur and to fill out an incident/accident report form for school and home (if required) records.

## **7. CONSULTATION & INFORMATION**

The principal mechanism for consultation with employees will be via the Safety representative who will then inform the principal. If there is a need for the caretaker to attend to an issue it is the responsibility of the employee to write it in his red folder at reception (this needs to be dated and signed).

The Safety representative will be afforded the opportunity to make Representation on any topic of concern to the Principal.

## **8. TRAINING**

All employees will receive training from the safety representative annually to ensure that they fully understand the hazards associated with their working environment and are fully aware of the Safety precautions in the event of an emergency.

Training will be given, as appropriate, in:

- First Aid
- Personal Safety (PCM)
- Safe Manual Handling
- Fire Fighting and Prevention (teachers only).

Training will also be given, as necessary to all employees to ensure that they have the necessary skills and knowledge to organise work procedures safely and without risk to health.

## 9. SECURITY

The chairperson of the Board of Management, Principal, class teachers, behavior support members and school cleaner have a key to open/lock the school as well as the code for the alarm system to set and unset it on entering and exiting the school.

All full-time staff members working in Stepping Stones Special School have access to the school front door, door leading from the reception to the hall way and the quiet room via a fob key.

There are sign in books at reception used for:

1. For visitors to the school, this would include parents, SLT, OT, Physio, drama teacher and yoga teacher, Covid 19 guidelines state that visitors need to complete a contact tracing form that can be found in reception.
2. Bus escorts (afternoon only)
3. Substitution staff

There are security cameras in each room of the school. There are also security cameras externally on the building. The only exception being; the principal's office, toilets and staff room.

## 10. HAZARD IDENTIFICATION AND RISK ASSESSMENT

It is the School's Policy to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. Risks are assessed in order to prioritise the employment of controls and the allocation of resources.

### Characteristic

- Possibility of fatality or serious injury.
- Possibility of minor injury to a small number of people.
- Risk of some material loss.
- The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
- The possibility of injury or material loss is unlikely although conceivable

There is a template for risk assessments in the Principals office in the Health and Safety folder.

Each class teacher should complete a risk assessment for any new activities that a student may be taking part in or for new students. All staff need to be aware of where the class risk assessments are kept and all the controls that have been identified in these risk assessments.

## 11. FIRE

In the event of a fire, death or injury is more likely to be caused by asphyxiation due to inhalation of smoke and hot gases than by direct burning. Out of necessity large quantities of paper are used on the premises, these can supply sufficient fuel for the development of a serious fire following ignition. The control of fuels of this nature should form part of the normal day-to-day management of school's buildings and a common-sense approach to storage and use can effectively reduce or eliminate the risk of fire occurring.

All employees must ensure that:

- Stocks of paper, files, drawings, etc. are stored appropriately in each classroom.
- Paper or other combustible solids are not stored on floors, in corridors or escape routes.
- Unwanted stocks of paper, obsolete or damaged furnishings are removed from the building and disposed of safely.
- Fire doors must be kept clear of all clutter.
- Regular cleaning of all areas within the building is carried out and that rubbish is removed for disposal.
- Sockets are not overloaded (the sockets will trip if they are overloaded, if this happens the health and safety representative and school Principal need to be notified immediately).
- Cleaning sprays or liquids labeled as "Highly Flammable" are kept to the minimum quantity necessary, and properly stored away. Only ECOVER sprays are used in the classrooms.

The Staff Safety Representative will assume responsibility for implementing and monitoring fire safety standards within the building.

**The Staff Safety Representative must ensure that:**

- Teachers take part in viewing the Fire awareness training CD as a component of employee induction courses.
- The Company's no-smoking policy shall be adhered to by all employees and visitors to the school.
- Fire Marshals are appointed for each classroom (class teachers)
- Fire Marshals are familiar with relevant information on fire safety.
- Employees are fully conversant with evacuation procedures and that they can be evacuated as quickly as possible in an emergency.
- A record is kept of all evacuations (school administrator)
- Arrange for the expeditious removal of all fire hazards.

- Fire evacuation notices (including names and areas of responsibility of Fire Marshals) are up-to-date and posted prominently on notice-boards.

### **FIRE MARSHALS**

The School ensures that it has an adequate number of trained Fire Marshals at all times. The Fire Marshals are:

<b>Name</b>	<b>Classroom</b>
Red room	Classroom Teacher
Blue room, kitchen, staff toilets	Classroom teacher
Yellow room	Classroom Teacher
Green room, life skills room	Classroom Teacher
Purple room	Classroom Teacher
Reception, Sensory room and reception toilet	Administrator
1:1 room, sensory room, resource room, behavior office	Director of education
OT Room	Principal

In the event of a fire or an emergency evacuation, a Fire Marshal should:

1. Ensure that the alarm is raised and that the School Principal has been notified (not in the event of a fire drill).
2. Notify the School Principal of the nature of the emergency.
3. Ensure that all employees and students are evacuated to the appropriate Assembly Area by way of the appropriate emergency exit.
4. Check that all areas (including toilets) are vacated when the fire alarm is sounded.
5. Ensure that all windows and doors are closed to minimise the danger of the fire spreading (this should normally be carried out by room occupants).
6. Ensure that the fire doors are shut at all times to prevent smoke getting into the classrooms and hampering evacuation.
7. Check that all employees and students of his/her classroom are present at the predetermined assembly area.
8. Staff Safety Representative will call roll and staff attendance at Assembly Area.

