



Hospital School CHI at Temple Street

Temple Street, D01 YC67, Ireland

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Safety Statement

Signed:

Chairperson BOM

Signed:

Ann Higgins, School Principal

Date:

10th June 2025

Date of Next Review:

June 2026

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1. General Information and Responsibilities

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Hospital School CHI at Temple Street staff and pupils is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit. The school is co-located with CHI at Temple Street and the following personnel were consulted in drawing up this statement: Mr. Fergus Ashe (Allied Services Manager), Ms. Caroline Flynn (Occupational First Aider) and the Hospital Intranet for Risk Management and Reporting

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Ms. Sharon Doyle.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area at **least once a term**. This will provide an on-going upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement will not increase safety awareness or improve safety standards. **The Safety Statement provides a base line for management to build on.** To increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

1.1 Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005 (Revised on 24th May 2023), it is the policy of the Board of Management to ensure, so far as 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.

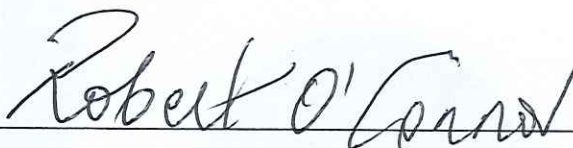
It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

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

1. 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;
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. 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;
5. Consult with staff on matters related to safety, health and welfare at work;
6. 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.

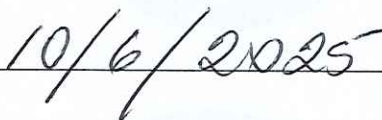
The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it considering changes in legislation, experience and other relevant developments.

Signed:



Chairperson, BOM Hospital School CHI at Temple Street

Date:



1.2 Brief Description of School

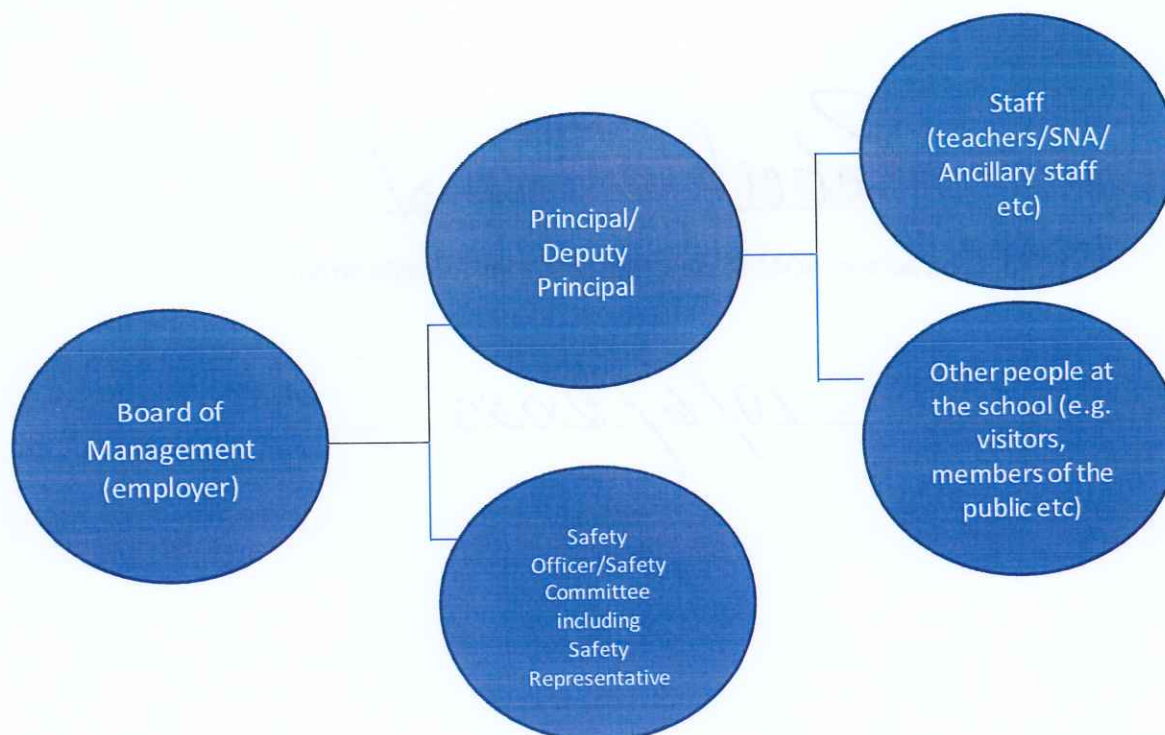
Hospital School CHI at Temple Street is located at Children's Health Ireland (CHI) at Temple Street. It is designated by the Department of Education and Skills as a 'Special School'. It provides for education to patients while they are in CHI at Temple Street once they have been declared by CHI at Temple Street medical staff as medically fit to attend school. The full range of the Primary School Curriculum and the course work for the Junior Cycle and Leaving Certificate State examinations is taught.

