



Safety, Health & Welfare Statement (2022) for Stewarts School

Statement of Intent

This document sets out the Safety, Health and Welfare Policy for all in Stewarts School. Stewarts School is committed to manage and conduct working activities, in such a way, as to ensure so far as reasonably practical, the safety, health and welfare for all.

Signed: Mary Connolly
(Principal)

Signed: Em Loughlin
(Chairperson)

Date: October 2022
Review Date: October 2023

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Introduction

This Safety, Health & Welfare Statement in accordance with Safety, Health & Welfare at Work Act (Ireland, 2007 as amended) outlines the policy of Stewarts School in relation to the management of Health and Safety and specifies the means by which it will be implemented. This policy has been developed and reviewed and maintained by Stewarts School staff in consultation with school stakeholders. It is based on recommendations from Stewarts Care Ltd (Stewarts Safety Statement), The Guideline on Managing Safety, Health and Welfare in Primary Schools (2013), the School Development Planning Support in conjunction with the INTO (Health and Safety, 2008).

In view of the ongoing Covid -19 Pandemic the guidelines and rules as set out in the Stewarts School Covid -19 Response Plan are incorporated in and apply to this Safety, Health & Welfare Statement where applicable and as referred to but not limited to hereinafter.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act (2007) for every employer, in conjunction with employees, to prepare a Safety Statement. This Safety Statement represents the Board of Management's commitment to safety, health and welfare and specifies the manner the school operates and the resources necessary for maintaining and reviewing health and safety standards.

Relationship to Characteristic Spirit of the School

The Board of Management endeavours to provide a safe and healthy environment for all staff and students and fulfil its statutory duties and obligations to parents and members of the public who may visit the school.

Aims

Specifically, the Board of Management wishes to ensure so far as reasonably practical:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health
- The design, provision and maintenance of safe means of access/entrance to and egress/exit from place of work
- The design, provision and maintenance of plant and machinery
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
- The provision of instruction and training to staff on proper lifting techniques and dealing with students' challenging behaviour
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees
- The provision and maintenance of suitable protective clothing including protective face masks or equivalent as necessary to ensure the safety and health at work of its employees
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any equipment or substance
- The provision and maintenance of facilities and arrangements for the welfare of employees at work
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees
- The continuous updating of the Health & Safety Statement with specific reference to Covid-19
- The provision of arrangements for the consultation with employees on matters of Safety, Health and Welfare

Scope

The Health and Safety Statement requires the cooperation of students, staff, parents, visitors and others to enable the school to discharge its responsibility under the law. The success of this policy will depend on their co-operation. It is therefore important that you read this document carefully and understand your role in the overall arrangements for health, safety and welfare in our school.

Definitions

Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Safety is the state of being “safe”, the condition of being protected against physical, social, emotional, occupational, psychological, or other types or consequences of failure, damage, error, accidents, harm or any other event; a guard, to prevent injury or accidents.

Health and Safety is the process of ensuring that the working environment within a place of work is both a healthy and a safe one.

Welfare is the state of doing well in respect to happiness and well-being, something that aids or promotes well-being.

A **hazard** is anything that has the potential to cause harm to people, property or the environment. It can be work material, a piece of equipment or a work method or practice.

A **risk** is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Controls/control measures are the precautions taken to ensure that the risk is eliminated or reduced.

A **risk assessment** is concerned with identifying the hazard, then estimating the severity and likelihood of harm arising from such a hazard. The employer can put in place control measures to minimize the risk or weigh up whether they have taken enough precautions to prevent them.

School staff is the term used to refer to all staff employed by the school Board of Management including staff employed regularly on a casual basis and school nurses employed by Stewarts Care.

Stress is a negative feeling, associated with physical symptoms including increased heartbeat, swiftness of breath, dry mouth, and sweaty palms and over the longer term, digestive upset and cramp etc.

An **emergency** is a situation that arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification of incendiary devices and bomb scares.

A **substance** is any natural or artificial substance, preparation, or agent in solid or liquid form.

A **hoist** is a lifting machine which is designed to support a human who has restriction of movement.

The guidelines for hoisting, using slings and people handling are currently being reviewed. Any amendments will be included in this plan when completed.

Covid -19 refers to the current worldwide pandemic caused by the Covid-19 virus.

Stewarts School Covid-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid 19 in the school environment. This plan will be referred to as directed by the Department of Education and public health advice.

Guidelines

The guidelines are laid out as follows:

1.0 Roles and Responsibilities

1.1 Role of the Board of Management

1.2 Role of the Principal

1.3 Role of the Health and Safety Co-ordinator

1.4 Role of the Staff

1.5 Role of the Parents

2.0 Organisational Implications

3.0 Curriculum Implications

4.0 Hazards

4.1 Specific Hazards

4.2 Constant Hazards

5.0 Reporting Accidents

6.0 Workplace Environment

7.0 Safety Statement

1.0 Roles and Responsibilities

1.1 Role of the Board of Management

- The Board of Management recognises that it has a duty of care and responsibility towards the safety, health and welfare of students and staff; to ensure a reasonably safe place of work; to ensure reasonably safe plant and equipment; to ensure reasonably safe systems of work, to ensure reasonably safety-conscious staff and provide training for staff on health and safety.
- The Board of Management recognises that its statutory obligations under legislation extend to employees, students, any person legitimately conducting school business and to the public.
- The Board of Management has overall responsibility for Health and Safety however the day-to-day management of Health and Safety is the responsibility of the school principal.
- Responsibility for the development, maintenance and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Management Team.(describe who is the team and include the definition above in the definitions section)
- Sign and date the Stewarts School Covid-19 Response Plan

1.2 Role of the Principal

The principal will act on the behalf of the Board of Management and she has the responsibility for the safety of staff, students and visitors and ensuring that safety programmes operate effectively.

The principal's responsibilities include

- Implementing and reviewing the Safety, Health and Welfare Statement
- Maintaining the distribution of the Safety, Health and Welfare Statement and ensuring that all staff are familiar with the content of the Health and Safety Statement
- Providing adequate systems of communication and consultation with staff to ensure that the safety procedures are understood and adapted by everyone

- Ensuring that Health and Safety will form an integral part of staff training and developmental plans
- Attending any recommended Safety, Health & Welfare training provided and to take into account the training
- Ensuring staff attend safety training programmes
- Ensuring adequate records are kept in relation to Health and Safety Matters and updating the records following board of management meetings
- Supervising work practices and ensuring that they are in accordance with safe work practice guidelines
- Consulting with staff on safety matters on a regular basis and give considerations to their representation where reasonably practicable
- Ensuring the identification of all hazards relevant to work activities are appropriately assessed, controlled and documented
- Investigating accidents, incidents, near misses, dangerous occurrences and property damage and take into account, corrective action considered necessary
- Ensuring report forms are completed accurately and promptly
- Carrying out regular safety inspections of the workplace and review current standards of compliance
- Providing adequate protective equipment when required and ensuring equipment is being used appropriately
- Ensuring staff awareness of and training in emergency procedures
- Incorporating safety instruction in routine operational directions and ensuring that these instructions are enforced
- Stimulating interest and awareness on Safety, Health and Welfare matters amongst staff
- Commending staff, who by action or initiative, eliminate hazards and/or make suggestions for improvement of safety
- Ensuring that immediate action is taken to remedy/replace any unsafe equipment or fittings
- Taking appropriate corrective action when staff fail to consider their own safety or safety of others
- Being informed when a Health and Safety Inspector arrives to carry out an inspection and accompanying them on tour if possible, otherwise, they may carry out inspection on their own
- Will ensure that there are sufficient designated First Aid Staff between the three school buildings
- Inform parents of any issues/concerns regarding student health, safety and welfare
- Showing through personal behaviour that only the highest standards of safety are acceptable
- Will be responsible for the development and implementation of the Covid-19 Response Plan and the associated control measures in conjunction with the Board of Management
- Sign and date the Stewarts School Covid-19 Response plan

1.3 Role of Health and Safety Co-ordinator

The Board assigns the responsibility for Health and Safety Co-ordination in Stewarts School to the Assistant Principal Grade 1, with oversight by the principal.

The Health and Safety Co-ordinator

- Is responsible for ensuring that the Safety, Health and Welfare Policy is written, reviewed, amended and updated regularly
- Will promote the Health and Safety Statement and related policies including the Covid 19 Response plan
- Ensure that new staff on recruitment be given a copy of the Safety, Health and Welfare Statement and have access to the Health and Safety Statement Policy in the policy folder in each classroom

- Ensure that the Safety, Health and Welfare Statement are brought to the attention of all staff at the first staff meeting of the school year
- Will convey any additional information or instruction regarding Health and Safety at work not contained in the Statement as soon as it becomes available
- Will collaborate with school principal and staff regarding Health and Safety issues/concerns, including concerns regarding Covid 19
- Will report Health and Safety concerns/issues to school principal and staff
- Ensure that staff/new staff is familiar with fire procedures on firefighting equipment, fire exit evacuation routes and fire assembly points
- Will ensure that there are at least 3 fire drill practices during the school year (1 in September)
- Will ensure Principal/Deputy Principal/Assistant Principal/teacher in charge following a fire drill (in consultation with teacher in charge) will complete a Fire Safety Report Sheet (Appendix 1). Hard copies of the Fire Safety Report Sheet are kept in each schools red folder labelled Fire Safety Log and online on the school shared Health and Safety Folder in Fire Safety
- Will seek staff feedback regarding fire drill practices, forward any concerns/issues to principal and inform staff of any difficulties and suggested actions needed as a follow up
- Will record all dates of fire drill practises on Record of Fire Drill Practises document on school shared and print a hardcopy for each red folder labelled Fire Safety Log (Appendix 2)
- Inform staff of updated practices and procedures regarding staff and student Safety, Health and Welfare
- To send general reminders/memo to staff regularly
- To keep a record of health & safety issues discussed at meetings in the Health and Safety Folder on the school shared site
- To email principal at the beginning of each month to find out about new staff in the school
- To report all maintenance issues for the school directly to technical services using LANDESK service

1.4 Role of the Staff

All staff shares a responsibility with management in ensuring their own safety while at work.

It is the duty of every staff member while at work

- To take responsible care for their own safety, health and welfare and the safety, health and welfare of any other person who may be affected by his/her acts or omissions while at work
- To co-operate with his/her employers and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions and school policies and procedures
- To use any protective clothing or medical face mask, convenience, appliance or equipment appropriately and so provide protection intended whether for his/her use alone or for use by him/her in common with others for securing his/her safety, health and welfare while at work To attend training and take instruction on the correct use of equipment where necessary.
- To report to colleagues, secretary, Health and Safety Co-ordinator, Deputy Principal and Principal as required without reasonable delay any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare he/she becomes aware
- To report all maintenance issues for the school directly to school secretary. In an emergency staff should notify school secretary or teacher in charge immediately
- To report incidents, accidents and near misses to school principal/deputy principal
- Not to interfere with or misuse any appliance, protective clothing, convenience or other equipment provided for securing the safety, health and welfare of persons arising out of work activities

- To ensure that work practices are performed in the safest manner possible while using available facilities and the equipment provided
- To not engage in any improper conduct or dangerous behaviour
- To have the responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation and ongoing application of the Covid-19 Response Plan and associated control measures
- To familiarise themselves with Covid-19 related signage posted around the workplace and to adhere to the contents thereof

1.5 Role of the Parents

All parents share a responsibility with management in ensuring their child's safety by co-operating with the school's Safety, Health and Welfare Statement and Covid-19 Response Plan.

1.6 Role of the Lead Worker Representative and Assistant Lead Worker Representative

The roles of the representatives are described in more detail in the Covid-19 Response Plan. If required, they will with specific reference to the implementation of the Covid-19 Response Plan and in conjunction with school management implement the Covid-Response Plan.

2.0 **Organisational Implications**

There are school policy and procedures in place that should be read in conjunction with this policy.

