

Safety, Health & Welfare Statement

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Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as it is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice.
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively.
- c. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- d. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective.
- e. Consult with staff on matters related to safety, health and welfare at work.
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

This Safety, Health and Welfare Policy was ratified by the Board of Management on

This Safety, Health and Welfare Statement was reviewed by the Board of Management on
16ú Deireadh Fomhair 2023

Róghardaugh
Cathaoirleach

16/10/2023
Date

School Profile

The safety, health and welfare statement should present a brief overview of significant features of the school with particular reference to safety, health and welfare and include:

1. School Size

Our school has eight mainstream classrooms. At present we have eight mainstream classes in total. We have a teaching staff of eleven, two SNAs, a school secretary, three part-time cleaners, a caretaker and an administrative principal.

2. School Buildings

Our school has a ground floor building and a one storey building. It has a sports hall and outside play areas.

3. Organisational Structures/Chart

		Staff
	Principal and Deputy Principal ↗	
Board of Management ↗		Other people in the school
	Safety Officer	

4. Planning Procedures

The safety statement will be reviewed at the end of each school year. Roles, responsibilities and procedures will be clearly stated, communicated and controlled for effectiveness.

5. Provision for Persons with Special Needs

Provision will be addressed as needs arise and at yearly reviews.

Resources for Safety, Health and Welfare in the School

This section of the safety, health and welfare statement outlines the current resources available to support safety, health and welfare in the school.

Checklist

- Resources are available for safety, health and welfare in the school:

- Classrooms:

All furniture is purpose built.

- General School:

A detailed school code of behaviour has been agreed upon.

Play areas are safe and fit for purpose.

First Aid kits are stocked in accordance with the HSA guidelines.

Medicine boxes are mounted on the wall in classrooms as needed.

All electrical fittings and fire detection equipment are maintained.

There are appropriate exits and one stairwell to enable quick escape from the building.

There is a locked storage room for storage of chemicals, cleaning agents etc.

The main entrances have a buzzer system to regulate access.

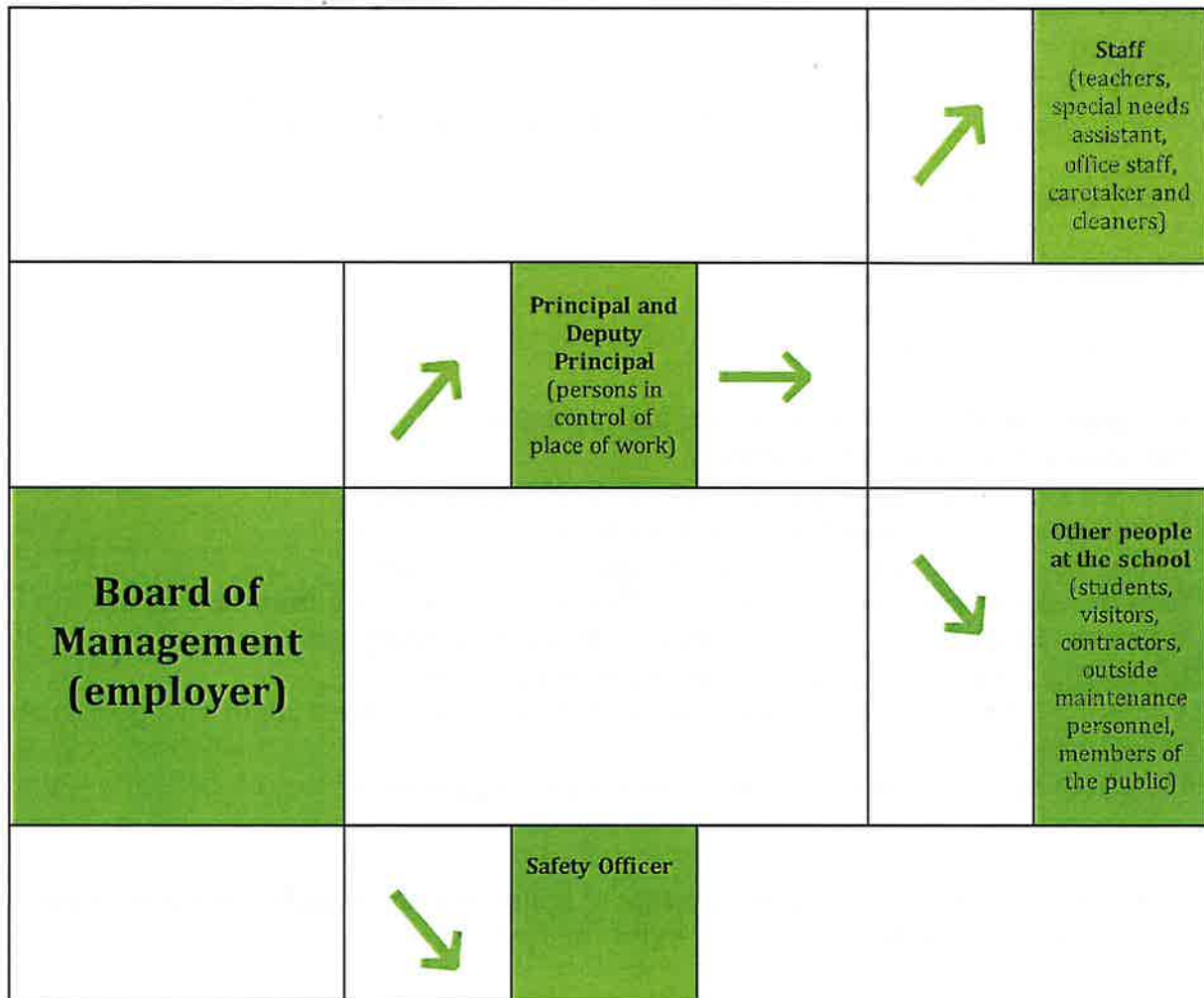
A school database (Aladdin) is maintained with details of designated adults with permission to collect students.

