

Safety Statement

St. Brigid's National School Annacurra

Prepared by: MCA Safety Advisors

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Signed:

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Note to All Employees, Voluntary Helpers and Contractors

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Section 1: General Statement of Health and Safety Policy St. Brigid's National School,

It is the policy of St. Brigid's National School to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007.

The Board of Management will comply with recommendations and legislation from H.S.A. relating to Covid-19:-the Safe Return to Work Protocol for employers, the Roadmap for Full Return to School, Covid-19 Response Plan for Primary and Special Schools, School Pathways for Covid-19: and all Government Guidelines regarding re-opening schools.

The Board aims to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all of our employees, casual labour and voluntary helpers, and to provide such information, training and supervision needed for this purpose.

We will also endeavor to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils, contractors, visitors and others who may visit the school, schoolyard and any associated buildings.

This Safety Statement should be read in conjunction with the School Covid-19 Response Plan and Risk Assessment.

The Safety Statement will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the safety statement and the way in which it has operated will be reviewed regularly and the appropriate changes made. Employees will be consulted on health and safety matters.

Signed:.....
Chairperson of Board of Management

Date:.....

Review Date:.....

This policy will be reviewed at regular intervals. The interval will depend on the level of our activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it should be reviewed every two years.

Section 2: Introduction

St. Brigid's National School has a Board of Management consisting of a chairperson, principal, 2 members of the wider community, 2 parents' representatives and a teacher representative.

St. Brigid's National School has a school management consisting of the Principal, the Deputy Principal and 2 Assistant Principal II positions.

There are 5 classroom teachers, 2 support teachers, 2 special class teachers, 4 special needs assistants, a secretary and 2 cleaners.

A local electrician carries out electrical repairs. The boiler is serviced by a local maintenance firm. The fire extinguishers are serviced annually by W. H. Woods Fire Safety Ltd. Fuel is delivered to just outside the premises by a local fuel supplier. There is also a sports field on the premises.

The school's name, address, telephone numbers and e-mail address are:

St. Brigid's National School,
Annacurra,
Tinahely,
Co. Wicklow.

Phone Nos. (0402) 36669 (school office)
 087 1300851 (mobile principal)

E-Mail: annacurrans@gmail.com
E-Mail: evadprin@gmail.com

Section3 : Organisation and Responsibility

3.1 Responsibility of the Board of Management *(in so far as is reasonably practicable)*

Overall responsibility for health and safety is that of the Board of Management of St. Brigid's N.S. who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice and to ensure that the health and safety policy is implemented.

Specific responsibilities are delegated to school personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

3.2 Responsibility of the Health and Safety Officer *(in so far as is reasonably practicable)*

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy: Mr. Tony Doyle

The responsibility of the Health and Safety Officer shall be to:

1. Be familiar with Health and Safety Regulations as far as they concern the school premises.
2. Be familiar with the health and safety policy and arrangements and ensure they are observed.
3. Ensure so far as is reasonably practicable, that safe systems of work are in place.
4. Ensure the school and hall, if applicable, are clean and tidy.
5. Ensure the schoolyard is properly maintained including the safety of the playing field and trees, and that grass is kept cut.
6. Ensure that safety equipment and clothing is provided and used by all personnel where this is required.
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
8. Ensure that adequate access and egress is available and maintained.
9. Ensure adequate firefighting equipment is available and maintained.
10. Ensure that food hygiene regulations and procedures are observed.

3.3 Responsibility of the Employees and Voluntary workers *(as applicable)*

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on school business or premises.

1. Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
2. Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
3. Cooperate with their employer with regard to safety, health and welfare at work.
4. Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
5. Participate in safety and health training offered by their employer.
6. Make proper use of any machinery, tools, substances, etc. and of all personal protective equipment provide for use at work.
7. Report any defects in the place of work, equipment, etc. which might endanger safety and health.
8. Report all accidents and damage to the owner, without delay, whether persons are injured or not.

3.4 PERSONS WITH SPECIFIC RESPONSIBILITIES

The following are responsible for safety in particular areas:

	Name/Position
Accident Book/Accident Reporting	Person on Duty at the time.
Fire Extinguishers	Eva Ryan
Emergency Evacuation	Each teacher responsible for his/her class
Portable Electrical Appliances	All staff members
Fixed Electrical	Eva Ryan/Tony Doyle
Gas Equipment	Not applicable
Hazardous Substances	Not Applicable
Plant and Equipment	Not Applicable
Condition of Floors	Helen Keogh/ Margaret Travers
Condition of Schoolyard	Eva Ryan/ Tony Doyle
Light Bulb Changing	
Food Preparation	Not Applicable
Manual Handling	Eva Ryan
Building Defects/ Glazing	Tony Doyle
Child Protection	Eva Ryan
Personal Safety	All staff members
Contractors	Tony Doyle
Led worker representative	Gillian Porter

Section4 :Arrangements *(Implementation of the policy)*

4.1 Accident and First Aid

First Aid boxes are located in: the School Staff Room and in each classroom. A locked medicine cabinet is located in the Staff Room

Trained/qualified First Aiders are: All School staff have basic First Aid Training.