## **FIRE DRILLS**

- ◆ Evacuation procedure will be as above.
- ◆ It is the School's policy that:
  - Drills are held once every school term.
  - An evacuation time of **less than two minutes** should be aimed for.
  - Every fire drill/evacuation should be followed up by a meeting of Fire Marshals to determine what deficiencies arose.

## **FIRE PROTECTION EQUIPMENT**

Fire extinguishing/alarm equipment is provided in each of the designated areas.

The services and maintenance of:

- Fire Extinguishing Equipment (Annually)
- Fire Detection and Alarm Equipment (Quarterly)

is provided by appropriately qualified service engineers.

## **DISCOVERY OF A FIRE**

Employees should be familiar with the action they should take on discovery of a fire. They are also responsible for taking full responsibility for the evacuation of the students in their care at the time of the evacuation:

### **IF FIRE OCCURS**

- Notify other staff members as quickly as possible.
- Call the fire emergency services.
- Notify the Principal.
- Attack fire if no risk - using appropriate fire extinguisher

### **IF DANGER**

- Don't take risks
- Leave the building

What do I do when the smoke alarm is activated?

### **WHEN FIRE ALARM SOUNDS**

- Co-operate with fire marshals
- Leave the building by the nearest escape route
- Close all doors behind you
- Don't stop for personal belongings
- Don't take risks
- Report to your designated assembly point
- Don't return to the building until the all clear is given

The aim is to have all employees and students evacuated from the building  
**Within 2 minutes**

## **12. CHEMICAL STORAGE**

An inventory of all chemical agents used in Stepping stones, together with the safety data sheets for each agent can be found in a red folder in the locked cabinet in the staff room toilet area.

The SDS manages the safe use of chemicals in Stepping Stones School. It ensures the product is being used as intended by the manufacturer or importer. It is a key tool for risk assessment as it includes detailed hazard information. (Please see risk assessment on using chemical products in the risk assessment folder) It provides options for appropriate controls measures and procedures to be applied. Sufficient information should be

provided to select the necessary Personal Protective Equipment (PPE) and to develop necessary emergency procedures

### **13. CHALLENGING BEHAVIOUR**

There is a high risk for challenging behaviour from the students during the school day. The consequences associated with such behaviour may result in physical injuries, stress and trauma to staff members.

Staff members receive information in relation to those students most likely to present with challenging behaviour and are instructed as to how best handle such situations in order to minimize the risk of injury either to themselves or the child (behaviour support plan)

All staff members should be familiar with the behaviour support plan for the children they are working with. If a staff member is in doubt as to how to handle an incident of challenging behaviour they should immediately request the assistance of the Director of Education.

The Director of Education has full responsibility in relation to ensuring that all such instruction takes place and is reviewed as appropriate to ensure maximum effectiveness.

All permanent/fixed term staff members should be trained in the procedures and theory of Professional Crisis Management (PCM) under the guidelines provided by the Professional Crisis Management association (PCMA). Please see PCM policy ratified by the BOM in November 2015.

All incidences of challenging behaviour must be reported immediately to the Director of Education and the School Principal who will determine the appropriate action to be taken on a case by case basis.

If a staff member is injured as a result of an incident/accident, the First Aid Responder is informed. They will advise the staff member of what action to take (e.g. ice pack/wipe with antiseptic wipe or to go to their doctor to seek further medical advice)

In the event of an injury to a staff member or a student (Appendix 1) an Incident/accident Report Form will be completed, a copy of the form sent home (in case of a student) and the incident will be logged in the Accident/Incident Report Book.

The School Principal is responsible for determining the appropriate course of action to be taken in relation to medical visits.

## 14. **PREGNANT EMPLOYEES**

The Board of Management is committed to protecting both the pregnant employee and the unborn infant from injury during the course of work.

On receiving notification that a staff member is pregnant, the Principal assesses the specific risks to the staff member, and takes action to ensure that she is not exposed to anything which may damage either her health or the health of her developing child.

A risk assessment will be completed on pregnant employees and this will be carried out on an individual basis by the school principal. (Appendix 2)

Each employee has a responsibility to inform her employer of their pregnancy.

## 15. ELECTRICAL EQUIPMENT

Electrical equipment that is improperly installed, maintained or used in an unsafe manner constitutes a health and safety hazard. The health and safety risks from electrical hazards are electric shock, fire, trips and falls from loose cables and explosion.