These include

- Absences –staff
- Access to the School Building
- Accidents and Injuries to Staff
- Accidents and Injuries to Students
- Administration and Storage of Medication in School
- Admissions
- Anti-Bullying
- Ball Pool Guidelines
- Buccolam Storage, Carrying and Application
- Buses
- Bus Escort Duties
- Child Safeguarding Statement and Risk Assessment
- Code of Behaviour
- Covid-19 Response Plan
- Critical Incident
- Dignity in the Workplace
- Distance Learning
- Dress Code
- Healthy Eating
- ICT Policy/ Internet and Email Code of Conduct
- Induction Guidelines
- Infection Prevention & Control
- Intimate Care/ Assistance
- Multi-Sensory Rooms' Guidelines
- Opening and Closing of School Building Procedures
- Photographs of Students

- RSE Plan/Stay safe Programme
- Staff Student Interactions – A Code of Conduct
- Snow Plan
- Supervision Schedules (break time/lunch time)
- Supervision Schedules (morning/home time)
- Swimming Pool Safety Guidelines
- Trips out for Class/Students
- Students on Work Placement
- Student Nurse Guidelines
- Whistleblowing Policy

These policies and procedures are available on hardcopy in each classroom in the Policy and Procedure Folder and in the School Plan folder on the computer in the School Shared site. Nursing personnel will also follow relevant Stewarts policies and procedures. Copies of Stewarts policies are available on Stewarts Intranet site.

3.0 Curriculum Implications

In Stewarts School we aim

- To create an environment where students and staff safety, health and welfare is respected and catered for
- To promote and teach safety, health and welfare aspects through Social, Personal and Health Education (SPHE), Well Being, Circle Time, Relationship and Sexual Education (RSE), Physical Education (PE), Reading and Social, Environmental and Scientific Education (SESE)
- To follow the Covid-19 Response Plan and Department Curricular Advice

4.0 Hazards

All staff and the board of management will complete the Hazard Identification and Risk Assessment Form. Some hazards can be rectified but other will remain constant. The hazards have been divided into two categories. These are Specific Hazards and Constant Hazards. Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Such hazards that cannot be eliminated and remain a constant feature will be noted and accompanied by the appropriate procedures to be followed. The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

COVID-19 has been identified as a specific and a constant hazard and should be assessed and dealt with as provided for in the covid-19 response plan

4.1 Specific Hazards

4.1.1 Fire

Refer to Fire Emergency Evacuation Procedures (Appendix 3).

It is the policy of the BOM of Stewarts School that

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- Staff will familiarise themselves with locations and instructions for the use of fire extinguishers for specific materials/equipment. When available staff will participate in Fire Warden training.
- Fire alarm units and red fire bell boxes are clearly marked
- Signs will be clearly visible to ensure visitors are aware of exit doors

- Exit signs are clearly marked
- All fire exits must be clear and accessible at all times
- Visitors to the school are required to present themselves to the school secretary on arrival/exit at the school. Refer to Policy on Access to School Buildings
- On commencement as an employee at Stewarts School all staff are made aware of emergency evacuation procedures, emergency exits and location of fire alarm and red fire bell boxes
- Fire Procedures and Assembly Points are designated to each school floor (ground floor and first floor): See Fire Emergency Evacuation Procedures (Appendix 3)
- Designated staffs in the School (Principal, fire wardens, secretary and canteen staff) are notified of their role in September to assist with evacuations by health and safety coordinator
- In the event of a fire drill practice, the school secretary will notify Manguard Security.
- Regular fire drills will take place at least *once a term*. The aim is to have all employees and students evacuated from the building within 3 minutes. A Fire Safety Report Sheet (Appendix 1) will be completed by the Health & Safety Co-ordinator following a fire drill in consultation with the principal/deputy principal. The Health & Safety Coordinator will ask staff how they got on during the fire drill practice and then provide feedback to all staff via email. Completed Fire Safety Report Sheets will be held in the Red Folder labelled Fire Safety Log Safety in the school. Blank templates of Fire Safety Record Sheet will be held in the Health & Safety folder on School Shared site and in the Red Folder
- Teaching staff complete Class Daily Attendance Sheet for Fire Drill (Appendix 3A) and a Personal Emergency Evacuation Plan for each student (PEEP Appendix 3B) during September or when a new student joins the class. This is kept with the Fire Drill Daily Attendance Sheet in the classroom. In addition hard copies of these will be stored in each Red Folder Fire Safety Log per school building – they will be stored in a labelled PEEPs folder which will be stored in the school office with the Red Fire Safety Folder
- Fire evacuation plans are reviewed after each fire drill practice
- All dates of fire drill practises will be recorded on the Record of Fire Drill Practices (Appendix 2) by the Health and Safety Coordinator
- Classes will post on the classroom door photos/PECS symbols/words indicating where they have gone. If a teacher is making an unscheduled visit outside of the school buildings they will inform another teacher
- All fire equipment is identified and regularly serviced
- Last staff members will close classroom doors, area doors and corridor doors as they leave the building
- Toilet tissue and hand tissue must be placed into plastic containers. Regular reminders sent to staff
- Lighters may only be used to light birthday candles. Matches are not allowed in school
- New equipment purchased must be fire retardant and comply with BSI and CE Standards
- Where possible, all electrical equipment will be unplugged or turned off outside office hours and when offices and classrooms are vacated for lengthy periods

4.1.2 Emergency Plans

The school has a Critical Incident Policy in place for dealing with emergencies. Also see Critical Incident Response Plan (red folder).

4.1.3 Emergency Phone Numbers

Fire Brigade, Ambulance, Garda (Emergency): 999 or 112

Local Garda Stations: Ronanstown 01-6667700 Lucan

01-6667300

Rossecourt Resource Centre: 01-4647800

4.1.4 Eircode:

Stewarts School EIRCODE: K78 K8W7 (access to gate opposite Rosse Court Resource Centre)

4.1.5 Emergency Evacuation Procedures

See Fire Emergency Evacuation Procedures (Appendix 3).

In the case of fire, or other emergency requiring evacuation of the workplace

- The person discovering the fire or emergency should raise the alarm by setting off the fire alarm. Staff will call the emergency services
- All persons must leave the building without delay
- All persons should go immediately to assigned assembly areas
- Where possible all teachers will take the class fire drill roll sheet to identify any student missing from the assembly area
- No one should re-enter the workplace until the emergency services give the “all clear”
- For safe evacuation of building for staff, students & visitors, fire drill evacuations are practised each term at different times. The first practice occurs in September. Afterwards teachers fill out Class Student Fire Risk Assessment Form (Appendix 4A) and display in classroom. PEEP forms (Appendix 4B) will be filled in for each student and kept in a folder which is easily accessible. A PEEPs folder for all classes will be kept in the school office beside the Red Fire Safety Folder. A copy of school Fire Procedures (Appendix 3) are displayed at door exits and in classrooms. Health & Safety reminders are sent regularly to remind staff of fire procedures and where to assemble
- Fire points: Exit through school area doors as assigned to specific classes and move to the closest fire point

4.1.5.1 Hoisting

- At the start of the school year, an assessment will be carried out on new students who require hoisting.
 - A decision is made on how many students who are hoisted in a classroom should be on the floor at any given time
 - In the event of an evacuation a decision is made to complete the hoisting transfer or to return the student to their chair, which ever action is the quickest
 - Staff will complete hoisting in the event of an evacuation
 - Staff practice emergency lift of students
 - Students who need to be hoisted will not be on the floor during times of reduced staff in the classroom e.g. break-times

Guidelines for people handling, slings and use of hoists are currently under review. Any amendments will be added to this policy when review is completed.

4.1.5.2 Student on a Changing bed

In the Event of a Fire Drill Evacuation Practice

- The Board of Management has agreed that a student on a changing bed stays on the changing bed
- 1 staff member remains with the student in the changing area

- The other staff member goes to help out with the class evacuation

In the Event of an Actual Fire Evacuation

- Class staff devise procedures and the use of a blanket/ towel and/or emergency lifting a student to a changing bed
- Student leaves the changing area on the changing bed wheeled by 2 staff exiting through nearest exit door
- Staff ensure student on changing bed is covered with either a blanket or towel

4.1.6 Lifts

The school recognizes and will ensure compliance with the requirements of the “Safety, Health & Welfare at Work Act 2005” and described in the “Safety, Health and Welfare at Work (General Application Regulations 2007” regarding lift inspections). A contract has been signed with the company Ilift to service the lifts in Stewarts School.

Do not use lifts. Only students in wheelchairs, students with limited mobility or students with specific identified reasons for using the lift, and the staff assigned to them, will in the event of a fire drill or actual fire use the lift to evacuate the building.

Lift users will:

- Watch their step when getting in or out of the lift to avoid tripping.
- Hold the handrail in the lift, and stand next to the walls, away from the door.
- Stay calm if found stuck in an elevator. Use the elevator’s alarm button or emergency contact button to get help.
- Reassure and calm anyone who is panicked about being stuck in the elevator.
- Stay in a stuck elevator – don’t attempt to pry open the doors. “The inside of an elevator is the safest place to be while the elevator is stopped, Stay quiet and wait for safety instructions.

Lift users will not:

- Use the lift in the event of a fire. Take the stairs instead. (Wheelchair users will use the emergency lift).
- Get in an overly crowded elevator. It may be reaching its weight capacity.
- Engage in ‘rough play’
- Rest on or push someone against a door.

4.1.7 Location and Operation of Red Fire Alarm Boxes, Fire Extinguishers, Green Alarm Call Boxes and Orange Vent Boxes.

- Staff will be informed on the location of fire extinguishers how to operate them. Some staff will participate on fire warden training. A copy of school Fire Procedures are displayed at door exits and in classrooms listing the location of fire extinguishers. Health & Safety reminders are sent regularly to remind staff of locations of fire extinguishers. As some fire extinguishers are easily accessible students are supervised at all times. Stewarts Care Technical Services organises regular services of fire extinguishers which use the company Chubb. ADT has the contract for servicing the fire alarm system. Emergency lighting is serviced by Stewarts Care.

Emergency Boxes are located in the following locations:

Location of Red Fire Alarm Boxes

Ground Floor:

- 1 red box at bottom of main staircase at entrance to ground floor playground
- 1 red box at right hand side of Reception entrance door in corridor next to G151
- 1 red box in Reception lobby at double entrance/exit doors
- 1 red box at emergency exit at bottom of Stairs 5
- 1 red box in corridor opposite G 132 at entrance to ground floor playground
- 1 red box in corridor opposite G 123 at entrance to ground floor playground
- 1 red box at exit emergency doors opposite G 122
- 1 red box at exit door – back of the school in lobby
- 1 red box at exit emergency doors at evacuation lift
- 1 red box at emergency exit doors in ASA to outdoor play ground
- 2 red boxes opposite canteen in corridor at exit doors to outdoor playground
- 1 red box in canteen area at exit doors to blue outdoor area
- 1 red box at emergency doors at bottom of Stairs 4
- 1 red box at exit emergency doors at bottom of Stairs 3
- 1 red box at exit emergency entrance doors opposite fire assembly point C

Location of Fire Extinguishers (red doors)

Ground Floor:

- opposite Reception entrance door in corridor and opposite G 151
- opposite G 165
- opposite G 114
- at G 106
- opposite toilet G88
- opposite G 86
- opposite G 19
- opposite G 05 (office)
- G 42 Canteen

Location of Green Emergency Call boxes

Ground Floor:

- 1 green box opposite G 153
- 1 green box at entrance of double doors to Stairs 5 next to G 134
- 2 x green boxes at emergency exit at bottom of Stairs 5
- 1 green box at exit emergency doors opposite G 122
- 1 green box at double doors in corridor at G 98
- 1 green box at double doors to evacuation lift at bottom of Stairs 2
- 1 green box at exit doors to lobby to the back of the building
- 1 green emergency call box at evacuation lift
- 2 green boxes at exit emergency doors at evacuation lift
- 1 green box at G 91
- 2 green boxes at exit emergency entrance doors opposite fire assembly point C

