



*Danu Community Special School
Blanchardstown Road North
Blanchardstown
Dublin 15 P380
Roll Number: 20548N
school@danucss.ie
www.danucss.ie*

Safety, Health and Welfare Statement For Danu Community Special School (Danu CSS)

Statement of Intent

This document sets out the Safety, Health and Welfare Policy for all in Danu CSS. Danu CSS is committed to manage and conduct working activities, in such a way, as to ensure so far as reasonably practical, the safety, health and welfare for all.

Signed: Patricia Doolan
(Principal)

Signed: John Walsh
(Chairperson)

.20.6.25

Date: 24.6.25



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Danu CSS Health and Safety Policy Declaration

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/VEC to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, 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, contractors and pupils of 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:

- 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;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

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

Signed: John Walsh
Chairperson BOM

Date: 24.6.25.

Introduction

This Safety, Health & Welfare Statement in accordance with Safety, Health & Welfare at Work Act (Ireland, 2007 as amended) outlines the policy of Danu Community Special School in relation to the management of Health and Safety and specifies how it will be implemented. This policy has been developed and reviewed and maintained by Danu CSS staff in consultation with school stakeholders. It is based on recommendations from DDLETB Workplace Well-Being Policy, The Guideline on Managing Safety, Health and Welfare in Primary Schools (2013), Teacher Well-Being and Diversity the School Development Planning Support in conjunction with the INTO (Health and Safety, 2008).

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act (2007) for every employer, in conjunction with employees, to prepare a Safety Statement. This Safety Statement represents the BOM's commitment to safety, health and welfare and specifies the manner the school operates and the resources necessary for maintaining and reviewing health and safety standards.

Relationship to Characteristic Spirit of the School

The BOM endeavours to provide a safe and healthy environment for all staff and students and fulfil its statutory duties and obligations to parents and members of the public who may visit the school.

Aims

Specifically, the BOM wishes to ensure so far as reasonably practical:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health
- The design, provision and maintenance of safe means of access/entrance to and egress/exit from place of work
- The design, provision and maintenance of plant and machinery
- The provision of systems of work that are planned, organised, performed and maintained to be safe and without risk to health
- The provision of instruction and training to staff on proper lifting techniques and dealing with students' behaviours that challenge
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any equipment or substance
- The provision and maintenance of facilities and arrangements for the welfare of employees at work
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees
- The continuous updating of the Health & Safety Statement.
- The provision of arrangements for the consultation with employees on matters of Safety, Health and Welfare

Scope

The Health and Safety Statement requires the cooperation of students, staff, parents, visitors and others to enable the school to discharge its responsibility under the law. The success of this policy will depend on their co-operation. It is therefore important that you read this document carefully and understand your role in the

overall arrangements for health, safety and welfare in our school.

Definitions

Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Safety is the state of being “safe”, the condition of being protected against physical, social, emotional, occupational, psychological, or other types or consequences of failure, damage, error, accidents, harm or any other event; a guard, to prevent injury or accidents.

Health and Safety is the process of ensuring that the working environment within a place of work is both a healthy and a safe one.

Welfare is the state of doing well in respect to happiness and well-being, something that aids or promotes well-being.

A **hazard** is anything that has the potential to cause harm to people, property or the environment. It can be work material, a piece of equipment or a work method or practice.

A **risk** is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Controls/control measures are the precautions taken to ensure that the risk is eliminated or reduced.

A **risk assessment** is concerned with identifying the hazard, then estimating the severity and likelihood of harm arising from such a hazard. The employer can put in place control measures to minimize the risk or weigh up whether they have taken enough precautions to prevent them.

School staff is the term used to refer to all staff employed by the school BOM including staff employed regularly on a casual basis.

Stress is a negative feeling, associated with physical symptoms including increased heartbeat, swiftness of breath, dry mouth, and sweaty palms and over the longer term, digestive upset and cramp etc.