All electrical hazards must be reported immediately to your Staff Safety Representative. These will include:

- ⇒ Loose connections
- ⇒ Defective insulation
- ⇒ Trailing leads
- ⇒ Overloaded circuits (extension leads plugged into other extension leads)
- ⇒ Worn or damaged appliances
- ⇒ Damaged cables
- ⇒ Broken switches

1. The wiring of all equipment will conform to the highest standards.
2. Those who purchase the school equipment will consider the safety features of the equipment.
3. If required, electrical adapters should be used to a minimum.
4. When vacating a classroom, all equipment not in use should be switched off.
5. Unqualified personnel should not tamper with electrical equipment

## 16. VIDEO DISPLAY UNITS (VDU)

The difficulties experienced by VDU workers include eye problems, headaches, upper limb dysfunction, and repetitive strain injury. These problems have their root cause not in the machine itself but in the position posture and modus operandi of the user. The requirement of employees in the school to use computers is low and will take place sporadically during the school day.

Employees working at VDU's will receive information on their use and will take part in a risk assessment for same.

([http://www.hsa.ie/eng/Workplace\\_Health/Manual\\_Handling/Manual\\_Handling\\_Guidance\\_Documents/DSE\\_Blank.pdf](http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Guidance_Documents/DSE_Blank.pdf))

Please see completed risk assessment for VDUs for the school administrator, school principal and director of education in the risk assessment folder.

The Safety and Health information will include elements relating to posture, eyesight, lighting, layout, rest pauses as follows:

**Rest Pauses** – Should you find that in any day you are required to use a VDU on a more regular basis you should ensure that you take such natural breaks or pauses as required to complete the work in a comfortable manner.

**Work Chairs** - The chairs provided allow the employee easy freedom of movement and seat height is adjustable. The back rest or lumbar support is adjustable in height and tilt.

**Keyboards** - The Keyboard should be separate from the screen and it should be at an angle of 10-15 degrees to the worktop. The keyboard should be moveable by the operator to his/her most comfortable position. There should be sufficient space on the desk in front of the keyboard to provide support for the hands and forearms of the operator.

**Viewing Distance** - A viewing distance of 500-600mm is the preferred (optimal) viewing distance for most operators. Anyone experiencing difficulty in achieving comfortable viewing within this range should seek an eye test.

**Reflections and Glare** - In order to avoid reflections and glare, operators should position their VDU's at 90 degrees approximately from windows, facing slightly into the room.

**Vision Checks** – As required frequent VDU users will receive vision screening examinations as outlined by the EEC VDU Directive.

## 17. **DRIVING ON SCHOOL BUSINESS**

All persons who drive on public roads are subject to the provision of the Road Traffic Act 1961. They must, at all times drive in a manner that is safe both to themselves and other road users and at all times observe the basic “rules of the road”. We expect all those who are requested to drive on school business not alone to fulfil their obligations under the 1961 Act but coupled with the Safety, Health and Welfare at Work Act 1989 to observe the following guidelines:

- Wear a safety belt at all times.
- Do not drink alcohol or take medication that could affect driving ability.
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir etc. at regular intervals.
- Ensure vehicle is serviced regularly.
- Report all accidents or damage, no matter how minor.
- Ensure that you have permission from the Principal to use your car for school business.

**A class teacher must be present on the school bus for all school trips/community outings.**

## 18. HOUSEKEEPING

Poor housekeeping can result in a variety of risks to employees and students. Accumulating waste can give rise to a serious fire risk and can block fire exits. Untidy and cluttered classrooms and office areas can present a risk of tripping, while pointed objects (tacks, scissors, blades, etc.) can inflict cuts.

The housekeeping standards of each classroom and office area are the responsibility of the respective employees occupying those areas.

- General housekeeping standards will be monitored by the Staff Safety Representative.
- Travel mugs must be used in classrooms where staff are drinking hot beverages outside of the kitchen
- Cleaning and polishing is carried out each night by the school cleaner
- All rubbish will be removed from work areas nightly around the building to a collection point and removed for disposal once per week.
- All items left unattended in corridors and at doorways will be removed and disposed of.
- All cleaning material and solvents must be stored in the “Cleaning cupboard”.
- Water or other spillages that can be the cause of slipping or falling must be removed immediately and the wet floor sign should be displayed.
- Fire points will be kept clear of all waste items.
- All exits and entrances will be kept clear at all times.
- Employees must assist by not leaving items of waste in hallways, corridors, etc.

## 19. **FURNITURE AND FITTINGS**

Thoughtless positioning of furniture can cause collisions with sharp corners of desks, and cabinets falling over.

- All furniture should be placed so that walk-ways are unobstructed.
- Employees should not lean back on chairs because of the risk of overturning.
- Filing cabinet should be placed so that there is ample room when a drawer is open and should not open into walkways.
- If a filing cabinet is not fully loaded, the load should be spread over the drawers or preferably, more should be stored in the lower drawers.
- All drawers must be closed immediately after withdrawing or inserting files.
- Employees must not sit on tables as this may result in a slip or fall.

## 20. MANUAL HANDLING

Employees can be involved in lifting packs of paper or large boxes, if so they should get assistance from another member of staff. The main injuries associated with manual handling area:

- Back strain, slipped disc.
- Lacerations, damage to hands or fingers
- Various sprains, strains etc.