The number of pupils in the Hospital School varies in accordance with admissions to CHI at Temple Street. The length of time the pupils spend in school corresponds with the time spent as a patient in CHI at Temple Street. The school caters for pupils who are in-patients, patients who reside in CHI at Temple Street owned accommodation and repeat day patients who have been referred by medical staff. The pupil profile includes:

- Pupils who attend 1-3 days per week
- Pupils who attend regularly for periods of 1 week or more.
- A large group of pupils are transient and may be in hospital for an extended length of time, weeks or days.

The school catchment area extends to all parts of Ireland and Northern Ireland. Practically all of the pupils are enrolled in other schools.

Health & Safety Management Organisational Chart



1.2 Duties of the Board of Management (Chairperson)

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the school. They will meet on a periodic basis to discuss health and safety issues within the school; safety will be a permanent agenda item in these meetings.

Specifically, they will:

- Comply with its legal obligations as employer under the 2005 Act
- Ensure that the school has written risk assessments and an up-to-date safety statement
- Review the implementation of the Safety Management System and the safety statement
- Receives regular reports on safety, health and welfare matters and discuss same
- Review the safety, health and welfare statement annually and when changes occur (Tool 1 – School Safety, health and welfare management audit tool – Appendix 2)
- Appoint a Health and Safety representative from within the Board of Management. (Mr. Robert O'Connor)
- Arrange a Safety, Health and Welfare Committee to oversee the planning, operation and management of the school's safety statement. (Ms Ann Higgins, Ms. Ciara Jenkins, Mr. John White, Ms. Sharon Doyle)
- Arrange for the appointment of a Health and Safety representative from within the staff. (Mr. John White)
- Support the principal in her role as the '*day-to-day manager*' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.

- Support the Health and Safety Representative, principal, deputy principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff

1.4 Duties of the Principal and the Deputy Principal

- Comply with the requirements of the 2005 Act;
- report to the board of management on safety, health and welfare performance;
- manage safety, health and welfare in the school on a day-to-day basis;
- communicate regularly with all members of the school community on safety health and welfare matters;
- ensure all accidents and incidents are investigated and all relevant statutory reports completed;
- ensure compliance with mandatory hospital fire training and drills/evacuations
- carry out safety audits

1.5 Responsibilities of all employees

- comply with all statutory obligations on employees as designated under the 2005 Act;
- 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.

1.6 Role of the Safety Committee and Safety Representative

The **Safety Committee** will oversee the planning, operation and management of the school's safety statement. The Safety Committee will comprise of the Staff Safety Representative Mr. John White, Ms. Ciara Jenkins and Ms. Sharon Doyle.

The **Health & Safety Committee and Representative** are responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

They will:

- Complete a safety inspection of the school premises on an annual basis
 - Ensure staff compliance with mandatory fire training
 - Ensure that adequate First Aid provisions and arrangements are in place
 - Ensure that all accidents involving employees, however slight, are reported, and, where necessary, fully investigated and remedial advice provided. They will support all staff in this function.
 - Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
 - Report without delay, any health and safety issues or concerns to the BOM Health, Safety and Welfare representative and Principal.

1.7 Responsibilities towards third parties (visitors, contractor, other members of the general public)

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Contractors:

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

While work is in progress, any noise shall be avoided wherever possible during school hours and shall always be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

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*.

- The school will 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.
- The school will 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 the school is sharing a workplace with a contractor they must co-operate and coordinate their activities to prevent risks to safety, health and welfare at work.

2 First Aid

2.1 Location of First Aid boxes and Resus Bag

For minor medical issues, the school first aid box is in the press under the sink in the resource room.

The Resus Bag is in the Playroom press opposite the school office. The bag contains equipment needed in the case of a more serious medical emergency. School staff are required to fetch the bag and facilitate the resus team that attend any medical emergencies in the school hub area.