An **emergency** is a situation that arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification of incendiary devices and bomb scares.

A **substance** is any natural or artificial substance, preparation, or agent in solid or liquid form.

A **hoist** is a lifting machine which is designed to support a human who has restrictions of movement.

Guidelines

The guidelines are laid out as follows:

1.0 Roles and Responsibilities

1.1 Role of the BOM

1.2 Role of the Principal

1.3 Role of the Health and Safety Co-ordinator

1.4 Role of the Staff

1.5 Role of the Parents

2.0 Organisational Implications

3.0 Curriculum Implications

4.0 Hazards

4.1 Specific Hazards

4.2 Constant Hazards

5.0 Reporting Accidents

6.0 Workplace Environment

7.0 Safety Statement

8.0 School Room Names/Area Labels

Appendices

1.0 Roles and Responsibilities

1.1 Role of the BOM

- The BOM recognises that it has a duty of care and responsibility towards the safety, health and welfare of students and staff; to ensure a reasonably safe place of work; to ensure reasonably safe plant and equipment; to ensure reasonably safe systems of work, to ensure reasonably safety-conscious staff and provide training for staff on health and safety.
- The BOM recognises that its statutory obligations under legislation extend to employees, students, any person legitimately conducting school business and to the public.
- The BOM has overall responsibility for Health and Safety, however the day-to-day management of Health and Safety is the responsibility of the school Principal.

1.2 Role of the Principal

The Principal will act on the behalf of the BOM, and has the responsibility for the safety of staff, students and visitors and ensuring that safety programmes operate effectively.

The Principal's responsibilities include

- Implementing and reviewing the Safety, Health and Welfare Statement
- Maintaining the distribution of the Safety, Health and Welfare Statement and ensuring that all staff are familiar with the content of the Health and Safety Statement
- Providing adequate systems of communication and consultation with staff to ensure that the safety procedures are understood and adapted by everyone
- Ensuring that Health and Safety will form an integral part of staff training and developmental plans
- Attending any recommended Safety, Health & Welfare training provided and to consider the training
- Ensuring staff attend safety training programmes
- Ensuring adequate records are kept in relation to Health and Safety Matters and updating the records following BOM meetings
- Supervising work practices and ensuring that they are in accordance with safe work practice guidelines
- Consulting with staff on safety matters on a regular basis and consider them

representation were reasonably practicable.

- Ensuring the identification of all hazards relevant to work activities are appropriately assessed, controlled and documented
- Investigating accidents, incidents, near misses, dangerous occurrences and property damage and take into account, corrective action considered necessary
- Ensuring report forms are completed accurately and promptly
- Carrying out regular safety inspections of the workplace and review current standards of compliance
- Providing adequate protective equipment when required and ensuring equipment is being used appropriately
- Ensuring staff awareness of and training in emergency procedures
- Incorporating safety instruction in routine operational directions and ensuring that these instructions are enforced
- Stimulating interest and awareness on Safety, Health and Welfare matters amongst staff
- Commending staff, who by action or initiative, eliminate hazards and/or make suggestions for improvement of safety
- Ensuring that immediate action is taken to remedy/replace any unsafe equipment or fittings
- Taking appropriate corrective action when staff fail to consider their own safety or safety of others
- Being informed when a Health and Safety Inspector arrives to carry out an inspection and accompanying them on tour, if possible, otherwise, they may carry out inspection on their own.
- Will ensure that there are sufficient designated First Aid Staff.
- Inform parents of any issues/concerns regarding student health, safety and welfare.
- Showing through personal behaviour that only the highest standards of safety are acceptable

1.3 Role of Health and Safety Co-ordinator

The BOM has appointed the Deputy Principal as Health and Safety Co-ordinator in Danu CSS.