If there is a requirement to lift heavy office furniture, PCs or other heavy equipment in the school building, these will be carried out by nominated persons who have received manual handling training.

Lifting, swinging or carrying students/children is a safety risk.

Employees will attend manual handling courses not more than every 3 years or as required.

New/substitute employees are not to attempt to lift or move, on their own, articles or material which may result in an injury to them. They should seek help from staff who are trained in manual handling.

## 21. **SMOKING**

To comply with the Tobacco Smoking (prohibition) regulations 2003, smoking is not permitted in the school premises or surrounding grounds.

With effect from 26 January 2004 the Regulations prohibit the smoking of tobacco products in a place or premises (other than a dwelling) as specified in the Schedule to the Regulations.

Smoking is not permitted in front of students.

## 22. FIRST AID

All injuries must be reported as soon as possible to the First Aid responder, Staff Safety Representative and school Principal.

The following employees have up to date Occupational First Aid certification.

<b>Name</b>	<b>Position Held</b>
Lisa Kelly	First Aid Responder
Karen Devine	First Aid Responder

*First Aid kits are located in the following Locations:*

- Reception / office
- Red room
- Blue room
- Yellow room
- Green & Orange
- Purple
- Kitchen

The contents of each kit will be as follows:

- Adhesive Plasters
- Triangular Bandages
- Safety Pins
- Medium Dressings
- Large Dressings
- Extra Large
- Antiseptic Wipes
- Pairs of Latex Gloves
- Isolaide Resuscitation Device
- Ice Pack (kept in freezer in kitchen)
- Crepe Bandage 7.5cm
- Conforming Bandage 7.5cm
- Solvaline Dressings
- Zinc Oxide Tape 1.25cm
- Pack of Finger Bobs
- Disposable Foil Blanket

## 23. INCIDENT/ACCIDENT REPORTING

All dangerous occurrences and accidents (no matter how trivial) must be reported to the First Aid Responder and Principal immediately.

An Incident/Accident Report Form (Appendix 1) or a Parental Notification of an Incident (appendix 2) depending on persons involved, available from the School Administrator, should be completed by the staff member involved and/or student's Teacher, first aider and school principal.

### **If a student is injured following an accident or incident from SIB/challenging behaviour from another student**

1. Class teacher will phone the parents to notify them of what happened and how the student is at that time (if class teacher is absent a member of the behaviour support team/in school management will call).
2. A copy of the incident/accident report form will be sent home and the original to be given to Dolores.
3. Do not write any student names on the accident incident report form.

### **If a student engages in challenging behaviour and injures another student/staff member:**

1. The student's parents will be called by the class teacher and advised what happened during the incident. A Parental Notification of an Incident form will also be sent home to the student who engaged in the challenging behaviour.
2. The student/staff member who were injured in the incident will not be named during the phone call or on the form.
3. The principal and behaviour support team will be notified of what happened.
4. The classroom staff will complete an ABC for the behaviour support team.

### **If a staff member is injured following an incident of challenging behaviour (an incident report form is completed *if the staff member is injured* and filed in our incident/accident report folder):**

1. The class teacher will notify parents by phone. A Parental Notification of an Incident form will be sent home. The teacher will use clear communication with parents. ABC form completed.
2. If parents would like to talk to the class teacher/behaviour support about this further they can ring the school on 01 5054398.

The Staff Safety Representative/First Aid Responder will report the accident to the school principal, arrange for immediate investigation of the accident/dangerous occurrence with a view to preventing a reoccurrence and record it in the School's Accident Report Book (kept in office).

## Guidance on incident/accident reporting + parental notification

### ***DO NOT WRITE ANY NAMES ON ANY FORMS***

#### ***What to do if a student is injured following an accident or incident from SIB/challenging behaviour from another student?***

**Who:** Injured student

**Form to be filled out:** Accident incident report form

4. Get the first aid responder (FAR) to treat injury and fill out appropriate section on accident incident report form
5. Witness if applicable to fill out appropriate section on accident incident report form.
6. Class teacher to call injured student's parents.
7. Get form signed from principal. Make a photocopy. Send a copy home and give original to Dolores.
8. Fill out tick sheet on classroom notice board.

#### ***What to do if a student engages in challenging behaviour and injures another student/staff?***

**Who:** Student who engages in challenging behaviour

**Form to be filled out:** Parental Notification of an Incident + ABC

5. Class teacher will call the student, who engages in challenging behaviour, parents. The student/staff member who was injured in the incident will not be named during the phone call.
6. Get form signed from principal. Make a photocopy. Send a copy home and give original to Dolores.
7. Fill out tick sheet on classroom notice board.

#### ***What to do if a staff member is injured following an incident of challenging behaviour?***

**Who:** Injured staff

**Form to be filled out:** Accident incident report form

1. Get the first aid responder (FAR) to treat injury and fill out appropriate section on accident incident report form
2. Witness if applicable to fill out appropriate section on accident incident report form.
3. Get form signed from principal. Make a photocopy. Injured staff member to keep a copy and give original to Dolores.

