

## Safety Statement



**St. Mary's Childcare Campus CLG  
Granard Road  
Edgeworthstown  
Co Longford  
N39 AE65  
043 6672534**

**E-mail: [st.maryschildcarecampus@gmail.com](mailto:st.maryschildcarecampus@gmail.com)**

## Table of contents

[Safety Statement Revisions](#)[Policy Statement](#)[Description of Activities](#)[Occupation Health & Safety Policy](#)[Document Control](#)[Emergency Contacts](#)[Duties of Employees](#)[Organisational Chart](#)[Training](#)[Resources](#)[Emergency Plans](#)[First Aid](#)[Anti-Bullying and Anti-Harassment Policy](#)[Materials & Chemical handling, storage and disposal](#)[Housekeeping](#)

<a href="#">Concluding Comment</a>
<a href="#">Appendix A</a> Risk Assessment
<a href="#">Appendix B</a> Employee signature record
<a href="#">Appendix C</a> Review reports

## Safety Statement Revisions

St. Mary's Childcare Campus CLG Safety Statement	Revisions	Approved By: Margaret Glancy
	Rev: 0	15/09/2010
	Rev: 1	10/3/2011
	Rev: 2	06/10/2011
	Rev: 3	16/05/2012
	Rev. 4	21/04/2014
	Rev. 5	02/10/2014
	Rev. 6	08/12/2016
	Rev . 7	12/05/2017
	Rev 8.	18/12/2017
	Rev. 9	22/10/2019
	Rev. 10	04/11/2022
	Rev. 11	17/04/2024

## Policy Statement

The Child Care Act 1991 (Early Years Services) Regulations 2016 S.I No 21 of 2016: Regulation 6 requires a service to have a Safety Statement. The Safety Statement required is as defined within the meaning of the Safety, Health and Welfare at Work Act 2005.

This Safety Statement, which includes our Health and Safety Policy was developed in line with the Health and Safety Authority.

This Safety Statement is aimed at protecting our staff, clients, contractors and members of the public from work place accidents and ill- health. The Safety Statement is available to all our employees, outside service providers and Inspectors of the Health & Safety Authority. The necessary training and system of work will be given to ensure as far as reasonably practicable, a workplace free from hazards and risks. It is our policy, when purchasing new equipment or altering/replacing existing equipment to ensure, as far as reasonably practicable, that they are free from hazards and of CE quality. The same will apply to all our systems of work. The required funding and resources to effect this policy will be made available. We will update this policy, as necessary and will review same, at least once per year. In particular we undertake, to comply with all relevant health, safety and welfare legislation to include the following:

- Provisions of a safe workplace.
- Safe access and egress routes
- Safe system of work/safe equipment.
- Provision of appropriate personal protective equipment.

Signed-----Date-----

Manager

## Description of activities

St. Mary's Childcare Campus is a warm and friendly Community based service. We offer Childcare from 6mths - 12yrs, Baby/Toddler, Preschool and Afterschool care with freshly cooked meals. We are situated beside St. Mary's N.S. on the Granard Road, Edgeworthstown, Co. Longford. All of our Early Years Educators are qualified and Garda vetted. Every effort is made to encourage your child's development, well-being, contribution, communication and belonging, using Aistear, Síolta and a play based emergent curriculum. Children have the use of four different outdoor play areas depending on the care room they are attending.

## Occupational Health and Safety Policy

Under the Safety, Health and Welfare at Work Act 2005 every employer is required to prepare a Safety Statement. This Safety Statement outlines safe systems of work and workplace & site hazards in order to outline any duties/procedures for St. Mary's Childcare Campus CLG to follow so as to comply with any relevant legislation, in particular:

- *The Safety, Health & Welfare at Work Act, 2005*
- *The Safety, Health and Welfare at Work (General Application) Regulations 2007.*
- *The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001*

It is the intention of St. Mary's Childcare Campus CLG to comply with relevant legislation and provide employees, contractors and other parties with a safe working environment and also to protect those who may be affected by our activities. All interested persons will be expected to comply with policies and procedures as detailed in this Safety Statement.

This Safety Statement will be reviewed on an ongoing basis to take account of changes in work practices and legislation or standards, work, organisational structure, equipment or substances used and technical knowledge, all changes to the company safety statement will be brought to the attention of all staff and effected persons

All employees have the responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe work place and to take reasonable care of themselves and others. It is the responsibility and duty of all employees to comply with the Safety Policy by exercising due caution and care.

It is the policy of this Company to consult all staff and employees on matters of Health and Safety. All employees are hereby notified of the Company policy and are encouraged to comply with their duties under the 2005 Act to notify the Company management of identified hazards in the work place.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the attached documentation.

This Health and Safety policy will take account of the general employer duties as set out in the 2005 Act and all other legislation that applies to the work place. St. Mary's Childcare Campus CLG will ensure, as reasonably practicable that they:

- Manage and conduct work activities so as to ensure the health and safety of employees
- Prevent improper conduct likely to put an employee's health and safety at risk
- Provide a safe place of work which is adequately designated and maintained
- Provide safe plant, equipment and machinery
- Provide safe means of access and egress.
- Provide safe systems of work, e.g. operating procedures.

- Prevent risk to health from articles or substance(including plant, tools, machinery, chemical substance and equipment)
- Provide appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to a new task, and when technology is introduced.
- Provide suitable protective clothing and equipment where hazards cannot be eliminated.
- Prepare and revise emergency plans
- Designate staff to take on emergency duties.
- Provide and maintain welfare facilities.
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees.

Signed-----Date-----  
Manager

Signed-----Date-----  
Safety Officer

## Document Control

### The Documentation System

Margaret Glancy holds the master copy of the Safety Statement. Controlled copies of the Safety Statement shall be issued to personnel as required. It is company policy that all employees have access to those sections of the safety statement that are relevant to them.



## Document Approval and Issue

Margaret Glancy is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation.

New documents must be issued and approved by the appropriate signatory, i.e. Manager.

## Revisions

The Safety Statement will be reviewed on a yearly basis by Margaret Glancy and will be changed as names of responsible persons change, as risks change, or as changes in legislation occur.

## Emergency Contacts

Emergency Contact Numbers	
<b>Garda:</b>	Granard Road, Edgeworthstown, Co Longford 0436671002
<b>Doctor:</b>	Dr Sharkey, Edgeworthstown Health Centre, Edgeworthstown, Co Longford 043 6671157
<b>Pharmacist:</b>	Tully Chemist, Edgeworthstown, Longford 043 667 1014
<b>Hospital:</b>	Mullingar Hospital 044 934 0221
<b>Fire Brigade:</b>	999 / 112
<b>Fire Maintenance:</b>	MRD Fire Service 071 9633798 or 085 8114205
<b>Water Leaks:</b>	1850 278778
<b>Electricity Emergency:</b>	1850 372999 (24-hours)
<b>Gas Emergency:</b>	1850 205050 (24-hours)

## Training Staff

Staff training will be conducted in all areas relevant to Health and Safety:

First Aid/Manual Handling/Fire Safety.

**First Aid & Safety Equipment:** to include a

- First aid kit in every Care room and the kitchen, checked monthly
- Fire extinguishers in prominent places throughout the building, checked regularly
- Fire blankets in the kitchen and staff room
- Fire drills carried out regularly

## Accident Reporting:

**Procedure:** It is a requirement under the 2005 Act that all accidents resulting in personal injury must be reported to the Health & Safety Authority. Reportable accidents are defined as those which result in death or three calendar day's absence from the employees normal work duty. Best practice – proforma forms link to [www.hsa.ie](http://www.hsa.ie) IR1 & IR3 Forms.

## Duties of Employees

### Manager

Safety begins at management level and so the overall Management for the establishment and maintenance of an effective policy for safety, health and welfare at work rests with the Centre Manager.

The Centre Manager will:

- Demonstrate his/her commitment by being aware of the safety record of the company and shall issue any necessary reasonable directives in the interest of health, safety and welfare of all employees and third parties.