The Health and Safety Co-ordinator

- Is responsible for ensuring that the Safety, Health and Welfare Policy is written, reviewed, amended and updated regularly
- Ensure that new staff on recruitment be given a copy of the Safety, Health and Welfare Statement and have access to the Health and Safety Statement Policy in the policy folder in each classroom
- Ensure that the Safety, Health and Welfare Statement are brought to the attention of all staff at the first staff meeting of the school year
- Will convey any additional information or instruction regarding Health and Safety at work not contained in the Statement as soon as it becomes available
- Will report Health and Safety concerns/issues to school Principal and staff
- Ensure that staff/new staff is familiar with fire procedures on firefighting equipment, fire exit evacuation routes and fire assembly points
- Will ensure that there are at least 3 fire drill practices during the school year (1 in September)
- Will ensure Principal/Deputy Principal/Assistant Principal/teacher, will complete a Fire Safety Report, which can be accessed in the admin office, 'Fire Safety and General Register' Book.
- Will seek staff feedback regarding fire drill practices, forward any concerns/issues to Principal and inform staff of any difficulties and suggested actions needed as a follow up
- Will record all dates of fire drill practises in 'Fire Safety and General Register book', located in the admin office.
- Inform staff of updated practices and procedures regarding staff and student Safety, Health and Welfare
- To send general reminders/memo to staff regularly
- To keep a record of health & safety issues discussed at meetings in the Health and Safety Folder on the

school common drive.

- To email Principal at the beginning of each month to find out about new staff in the school
- To report all maintenance issues in a timely manner.

1.4 Role of the Staff

All staff share a responsibility with management in ensuring their own safety while at work.

It is the duty of every staff member while at work

- To take responsible care for their own safety, health and welfare and the safety, health and welfare of any other person who may be affected by his/her acts or omissions while at work
- To co-operate with his/her employers and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions and school policies and procedures
- To use any protective clothing, convenience, appliance or equipment appropriately and so provide protection intended whether for their use alone or for use by them in common with others for securing their safety, health and welfare while at work
- To attend training and take instruction on the correct use of equipment where necessary
- To report to colleagues, secretary, Health and Safety Co-ordinator (Deputy Principal), and/or Principal as required without reasonable delay any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare they become aware of.
- To report all maintenance issues directly to the Principal or Deputy Principal. In an emergency staff should notify school secretary or teacher in charge immediately.
- To report incidents, accidents and near misses to school Principal/Deputy Principal
- Not to interfere with or misuse any appliance, protective clothing, convenience or other equipment provided for securing the safety, health and welfare of persons arising out of work activities
- To ensure that work practices are performed in the safest manner possible while using available facilities and the equipment provided
- To not engage in any improper conduct or dangerous behaviour

1.5 Role of the Parents

All parents share a responsibility with management in ensuring their child's safety by co-operating with the school's Safety, Health and Welfare Statement.

2.0 Organisational Implications

There are school policy and procedures in place that should be read in conjunction with this policy.

These policies include

- Child Safeguarding
- Code of Behaviour
- Bí Cineálta
- Accident and Injury to Staff
- Accident and Injury to Student
- Critical Incident Management Plan
- Dignity in the Workplace
- Educational Trips Out
- Health and Illness
- Intimate and Personal Care
- Protected Disclosures
- Swimming

- Taking and Using Photos of Students

The procedure and protocols include

- Accessing Danu CSS Building
- Break Time and Lunch Time Supervision
- Closing a Class Procedure
- Complaints procedure
- Grievance procedure
- Lone Worker Procedure
- Opening/Closing of Danu CSS building Protocol
- Student transport Drop Off/Collection
- Staff Supervision Am/PM
- Student Absconding Procedures
- Student on Work Placement Guidelines

These policies and procedures are available on hardcopy in each classroom in the Policy and Procedure Folder. They are also saved on in the Policy and Procedure Folder on School Common Drive on the computer. Visiting clinicians and CDNT members will also follow relevant Danu CSS policies and procedures.

