



Alan Markey & Associates

**Site Specific Safety Statement and
Risk Assessment for**

St Peter's National School

St Peter's Road,

Phibsborough,

Dublin 7

01 868 0501

Completed by Alan Markey – MBS SHWW, Grad IOSH

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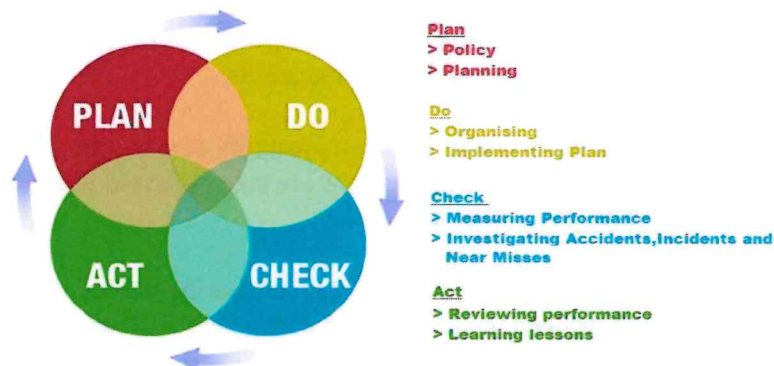
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1. Introduction

1.1 What is a Safety Statement and Risk Assessment?

The Safety Statement and Risk Assessment form a health and safety management system. They are a legal requirement under sections 19 and 20 of The Safety, Health and Welfare at Work Act 2005 and assist with management of Health and Safety.

1.2 Implementation of Safety Statement and Risk Assessment



Safety Statement

Policies and procedures have been developed. They should be used as a reference guide for information when required and should also be used for training / induction purposes. Ongoing awareness of Safety Statement and utilising information within is required in addition to a 12-month review, or a more frequent review if required.

Risk Assessment

A risk assessment has been completed. This identifies the hazard, risks, the people at risk, type of risk and control measures required for effectively managing the risks.

The risk assessment is comprehensive and should be implemented in full.

An example of how to implement the risk assessment would be to focus on the high- risk hazards first in each relevant group, then once complete move onto medium risk hazards and then finally low risk hazards. This could be achieved by developing an action plan with a realistic timescale for completion and utilising suitable persons in different departments and / or work areas to complete the checking process with some method of verification. We have included a checklist box on every risk assessment page to assist with implementation.

Ongoing awareness and management of risks is required thereafter in addition to a 12-month review, or a more frequent review if required.

1.3 Our Activities

St Peter's school is one of the oldest in Dublin, having been established in 1891. Currently the school has a role of around 470 pupils with a staff of 28. The school operates under the patronage of the Archbishop of Dublin. St Peter's National School currently ranges from junior infants through to 6th Class and delivers the national school curriculum as well as an extensive span of extra-curricular activities.

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2. General Health and Safety Policy

2.1 General Health and Safety Policy

This Safety Statement sets out the health and safety policy of St Peter's National School.

It is the goal of St Peter's National School to have zero accidents. Our aim, with the assistance of this policy is to ensure that we comply with the Safety, Health and Welfare at Work Act 2005, General Application Regulations 2007-2020, and all remaining applicable legislation therefore protecting the safety, health and welfare of our employees, contractors, members of the public and other third parties who may be affected by our operations.

Health and safety is everybody's responsibility and it is the responsibility of everyone at St Peter's National School to ensure that all reasonable precautions are taken to avoid injury to themselves or to others who may be affected by their actions.

The management team accept that we have overall responsibility for ensuring the safety, health and welfare of our employees as outlined under Section 8 of the Safety, Health and Welfare at Work Act 2005.

The success of these policies and procedures also depends on employee co-operation and is a legal requirement under section 13 of the Safety, Health and Welfare at Work Act 2005. It is therefore important that you read this document and fully understand the role you play in making it a success as well as the overall arrangements for safety, health and welfare at work here at St Peter's National School.

This Safety Statement is prepared in accordance with section 20 of the Safety, Health and Welfare at Work Act 2005.

This Safety Statement is a working document and therefore is reviewed on an annual basis or at more regular intervals, should any substantial changes to work practices, work equipment or the working environment take place.

We have an open health and safety culture and we encourage anyone with concerns to voice these concerns immediately. Our organisational chart contained within this document details our health and safety management structure.

Furthermore, we welcome any suggestions you may have as to how we can improve safety, health and welfare at St Peter's National School and we give an undertaking to continual improvement.

Signed Raymond Ryan.....

Date 08 / 02 / 2023

Raymond Ryan, Principal of St. Peter's National School

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3. Health and Safety Responsibilities

3.1 Management Responsibilities (Non-Exhaustive)

The management team of St Peter's National School have ultimate responsibility for establishing and maintaining a successful health and safety management system and will:

- Ensure compliance with relevant health and safety legislation including any relevant codes of practice or guidance documents in relation to our industry.
These can normally be found on the Health and Safety Authority website (www.hsa.ie)
- Take a direct interest in the health and safety policy and to support unconditionally those who have responsibilities for its implementation:
- Provide adequate resources in terms of competent advice in-house or external competent consultants and time, effort and finance in order to promote and assist the implementation of this Safety Statement:
- Ensure that all staff receive adequate training and are competent to safely perform all tasks they are expected to undertake:
- Ensure that the Safety Statement is readily available and understood by all employees / other relevant persons, is brought to the attention of employees at least annually and is available in a language, format and manner that each employee can understand:
- Take an active part in reviewing any relevant reports and audits as well as necessary improvements and to consult at planning stage when new work is to be undertaken which could affect health and safety arrangements:
- Ensure that all staff are held accountable for their performance in relation to safety, health and welfare in the workplace:
- Ensure that all equipment and materials comply with health and safety legislation and appropriate standards and that no items purchased are unsafe:
- Ensure all employees understand that health and safety information concerning their work is available to them as a right:
- Take a direct interest in health and safety of all employees:
- Support the role of any person who is elected as a safety representative or any other person who wishes to make representations concerning Health and Safety:
- Communicate health and safety at work by personal example:

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- Ensure that all work activities, processes and procedures are planned properly and in accordance with health and safety legislation:
- Ensure that any changes in work procedures, work equipment or work processes do not endanger the health and safety of an employee:
- Ensure that where appropriate, personal protective equipment is issued worn and maintained by employees where its use is required:
- Ensure that less experienced employees receive additional training and supervision so as to ensure that they never put their own safety or the safety of others in jeopardy.

3.2 Internal Health and Safety Appointee Responsibilities (Non-Exhaustive)

Gemma Hughes is the Internal Health and Safety Appointee (ISHA) for St Peter's National School and is responsible for the implementation of health and safety in the workplace and will ensure that the Safety Statement is reviewed at least every 12 months or at more regular intervals should it be required.

The ISHA is responsible for overseeing the safety provisions on behalf of St Peter's National School and should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this Safety Statement.

