

The Red Door School



Safety Statement

Approved by Board of Management: 22nd June 2021

Next Review date: June 2022

Signed: _____
(Chairperson of the Board of Management)



SAFETY STATEMENT
The Red Door School

1. Health and Safety Policy

The Board of Management has a commitment to work to ensure that the school is as safe as is reasonably practicable. The safety statement outlines the health and safety management system that the school has in place. This safety statement has been prepared following consultation with employees, both staff and management. The Board of Management are cognisant of their responsibilities under the Safety, Health and Welfare at Work Act 2005 to provide safe of place of work; provide safe plant and equipment; provide safe systems of work and appropriate staff to deliver education service in a safe environment.

The Board of Management believes safety is priority in this school and expects all school staff, visitors and visiting support staff to work together to ensure the safety, health and welfare of school employees, pupils, visiting support staff, contractors and visitors.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. The Board of Management of The Red Door School shall carry out a safety audit annually and present a report to the Board of Management nominee for health and safety

All records of accidents and ill-health will be monitored and reviewed in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

Signature Chairperson BOM: _____ **Date:** _____



2. Introduction and School Profile

This safety statement outlines the health and safety management systems of The Red Door School and in doing so aims to fulfil the requirements of legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007.
- and all other relevant codes of practice and regulations as applicable.

The Board of Management under the patronage of Autism Ireland is responsible for the governance of The Red Door School. As such The Red Door School will adopt and follow the Department of Education and Skills policies and procedures and as appropriate those of the Patron Body.

The Red Door School is a school that provides a education to pupils with autism spectrum disorder and complex needs. All the pupils are ambulant however many



require significant supports when accessing the school and when in the community.

The school is located on the land of Monkstown Community Centre. The Red Door School at present share its campus with Dún Laoghaire Educate Together National School. The Red Door School is situated in a modular building constructed in 2020-2021. The school is single storey on the ground floor.

Key Data

- Number of pupils the school can cater for is 30.
- Administrative Principal and Clinical Supervisor (Behaviour Analyst)
- 5 classroom teachers
- 18 Special Needs Assistants
- School Secretary and part-time caretaker
- Bus Escorts

2.1 Resources for health and safety in the school

Additional health and safety resources that are required are requested through the Board of Management. These requests can frequently require funding approval by the Department of Education and skills and when appropriate, funding is sought from the Department of Education and Skills.



2.3 Safety Committee

The school seeks to establish from within its staff a Health and Safety Committee who will meet termly with the Principal and report back to BOM on Health and Safety concerns arising from employees.

3. Roles and responsibilities

3.1 Board of Management:

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

3.2 Autism Ireland – Patron Body

- To support the Board of Management in fulfilling its duties under health and safety legislation
- Provide advice around health and safety issues and concerns as requested



3.3 Designated person for safety and health acting on behalf of the Board:

- Reports to the Board of Management on safety and health performance;
- Monitors safety management systems in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters
- Ensures all accidents and incidents are recorded and investigated and that all relevant statutory reports are completed;
- Co-ordinates training requirements under health and safety legislation
- Oversee the implementation of school risk assessments and ensures that protective measures are put in place
- Carries out health and safety audits

3.4 Post-Holders with responsibility for health and safety

The Deputy Principal has delegated duties related to health and safety including;

- Conducting local site safety inspection.
- Planning for Emergencies
 - Organise fire drills, training and other allied safety activities.
 - Carries out health and safety audits and arranges maintenance where required.

The Clinical Supervisor has duties related to health and safety including:

- Overseeing the development and carrying out Positive Behaviour Support Plans as outlined in The Red Door Continuum of Support.
- Ensuring staff training in relation to the reporting of incidents of behaviours of concern or injuries sustained arising from behaviours of concern.



- Ensuring the implementation and adherence of the school policy on use of restrictive practices including training of staff where relevant
- Leading and training staff in relation to Professional Crisis management.