2.2 Essential Emergency phone numbers

In the case of an emergency, staff should **telephone 2222** immediately and state who they are, the nature of the emergency and the location. The hospital resus team will then attend the emergency. Notices are posted in office detailing:

- **Emergency number 2222**

2.3 Responsibility for stocking and checking First Aid Box and Resus Bag

Rota

- First Aid box
- Resus bag, O2 & Suction Machine

The staff safety representative Ms. Sharon Doyle will ensure that the contents of the First Aid Box will be properly equipped and in date.

Advice will be sought from the Hospital First Aider adjacent to the school hub.

The following is the list of contents which will be checked monthly.

- sticking plasters
- Antihistamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon

- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be always used in administering First Aid (provided adjacent to first aid box).

School staff are mandated to attend Resus bag training provided by the Hospital Resuscitation Officer (school collocated with CHI at Temple Street) and each member of the whole school staff are members of a rota to do a Resus bag check in order to be familiar with its contents if and when it is called for. School is responsible for the check Thursdays and Fridays, and a monthly clean and out of date item check.

Staff scheduled to check the resus bag for out-of-date items have the responsibility to replace/organise the replacement of items.

2.4 Staff trained in First Aid

It is the policy of the Board of Management of Hospital School CHI at Temple Street that the school staff has access to an occupational first aider.

2.4.1. The first aider to the school and to school adjacencies is Ms. Caroline Flynn Ext. 4455. See 8. Policies and Procedures.

2.4.2 All school staff are trained in mandatory hospital CPR and defibrillator use.

2.4.3 School staff are also trained to check the resus bag for missing items or out of date items.

3 Fire and Emergency Procedures

The obligations in relation to fire safety derive primarily from the following legislation: Relevant health and safety and fire safely legislation /guidance – The Safety, Health and Welfare at Work Act, 2005.

The Board of Management acknowledge that the risk of fire is an ever-present hazard in the hospital school and is committed to providing all resources reasonably practicable for fire detection and prevention measures.

- School complies with the Hospital's fire extinguisher availability and servicing schedule. Fire extinguishing equipment is provided by the hospital.
- signs are clearly visible to ensure that visitors, and pupils attending classrooms are aware of exit doors and routes.
- there is a fire warden appointed in the school – Mr. John White
- all doors, corridors and entries are kept clear of obstruction and shall be able to be always opened from within the building. Each teacher who has an exit in his/her classroom must ensure that it is kept clear
- hospital designated assembly areas are adhered to by school staff
- exit signs are clearly marked
- all electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/principal, as appropriate, is responsible for the office and resource room.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

3.1 Evacuation and Emergency Drill procedures

If a staff member discovers a fire, they should sound the fire alarm without delay. They should only tackle a fire with a fire extinguisher if it is safe to do so.

In the event of the fire alarm sounding, school staff should make their way to the nearest exit without delay and assemble at the Temple Theatre adjacent to the hospital.

If there are pupils attending the classroom when the fire alarm sounds, staff should organise pupils to evacuate the area, assessing those that can mobilise themselves, those who may need some assistance and those unable to mobilise. An evacuation chair is in the main classroom in the school hub and in the classroom in Top Flat. This can be used to evacuate pupils without mobility. Any available school staff should offer assistance with this if it is safe to do so.

CHI at Temple Street have a Major Emergency Plan. In the event of a major emergency, school staff will present to the back parlour to check in and they will be allocated to an area as required.

School staff should take part in evacuation and emergency drills as they arise.

3.2 Fire Prevention/Safety

Staff should

- be familiar with their means of escape,

- know the location and how to use fire extinguishers,
- ensure that the CHI at Temple Street No Smoking Policy is complied with,
- report any electrical faults or loose sockets/wiring to the Fire Safety Officer or the Staff representative who will contact maintenance immediately,
- take part in emergency evacuation training
- ensure safe use and storage of flammable solvents
- ensure safe disposal and regular collection of waste
- comply with mandatory annual fire prevention/fighting training
- be aware of the school fire warden (Mr. John White)

The online fire training course, provided by the hospital, can be accessed at work or at home. Staff can also avail of the computers in the hospital library if they do not have access to a computer. An electronic feedback form can be filled out after completing the course.