- 2 green boxes at window opposite fire assembly point C
- 1 green box at entrance doors to hall next to toilets G 89
- 2 green boxes at exit doors to Stairs 3
- 1 green box at bottom of Stairs 3
- 1 green box at exit emergency doors at bottom of Stairs 3
- 1 green box at toilets in ASA unit at G54
- 1 green box at emergency exit of ASA to outdoor play ground
- 1 green box in canteen area at exit doors to blue play outdoor area
- 1 green box at bottom of entrance double doors to Stairs 4
- 2 green boxes at emergency doors at bottom of Stairs 4

Location of Orange Smoke Vents:

Ground Floor:

- 1 orange smoke vent at emergency exit at bottom of Stairs 5
- 1 orange smoke vent at emergency doors at bottom of Stairs 4
- 1 orange smoke vent at exit emergency entrance doors opposite Fire Assembly Point C

Location of Red Fire Alarm Boxes

First Floor:

- 1 red box at entrance of rooftop playground
- 1 red box between classes F 05 and F 03
- 2 red boxes at exits to balcony area
- 1 red box at top of Stairs 3
- 1 red box at entrance to rooftop playground next to F 108
- 1 red box in corridor at top of main staircase
- 1 red box at top of Stairs 4

Location of Fire Extinguishers (Red Doors)

First Floor:

- opposite F 57
- opposite F 70
- at double doors to Stairs 4
- next to F 86
- opposite F 94
- between F 77 and F 76

Location of Green Emergency Call Boxes

First Floor:

- 1 green box at access doors to Stairs 5
- 1 green box at F 56
- 1 green box opposite F 70
- 1 green box near F 02 at first floor library/clinical offices/home economics/meeting room sign
- 1 green box at double exit doors to Stairs 4

- 2 green boxes at top of Stairs 4
- 1 green box at entrance double doors to Stairs 3
- 2 green boxes at top of Stairs 3
- 1 green box at entrance doors to Stairs 2
- 1 green box opposite F 76 at entrance/exit double doors to top of main Stairs
- 1 green box at left hand side of lift at double doors

4.1.8 Signs and Notices

The Health & Safety Co-Ordinator will ensure that all necessary signs and notices are displayed. These will identify the locations of all exits and fire fighting equipment, as well as any danger zones or hazardous materials.

4.2 Constant Hazards & their Management

4.2.1 Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of Stewarts School that Machinery, Kitchen Equipment and Electrical Appliances are to be used only by competent persons. Students use equipment under staff supervision. Students attending Home Economic classes will regularly be checked on their competence on using kitchen equipment appropriately and safely. Staff report faulty/defective appliances to Secretary/ Deputy Principal/Principal/ Health and Safety Coordinator.

4.2.2 Chemicals

It is the policy of the Board of Management of Stewarts School that all chemicals, detergents etc, be stored in clearly identifiable containers bearing instructions and precautions for their use. These shall be kept in a locked area, and protection, i.e. protective clothing/gloves are provided for use when handling them. Reminders are sent to staff that chemicals used should be clearly labelled and that should be kept out of reach from students and locked away. Staff should replace empty soap dispensers when required. Lemon Medall is the cleaning agent used in school and is made up daily at 9 am by staff. Disinfectant sprays and anti-bacterial wipes are also used e.g. to clean shared equipment in playroom and multi-sensory room. Antichlor Kit is stored safely and distributed when required by nurses in the school. It is only ever used by the nurses. All supplies and PPE should be collected between 9.00am and 9.15am daily.

4.2.3 Lifting

Stewarts School operates a minimum lifting policy. Hoists are used when required. When a child with a physical disability is enrolled in the school, suitable assessments will be undertaken by members of their local CDNT team, arrangements made and training provided for transferring/lifting of the child. As students progress through the school further assessments will take place if the need arises. If a student's needs changes staff will inform the principal who will make a further assessment- referring to the Manual Handling Training Department at Stewarts Care if necessary. Staff will participate in a Manual Handling course once employed and refresher courses every three years.

Guidelines for people handling, slings and use of hoists are currently under review. Any amendments will be added to this policy when review is completed.

4.2.4 Ergonomics

See Appendix 4: Ergonomics

See Appendix 5: Table outlining how specific aspects of school environment can be organized to create the appropriate ergonomic conditions for a safer learning environment.

4.2.5 Drug Medication

It is the policy of the Board of Management of Stewarts School that all medications for use by students during the school day are generally to be kept in a medication press, locked at all times where keys are then kept securely in Nurses Station. Only nurses have access to it. However, some named individual students have medication bags which are kept safely in their classroom where there is no risk of other students accessing this medication.

4.2.5.1 Bus Medication - Bus escorts will receive labelled Buccolam from parent/carer each morning. They will perform a visual check; check the date on the label, the correct medication, and that it is sealed. They will then place the medication directly in to their locked boxes. Bus escorts will keep their locked boxes in a safe place while in school and will return to their bus that evening with their locked boxes. Bus escorts will hand back the Buccolam belonging to a student to their parent/carer when the child is leaving the bus. Bus escort will finish their bus runs with empty locked boxes.

4.2.6 Floors

It is the policy of the Board of Management of Stewarts School that the washing of floors is conducted after school hours to ensure, as far as practicable elimination of the danger of slipping. Where spills occur staff should immediately wipe up spillages, notifying other staff and students of the spill. Wet floor signs should be used as required. Where food, bubble wrap or objects are found on the floor staff will brush/pick up foods or objects and place them in the bin. A termly memo will be sent to staff to remind them to wipe up spillages or pick up foods or objects from the floor.

4.2.7 Light Bulbs

Staff should report lighting issues/ light bulbs not working directly to the school secretary. Staff should send email reminder to the school secretary if necessary.

4.2.8 Behaviours of Concern

The Board of Management endeavours to minimise personal risk or stress to any student/staff. Refer to Code of Behaviour Policy and Anti-Bullying Policy. Students presenting with behaviours of concern have appropriate individual strategies in place (preventative and reactive) to minimise personal risk for all. The Board of Management applies to the NCSE for appropriate resources for a student prior to the enrolment of a student or after enrolment. The Board of Management defers the starting date for a student if it has not the appropriate facilities/resources to safely support the student. Staff are vigilant and are reminded to follow school the Code of Behaviour. Individual students have behaviour support plans to help manage behaviours. Behaviour support strategies/plans are reviewed following incidents. Strategies include redirecting a student to a safe place/quiet area within the school building if necessary. Staff training MAPA/CPI – Safety Interventions is arranged by the school for all staff.

The board of management has the authority to suspend a student. The board delegates the authority to the principal to suspend a student. The board of management has the authority to expel a student. The NEWB guidelines and procedures on suspension and expulsion will be followed.

Staff are reminded to report any incidents/near misses to the office.

4.2.9 Access to Employees

School building doors are accessed through fobs. Access to employees is by consent.

When the employee feels at risk from or threatened by a particular person arriving on school property the matter will be drawn to the principal's attention. Another staff member may need to inform the principal. The matter may be drawn to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances appropriate measures will be taken to protect employees. Refer to Policy on Access to School Building Procedures and the Critical Incident Policy.

4.2.10 Trained First Aid Personnel

It is the policy of the Board of Management of Stewarts School that designated school staff will be trained to apply First Aid to other staff and students. Staff shall update/refresh training when required. Current designated Occupational First Aid staffs are the three school nurses based in room G198.

All required supplies are made available for first aid function. A first aid box is available in each classroom and it is responsibility of the class teacher to restock the first aid box. This can be done so by obtaining the necessary equipment from the school nurses. The First Aid boxes for classes contain plasters, sterile water, individually wrapped disinfectant wipes, and gauze swaps only. It is each class's responsibility to contact the nurses if they need more supplies. It is also their responsibility to check the expiry date on all items.

Disposable gloves must be used at all times when administering First Aid. Soap, water and hand sanitizer will be available and should be used before and after administering First Aid. First Aid administration will be administered following permission from parent(s)/guardian(s), which is sought at enrolment.

Parent(s)/guardian(s) are requested to supply sun cream lotion when necessary to protect their child at play times, trips out, etc. Parents are informed that school staff will use Factor 50 sunscreen lotion to protect children who do not have their own sunscreen lotion and are asked to inform class teacher if they are aware of any allergy their child has to sunscreen lotion.

A defibrillator for the use in Stewarts School is located in room G198 – on the wall inside the door of the nurse office. The key is always on the door of the defibrillator box and the defibrillator itself will guide staff on the use of the defibrillator in the event of cardiac arrest.

4.2.11 Staff

- Staff training needs are identified and appropriate training is provided. Training records are retained by school secretary.
- Dignity in the Workplace policy is in place.
- DES guidelines and nationally agreed grievance procedures to be followed.
- Confidentiality in relation to student information is to be maintained.
- Assaults on school employees- Department of Education guidelines to be followed. See also Injury to Staff policy and Critical Incident policy.
- The Employee Assistance Scheme is operated by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'. Contact details are Free phone: 1800 411 057 or <https://www.spectrum.life/>
- *Child Safeguarding* - If there are any allegations or suspicions of child abuse staff inform the DLP or DLPP and staff can refer to Child Safeguarding Policy
- *Bereavement Support* First Light provides a bereavement support service to parents, families, professionals and communities who experience the sudden loss of a child or young person.

Contact details are
Dublin: 01 8732711
National Lo Call: 1850 391 391
24 hour hotline: 00353 872 42 3777
Email: support@firstlight.ie

4.2.12 Pregnant Employees

Stewarts School adheres to the provisions of the *Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (the Pregnancy Regulations)*. These Regulations apply to staff that are pregnant, have just had a baby or are breast-feeding.

4.2.12.1 Control Measures

Pregnant staff members must notify the principal as soon as practicable once they know they are pregnant. The principal will carry out a risk assessment to identify and evaluate any hazards, which may present a risk during pregnancy to the employee during the pregnancy or while breastfeeding. See Appendix 6: Risk Assessment for New and Expectant Mothers at Work

If any such risks are identified and it is not practicable to ensure the safety or health of staff or the unborn child through protective or preventative measures, then the principal must adjust temporarily the working conditions of the staff member so that exposure to such risk is avoided.

4.2.13 Transportation of Students

4.2.13.1 Using Stewarts School Buses

School buses will be equipped with a First Aid Kit (organized by the school nurse each September). Only approved employees with a D1 licence may drive the 17 seater bus. Details of the staff members' driving license status must be presented to the school secretary every September. Drivers must ensure that no more than the number of allocated seating spaces be used, i.e. 5 seats = 5 persons, 8 seats= 8 persons. Seat belts must be used at all times. Smoking in buses is strictly prohibited. Booster Seats are available if required. Refer to Buses Policy and Accidents and Injuries to Staff and Students Procedures.

4.2.13.2 Using Other Bus Contractors to bring students to and from school

All buses and taxis bringing students to and from school are under contract with Bus Eireann. These buses are supervised by a Bus Eireann Inspector and follow Bus Eireann safety criteria. The following guidelines will be followed and drivers and bus escorts will be informed of these guidelines at the beginning of each school year:

- Students will wait on bus/taxi in the mornings until designated staff arrives to meet students from the bus
- Buses/taxis will not move until the escort has informed the driver that all passengers are seated with seat belts closed (refer to Bus Escorts Duties)
- Bus/taxi will not move from the school car park until signaled by a designated staff member
- Refer also to procedures for Supervision (Morning/Home Time) and September bus memo to drivers and contractors.

4.2.13.3 Using Other Bus Contractors for Trips Out of School

Stewarts School will only hire buses from contractors approved by Bus Eireann.