The accident book(s) is/are located in: The School Office

An Isolation Room has been organised and all staff are aware of its location

All accidents and incidents are entered in the accident book or on an accident report form and the insurers informed.

If the school or school hall are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book. A separate book is kept for this purpose. Accident books and accident records are regularly reviewed.

4.2 Accident Investigation and Reporting

A detailed record should be kept of all accidents, regardless of how minor they appear. The following information should be recorded:

- Name, address and occupation of the injured person
- Date and time of the accident
- Location of the accident
- Cause and nature of any injuries

The accident book or records should be kept for a period of ten years from the date of the last entry.

The General Application Regulations 2003 Part X require certain specified accidents and dangerous accidents to be reported to the Health and Safety Authority. For reporting purposes, work-related accidents are accidents that arise from, or are connected with :

- The way the work is conducted
- The use of any substances or equipment at work
- The condition of the work premises.

Accidents that must be reported are:

- Any fatality (to employees and non-employees)
- Major injuries to non-employees, which require the person to be taken directly to hospital for treatment
- Accidents causing more than 3 consecutive day's incapacity for carrying out normal duties (the day of the accident is excluded from the calculation, although days off, including weekends, should be included, even if these are not usually worked.
- Dangerous occurrences (the full list of them is given in the twelfth schedule of the General Application Regulations 1993). Examples of these failures are any lifting machinery, scaffold collapse, electrical short circuits causing fire or explosion, etc.

All fatal accidents must be reported by the quickest practicable means. i.e. the telephone (1890 289

389) and followed up with written notification on form IR1 as appropriate within 10 days. Over three day accidents should be reported on form IR1 as soon as practicable after they are known. The Health and Safety Authority website also allows forms to be submitted via the Internet (www.hsa.ie). Dangerous occurrences should be reported on form IR3 as soon as practicable.

A record of any accident or dangerous occurrence reported to the Health and Safety Authority must be kept at the workplace to which it relates for a period of 10 years from the date on which it was made. A photocopy of form IR1 or IR3 is sufficient.

The Board of Management will ensure that notifiable accidents and dangerous occurrences which might occur will be reported as specified above and that the appropriate records are kept.

4.3 General Fire Safety

Our policy is to fulfill our obligations under the Fire Safety Act 1981 and the Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985 (SI No. 249/1985). In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the school and associated buildings.
This is carried out either as a specific exercise or as part of our general health and safety risk assessments.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide reasonable firefighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

4.4 Fire Extinguishers

Fire extinguishers are kept in the following locations:

Type of Extinguisher and Capacity

Entrance Hall	2 Litre Carbon Dioxide (inside front door)
Ms Travers Room	6 Litre Foam
	2 Kg Carbon Dioxide (Hallway to outside door)
Mrs Snell's Room	6 Litre Foam
	2 Kg Carbon Dioxide (outside door in main corridor)
Mrs Dolan's Room	6 Litre Foam
Ms Connaughton's Room	2 Litre Carbon Dioxide
	Shared (In hallway between doors)
Mrs Gahan's Room	6 Litre Foam and
Isolation Room	2 Litre Carbon Dioxide
	Shared (In hallway near exit to Church carpark)
Ms Carey's Room	6 Litre Foam
	2 Litre Carbon Dioxide (Inside main door)
Mr Hammel's Room	2 Litre Carbon Dioxide (Inside main door)
Blue Corridor	6 Litre Foam

	2 Litre Carbon Dioxide (Outside Toilet Door)
Photocopying Room	2 Kg Carbon Dioxide
Ms Clare's room	2 Kg Carbon Dioxide
Ms Porter's Room	2 Kg Carbon Dioxide
Small Kitchen	2 kg Carbon Dioxide
Staff Room	2kg Carbon Dioxide
Boiler House	6 Kg Dry Powder
	2kg Carbon Dioxide

Foam Fire Extinguishers can be used on Solids e.g. Paper, Wood, plastic.
Can also be used on Flammable liquids.

CO² Fire Extinguisher can be used on Electrical Fires.

Dry Powder Fire Extinguishers can be used on flammable liquids, flammable gases, and solids such as paper, wood and plastic.

The extinguishers noted above are checked every month by the Responsible Person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually by: W.H. Woods Safety Limited.

4.5 . Other Fire Protection Equipment

There is a fire alarm in the school. It has 5 zones. There are emergency break glass units and fire bells in the corridors outside the classrooms. Fire extinguishers are located outside all classroom.- *see list*.

The fire alarm is maintained termly by Sovereign Security Limited.

The new extension is fitted with modern fire protection systems such as automatic smoke detectors, emergency exits, emergency lights and fire extinguishers as appropriate.

4.6 Evacuation Drills

Fire evacuation drills will be carried out every term. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

4.7 If you discover a fire

1. Immediately raise the alarm and evacuate to the designated assembly point
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is People before Property
6. Ensure clear access for the emergency vehicles

4.8 Electrical Safety

1. A list of our portable electrical appliances is maintained by the Responsible Person.
2. Every quarter plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Principal.
3. Every year all our portable electrical equipment will be tested by a competent contractor to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every quarter a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the Principal for action.
5. Every 5 years, our fixed electrical system will be inspected and tested by a competent contractor.