3.0 Curriculum Implications

In Danu CSS we aim

- To create an environment where students and staff safety, health and welfare is respected and catered for
- To promote and teach safety, health and welfare to students using the Primary School Curriculum, Junior Cycle and Senior Cycle curriculum. These include Social, Personal and Health Education (SPHE), Stay Safe (once a week), Circle Time, Relationship and Sexual Education (RSE), Physical Education (PE), Social, Environmental and Scientific Education (SESE) and PLUs.

4.0 Hazards

All staff and the BOM will complete the Hazard Identification and Risk Assessment Form. Some hazards can be rectified but other will remain constant. The hazards have been divided into two categories. These are Specific Hazards and Constant Hazards. Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Such hazards that cannot be eliminated and remain a constant feature will be noted and accompanied by the appropriate procedures to be followed. The BOM in consultation with the employees will review and make recommendations on the elimination of Hazards.

4.1 Specific Hazards

4.1.1 Fire

Refer to Fire Procedures (Appendix 1).

It is the policy of the BOM of Danu CSS that

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- Staff will familiarise themselves with locations and instructions for the use of fire extinguishers for specific materials/equipment. When available staff will participate in Fire Safety training.
- Fire alarm units and red fire bell boxes are clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- Exit signs are clearly marked.
- All fire exits must always be clear and accessible.

- Visitors to the school are required to present themselves to school secretary on arrival/exit and sign in/out.
- On commencement as an employee at Danu CSS all staff are made aware of emergency evacuation procedures, emergency exits and location of fire alarm and red fire bell boxes.
- Fire Procedures and Assembly Points are designated to each class.
- In the event of a fire drill practice, the school secretary will notify Rathdara Deputy Principal/Caretaker prior to the alarm being sounded.
- Regular fire drills will take place at least *once a term*. The aim is to have all employees and students evacuated from the building within 3 minutes. A daily Inspection of Means of Escape checklist will be completed by Caretaker. Following a fire drill the Health & Safety Coordinator will ask staff how they got on during the fire drill practice and then provide feedback to all staff via email if necessary. Completed Fire Safety Report Sheets will be held in the Fire Safety and General Register book held in the office.
- Teaching staff complete Class Student Fire Risk Assessment Form (Appendix 2) during September or when a new student joins the class. This is displayed in the classroom.
- Fire evacuation plans are reviewed after each fire drill practice.
- All dates of fire drill practises will be recorded in the Fire Safety and General Register book by the Health and Safety Coordinator.
- All fire equipment is identified and regularly serviced.
- Staff will hold exit doors open when evacuating the building for each other and students. Lastly staff members will close classroom doors, area doors and corridor doors as they leave.
- Toilet tissue and hand tissue must be placed into plastic containers.
- Lighters may only be used to light birthday candles. Matches are not allowed in school.
- The new equipment purchased must be fire retardant and comply with BSI and CE Standards.
- Where possible, all electrical equipment will be unplugged or turned off outside office hours and when offices and classrooms are vacated for lengthy periods.

4.1.2 *Emergency Plans*

The school has a separate Critical Incident Management Plan in place for dealing with emergencies.

4.1.3 *Emergency Phone Numbers*

Fire Brigade, Ambulance, Garda (Emergency): 999 or 112

Local Garda Stations: Blanchardstown 01-6667000

Danu CSS Office: 01-8270755

4.1.4 *Eircode:*

D15 P380

4.1.5 *Emergency Evacuation Procedures*

See Fire Procedures (Appendix 1).

In the case of fire, or other emergency requiring evacuation of the workplace

- The person discovering the fire or emergency should raise the alarm by setting off the fire alarm. Staff will call the emergency services.
- All persons must leave the building without delay.
- All persons should go immediately to assigned assembly areas.
- Where possible all teachers will take the class fire drill roll sheet to identify any student missing from

the assembly area.