4.2.14 Visitors to the School

Refer to Procedure: Access to School Buildings. Visitors to the School enter/exit through the Main Entrances

using a buzzer which is linked to the secretary's office. Where the secretary/staff member is not available, visitors will wait at the school entrance until a staff member comes to the door. All visitors will be asked to wait in the designated waiting area until the relevant staff member comes to the waiting area. Persons coming onto the school premises must identify themselves clearly. If a staff member is unsure as to the identity of an unfamiliar person on the premises, s/he should establish the identity of that person and re direct them to the waiting area if necessary. Signage is displayed reminding visitors not to use mobile phones in school.

Contractors working in the school will have approval from Technical Services or principal/deputy principal. Contractors should make direct contact with the Secretary, Principal or Deputy Principal before initiating any work on the school premises. Where work which constitutes any threat to Health and Safety, the school will be closed or the work will not take place during school hours. It is the policy of the Board of Management of Stewarts School to minimise sound pollution- room-to-room, yard to room, etc.

All visitors must adhere to the Covid-19 restrictions and guidelines in place on the school premises at any given time.

4.2.16 Control of Records

Written procedures are in place for the identification, storage, protection, retrieval, retention and disposal of records. Health and Safety Statement and school policies are all kept in Hard copy in class Policy Procedure Folders and on school shared intranet site.

4.2.17 Furniture, Broken or Unused Equipment & Unwanted Clothing

Staff position tables/furniture/chairs in a safe as possible manner. Teachers inform principal/school secretary when they need new tables or furniture (Tables with sharp edges are not purchased). Staff will take chairs down from tables first thing in the morning and/or when they immediately notice them on tables. Staff will notify principal/deputy principal of furniture or equipment that is broken or no longer used by students. Unused equipment will be labeled by staff on who used the equipment and start date from when out of use. Staff will throw out any unwanted clothing.

4.2.18 Food Storage

- Food Storage in classrooms/staff areas: All food for use by students in classrooms (cereals, biscuits, crackers, cake, bread, cheese, butter and fruit) must be stored in sealed containers and should not be left on open shelves.
- Foods left around that are not stored in containers will be disposed of by the cleaning staff. Foods should be removed from fridges every Friday and on closing for school holidays
- Good hand hygiene will be practiced by all staff
- Dinnertime in class areas: Sometimes food falls to the floor during lunchtime. Staff will maintain clean floor areas and wipe up any spillages immediately and dispose of uneaten food appropriately
- Food will not be stored in open work areas.
-

4.2.19 Bins

- Bins will have foot pedals to open
- Students are not permitted in the staff room and catering kitchen area

4.2.20 Doors

- Staffroom doors must be kept closed at all times and students are not permitted to enter the staffroom as boiling water may be present

4.2.21 Catering Kitchen

- Good hand hygiene will be practiced by all staff
- Catering kitchen door remains closed at all times
- Catering staff use oven gloves and approach oven with care
- Catering staff follow Stewarts Care policies
- Students or staff are not allowed in the catering kitchen at any time.

4.2.22 Home Economics Kitchens

- Students and staff wash hands, wear aprons, tie hair back and use a clean kitchen before food preparation/cooking
- To control cross contamination in the kitchen students use different utensils to prepare cooked & uncooked foods
- Cookers are switched off at source when not in use
- Teacher assesses students at the beginning of each term on how to use sharp knives
- Students are closely supervised and reminded of the dangers when using the cooker, when cooking with hot liquid/water and when using knives
- Relevant 'warning notices' are displayed.

4.2.23 Storage

- All areas should be kept tidy
- Equipment should not be put on top of presses, lockers etc as they are too high for staff to reach
- Where necessary a step may be used to access an item. Staff should not stand on chairs.
- Areas where Lecky chairs, standing frames and wheel chairs are stored should be arranged and positioned as best possible in a safe and accessible manner. Staff should be vigilant when accessing these areas. The principal/deputy principal should be notified of unused equipment and arrangements made to put into storage or dispose of same.

4.2.24 Playground Areas

- Playgrounds cannot be safely used during frosty days/mornings. The ground must be thawed completely before use to avoid accident/injury to students or staff.
- No salt or de-icing materials can be used on the surfaces in any of the playgrounds as they can cause damage to the surfaces.

4.2.25 Ventilation

See Covid 19 Response Plan. The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

4.2.26 Health Issues

- Infection Prevention & Control Policy
- Accidents and Injuries to Students & Staff Policies
- Healthy Eating- See Healthy Eating Policy
- Covid 19 Response Plan

4.2.27 Covid-19

The spread of the Covid-19 virus should be treated as a constant hazard and the guidelines and controls as set out in the Covid-19 Response plan should always be applied. A specific risk assessment is provided for in the Covid-19 Response plan.

5. Reporting Accidents

All school staff will inform the school principal/deputy principal of any accidents, incidents or near misses as soon as possible after the accident/incident. A message must be left with the school secretary if the principal/deputy principal is unavailable. All incident reports will be completed on the day of the incident where possible.

The school will comply with the Health and Safety Authority (HSA) requirements for reporting accidents and dangerous occurrences. The person responsible for reporting accidents and dangerous occurrences is the school principal. Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety Authority.

Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

6. Workplace Environment

Stewarts School will provide a healthy working environment and will ensure that the following issues are always addressed:

- Ventilation is adequate
- The temperature in the school will be comfortable, normally above 17.5 degrees Celsius and will not become excessively hot during warm weather
- Adequate lighting and facilities for boiling water will be provided
- Stewarts School is a smoke free workplace
- Toilets will be kept clean and in working order
- Water, soap and paper towels will be provided
- The school will be cleaned daily
- Floors and traffic routes will be cleaned on a rotational basis
- Waste materials will be removed on a daily basis
- Service contracts are in place for maintenance services
- A Landesk system is in place to deal with hazards

7. Safety Statement

On the following pages you will find completed Stewarts School: Hazard Identification and Risk Assessment forms that identify hazards and risks for Stewarts School. The following is identified:

- The risk/hazard and the people at risk
- Current control measures that are used to eliminate/reduce the risk or provide protection from the risk/hazard
- Risk rating-
 - Low (L): actions should be dealt with as soon as practicable
 - Medium (M): actions should be dealt with as soon as possible
 - High (H): risk of injury could be high and immediate action should be taken

- Further Control Needed to reduce the risk or provide protection from the risk/hazard
- Action plan is then devised to control risk/hazard
- Person(s) Responsible for implementing the action plan are assigned a Person Responsible Code is as follows

Staff	School staff	P	Principal	DP	Deputy Principal
SS	School Secretary	CS	Class staff	DS	Designated Staff
T	Teacher				
TS	Technical Service	HS	Health & Safety Coordinator		

Staff initial and date when action plan completed

8. School Room Numbers/Area Labels

Appendix 8 assigns room numbers for each classroom/area/building in Stewarts School.

Stewarts School: Hazard Identification and Risk Assessment - NB. COVID-19 HAS BEEN IDENTIFIED AS A SPECIFIC AND A CONSTANT HAZARD AND SHOULD BE ASSESSED AND DEALT WITH AS PROVIDED FOR IN THE COVID-19 RESPONSE PLAN

Location: Stewarts School	Date carried out: September 2022
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Hazard	Current Control Measure	Risk	Further Control Needed	Action Taken	Person(s) Responsible	Date Completed
FIRE						
Safe evacuation of building for staff, students & visitors	<ul style="list-style-type: none"> -Practice fire drills termly: First regular fire drill practice to occur in September & alternative fire drill evacuation to follow -Identification of Students that only Participate in an Actual Fire Evacuation Staff and principal agree -Evacuation through area doors as per floor -A copy of school Fire Procedures is displayed at exits and in classrooms -Health & Safety memos are sent regularly to remind staff of fire procedures and where to assemble -Teachers fill out class daily attendance sheet for fire drills (Appendix 3A) and a PEEP form for each student (Appendix 3B) and display in classroom - Students that participate in 	L				

	actual evacuation are noted in class Student Fire Risk Assessment Forms						
WELFARE							
The health, safety & welfare of students and staff affected when enrolling students with behaviours of concerns	<ul style="list-style-type: none"> -Board of Management applies to the NCSE for appropriate resources for student prior to enrolment of student -Board of Management defers start date for a student if it has not the appropriate facilities/resources to safely support student 	M					
Students presenting with behaviours of concern – can injure self, staff & visitors	<ul style="list-style-type: none"> -Staff are reminded to follow School Code of Behaviour -Individual students have behaviour support plans to help manage behaviours -Behaviour support strategies reviewed following incidents -Staff training provided in MAPA/CPI Safety Interventions -Staff participate in relevant and appropriate CPD -Staff are reminded to report any incidents/near misses 	M					

Staff using the hoist incorrectly/unsafely can injure students, staff or self	<ul style="list-style-type: none"> -Staff attend formal manual handling training course prior to using a hoist -Area specific training is provided as required -Staff are shown how to use the hoist correctly by staff competent at hoisting at beginning of year or as required -Guidelines on using a hoist in place -2 staff must always be present when hoisting a student 	L				
Students who are PEG fed - button may become dislodged during movement	<ul style="list-style-type: none"> -Staff working in the class are aware of who receives PEG feeds and their times by teacher/nurse -Staff check that students who have PEG sites are not on feeds before they are moved -Procedures regarding PEG dislodgment for PEG users are written up for students -Individual risk assessments in place & reviewed annually 	L				

Vehicles driving too fast on school campus	<ul style="list-style-type: none"> -Speed limit signs 10 mph are clearly visible -Students are supervised by staff at all times -Car park entrance is at Southern end of the site (some distance from main entrances) 	L					
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Success Criteria

The success of the policy will depend on

- Keeping the number of accidents to a minimum and reducing the number of incidents that occur
- A review of the Health & Safety Statement annually to evaluate its effectiveness and to amend where appropriate
- Notification by all staff on issues concerning the Health and Safety of the school community
- Staff notifying the Principal/ Deputy Principal/Health and Safety Coordinator /Secretary on concerns/issues
- Delivery and participation by all staff in training
- Delivery by teachers of SPHE/Circle Time/ RSE/ SESE/ PE
- Participation of students in SPHE/Circle Time/ RSE/ SESE/ PE
- Feedback from parents, students, staff, visitors and Boar of Management

Timeframe for Implementation

These procedures will be implemented following notification by the Board of Management.

Timetable for Review

The Board of Management intends to review the Safety, Health & Welfare Statement in the light of experience, changes in legislation and operational procedures. All records of accidents or ill health will be monitored and safety measures, where possible, will be implemented in order to minimize the occurrence of such accidents and ill health. Otherwise, the policy will be reviewed annually or more frequently if requested by either staff or the Board of Management.

Responsibility for Review

Health and Safety Coordinator is responsible for the review.

Ratification & Communication

This policy was ratified by the school Board of Management on October 10th 2022 and was circulated to all classrooms in October 2022.

Previous Review Dates: 27th April 2009, 11th November 2010, 17th November 2011, 6th March 2013,
24th September 2014, 27th April 2016, May 2017, 13 November 2018, 23 October 2019, 28 August 2020, March 2021.

Reviewed Date: October 2022.