To access the fire training course, staff should click on www.atfwebportal.co.uk and enter the CUH site code C6H9i8L5

3.3 Fire Assembly Points

The hospital fire assembly point is at the Temple Theatre adjacent to the hospital.

3.4 Emergency Telephone Number

The Hospital **emergency number is 2222** and this should be used in the event of a fire, having sounded the fire alarm.

4 Accident Reporting and Investigating

Adverse incidents/near misses recording is an integral part of the Risk Management Programme focussing on the safety of pupils, visitors and staff. This policy is to adopt an attitude of openness and honesty, to help and support staff and to re-enforce the development of a “blame-free culture.

4.1 Accident Reporting Procedures

All accidents, incidents or near misses must be reported to the Principal, and an Accident or Incident Record Form must be completed.

The online report form is available on the hospital intranet under Risk Management Reporting. Excerpt below from Hospital intranet:

“As part of the hospital’s quality, risk and safety programme the children’s university hospital encourages the reporting of adverse incidents and near misses. CHI at Temple Street encourages the reporting of any event which could result in or may lead to unintended or unexpected physical or psychological injury, disease, disability or death of a patient, staff member or visitor.

Any damage/loss/theft of hospital property equipment must also be reported. It should be understood that the onus is on each member of staff to demonstrate compliance with incident reporting criteria. Completion of an incident report does not constitute an admission of liability of any kind by any person.”

The information is compiled for the purposes of risk management/quality assurance and should not be filed in the patient’s medical chart.

4.2 Arrangements for Accident Investigation

Hospital School CHI at Temple Street fully commits to cooperating in the investigation of any accident by the Health and Safety Authority. Inspectors are granted their powers under Section 64 of the [Safety, Health and Welfare at Work Act 2005](#) (the 2005 Act). An Inspector can use some or all of these powers during the course of an inspection. Similar powers are also granted to inspectors under Section 12 of the [Chemicals Act 2008](#), the [Dangerous Substances Act 1972](#) and the ADR [Carriage of Dangerous Goods by Road Regulations](#).

4.3 Staff responsibilities

All staff will report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

4.4 Accident Report Form online

In line with the Memorandum of Understanding, the school is also mandated to report accidents, incidents or near misses online to Risk Management Department CHI at Temple Street

5 Consultation

5.1 Safety Representative

The Safety Representative is ‘A person selected and appointed by employees to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.’ (Guidelines on Managing Safety, Health and Welfare in Primary Schools)

The Safety Representative in Hospital School CHI at Temple Street is Mr. John White

5.2 Duties of Safety Representative

'A safety representative does not have any duties, as opposed to functions, under the 2005 Act, other than those that apply to employees generally. Therefore, a safety representative who accepts a management proposal to deal with a safety or health issue, could not be held legally accountable for putting the proposal into effect.

A safety representative may consult with, and make representations to, the employer on safety, health and welfare matters relating to the employees in the workplace. The employer must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill-health, highlight problems and identify means of overcoming them. Consultations are particularly important when changes are taking place, for example when a safety statement or safety and health plan is being drawn up. They also have a part to play in dealing with long-established work practices and hazards.'

Carrying out investigations

A safety representative may investigate accidents and dangerous occurrences in the workplace to find out the causes and help identify any necessary remedial or preventive measures. However, a safety representative must not interfere with anything at the scene of an accident. The safety representative cannot obstruct a Health and Safety Authority Inspector, from doing his/her investigation under occupational safety and health legislation.

What else can a safety representative do?

A safety representative may also:

- *accompany a Health and Safety Authority inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or dangerous occurrence, although this may be allowed at the discretion of the inspector;*
- *at the discretion of the inspector, and when the employee concerned so requests, be present when the inspector interviews the employee about an accident or dangerous occurrence at the workplace;*
- *make representations to the employer on safety, health and welfare at the workplace;*
- *make verbal or written representations to inspectors, including about the investigation of accidents or dangerous occurrences;*
- *receive advice and information from inspectors in relation to safety, health and welfare at the workplace ;*

5.3 Health, Welfare and Safety in the Workplace Act 2005.

5.4 Staff Meetings

The Safety Committee should brief staff on key aspects of the safety statement – accident reporting etc. not relevant changes in risk, controls and procedures and routinely, and as the need arises, discuss safety, health and welfare related issues.