The main duties of the ISHA are as follows:

- To guide and advise on all health, safety and welfare matters;
- To ensure that we fulfil all statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005 and any subsequent legislation and regulations and to also ensure that we are kept up to date on all applicable legislation including any relevant codes of practice, safety alerts or guidance documents in relation to our industry. These can be found on the Health and Safety Authority website (www.hsa.ie);
- To ensure that the appropriate safety education and training is co-ordinated and carried out;
- To undertake regular and appropriate revisions and auditing of safety procedures and methods of operation, to ensure that they are kept up to date;
- To ensure adequate fire protection and prevention measures are provided;
- To provide and check first aid kits regularly and ensure persons are trained appropriately;
- To carry out fire drills twice per year;
- To carry out regular workplace safety inspections;
- To induct staff using the Safety Statement as a basis for such induction;

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- To investigate all incidents including irrespective of significance to prevent further escalation and to report reportable incidents to the HSA as specified in the accident procedure of this Safety Statement;
- To know when appropriate to call on competent expertise for more complex matters / advice as appropriate.

N.B. The Internal Health and Safety Appointee is not necessarily a competent person and may seek external competent advice, so they can fulfil their role effectively.

3.3 Employee Responsibilities (Non-Exhaustive)

All employees have a legal and moral obligation to co-operate fully with St Peter's National School and to comply with all provisions taken by management to protect the Safety, Health and Welfare of all in the workplace.

All employees must whilst at work or representing St Peter's National School:

- Report any accidents, dangerous occurrences, near misses or any other dangerous situations to the principal which occur, and which may affect the safety, health and welfare of any persons associated with St Peter's National School;
- Comply with all safe systems of work, risk assessments, safety procedures, hazard signage in force;
- Take reasonable care for their own safety, health and that of any other person who may be affected by their actions whilst at work;
- Fully co-operate with management to enable St Peter's National School comply with our relevant statutory provisions;
- Ensure that any personal protective equipment given by the employer is worn in the designated areas, is used in accordance with the information, training and instruction given and is returned to the storage area after use;
- Ensure that any equipment, appliance or clothing supplied to protect the employees are used where required and in accordance with the instructions to protect their safety, health and welfare;
- Ensure that all equipment, tools, dangerous substances, transport equipment and any other relevant items are used correctly and in accordance with manufacturer's recommendations;
- Ensure that any defects in plant, equipment, place of work or system of work is reported without delay to their immediate supervisor;
- Comply with and attend health and safety training where this is provided by the employer, and undergo where appropriate any assessments required;
- Ensure that they are not under the influence of alcohol or drugs whilst at work;

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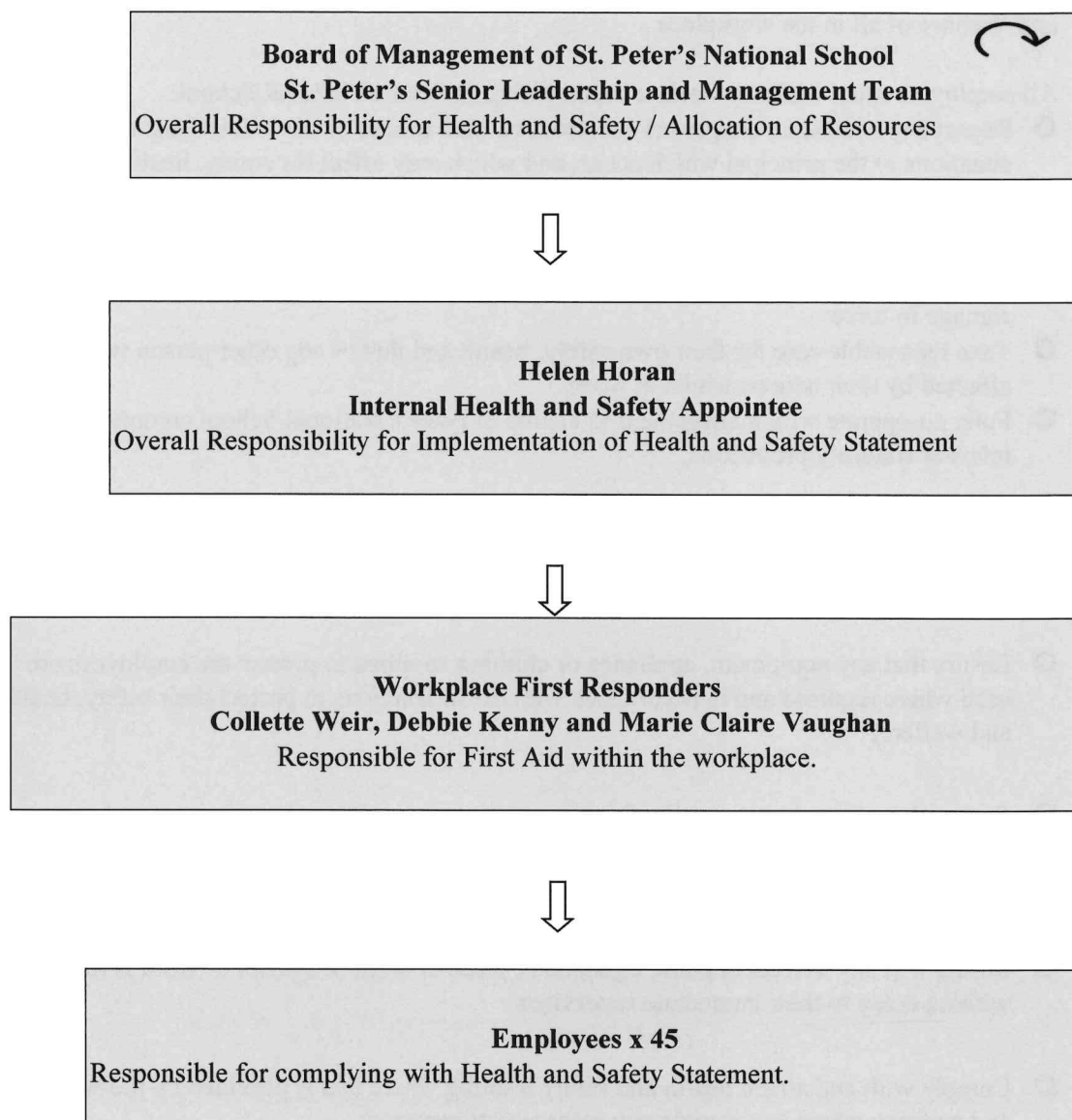
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- Ensure that they do not engage in any dangerous or improper behaviour such as horseplay which could endanger any persons within the place of work;
- Ensure that they do not intentionally or recklessly interfere with or misuse any appliance, personal protective equipment, convenience or equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities;
- Ensure that they submit to any appropriate and reasonable tests as may be required under the Safety, Health and Welfare at Work Act 2005;
- Make the employer aware of any known medical condition which could affect their safety, health and welfare.