Appendix 1

FIRE SAFETY REPORTS



Location: _____ FS No. _____

REPORTING ELEMENTS		Please Tick Box
(i)	FIRE INCIDENT	
(ii)	FALSE ALARMS	
(iii)	FIRE EVACUATION	

	DRILL/EXERCISES	
(iv)	REPORTING OF FIRE SAFETY HAZARDS	
NOTE: REPORTING AND FOLLOW-UP ACTION OF ANY DEFECTS RELATING TO FIRE SAFETY IS THE RESPONSIBILITY OF THE PERSON IN CHARGE OF THE PREMISES		

SAFETY OFFICE

EVENT/ACTIVITY RECORD SHEET

Address:		Date:	
Recorded by:			
Staff on duty:	Position:	Role during exercise:	
Resident name:	Observed response/effect on person:		

Exercise scenario:		
Sequence of events:		
Event:	Comments:	
Alarm activated		
Staff respond		
Staff verify emergency		
Emergency services notified		
Evacuation begins		
Staff check all areas		
All people at assembly point		
All people accounted for		
Situation report given to emergency services		
Exercise completed		
Time Duration of Drill		

Emergency response checklist	Y	N	Comment
When emergency started were all occupants alerted?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the alarm activated?	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff follow proper procedures for scenario?	<input type="checkbox"/>	<input type="checkbox"/>	
Was emergency confined to area of origin?	<input type="checkbox"/>	<input type="checkbox"/>	
Were emergency services called promptly?	<input type="checkbox"/>	<input type="checkbox"/>	
Were all areas of house searched?	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff wear emergency identification?	<input type="checkbox"/>	<input type="checkbox"/>	
Did occupants evacuate methodically?	<input type="checkbox"/>	<input type="checkbox"/>	
Were mobility impaired persons evacuated?	<input type="checkbox"/>	<input type="checkbox"/>	
Did anyone refuse to participate or follow instruction?	<input type="checkbox"/>	<input type="checkbox"/>	
Was a designated evacuation route taken?	<input type="checkbox"/>	<input type="checkbox"/>	
If not, was the most appropriate evacuation route taken?	<input type="checkbox"/>	<input type="checkbox"/>	
Did all people go to and stay at assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	
Were all people accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Did anyone re-enter the building before the all-clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Were emergency services liaised with?	<input type="checkbox"/>	<input type="checkbox"/>	
Correct information given to emergency services?	<input type="checkbox"/>	<input type="checkbox"/>	

Debrief:
Difficulties during exercise:
Suggested action:
Difficulties during exercise:
Suggested action:
Difficulties during exercise:
Suggested action:
Difficulties during exercise:
Suggested action:
Difficulties during exercise:
Suggested action:

SIGNATURE:
PERSON IN CHARGE

SIGNATURE:
COMPETENT PERSON

FOLLOW UP ON PREVIOUS DRILL

(DATE)

COMMENTS:

SIGNED:

DATE:

Appendix 2

**Annual School Audit
Fire Drill Record for School Year September 2022- June 2023**

Stewarts School	Date	Time	Difficulties Identified During Exercise	Suggested Action Plan

Appendix 3

Emergency Evacuation Procedures for Stewarts School (Day time)

The following is essential and should be abided by in the event of an emergency evacuation
All staff can evacuate the school independently and all students require assistance to evacuate the school.

The procedure for evacuating the area:

On hearing the alarm or intercom instruction staff will advise students to evacuate the building [if a fire is discovered staff will activate the fire detection and alarm system or break glass unit]. Staff and students will evacuate the building through your nearest exit or exit system assigned to the areas, closing all doors behind if possible. Do not stop to investigate the fire or emergency, do not stop to collect belongings on the way. Evacuate and proceed to the designated fire assembly point allocated for you.

The Principal and Deputy Principal will take the lead in the evacuation. A Route Card system is in place for the school to ensure all areas of the school are evacuated. Visitors must register their details at Reception on arrival and must notify Reception when leaving the building. Where possible and practical, visitors remain with the person they are meeting. Visitors will exit via the closest exit and make their way Assembly Point E opposite the main doors at Reception. The fire register is stored in the secretary's office and must leave the building also. The school secretary will be responsible for this. The Main Passenger Lift will not be used. The Evacuation Lift should only be used by wheelchair users or named individual students and staff assigned to them. A specific member of staff will be appointed by the principal to make sure that the Evacuation Lift is sent up to the First Floor.

Teachers maintain daily attendance on a laminated sheet in the classroom (Appendix 1) and bring this to the fire assembly point. Students/staff, if not part of the class group at the time of the evacuation will exit via the nearest exit door and make their way to their designated fire assembly point.

Personal Emergency Evacuation Plans (PEEPs), Appendix 2, must be in place for all students in the school.

Refuge areas are on First Floor within stair areas 2, 3, 4 and 5.

After evacuation:

Do not re-enter the building, until it is deemed safe to do so by the staff member in charge or the fire services.

If it is unsafe to re-enter the building after the evacuation is carried out: alternative arrangements will be put in place:

- Arrangements will be made for parents to pick up their children
- Arrangements will be made for students to be accommodated in the Rosse Court Centre.

Trained Fire Wardens are assigned to the building

- Fire wardens will assist their classes to the designated exit door and do a “sweep” of their area to check that all rooms are empty on their way out. (Though it is important to remember that a fire warden should never put their own life at risk in order to do this – the emergency services will take over if there’s an immediate danger standing in the way of this duty).
- Fire wardens will close all fire doors to keep the fire at bay and help to reduce the risk of damage.
- Fire wardens will assist students to safety according to their PEEPs (Appendix 2).
- Fire wardens will check attendance at fire assembly points they are assigned to.

Fire Wardens for: (Assigned at the commencement of each September)

Assembly Point A:
Assembly Point C:
Assembly Point D:
Assembly Point E:
Assembly Point F:
Assembly Point G:

Estimated numbers for each assembly point:

Assembly Point A (western side near gate): approximately 30 people (depending on how many in library/home economics/computer rooms)
Assembly Point B (western side): approximately 20 people
Assembly Point C (southern side/outside Stairs 5): approximately 20 people
Assembly Point D (eastern side): approximately 40 people
Assembly Point E (eastern side near gate): approximately 40 people
Assembly Point F: approximately 40 people
Assembly Point G (near main entrance): 5 ASA and catering staff

The evacuation system in place: (See Appendix 3C – Evacuation Route Maps)

Ground Floor

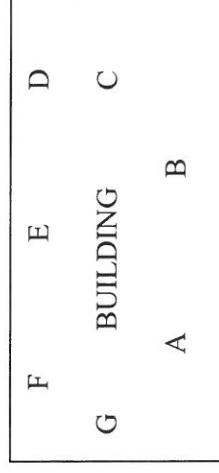
- G86, G77 G62 & 63 (Occupational Therapy), G 65, G66, G67 (Speech and Language and Clinical Rooms), G68 & 69 (Physiotherapy), all exit the building via the staircase 3 door or Lobby near ASA to Assembly Point A.
- G107, G97 & G98 (nurses), will exit the building via the lobby at the nurses station to Assembly Point B.
- G 100, G 105, G 113 and G122 (Multi-sensory room) will exit the building via the door at multi-sensory room the door at the multi-sensory room to Assembly Point B.
- G123 goes via double doors at multi-sensory room to Assembly Point B.
- G132, G134 (Multi-Sensory), G139 and G162 will all exit the building via the door at Stairs 5 to Assembly Point C.
- G166 (Staff Room) will exit the building via the Door at Stairs 5 and will walk around to Assembly Point D.
- G148, G153, G07, G28, G169 and G170 (General Purpose Rooms/Gyms), G02 (Reception), G03 (Principal's Office), and G149 (Speech and Language), will exit the building via reception -Turning Left to Assembly Point E.
- G37, G16, G18 (Ball Pool), G19 (Office), G41 (Playroom) will exit the building via the door at Stairs 4 to Assembly point F.
- G57, G58, G59-G61 will exit the build via the Exit door in the area to assembly point G.

First Floor:

- F90 (Home Economics), F91 (Computer Studies), F92 (Library), F94 & F103 will exit the building via stairs 3 and exit door staircase 3 door to assembly point A.
- F74, F106 (Clinicians), F108 (Conference) will exit the building via stairs 2 and exit through door at emergency lift lobby beside nurses station to Assembly Point A.
- F80, F85 will exit the building via stairs 2 and exit through the door at emergency lift lobby beside nurse's station to Assembly point B.
- F81 will exit emergency via lift beside nurses' station.

- F59 will exit the building via stairs 5 and exit through door at stairs 5 to assembly point C.
- F42 and F51 exit via staircase 5 to assembly point D.
- F52 , F55, F56, F57, F59 AND Roof Playground – Lower East Wing will exit the building via stairs 5 and exit through door at stairs 5 and turn left to assembly point D.
- Roof Playground – near F74 will exit the building via main staircase 2 and exit via Reception to assembly points A or B.
- First Floor Playground at MSR exit the building via stairs 5 and go to assembly point C or D.
- F68, F03 (staff room), F02 (Staff Library) will exit the building via main staircase 1 and exit via Reception and turning left to Assembly Point E.
- F24, F14, F5, F33, F19 (Life Skills), F17 (Grooming), F21 (Speech and Language) will exit the building via stairs 4 and exit the building at door at staircase 4 to assembly point F.

Stewarts School Fire Drill Assembly Points



Fire Assembly Points and Exit Routes:

Fire Assembly Point A

Mounted on perimeter fencing at the point closest to the bin area
Servicing those exiting building from doors at nurses station/ entrance and those exiting at Stairs 3

Fire Assembly Point B

Mounted on perimeter fencing opposite pedestrian crossing (across from room G105)
Servicing those exiting via fire exit beside multi-sensory room near room G105.

Fire Assembly Point C

Mounted on perimeter fencing, opposite staff room and exit door at stairs 5.
Servicing those exiting via fire exit at stairs 5

Assembly Point D

On perimeter fencing at a safe distance to the right of the bicycle rack as one looks out onto Rosse Court Avenue
Servicing those exiting via reception and turning right

Fire Assembly Point E

Mounted on perimeter railing a safe distance inside vehicular exit gate
Servicing those exiting via main entrance at reception and turning left

Fire Assembly Point F

Mounted on internal railing NOT perimeter railing close to lamp post - this is on a slight mound - individuals to congregate on yellow path or on levelled grass area below assembly point.
Servicing those exiting via exit doors from student canteen or those exiting via door at staircase 4

Fire Assembly Point G

Mounted on internal railing NOT perimeter railing beside grass
Servicing those exiting from the G57, G58, G59, G61 and Canteen Staff.

Arrangements for the fire brigade coming on site

The principal and deputy principal will take the lead, a fire warden will be assigned in their absence to take the lead in ensuring the fire brigade has access to the site and direct them onsite, if someone is missing once the attendance sheet has been checked against a head count, inform the chief fire officer of the fire brigade that someone is missing and if possible, the precise location where they might be.

Fire wardens will be identified by the hi-vis jackets that should be kept near where the fire wardens are working.

Do not assume the fire detection and alarm system is monitored, always contact 999 or 112, give the precise location of the school and if possible the Eircode (K78 K8W7). Inform the operator that you are a school in operation under the auspices of Stewarts and Dept of Education. Do not hang up, wait until they obtain all information they require. Always remain calm and ensure all information is given to the operator.

Previous Date: September 2001, June 6th 2007, October 6th 2009, November 2010, 27th April 2012, 28th January 2013, December 2015, May 2017, 13 November 2018, 23 October 2019, 23 August 2020, March 2021.

Reviewed Date: October 2022

Daily Attendance for Fire Drill

Teacher: _____

Class: _____

Week Beginning: _____

[illegible]

If a student is absent please fill in the letter 'A'.

APPENDIX 3B

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) – STEWARTS SCHOOL

Student Name:	Class /Year
Plan created by class teacher (name):	
Date of Plan:	Review Date: September each year

The Method of Alert in an Emergency is by: Fire alarm system or intercom or staff member.

Who assists in the Event of an Evacuation: All available staff in the vicinity.

Student Awareness of the Procedures: (Circle as applicable)

- Student is familiar with regular Fire Drills;
- Escape Routes have been pointed out;
- Social Story.