5.5 Induction Training

Substitute/temporary teachers and new staff are given information regarding safety, health and welfare procedures in the school. The School Standard Operational Procedures handbook is also made available. This outlines evacuation and reporting procedures, specific safety matters relating to the place of work e.g. risk assessments relevant to their work area. New staff on longer term contracts are required to complete mandatory hospital fire training.

5.6 Training – Existing Staff

5.7 Welfare Facilities

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. The resource room, separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be always achieved. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, paper towels and hand washing facilities and sanitary disposal facilities are available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance, and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

6 Hazard Identification and Risk Assessment

6.1 Methodology used for hazard identification and control

The process of identifying risks is done by risk assessment. Risk assessments are carried out annually by the Safety Officer and Representative, with the help of all staff in their relevant area (see attached). Risk assessments determine the significance of the risk and determine the frequency of the potential occurrence and the severity of the consequences.

6.2 Detailed Hazard identification and risk assessments

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Computers
4. Projectors
5. Protruding units and fittings
6. External storage on corridor to be kept locked

To minimise these dangers the following safety/ protective measures must be adhered to:

- Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring items of machinery in the course of their normal duties. In addition, all such machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- Check that school furniture is free from splinters and generally sound.

It is the policy of the Board of Management of Hospital School CHI at Temple Street that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

◆ Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

◆ Chemicals

It is the policy of the Board of Management of Hospital School CHI at Temple Street that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

◆ Flooring

It is the policy of the Board of Management of Hospital School CHI at Temple Street that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

◆ Smoking

It is the policy of the Board of Management of Hospital School CHI at Temple Street that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

◆ Infectious Diseases (with the exception of COVID19 – see below)

It is the policy of the Board of Management of Hospital School CHI at Temple Street that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be always provided with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

◆ Housekeeping

Hazards and Risks

Untidiness and poor housekeeping are very common causes of miscellaneous accidents. Due to potential frequency of exposure and consequences of a fall, the risk is assessed as high.

Safety Procedures

1. Ensure all workplaces, passageways, and stairways are adequately lit and free from shadows. Defects in flooring, stair treads, handrails and lighting must be reported immediately to the Maintenance Supervisor. There is an online request for maintenance system in place on hospital intranet.
2. All areas must be kept clean, and tidy at all times.
3. All light fittings, windows and roof lights are cleaned regularly. Defective light bulbs must be replaced immediately.
4. All access ways and passageways must be free from obstruction at all times.
5. Floors are cleaned and dried frequently and kept in good condition - firm and level. When floors are being washed warning signs must be erected.
6. All workplaces are kept clean and tidy. All spillages of oils, grease, or other material, which can cause slips, or falls must be cleaned up at once.
7. Electric cables must be carefully located in order to avoid causing hazards.
8. Small tools and implements are not permitted to lie around where they may present a slipping or tripping hazard.
9. Storage and stacking of goods must be done in specifically designated places and located in such a manner as to minimise the hazards of goods falling. Frequently used heavy items (>1kg) must not be stored above head height (unless access is provided) or below waist height.

10. Articles should not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.
11. Adequate trash or waste receptacles are provided at all times.
12. All refuse bins are emptied at regular intervals to prevent the build-up of rubbish.
13. Any signs of vermin, (droppings, actual sightings etc) should be reported to the General Operations Manager of CHI at Temple Street (via helpdesk), Allied Services Manager or General Services Manager who will take appropriate action.
14. Stairs: Report to General Operations Manager any defects which include faulty treads, damaged or missing handrails, slippery steps, inadequate lighting etc.
15. Doors: Report to General Operations Manager any defects which affect the integrity of fire doors, i.e. doors that do not close fully, damaged self-closing devices, etc.

◆ Safer Handling

The policy of the Board of Management of Hospital School CHI at Temple Street is to eliminate the need for manual involvement in lifting and handling tasks where possible and/or practicable, reduce the risks to a tolerable level and promote a "safer handling" ethos.

Under chapter 4 of the Safety Health & Welfare at Work Act 2005, every employer has a duty to provide a safe place of work, a safe environment and safe systems of work, so far as is reasonably practicable. This duty includes minimising risk (to an acceptably safe level) arising from manual handling tasks. Chapter 4 of The Safety, Health and Welfare at Work (General Application) Regulations, 2007, states that "manual handling of loads" means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

It is the duty of all **staff at management level** to ensure that: -

1. All employees are facilitated in attending the mandatory training course;
2. Employees adhere to safe working methods;
3. Risk assessments are carried out and records are retained in each department;
4. Employees are adequately supervised;
5. Unsafe manual handling operations are investigated, and appropriate remedial action is taken;

6. Employees engaged in safer handling activities are screened regarding health and safety before commencing activities
7. All manual handling accidents are investigated, appropriate remedial action taken and where necessary risk assessments are updated
8. Report accidents/incidents to Occupational Health and Risk Management

◆ Slips, Trips and Falls

Hazards and Risks

Slips, trips and falls are one of the most common causes of accidents.