Any necessary remedial work will be carried out.

6. At intervals of not more than 5 years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

7. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

i) Visually check all electrical equipment before use.

ii) Report all faults immediately to the Responsible Person.

iii) Do not attempt to use or repair faulty equipment.

iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.

v) Electrical equipment should be switched off and disconnected when not in use for long periods.

vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4.9 Boiler Equipment Safety

Our oil fired boiler is maintained and checked annually by: Mark Hitchin and Ciaran Lancaster who are competent contractors and registered boiler installers.

4.10 Hazardous Substance

The Responsible Person will maintain a list of all hazardous substances used in the school.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as "Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment", data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage and action to take in the event of an accident e.g.

Name of substance: Liquid floor cleaner "Flash"

Hazard Level: Low

Storage: Must be kept in locked store room

Protective Clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water

Name	Hazard type	Storage	Protection	Accident Procedure
Domestos	Medium	Locked in cleaner's room	Rubber Gloves	
Mr Muscle all purpose	Low	Locked in cleaner's room	Rubber Gloves	
Toilet cleaner	Medium	Locked in cleaner's room	Rubber gloves	
Jif	Low	Locked in cleaner's room	Rubber Gloves	
Mr Sheen	Low	Locked in cleaner's room	Rubber Gloves	
Dettol	Low	Locked in cleaner's room	Rubber Gloves	
Anti- Bacterial spray/wipes	medium	Locked in cleaner's room	Rubber Gloves	
Hand Sanitiser	medium	Locked in cleaner's room	Rubber Gloves	

Do not mix chemicals.

Do not store chemicals in unmarked containers.

4.11 Safety of Plant Machinery

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustment, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
9. Any defect and damage found to any item of plant or machinery must be reported to the Responsible Person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

Note: If you have any specialised items of equipment such as lifts, hoists or any other lifting equipment, these must be tested by a competent person such as an engineering insurance company inspector or engineer on a regular schedule.

4.12 Slips, Trips and Falls-Condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Responsible Person of all floors in the school and hall, and all paths and steps in the schoolyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Principal who will arrange for repairs or remedial measures to be carried out.

4.13 Lighting

In order to ensure that the school is adequately lit, an inspection will be made every term by the Responsible Person to ensure that all lights in the school, hall and schoolyard are working. Any bulbs which require replacing will be reported to the Principal who will ensure that the bulbs are replaced ensuring that safety procedures for the replacement of bulbs are followed.

4.14 Access to the School

In so much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the principal before initiating access.

4.15 Preparation of Food

Food Hygiene Regulations apply whether you sell publicly or privately, in a hall or marquee, for profit or for fund-raising. The only exception is for food cooked at home for private consumption.

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the kitchen areas.
6. We ensure that all hirers who wish to provide food stuffs are advised of the facilities and the procedures.

4.16 Manual Handling- Lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

4.17 Hazardous Buildings and Glazing

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Responsible Person.
2. Any defects noted are immediately reported to the Board of Management and the procedures put in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of any asbestos in the building noting its location, type and condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

4.17 Child Safeguarding

The school has a Child Safeguarding Statement and Risk Assessment in place. The Statement is displayed in the school entrance hall. The Policy is reviewed annually. The principal presents the Oversight Report at every board meeting. Parents are given a copy of the safeguarding statement. Staff receive regular training in Child Safeguarding and the policy is discussed at every staff meeting

4.18 Drugs and Medication

It is the policy of St. Brigid's N.S. that all drugs and medication be stored in a locked cabinet and only be used by the authorized person

A policy on administration of medicines is used in the school and communicated to parents as appropriate.

4.19 Infectious Disease

It is the policy of the Board of Management that all infectious diseases shall be notified, and steps taken to ensure the safety of staff and all students against all such diseases. The Board of Management will endeavor to minimise the risk by adherence to the sound principles of cleanliness hygiene and disinfection and have provided PPE for use in all First Aid applications, cleaning tasks etc. Toilets and washrooms will be provided with an adequate supply of water, soap, towels, hand sanitiser and the facility for the safe disposal of waste.

Covid 19

The Board of Management have prepared a Response Plan for return to school. The Board will ensure that the policy is adhered to and that all required resources are provide for staff and pupils. A Risk Assessment has been prepared by the Board and will be updated accordingly. A lead worker representative has been appointed. All staff completed a return to work form and have received relevant training before returning to work.

The Board of Management will ensure that all advice and recommendations from HSA is adhered to. In the event of a confirmed case the Board will ensure that the advice form the HSE is adhered to and all necessary recommendations are carried out.- *see School Response Plan and Risk Assessment*

4. 19 Risk Assessment Activities

Risk assessments will be carried out on all areas of the school premises and all activities that carry a significant risk at regular intervals by a competent person to meet our obligations under the Safety, Health and Welfare at Work Act 2005.

4.20 Contractors

Anyone entering school premises for the purpose of carrying out work, other than an employee or voluntary worker of the school, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own safety statement (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this safety statement and co- operate with the school officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the school premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the school officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.

Certain work to the school will be subject to the Safety, Health and Welfare at Work (Construction) Regulations 2006, S.I. No. 504 of 2006. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- last for more than 30 days
- involve more than 500 person days of work, or
- involve 5 or more people on site at any one time, or
- any demolition work.