3.4 Organisational Chart for Health and Safety Responsibilities



4. Communication and Consultation

4.1 Safety Representative

St Peter's National School recognises, as per Section 25 of the Safety, Health and Welfare at Work Act 2005, that employees are entitled to elect a fellow employee as a safety representative to represent them on safety, health and welfare issues within the workplace.

Management will assist employees in this regard and give an undertaking to recognise and support the role of the safety representative, should staff choose to elect one.

If a safety representative is elected, they should receive appropriate certified training and never be disadvantaged as a result of their role.

Additionally, if a safety representative is elected, a safety committee should be formed, and this committee should consist of both management and employees, including the safety representative and meetings should take place at regular intervals to discuss any concerns surrounding safety, health and welfare at work.

4.2 Consultation with Staff (Legally required with or without Safety Rep)

St Peter's National School is committed to meeting our obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005. It is accepted that we are required to consult with our employees about the making and maintaining of arrangements for effective co-operation for the purpose of promoting and developing measures to ensure health and safety.

Furthermore, it is recognised by us that employees will be consulted in advance and in good time and will have the right to be consulted about any measures, plans, activities or hazards that may affect their health and safety.

All employees where practicable will be given the opportunity to make representations to management outlining any concerns they may have.

Some suggestions for consulting with staff may include:

- Ensure open and positive health and safety culture;
- Provide annual (or more frequent) Safety Statement and Risk Assessment induction / awareness for all employees – legal requirement;
- Provide regular safety talks where appropriate to staff;
- Conduct safety meetings or have a section of staff meetings allocated for relevant health and safety discussion;
- Circulate memos regarding important points (via email, notice boards etc..) and ensure confirmation of receipt by all affected parties.

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5. Health and Safety Training

St Peter's National School will comply with Section 10 of the Safety, Health and Welfare at Work Act 2005 in providing appropriate and relevant training to our employees, to achieve this we have undertaken to:

- Provide employees with appropriate induction training and other specific training which will assist them carry out their work tasks in a safe manner;
- Ensure employees are made aware of the hazards and risks which they are likely to encounter and on safety precautions necessary prior to commencing work activities so far as reasonably practicable;
- Provide employees Safety Statement and Risk Assessment information;
- Continually review training requirements and ensure training is recorded.

5.1 General Health and Safety Training Requirements (Non-Exhaustive)

- In-House Health and Safety Training (Use Safety Statement as basis for training and include task and induction training for specific tasks,)
- Manual Handling Training - (all staff who engage in manual handling)
- Fire Warden including Basic Fire Safety and use of fire extinguishers (Sufficient numbers of staff to assist with evacuation)
- Health and Safety Manager Training - (Internal Health and Safety Appointee)
- First Aid Responder
- COVID-19 Lead Worker Representative Training ○ Further / Specific Training as appropriate.

* Training must be delivered by a competent person / service provider who is authorised to certify the specified courses.

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6. Accidents/Near misses and Dangerous Occurrences

It is a goal of St Peter's National School to prevent all accident. Should an accident, near miss or dangerous occurrence take place, this procedure should be followed.

6.1 Definition of Incidents

An Accident is an unplanned and undesired occurrence, which results in injury to person/persons.

A Dangerous Occurrence does not result in injury but does cause serious damage to property (physical surroundings) and can have serious consequences to the health and safety of people and the environment.

A Near Miss is when an accident nearly occurs but does not. There is no damage to people/the environment/equipment. It is however very important to report near misses as they indicate potentially serious accidents within the future.

6.2 Accident Recording/Reporting

St Peter's National School recognise our legal obligation to investigate and report all accidents, serious incidents and dangerous occurrences as required and will consult with the specific requirements of the Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016 in these cases.

The purpose of accident investigation **is not** to apportion blame, but to investigate events to determine the causes and prevent reoccurrence.

For all near misses and accidents, an internal accident form **must** be completed, and an investigation undertaken, regardless of how significant the incident may appear. A near miss or minor accident indicates the possibility of a much more serious accident occurring.

See sample diagram below depicting the Accident Ratio Triangle and how an accident sequence can progress from near misses to minor injuries to a major injury. This is an example only and the sequence can be substantially shorter in many cases. This is why corrective action must be taken after any incident, irrespective of how significant it may appear at the time.



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The following type of Accidents must be reported to the Health and Safety Authority (HSA) by completing **Incident Report Form IR1** (To be requested from the Health and Safety Authority following a reportable accident or to be completed on-line @ www.hsa.ie)

(A) The **death** of any employed or self-employed person, which was caused by an accident during the course of their work.

(B) An **injury** sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for **more than three calendar days**, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)

(C) A death or an injury that requires **treatment by a registered medical practitioner**, which does not occur while a person is at work but is related to either a work activity or a place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported

(D) If an employee dies within one year as a result of an accident at their place of work or in the course of carrying out their work in a location other than their normal place of work.

(E) If any person who is not at work but who as a result of an accident related to a place of work or a work activity dies, within one year of the accident.

○ Additionally, certain **Dangerous Occurrences** must be reported to the Health and Safety Authority by completing **Incident Report Form IR3** ((To be requested from the Health and Safety Authority following a reportable dangerous occurrence or to be completed on-line @ www.hsa.ie).

○ Certain **Chemical Incidents** must be reported to the Health and Safety Authority by completing **Notifiable Incident Notification Form**. (available @ www.hsa.ie).

6.3 Accident/Near Miss/Dangerous Occurrence Procedure

- Get immediate first aid / professional medical assistance as required;
- Use a mobile phone to contact the emergency services if possible, this will enable the person to be given advice and guidance whilst beside the injured person;
- Before touching or approaching the injured person make sure it is safe to do so and you are not putting yourself in any danger;
- Always isolate electricity where there is a danger of electric shock;
- Do not move the casualty unless absolutely necessary;
- If the incident involves chemicals, then always give a copy of the Safety Data sheet to the emergency services;
- Inform Internal Health and Safety Appointee / Principal;

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- the person (s) who witnessed the incident should remain available and give as many details as possible to the emergency services;
- Cordon off the area;
- Stabilise the scene and preserve evidence where possible.

6.4 Accident Investigation

- Ensure access to the scene is restricted;
- Emphasis should be placed on gathering facts; not to place blame, or swiftly determine the cause of accident;
- Inspect the accident site before any changes occur;
- Preserve essential and critical evidence such as faulty equipment;
- Take photographs and/or make sketches of the accident scene;
- Interview the injured employee and witnesses as soon as possible after an accident. Record Interviews, pre-accident conditions, the accident sequence, and post-accident conditions;
- Re-interview injured employee and witnesses to resolve conflicting accounts of the accident;
- Document the location of injured employee, witnesses, equipment, energy sources, and hazardous materials;
- Ask *who, what, when, where, and how* during interviews **AVOID WHY!**;
- Ask all questions in a logical sequence;
- Do not comment on liability or fault as to do could hinder the investigation;
- Listen for clues surrounding the conversation around you, unsolicited comments are often invaluable;
- Remain completely objective during interviews and in documentation – no opinions, just the facts;
- Keep complete and accurate notes of all interviews, documentation.
- Ensure completed Accident and Witness forms are completed and signed.
- Ensure records are maintained and stored for 10 years,

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7. Fire / Emergency / Evacuation

St Peter's National School recognises the serious potential damage and harm that fire would cause. To help reduce the likelihood of fire we have drawn up the following procedures.