3.5 All staff:

- Comply with all statutory obligations placed on employees as designated under the 2005 Act;
- Co-operate with school management in the implementation of the safety statement;
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Notify the Principal or Deputy Principal (designated post hold) of any defects or difficulties
- Check that equipment is safe before use
- Attended training provided and implement the practice as advised
- Consistently follow safe systems of work.
- Select and appoint a safety representative(s);
- Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

3.6 School invitees / visitors / contractors / support staff:

School invitees / visitors / contractors / support staff, should comply with the school's visitors protocol which clearly details instructions relating to safety and health whilst on the premises. Visitors should sign in and out upon arrival and departure. Visitors are the responsibility of the staff members



whom they are visiting or the school secretary. Visitors should remain with this staff member during an evacuation.

3.7 Contractors

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- The Red Door School will make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- Contractors will co-operate with Health and Safety arrangements for the school including fire drills, accident/incident reporting, safe systems of work and any other safety related requests by school management and staff.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- Contractor must make direct contact with the principal before initiating any work on the school premises.
- Noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal and shall mark any such hazard with warning signs or other suitable protection.



4. Risk assessment

Hazards

The Red Door School is committed to identifying hazards and to making suitable provisions for the elimination or reductions of hazards for all those using the school premises. To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources and will review this function on an annual basis or sooner if deemed necessary. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will include an inspection of the school premises and equipment an audit of relevant reports and evaluation of policies and procedures as appropriate.

School staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report any hazards, without delay, to the Principal and or Deputy Principal.

The hazards listed below are the primary identified risks to staff while working in The Red Door School.

- 4.1 Challenging Behaviour
- 4.2 Slips, trips and falls
- 4.3 Manual handling activities
- 4.4 Use and storage of cleaning chemicals
- 4.5 External School Trips
- 4.6 Unauthorised access
- 4.7 Fire in the school
- 4.8 Lone working



Risk Assessment Form

<u>Area/Activity: Physical Housekeeping</u>	<u>Date: 10/06/21</u>	<u>Review date: 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR
Housekeeping in classrooms, corridors, staff room and communal area RISK Slips, trips & Falls	All staff, Pupils, Visitors, Contractors <u>Injury/Illness:</u> Slips, trips and/or Fall with potential for various injuries	<ul style="list-style-type: none"> Commercial cleaners in place all cleaning operations are undertaken when pupils are not in the building Any spillages are cleaned up immediately and area cordoned off with wet floor sign used Damage to floors and floor coverings shall be reported immediately on <i>Hazard Report Form</i> at Reception School bags are stored tidily and pupil belongings are kept on hooks or placed in lockers All access routes and corridors and passageways are kept free from obstruction. Suitable footwear is worn by staff All cables are kept tied via cable ties and do not protrude into walkways All equipment stored away 	<u>All staff & Principal</u>	l -	<u>m-h</u>	<u>l-m</u>	Introduce Monthly H&S checklist where all hazards are identified and action taken where necessary.	<u>Deputy Principal Every quarter</u>	l -	<u>m</u>	l -



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|--|--|---|--|--|--|--|--|--|--|--|--|--|
| | | <p>after use</p> <ul style="list-style-type: none">• Stepladder available to access items at a height | | | | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|--|--|--|





Risk Assessment Form

<u>Area/Activity: Physical Manual Handling of pupils/Items</u>	<u>Date: 10/06/2021</u>	<u>Review date: 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Manual Handling of inanimate objects And/or changing of pupils	All Staff Pupils Volunteers Contractors <u>Injury/Illness</u> : Abdominal hernias. Musculoskeletal Injuries	No full body lifts permitted Linking is not permitted Changing table available and used as needed to assist in changing pupils All staff have received Manual Handling training, All staff shall comply and follow the training received - Refresher training carried out on site every 3 yrs All staff has read and must adhere with The Red Door School manual handling policy.	<u>All staff & Principal</u>	l	ml	l	Manual Handling Training due August 2021				
				-		-					



		<p>All staff wears suitable clothing and footwear.</p> <p>All incidents are to be reported to the principal via incident report form (if appropriate)</p> <p>Staff are alerted to any bad practices carried out</p> <p>Good storage practices in place – heavy items stored at waist height. Lighter less frequently accessed items at shoulder height.</p>									
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Risk Assessment Form