- Ensure that there are available sufficient funds and facilities to enable the safety policy to be reasonably implemented.
- Periodically review the effectiveness of this safety statement and the risk assessments
- Ensure that the policy is properly assigned understood and accepted at all levels.
- Procure advice and assist wherever necessary and take heed, together with remedial action, on any matters brought to his attention.
- Setting and approving policies and goals for quality, health and safety environment management system.
- Provide leadership in driving the company and all key personnel towards compliance with an ongoing improvement of performance in quality, health, safety and environmental issues.
- Ensures that adequate resources and infrastructure are provided
- Takes a direct interest in the Safety Statement and positively supports any person whose function it is to carry it out.
- Periodically reviewing his responsibilities and that of all other persons concerned with implementing policies and procedures outlined in the Safety Statement  
Ensuring that all employees are held accountable for their performance in relation to Occupational Safety and Health.
- Remains familiar with the Safety Statement and any subsequent revisions to them
- The Manager shall delegate specific responsibilities to company management personnel. As new projects emerge the names of responsible persons will be notified and the list amended accordingly.

- The Manager shall include in the company annual report, a report on health and safety in the company as required under the Safety Health and Welfare at Work Act 2005.

In compliance with Section 80 of the **Safety, Health & Welfare at Work Act 2005** the Manager will ensure competent persons are available to advise on health & safety issues and to implement safety measures thus ensuring no offences can be attributed to neglect of health & safety laws.

### Safety Representative

**The Safety Representative is the manager Margaret Glancy.**

Section 25 of the Safety, Health and Welfare at work Act states that employees may select a safety representative who has the following rights under the legislation:

- May make representations on an aspect of safety, health and welfare at the place of work.
- May investigate accidents and dangerous occurrences. He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- At the discretion of the inspector concerned may accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence.
- At the discretion of the inspector where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at the work place, attend the interview where the employee so requests.

- Subject to prior notice to the employer, he may carry out inspections of the premises to determine any potential hazards on the premises, investigate complaints relating to safety, health and welfare at work made by employees whom he/she represents.
- Consult and liaise on matters relating to safety, health and welfare at work with any other safety representative who may be appointed in the undertaking concerned, whether or not the safety representatives work in the same place, in different places of work under the control of the employer or at different times at the place of work.
- May investigate accidents and dangerous occurrences provided that he/she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under the relevant statutory provisions.
- The employee and the safety representative shall, having regard for the nature and extent of the hazards in the work place, agree the frequency of schedule of inspection which may be carried out.
- Every employer shall consider that any representation made by the safety representative in relation to matters specified in this section or any other matters relating to safety, health and welfare at work of his/her employees so far as is reasonably practicable , take any action that he /she considers necessary or appropriate with regard to those representations.
- An employer shall give to a safety representative such time off from work as is reasonable having regard to all the circumstances, without loss of remuneration to enable the safety representative
  - to acquire on an ongoing basis the knowledge and training necessary to discharge the function as safety representative.
  - discharge those functions

- Where an inspector attends a place of work for the purpose of carrying out an inspection, the employer shall inform the safety representative that the inspection is taking place.

## Room Leaders

- Be familiar with the Safety and Health Regulations and company policy applicable to the work on which they are engaged and insist that the prescribed standards are observed.
- Ensure so far as reasonably practicable that safe systems of work are in place.
- Maintain a tidy workplace. Arrange for regular clean-up periods. Appoint person responsible.
- Ensure that adequate access and egress throughout the school comply with the Regulations.
- Ensure all personnel on site are provided with appropriate safety equipment/clothing and that it is used in the correct manner.
- Ensure that adequate fire fighting equipment is available and replace used or defective equipment.
- Ensure the safe handling and storage of all tools, plant, materials and chemicals
- Ensure that First Aid boxes are maintained properly.
- Record and investigate all accidents with a view to preventing recurrence. See

"Accident Procedures" section of this document.

- Show a personal example by wearing the safety equipment provided.

## All Employees

Working safely is a condition of employment at St. Mary's Childcare Campus CLG

It is the duty of every employee while at work according to Health, Safety and Welfare at Work Act 2005 section 13:

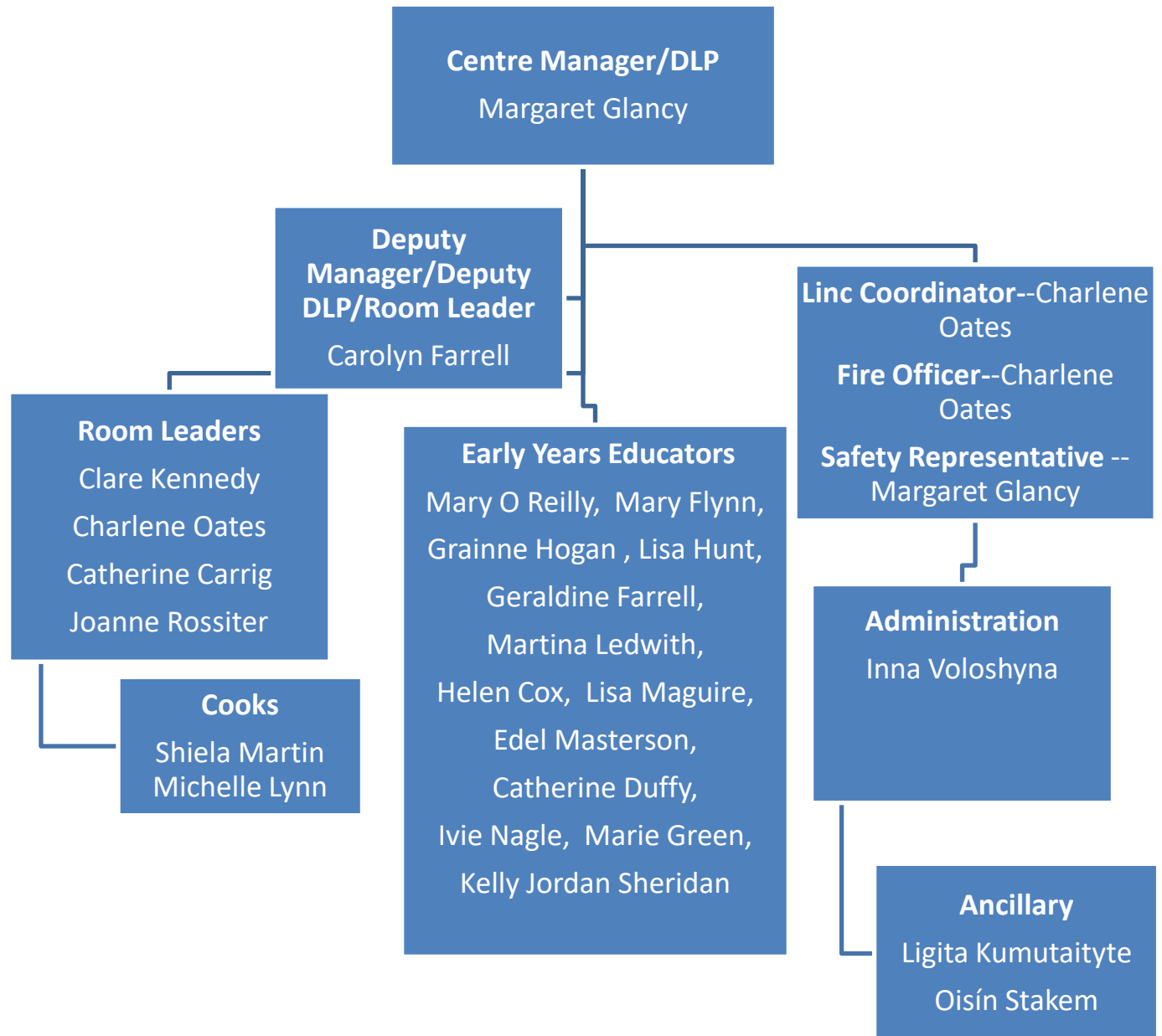
- Take reasonable care of their own safety and welfare and that of any other person who may be affected by their acts or omissions while at work.
- Co-operate with their employer and any other person to such extent as will enable their employer and any other person to comply with any of the relevant statutory provisions.
- Ensure that he /she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his/her own safety , health or welfare at work or that of others persons.
- If reasonably required by his/ her employer, submit to appropriate, reasonable proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person as may be prescribed.
- Attend such training and , as appropriate undergo such assessments as may reasonably be required by his /her employer or as may be prescribed relating to safety, health and welfare at work, or relating to the work carried out by the employee.