There is an agreed anti-bullying policy following DES guidelines.

- Are those resources addressing issues of prime concern? (breaches of statutory duties, high risk hazards, issues likely to give rise to claims etc.)
 - Yes
 - No
- Is the allocation of resources reviewed and amended as need arises?
 - Yes
 - No
- Is the use of resources consistent with the priorities for maintaining and improving safety, health and welfare?
 - Yes
 - No

Roles and Responsibilities for Safety, Health and Welfare

Management Organisation Chart



Board of Management

- Complies with its legal obligations as employer under the Safety, Health and Welfare at Work Act 2005.
- Ensures that the school has written risk assessments and an up to date safety statement
- Reviews the implementation of the Safety Management System and the safety statement
- Sets safety, health and welfare objectives
- Receives regular reports on safety, health and welfare matters and matters arising from same are discussed
- Reviews the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur
- Reviews the school's safety, health and welfare performance
- Allocates adequate resources to deal with safety, health and welfare issues
- Appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school

Designated Person for Safety, Health and Welfare acting on behalf of the Board (The Principal)

- Complies with the requirements of the Safety, Health and Welfare at Work Act 2005
- Reports to the board of management on safety, health and welfare performance
- Manages safety, health and welfare in the school on a day-to-day basis
- Communicates regularly with all members of the school community on safety health and welfare matters
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed
- Organises fire drills, training etc
- Carries out safety audits

Teachers (with particular functions in safety, health and welfare) if applicable

- Deputy Principal with duties related to safety, health and welfare must fulfil the duties assigned
- Although ultimate responsibility for safety, health and welfare rests with the board of management, the teacher must fulfil those duties to which he/she has agreed

Teachers/Special Needs Assistant/Non-teaching staff

- Comply with all statutory obligations on employees as designated under the Safety, Health and Welfare at Work Act 2005
- Co-operate with school management in the implementation of the safety statement
- Inform students of the safety procedures associated with individual subjects, rooms, tasks
- Ensure that students follow safe procedures
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Check that equipment is safe before use
- Ensure that risk assessments are conducted for new hazards
- Select and appoint a safety representative as appropriate
- Co-operate with the school safety committee where one is established
- Report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

Other school users

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare. This statement and policy also applies to any and all organisations using the school premises outside school hours.

Contractors

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General

Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Schools must make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

Risk Assessment

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, “Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks”.

The whole aim of the Safety Management System is to minimise risks. To evaluate risks, schools must draft written “Risk Assessments”. This helps to determine what the hazards are, the risks involved and the controls to be put in place to minimise the risk. It also enables schools to define priorities and set objectives for eliminating hazards and reducing the risks within timescales.

Wherever possible, risks should be eliminated. Where risks cannot be eliminated the general principles of prevention must be used as part of the risk assessment process.