<u>Area/Activity: Physical Fire Prevention</u>	<u>Date: 10/06/2021</u>	<u>Review date: 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Fire occurring in the school	All Staff Visitors Contractors Pupils <u>Injury/Illness</u> : Burns, smoke inhalation structural damage, property damage	<ul style="list-style-type: none"> Emergency evacuation plans are located in each classroom. All assembly point markings are clearly visible and maintained. Emergency evacuation drills are carried out each term. All defects are reported immediately. Fire extinguishers checked and replaced as per regulations 	<u>All staff & Principal</u>	l	mh	l	Teachers & SNA's to receive fire safety training and are trained to assist in evacuation of the school.	Refresher Fire Safety Training to be organized for 2021-2022 school year			



		<ul style="list-style-type: none">• Means of escape are kept clear at all times.• Maintenance contracts in place for emergency lighting, fire alarm system and fire extinguishers serviced annually and records kept• All appliances should be switched off at night time• All exits must be kept clear and unobstructed at all times.									
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Risk Assessment Form

<u>Area/Activity: Biological Agents</u>	<u>Date 10/06/2021</u>	<u>Review date: 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Staff receiving a percutaneous bite from a pupil	All Staff Pupils Contractors Injury/Illness Exposure to infectious diseases due to percutaneous bite received	<ul style="list-style-type: none"> Positive behaviour Support Training carried out by Clinical Supervisor Staff follow local practice in place for biting incidents Behavioural guidelines in place for pupils who have a history of biting All incidents are reported and logged on incident report forms 	<u>All staff & Principal</u>	<u>H</u>	<u>H</u>	<u>H</u>	In event of individual pupil presenting with multiple incidents of biting behaviours protective clothing shall be purchased and worn by staff	Review of accident stats by Clinical Supervisor to measure frequency and whom is affected			



Risk Assessment Form

<u>Area/Activity: Chemical Safe storage of Cleaning Chemicals-</u>	<u>Date: 10/06/2021</u>	<u>Review date: 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk		
				L	C	RR			L	C	RR
Storage of Cleaning Chemicals	All staff, Pupils Contractors Caretaker Injuries/Ilness Skin irritation, Allergies, Splashes (eyes) Ingestion by Pupils Burns Absorption through the skin	Contract cleaning company in place so staff do not clean the building All household chemicals are kept securely in a designated locked press in classrooms. The key is kept away from Pupils. Access to storage area are by staff members only i.e. caretaker Personal Protective Equipment provided and is used by staff when working with chemicals Correct Use of cleaning chemicals for specific area – ensure suitability for surfaces Chemicals are not overstocked Chemicals are kept in original containers – no decanting Chemicals are never mixed	<u>All staff and Caretaker</u> <u>Principal</u>	l	<u>m</u>	l					



Risk Assessment Form

<u>Area/Activity: Biological Food Preparation and Handling</u>	<u>Date: 23/10/2019</u>	<u>Review date: 23/10/2020</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Unit Name: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan	Revised Risk			
				L	C	RR			L	C	RR	
Food Safety during reheat ingof pupils lunches and during cooke ry classe s	All Staff Injuries/i llness Food poisoning	<ul style="list-style-type: none"> Children’s Kitchen accessible only by staff member collecting key from reception, children are not permitted access to this room unsupervised Chilled storage provided for baking materials Microwaves/ovens/toasters are operated by staff only, or under strict supervision of a staff member where a pupil is being specifically taught how to use the device. Detailed Cleaning schedule and rotas in place which staff follow and sign off - Contract Cleaners. Lidded pedal operated bins inplace 	All staff and Principal	l	m	l						



Risk Assessment Form

<u>Area/Activity: Storage and administration of Medication</u>	<u>Date 10/06/2021</u>	<u>Review date: 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Storage and administration of Medication	Pupils	<ul style="list-style-type: none"> As per administration of medication policy the school do not administer or store medication at school unless an application has been made through BOM and a detailed care plan is in place for the child. Medication such as inhalers will be accepted and will be stored in the class teachers locked drawer and the child will be supervised to self administer such medication in line with care plan. All approved medication is kept in a double locked press in the secretary's office with keys separate and out of view of pupils. No non-prescription medications are stored in school for pupils. 	Staff & Principal Nursing staff Clinicians	l	<u>m</u>	l	Staff to be reminded not to bring medication to school or to have on their person during the school day. If required must be locked away securely				