Evacuating: Can the student exit the building without assistance?
(Circle as appropriate) **YES** **NO**

Assistance required: (Please tick)

Wheel chair/buggy/classroom chair/walker	
Staff Supervision/Assistance	

Emergency Evacuation/Long Term:

If the student refuses to evacuate in the event of an emergency, what measures are required to evacuate the student and ensure that students and staff can leave the building safely if necessary.	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

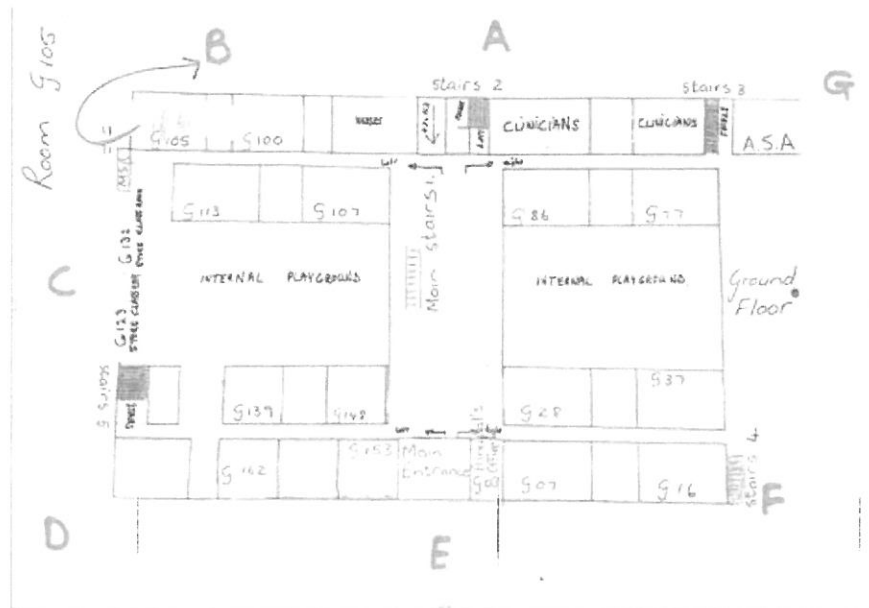
Description of the egress plan for the above named person:

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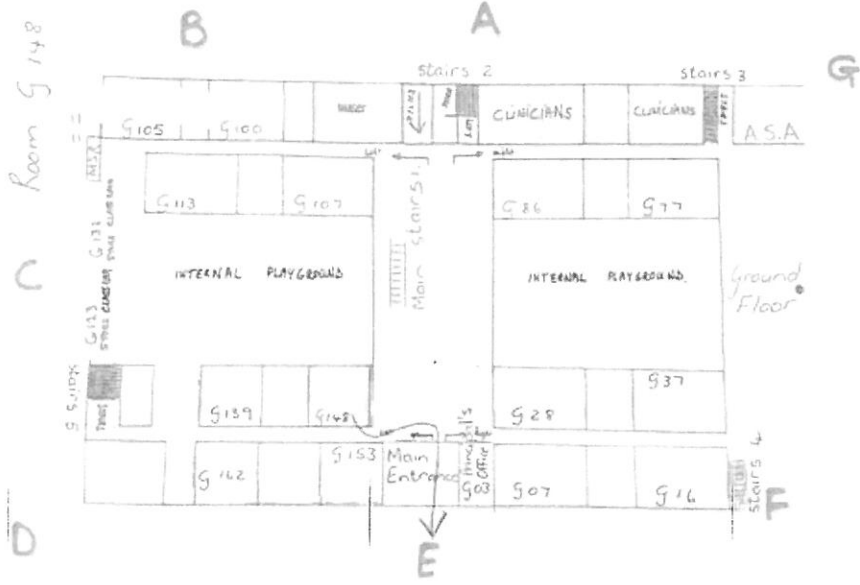
Established Fire Assembly Point:

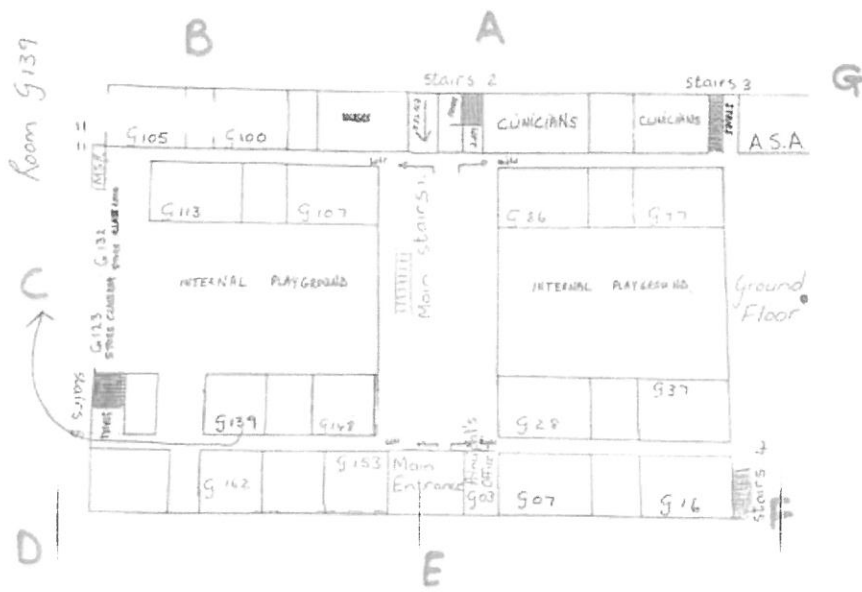
PEEPS SHOULD BE REVIEWED ANNUALLY OR IF CONCERNS ARISE
DATE OF FIRE DRILLS STUDENT HAS PARTICIPATED IN DURING PAST 12 MONTHS