The Three Steps to Risk Assessment



Checklist

- It has been agreed who will identify the risks and carry out the risk assessments.
- All hazards have been identified formally.

- Written assessments have been carried out on all hazards.
- Appropriate control measures have been identified and implemented.
- Significant unresolved problems have been reported to the principal/board of management.
- Matters requiring urgent attention have been addressed.
- Control measures have been communicated to the affected persons.
- Staff has been consulted.
- A record of identified risks is found in Appendix C of this policy.

Emergency Procedures, Fire Safety, First-Aid, Accidents and Dangerous Occurrences

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall “prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.”

Emergency Procedures

Emergency procedures must be developed in advance, clearly communicated and understood, and practised on a planned basis.

Checklist

- The school has a formal procedure in place to deal with emergency situations, e.g. fire, flood, bomb scare, major incident (car crash, suicide).
- The procedure sets out clearly what is to be done, who is to do it, who will liaise with families, who will co-ordinate actions on the day (set out all person’s roles), follow-up care (where necessary), emergency service details etc.
- The school has a critical incident management plan to assist in dealing with a major crisis or traumatic situation.

Fire Safety

Fire drills are completed once per term in the school. Consideration has been given to school layout, ease of access and departure, and the general requirements of the students attending the school. The fire alarm is tested regularly. Any defects in the alarm system are prioritised by the board of management for repair or replacement.

Staff members have been instructed on precautions for emergencies and evacuation procedures. The board of management ensures that the designated employees have adequate

training and equipment available to them to deal with the emergency. Escape routes are kept clear and emergency exits unlocked. The electrical system is checked periodically by a competent person. The school is equipped with appropriate fire-fighting equipment. Further information and advice will be obtained as needed from the Fire Services Section of the Local Authority.

The school may decide that advance notice of a fire drill is appropriate so as to minimise the risk of an accident during the fire drill. In every case the efficacy of the fire drill will be reviewed and assessed.

Checklist

- The school has an emergency evacuation plan.
- It has been communicated to all parties and is on display.
- Fire assembly points are identified.
- Fire assembly points are clearly marked.
- Directional fire signs are displayed in the school.
- The school has emergency lighting systems in place.
- Fire exits are kept clear.
- The school holds a minimum of three fire drills per year.
- The drills are timed.
- The outcomes of fire drills are recorded and actions taken where necessary.
- The emergency evacuation plan is reviewed regularly.
- Fire-fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) is available.
- All fire installations and equipment is inspected and serviced as per legal requirements.
- All staff members have received training in the use of fire-fighting equipment.

First Aid

Chapter 2 of Part 7 of the General Regulations 2007 sets out the first-aid requirements for workplaces. “Employers have a duty to provide first-aid equipment at all places of work where working conditions require it. Depending on the size or specific hazard (or both) of the place of work, trained occupational first-aiders must also be provided. Apart from some exceptions, first-aid rooms must be provided where appropriate. Information must also be provided to employees as regards first-aid facilities and arrangements in place.”

Checklist

- The school has trained an appropriate number of occupational first-aiders based on a risk assessment.
- Everyone is aware of who the school first-aiders are.
- Equipment is available to the first-aiders.
- First-aid kits are fully compliant with legislation and guidance. Checked by the school secretary.
- There are agreed procedures about when first-aid will be administered.

Accidents and Dangerous Occurrences

The safety, health and welfare statement should clearly set out an accident investigation, reporting and recording policy and procedure. All boards of management should record accidents and near misses/dangerous in the work place. The procedures outlined in the school's safety, health and welfare statement regarding accident notification should be followed where notification is required.

Every board of management is legally required to report specific accidents and incidents to the Health and Safety Authority.

In compliance with the Education (Welfare) Act 2000 and in accordance with the school's duty of care for its pupils and staff, any pupil acting in a violent nature may be suspended/expelled on grounds of Health and Safety in relation to the risk posed to staff and pupils from such activities. These sanctions will be implemented at the discretion of the Principal and will be ratified by the Board of Management. Both the Principal and the Board of Management will refer to TUSLA guidelines when implementing this sanction. Please refer to the school's Code of Conduct.

Checklist

- There is a school accident policy addressing procedures to be followed in the event of an accident or dangerous occurrence (i.e. first-aid, doctor called, parents/guardians called, ambulance called). The school accident policy is Appendix A of this policy.
- Internal reporting procedures for all types of accidents are in place.
- The school is compliant with online reporting of accidents to the Health and Safety Authority. IR1 and IR3 forms available at www.hsa.ie/publications
- All accidents are investigated.
- Corrective action is taken where required.
- Reports of such actions are available to the board of management and to the safety committee.
- Records are kept of all incidents and accidents.