Risk Assessment Form

<u>Area/Activity: Physical and Psychosocial Challenging Behaviour</u>	<u>Date: 10/06/2021</u>	<u>Review date 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Staff exposed to Challenging Behaviour	All Staff Pupils, Relief staff, volunteers, visitors Injury/illness Broken bones, bruising, lacerations, Stress	All staff have completed Positive Behaviour Support training 3 fulltime staff trained in Professional Crisis Management (PCM) for interventions with children All students have a Positive Behaviour Support Plan aligned to the various stages of the Continuum of Support (Classroom Support, School Support or School Support Plus) All staff follow and adhere to Positive Behaviour Support Plans for each student. Staff monitor behaviours as per PBS policy Regular reviews of Data inform PBS plans Staff to wear suitable and appropriate clothing/	All staff & Principal	<u>m</u>	h	<u>h</u>	Behaviour Analyst in place. Positive Behaviour Support Training carried out during Croke Park Hours 2020-2021 Individualised panic alarm system installed April 2021 It is the goal that all permanent staff will be trained in PCM within next 3 school years. COVID19 has delayed training schedule. Clinical Supervisor to undergo Instructor Training November 2021 in order to facilitate roll out of in-house PCM training.	Audits of Incident Reporting to be conducted			



	<p>footwear at all times.</p> <p>All incidents of challenging behaviour are recorded in the pupils ABC Record book and in an Individual Incident Report where required. Clinical Supervisor reviews records regularly.</p> <p>Clinical Supervisor meets Principal on a fortnightly basis to provide overview of Continuum of Support Interventions in place and highlight any new risks.</p> <p>Debriefing available if needed within class teams</p>								
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<p>Staff exposed to Challenging Behaviour</p>	<p>All Staff Pupils, Relief staff, volunteers, visitors</p> <p>Injury/illness Broken bones, bruising, lacerations, Stress</p>	<p>All staff have completed Positive Behaviour Support training</p> <p>3 fulltime staff trained in Professional Crisis Management (PCM) for interventions with children</p> <p>All students have a Positive Behaviour Support Plan aligned to the various stages of the Continuum of Support (Classroom Support, School Support or School Support Plus)</p> <p>All staff follow and adhere to Positive Behaviour Support Plans for each student.</p> <p>Staff monitor behaviours as per PBS policy Regular reviews of Data inform PBS plans</p> <p>Staff to wear suitable and appropriate clothing/ footwear at all times.</p> <p>All incidents of challenging behaviour are recorded in the pupils ABC Record book and in an Individual Incident Report where required. Clinical Supervisor reviews records regularly.</p>	<p>All staff & Principal</p> <p>Clinicians</p>	<p>m</p>	<p>h</p>	<p>h</p>	<p>Behaviour Analyst in place.</p> <p>Positive Behaviour Support Training carried out during Croke Park Hours 2020-2021</p> <p>Individualised panic alarm system installed April 2021</p> <p>It is the goal that all permanent staff will be trained in PCM within next 3 school years. COVID19 has delayed training schedule. Clinical Supervisor to undergo Instructor Training November 2021 in order to facilitate roll out of in-house PCM training.</p>	<p>Audits of Incident Reporting to be conducted</p>			
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		<p>Clinical Supervisor meets Principal on a fortnightly basis to provide overview of Continuum of Support Interventions in place and highlight any new risks.</p> <p>Debriefing available if needed within class teams</p>										
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Risk Assessment Form

Area/Activity <u>School Trips</u> Hazard Type: <u>Physical, chemical, mechanical, bacterial</u>	<u>Date 10/06/2021</u>	<u>Review date 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	



Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan – please include timelines and responsibility	Revised Risk		
				L	C	RR			L	C	RR
Pupils going on Field trips School tours	Staff, pupils, public <u>Injury/Illness:</u> Injury or death of pupil	Written approval is sought from each student's parent/guardian to participate in planned school trips and community visits Only school employees accompany groups on school trips with at least one teacher Where possible the field trip group leader or a colleague on the trip makes a pre-visit to determine site hazards pupils could be exposed to and review welfare facilities. There is adequate provision of trained first aid staff on all field trips. and first aid equipment Staff discuss with others in the team regarding previous visits and the suitability of their class to the place of visit Appropriate teacher/SNA:pupil ratios	All staff and Principal	m	m	m					