## 24. Guidance on incident/accident reporting + parental notification

**DO NOT WRITE ANY STUDENT NAMES ON ANY FORMS**

***What to do if a student is injured following an accident or incident from SIB/challenging behaviour from another student?***

**Who:** Injured student

**Form to be filled out:** Accident incident report form

1. Get the first aid responder (FAR) to treat injury and fill out appropriate section on accident incident report form
2. Witness if applicable to fill out appropriate section on accident incident report form.
3. Class teacher to call injured student's parents.
4. Get form signed from principal. Make a photocopy. Send a copy home and give original to Dolores.
5. Fill out tick sheet on classroom notice board.

***What to do if a student engages in challenging behaviour and injures another student/staff?***

**Who:** Student who engages in challenging behaviour

**Form to be filled out:** Parental Notification of an Incident + ABC

1. Class teacher will call the student, who engages in challenging behaviour, parents. The student/staff member who was injured in the incident will not be named during the phone call.
2. Get form signed from principal. Make a photocopy. Send a copy home and give original to Dolores.
3. Fill out tick sheet on classroom notice board.

***What to do if a staff member is injured following an incident of challenging behaviour?***

**Who:** Injured staff

**Form to be filled out:** Accident incident report form

1. Get the first aid responder (FAR) to treat injury and fill out appropriate section on accident incident report form
2. Witness if applicable to fill out appropriate section on accident incident report form.
3. Get form signed from principal. Make a photocopy. Injured staff member to keep a copy and give original to Dolores.



[www.steppingstoneschool.ie](http://www.steppingstoneschool.ie)

# ACCIDENT/INCIDENT REPORT FORM

## (Circle as appropriate)

*This is a legal document and needs to be completed immediately once the accident/incident occurs. In accordance with the 2005 Act all employees are required to co-operate fully with the employer so that appropriate safety, health and welfare policies are established, implemented and adhered to.*

Time of accident/injury: \_\_\_\_\_

Day and date of accident/injury: \_\_\_\_\_

Day and date of completion of form: \_\_\_\_\_

Where did the accident/injury take place? \_\_\_\_\_

Injured party:            Student            Staff            **(circle as appropriate)**

Detail of accident/incident: Aggression/ Self harm/ Manual handling/ Slip/ Trip/ Fall/  
Struck by object/ Absconsion/ Medication/ Environmental (e.g. fire)/Other

Briefly describe the accident/incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the action taken to deal with the accident/injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What part of the body was affected: \_\_\_\_\_  
\_\_\_\_\_ (Please mark area on diagram attached)

What was the nature of the injury (E.g. bruise, sprain) \_\_\_\_\_

Name of staff member completing form: \_\_\_\_\_ (Block letters)

Witness/witnesses of accident/incident (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_ (Block letters)

Witness/witnesses statement(s) (if applicable):  
\_\_\_\_\_

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(please attach additional sheets if necessary)

Reported to First Aid Responder Yes/No (If No, state why not)

First Aid Responder notes: \_\_\_\_\_

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First Aid responder signature: \_\_\_\_\_

Was first aid administered? Yes/No (**circle as appropriate**)

First aid details: \_\_\_\_\_

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Was parent contacted? Yes/no/Not applicable-staff member (**circle as appropriate**)

Who contacted the parent? \_\_\_\_\_

Additional notes e.g. (was child comforted/was GP visit advised etc.) \_\_\_\_\_

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Describe corrective measures that need to be taken to address immediate hazards related to the incident (e.g. dry floor if wet, review BSP if necessary etc.)

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Staff signature: \_\_\_\_\_

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

Principal signature: \_\_\_\_\_

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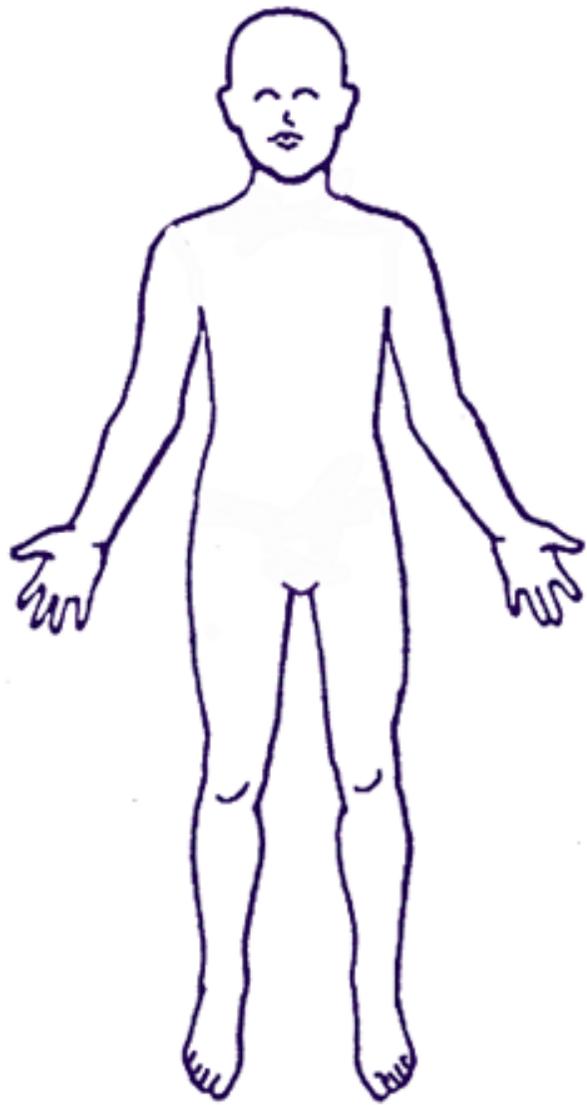
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Received form on/Time: \_\_\_\_\_