- Having regard to his/her training and the instruction given by the employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his/her safety, health and welfare at work including protective clothing or equipment.
- Report to their employer or their immediate supervisor, without unreasonable delay, any defects in place of work, or system of work, which might endanger safety, health and welfare of which they become aware.
- Report any work being carried out, or likely to be carried out in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person.
- An employee shall not, on entering a contract of employment, misrepresent himself/herself to an employer with regard to the level of training received in relation to compliance with health & safety legislation.
- No person shall not intentionally, recklessly without reasonable cause –
- (a) Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety health and welfare of persons at work.
- (b) Place at risk the safety, health or welfare of persons in connection with work activities.

**Staff members who jeopardise their safety and that of others, or who fail to observe safety rules, are subject to corrective action up to and including dismissal.**



## Organisational Chart



## Training



## Resources

The approach to ensuring safe & healthy working conditions within the company may be summarised as follows:

- 1 Identification of hazards
- 2 Elimination and control of hazards
- 3 Consultation with staff on all health & safety matters
- 4 Provisions of safety training and instruction
- 5 Provision of personal protective equipment
- 6 Create a practical and safe working system
- 7 Provision of welfare facilities
- 8 Special attention to health risk

### **Identification of Hazards**

St. Mary's Childcare Campus CLG will undertake hazard identification and where necessary they will seek the assistance of outside consultants to advise on health and safety matters.

St. Mary's Childcare Campus CLG will concern themselves with all aspects of our operations and will take account of the following potential hazards:

- Access/egress problems include floors, stairs, steps, ladders etc.
- Electrical safety

- Lighting and ventilation
- Manual handling operations - correct posture.
- Correct handling and storage of chemicals
- Proper use of protective equipment
- Systems of work
- Fire safety
- First aid
- Housekeeping
- Infection Control
- Garda Vetting

### **Elimination and Controls of Hazards**

**The following are measures taken to control hazards. Specific control measures are set out in individual risk assessments:**

- Eliminate the hazard. Remove it completely from your workplace. ...
- Substitute the hazard. Replace it with a safer alternative. ...
- Isolate the hazard. Keep it away from workers as much as possible. ...
- Use engineering controls. ...
- Use administrative controls. ...
- Use personal protective equipment (PPE)

### **Consultation**

The company is committed to meeting its obligations under section 25 & 26 of the Safety health and welfare at work act 2005.

The following consultation arrangement have been agreed

- Employees elects a member to sit on safety team
- The safety team comprises of the nominated employee i.e safety representative and manager
- One meeting every month in conjunction with staff meetings.

The company recognises the statutory rights of a safety representative as set out in section 25 & 26 of the act and is committed to co-operating with the person appointed.

**Safety Representative:      Margaret Glancy**

### **Training**

The Company undertakes that all necessary training/instructions/information will be supplied to each employee to secure their safety & health in the work place in compliance with section 10 of the safety, health and welfare at work act 2005. Expertise from outside the company is employed for specialised training, for example:

- First Aid Certification
- Fire Extinguisher Certification
- Manual Handling
- Fetac Level 5
- HACCP/Food Hygiene

In-House Training at regular intervals is given on the following: -

- Work Procedures/ Hazards identification and risk assessments and as appropriate be repeated periodically.
- New Products/ new work equipment technology
- Chemical Handling/ Awareness
- Emergency training to include serious and imminent danger and evacuation procedures. (In compliance with section 11 of the safety, health & welfare at work 2005)
- Additional training courses are provided to meet specific needs as they arise from time to time.

Training records will be completed and held on file.

All new employees undergo induction training, which includes information on the company's approach to safety and the safety procedures and requirements throughout the premises. On the job training focuses on the hazardous aspects of each job with a view to ensuring that employees are fully acquainted with danger arising from any operation. Induction training records are completed and held on file.

### **Personal Protective Equipment**

Through experience and on essential information supplied on safety data sheets (SDS) the company provides where practicable protective equipment.

Management is responsible for identifying and procuring the appropriate protective equipment for tasks that cannot be made safe by any other practicable means. The company will advise employees of the level of protection afforded by the personal protective equipment provided for their use.

### **Responsibility: Margaret Glancy**

The responsibility for ensuring that the equipment is used correctly and safely rests with leaders who ensure that all employees within their area are properly instructed in the maintenance and use of protective clothing and safety equipment.

If an employee is observed not to be co-operating with any health & safety requirements, the following **PPE disciplinary procedure** is adhered to:

- The person responsible for the employee makes employee aware verbally of non - compliance. This is recorded in health & safety note book in area by responsible person and signed by both himself and employee.

- On second offence, person responsible for employee gives employee a formal verbal warning.
- On third offence, person responsible for employee and MD gives the employee a formal verbal warning
- On fourth offence, person responsible for employee and MD give the employee a final written warning.
- On another offence the employees contract is terminated.

The standard provision of personal protective equipment includes:

<b>Item</b>	<b>Purpose or use</b>
Plastic Gloves	To protect hands from chemical burns.
Barrier Creams	To protect the body from irritation caused by chemicals and hand washing.
Hair nets and aprons	For personal hygiene in food preparation.
Plastic gloves, aprons and disposable masks	To protect against cross infection and when nappy changing/toileting.

### **Safe Systems of work**

It is the policy of the company to ensure that tasks are within the competence and capability of the employee. Where practicable the system of work will be designed with that purpose in mind. It is clear that some activities necessarily give rise to risks, which can only be controlled by adherence to proper procedures. The training provided to workers will identify the areas where care and skill must be exercised and management will review systems of work on a regular basis.



It is the policy of the company when purchasing new equipment to carry out stringent tests to insure in as far as is reasonably practicable that such purchases are without significant hazard. The above policy also applies when altering existing equipment or changing a system of work.

The personnel responsible shall review systems of work on request from the safety representative and shall report their findings to him/her.

### **Safe Equipment**

Each item of equipment at St. Mary's Childcare Campus CLG is subject to regular visual inspection and safeguards are provided where appropriate. The inspections include confirmation of safe operation of electrical equipment.

<b>Hazard</b>	<b>Check</b>
Electrical Connections.	Ensure all connections are secure, undamaged and insulated as per maintenance schedule.
Earthling.	Check that it is secure and continuous as per maintenance schedule. Annual check on Resistance.
General Condition of Building and Equipment.	In good state of repair and sound working condition.
Special Safety Features.	That they are sound in construction and working correctly.

## **Manual Handling**

It is company policy to take appropriate measures to avoid the need for manual handling by employees.

A risk assessment will be carried out in all areas as to whether manual handling should take place. Where a risk of injury is present the company shall take measures to avoid or reduce the risk by changing the system of work, providing mechanical aids or adequate manual handling training. Details of specific area risk assessments can be seen under risk assessment sections. The following handling of loads by employees:

- Characteristics of the load
- Physical effort required
- Characteristics of the working environment
- Requirements of the activity
- Individual risk factors

Work practises are regularly reassessed.

All employees involved in the manual handling are trained in manual handling techniques in conjunction with the county Childcare Committee. Training records are maintained.

Manager and leaders ensure that:

- Manual handling training is being carried out and implemented in the workplace.
- Should an employee change his/her job or work role then he/she is, if necessary, retrained in manual handling.

**All employees should note that if they are required to handle a load that is too heavy or awkward, then they should call for assistance.**

**Procedure for Manual Handling:**

- Assess the area and also the load to be handled.
- Bend his/her knees.
- Ensure he/she is on a broad stable base.
- Ensure that his/her back is straight, though not necessarily erect.
- Ensure that when gripping the load, he/she uses the palm of the hand and also the tips and base of the fingers
- Ensure that his/her arms are kept as close as possible to his/her trunk.
- Keep the weight as close to his/her centre of gravity as possible.
- Point or move his/her feet in the direction he/she is going. (Do not twist)

## **Welfare Facilities**

To ensure the continued welfare of employees the following welfare facilities are provided to all employees:

### Toilet/Cloakroom Facilities

- Toilets
- Wash hand basins
- Soaps ( Compatible with sensitive skin )
- Hand Cream

### Canteen

- Tea
- Coffee
- Sugar
- Milk
- Biscuits
- Drinking water
- Electric Kettle
- Toaster
- Fridge
- Microwave

All employees are obliged to care for these facilities and not to damage or misuse them. Staff must Co-operate in maintaining a high standard of hygiene in all areas.