7.1 No Smoking / Vaping Policy

In accordance with Section 47 of the Public Health (Tobacco) Act 2002 (as amended), there is a strict No Smoking Policy. This also applies to Vaping.

Where practicable outside smoking areas will be available in a suitable location away from any possible sources of ignition.

Any employee found smoking within any work premises will be subject to disciplinary proceedings.

7.2 Fire Precautions

All employees should familiarise themselves with the following as soon as possible:

- General layout of premises;
 - The location and operation of firefighting/fire detection equipment such as fire extinguishers, hoses and break glass units where fitted;
 - The location and operation of emergency exits;
 - The correct action to be taken on hearing the fire alarm sound.
- All employees should in addition observe the following rules to reduce the likelihood and possible consequences of fire:
- Ensure that emergency exits, and emergency equipment are **never** blocked or obstructed;
 - Ensure that all fire doors and smoke doors are never fixed in an open position unless they are automatic;
 - Ensure that any faults in electrical equipment, gas appliances or any emergency equipment is reported immediately to the principal;
 - Observe no smoking /naked lights policy in building and only smoke in designated smoking areas outside ensuring that all cigarettes are extinguished before disposal;
 - No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing;
 - All electrical items should be operated in accordance with manufacturers recommendations;

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- Any smoldering material should be extinguished prior to disposal.

7.3 Calling the Fire Brigade

- Do not assume someone else has made the call;
- Dial **999** or **112**;
- Ask the operator for the Fire Brigade;
- When the operator answers, speak in a clear calm voice and **give the location** of the Fire, **the nearest landmark or road** and any other information they require.
- If possible, give the operator a mobile phone contact number so they can ring you back away from the fire, to confirm details without putting yourself in danger.

7.4 Fire/Emergency Evacuation

- Open the nearest emergency exit in your vicinity and direct people towards the exit;
- Make sure all areas (i.e. toilets, offices etc...) are searched for persons, if it safe to do so;
- **WALK** (do not run) briskly to the nearest exit point;
- Do **NOT** delay collecting personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others;
- Assemble at the assembly point: **Along Dalymount Lane**. It is important to assemble at this assembly point, following the routes clearly marked, to avoid congestion and to allow unhindered access to the emergency services;
- **DO NOT RESTRICT EGRESS BY CONGREGATING NEAR THE EXITS;**
- Once evacuated, no person should be allowed back into the building;
- During the evacuation and on arrival at the designated assembly points it is essential to follow management's instructions as they endeavour to keep adjacent areas clear;
- A roll call / check should be made to establish that everybody is present. (A Designated person should bring with them an attendance sheet / sign in / out sheet where appropriate);
- If it is discovered that any persons are missing, this should be reported to the emergency services at the scene;
- Stay at the assembly point and follow instructions from the emergency services and management;
- Do NOT re-enter the buildings until authorised by the emergency services and management.

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7.5 Fire/Emergency Equipment and Emergency Exit Routes

- All emergency exits, assembly points and equipment such as fire extinguishers must be kept clear of obstruction and be easily accessible at all times.
- Firefighting /detection equipment must be maintained and serviced in accordance with fire regulations.
- Firefighting equipment must only be used for firefighting and nothing else e.g. holding doors open.
- Never direct water at any electrical installations.

The following table gives guidance on suitable firefighting equipment.

Please note:

- This is for guidance purposes only and is to give a general indication of fire extinguisher suitability.
- One of the most common mistakes is that staff incorrectly use water or foam fire extinguishers on electrical appliance fires, which can possibly result in electrocution.
- Staff members should only use fire extinguishers if they have been trained and are competent to do so.
- Dublin Fire Brigade recommends the 2 fire extinguisher rule, meaning if 2 extinguishers do not extinguish the fire, then it is time to evacuate.
- The suitability and selection of fire and emergency equipment should be made in consultation with a competent fire consultant/advisor.



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8. Major Incident Procedure

STEP 1

All Incidents of concern should be immediately reported to the Internal Health and Safety Appointee / Principal at St Peter's National School.

STEP 2

Relevant designates will be sent to the scene of the incident and will report back to the principal on the situation and advise on necessary action.

STEP 3

The emergency services will be called if necessary and senior management / the Internal Health and Safety Appointee of St Peter's National School will formally transfer control to the emergency services upon arrival who thereafter will manage the incident.

The person making the phone call to the emergency services should stay on the line and not hang up until they are told to do so by the operator.

Valuable information can be passed on to the emergency services as they proceed to the scene.

It is important that the initial alert to the emergency services is as exact and precise as possible. This will allow the responding agencies to dispatch the required resource promptly. The relevant information can be summed up by the use of the acronym.

N.B: The emergency services can and should be called by anyone at any time, where it is deemed, they are required and to avoid unnecessary delays. (i.e. do not have to wait until step 3, call immediately if the situation necessitates it)

E.T.H.A.N.E

Prompt	Information to be supplied
E	Exact location of incident
T	Type of incident
H	Hazards on site
A	Access/Egress routes
N	Numbers involved
E	Emergency service required.

STEP 4

In the event of a major incident that cannot be controlled by St Peter's National School staff, it may be necessary to contact and relinquish control to the emergency services. The response to a major incident may require a multi-disciplinary approach in which the staff of St Peter's National School, the Gardai, the Health Authority, Fire Services and local authority may all play a part

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9. First Aid

It is recommended that first aid kits comply with the contents below, as outlined in The General Application Regulations 2007 - 2020.

9.1 First Aid Tables.

Recommended First Aid Supplies.

Materials	First-Aid Travel Kit Contents	First-Aid Box Contents		
		1-10 persons	11 -25 persons	26-50 persons* 1
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water where there is no clear running water ** 2	2x20 mls	1x500 mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) *** 3	1	1	1	1
Water Based Burns Dressing Large *** 3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

The First aid boxes at St Peter's National School are stored at:

- The School Secretary's office on ground level;
- Along the main corridor on the ground level;
- The staff Room on the 1st floor.

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*** Note 1:** Where more than 50 persons are employed, pro rata provision should made.

**** Note 2:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should provided. Each container should hold at least 20ml and should be discarded once seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

***** Note 3:** Where mains tap water is not readily available for cooling burnt area.

The following table sets out the recommended minimum requirements for First Aid Responders within the workplace as per the General Application Regulations 2007 2020.