Instruction, Training and Supervision

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

On implementation of the safety, health and welfare management plan, a training needs analysis should be completed in order to identify and address any deficiencies. Once safety,

health and welfare training needs have been identified, they should be incorporated into the school's annual training plan and reviewed regularly to ensure all training needs are met.

Procedure for planning for safety, health and welfare training

		1. The school assesses the staff training needs		
	↙		↘	
6. Training database updated. Refresher and further training needs identified				2. The school develops an annual training plan detailing course type, staff and schedule
↓				↓
5. Course completed and training records signed and retained				3. Include in the Safety Action Plan
	↖		↗	
		4. Staff are notified		

Checklist

- The school has prepared an annual safety, health and welfare training plan. (completed risk assessments are used to identify training needs)
- The training includes the following:
 - A formal process to identify the safety and health training needs of each group within the school community during the risk assessment process.
 - The provision to all individuals of safety training necessary to enable them to carry out their duties as identified by the risk assessments and as set out in the safety statement.
 - A record of all training, information and briefing sessions.
 - A record of those in attendance at training sessions with signed attendance sheets.
 - A schedule of dates when refresher training falls due.

Communication and Consultation

In accordance with Section 20(3) of the Safety, Health and Welfare at Work Act 2005 the safety statement is brought, in a form, manner and, as appropriate, language that is reasonably likely to be understood, to the attention of:

- Staff members, at least annually and, at any other time, following its amendment
- Newly recruited employees upon commencement of employment
- Other persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g. contractors carrying out work at the school.

All students, parents/guardians and visitors to the school also have access, as appropriate, to the safety statement. The safety statement may be viewed by any of these parties following a written request to the Board of Management. The Principal should also be in attendance when the safety statement is being viewed, following permission from the Board of Management.

Communication is integral to the organisation and operation of the safety, health and welfare statement. All staff must be aware of the content of the safety statement, safety policies and procedures, risk assessments, minutes of the meeting of a safety committee, where one is established, results of audits and results of performance reviews.

The communications process must allow for and encourage employees to bring safety, health and welfare matters to the attention of management. Any staff member is welcome to bring safety, health and welfare matters to the attention of management at any time. All staff members are also provided with the opportunity to formally bring safety, health and welfare matters to the attention of management during the annual risk assessment process.

Measuring Performance

Review Dates:

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26	10	23																	

The Board of Management will measure, monitor and evaluate its safety, health and welfare management system to make sure it is robust.

Checklist

- There is an agreed schedule outlining areas/items for inspection.
- Inspections of the equipment and furniture in the school or on the school grounds, are carried out before use, on a daily, weekly, monthly, term or annual basis as appropriate.
- There is a list specifying who will carry out the inspections and what areas are to be inspected, e.g. classrooms, offices, general purpose areas, boiler house, yard and sports hall.
- The risk assessment system in place formally tracks the status of all hazards reported, indicates the control measures required, the action taken to date, responsibility for action and finally, sign-off on completion of tasks.
- Regular walk-through inspections take place to identify fire hazards or other safety and health hazards as may arise from time to time.
- There is a preventative maintenance and service programme in place for fixed service installations, machinery, equipment, grounds and buildings.
- Records regarding the preventative maintenance programme are kept.
- The "Principal's Report" to the board of management includes information pertaining to the status of the Safety Management System in the school and other relevant information pertaining to safety, health and welfare, when necessary.

APPENDIX A

School Accident/Injury Policy

Introduction

This policy was originally drafted during the 2018/ 2019 academic year as a response to Health & Safety legislation. This policy also applies to external agencies using the school premises outside of school hours.

Rationale

The formulation of this policy enables our school to effectively;

- ✓ Provide for the immediate needs and requirements of people who have sustained either a serious or a minor injury.
- ✓ Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- ✓ Ensure lines of communication with parents/guardians are in place if required.
- ✓ Activate a known plan of action with which all staff are familiar.

Roles and Responsibilities

The overall responsibility for the day to day management of school supervision and routines rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is an elected member of the Board of Management. Fire Drill coordinators are the Principal and Deputy Principal.