- No one should re-enter the workplace until the emergency services give the “all clear”.
- For safe evacuation of buildings for staff, students & visitors, fire drill evacuations are practiced each term at different times. The first practice occurs in September. Afterwards teachers fill out Class Student Fire Risk Assessment Form (Appendix 2), displayed at each class exit door. A copy of school Fire Procedures (Appendix 1) are displayed at door exits and in classrooms. Health & Safety reminders are sent regularly to remind staff of fire procedures and where to assemble.

4.1.5.1 Hoisting

- At the start of the school year, an assessment will be carried out of new students who require hoisting.
- In the event of an evacuation a decision is made to complete the hoisting transfer or to return the student to their chair, whichever is quickest?
- Staff will complete hoisting in the event of an evacuation.
- Staff practice emergency lift of students.

4.1.5.2 Student on a Changing bed

In the Event of a Fire Drill Evacuation Practice

- The BOM has agreed that a student on a changing bed stays on the changing bed.
- 1 staff member remains with the student in the changing area.
- The other staff member goes to help with the class evacuation.

In the Event of an Actual Fire Evacuation

- At the beginning of the new school year, each class will assess the needs of the students in their class who are using the changing bed. Individual plans will be formulated on how best to evacuate the student who is on the changing bed. This will be reflected in the class evacuation plan (Appendix 2).

4.1.5.3 Rooms with No Fire Exit Windows/Doors

- Daily Living Skills Room.
- Deputy Principal and secretary's office.
- Principal's office.
- JO room.
- Sensory room.
- Sensory pod.
- Birch classroom.
- Quiet spaces within classrooms.
- Storage/sluice rooms.

These rooms have no fire exit window/door in the room if there is a fire outside the door. Staff should keep the area outside room clear. No flammable equipment is placed directly outside the rooms. Staff are vigilant regarding fire and have good access to fire extinguishers. Staff will alert the school Principal/staff members. Health & Safety reminders are sent regularly to remind staff of emergency exit procedures.

4.1.6 *Location and Operation of Fire Extinguishers & Blankets*

Designated staff will participate in fire warden training. A copy of school Fire Procedures is displayed at door exits and in classrooms listing the location of fire extinguishers and blankets. Health & Safety reminders are sent regularly to remind staff of the locations of fire extinguishers & blankets. As some fire extinguishers are easily accessible students are always supervised. Danu CSS organises regular services of fire equipment and

alarms professionally.

See Appendix 1: Fire Procedures

4.1.7 Location of Fire Alarm Panel & Red Fire Bell Boxes:

See Appendix 1: Fire Procedures

4.1.8 Location of Emergency Door Release Boxes:

Green Emergency Door Release Boxes are located in the following locations:

- Main entrance at secretaries' office.
- Double doors from Atrium to Go Kart playground.
- Double doors beside Oak Classroom.

4.1.9 Signs and Notices

The Health and Safety Coordinator will ensure that all necessary signs and notices are displayed. These will identify the locations of all exits and firefighting equipment, as well as any danger zones or hazardous materials.

4.2 Constant Hazards & Their Management

4.2.1 Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the BOM of Danu CSS that machinery, kitchen equipment and electrical appliances are to be used only by competent people. Students use equipment under staff supervision. Students attending the Daily Living Skills room will regularly be checked on their competence in using kitchen equipment appropriately and safely. Staff report faulty/defective appliances and equipment to the Health and Safety Coordinator and staff document and write into the caretaker's maintenance book in his pigeonhole. Any breakage that poses immediate risk to staff or students should be reported immediately to the Health and Safety Coordinator.

4.2.2 Chemicals

It is the policy of the BOM of Danu CSS that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use. These should be kept in a locked area, and protection, i.e. protective clothing/gloves, are provided for use when handling them. Reminders are sent to staff that chemicals used should be clearly labelled and that should be kept out of reach from students and locked away. Staff should refill empty hand sanitizers when required.