Risk Assessment Form

<u>Area/Activity Access and egress to the school</u>	<u>Date 10/06/2021</u>	<u>Review date 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Access and egress to the school	Staff Service Users Illness/Injury Persons intentionally or accidentally intruding on the site. Theft Arson (See Fire) Abductio	<ul style="list-style-type: none"> The premises are enclosed by fencing to discourage trespass. CCTV cameras are placed in particular locations in the school building. The entrance to the building has a buzzer system for access. This is linked to the fire alarm system and fails to safe School secretary is first port-of-call when entering the school The school gates are securely locked when the school is not in use. A burglar alarm has been fitted. All employees will monitor the school grounds to ensure that any persons entering will be politely challenged as to their authorization All walkways around the school are kept clear at all times. Pupils always supervised on school grounds Access to school is by way of Key Fob allocated to employees only. Exit from main door to school is by way of Key Fob or 	All Staff	l	h	m			l	m	l



	n	exit release button in secretary office.								
	Sexual Misconduct	All fire escapes have an emergency break glass unit to override key fob in case of emergency.								



Risk Assessment Form

<u>Area/Activity Physical, Yard, Car park and Playgrounds</u>	<u>Date 10/06/2021</u>	<u>Review date 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk		
				L	C	RR			L	C	RR
Vehicle collision Accidents Slips, Trips, Falls Obstruction of emergency services	All Staff Pupils, Volunteers Contractors <u>Injury/Illness:</u> Broken bones death, Falls Cuts, Trips & falls, broken limbs, bruising	Pathways and kerbs are maintained to a good standard at all times. Entrances and ramps are free from obstruction, readily identifiable and signed Adequate lighting is supplied to the car park at all times. Staff park in the designated car park area at the front of the school away from the delivery area. Playground areas are fenced so as to protect against elopement from areas. In the event of escape from a playground area pupils may only escape into additional secured areas in school grounds.	All Staff and Principal				External lighting requires upgrading - CD College follow-up	A submission to DES for the fencing in rear playground to be increased in height due to pupils climbing over fence has been submitted and rejected due to DES statement that increasing the height of the fence does not eliminate risk or climbing it will just 'take longer', an appeal has been logged against this decision.			



Pupils are supervised at all times, particularly during class breaks – Supervision Policy in place

Playground area isolated
school car park with gates
with access control



Risk Assessment Form

Area/Activity <u>Lone Working in the school or out in the community</u>	Date <u>10/06/2021</u>	Review date <u>10/06/2022</u>
Assessment carried out by: <u>Adeline Wall</u>	Location: <u>The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk			
				L	C	RR			L	C	RR	
Lone Working	Caretaker Staff and pupils	<p>As outlined in school Supervision it should not be planned for that a pupil will be supported alone for extended periods with a lone staff member.</p> <p>In the event it is decided in line with a Risk Assessment for Pupil that a period of segregation from classroom supported by SNA is warranted this is provided for in Code of Behaviour and a detailed School Support plan for supporting the child during these times. This will be agreed with parents and explained to the staff member assigned to the student. Provision for accessing assistance including use of Alert System or other appropriate device (walkie talkie) will be detailed in the support plan.</p> <p>CCTV cameras in place</p> <p>Alarm system installed and is activated every night</p>	Caretaker Staff Principal				<p>Introducing Personal alarms</p> <p>Staff follow guidelines PBS when working alone - include in induction pack</p> <p>Fob system for securing corridors and communal areas to be installed</p> <p>All Staff wear Red Door High Vis</p> <p>Staff generally will not be alone in the community with student as two or more will always accompany students.</p>	<p>Individualised panic alarm system installed April 2021</p> <p>Fob system installed April 2021 with each staff member carrying a fob for easy access and egress.</p>				

To recommend an alarm monitoring system



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Risk Assessment Form

<u>Area/Activity Physical: Electrical Safety</u>	<u>Date 10/06/2021</u>	<u>Review date 10/06/2022</u>
<u>Assessment carried out by: Adeline Wall</u>	<u>Location: The Red Door School</u>	