Safety Procedures

1. Keep classrooms and school areas as tidy as reasonably practicable.
2. Report slips, trips and falls on the incident occurrence form.
3. Avoid obstructions on floors and/or pedestrian routes.
4. Ensure good housekeeping procedures and practices
5. In the event of wet floor following accidental liquid spillage:
 - (a) Remain at place of spillage and seek assistance to have clean up done
or
 - (b) Place signs, chair or object over spillage when you go and make arrangements for clean-up.
6. Always use safe means to gain access to heights.

◆ Spillages

Hazards and Risks

Wet floors due to cleaning or spillages are the most likely cause of slips and falls. Considering safe work practices, the risk is assessed as low to medium.

Safety Procedures

1. Ensure that clean up and disposal arrangements are in accordance with the hospital infection control policy.
2. Ensure that wet floors (being used for pedestrian traffic) or areas where a spillage has occurred are highlighted by hazard warning sign(s).
3. Notify cleaners, if appropriate, specifying the type of spillage and indicating if there is any infectious or other hazard.
4. Use suitable PPE – gloves, apron, eye protection etc. as required.

5. Pay strict attention to hand washing techniques.

◆ Storage

Department Heads / or deputies are responsible to ensure that storage is kept to a minimum. Avoiding overstocking / clutter would help to ensure a safe working environment.

Hazards and Risks

Unsafe storage and poor housekeeping are very common causes of miscellaneous accidents.

Safety Procedures

1. All general access corridors to school must be always kept clear without obstruction to the fullest extent possible.
2. If access is required to above head height, only use step ladder or kick-stool (never use a chair).
3. Do not store heavy loads above head height.
4. Keep storage cupboards tidy.

◆ Access to School

Supervision

The maximum number of pupils allowed in the schoolroom at any one time is at the discretion of the class teacher. The following are the issues considered to maintain pupil's safety at all times

- The number of staff
- The age of the pupil
- The number of pupil's requiring physical assistance
- Pupils with disruptive behaviour
- Pupils with Mental Health Difficulties

Number of Pupils

Monitor pupil numbers. The class teacher may engage the help of the ward teacher when necessary. Timetabling will maximise classroom access to special needs pupils and ensure individual attention and SNA support.

- A teacher must always be present in the classroom while class is in session
- Two adults must be present in the classroom while class is in session
- The Special Needs Assistant, in accordance with the class teacher, should attend to the care needs of the children with special needs in the classroom
- All adults entering the classroom should identify themselves to the teacher.

- There is a protocol for pupils with mental health difficulties.

Collecting Children

All parents/guardians/carers in the interest of safety must obey all signs upon entering the school adhere to the guidelines regarding collection of pupils from the wards.

◆ Violence and Aggression

Violence and aggression are an attacking process by which dominance is intended and/or behaviour which produces damaging and hurtful effects physically or emotionally on other people.

Violence can take many forms ranging from actual physical attack to verbal abuse, bullying, threats, gestures, innuendoes and sexual or racial harassment.

It is management's policy to provide a safe working environment and to be committed to taking reasonable steps to minimise the possibility of violence to employees in the course of their work.

The distress and shock caused to employees by an assault or threat of an assault, including verbal abuse, is acknowledged and employees will be given practical and emotional support.

Mandatory hospital training programme is in place for all school staff who are likely to be exposed to violence so that they have a clear understanding of how to deal with a person who presents violent or potentially violent behaviour to them and/or others. Training arranged through the Human Resource Department.