4.2.3 Lifting

Danu CSS operates a minimum lifting policy. When a child with a physical disability is enrolled in the school, suitable assessments will be undertaken by members of the CDNT Clinical Team/school staff, arrangements made, and training provided for transferring/lifting of the child. As students' progress through school further assessments will take place if the need arises. If a student's needs change staff informs the Principal who will make a further assessment- referring to the Manual Handling Training if necessary. Every effort will be made to ensure all staff participate in a Manual Handling course once employed and refresher courses every two years. Staff such as the caretaker will be given priority to manual handling training.

4.2.4 Ergonomics

See Appendix 4: Ergonomics

See Appendix 5: Table outlines how specific aspects of school environment can be organized to create the appropriate ergonomic conditions for a safer learning environment.

4.2.5 Drug Medication

It is the policy of the BOM of Danu CSS that all medications for use by students during the school day are to be kept in the office, in the Medical Safe, locked where keys are then kept in a secure place. Some staff carry EpiPens, these are either stored in staff lockers in the staffroom or carried on their person in a discrete bag.

4.2.6 Floors

It is the policy of the BOM of Danu CSS that the washing of floors is conducted after school hours to ensure, as far as practicable elimination of the danger of slipping. Where spills occur staff should immediately wipe up spillages, notifying other staff and students of the spill. Wet floor signs should be used as required. Where food, bubble wrap or objects are found on the floor staff will brush/pick up food or objects and place them in the bin. Memos will be sent to staff to remind them to wipe up spillage or pick up foods or objects from the floor.

4.2.7 Light Bulbs

Staff should report lighting issues/ light bulbs not working directly to the caretaker via a written note in the book for the caretaker.

4.2.8 Ceilings Tiles

Staff should report ceiling tiles issues/missing directly to the caretaker via a written note in the maintenance book.

4.2.9 Behaviours that Challenge

The BOM endeavours to minimize personal risk or stress to any student/staff. Refer to Code of Behaviour Policy and BÍ Cineálta Policy. Students presenting with behaviours that challenge have appropriate individual strategies in place to minimize personal risk for all. The BOM applies to the DE/NCSE for appropriate resources for a student. The BOM defers the starting date for a student if it does not have the appropriate facilities/resources to safely support the student. Staff are vigilant and are reminded to follow the school Code of Behaviour. All students have All About Me Plans to help support and manage behaviours. Some students have bespoke Stress Support Plans/Well-being Plans from AVISTA CDNT. Behaviour support strategies are reviewed following serious incidents. Strategies include redirecting a student to a safe place within the school building if necessary. Staff training is provided in Low Arousal techniques using Studio 3 principles and through CPI (Crisis Prevention Institute). It is the responsibility of staff to implement and follow student plans. Where students are struggling it is the responsibility of the teacher to liaise with the school leadership team for support in addition to parents and AVISTA CDNT.

The BOM has the authority to suspend a student. The BOM delegates the authority to the Principal to suspend a student. The BOM has the authority to expel a student. TUSLA guidelines and procedures on suspension and expulsion will be followed as set out in the Code of Behaviour.

Staff are reminded to report any incidents/accidents/near misses. Incident Report Forms, where possible, should be filled out as soon as possible, and returned to the Principals pigeonhole within 24 hours.

4.2.10 Access to Employees

School building doors are accessed through keypads and buzzers. Access to employees is by consent. When the employee feels at risk from or threatened by a particular person arriving on school property the matter will be drawn to the Principal's attention. Another staff member may need to inform the Principal. The matter may be drawn to the attention of the BOM. The BOM will undertake to ensure that in such circumstances appropriate measures will be taken to protect employees. Refer to Critical Incident Management plan (CIMP).

4.2.11 Trained First Aid Personnel

It is the policy of the BOM of Danu CSS that designated school staff will be trained to apply First Aid to other staff and students. Staff shall update/refresh training when required. Current designated First Aid staff are listed in staffroom. The secretary updates these lists when necessary.