A Planning Supervisor, Designer and Principal Contractor need to be appointed and a Health and Safety plan produced.

You will need to refer to your school Architect.

Further information on what you need to do is contained in the Safety, Health and Welfare at Work (Construction) Regulations 2006, S.I. No. 504 of 2006.

The Responsible Person will ensure that the necessary arrangements are put in hand under the above Regulations.

SECTION 5

HAZARD IDENTIFICATION/RISK ASSESSMENT/CONTROLS

Business name : St. Brigid's National School
 Business Address : Annacurra, Co. Wicklow.
 Area/activities : School / Teaching, Maintenance, Cleaning, etc.
 Assessed by : Felix Kavanagh :
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Hazards and risks	Who might be harmed	Is the risk adequately controlled or do you need to do more	Responsible persons
Electricity - Risk of fire, burns, electrocution - serious personal injury	Employees Contractors Visitors	All work with electricity carried out by competent electrical contractor. All appliances with flexible leads inspected regularly for damage and cables replaced if necessary. All light circuits protected by correctly rated circuit breaker or fuse. Adequate socket outlets provided. Appliances switched off and unplugged when not in use. Warning signs needed on panels.	Employees Principal
Manual handling of post, stationary, boxes, etc - Back injury - reportable	Employees Contractors	Employees given information, instruction and training in safe manual handling. Mechanical handling used as much as possible. Employees advised not to lift excessive loads on their own.	Principal Employees
Slips, Trips and Falls - Personal injury	Employers Contractors Visitors	Workplaces maintained in good state. Monitored by owner. Adequate lighting in place. Passages, walkways kept clear. Warning signs when floor wet. No obstacles. Ensure corridors are kept tidy.	Principal Employees
Fire - Burns, fume inhalation - serious Personal injury	Employees Contractors Visitors	No smoking allowed in premises. Fire alarm break glass units fitted in specified areas. Escape routes kept clear, signed and lighted. Fire extinguishers available in corridors. Emergency/evacuation procedures in place. Assembly point outside building at fence. Prepare fire register log for school.	Principal Employees
Display Screen Equipment - Upper limb disorders, eye fatigue, stress - Personal injury	Employees	When purchasing office equipment ensure they comply with the appropriate safety standards. Carry out workstation assessments on employees who use equipment. Take regular breaks.	Principal Employees
Violence at work due to e.g. armed robberies, etc. - Trauma to victims - Personal suffering	Employees	Report acts of violence to the HSA if they result in more than 3 days off work. Inform Gardai of any incident which occurs. Emergency procedures in place and available.	Principal Employees

HAZARD IDENTIFICATION/RISK ASSESSMENT/CONTROLS

Business name : St. Brigid's National School
 Business Address : Annacurra, Co. Wicklow.
 Area/activities : School / Teaching, Maintenance, Cleaning, etc.
 Assessed by : Felix Kavanagh
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Hazards and risks	Who might be harmed	Is the risk adequately controlled or do you need to do more	Responsible persons
Housekeeping - Cuts, slips, material falling on personnel -personal injury	Employees Contractors Visitors	Avoid spilling rubbish or waste at workplaces. Avoid obstructions in work area. Stack materials in a safe and tidy manner.	Principal Owner
Vehicles - Crash, reversing, speeding, unsafe practice - serious personal injury	Employees Contractors Visitors	Drive with care and consideration. Observe speed limits. Repair any faults with vehicles promptly. Reverse with care	Principal Employees
Personal protective equipment - suitable - ill-health, injury	Employees Contractors	Ensure PPE is cleaned, repaired and replaced when necessary. Ensure PPE has CE mark. Training in use of PPE.	Principal Employees
Access/ Egress - slips, trips, falls - personal injuries	Employees Contractors Visitors	Floors and traffic routes free from obstruction. Ensure vehicle routes are separated from pedestrian routes.	Principal Employees
Alcohol - affects judgement - increased risk of accident	Employees	School policy does not allow working while under the influence. Awareness training for employees.	Principal Employees
Bullying in the workplace - Stress - personal injury	Employees	Bullying not tolerated in any form by principal. All employees treated equally and respected for their individuality and diversity. All employees are expected to respect the right of each individual to dignity in their working life.	Principal Employees

HAZARD IDENTIFICATION/RISK ASSESSMENT/CONTROLS

Business name : St. Brigid's National School

Business Address : Annacurra, Co. Wicklow.

Area/activities : School / Teaching, Maintenance, Cleaning, etc.