School Ethos

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Aims/Objectives

- ✓ To ensure the physical safety and well-being of all staff and pupils.
- ✓ To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner.
- ✓ To provide training for staff with the effective use of outside expertise so that children and staff have access to proper interventions.
- ✓ To comply with all legislation relating to safety and welfare at work.

Procedures

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staffs are put at risk;

- ✓ A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined.
- ✓ The school is insured under Allianz Insurance Ltd. and a 24 hour policy, underwritten by Allianz Insurances is in place for all children.
- ✓ The provision of specialist first-aid training for staff has been provided by the Board of Management.

- ✓ Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, climbing goalposts, throwing stones, running fast in the Infant areas, engaging in “horseplay”, fighting etc. are subject to severe sanctions (see School Anti-Bullying and Discipline Policies)
- ✓ Certain procedures are in place in the event of accidents.
- ✓ There are at least two teachers and one SNA on yard duty at any one time: .this has been increased to two teachers on the junior yard and one teacher with two SNAs on the senior yard

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. If deemed necessary, the child will be taken to the office. No medicines are administered but cuts are cleaned with antiseptic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified if the child received a bang to the head during the minor accident as a matter of protocol.

Serious Accidents/Injuries

If considered safe to do so, the injured party is taken to the office. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

Very Serious Accidents/ Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the teacher in attendance and the Principal/ Deputy Principal is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents are kept informed of developing situations. Permission for school staff to take a child to a doctor/ hospital is sought by email in September upon enrolment.

Categories of Injury/School Procedures

Minor Cuts and Bruises

Method:

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents
- In sports, helmets must be worn

Sprains/Bruises

Method

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented

- If in doubt, parent/s are contacted. In accordance with Child Protection Guidelines, the DLP/ DDLP should be notified if bruises are suspicious.
- Teacher observation is maintained

Faints and Shocks

Method

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The event is subsequently recorded in the Accident Book

Severe Bleeding

Method

- Act instantly – Go, Go, Go!
- Set or lie the injured party down
- Press down on wound using gloves
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly
- Treat for shock
- GET HELP!
- Contact parents
- If very serious contact Casualty Unit immediately
- Record in accident book

Burns/Scalds

Method

- Immediately remove child from danger area
- Cool burnt area with cold running water
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn use a special burn gauze/burneze

Unconsciousness

Method

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

Stings/Bites

Method

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious, parent/s are contacted

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

Resources

First aid supplies are located in the office and first aid kits are provided for the teachers on yard duty. All staff are aware of these locations. The contents of these boxes are monitored and replenished by the relevant teacher.

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is located in the office. One Accident Report Book covers all children in the school. Teachers are encouraged to keep a separate copy of accident report forms relating to injuries sustained by children in their class. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc. Very serious injuries will be notified to the schools insurers and the Serious Accident/ Incident Report Form will be completed. Relevant medical information on all pupils is obtained at time of enrolment. This section asks parents to list allergies and other medical conditions their child may have.

Evaluation

The success of this policy is measured from set criteria;

- Maintaining a relatively accident free school environment.
- Positive feedback from staff, parents, children.
- Continual yard observation by teachers who observe mainly positive behaviour.
- Monitoring and evaluation at staff meetings.

Ratification

This policy was ratified by the Board of Management during the 2018/ 2019 academic year.

Review

This policy will be reviewed by the Board of Management during the annual Health, Safety and Welfare Audit/ Review.

Pupil Accident Report Form

Name of Injured Pupil	
Class	
Date of Accident	
Time of Accident	
Location of Accident	
Name(s) of staff member(s) supervising	
Full Details of Accident (<i>person(s) involved, activity, cause of accident, etc.</i>)	
Name(s) of witness(es)	
Were parents contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the child sent home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the incident reported to the Principal/ Deputy Principal?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Principal <input type="checkbox"/> Deputy Principal
Signature	
Name (block capitals)	
Date	

Serious Accident/ Incident Record Form

Injured Party Details

Surname	First Name(s)	Class (if pupil)
Address of Home/ Company (if not pupil)		
Male/ Female	Status (tick) <input type="checkbox"/> Pupil <input type="checkbox"/> Staff member	<input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Other