Welfare provisions as required by the safety, health and welfare at work act 2005.

Section - 51 - Cleanliness of welfare facilities

Section - 52 - Facilities for sitting

Section - 53 - Supply of drinking water

Section - 54 - Facilities for taking meals

### **Special Attention to Health Risk**

The following occupational medical facilities are available at St. Mary's Childcare Campus CLG:

- First aid kits are provided and maintained as outlined in section 5
- Immediate appointment with Company Doctor when accidentally injured at work.

## **Emergency Plans**

### **Procedure on discovery of a fire**

1. Operate alarm system
2. Alert management of fire
3. Attack the fire using nearest suitable equipment (if it is safe to do so)
4. Evacuate whenever danger threatens
5. Close all doors as areas are vacated, checking nobody is left behind
6. Assemble at designated assembly points for head count by person responsible

### **Note:**

If in a different area than normal working area when fire alarm is heard, vacate the building using the nearest exit and make your way to your assigned assembly point (not the nearest assembly point)

7. Assist the fire brigade on arrival.

Area	Time	Assembly point	Person responsible
Baby & Toddler Room	8.00am-6.00pm	Back yard area	Joanne Rossiter, Mary Flynn, Ivie Nagle, Mary O Reilly, Lisa Maguire, <b>Grainne Hogan</b> (PM)
Pre-School Room 1 and 2	9.00am-12.15pm	Front of building at bottom of car park	Catherine Carrig, Geraldine Farrell, Helen Cox, Clare Kennedy, Martina Ledwith, Charlene Oates, Catherine Duffy
Preschool3	9.00am-12.15pm	Back Yard	Carolyn Farrell, Grainne Hogan, Lisa Hunt, Edel Masterson
Preschool Full-day care	12.15pm-5.30pm	Front of Building at bottom of car park	Geraldine Farrell, Catherine Carrig Marie Greene
Afterschool	2.00pm-6.00pm	Back yard	Charlene Oates, Martina Ledwith, Helen Cox, Edel Masterson, Kelly Jordan Sheridan
Breakfast Club	8.00am-9.30pm	Back Yard	Grainne Hogan, Catherine Carrig
Kitchen	8.00am-4.00pm	Back yard	Sheila Martin, Michelle Lynn
Office	9.00am-6.00pm	Front of Building  Back yard	Inna Voloshyna  Margaret Glancy, Carolyn Farrell

### Available Fire fighting equipment

Equipment	Kitchen	Preschool 1&2	Staff Room	Sleep room	Front Hall	Back Corridor	Preschool 3
CO <sub>2</sub> Extinguishers	1	1			1	1	1
Foam Extinguishers	1	1			1	1	1
Fire Blanket	1		1				
Fire Resistant Cot				1			

## **Fire Safety Programme**

The management of St. Mary's Childcare Campus CLG have undertaken this fire safety programme to guard against an outbreak of fire and ensure as far as practicable the safety of employees in the event of a fire. In compliance with section 11 of the safety, health and welfare at work act 2005.

The Fire safety programme incorporates arrangements for:

- The prevention of an outbreak of fire ( section 1.0)
- The training of staff (section 2.0)
- The holding of fire evacuation drills ( section 3.0)
- The maintenance of Fire escapes (section 4.0)
- The adequate provision of fire protection equipment and their inspection and maintenance. ( section 5.0 )
- The provision of assistance with the fire brigade ( section 6.0)

A building plan is also maintained indicating:

- Location of any staircases.
- Fire escapes
- Fire fighting equipment
- Electricity shut off devices.
- Control panels for alarm systems.
- Fuel tanks
- Boiler houses and any areas of high risk
- The fire brigade holds a copy of this plan

### **Fire Prevention:**

1. Rubbish and waste materials should not be allowed to accumulate: such materials should be removed from the premises at regular intervals and stored in a designated area pending disposal.
2. Smoking is prohibited in all areas
3. Electrical and associated fittings are checked on a regular basis under the preventative maintenance programme.
4. Service contractors and outsiders engaged on the premises are informed of these requirements.

### **Fire Training:**

Staff to whom specific fire duties have been assigned are given appropriate instructions and training on duties assigned.

All staff (inc. Temporary and part time ) receive training and instruction in:

- Fire prevention
- Emergency procedure in event of a fire and evacuation drills
- Arrangements for ensuring exit doors are unobstructed and available for immediate use
- Arrangements for assisting the fire brigade
- Fire control techniques inc:



- a) Use of fire extinguishers
- b) Closing of doors and windows to inhibit fire spreading
- c) Shutting off electricity, fuel supplies and ventilation systems. Layout of the building, location of alarm call points, location of fire fighting equipment.

**Specific fire duties of staff members:**

**Safety representative: Margaret Glancy**

- 1. Organisation of fire drills at specific intervals and review of such drills.
- 2. Training of staff
- 3. Testing of fire protection equipment
- 4. Assisting the fire brigade

**Manager/ Margaret Glancy**

- 1. Ensure fire brigade has been informed of Old Longford Road, Edgeworthstown, Co. Longford, of premises and location of fire if possible.
- 2. Fire prevention procedure implementation
- 3. Ensuring fire exits are kept unobstructed
- 4. Ensuring that rubbish, waste and materials are not allowed to accumulate and are stored in designated areas pending disposal.
- 5. Check that their areas have been evacuated, closing doors on way out
- 6. Checking that the correct personnel are assembled at the assembly points.

### **Fire/Evacuation Drills:**

- Fire drills are held at 4 weekly intervals
- Procedure in event of fire drill
- Evacuate the building using the nearest escape route
- Assemble at designated assembly points (as indicated below) for a roll call.
- Do not re-enter building until instructed to do so by the Manager or other person nominated
- Person responsible for carrying out a head count from each area will complete a roll call upon evacuation.
- Fire drills are reviewed afterwards and procedures modified if necessary and notified to all staff.

### **Fire Exits:**

- It is essential that all fire exits (inside & outside) are maintained free from obstruction and immediately available for use.
- Fire exits are clearly indicated and adequately illuminated.
- External areas or near exits should be kept free of vehicles and other obstructions to allow unimpeded escape to place of safety.

### **Provision of fire protection equipment and their inspection and maintenance:**

- Adequate fire protection systems and equipment are provided.
- This equipment is inspected and maintained on a regular basis.
- The safety representative holds records of the above checks.

### **Assisting the fire brigade:**

Clear access routes for use by fire brigade.

Any gates/barriers that may obstruct fire fighting operation should be unlocked or the Manager should meet the fire brigade and provide information (where possible) on:

1. Number and location of any personnel still in the building.
2. Location of the fire.
3. Any special hazards (highly flammable liquids, cylinders)
4. Water supplies.
5. Make available the building plan.

Oil pipelines and electricity supplies should be shut off if it requested by the Fire brigade.

## First Aid

### First Aid Boxes

The first aid boxes are placed in areas that are clean:

- In the Kitchen
- In the Baby/Toddler Room
- In Preschool 1,2 & 3
- After-School

Our first aid supplies are checked monthly by the room leaders. All used goods are replaced as well as items that have reached their expiry date.

Normal contents of first aid box is:

Items	Quantity - Baby/Toddler & Preschool	Quantity Afterschool
Guidance card/leaflet	1	1
Scissors	1pr	1pr
Moist wipes	20	40
Sterile eye pads with bandages	2	4
Triangular bandages	6	6
Safety pins	6	6
Sterile unmedicated wound dressings (medium)	2	4
Sterile unmedicated wound dressings (Large)	6	8
Sterile unmedicated wound dressings (Extra Large)	3	3
Crepe bandages	2	3
Sterile wash proof plasters	20	40
Pocket face mask	1	1
Disposable gloves	10pr	10pr
Incident report forms	6	6

Listed below are personnel as capable of performing occupational first aid.