Room G105

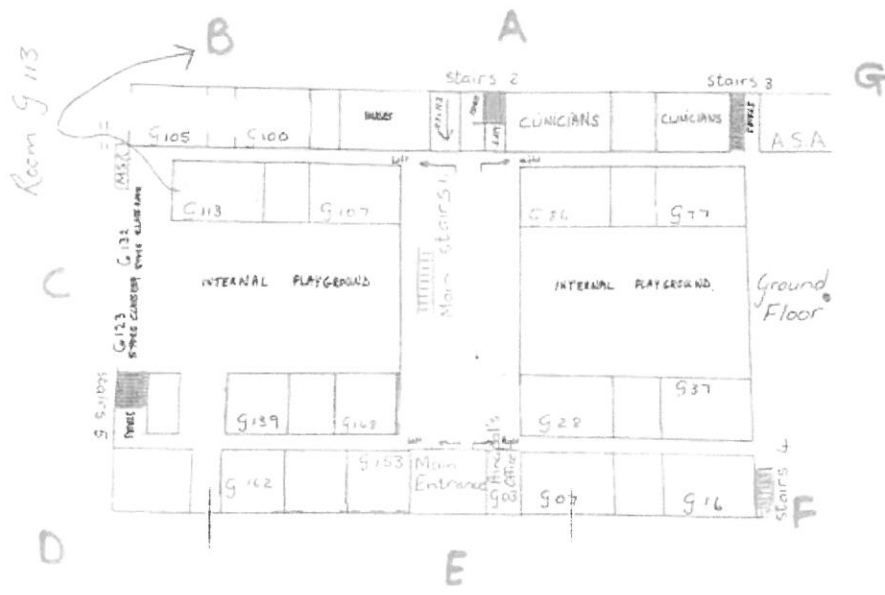


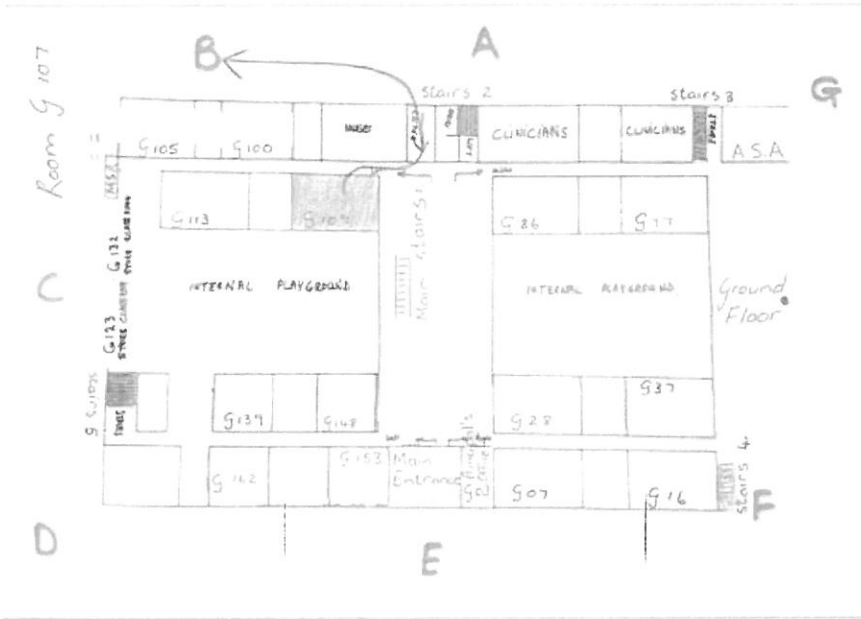




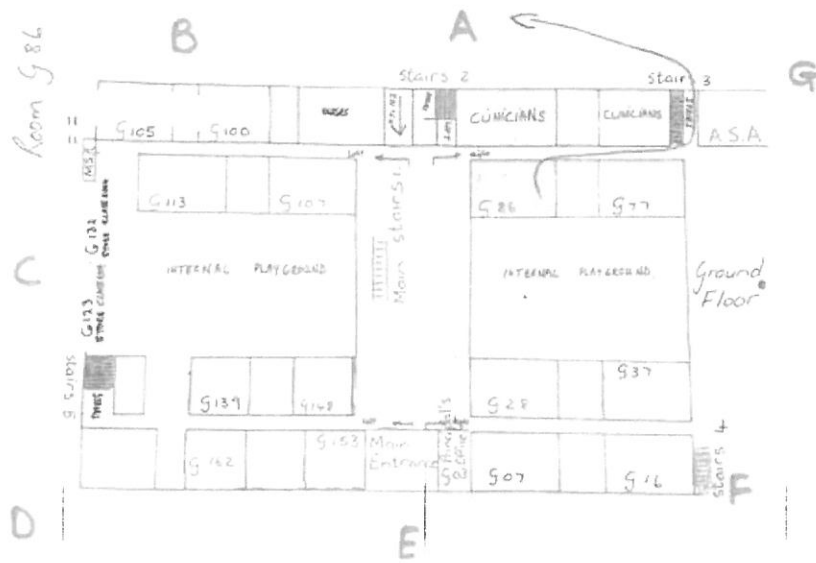


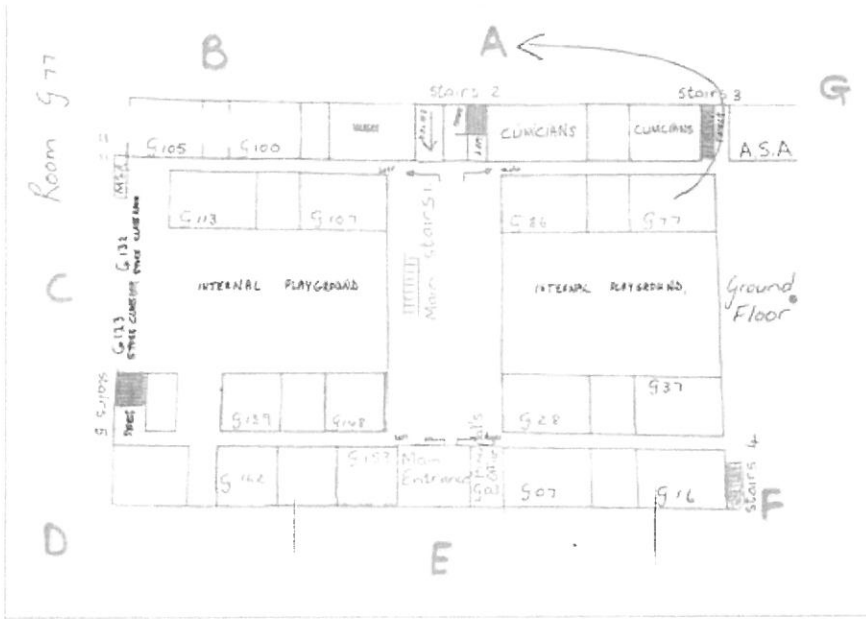
Room G113











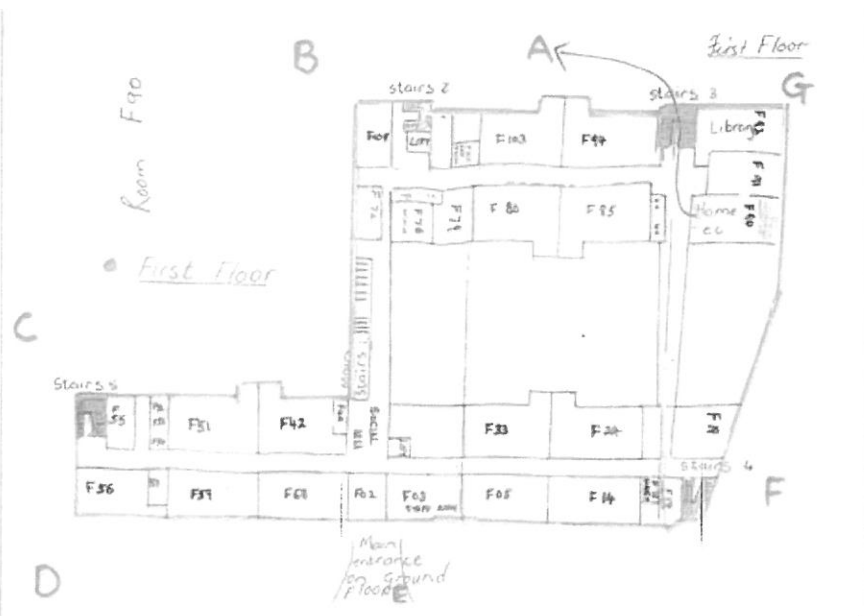




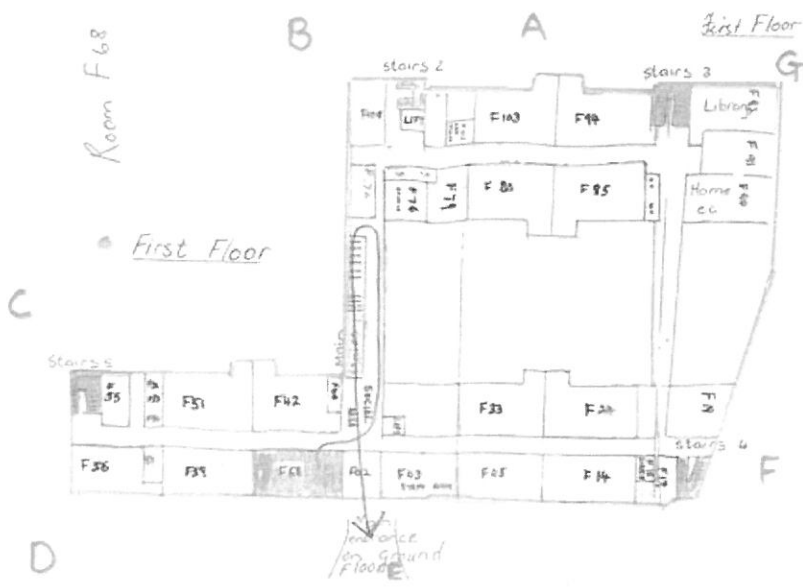


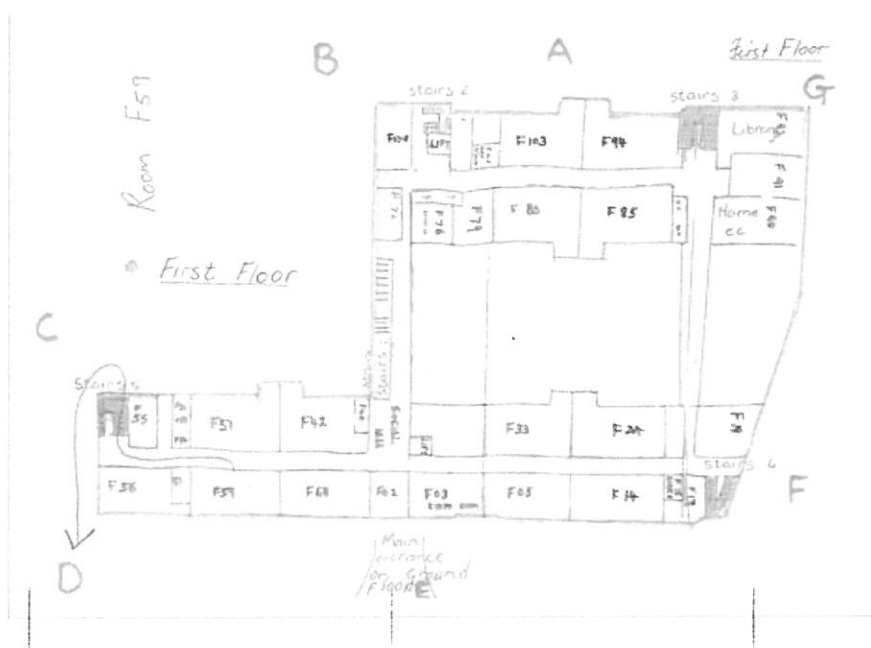


Room F90

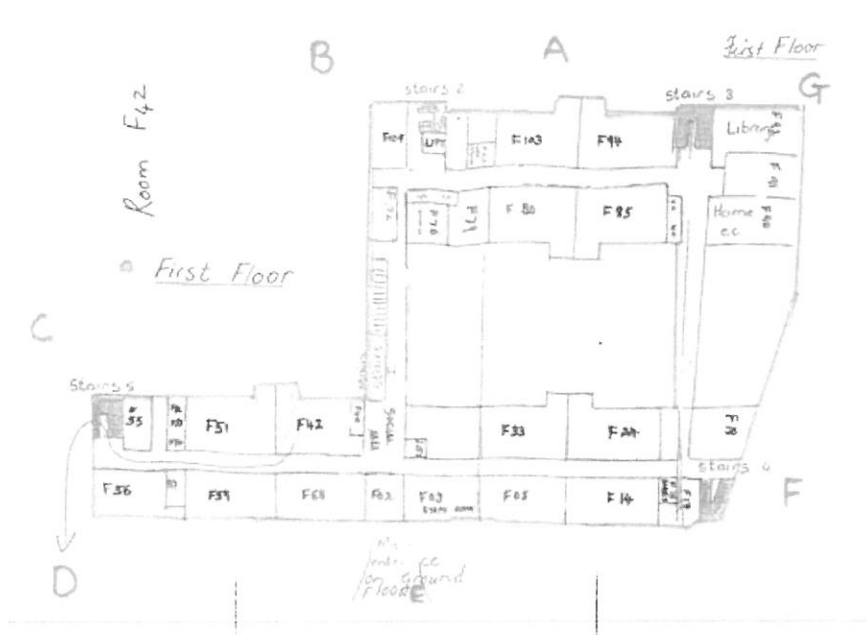


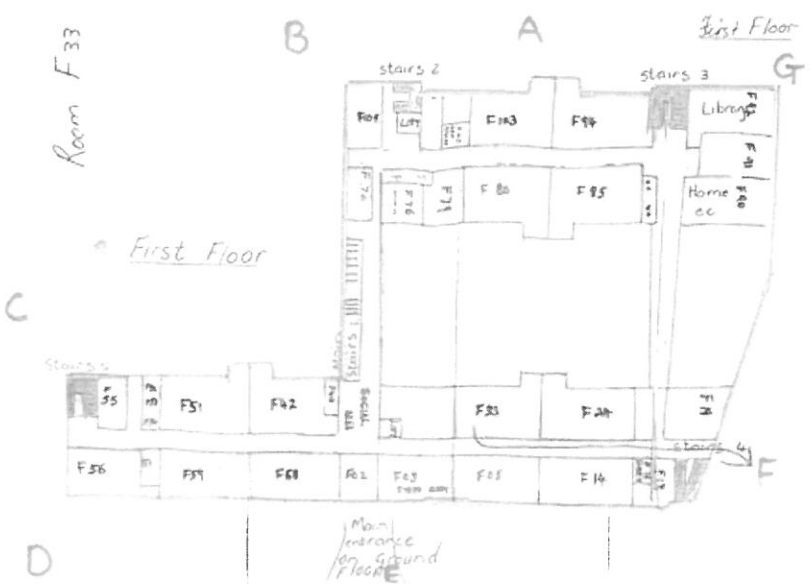




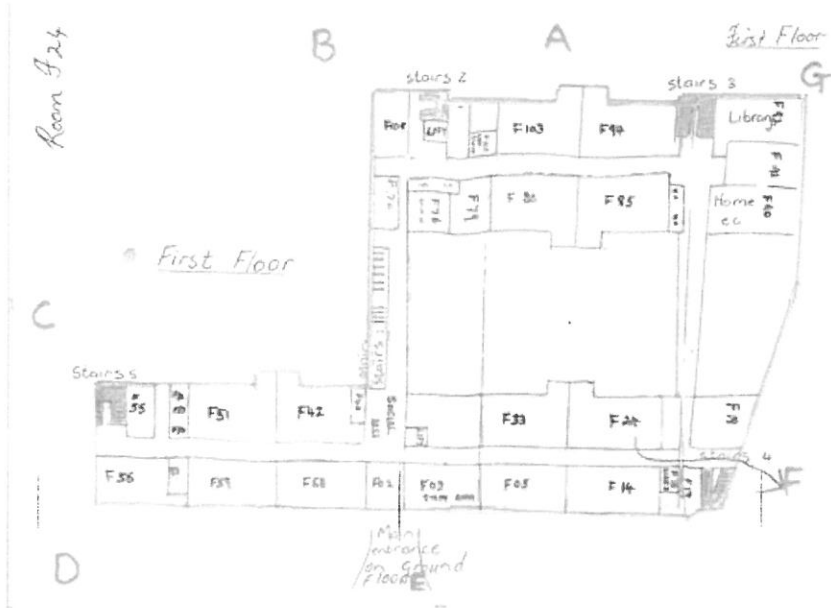


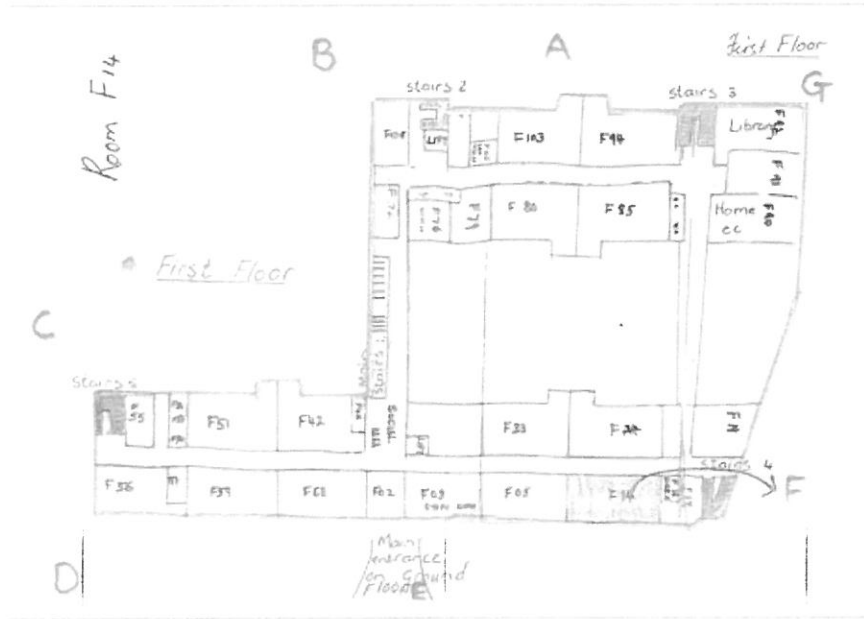


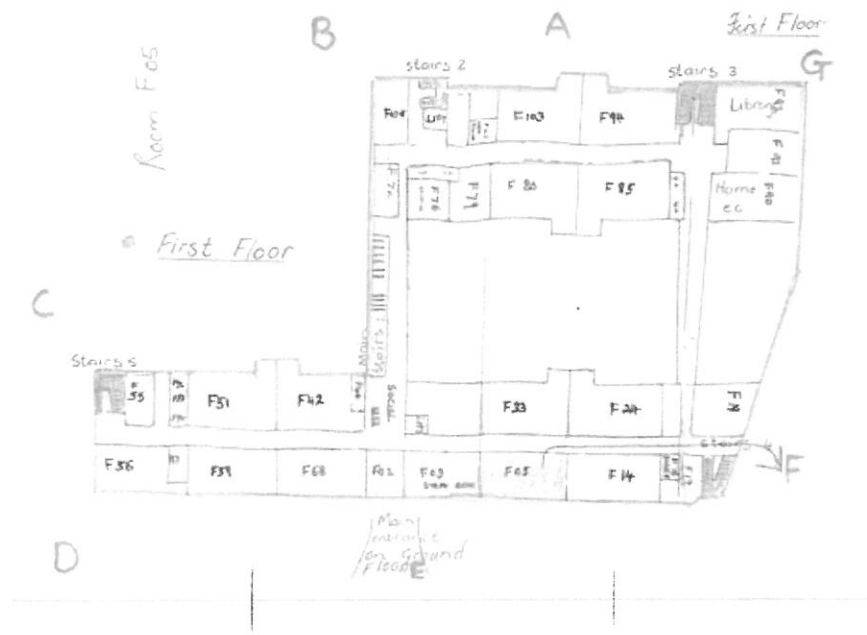




Room F24







Appendix 4

Ergonomics

In general, computers are clean, quiet and safe to use. However, poor interaction with positioning computer equipment can lead to health problems, such as eyestrain, swollen wrists and back ache. There are a number of practical steps that can be taken to achieve an economically positive environment and, furthermore, to promote a safer learning environment. These are:

- Positioning of the person and equipment
- Arranging a safe learning environment
- Taking regular breaks

Positioning

Body positioning and the positioning of equipment are fundamental to ensuring a comfortable and healthy interaction with computers. The following recommendations can help reduce the risk of health problems:

- Sit up straight rather than slouch forward
- Use supports such as foot rests, wrists rests and adjustable chairs
- Adjust equipment to the correct height, distance and angle

Below is a diagram that outlines the basics of an ergonomically correct workstation.

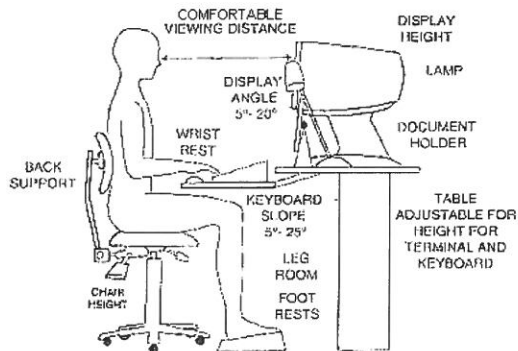


Diagram from "Ergonomics and VDT Use," flyer prepared by the Library of Congress Collections Services VDT Ergonomics Committee, 1991-92.

The diagram below highlights some negative bodywork station positioning.



Arranging a Safe Learning Environment

The term 'workstation' refers to the computer, the monitor, the keyboard, the desk, the chair and the space provided for doing work. Workstations should be comfortable and have sufficient space to allow for freedom of movement. A minimum of 4.65 square meters of floor space for adults is recommended for office or similar environments. Adequate space between workstations should be provided for students in a classroom. This should exclude space taken up by fixtures such as presses and filing cabinets.

As computers can generate heat, a well-ventilated room is an important consideration. Coiled cables also give off heat and may need to be rerouted. In addition, securing and covering trailing cables is necessary if hazards are to be avoided.

Appendix 6 identifies how specific aspects of our environment can be organized to create the right ergonomic conditions for a safer learning environment.

Appendix 5

Table Outlining how Specific Aspects of School Environment can be Organized to Create the Right Ergonomic Conditions for a Safer Learning Environment Ergonomics

Environment	Health and Safety Considerations	Ergonomic Recommendations
Visual display Unit (VDU)	<ul style="list-style-type: none"> Avoid discomfort caused by reflective glare and eye strain 	<ul style="list-style-type: none"> Take adequate breaks regularly Adjust brightness and contrast Focus on distant object regularly Use an anti-glare screen if possible Adjust height so that the top of the screen is at eye-level
VDU	<ul style="list-style-type: none"> Protect eyes against moisture loss 	<ul style="list-style-type: none"> Position in a single downwards viewing angle
Keyboards	<ul style="list-style-type: none"> Prevent wrist strain which can develop into Repetitive strain injury (RSI) 	<ul style="list-style-type: none"> Use a wrist rest Type with wrists floating above the keyboard Keep elbows relaxed Keep mouse at the same height as keyboard
Chair	<ul style="list-style-type: none"> Prevent back problems 	<ul style="list-style-type: none"> Adjust chair to suitable height
Light	<ul style="list-style-type: none"> Prevent visual fatigue Avoid reflective glare 	<ul style="list-style-type: none"> Provide natural light if possible Position monitors at right angles to windows, otherwise use blinds or curtains Avoid strong artificial light
Noise	<ul style="list-style-type: none"> Minimize distraction caused by noise 	<ul style="list-style-type: none"> Use headphones for software containing audio
Heat	<ul style="list-style-type: none"> Prevent discomfort caused by heat 	<ul style="list-style-type: none"> Ventilate rooms Turn off equipment when not in use
Electrical Safety	<ul style="list-style-type: none"> Prevent accident 	<ul style="list-style-type: none"> Leave technical repairs to experts Reroute, secure and cover stray leads Replace frayed leads and damaged plugs Avoid overloading extension leads Be ware of coiled cables overheating

Regular Breaks

Computer users should be encouraged to take regular breaks, preferably every 60 minutes by standing up and moving around if working for protracted periods on a computer. This may mean leaving the workstation for a few minutes every hour. Not only will this allow the eye muscles to readjust, it also refreshes all of the body's muscles, promoting personal health and a safe learning environment.

Appendix 6

RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS AT WORK