Type of Workplace	Maximum number of employees present at any one time	Number of Occupational First-Aiders
Factories, Construction Sites, Surface Mines and Quarries	Up to 49	1 if Safety Statement Risk Assessment shows it necessary.
	50 to 149	Minimum 1
	150 to 299	Minimum 2
	More than 300	1 extra for every 150 employees or part thereof
Underground Mines		1 for every 10 employees or part thereof
Other Workplaces	Up to 99	1 if Safety Statement Risk Assessment shows it necessary.
	100 to 399	1
	400 to 699	2
	More than 700	1 extra for every 300 employees or part thereof.

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10. Manual Handling

Manual handling is the movement of loads, which due to the characteristics of the load or unfavourable ergonomic conditions may involve a risk of injury to the person, particularly back injury. The movement of a load can involve lifting, lowering, pulling, pushing, holding or carrying.

Manual handling occurs in all workplaces to some degree.

More than one third of lost time accidents reported to the Health and Safety Authority are the result of injuries sustained during manual handling activities, making manual handling accidents the largest single cause of workplace accidents in Ireland.

St Peter's National School have drawn up the following procedures to assist prevent manual handling accidents from occurring in addition to the manual handling risk assessment which is located in the risk assessment section.

Before engaging in manual handling activities, the risk should be avoided, or reduced with personnel receiving certified training and in receipt of appropriate Personal Protective Equipment if necessary.

10.1 General Safe Manual Handling Techniques

Step 1: Stop and Assess (T.I.L.E.O)

Task – Avoid, Reduce, Reorganise – Choose Safest Way

Individual – Within capability, no specialist training, no health problems etc.

Load – CHECK. Is it Sharp, hot, cold, heavy awkward, or difficult to manage? Environment -

Be aware of surrounding environment hazards -e.g. Lighting, surface, temperature.

Other Factors – Does clothing affect / restrict your movement for example.

Step 2: Position the Feet

Feet apart and flat for a balanced and stable base. If possible, pointing in the direction you intend to go.

Step 3: Adopt a Good Posture Bend the knees.

Do not kneel or over flex the knees.

Look straight ahead.

Keep the back straight (tucking in the chin helps. And not necessarily vertical) Lean forward a little over the load Keep your arms in line with your trunk.

Step 4: Get a Firm Grip

The best position and type of grip is a matter of personal preference but must be secure!

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Step 5: Keep Close to the Load

Keep the load close to the trunk for as long as possible.

Keep heaviest side nearest the body.

If a close approach is not possible, slide the load towards you before lifting.

Step 6: Lift Smoothly

Don't jerk.

Raise your chin as the lift begins.

Keep control of the load.

Step 7: Move the Feet

Don't twist the trunk of the body when turning to the side.

Step 8: Put Down and Adjust

If precise positioning of the load is needed, put it down first, then slide to the required position once you can keep your back straight, if not possible, bend the knees and keep your back as straight as possible.



Risk Assessment is required for dealing with awkward / unfamiliar loads.
Additionally specific techniques are required for different tasks including team lifts, lifting above shoulder height, pushing, pulling, carrying bags / items to one side.

11. Control of Contractors

All contractors who undertake work for St Peter's National School must be competent for the tasks they are expected to undertake. Therefore prior to engaging the services of a contractor, they should be assessed.

The following is an example of how to assess contractors but will vary depending on different circumstances and additional information may be required. Wherever in doubt apply the higher standard.

11.1 Low Risk / Short Duration Task

- Proof of identification and qualifications e.g. photo card ID
- Proof of appropriate insurance
- Further controls as deemed appropriate

11.2 Medium to High-Risk Task

- Completion of contractor questionnaire (See Safety Statement forms)
- Copy of Safety Statement / Risk Assessment
- Completion of site-specific Method Statement for work where appropriate
- Proof of staff training and competency
- Proof of insurance cover
- Further controls as deemed appropriate.

Please note, that all contractors **must** be assessed prior to engagement and not after work has commenced or finished. Failure to supply the information above and additional site-specific information pertaining to the works prior to engagement should be cause for concern and it may be necessary to seek another contractor who can prove their competence.

When a contractor is selected there must be adequate communication between St Peter's National School and the contractor to ensure that all work is carried out in a safe manner.

The contractor must also make themselves familiar with the Safety Statement and risk assessment of St Peter's National School and any health and safety / fire safety information that is appropriate.

The work undertaken by the contractor should be carried out according to the terms of the contract and where applicable the safe working conditions agreed prior to the commencement of any work. If changes are necessary during the course of the work, then management at St Peter's National School should be notified in advance. There should be adequate supervision throughout the project.

St Peter's National School will be responsible for

The environment | the workplace | their equipment | St Peter's National School employees.

The contractor will be responsible for

The job | their equipment | their employees.

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12. Disciplinary Procedure - Health and Safety Breaches

St Peter's National School expects good standards of conduct and work performance from all employees. These standards will be enforced in a just and systematic way. Employees should have a fair opportunity to remedy problems of conduct or performance. To this end, should an employee fail to meet St Peter's National School required standards, the disciplinary procedure may be invoked.

No disciplinary action will be taken against an employee until the case has been investigated and the facts established. In certain cases where serious allegations have been made, including cases of gross misconduct, a precautionary suspension on full pay may be imposed pending an investigation and hearing.

At every stage in the procedure the employee will be advised of the nature of the complaint and will be provided with all relevant information and the potential scope of the disciplinary action.

An employee has the right to be represented by a colleague or suitable qualified person and is entitled to appeal any disciplinary procedures.

12.1 Warnings and Dismissal Process

Stage 1 - Formal Verbal Warning

An employee will receive a formal verbal warning if the employee fails to respond to earlier informal disciplinary action or fails to maintain an acceptable standard in such matters as job performance, behaviour, absenteeism, time keeping or appearance. After interviewing the employee, the principal will, if deemed appropriate, advise the employee that they are giving them a formal verbal warning, which will be put on the employee's record. The employee will also be told the improvement required and when the situation will be reviewed. This warning will be confirmed in writing and a copy of the warning will be sent to both the employee and St Peter's National School management.

If the employee makes satisfactory progress, the verbal warning will normally cease after six months and will be disregarded for future disciplinary purposes.

Stage 2 - Written Warning

If an employee does not sufficiently improve after the formal verbal warning, the principal will interview the employee with another third party as a witness if necessary and a first written warning will be issued. The employee will be told that a first written warning is being given, and a copy of the warning will be sent to St Peter's National School management for retention. The written warning will say how the employee must improve and when the situation will be reviewed. Depending on the nature and seriousness of the offence involved, a first written warning may be given where no previous verbal warning has been given.

Normally, if the employee's progress is satisfactory, the written warning will cease to exist after twelve months and disregarded for future disciplinary purposes.

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Stage 3 - Final Written Warning

If, following a first written warning, an employee persists in performing or behaving in an unsatisfactory way, the principal will interview the employee again to review the increasingly serious nature of the situation, and to advise the employee that a final written warning will be issued. The employee will be told that a final written warning is being issued which will indicate the improvement required and establish a time period when the situation will be reviewed.