Assessed by : Felix Kavanagh

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Hazards and risks	Who might be harmed	Is the risk adequately controlled or do you need to do more
Radon gas - risk of lung cancer or ill-health.	Employees Contractors	Assess the risk of injury from it by measuring the concentration of radon gas in the school. Legal limit is 400 Bq/m3. Windows are opened as much as possible.
Lone Working e.g. maintenance or cleaning worker - risk of accident or ill-health such as a heart attack - serious injury	Employees	Where possible work is organised that people are not working alone. Adequate control measures in place for controlling the work. Persons working alone are adequately supervised and monitored. Appropriate personal protective equipment is available where necessary.
New and expectant mothers - risk of injury associated with manual handling, postural problems, exposure to chemicals, etc.	Employees	Re-organise work so that manual handling is not necessary or get someone else to do it. Provide manual handling aids. Provide good quality seating for any task requiring a lot of standing. Put up notices for any wet or slippery floors. Provide rest room for pregnant women.
Working at height - risk of falls and serious injuries	Employees	Infirm, instruct and train any employees involved in working at height. Avoid working at height where possible. Only use ladders for tasks of short duration. Ensure working at height equipment is in good condition and well maintained.

See also attached Risk Assessment for Covid -19

Section 6 : Other Arrangements

6.1 Consultation

The Safety, Health and Welfare at Work Act 2005 requires every employer, for the purpose of promoting and developing the safety, health and welfare of his employees, to:

1. Consult his employees to make arrangements for co-operating effectively for those purposes.
2. Consult his employees as regards any measures which might substantially affect the safety, health and welfare of his employees.
3. Consult his employees as regards hazard identifications, risk assessments, the Safety Statement and the safety advisor employed to assist with health, safety and welfare matters.
4. Consult his employees as regards emergency or serious or imminent danger procedures to be used.
5. Consult his employees as regards any information, instruction and training which will be given.
6. Consult his employees as regards the information required to be kept or notified to the Health and Safety Authority in respect of accidents and dangerous occurrences.

All of the above consultations will be carried out by the Principal.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Employees have a legal right to appoint a Safety Representative if they so wish.

6.2 Personal Protective Equipment – General information

The General Application Regulations 2007 place the following duties on employers as regards personal protective equipment:

1. Where risks, at a place of work, to the safety or health of employees cannot be controlled by other means to provide personal protective equipment for use by his employees.
2. The personal protective equipment shall :
 - Be appropriate for the risks involved, without itself causing any increased risk.
 - Take account of existing conditions at the place of work.
 - Fit the wearer correctly after any necessary adjustment.
3. The personal protective equipment provided by an employer shall comply with relevant European Community Directives regarding design and manufacture of personal protective equipment with respect to safety and health. Generally equipment which carries the “ CE “ mark will meet these criteria.
4. A risk assessment must be carried out to ascertain the suitability of intended personal protective equipment. The selection of personal protective equipment should actively involve the employees required to use it.
5. Personal protective equipment must be maintained (i.e. cleaned, repaired and replaced) in efficient working order and storage facilities should be provided to keep personal protective equipment which is not in use.
6. Where more than one item of personal protective equipment is required to be used simultaneously, e.g. **mask, visor, gloves and apron**, ear protectors and safety helmets, the items must be compatible and must not reduce the level of protection offered by those items individually.
7. To inform employees of the:
 - Purpose of any personal protective equipment provided.
 - Risks it is intended to protect against.

- Correct method of use and storage.
- Employers duty to maintain personal protective equipment.

8. To take all reasonable steps to ensure the personal protective equipment is worn.

The school supplies suitable personal protective equipment to all employees if required.

All sub - contractors will be responsible for supplying their own personnel with personal protective equipment.

General Guidelines for use during Covid 19 restrictions (on use of personal protective equipment)

- PPE must be worn – when 2 metre distance cannot be observed from pupils, other staff members, intimate care, -on corridors, when leaving classroom
- PPE will be stored in strong room –selection be sent to classrooms
- Masks should be worn on yard – where it is difficult to maintain distance
- When you are close to a child- working with a group – masks not visors should be worn
- Full PPE should be worn for intimate care-Visor and mask, gloves and apron

Handling items from home:

- Items coming in from home: library books etc. need to be placed in a box and left for 72 hrs
- Should not handle lunch boxes etc.- if you need to help a child take the necessary precautions
- Water bottle cannot be filled in school
- Exceptions to items coming in from home – essential: inhalers etc.

Bins:

- Must wear glove when handling rubbish/waste bins

Communal Areas:

- Wash and sanitise hands before entering
- Staffroom – max 6 people in – please wipe down surfaces before and after you use(sprays and wipes will be available)
- Anti- bacterial wipe will be placed in staff toilets – to wipe down all surfaces before and after use – please dispose of in appropriate bins
- Pedal bins are provided in all classroom, bathroom areas and in the staffroom
- Be mindful of commonly touched points
- All doors to be left open
- Classroom and staffroom windows to be left open for additional ventilation
- Please notify the office if items require for cleaning are running out-
- Office is not accessible
- Children cannot be sent on messages

Photocopier

- sanitise hands before use
- Please wipe down surfaces before and after use

Phone

- Phone and chair will be left on window ledge area outside Principal's office- wipes will be available-for use at break times and after school

First Aid procedures

- If attending to first aid full PPE must be worn – mask and visor, gloves and apron (as for intimate care)
- child will have to be sent in via secretary's door and class teacher takes child to their own classroom and put on appropriate PPE to attend to injury