Hazard	Risks to whom	Current Controls	Person Resp	Current Risk			Additional Controls	Action Plan –	Revised Risk				
				L	C	RR			L	C	RR		
Contact with Electricity	Staff Visitors Contractors Pupils <u>Injury/Illness:</u> Electric shock Burns from electrical flashes or arcing	<p>Electrical equipment is purchased in accordance with any relevant published standard such as Irish Standards, European Norm's etc.</p> <p>Only trained competent personnel shall carry out any repairs or maintenance on electrical equipment. No person shall attempt to carry out temporary repairs or clean equipment whilst it is still connected.</p> <p>An adequate number of socket outlets are provided to avoid use of multi-adapters, which can lead to over-heating and fire. Power cables and extension leads are positioned so that they do not constitute a tripping hazard.</p>	All Staff & Principal	l	m	l	<p>All electrical equipment should be routinely maintained in a safe condition by a qualified electrician.</p> <p>Cables, wiring, insulation, plugs and sockets are checked regularly (every six months) for any signs of wear, breakage or damage. – monthly checklists visual inspection</p>						



		Employees shall report any defects in the electrical installations to their immediate supervisor who will ensure that appropriate steps are taken to address the problem without undue delay and without risk of danger or injury to employees or pupils.										
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4.9 Pregnant Employees

As required under Safety Health and Welfare at Work (Pregnant Employees) Regulations 2005 The Red Door School provides specific risk assessment for pregnant employees to protect their health and wellbeing.

The risk assessment requires the examination of specific hazards that may affect the pregnant employee and their unborn child and the measures put in place to manage the risk in so far as is reasonably practicable.

The Risk Assessment is a dynamic document and is reviewed regularly with the staff member for the duration of the pregnancy.

5. Welfare Facilities

The Red Door School provides suitable welfare facilities in accordance with applicable statutory provisions. We recognise that this provision is an essential element in securing safety, health and welfare for all persons using the premises.

Suitable washing and sanitary facilities

To include water flush toilets with washing facility which is subject to daily cleaning.



Canteen

There is a staffroom available for staff, separate from the work area to make tea/coffee and heat/prepare their own lunches. Staff must co-operate in maintaining a high standard of hygiene in this area and a shared rota is in place for general housekeeping of this area.

Hot Drinks

- All hot drinks are required to have a lid if taken from the staff room.
 - Hot beverages are not permitted in the classrooms or in yard areas during pupil contact times.

Drinking Water

Provision of suitable drinking water as provided by council services

6. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

6.1 First Aid and Medical Attention.

- All First-Aiders listed have been trained by an approved first-aid instructor.
- First-Aiders are requested to attend refresher courses every two years.
- The First - Aid box is provided and stored in the Children's Kitchen. There is an additional one for use when on school



outings. These boxes are fully equipped as per H.S.A. guidelines. Keys for both boxes first are available through the First Aider, Secretary and Principal.

- In case of a medical emergency, an injured person should be brought to the nearest hospital if necessary by ambulance.
- All First Aid administered by the schools First Aiders is recorded in the First Aid Book
- As per the school's policy parents / guardian's are notified of all accidents or injuries to pupils and if appropriate are invited to the school to take the pupil to the doctor.
- In the event of the school being unable to contact parents/guardian school staff may take the pupil to the doctor or may call emergency services for assistance.
- As appropriate the Principal will notify the school's insurance company of incidents or accidents.

The following are the current First Aiders working at The Red Door School:

- Cliana Smyth
- Cathy Quigley
- Nicola Barney

6.2 Emergency Procedures

If you discover a fire:



- Sound the alarm IMMEDIATELY by operating the nearest fire alarm call point/red break glass unit.
- Call the Fire Brigade IMMEDIATELY. Lift the phone receiver and DIAL 112 or 999.
- Give the operator your telephone number and ask for the FIRE BRIGADE.
- When the Fire Brigade replies say there is a fire at The Red Door School Monkstown County Dublin.
- State clearly that this is a Special School providing a service to children with learning difficulties.
- Wait for the Fire Brigade to repeat the address correctly before hanging up.

Evacuate all pupils as per local procedures and leave the building closing doors behind you, and report to person in charge of Assembly Point.

IF IT IS SMALL & SAFE TO DO SO attack the fire with the correct fire extinguisher or fire blanket provided.