Details of Accident/ Incident

Date of Accident/ Incident	Time of Accident/ Incident
Location of Accident/ Incident	Date Accident/ Incident Reported to School Management
Type of Accident/Incident Injured/ damaged by a person <input type="checkbox"/> Struck by/ contact with <input type="checkbox"/> Caught in/ under <input type="checkbox"/> Slip/ trip/ fall <input type="checkbox"/> Sharps <input type="checkbox"/> Road traffic accident/ crash <input type="checkbox"/> Exposure to substances <input type="checkbox"/> Environmental incident <input type="checkbox"/> Manual handling <input type="checkbox"/> Property damage <input type="checkbox"/>	Type of Injury Fatality <input type="checkbox"/> Bruise <input type="checkbox"/> Concussion <input type="checkbox"/> Internal injury <input type="checkbox"/> Abrasion/ graze <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Torn ligaments <input type="checkbox"/> Burns <input type="checkbox"/> Scalds <input type="checkbox"/> Frostbite <input type="checkbox"/> Injury not ascertained <input type="checkbox"/> Trauma <input type="checkbox"/> Occupational disease <input type="checkbox"/> Other <input type="checkbox"/> (specify) <hr style="width: 80%; margin-left: 0;"/>

Part of Body Injured	Main Agent which Caused Accident
Head (except eyes) <input type="checkbox"/>	
Eyes <input type="checkbox"/>	
Face <input type="checkbox"/>	
Neck/ back/ spine <input type="checkbox"/>	
Chest/ abdomen <input type="checkbox"/>	
Shoulder <input type="checkbox"/>	
Upper arm <input type="checkbox"/>	
Elbow <input type="checkbox"/>	
Lower arm/ wrist <input type="checkbox"/>	
Hand <input type="checkbox"/>	
Finger (one or more) <input type="checkbox"/>	
Hip joint/ thigh/ kneecap <input type="checkbox"/>	
Knee joint <input type="checkbox"/>	
Lower leg <input type="checkbox"/>	
Ankle <input type="checkbox"/>	
Foot <input type="checkbox"/>	
Toe (one or more) <input type="checkbox"/>	
Multiple injuries <input type="checkbox"/>	
Trauma/ shock <input type="checkbox"/>	
Other <input type="checkbox"/> (specify)	

Post-Accident/ Incident Details

Consequences	Result	Anticipated Absence
Fatal <input type="checkbox"/>	Sick Leave <input type="checkbox"/>	1-4 days <input type="checkbox"/>
Non-fatal <input type="checkbox"/>	Excused <input type="checkbox"/>	4-7 days <input type="checkbox"/>
	Light Duty <input type="checkbox"/>	8-14 days <input type="checkbox"/>
	Medicine <input type="checkbox"/>	More than 14 days <input type="checkbox"/>
		No anticipated absence <input type="checkbox"/>
Has the accident been reported to the Health and Safety Authority? (see note below)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Have you informed your insurance company?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	

Detailed Description of the Accident/ Incident

Please attach a full description of;

- ✓ The work/ activity being carried out when the accident occurred.
- ✓ The equipment in use (if any).
- ✓ Exact location of the accident.
- ✓ How the accident occurred.

Please ensure the following documents are also attached;

- ✓ Injured party's report.
- ✓ Witness list (level of detail required varies on severity of accident).
- ✓ Witness statements (level of detail required varies on severity of accident).
- ✓ Sketch or photographs of the scene, equipment, etc. where appropriate.

Investigating Staff Member (BLOCK CAPITALS) :

Signature: _____

Date: _____

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. 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 their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie Further information can be found in Part 1 of the *Guidelines* in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie

APPENDIX B
Identified Risks
Control Implementation 2019/ 2020

Risk	Risk Rating	Control	Action	Planned Date when Action to be Completed
Injury due to slip, trip, fall	High	School equipment stored tidily. School bags stored tidily. Floors and access areas are kept clear	Appropriate storage area for school bags in infant classrooms.*Now hung on hooks outside classroom	May 2019
Spills e.g. liquid spills, art/ crafts materials	High	Spills dealt with immediately. Absorbent materials used to soak up spills. Absorbent materials located near high spill risk areas.	Appropriate absorbent materials located in classrooms to safely and hygienically soak up vomit. Training in use of materials also required.	May 2019
Back or upper limb injury	High	Appropriate instruction is provided to staff on how to complete manual handling tasks appropriately.	Appropriate manual handling instruction to be provided by external professional.	When additional funding is available.
Slips, Trips, Falls, Injury, Burns	Medium	All staff members use covered mugs/ flasks.	Dishwasher safe, covered mugs to be provided for staff members during supervision duty.	May 2019