Other activities that require the use of general PPE

1. All persons working outdoors during any construction work will wear a safety helmet, safety boots with steel mid sole and toecap, high visibility vest and suitable tight fitting clothing at all times.
2. Safety glasses / goggles must be worn when carrying out the following tasks:
 - Striking of masonry nails by hand or power tools.
 - Use of cartridge tools.
 - Use of high speed metal cutting saws or abrasive cutting of wheels.
 - Drilling, cutting or breaking of concrete, brick, block, tile, stone, metals, plaster and similar materials.
 - Use and dressing of abrasive wheels (grinders).
 - Spraying with paint.
3. Suitable ear protectors must be provided when the noise levels reach the first action level or above, if requested by employees. The statutory action levels of exposure to noise are :
 - Lower exposure action values - daily personal exposure of 80 dB(A) and peak sound pressure of 135 dB(C) in relation to 20 micro Pascal.
 - Upper exposure action values - daily personal exposure of 85 dB(A) and peak sound pressure of 137 dB(C) in relation to 20 micro Pascal.
 - Exposure limit values - daily personal exposure of 87 dB(A) and peak sound pressure of 140 dB(C) in relation to 20 micro Pascal.

The lower and upper action levels are applicable to noise exposures throughout a normal working day. The peak action level is intended to provide an exposure limit for short, loud blasts of noise exposure e.g. gunshots. Exposure to noise at work must be assessed where the noise level is likely to be at the lower action level or above.

When noise levels reach the upper action level suitable ear protectors **must** be provided and worn, regardless of whether such protection has been requested by the employees. In addition, ear protection zones must be designated in areas where noise levels are at or above the upper action level.

Any ear protectors provided must be well-maintained and kept in efficient working order. Defective items must be removed and replaced.

The employer must provide adequate information, instruction and training on:

- The risks of hearing damage
- Necessary control measures
- How to obtain and use suitable ear protectors
- Employee duty to wear the protective equipment

Employees have a duty to wear the ear protectors provided when noise exposure is at or above the upper action level.

The employer will identify and indicate high noise level areas where hearing protectors must be worn.

The employer will supply hearing protection to all employees which will be adequate to reduce the noise exposure to less than 80 dB(A).

6.3 EMERGENCY OR SERIOUS AND IMMINENT DANGER

Every organisation must ensure that procedures are in place to deal with all foreseeable emergencies. Such emergencies will usually include fire, bomb threats and loss of power or lighting. The General Application Regulations 2007 require the employer to put procedures in place to be followed in the event of serious and imminent danger to those at work, and to inform employees of the nature of the hazard and the steps to be taken to avoid it. In particular the employer has the following duties under the above Regulations :

- To provide the necessary measures for the evacuation of employees in the event of an emergency.
- To arrange any necessary contacts with the appropriate emergency services in the event of an emergency and as regards first-aid and emergency medical care.
- To inform, as soon as possible, all employees who are or may be exposed to serious and imminent danger of any risk involved and of the steps taken or to be taken for their protection.
- To take such action and give such instructions as will enable employees in the event of serious, imminent and unavoidable danger to stop work or immediately leave the place of work and proceed to a place of safety (or both).
- To ensure that all employees are able, in the event of serious and imminent danger to their own safety or that of other persons (or both), and where the immediate superior employee responsible cannot be contacted, to take appropriate steps to avoid the consequences of such danger.

The employer will ensure that all of his employees receive adequate information, instruction and training to know what to do in the event of an emergency and/or where there is serious and imminent danger. He will also keep an up to date list of emergency/medical care first aid telephone numbers at the workplace.

6.4 Safe Systems/Plan of work

The Safety, Health and Welfare at Work Act 2005, section 8, requires that employers provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.

The Board of Management is responsible for providing a safe system of work.

The essential steps for a safe system of work are as follows :

- A specification for work is required, preferably, in writing. On some projects a Method Statement and other documentation may be required before work commences.
- The competence of persons(s) carrying out the work must be checked
- The area in which work is to be carried out must be checked.
- The person (contractor) carrying out the work must be satisfied that safe working arrangements are in place and must communicate this to the manager responsible for that contract.
- Confirmation must be obtained from the contractor on completion that equipment is satisfactory for re-use and/or the area is safe to reoccupy before permitting staff to use equipment on their return to the area.

6.5 Safe Plant and Equipment

According to the General Application Regulations 2007, “ work equipment ” means any machine, apparatus, tool or installation used at work. Also it is the duty of every employer to ensure that :

- The work equipment is suitable for the work to be carried out and can be used by the employees without risk to their safety and health.
- The equipment is to be maintained in an efficient state, with maintenance records where appropriate.
- Any work equipment that may be subject to deterioration to be subject to regular checks at suitable

intervals, and that records of such checks be maintained

- Work equipment that poses a particular risk to be only used, repaired and maintained by suitably trained personnel.
- Measures must be taken to prevent contact with the dangerous parts of work equipment e.g. guards.
- Adequate and comprehensible health and safety information, instruction and training must be provided to people using or maintaining the work equipment and to people supervising or managing such work.
- All work equipment must comply with any relevant EU requirements. The presence of “ CE “ marking should demonstrate adequate compliance in most cases.

The Board of Management will ensure that all plant and equipment, under his/her ownership, complies with the above regulations.