The employee will be advised that this will have implications of more serious disciplinary action up to and including dismissal, in the event of failure to improve, or in the event of recurrence of the misconduct or unsatisfactory performance. A copy of warning will be issued to St Peter's National School management for retention. In normal circumstances and subject to satisfactory progress the written warning will cease to exist after twelve months, after this period it will be disregarded for future disciplinary purposes. Staff may appeal against a final written warning. In more serious cases where no verbal or written warnings have previously been given, a final written warning may be issued.

Stage 4 - Serious/Repetitive Breaches of Discipline Leading to Dismissal Stage 4 applies after the completion of stage 3. However, in certain circumstances involving gross misconduct, stage 4 may be invoked immediately, e.g. offences such as a serious breach of contract, dishonesty, fraud or theft, assault or violence or any offence of a criminal nature. Any action under this stage of the procedure will be taken by St Peter's National School management. Disciplinary action under this stage will be taken only after thorough investigation and an employee will be given every opportunity to present his/her case before hand.

The following are examples of serious acts of misconduct, which if proved to the reasonable satisfaction of Management to have been committed then dismissal will take place immediately.

- Serious breaches of health and safety policy / procedures.
- Damage to property or equipment.
- Theft or the possession of stolen property / offensive weapons.
- Persistent or wilful failure to perform duties safely.
- Unlawful possession or distribution of drugs / alcohol.
- Repeated disobedience of orders from St Peter's National School management placing a risk of harm to themselves and other persons within the workplace.

Please note, breaches of discipline of a lesser degree include:

- Minor acts of negligence, neglect of duty and disobedience.

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13. Dignity at Work Procedure

St Peter's National School are demonstrating the continuing commitment to implementing and promoting measures to protect the dignity of all our employees and to encourage respect for others at work.

We will not tolerate harassment, bullying or disrespectful behaviour by any one member of staff against another staff member or other persons for any reason. This policy has as its objective an endeavour to define workplace bullying, to promote awareness of the issue among staff and to provide an effective procedure for dealing with any allegations raised. The procedure for progressing complaints is also detailed and is based on the principle of fairness.

We would emphasise that we are committed to promoting measures to protect the dignity of all members of staff at work and would ask you to encourage an environment free from all kinds of harassment and to respect the individual dignity of everyone.

13.1 Workplace Bullying

Workplace bullying is a form of harassment, it is unwanted and unwelcome behaviour and is best understood as a direct systematic attempt either by means of physical or psychological behaviour to undermine the employee's sense of value of his/her employment. It can be conducted by one or more persons against another or others at their place of work and/or in the course of their employment. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a "once off" incident is not considered to be bullying.

13.2 Workplace Harassment

Workplace harassment is any form of unwanted conduct related to any of the following grounds: gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community. It can be perpetrated by management, fellow employees, students, suppliers or other business contacts. Harassment in any form is unacceptable and is a form of discrimination.

13.3 Disrespectful Behaviour

Disrespectful behaviour is any form of behaviour which intentionally makes another person feel uncomfortable within the workplace environment and will not be accepted.

Workplace bullying / harassment undermines organisational performance by resulting in poor morale, higher absenteeism, reduced productivity and higher turnover of staff and can seriously harm the working conditions for staff. Harassment undermines the confidence and dignity of the individual affected by it.

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13.4 Procedure for Dealing with Allegations of Bullying / Harassment

The following procedure has been devised to deal specifically with allegations of bullying / harassment

Informal

Any staff member who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person or feels that the incident(s) is/are of a serious nature they should approach the principal.

When an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaint procedure.

Formal

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser or the principal, a formal complaint should be made in writing to the management team of St Peter's National School.

Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged perpetrator and anyone identified as a witness to the behaviour.

All parties will be given an opportunity to state their case and are entitled to be represented at any interview in accordance with the principles of natural justice. Every effort will be made to safeguard confidentiality during the investigation.

On the basis of the report, the management team may decide that the complaint is well founded, and the alleged bully has a case to answer, the matter may be further progressed through the appropriate disciplinary process which can include action from a verbal warning up to and including dismissal.

The complainant and the alleged perpetrator will be informed in writing of the outcome of the investigation.

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14. Stress Policy

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone. The principal is responsible for its implementation and St Peter's National School is responsible for providing the necessary resources.

Stress can be defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

We will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. We will provide training for the school management team in good management practices. We will provide confidential counselling for staff affected by stress caused by work. We will provide adequate resources to enable the school management team to implement an agreed stress management strategy.

14.1 Duties of the School Management Team:

- Conduct and implement recommendations of risks assessments;
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Ensure staff are fully trained to discharge their duties;
- Ensure staff are provided with meaningful developmental opportunities;
- Monitor workloads to ensure that people are not overloaded;
- Monitor working hours and overtime to ensure that staff are not overworking;
- Monitor holidays to ensure that staff are taking their full entitlement;
- Attend training as requested in good management practice and health and safety;
- Ensure that bullying and harassment is not tolerated within their jurisdiction;
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work - e.g. bereavement or separation;
- Provide specialist advice and awareness training on stress;
- Support individuals who have been off sick with stress and advise them on a planned return to work;
- Refer to workplace counsellors or specialist agencies as required;
- Monitor and review the effectiveness of measures to reduce stress.

14.2 Duties of Employees:

- Raise issues of concern about yourself or a colleague with your principal;
- Accept opportunities for counselling when recommended.

More information More information on Stress is available at: www.hsa.ie | www.hse.gov.uk | www.healthy-workplaces.eu

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15. Sensitive Risk Groups

The following type of groups are classified as "Sensitive Risk Groups" under the General Application Regulations 2007 - 2020.

NB: Special attention should be given to the following groups as these groups are at particular risk as defined by law and particular controls are required.

15.1 Pregnant Employees

- We will carry out a specific risk assessment in accordance with Part 6, Chapter 2, General Application Regulations 2007-2020 for every employee who is pregnant determining the nature, degree and duration of the pregnant employee's exposure to any work hazards and will temporarily adjust the working hours or conditions or both, of the employee involved so the risk is avoided or when unavoidable, suitable alternative work free from risk to the mother or the child is provided.
- Inform employees that they must inform/update management when they become pregnant so we can take reasonable steps forthwith i.e. conduct risk assessment to ensure both mother and child remain unharmed during pregnancy within the work environment.
- We will advise all female employees of their rights and duties upon commencement of work with us.
- We will provide suitable rest facilities for pregnant employees.
- Provide paid safety and health leave, should we have no alternative safe work for her, as required under the regulations.
- Ensure full compliance with Part 6, Chapter 2 of the General Application Regulations 2007-2020 in relation to pregnant employees.