Only staff members trained in the use of fire extinguishers is to tackle the fire using the available fire fighting equipment. All other persons on the premises are to evacuate immediately

On hearing the alarm

- Evacuate all pupils as per local procedures and leave building & close doors behind you using the NEAREST available ESCAPE ROUTE to the outside of the building.
- Report immediately to your assembly point.
- The Senior Member of Staff will take charge of any Evacuation



& ensure that no one is left in the Building.

- The assembly point is located – **School Car Park**
- All staff are instructed on emergency evacuation procedures as part of their induction.
- The Principal/Deputy Principal will then check that all persons are safe at the assembly point and will be able to inform the fire brigade accordingly.
- The above person will then assist the fire brigade upon their arrival.

Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

- (a) Fire detection equipment.
- (b) Fire extinguishers and other means of fire prevention.
- (c) Warning systems.
- (d) Exit signs.
- (e) Emergency lighting and notices.
- (f) Appropriate instruction and training of staff.
- (g) The holding of evacuation drills.
- (h) Safe means of escape.

Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.

- There is a fire fact file present, which is regularly updated and



documented



- Conan Byrne (Deputy Principal) and Adeline Wall (school principal) have been designated as the local fire and deputy fire officers.

6.3 Accident Recording & Notification

- The importance of recording and reviewing all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.
- Any accident or dangerous occurrence must be notified to the Principal or person in charge as soon as is reasonably practicable.
- Incident reports must be completed and submitted **on the day of the occurrence**.
- The Clinical Supervisor under oversight of Principal will collaboratively review incident reports in order to monitor trends, identify patterns of behaviours of concern and assess and provide for training requirements for staff. The Principal will report any findings as part of Principal Report to BOM.
- The Safety, Health and Welfare at Work (General Application)(Amendment 3) Reporting of Accidents and



Dangerous Occurrences Regulations 2016 requires the School to notify the Health and Safety Authority if the following applies:

- The incident is included in the dangerous occurrences outlined in the regulations
- If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non working days)
- In the case of death. If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
- A pupil that is injured as a result of a work related activity and requires medical treatment by a registered medical practitioner

Notification to the HSA must be given. This is completed on line through the HSA website through the e-form reporting system.

6.4 Procedure for percutaneous bites

Any staff member that has received a bite needs to

- Encourage bleeding of the wound under running water
- Wash the wound thoroughly



- Cover the wound with a waterproof dressing
- Report the incident to the Principal

7. Health and Safety training for staff Information. Training & Instruction

The Red Door School will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare.

It is our wish to have a workforce and pupils that are pro-active and aware of health and safety. We will provide adequate finances to obtain this objective.

There are a number of training requirements that have been identified for staff that are working in The Red Door School. They are as follows:

- Health and safety Induction training – all staff each school year
- Manual handling training – online course every 3 years
- Positive Behaviour Support and PCM training – In house training provided by Clinical Supervisor
- First Aid training – externally provided for First Aiders.
- Risk assessment training - Teachers



- Teachers also avail of ongoing training themselves; these records are stored on file.

The principal and clinical supervisor monitors the training needs for the staff in the school.

Any other training deemed necessary is organised and provided by The Red Door School.

8. Consultation

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign off as having read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.



8.1 Safety representative

The Red Door School recognises that employee involvement in health and safety is an integral part of the operations of the school, and sees health and safety as being of value within these operations.

Thus, the Board of management encourages employees to elect from their ranks a Safety Representative.

The Safety Representative will consult with the Board of Management through procedures on any relevant health and safety issue. The Board will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

The Board will provide any necessary training and information to the Safety Representative in accordance to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfil his/her duty.

9. Measuring performance

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements;
- The school Safety and Health Policy and the written risk assessments contained in the safety statement



- Accident/incident statistics for the school are reviewed and analysed
- School policies as required under legislation, regulation or direction by the Department of Education and Skills or Patron Body.
- The Board of Management meetings will contain Health and Safety on the agenda

Health and safety audits

Local safety inspections

On a termly basis the Deputy Principal or other nominated person will complete a health and safety checklist of the building. This is to highlight any environmental or system issue that need to be addressed.

On a quarterly basis these checklists are discussed with the Chairperson of the Board to review on going health and safety issues for the school.

Results from audits will be combined with information from measuring performance to improve the school's overall approach to safety and health management.



Ratification and Review

This policy has been approved by the Patron Body and was ratified by the Board of Management on The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed:

Chairperson, BOM.