6.6 Welfare Facilities

According to the General Application Regulations 2007 employers shall provide and maintain suitable and sufficient sanitary and washing facilities available for the use of employees. Also they will provide an adequate supply of drinking water and place for taking meals to his employees.

The Board of Management will ensure that these are available to the staff. There are adequate toilet and cloakroom areas for both staff and students. These are supplied with soap, anti-bacterial hand wash sanitisers, paper towels and adequate bins. The staffroom has a dishwasher and a fridge and a Burco. Staff are asked to co- operate in keeping the staffroom clean and sanitary. There is an adequate supply of cleaning equipment to wipe down surfaces before and after. use There is an additional fully equipped kitchen in the new extension.

Staff please note due to Covid -19 and our school response plan -only 6 people are allowed in the staffroom at a given time -the PE hall and kitchen area in extension can also be used. All surfaces must be wiped down before and after use. Staff should wear a mask when in any communal areas

APPENDICES

A) Safe Housekeeping

Good housekeeping is one of the foundation stones of safety. Many serious accidents result from people tripping, slipping and falling over materials and equipment which are poorly stored or placed on access routes in a hazardous manner. Good housekeeping means maintaining the site and ancillary accommodation in a clean, tidy, safe and hygienic manner. All tenants and voluntary workers should accept responsibility for housekeeping practices with a view to preventing accidents and promoting good health.

Improper storage arrangements for materials, equipment and substances can result in serious accidents. Materials should be stored in designated areas with stacking arrangements supervised by a competent person. Hazardous substances should be stored, transported and used safely and only stored in properly labeled and approved containers in designated areas or compounds.

Adequate provision should be made for the storage and disposal of waste materials and scrap. Waste should not be allowed to accumulate and never stored along access routes or passageways. Harmful or toxic waste should be stored or disposed of in accordance with statutory provisions. Waste food should be stored in sealed containers and disposed of safely. Never throw waste food around the site as it will only attract rats.

Welfare facilities, including toilets and canteens, should be kept clean at all times and inspected on a regular basis. Employees should be encouraged to maintain high standards of cleanliness in welfare facilities and to report any defects or deficiencies.

B Manual Handling

Manual handling activities, i.e. activities which require bodily effort to move, lift or support any load, are widespread throughout all work activities and account for the highest proportion of lost time injuries- especially back injuries. In many cases, the injuries sustained were preventable.

Under the manual handling of loads regulations, part 6 of Safety, Health and Welfare at Work (General Application) Regulations 2007, all manual handling activities which involve a risk of injury should be avoided where possible. If it is not possible to avoid the activity, then an assessment of the associated risks should be undertaken, and the risks reduced to the lowest level possible.

Employers and employees involved in manual handling activities should attend a suitable manual handling training course.

C Office Safety

Hazards

Offices are not regarded as dangerous places to work; yet experience shows that the office layout poses certain risks. The most frequent types of injuries involved are slips, trips and falls, collisions in narrow aisles due to overcrowding in the desk layout. Back injuries often result from staff lifting or carrying stationery or equipment without assistance.

Control Measures

- Good housekeeping habits should be followed. Floors should be kept free of boxes of stationary and files, desks and shelving should be uncluttered.
- All desks and filing cabinets drawers should be kept closed unless attended. A top drawer left open can cause severe injuries to eyes, face or head. A bottom drawer left open is a tripping hazard and causes leg injuries.

- All phone, computer and electrical leads should be taped or fastened under the desk or along the skirting board out of traffic areas. When it is absolutely necessary that cables run across floors or aisles, a cable cover should be used.
- Tiled or linoleum covered floors should not be left in a slippery condition as a result of any cleaning or spillage. If areas have been washed, they should be fenced off with a 'Slippery Floor' sign.
- Where there are photocopiers in use, appropriate ventilation is absolutely essential for good health.
- Floors should be kept in good repair. Torn carpets, loose or broken tiles should be reported to the manager promptly.
- Ensure that refuse is collected daily.
- Do not use electric kettles on floors and above seating.
- Radiant bar electric heaters are fire hazards and should not be use
- Step ladders or kick-steps must be used instead of chairs when it is necessary to reach a high object.
- Ensure that all plugs, sockets and electrical appliances are in a safe condition.
- Ensure that fire exits and escape routes are clear of obstruction.
- Ensure that chairs are comfortable, suitable and adjustable.
- Ensure that work desks are large enough to allow a flexible arrangement of the equipment and workload.
- Correct lighting arrangements are essential if eye fatigue and eyestrain are to be avoided.
- See also cleaning requirements relating to Covid-19

D) Fire and Emergency Evacuation procedures

STEP 1 Fire is discovered

The person who discovers the fire must raise the alarm

How to raise alarm –

Shout FIRE and Alert ALL on the premises.

Activate the nearest Fire Alarm, if available.

Notify the person in charge/Manager who will;

Telephone the Fire Brigade by dialing 999 giving your location.

Direct the Emergency Services to the exact location.

STEP 2 Only attempt to put out the fire if it is minor in nature.

STEP 3 Evacuation

Proceed IMMEDIATELY to the Fire Assembly Point

Leave AT ONCE using the nearest available fire exit.

Close ALL doors behind you.

Do NOT stop to gather equipment, etc.