15.2 Night Workers

- We will carry out a specific risk assessment in accordance with Part 6, Chapter 3 of the General Application Regulations 2007-2020.
- We will prior to employment, and at regularly during employment, make available to that person, free of charge, an assessment by a registered medical practitioner, or a person under the practitioner's supervision, in relation to any adverse effects of that night work on the night worker's health.
- The requirements of Part 6, Chapter 3 of the General Application Regulations 2007-2020 will be complied with in full.

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15.3 Children and Young Workers (under the age of 16)

- Should any children / young workers engage in any work activities for St Peter's National School, then a risk assessment must be completed prior to them commencing work, this risk assessment must comply with Part 6, Chapter 1 of the General Application Regulations 2007-2020, and must be completed for every child / young person and address the specific risks which they will face.
- The requirements of Part 6, Chapter 1 of the General Application Regulations 2007-2020 will be complied with in full.

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16. Welfare and Hygiene

16.1 Welfare and Hygiene Facilities

St Peter's National School recognises our legal obligations to provide appropriate welfare and hygiene facilities to protect the safety, health and welfare of our employees.

The following welfare and hygiene facilities are provided for staff where practicable.

○ Hygiene Facilities.

- Clean Working Toilets,
- Fresh Hot Running Water, - Soap / Anti Bacteria Spray, -
Paper Towels.

○ Canteen Facilities.

○ Fresh Drinking Water.

Employees should respect welfare and hygiene facilities in place.

Any concerns arising from the use of welfare and hygiene facilities at St Peter's National School should be reported immediately to the Internal Health and Safety Appointee.

17. Personal Protective Equipment (P.P.E)

St Peter's National School recognise our obligation under the Safety, Health and Welfare at Work Act 2005 and Regulations 62 – 67 of the 2007-2020 General Application Regulations to ensure that relevant Personal Protective Equipment (P.P.E) is issued to all staff who require its use and only after a risk assessment has deduced that no other means of risk reduction is possible.

Each employee who is issued with P.P.E is responsible for using it when required, its safe storage and must immediately report loss or damage to their supervisor. Wearing of P.P.E **must be enforced** and all P.P.E must be worn where required, if not both the employer and employee are in clear breach of legislation and this policy.

Any employee who refuses to wear P.P.E will be questioned as to ascertain the reasons why the personal protective equipment is not being used. If the employee persists in refusing to use the designated P.P.E, then that will be viewed as gross misconduct and our disciplinary procedure will be invoked. The following must be taken into consideration when choosing P.P.E.

- P.P.E must be suited to the risk involved.
- The conditions of the place of work must be taken into account.
- P.P.E must be appropriate and as comfortable as possible for the employee.

17.1 Employer Responsibilities

- It is the responsibility of St Peter's National School to provide adequate P.P.E after a risk assessment has shown that no other risk reduction steps are possible.
- St Peter's National School will supply P.P.E to adequate standards, sizes and amounts as required and to fulfil our legal responsibilities under Health and Safety legislation.
- St Peter's National School will ensure that all P.P.E which requires maintenance is maintained to an adequate standard and where damaged that it is immediately replaced.
- St Peter's National School will ensure that the P.P.E provided is used in the appropriate manner.

17.2 Employee Responsibilities

- Where employees have been provided with personal protective equipment for protection of their safety and health, it is their duty to wear it and ensure it is kept in good condition and free from damage / defects caused by neglect.
- Any defects in P.P.E should be reported immediately to the principal at St Peter's National School.

Please Note: Specific Personal Protective Equipment requirements for St Peter's National School are outlined in the Risk Assessment section.

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18. Vehicle Safety

Vehicle safety in the workplace has become more prominent over the last number of years, with the greatest fatality rate of workplace activities coming from people driving to / from a place of work.

St Peter's National School has drawn up the following procedure in addition to a risk assessment to assist with vehicle safety for those who travel as part of their work.

18.1 Employer Responsibilities

We will ensure the following so far as reasonably practicable:

- That vehicles used for work activities are maintained, operated and serviced as per manufacturer's instructions;
- That staff using vehicles are competent and fit to do so;
- That staff complete set safety checks (oil levels, water levels, check lights, tyre pressure) at regular intervals;
- That any accidents in relation to vehicles engaged in work activity is investigated and reported if necessary to the Health and Safety Authority;
- The vehicle risk assessment is complied with.

18.2 Employee Responsibilities

Employees shall ensure:

- Vehicles are operated, serviced and maintained according to manufacturer's instructions;
- They are never under the influence of drink / drugs;
- They are not excessively tired when driving vehicles;
- Any accidents involving the vehicle in relation to work activity is reported to the employer;
- The vehicle risk assessment is complied with.

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19. Environmental Policy

St Peter's National School is committed to undertaking our activities commensurate with respecting the environment.

To meet this commitment, we will:

- Lead by example;
- Establish sound environment objectives and targets;
- Continually assess and strive to minimise the impact of our activities and operations on the environment;
- Prevent and / or minimize toxic emissions;
- Ensure compliance with all appropriate regulatory environmental requirements;
- Conserve natural resources such as water, energy, and other raw materials as far as possible;
- Actively promote and undertake reuse, where reuse is not possible recycle;
- Take measures to form an environmentally aware workforce;
- Implement staff initiatives aimed at minimising our impact on the environment;
- Promote a positive environmental culture both within the workplace and externally to appropriate third parties and partners;
- Monitor and review our progress as we stride to minimise our environmental impact.

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20. Infection Control Policy

The aim of this policy is to ensure an environment is provided in which all persons within the workplace are kept as safe as possible and free from infectious disease risk so far as possible.

20.1 Employer Actions:

- Keep up to date with national guidance and legislative requirements pertaining to Infection Control;
- During times of heightened risk such as a pandemic, appoint a specific in-house team to keep track of latest information and requirements in relation to the workplace, Seek external competence where necessary;
- Provide employees with suitable training / information in relation to specific workplace protocols surrounding infection control;
- Exclude / isolate staff from work who present with infectious diseases.
- Take further appropriate measures as required.

20.2 Employee Actions:

- Requirement to notify employer if suffering from any infectious disease / experiencing unusual symptoms and to exclude yourself from work until medically assessed and passed fit to return by a Registered Medical Practitioner such as a G.P. or specific specialist on the direction of a G.P.
(Alternative Medicine Practitioners do not qualify as Registered Medical Practitioners in relation to this policy);
- Maintain good handwashing and skin care;
- Use of protective clothing / equipment where appropriate;
- Proper management of spillages, i.e. blood or other body fluids;
- Proper management of cuts, bites and needle-stick injuries;
- Good coughing and sneezing etiquette;
- Awareness of good Environmental hygiene;
- Safe handling of laundry;
- Safe handling and disposal of waste including sharps;
- Food hygiene.

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21. Working Remotely

Remote workers are those who work by themselves without close or direct supervision examples include:

- a. Employees who work alone away from the school;
- b. Employees who spend periods driving alone;
- c. Employees who work outside normal Office hours;
- d. Employees who work from their home;

Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the employer to undertake a risk assessment, and this shall determine whether or not a staff member may work alone. However, there is always the possibility of sudden illness, slips or falls, car accident etc.