<u>Name</u>	<u>Area</u>
Joanne Rossiter Mary Flynn Mary O Reilly Grainne Hogan	Baby/Toddler Room
Catherine Carrig Geraldine Farrell Helen Cox	Preschool Room 1
Clare Kennedy Martina Ledwith Charlene Oates Helen Cox	Preschool Room 2 (Fire officer)
Carolyn Farrell Grainne Hogan Lisa Hunt Edel Masterson	Preschool Room 3
Charlene Oates Martina Ledwith Helen Cox Edel Masterson Kelly Jordan Sheridan	Afterschool
Michelle Lynn	Kitchen
Margaret Glancy Inna Voloshyna	Office (Safety Representative)

**Services**

Company Doctor              Dr. Sharkey              043-6671157

Regional Hospital              Mullingar              044-9340221

Emergency Number Fire or Accident              999 or 112

Fire, Gardai, Ambulance, Dial 999 or 112 and ask operator for the Emergency service required. When the emergency service answers state that St. Mary's Childcare, Granard Road, Edgeworthstown, Co. Longford, N39AE65 as the area at which help is needed.

**List of contact numbers for children/staff in an emergency situation.**

All available on request from the Manager

**Accident Reporting**

1. All accidents/incidents/occupational ill health diseases and dangerous occurrences near misses should be reported immediately to the room leaders, the manager must ensure that accident- reporting procedures are adhered to.
2. Accident reporting forms are available in every care room and will be completed by the person in charge of the area at the time of accident. The report should be accompanied with a written report from any eyewitnesses.
3. Accidents and near misses are investigated by the manager and Safety Representative in the areas concerned.

4. Reports when completed will be returned to the safety representative. All employees shall co-operate with such investigations and provide any information, which may be useful in establishing the circumstances surrounding the accident.
5. When investigation is complete, discussion will take place between personnel employed in the area and safety personnel to find ways of avoiding a recurrence of such accidents. If expenditure is involved a presentation of costs will be made to the manager by person in charge of area for her approval.
6. If as a result of an accident an employee is absent from work for more than 3 days a special health & safety authority form no IR1 form of notice of accident must be completed by the Manager & sent to H.S.A.
7. Similarly, in event of a dangerous occurrence a H.S.A. form IR3 form of notice of dangerous occurrence should be completed by the Manager to be forwarded to H.S.A.

### **Dangerous Occurrence Only**

All recording should be carried out on Form IR3 and a copy sent to the HSA  
Dangerous occurrences are defined as follows:

- Collapse / overturning of lifting machinery
- Explosion or fire
- Explosion of pressure vessels

- Electrical short circuits ( which involves stoppage of the plant for more than 24hrs)
- Escape of flammable substances
- Collapse of scaffolding
- Collapse of building or structure
- Escape of substances
- Freight Containers ( the failure of any container or any load bearing part thereof while it is being raised, lowered or suspended.
- Bursting or explosion of pipelines
- Malfunction failure of breathing apparatus.
- Incidents involving conveyance of dangerous substances by road.
- Overhead and underground electric cables.
- Bursting of vessel
- Collision between locomotives
- An accident where the individual is not at work but who as a result of an accident related to a place of work activity dies or suffers an injury or condition as a result of an accident and needs treatment in a hospital as an in-patient or an out-patient.

As soon as the proprietor is aware that the accident, occupational illness, disease or dangerous occurrence is notifiable, he will send a report to the HSA within 14 days of the occurrence or within 14 days of being made aware of the relevant illness or disease.



Accident/Injury at work form

Name\_\_\_\_\_ Date\_\_\_\_\_

Area\_\_\_\_\_

Time of starting work\_\_\_\_\_ Time of accident \_\_\_\_\_

Give account of what injured person was doing at time of accident:

Eye witness account:

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

State nature of injury incurred in accident:

If employee is absent for more than 3 days as a result of this accident IR1 form must be completed and sent to HSA.

Recommendations of investigating group on prevention of recurrence of similar type of accident:

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

Title: \_\_\_\_\_

## Anti-Bullying and Anti-Harassment Policy

The Management, employees and staff at St. Mary's Childcare Campus CLG are committed to maintaining dignity and respect for all in the workplace. The aim of this policy is to create and recognise and protect.

Management are committed to providing a workplace that is free from bullying, harassment and sexual harassment.

Workplace bullying: is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise conducted by one or more persons against another or regarded as undermining the individual's right to dignity at work. An isolated incident of this behaviour may be an affront to dignity at work but, as a once off incident is not considered to be bullying.

**Sexual harassment:** is a form of discrimination on the gender ground in relation to conditions of employment. The definition of sexual harassment includes any:

- Act of physical intimacy
- Request for sexual favours
- Other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could be reasonably regarded as sexually offensive, humiliating or intimidating. A single incident can constitute sexual harassment.

**Harassment:** that is based on the following grounds - marital status, family status, sexual orientation, religion, age, disability, race or members of the Traveller community - is a form of discrimination in relation to conditions of employment.

An anti - bullying and anti - harassment procedure has been developed for making complaints about bullying, harassment and sexual harassment and the correct steps to be taken to deal with these complaints in an effective manner. It is up to each individual employee to determine what behaviour they find unwelcome, regardless of the opinions or attitudes of others. Employees lodging a complaint or providing evidence in the investigations will not be victimised.

Management will strive to investigate all allegations of bullying, harassment and sexual harassment in a fair and thorough manner, without reprisals for the complainant. Complaints of this nature will be dealt with in a confidential and efficient manner.

Management will not tolerate bullying, harassing or sexually harassing behaviour from employers, employees and non-employees (includes clients, customers, sales, representatives etc) and immediate appropriate steps will be taken to resolve any existing bullying, harassing or sexual harassing issues. This policy is explained and made available to all employees at St. Mary's Childcare Campus CLG and reviewed on an annual basis. All employees have been trained on the procedures in place for dealing with complaints on bullying, harassment or sexual harassment.

## **Anti- Bullying And Anti- Harassment Procedure**

**Workplace bullying:** is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise conducted by one or more persons against another or regarded as undermining the individual's right to dignity at work. An isolated incident of this behaviour may be an affront to dignity at work but, a once off incident is not considered to be bullying.

Bullying behaviour includes behaviour that may -

- Humiliate
- Intimidate
- Verbally abuse
- Victimise
- Exclude and isolate
- Give repeated unreasonable assignments to duties which are obviously unfavourable to one individual
- Give repeated impossible deadlines or impossible task
- Imply threats
- Intrude on a person's privacy by pestering spying and stalking
- Manipulate an individual's reputation by rumour, gossip, ridicule or innuendo.

Sexual harassment is a form of discrimination on the gender ground in relation to conditions of employment .

Sexual harassment includes any:

- Act of physical intimacy
- Request for sexual favours
- Other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.
- A single incident can constitute sexual harassment.

Non - exhaustive list of examples of sexual harassment:

- Physical conduct of a sexual nature - unwanted physical contact i.e. unnecessary touching, patting, pinching or brushing against another employee's body, assault & forced sexual intercourse.
- Verbal conduct of a sexual nature - unwelcome sexual advance, propositions or pressure has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.
- Non-verbal conduct of a sexual nature - display of pornographic or sexually suggestive pictures, objects, written materials, emails, text messages or faxes. Can also include leering, whistling or making sexually suggestive gestures.
- Sex - based conduct - includes conduct that criticises or ridicules or is intimidatory or physically abusive of any employee because of his or her sex.

**Harassment** that is based on the following grounds - material status, family status, sexual orientation, religion, age, disability, race or members of the Traveller community - is a form of discrimination in relation to conditions of employment.

**The definition of harassment** is similar to that of sexual harassment, but without the sexual element. The harassment has to be based on a relevant characteristic of the employee whether it be the employee's marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality, ethnic or national origin or membership of the Traveller community.

Harassment is any act or conduct including spoken words, gestures or the production display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.