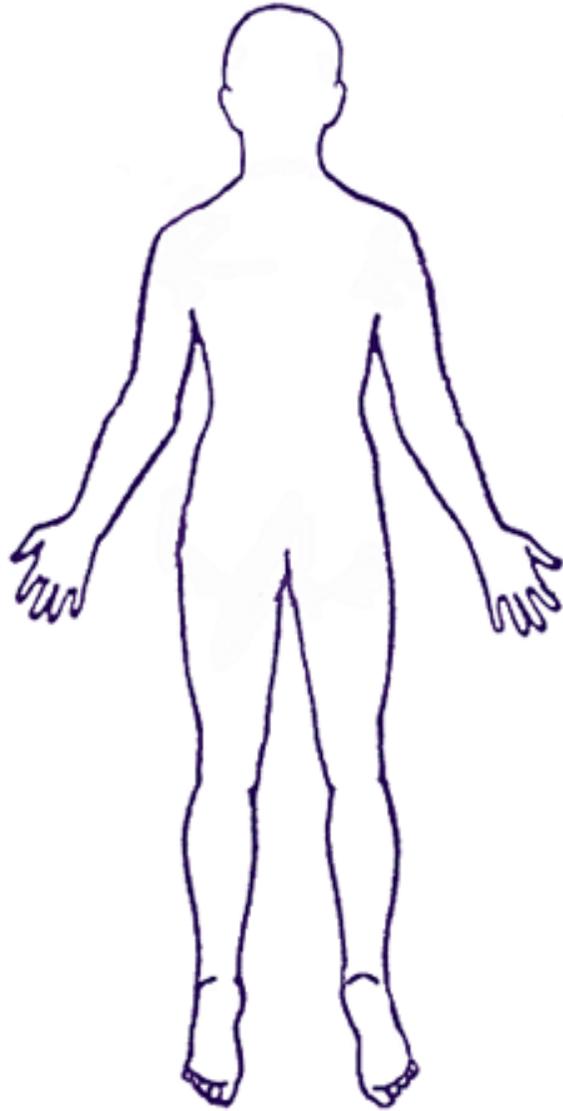
Other comments: \_\_\_\_\_

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Front of body



Back of body

(please mark injured area with an X)



Roll No: 20379Q

## PARENTAL NOTIFICATION OF AN INCIDENT

Day & date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Detail of incident: bite / hit / hair pull / kick / pinch / spit / other \_\_\_\_\_ (Circle as appropriate)

Briefly describe the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Incident reported to parent: Yes No (Circle as appropriate)

Class teacher signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

## Checklist and Risk Assessment for new and Expectant Mothers

### Step 1

The checklist should be completed first: this will help you to identify any hazards to the new or expectant worker.

### Step 2

Where you have identified there is a hazard and assessed the risk to the new or expectant worker, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the new or expectant worker.

### Note

This checklist is not exhaustive: other issues with the new or expectant worker's work conditions/place may need to be considered.

The risk assessment should be reviewed on a regular basis throughout the pregnancy and any necessary control measures put in place.

Employee's name:

Date:

Job title:

Form completed by:

Principal:

1. Visual display unit (VDU)		Yes/No	Further Action Required
1.1	Does the employee use a computer for long periods of time?		
1.2	Is the VDU work equipment and furniture such as the chair, suitable and comfortable for the employee?		
1.3	Has a VDU risk assessment been completed for the employee?		
<p><b><u>Risk</u></b> Inappropriate size, layout, or space in relation to the workstation or work area due to increasing size and reduced mobility, dexterity, balance during pregnancy.</p>		<p><b><u>How to Avoid the Risk</u></b> VDU assessments should be revised for new and expectant mothers to avoid problems caused by stress and anxiety and workstation size and set up.</p>	

2. Manual Handling		Yes/No	Further Action Required
2.1	Is the employee expected to carry or move heavy loads?		

2.2	Is the employee expected to carry or move children?		
2.3	Is the employee aware of safe moving and handling techniques?		
2.4	Does the employee experience backache associated with moving and handling activities and poor work postures?		
<p><b>Risk</b> New or expectant workers are especially at risk from moving and handling injuries. Hormonal changes can affect the ligaments, increasing susceptibility to injury, and postural problems may increase as the pregnancy progresses. There can also be risks for those who have recently given birth. For example, after a caesarean section there is likely to be a temporary limitation on moving and handling capability.</p>		<p><b>How to Avoid the Risk</b> Alter the nature of the task to reduce risks from moving and handling. This could be for all workers including new and expectant mothers, or you may just have to address the needs of the new and expectant mothers, specifically reducing the amount of physical work she undertakes, or providing mechanical aids to reduce the risks.</p>	