Safety Procedures

1. Recognise signs and symptoms of violence and aggression.
2. Watch for changes in behaviour, e.g.,
 - Increased agitation
 - Pacing
 - Sudden, unusual calmness
 - Shouting
 - Hostility
 - Tearfulness
 - Clenched fists
 - Invasion of body space
 - Expression of paranoid thoughts

3. Always try and give the impression of remaining calm – demonstrating anxiety can exacerbate an aggressive incident.
4. If considered appropriate, call for help from colleagues.
5. Respond to aggressor by displaying a positive approach rather than an aggressive approach and being mindful of body language.
6. Give more personal space to potentially violent pupils.
7. Remember posture, eye contact and verbal interaction is extremely important when managing violence.
8. Ensure that environmental surroundings have been assessed and preventative measures implemented.
9. Report all incidences of violence and aggression through the risk occurrence form
10. Report any suspicious movements or incidents involving strangers either in or outside the hospital school environment.
11. Phone security anytime in the event of emergency, call the Gardai or **phone 2222** in the case of emergency

7. COVID19

The school has carried out a Covid Risk Assessment, prepared a School Response Plan and Covid19 Policy Statement however, this is no longer a requirement.

The Covid-19 Response Plan was designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Hospital School CHI at Temple Street. However, we now follow the guidance on a local level within the hospital setting.

8 Relevant Policies and Procedures

- Memorandum of Agreement
- Standard Operating Procedures
- Code of Behaviour
- Critical Incident Policy
- Dignity at Work and Anti-bullying Policy
- Child Safeguarding Statement

9 Appendices

Appendix 1 - Declaration of sight

The Safety Statement should have a declaration of sight included at the end of the statement that is signed by all employees. It is best done when the Safety Statement is completed and when all staff have been consulted. This ensures that all staff have confirmed that they have read and seen the Safety Statement.

- Appendix 2 - Annual Health and Safety Report to the Board**
- Appendix 3 - Specific safety procedures applying to subjects**
- Appendix 4 - Accident or Incident Record Form**
- Appendix 5 - Staff induction checklist**

Declaration of Sight: - APPENDIX 1

I can confirm that I have read the Health and Safety Statement of Hospital School CHI at Temple Street. Please email the school secretary to confirm to the Principal that you have read the Statement and indicate relevant section, should you have Health and Safety concerns. Please include a brief written summary of the concern.

NAME	SIGNATURE	DATE
Ann Higgins, Principal		
Ciara Jenkins, Deputy Principal		
John White, Secondary Teacher		
Anne Dunne, Secondary Teacher		
Deirdre NíMhurchú, Primary Teacher		
Louise Kelly, Primary School Teacher		
Aisling Donoghue, Primary School Teacher		
Una Murray, Post Primary Teacher		
Michelle McNevin, SNA		
Sharon Doyle, Classroom Assistant		
Ann Marie O'Beirne, School Secretary		

Appendix 1 - A table of the 100 most common words in the English language.
 Appendix 2 - A table of the 100 most common words in the English language.
 Appendix 3 - A table of the 100 most common words in the English language.
 Appendix 4 - A table of the 100 most common words in the English language.
 Appendix 5 - A table of the 100 most common words in the English language.
 Appendix 6 - A table of the 100 most common words in the English language.
 Appendix 7 - A table of the 100 most common words in the English language.
 Appendix 8 - A table of the 100 most common words in the English language.
 Appendix 9 - A table of the 100 most common words in the English language.
 Appendix 10 - A table of the 100 most common words in the English language.

Section of eight - APPENDIX 1

This section contains the first eight words of the list. The words are: one, two, three, four, five, six, seven, eight.

Word	Meaning	Frequency
one	the number 1	100
two	the number 2	95
three	the number 3	90
four	the number 4	85
five	the number 5	80
six	the number 6	75
seven	the number 7	70
eight	the number 8	65
nine	the number 9	60
ten	the number 10	55
eleven	the number 11	50
twelve	the number 12	45
thirteen	the number 13	40
fourteen	the number 14	35
fifteen	the number 15	30
sixteen	the number 16	25
seventeen	the number 17	20
eighteen	the number 18	15
nineteen	the number 19	10
twenty	the number 20	5

Appendix 2: Annual Health and Safety Report to the Board **TOOL 1 (B) School Safety, health and welfare management**

audit tool – to be used by board of management at the end of the school year to review the school’s safety progress and assist with planning for the forthcoming year.

The following is a report of progress with our Health & Safety Policy as required by Section 12(6) of the Safety, Health & Welfare at Work Act 2005.