It is not possible to continuously supervise lone workers, but the principal will regularly communicate with them and check their working conditions and practices to ensure their health and safety. The principal will assess the time it will take to do the work and how frequently the lone worker should report in and the action to be taken if they do not.

While working alone, staff have a responsibility to help their employer fulfil this duty and so they must:

- a. Take reasonable care to look after their own health and safety;
- b. Maintain regular contact with the principal;
- c. Safeguard the health and safety of other people affected by their work;
- d. Co-operate with their employer's health and safety procedures;
- e. Use equipment properly, in accordance with any relevant safety instructions and training they have been given;
- f. Report all accidents, injuries, near-misses and other dangerous occurrences.

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Remote working has now become common place. Remote working is defined as a system that allows employees to work outside of a traditional office environment. It is based on the concept that work does not need to be done in a specific place to be executed successfully.

Remote working comes with advantages and disadvantages for both St Peter's National School and for its employees. The Health and Safety of all St Peter's National School staff is paramount and staff working remotely must ensure that they do not place themselves or others at risk.

St Peter's National School recognises that we have the same responsibility for the safety and health of employees who work remotely as for any other employees. This covers the provision of supervision, education and training and the implementation of sufficient control measures to protect those staff members working remotely.

St Peter's National School fully acknowledge and accept our employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours as set out in the *CODE OF PRACTICE FOR EMPLOYERS AND EMPLOYEES ON THE RIGHT TO DISCONNECT*.

21.1 Advantages of Remote Working:

- a. Remote working can offer greater flexibility in terms of setting one's own schedules within specified guidelines;
- b. Remote working can reduce the need for the daily commute;
- c. Remote working can reduce costs in the longer term;
- d. Remote working can reduce the levels of distractions;
- e. Remote working can offer greater protection against ill colleagues.

However, St Peter's National School recognises that remote working can pose some disadvantages. These include but are not limited to:

21.2 Disadvantages of Remote Working:

- a. Remote working can require our staff to practice greater self-discipline;
- b. Remote working can reduce social contacts among our employees;
- c. Remote working could impact on employee promotional prospects;
- d. Remote working relies heavily on technology;
- e. Remote working can blur the lines between one's work/home life balance;
- f. Remote working can lead to difficulties in managing sensitive information;
- g. Remote working can increase feelings of social isolation among our staff.

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St Peter's National School now operate a remote working policy within its operations. All remote working arrangements must be agreed in advance with Line Management and discussions should take place regarding work to be undertaken during this period.

All St Peter's National School employees are reminded that while working remotely, they are still subject to St Peter's National School policies covering data protection.

All St Peter's National School employees are reminded that while working remotely, they must follow instructions given to them by St Peter's National School IT Department. While working remotely, all staff will undergo DSE /VDU remote assessments. All staff will co-operate fully with the Health and Safety suppliers contracted by St Peter's National School to carry out such assessments.

21.3 Responsibilities of the School Management Team dealing with remote working:

All St Peter's National school management team will maintain regular contact and communication with our employees. Therefore, it is essential that the school management team maintain up-to-date contact details of all employees to enable ongoing communication as and when required.

The school management team must be conscious of the potential disadvantages of remote working and take the opportunity to regularly check in with staff regarding their overall health and wellbeing.

The school management team will:

- a. Carry out an analysis or risk assessment of employee workstations;
- b. Provide information to employees in relation to measures which have been implemented;
- c. Provide training to employees in the use of workstations before commencing work with display screen equipment;
- d. Perform a further analysis or risk assessment where an employee transfers to a new workstation or significant new work equipment;
- e. Ensure that the provision of an appropriate eye and eyesight test is made available to every employee.

21.4 Responsibilities of Staff working remotely:

All St Peter's National School employees availing of remote working should ensure that the school management team has up-to-date contact details of the principal and fellow team members to enable regular communication.

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Employees will:

- a. Identify the work to be done remotely with the principal;
- b. Identify the equipment they need to set up a safe workspace remotely and agree this with the principal;
- c. Identify a suitable safe space for remote working;
- d. Agree plans and contacts to be used in the event of an emergency;
- e. Cooperate with St Peter's National School and follow our instructions;
- f. Protect themselves and others from harm during the course of their work. For example, employees must take care of any equipment and report any problems immediately to us;
- g. Report injuries to the principal immediately;
- h. Follow any procedures put in place such as being available during the working day to take part in calls and meetings by phone, zooms or other agreed methods of communication;
- i. Make sure they manage their own working time;
- j. Further details can be obtained by visiting gov.ie/remote.

21.5 Remote working / Working from Home - Requirements:

St Peter's National School employee home workstation / remote working station must include:

Table / Desk: That offers sufficient room capable to accommodate all the equipment or other materials needed for the activity;

Office Chair: Should have 5-star base, arm rests (preferably adjustable), be adjustable in height, with the seat back both height and tilt adjustable. The chair should be easily adjustable by user and should not require additional instructions or components to adjust.

PC / Laptop: A full desktop solution with suitably large external monitor, separate keyboard and mouse. Laptops are not suitable for fixed work and fall outside the remit of the 2007 – 2020 General Application Regulations.

Staff using laptops are unable to attain the optimum viewing angle of 15 ° below horizontal. If a second screen is needed, then it is recommended that Staff be provided with a monitor of a similar size, model and make as the existing monitor.

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21.6 General queries to be satisfied before commencing remote working:

- Ensure the employee has a suitable space to work from;
- Ensure the employee can access the workspace easily and safely;
- Ensure the employee has adequate light, ventilation and heat to allow them to work comfortably;
- Ensure the employee has enough space to allow them to work without twisting, bending or sitting/standing awkwardly;
- Ensure the employee has enough workspace to accommodate the equipment or other materials needed for the activity;
- Ensure the employee checks that the floor is clear and dry, e.g., kept clear of electrical cables or anything else you could trip over / slip on;
- Ensure the employee checks that the workspace is free of clutter;
- Ensure the employee checks that electrical sockets, plugs and cords used as part of the remote office set up are in good condition e.g. no charring, exposed wiring or frayed cables.

The Company recognise the rights of staff to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours as set out under the 2021 Code of Practice for Employers and Employees on the Right to Disconnect.

21.7 Remote working / Working from Home – incidents, accidents and near misses:

All accidents, incidents, near misses and ill health should still be reported in the normal way – See Section 12 of the St Peter's National School Safety Statement.

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22. Appendices

- Safety Statement Training / Induction Guidance*;
- Employee Acceptance of Safety Statement Form*;
- Internal Accident / Incident Form*;
- Witness Statement Form*;
- Risk Assessment Form*;
- Contractor Questionnaire Form*;
- P.P.E Signature Form*.
- Method Statement Template*
- Permit to Work Form*
- Manual Handling Task Risk Assessment Form*

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