Non-exhaustive list of examples of harassment:

- Verbal harassment - jokes, comments, ridicule or song.
- Written harassment - including faxes, text messages, emails or notices
- Physical harassment - jostling, shoving or any form of assault.
- Intimidatory harassment - gestures, posturing or threatening poses
- Visual displays such as posters, emblems or badges
- Isolation or exclusion from social activities

- Pressure to behave in a manner that the employee thinks is inappropriate, e.g. being made dress in a manner not suited to a person's ethnic or religious background.

## **Procedures:**

The following steps will be followed in the case of a complaint on bullying, harassment or sexual harassment:

### **Informal procedure:**

Where possible the management will initially deal with allegations of bullying, harassment or sexual harassment as informally as possible through this procedure. This procedure aims to resolve the issue with the minimum of conflict and stress for all individuals involved.

1. If you feel that you are being bullied, harassed or sexually harassed, firstly try to explain to the perpetrator that their behaviour is unacceptable.
2. If you feel that this is too difficult, then seek the advice of a contact person e.g. any manager or employee representative.
3. The contact person will listen patiently, be supportive and discuss any options on dealing with the situation with you.
4. You can request the assistance of the contact person in raising the issue with the alleged bully or harasser. The contact person will approach the situation



as a confidential, non - confrontational discussion with a view to resolving the issue in an informal low-key manner.

5. You can decide not to follow the informal procedure above but instead to follow the formal procedure, this will not reflect negatively on you.

### **Formal procedure:**

If the above informal procedure has not resolved the situation or the complainant has decided the informal procedure is inappropriate then the following steps will be followed:

1. If you feel you are being bullied, harassed or sexually harassed and the informal procedure has not resolved the situation or you have decided the informal procedure is inappropriate as appropriate.
2. As many details as possible should be documented in this formal complaint, i.e. times of bullying/harassment/sexual harassment, type of bullying/harassment/sexual harassment, eye witnesses etc
3. The alleged perpetrator will be notified in writing by the manager/immediate supervisor, along with a copy of the complainant's statement. The perpetrator will be advised that they will be given a fair opportunity to respond to the allegations.
4. Any meetings held with regards to the complaint must be minuted.
5. The manager or supervisor (preferably a person impartial to the complaint) examines the complaint details and determines an appropriate course of action. A course of action could be exploring a mediated solution or a view

that the issue can be exploring a mediated solution or a view that the issue can be resolved informally. If either of these approaches will not work, a formal investigation of the complaint will occur, to establish the facts and credibility of the complaint.

### **Investigation**

6. The investigation will be conducted by a designated member or members of management or where appropriate an agreed third party. The investigation will be conducted thoroughly, objectively, with sensitivity: confidentiality and taking into account the rights of the complainant and the alleged perpetrator.
7. Terms of reference will be agreed by both parties in advance of the investigation and used to govern the proceedings.
8. In order to establish the facts, the investigator (s) will meet with all parties involved and any witnesses to the incident. The complainant and perpetrator are encouraged to bring along a work colleague or employee/trade union rep to these interviews.
9. The investigation will be completed quickly and within a time frame of 2 weeks of reporting of incident.
10. A written report of findings will be submitted to management by the investigator, on completion of investigation.
11. The perpetrator and complainant will be issued with written details of the findings, and given an opportunity to comment before management decide on action to be taken.

12. If management decide that the complaint is genuine, the alleged perpetrator is called in for a formal interview to decide on action to be taken e.g. counselling, monitoring, progressing issue through our disciplinary and grievance procedure.

13. If either party is unsatisfied with the outcome of the investigation, the issue will be processed through the proper industrial relations mechanisms.

14. If the complaint is upheld against a non-employee, the report will detail appropriate actions against the non- employee or his/her employer, which may include: prohibiting the individual from entering the premises, suspension or termination of services or contract. A non-employee accused of bullying, harassment or sexual harassment will be kept informed of all developments and allowed an opportunity to respond to them. The outcome and any actions will also be explained to non- employee and/or their employer.

### **Harassment and sexual harassment timeframes**

- A complaint of harassment or sexual harassment may be made to the Office of the Director of Equality Investigations who can refer the complaint to an Equality Officer or, with the parties' agreement for mediation.
- All dismissal claims (including constructive dismissal) under the Employment Equality Act 1998 are heard at the Labour court.
- In sexual harassment claims (and all gender claims) an employee may bypass either of the above and refer the matter to the Circuit Court.

- A complaint must be made within 6 months of the alleged incident of such harassment. This may be extended up to 12 months where exceptional circumstances prevented the making of the complaint within the 6 months.

An employee is entitled to seek "material information" from their employer about alleged acts of sexual harassment or harassment or the employer's failure to deal with them or about relevant procedures. There is no obligation on the employer to provide such information.

## **Materials & chemical handling, storage & disposal**

1. Material safety data sheets for all domestic cleaners, chemicals and flammable liquids used are held in reception. The Manager also holds copies of all SDS. The safety data sheet or information label on the material should be checked prior to use.
2. The hazards, risks & controls associated with all materials handled are outlined in risk assessment section.
3. If a particularly hazardous chemical is required to be used the company will endeavour to: -
  - Restrict the use of the substance
  - Restrict the number of personnel who use the substance.
  - Substitute it with a less hazardous substance

- Minimise exposure by using engineering controls e.g. Fume cupboard, extraction systems etc.
- Monitor exposure levels
- Provide PPE

4. Ensure that containers for substances are properly labelled as to the name and details of the material and hazards etc.

- No food or drink to be stored or consumed in the chemical handling areas.
- No smoking permitted inside centre or house.
- Wash hands regularly
- Remove protective clothing before eating, drinking and smoking

Storage of chemicals: -

1. Chemicals should be kept away from heat and direct sunlight and in a dry, well ventilated area
2. Chemicals, which can react with one another, should be kept apart.

## Housekeeping

Numerous surveys have shown that there is a much higher rate in an untidy workplace than a well organised and well kept one.

It is much easier to spot and avoid potential dangers in areas where the workplace is kept tidy and organised.

Safety, housekeeping and efficiency are closely linked.

What can I do: -

1. Leave canteen and toilets clean after you, just as you would like to find them.
2. Keep the area in which you work clean and tidy
3. Develop the habit of tidying up as you go along.
4. Don't leave litter lying around. All rubbish should be deposited in bins provided.
5. Keep walkways and points of access and exit free from dirt, debris or obstruction.
6. Ensure that any piles or stocks of material are secure and cannot collapse.

## Concluding comment

The aim of the company is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees by:

- ❑ Observing the general rules of safety.
- ❑ Using all equipment in a safe and proper manner.
- ❑ Employing the proper procedures when carrying out tasks and ensuring that all practices are completed in full.
- ❑ Keeping work areas clean and tidy at all times.
- ❑ Making sure all corridors and passageways particularly those leading to escape routes, are kept free of obstructions at all times.
- ❑ Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

This safety statement has been prepared based on conditions existing in the premises of the company at the time of writing. It may be altered, revised or update at a future so as to comply with any changed in conditions.

Safety Representative Margaret Glancy

Centre Manager **Margaret Glancy**

## Appendix A

### RISK DEFINITION AND MATRIX

#### Probability Categories

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Likely
5	Very Likely

#### Severity Categories

Category	Definitions
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment
3	LTA (3 Day), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

Category	Definitions
<b>Low</b>	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
<b>Medium</b>	Should aim to reduce risk further to <b>As Low As is Reasonably Practicable</b> . (ALARP)
<b>High</b>	Unacceptable level of risk. Hazard <b>MUST</b> be avoided or level of Risk reduced significantly & reliably by controls.