MANDATORY TRAINING 2024/2025

NAME	FIRE TRAINING - Yearly	HAND HYGIENE AWARENES S Every 2 Years	CHILDR EN FIRST CHILD PROTEC TION Every 3 Years	Safer Moving & Handling Every 3 years	CPR Heartsaver Yearly	Dignity at Work
	Website: CLICKHSE	Website: HSEland	Website : HSEland	saferhandling@chi.ie	Claire Ahern (CHI)	Website: HSEland
Ciara Jenkins, Deputy Principal	19/11/2024	09/04/2024	09/04/2024	05/09/2023	08/05/2023 3(booked Sept 2025)	Online & inperson completed
Ann Higgins, Principal	27/05/25	17/09/2024	08/03/2024	13/09/2023	08/05/2023 3 (booked Sept 2025)	Online & inperson completed
Anne Dunne Sec Teacher	02/05/25	23/02/2023	03/05/2024	27/05/2023	11/09/2023 3 (booked Sept 2025)	Online & inperson completed
John White Sec Teacher	10/05/25	21/04/2023	03/09/2024	07/11/2023	11/09/2023 3 (booked Sept 2025)	
Una Murray Sec Teacher	10/05/25	10/04/2024	14/04/2024	08/11/2024 - e-learning Theory Module	24/04/2024 4 (booked Sept 2025)	
Louise Kelly Prim Teacher	24/01/25	09/03/2024	09/09/2023	12/09/2023	11/09/2023 3	Online & inperson completed

					(booked Sept 2025)	
Deirdre NiMhurchu Prim Teacher	13/12/24	30/04/2024	30/04/2024	07/11/2023	29/05/2023 3 (booked Sept 2025)	Online & inperson completed
Aisling Donoghue Prim Teacher	28/01/25	13/03/2024	28/05/2025	14/09/2023	11/09/2023 3 (booked Sept 2025)	Online & inperson completed
Michelle McNevin SNA	18/11/24	08/04/2024	13/05/2024	12/09/2023	29/05/2023 3 (booked Sept 2025)	Online and inperson completed
Sharon Doyle, ClassAssistant	19/11/24	09/04/2024	09/04/2024	05/09/2023	08/05/2023 3 (booked Sept 2025)	Online & inperson completed
Ann Marie O'Beirne, Secretary	26/02/25	29/04/2025	08/03/2024	14/06/2023	11/09/2023 3 (booked Sept 2025)	Online & inperson completed

General items identified (areas in progress) from Risk Assessment – to be completed

Identified	In progress/Completed	DATE

Appendix 3: Specific Safety Procedures Applying to Staff Members

1. Provide a Safe Place of Work.
2. Continue to identify and control hazards.
3. Prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk.
4. Consult with staff on all Health & Safety matters.

5. Provide protective clothing and equipment where necessary.
6. Provide a safe means of entering and leaving the building.
7. Provide a safe system of work practices.
8. Provide appropriate information and training to staff members.

Appendix 4: Accident or Incident Record Form

This is completed online via the CUH Intranet

Appendix 4: Specific Safety Protocols/Steps to Staff Members

1. Report the incident to your supervisor immediately.

2. Complete the incident report form as soon as possible.

3. Provide a detailed description of the incident, including the date, time, and location.

4. Identify the individuals involved in the incident, including witnesses.

5. Describe the actions taken to prevent further incidents.

Appendix 5: Staff Induction Checklist

Name/Contact Number/PPS No.

Copy of Teaching Qualification Certificate (or other qualification)

Teaching Council Registration (check teacher's registration)
www.teachingcouncil.ie (if applicable)

CV – with details of previous experience in schools including contact details of relevant employers for independent reference checking.

Vetting Disclosure:

Child Safeguarding Statement (Hard Copy):

Safety Statement:

Code of Behaviour:

Hand Hygiene/Dress Code

Confidentiality Statement:

Standard Operational Procedures:

Any relevant information

Appendix 2: Staff induction materials

Document Title	Author	Date	Version
Staff Induction Pack	HR Department	2023	1.0
Company Handbook	HR Department	2023	1.0
Health and Safety Policy	HR Department	2023	1.0
Equality and Diversity Policy	HR Department	2023	1.0
IT Systems Training	IT Department	2023	1.0
Customer Service Training	Customer Service Team	2023	1.0
Product Knowledge Training	Product Development Team	2023	1.0
Compliance Training	Legal Department	2023	1.0
Financial Procedures Training	Finance Department	2023	1.0
HR Policies Training	HR Department	2023	1.0