3. Physical Agents		Yes/No	Further Action Required
3.1.	Is the employee exposed to excessive noise? (such as noisy machinery)		
3.2	Is the employee expected to work in awkward/confined spaces?		
3.3	Does the employee have to sit or stand for long periods of time?		
<p><b>Risk</b> <b>Confined Spaces</b> – Working in confined spaces, or at workstations which do not adjust sufficiently to take account of the increased abdominal size, particularly during the later stages of pregnancy. This may lead to sprain or strain injuries. Dexterity, agility, co-ordination, speed of movement, reach and balance may also be impaired and an increased risk of accidents may need to be considered. <b>Sitting</b> – Constant sitting during pregnancy poses a relatively high risk of thrombosis or embolism. In the later stages of pregnancy, women are likely to experience backache, which can be intensified for remaining in a specific position for a long period of time. <b>Standing</b> – Standing for a prolonged period of time may cause dizziness, faintness and fatigue.</p>		<p><b>How to Avoid the Risk</b> <b>Confined spaces</b> – Introduce or adapt work equipment. Redesign the workstation and/or work area. Redesign the job content. <b>Sitting</b> – Avoid sitting for long periods. Women should have the opportunity to alternate between standing and sitting and to exercise/move to maintain healthy circulation. Regular rest breaks should be provided. <b>Standing</b> – Avoid standing for long periods of time.</p>	

4. Slips, trips and falls		Yes/No	Further Action Required
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4.1	Is the employees work area free from slips trips and fall hazards? ( <b>Such as trailing wires, uneven flooring, spilt substances?</b> )		
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5. Violence and aggression		Yes/No	Further Action Required
5.1	Is the employee exposed to potentially violent situations from: <ul style="list-style-type: none"> <li>• Children?</li> <li>• Adults?</li> </ul>		
<p><b>Risk</b> If a woman is exposed to the risk of violence at work during pregnancy, when she has recently given birth or while she is breastfeeding this may be harmful. It can lead to miscarriage, premature delivery and underweight birth, and it may affect the ability to breastfeed.</p>		<p><b>How to Avoid the Risk</b> All face to face contact with students where there is believed to be a significant risk above that identified by the generic risk assessment must be risk assessed. Change the design of the job – avoid lone working, reduce/remove the face to face student contact, reassign difficult cases.</p>	

6. Welfare		Yes/No	Further Action Required
6.1	Is there a rest room or a suitable area for the employee to rest?		
6.2	Has the employee received any advice from the doctor or midwife that has any bearing on her role?		
6.3	Are there any other specific welfare issues mentioned by employee?		
6.4	Is the employee allowed regular breaks?		
6.5	Is the employee allowed to take a comfort break when needed?		
6.6	Does the employee suffer from morning sickness? This may be relevant where early morning shifts are worked, or where there may be exposure to nauseating smells.		
6.7	The employee's posture is also significant if varicose veins and/or haemorrhoids develop – the latter also being linked with a hot work environment.		
6.8	Can nursing mothers frequently re-hydrate?		
6.9	Do nursing mothers have a facility for privately expressing milk?		

<p><b>Risk</b>  <b>Rest facilities</b> – Tiredness increases during and after pregnancy and may be exacerbated by work related factors.  <b>Hygiene facilities</b> – Because of pressure on the bladder and other changes associated with pregnancy, new or expectant women often have to go to the toilet more frequently and urgently than others. Breastfeeding women may also need to, due the increased fluid intake to promote breast milk production.</p>	<p><b>How to Avoid the Risk</b>  <b>Rest facilities</b> – There must be facilities to sit or lie down in comfort and in privacy. Access to drinking water should also be available.  <b>Hygiene facilities</b> – If necessary measure should be put in place to ensure that new and expectant mothers can leave their workstations at short notice.</p>
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<b>7. Working at Height</b>		<b>Yes/No</b>	<b>Further Action Required</b>
7.1	Does the employee have to carry out any work that requires them to work from height? <b>(Such as putting up displays, ladder use).</b>		
<p><b>Risk</b>  It is hazardous for new or expectant women to work at heights, for example for short duration work off of ladders.</p>		<p><b>How to avoid the Risk</b>  Working at height should be avoided by new and expectant mothers.</p>	