Proceed IMMEDIATELY to the Fire Assembly Point.

Do not re-enter until the ALL CLEAR has been given.

REMAIN at the assembly point until directed otherwise.

Follow the workspace ESCAPE ROUTES as marked.

STEP 4 Where required the property owners will liaise with the Fire / Emergency Services.

STEP 5 All personnel shall remain at the Assembly Point until the ALL CLEAR has been given or other instruction given by the Emergency Services

E Electricity System and Equipment

Electricity supplied by mains is provided at voltages and with sufficient current to cause burns and electrical shocks which may affect the brain/ heart/ lung system if anyone is in contact with a live conductor. Both shocks and burns may cause death, serious injury or minor injury depending upon the size of the current passing through the body and the length of time it does so. Much electrical equipment requires supply cables which may create tripping hazards

.The hazard to people working directly on electrical equipment and supply systems is as described above, but the risks are greater as the workers are more likely to be in a position to come into contact with live conductors in the course of their work. In addition, minor shocks may be sufficient for a maintenance worker to fall from a ladder or be injured in some other similar way.

Many fires in buildings are started by an electrical fault, typically by overloaded circuitry or an electrical supply shorting to earth via an inappropriate conductor, which in both cases causes heat generation. In flammable atmospheres electrical sparks may be the ignition source for explosion or fire.

The Electricity Regulations require that portable equipment (other than transformers or generators) supplied at a voltage in excess of 125 Volts AC are not to be used in : construction sites, works engineering construction or damp or confined locations. If the rating of the equipment exceeds 2KV_a, the above limitation does not apply. Portable hand lamps supplied at a voltage in excess of 25 Volts AC are not to be used in construction sites, works engineering construction or damp or confined locations. Where a transformer is the source of supply for this type of equipment it is to be of the double wound type and the center point of the secondary winding is to be earthed. In practice this means that most electrical tools used in building sites or damp or confined conditions will operate at no more than 55 Volts to earth. For hand lamps used under these conditions the operating voltage to earth will be 12.5 Volts.

Residual current devices (RCD) are designed to detect minute earth leakage currents (30mA) to cut out the system, They are required to be fitted to protect all circuits supplying 220 and 380 Volt sockets and portable electrical equipment. RCDs are fitted with a “test” button and this should be operated occasionally to ensure it is working correctly.

All staff must be trained in the operation of the equipment they use, including the position and use of emergency stop controls, and power isolation. Portable electrical equipment should be checked and inspected regularly. All faulty or damaged equipment must be reported immediately so that it can be taken out of use. Staff should be prohibited from undertaking any electrical repairs unless they are appropriately qualified and authorised. Records should be kept of all reports, inspections and repairs.

F) ACCIDENT/ DANGEROUS OCCURRENCE FORM

To be completed for ALL accidents and incidents occurring at work. The report to indicate all persons affected - employees, contractors staff, visitors or others.

Site:

Day, Date and Time of Accident:

Location of Accident:

Details of injured persons (if applicable):

Name and Address:

.....

Date of Birth:

Employee/Sub-Contractor/Member of Public (Give Details):.....

.....

Did injured person receive medical attention (Give Details):

.....

Did injured person cease working (Give Details):

.....

Description of accident/incident:.....

.....

Cause of accident:.....

.....

What can be done to prevent this type of incident recurring?

.....

Signed:

Date:

G) EMERGENCY TELEPHONE NUMBERS

In an emergency dial 999 or 112 and ask for the emergency services that you require :

- Ambulance
- Fire Brigade
- Gardai
- Lifeboat
- Mountain /Coastal Rescue
- Other

Other emergency numbers :

- ESB emergency 1850 372 999
- Gas emergency - Leaks Only 1850 20 50 50
- Garda confidential line 1800 666 111
- Health and Safety Authority 1890 289 389

Local emergency numbers :

- Arklow Gardai 0402 32304
- Aughrim Gardai 0402 36142
- Arklow Fire Brigade 0402 32455
- Tinhealy Fire Brigade 0402 38154
- Dr. Perry Tinhealy 0402 38238
- Dr. Bentley Arklow 0402 32418
- Hospital (Loughlinstown) 01 2825800
- Ambulance(Wicklow) 0404 67108
- The National Poisons Information Centre 01 8379964
- The Royal Victoria Eye and Ear Hospital 01 66446
- Community Care Centre, Rathdrum 0404-68400
- HSE Social Work Department 0404 60800
- Beaumont Hospital Poison Care: 01 8379966/ 01 8379964

F.) DECLARATION OF SIGHT

I have read and understand the contents of this document including my duties as an employee as outlined under Sections 13 and 14 of the Safety, Health and Welfare at Work Act 2005 (page 7 of this document).

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

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SIGNED: _____ DATE: _____

F.) DECLARATION OF SIGHT

I have read and understand the contents of this document including my duties as a member of the Board of Management as outlined under Sections 13 and 14 of the Safety, Health and Welfare at Work Act 2005 (page 7 of this document).

SIGNED: _____ DATE: _____

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SIGNED: _____ DATE: _____

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SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

This Safety Statement has been shown to every staff member

Ratified by Board of Management on _____
Date

Signed _____
Chairperson, Board of Management