#### Risk Matrix

		PROBABILITY				
			1	2	3	4
SEVERITY	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED
	1	LOW	LOW	LOW	LOW	LOW



## Health and Safety Risk Assessment Form

Date of assessment \_\_\_\_\_ [date of making the assessment]

Ref no \_\_\_\_\_ [reference no of assessment]

Created by \_\_\_\_\_ [name of company]

Address \_\_\_\_\_ [address of firm]

The following appraisal outlines the various risky or unhealthy ventures of the company and how to take proper steps to prevent accidents:-

Activity name \_\_\_\_\_ [mention activity]

Hazard or risk

\_\_\_\_\_

[risk involved to be mentioned]

People who work \_\_\_\_\_ [mention the department involved]

Measures to be taken \_\_\_\_\_ [control steps to be taken]

Risk rating \_\_\_\_\_ [rate the risk factor on a scale of 5]

The above assessment has been validated and verified by

Name \_\_\_\_\_ [signature of the person who has validated]

Date \_\_\_\_\_ [validation date]

### Hazard-Slips, trips and falls

Slips, trips and falls due to stairs and steps, wet slippery surfaces and trip hazards can cause serious injury to you, your employees and visitors.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>4</b>	<b>High</b>		<b>1</b>	<b>2</b>	<b>Low</b>

Control Measure in Place	Yes/No
<b>Adequate lighting is provided and is appropriate for the work being carried out.</b> Identify and consider where there is movement from high to low light work areas, e.g. moving from inside to outside a building.	Yes
<b>Slips are cleaned up immediately and absorbent materials and warning signs are available.</b> Use absorbent material to soak up spills. Have these materials near areas where spills are likely.	Yes
<b>Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards.</b>	Yes
<b>Suitable slip resistant footwear is provided and worn where necessary.</b> Choose footwear with a tread pattern and sole that will grip what is underfoot, e.g. liquids, loose solids, ice.	Yes
<b>Pedestrian routes, including exits and entrances are slip resistant, kept clear and clean and are properly maintained.</b> Repair damaged flooring, keep outside pathways free of moss, leaves, etc. Have procedures in place for dealing with ice and snow, e.g. gritting/salting.	Yes
<b>Slippery surfaces have been identified and have been replaced, treated or improved.</b> E.g. floor deep cleaned, spills controlled, floor mats used, slip resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, etc.	Yes
<b>Floors around entrances are slip resistant when wet.</b> Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping.	Yes
<b>Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry.</b> Remove wet floor signs when floors are dry.	Yes

### **Hazard- Manual Handling**

Manual handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as: Load is too heavy, large, awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting. Inadequate space, uneven floor or steps/ramps.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>3</b>	<b>Medium</b>		<b>1</b>	<b>2</b>	<b>Low</b>

Control Measure in Place	Yes/No
<b>Task is organised to allow the use of mechanical aids, e.g. hoist, trolley, to avoid or reduce the need for manual handling.</b> Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6-12 months by a competent person. Keep records.	Yes
<b>Task is organised so that handling is carried out between waist and shoulder height.</b> Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level.	Yes
<b>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids/team lifts are used.</b> Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of a 24kg bag. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg.	Yes
<b>Work is planned to prevent handling over long distances or frequent repetitions.</b> Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances.	Yes
<b>Bending, twisting and unstable postures are avoided.</b> Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling/movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures.	Yes
<b>Each manual handling task is assessed and measures are put in place where needed to avoid or reduce the risks.</b> Risk factors: Load is too heavy/large/awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far.	Yes
<b>Floors around entrances are slip resistant when wet.</b> Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping.	Yes
<b>Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry.</b> Remove wet floor signs when floors are dry.	Yes
<b>Employees receive relevant manual handling training.</b> Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained professional.	Yes

### Hazard- Fire

**Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and visitors.**

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>4</b>	<b>5</b>	<b>High</b>		<b>2</b>	<b>4</b>	<b>Medium</b>

Control Measure in Place	Yes/No
<b>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily.</b> Sources of ignition: Naked flames, sparks from damaged electrical cables or sockets, etc. Flammable materials: petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking.	Yes
<b>Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked regularly (Daily/weekly checks by user, 3-12 monthly checks by a competent person).</b> You may need an automatic detection system linked to an automatic warning system with a back up battery and manual call points on escape routes and final exits. Servicing, maintenance and repair must be done by a competent person, keep records..	Yes
<b>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area.</b> Escape routes must be adequate for the various types of people likely to use them. The number and types of person likely to be present must be known. Emergency exit doors must always be available for use, e.g. not locked when the building is in use.	Yes
<b>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are regularly tested.</b> Emergency lights must have a back-up power source. They may be lit all the time or only in the event of a power outage.	Yes
<b>Fire extinguishers are accessible, kept in good working order and inspected regularly.</b> Fire fighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records kept.	Yes
<b>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers..</b>	Yes
<b>Emergency evacuation procedures are in place.</b> Emergency procedures must take account, where necessary of persons who have reduced mobility/understanding and may require help.	Yes
<b>Fire drills are held regularly.</b>	Yes
<b>Appropriate signs are in place, e.g. assembly points.</b> Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point should be in a safe location away from any fire hydrant and moving traffic.	Yes

### Hazard- Chemicals

Exposure to chemicals can cause fires, skin and eye irritation, cancer, ill-health and other serious injuries to you, your employees and visitors.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>3</b>	<b>Medium</b>		<b>1</b>	<b>2</b>	<b>Low</b>

Control Measure in Place	Yes/No
<b>A list of all chemicals used in the workplace has been prepared.</b>	Yes
<b>Chemical labels and safety data sheets are available for each chemical and the associated hazards of each chemical identified.</b> A safety data sheet is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage and emergency measures in case of an accident/spillage..	Yes
<b>Employees are trained in the safe use of chemicals.</b>	Yes
<b>The number of employees and the exposure to chemicals is assessed and minimised.</b>	Yes
<b>Less hazardous chemicals are used where possible.</b>	Yes
<b>Adequate ventilation is provided.</b>	Yes
<b>A ash hand basin, soap and disposable towels/hand dryer are available.</b>	Yes
<b>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet (SDS) or supplier recommendations.</b> Consider the risk of leakage/spillage during storage and if an outer container or bund should be in place to contain the chemical.	Yes
<b>Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the SDS.</b>	Yes

### **Hazard- Electricity**

Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and visitors.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>4</b>	<b>High</b>		<b>1</b>	<b>3</b>	<b>Low</b>

Control Measure in Place	Yes/No
<b>All new electrical installations and all extensions are tested and certified as safe by a competent qualified electrician.</b>	Yes
<b>Electrical installations are checked regularly by a competent qualified electrician.</b>	Yes
<b>Testing, certifying and repairs are carried out in accordance with appropriate NSAI(National Standards Authority of Ireland) standards.</b>	Yes
<b>Enclosures/covers are in place to prevent contact with live electrical equipment/parts.</b>	Yes
<b>Damaged extension leads are repaired or replaced .</b>	Yes
<b>Means of cutting off power (e.g. fuses, switches)to electrical installations and equipment are provided and employees are aware of their locations.</b>	Yes
<b>Work on live electrical equipment is avoided where reasonably practicable .</b> Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person.	Yes
<b>Fire extinguishers that are suitable for fighting electrical fires are provided.</b>	Yes
<b>Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested.</b>	Yes
<b>Electrical cable reels are uncoiled during prolonged use and when using high-power items.</b> Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled.	Yes
<b>Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.</b>	Yes
<b>All circuits supplying socket outlets are protected by an RCD (Residual Current Device)</b> RCD's save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace.	Yes
<b>Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.</b> A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment.	Yes

### **Hazard- Pregnant Employees**

Slips, trips or falls on steps can bring on early labour, excessive tiredness, heat or cold, exposure to Communicable Diseases and handling of heavy loads can cause injury/harm to pregnant employees.