<b>8. Stress at Work</b>		<b>Yes/No</b>	<b>Further Action Required</b>
8.1	Is the employee exposed to undue stress?		
8.2	Has a stress risk assessment been carried out?		
<p><b>Risk</b>  New and expectant mothers can be particularly vulnerable to occupational stressors for a variety of reasons.</p> <ul style="list-style-type: none"> <li>• Hormonal, physiological and psychological changes occur and sometimes change rapidly during and after pregnancy, sometimes affecting susceptibility to stress, or to anxiety or depression in individuals.</li> <li>• Financial, emotional and job insecurity may be issues, due to changes in economic circumstances brought about by pregnancy.</li> <li>• It may be difficult to organise work and private life, especially with long, unpredictable or unsocial working hours or where other family responsibilities are involved.</li> </ul> <p>Stress is associated in some studies with increased incidence of miscarriage and pregnancy loss, and also with impaired ability to breastfeed.  Where women have recently suffered loss through stillbirth, miscarriage, adoption at birth, or neonatal death, they will be especially vulnerable to stress, as will women who have experienced serious illness or trauma associated with pregnancy or childbirth.</p>		<p><b>How to Avoid the Risk</b>  If individuals are experiencing stress than an individual stress risk assessment should be completed.</p> <p>Protective measure may include adjustments to working conditions , and ensuring that the necessary understanding, support and recognition is available when the women returns to work, while her privacy is also respected.</p>	

<b>9. Biological</b>		<b>Yes/No</b>	<b>Further Action Required</b>
9.1	<p>Is the employee exposed to any infectious diseases particularly the following:</p> <ul style="list-style-type: none"> <li>• Rubella (measles)</li> <li>• Chickenpox</li> <li>• Slapped cheek disease</li> <li>• Chlamydia Psittaci (from lambs)</li> <li>Other (specify)</li> </ul> <p>(For more information on diseases refer to the Health Protection Agency Guidance on Communicable Disease and Infection Control in Schools and Nurseries or to the Safetynet document on Infectious Control Guidance).</p>		
9.2	<p>Is the employee exposed to any bodily fluids? (Protective gloves should be worn)</p>		
<p><b><u>Risk</u></b>  The level of risk will depend on the type of work carried out, the infectious disease the worker is exposed to and the control measures in place. There will be an increased risk of exposure to staff who have contact with;</p> <ul style="list-style-type: none"> <li>• Human blood and body fluids</li> </ul> <p>Usually during pregnancy, women are no more likely to catch an infection than at other times, however in some cases, the infection may be more severe in pregnancy. It is important to remember that if the mother does become infected, some infections may be dangerous for the baby.</p>		<p><b><u>How to Avoid the Risk</u></b>  When assessing the infection risks to all staff the following should be considered:-</p> <ul style="list-style-type: none"> <li>• The types of infection likely to be transmitted at work</li> <li>• The possible sources of infection</li> <li>• The likelihood that a possible source of infection i.e. student, is actually infected</li> <li>• The number of different sources of infection that staff may come into contact with and how often it may occur</li> <li>• The control measures already in place to protect employees</li> <li>• The medical history of the employee</li> <li>• The history of previous infection or immunisation</li> <li>• The need for suitable information, instruction and training for employees which may help them to prevent or reduce the risk from infection.</li> </ul> <p>Guidance on infections that are known to present a risk to the foetus and new-born baby are detailed in appendix 2 of the HSE publication 'Infection Risks to new and expectant mothers in the workplace'.</p>	

<b>10. Chemical Agents</b>		<b>Yes/No</b>	<b>Further Action Required</b>
10.1	Is the employee exposed to any chemical agents? (Check COSHH risk assessments and chemical datasheets)		
<b>Risk</b> <b>Hazardous Substances</b> – Some substances are classified with the following warnings: - R61 may cause harm to the unborn child, R63 possible risk of harm to the unborn child & R64 may cause harm to breastfed babies. However, the actual risk to health of these substances is determined by how they are used in the workplace.		<b>How to Avoid the Risk</b> <b>Hazardous Substances</b> – All hazardous substances should be placed in appropriate storage facilities.	

<b>11. School environment</b>		<b>Yes/No</b>	<b>Further Action Required</b>
11.1	Is the employee exposed to students who presents with high intensity physical challenging behaviour in the classroom		Classroom teacher will schedule the class timetable so that the pregnant employee is not timetabled to work directly with the students displaying high intensity physical challenging behaviour in the classroom
<b>Risk</b> Students who present with high intensity physical challenging behaviour could come into contact with employee		<b>How to Avoid the Risk</b> Pregnant employee does not work with students on a 1:1 basis who displays high intensity challenging behaviour	
11.2	Is the employee completing playground supervision		
11.3	Is the employee completing Lunch duty supervision		
11.4	Is the employee assigned to morning and afternoon time collections and dispersal of students with high intensity physical challenging behaviour		
11.5	Is the employee expected to administer PCM procedures as per the PCM policy	No	Pregnant employees will not implement PCM procedures.

<b>12. Any other issues</b>		<b>Yes/No</b>	<b>Further Action Required</b>
12.1	Increasing size may present problems: consider personal protective clothing (PPE) and uniforms that may be worn by employees.		
12.2	Dexterity, agility, co-ordination, speed of movement and reach may all be impaired due to increasing size.		

**If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.**

SIGNED \_\_\_\_\_ (EMPLOYEE)

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ (PRINCIPAL)

DATE \_\_\_\_\_