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (the Pregnancy Regulations) are designed to protect pregnant employees, employees who have given birth and *employees who are breast feeding during 26-week period immediately after giving birth*. Stewarts School recognizes the particular characteristics of pregnant employees and will implement the provisions of the Pregnancy Regulations.

The main duties of the employer are to determine what the pregnant women is exposed to and how often the exposure occurs and for how long. The employer must then reduce the risk to an acceptable level. The main hazards that staff can be exposed to, are physical agents, biological agents, chemical agents, working conditions and are assessed by the following form.

RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS AT WORK

Personal Details

EMPLOYEE’S NAME	DATE OF BIRTH
<div></div>	<div></div>
OCCUPATION/JOB TITLE	DEPARTMENT:
<div></div>	<div></div>
MANAGER’S NAME	HOURS OF WORK (Day and Night)
<div></div>	<div></div>
LOCATION/CONTACT NUMBER	DATE OF ASSESSMENT
<div></div>	<div></div>
NUMBER OF WEEKS PREGNANT	EXPECTED DATE OF DELIVERY
<div></div>	<div></div>
BRIEF JOB DESCRIPTION	
<div></div>	

IS THE EMPLOYEE EXPOSED TO ANY OF THE FOLLOWING POTENTIAL HAZARDS?

PHYSICAL AGENTS

	Yes	No
1. Shock, vibration or movement		
2. Noise		
3. Ionising Radiation		
4. Non Ionising electromagnetic radiation		
5. Extremes of temperature		
6. Movements/ Posture i.e. working at heights, use of ladders, driving, fatigue, awkward postures		
7. Manual Handling of Loads If yes, has the employee received up to date manual handling training appropriate to their work?		
8. Exposure to Aggression or Violence If yes, has the employee received up to date Crisis Prevention Intervention (CPI) Training appropriate to their work?		
9. Working with DSE's (computers) for long periods of time		

BIOLOGICAL AGENTS

	Yes	No
1. Any biological agent of hazard groups 2, 3 and 4 of the Biological Agents Regulations, 1994 and 1998 (e.g. Hepatitis B, HIV, TB, Cytomegalovirus, Herpes and Rubella)		
2. Has the employee received Hepatitis B vaccination		

CHEMICAL AGENTS

	Yes	No
1. Lead and lead derivatives		
2. Mercury and mercury derivatives		
3. Cytotoxic drugs or Mycophenolate		
4. Carbon monoxide		
5. Anaesthetic gases		
6. Solvents		
7. Chemical agents of known percutaneous absorption e.g. Tacrolimus, Azathioprine, Ganciclovir, Mitomycin		
8. Substances labelled R40 = possible risks of irreversible effects R45 = may cause cancer R61 = may cause heritable genetic damage R63 = possible risk of harm to the unborn child R64 = may cause harm to breastfed babies		
9. Chemical agents listed in the First Schedule to the Safety, Health & Welfare at Work (Carcinogens) Regulations, 1993 (S.I. No. 80 of 1993)		

WORKING CONDITIONS	Yes	No
1. Does the employee wear personal protective equipment (PPE); if so can it be worn correctly?		
2. Can the employee still work safely with machinery/equipment?		
3. Is the employee able to take regular meal breaks?		
4. Is there access to: rest facilities, drinking water, toilets, facility to express / store breast milk (if applicable)?		
5. Is the employee involved in Night Work (23.00 – 06.00)		
6. Does the night work involve at least 3 hours during these times or 25% of the employees monthly working time		

No

6. Does the night work involve at least 3 hours during these times or 25% of the employees monthly working time

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School Principal: _____ Pregnant Employee _____ Date: _____

Not for review ☐ Date: _____ Signed: _____

ASPECTS OF PREGNANCY THAT MAY AFFECT WORK

Aspects of pregnancy	Factors at work
Morning sickness	Early shift work Exposure to nauseating smells
Backache	Standing/manual handling /posture
Varicose veins	Standing/sitting
Frequent visits to the toilet	Difficulty in leaving job/site of work
Increasing size	Use of protective clothing Work in confined areas Manual handling
Tiredness	Overtime Evening work
Balance	Problems of working on slippery, wet surfaces
Comfort Dexterity, agility, co-ordination, speed of movement, reach, may Be impaired because of increasing size.	Problem of working in tightly fitting workspaces Problems of working in tightly fitting workspaces.

Appendix 8

Room Numbers and Names for Classrooms/Ground Floor and First Floor in Stewarts School

Ground Floor
Classrooms G74, 75, 76, 77
Occupational Therapy G 62, 63
Speech&Lang/Clinic Rooms G65,66,67
Physiotherapy G68,69
Classrooms G86,91,73
Classrooms G97,98,107
Classrooms G100,113,105,120
PMLD Multisensory Room G122
Classroom G123
Classrooms G132,139,162
Junior Multisensory Room G134
Classrooms G 165, 166
Classrooms G148,153,07,28
General Purpose Room G169, 170
Reception G02
Principal's Office G03, 05, 149
Classrooms G37, 16
Ball Pool, G40, 18
General Playroom G19, 41
Dining Area G42, 43, 44
ASA, G56, ASA office G61
First Floor
Home Economics F90
Computer Studies F91
Library F92
Classrooms F94,103
DP Office F74
Archive F75
Store F105, 106, 108
Classrooms F80, 85
Classrooms F51, 59
Woodwork, Music, Senior Games Room/Multisensory Room F52, 55, 56, 57
Classrooms F42, 68
Staff Room F03,F02, F70, F40
Classrooms F24, 14
Housecraft F19
Hygiene and Grooming F17, F16, F21