Pregnancy is not a static condition and the nature and degree of risk will change as the pregnancy develops, Pregnant workers should inform the manager immediately of any changes in their condition that may be relevant to their pregnancy and their safety at work.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>4</b>	<b>High</b>		<b>1</b>	<b>3</b>	<b>Low</b>

Control Measure in Place	Yes/No
<b>Avoid standing for long periods of time and ensure that rest breaks are taken when needed during the day.</b>	Yes
<b>All staff responsible to report ALL seen spillages for immediate clean-up. Monitor corridors and exit routes daily to ensure no obstructions/ hazards impede exits. Condition of premises regularly checked. Prompt reporting and maintenance of defects. Good housekeeping maintained.</b>	Yes
<b>Ensure that the care room is not cluttered. Bags and equipment should be removed from the floor so as not to create a tip hazard. Children encouraged to hang up coats and bags properly.</b> Take care when moving around the classroom. Be sure there is room for you to pass safely between desks and chairs.	Yes
<b>No significant manual handling of loads to be undertaken for duration of pregnancy. Adult size seating always available in the care room and close access to toilet facilities and staff rest area.</b> Avoid sitting for long periods to prevent back-ache.	Yes
<b>Ensure you have ready access to water. Take water to the classroom to drink.</b> <b>Ask colleagues or support staff to supervise the class if a toilet break is required. Go to the toilet when it is necessary; don't wait for prolonged periods of time.</b> <b>Consider need to open class windows to increase ventilation if feeling overheated or faint.</b>	Yes
<b>Pregnant staff in direct contact with someone with a potentially infectious rash (e.g. chicken pox, measles, rubella etc.) to seek advice from their GP / midwife. Office staff made aware of any reported cases of chicken pox or rubella so that additional measures can be put in place to minimise potential exposure.</b> Consider hygiene measures or vaccinations. If there is a high risk of exposure to a highly infectious agent, the worker should avoid exposure completely.	Yes

### **Hazard- Cleaning Agents and Chemicals**

Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your employees and/or visitors. .

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>3</b>	<b>Medium</b>		<b>1</b>	<b>2</b>	<b>Low</b>

Control Measure in Place	Yes/No
<b>A list of all chemicals used in the workplace has been prepared.</b>	Yes
<b>Chemical labels</b> (Labels applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) <b>and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified.</b>	Yes
<b>Employees are trained in the safe use of chemicals.</b>	Yes
<b>The number of employees and the exposure to chemicals is assessed and minimised.</b>	Yes
<b>Less hazardous chemicals are used where possible.</b>	Yes
<b>Adequate ventilation is provided.</b>	Yes
<b>A wash hand basin, antibacterial soap and disposable towels/hand dryer are available.</b>	Yes
<b>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations.</b> Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical.	Yes
<b>Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet.</b>	Yes



**Hazard- Blocked exits or walkways**

Blocked exits or walkways can impede exit during an emergency. They may also cause slips, trips or falls which may injure you, your employees, children and visitors.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>3</b>	<b>3</b>	<b>Med</b>		<b>1</b>	<b>3</b>	<b>Low</b>

Control Measure in Place	Yes/No
All exits and walkways are maintained free from obstruction such as stored materials, waste, children and staff belongings.	Yes
Work areas are adequately lit.	Yes
Employees are aware of the importance of checking fire hazards that need to be addressed and reporting any findings to the manager.	Yes

**Hazard- Filing Cabinet**

Unstable filing cabinets or cabinet drawers left open can cause serious injury to employees and visitors.

Likelihood	Severity	Grade	With Control Measures in Place	Likelihood	Severity	Grade
<b>2</b>	<b>3</b>	<b>low</b>		<b>1</b>	<b>3</b>	<b>Low</b>

Control Measure in Place	Yes/No
Filing cabinets are loaded from the bottom up to maintain stability.	Yes
Only one drawer can be opened at a time, reducing the risk of tipping over.	Yes
Drawers are closed immediately after use.	Yes

**Hazard- Security**

**Risk of unauthorised or aggressive person gaining access to the building. This could cause a risk of injury to employees, children and visitors.**

<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>	<b>With Control Measures in Place</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>
<b>2</b>	<b>2</b>	<b>Med</b>		<b>1</b>	<b>1</b>	<b>Low</b>

<b>Control Measure in Place</b>	<b>Yes/No</b>
<b>The front door is controlled by a magnetic lock. Persons wishing to gain entry ring a buzzer and are let in by the receptionist or other employee.</b>	Yes
<b>CCTV monitoring is in place and monitors showing the front door are accessible from the office, preschool 3 and afterschool rooms.</b>	Yes
<b>Procedure in place for dealing with aggressive persons. This can be found in the critical incident and evacuation plan policy.</b>	Yes

## Appendix B

**I have read and understood the St. Mary's Childcare Campus CLG safety statement:**

<b>Employees names</b>	<b>Signature on reading and understanding statement</b>	<b>Date</b>
Margaret Glancy		
Sheila Martin		
Clare Kennedy		
Geraldine Farrell		
Carolyn Farrell		
Mary Flynn		
Joanne Rossiter		
Charlene Oates		
Lisa Hunt		
Mary O'Reilly		
Grainne Hogan		
Catherine Carrig		
Helen Cox		
Martina Ledwith		
Michelle Lynn		
Ligita Kumutaityte		
Inna Voloshyna		
Edel Masterson		
Lisa Maguire		
Ivie Nagle		
Catherine Duffy		
Marie Greene		
Kelly Jordan Sheridan		
Oisín Stakem		

## Appendix C Reviews

**The Board of directors and the Safety Representative reviews our health and safety performance annually and an annual report is published. See sample below.**

The following is a report on the progress of our health & safety programme as required by section 19 & 20 of Safety, Health and Welfare at Work Act 2005

### **1. Safety training and consultation:**

During the year the following training courses were run with regard to health & safety

During the year a number of H&S meetings were held and they reviewed the following safety issues:

**The lights in school car park to be disconnected and made safe (Completed Sept 2011)**

**All preschool chairs to be checked and replaced (done Sept 2011 and ongoing)**

Install camera in afterschool for main door buzzer system (completed Aug 2011)

### **2. New safety arrangements:**

The following new safety arrangements were put in place:

Camera in Afterschool to ensure staff are aware of who they are letting into the building at collection time.

### **3. Purchase of safety equipment:**

**Sanitizing units, Fencing for pods**

### **4. Emergency procedures:**

During the year monthly emergency drills took place and the results were satisfactory in all areas.

### **5. Safety programme:**

Where accidents at work in the last 12 months, resulting in 3 days lost. The HSA were informed of these accidents on IR1 form as days lost were over 3 days.

**Annual report**

## **Year ending 2022.**

The following is a report on the progress of our health & safety programme as required by section 19 & 20 of Safety, Health and Welfare at Work Act 2005

### **Safety training and consultation:**

During the year the following training courses were run and attended by most employees. Details of training certificates can be found in the office:

FAR refresher course.

Manual Handling.

Fire Safety.

Child Protection.

During the year a number of H&S issues were discussed at monthly meetings and they reviewed the following safety issues:

**The surface of the playground has started to lift from the frost and sun. (The contractors who put in the playground fixed the parts that were lifting )**

**The surrounding area of the astro turf needs to be replaced.**

**The carpet looks worn and is lifting in places. (New carpet fitted in November)**

### **New safety arrangements:**

During cold weather where there is a chance of icy conditions on the playground, children will enter and exit the building through the main front door.

### **Purchase of safety equipment:**

### **Emergency procedures:**

During the year monthly emergency drills took place and the results were satisfactory in all areas.

### **Safety programme:**

No accidents occurred at work in the last 12 months.

## **Annual report**

**Year ending 2023.**

The following is a report on the progress of our health & safety programme as required by section 19 & 20 of Safety, Health and Welfare at Work Act 2005

**Safety training and consultation:**

During the year the following training courses were run and attended by new employees. Details of training certificates can be found in the office:

FAR refresher course.

Manual Handling.

Fire Safety.

Child Protection.

During the year a number of H&S issues were discussed at monthly meetings and they reviewed the following safety issues:

**1. It was noticed that the roof surround and some tiles were loose and worn.** (A roofer was hired and all damaged and worn tiles were replaced. New fascia and Soffit was installed. This was done in April 2024)

**2. The fence surrounding the oil tank was damaged in the storm. It looks bad and poses a risk of injury due to loose parts and jagged edges.** (A new fence has been built around the oil tank and all parts of the old fence have been removed and taken away. Completed on 11/04/2024)

**3. Ensuring regulations are followed in regards to the sleep policy. It was decided that a risk assessment should be carried out on the effect of under floor heating on toddler beds.** (A risk assessment was carried out and daily temperature checks are carried out before use to ensure there are no heat spots on the floor under the toddler beds.)

**Emergency procedures:**

During the year monthly emergency drills took place and the results were satisfactory in all areas.

**Safety programme:**

No accidents occurred at work in the last 12 months.