All required remedies and equipment are made available for First Aid function. A First Aid box is available in each classroom, and it is the responsibility of the class staff to restock the First Aid box. This can be done so by obtaining the necessary equipment from the designated First Aider (who is appointed at the start of each school year) with responsibility for stock. The First Aid box in classrooms will contain the following:

Plasters, sterile eye pads, bandages, individually wrapped disinfected wipes, gauze swaps & sterile water.

Disposable gloves must be always used when administering First Aid. Soap and water will be available and should be used before and after administering First Aid. Hand gel/spray may be used. First Aid administration will be administered following permission from parent(s)/guardian(s), which is sought at enrolment.

Parent(s)/guardian(s) are requested to supply sun cream lotion when necessary to protect their child at play times, trips out, etc. Parents are informed that school staff will use Factor 50 sunscreen lotion to protect children who do not have their own sunscreen lotion and are asked to inform class teacher if they are aware of any allergy their child has to sunscreen lotion.

Defibrillators are in the following area:

Danu CSS: Staffroom

Rathdara Community College: Main office.

4.2.12 Staff

- Staff training needs are identified, and appropriate training is provided. Training records are retained.
- Positive staff relations and encouraged through the Dignity at Work Policy. DE guidelines and nationally agreed grievance procedures are followed.
- Serious assaults on school employees are taken very seriously. All staff have a responsibility to make themselves aware of DE Circular 40/97, Scheme for Leave of Absence Following Assault, teachers Circular 61/17; SNAs Circular 62/17 and staff other than teachers or SNAs in ETB schools, Circular 43/20 and follow the procedures set out in the circulars haven been subjected to assault including
 - (i) seek medical assistance, where necessary.
 - (ii) immediate reporting of incidents to the School Leadership Team (SLT).
 - (iii) recording of incidents in an Incident Report Form.
 - (iv) reporting the incident to the Health and Safety Authority when necessary (by SLT).
 - (v) reporting to the Gardaí, where appropriate.
 - (vi) ensuring that all appropriate safeguards have been put in place to protect persons at risk and to prevent, as far as is practicable, the occurrence of assault.
- The Employee Assistance Scheme (EAS) is called Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile.' Contact details are Free phone: 1800 411 057 or <https://www.spectrum.life/>.
- *Child Safeguarding*: If there are any allegations or suspicions of child abuse staff inform the DLP or DLPP and staff can also refer to Child Safeguarding Policy.
- *Bereavement Support*: First Light provides a bereavement support service to parents, families, professionals and communities who experience the sudden loss of a child or young person. Contact details are

Dublin: 01 8732711
National Lo Call: 1850 391 391
24-hour hotline: 00353 872 42 3777
Email: support@firstlight.ie

4.2.13 Pregnant Employees

Danu CSS adheres to the provisions of the *Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (the Pregnancy Regulations)*. These regulations apply to staff that are pregnant, have just had a baby or are breastfeeding.

4.2.13.1 Control Measures

Pregnant staff members must notify the Principal as soon as practicable once they know they are pregnant. The Principal will carry out a risk assessment to identify and evaluate any hazards to the employee during the pregnancy or while breastfeeding. See Appendix 5: Risk Assessment for New and Expectant Mothers at Work.

If any such risks are identified and it is not practicable to ensure the safety or health of staff or the unborn child through protective or preventative measures, then the Principal must adjust temporarily the working conditions of the staff member so that exposure to such risk is avoided.

4.2.14 Transportation of Students

4.2.14.1 Using Other Bus Contractors to bring students to and from school.

All buses and taxis bringing students to and from school are under contract with Bus Eireann. These buses are supervised by a Bus Eireann Inspector and follow Bus Eireann safety criteria. The following guidelines will be followed, and drivers and bus escorts will be informed of these guidelines at the beginning of each school year:

- Students will wait on the bus/taxi in the mornings until designated staff arrive to meet students on the bus.
- Buses/taxis will not move until the escort has informed the driver that all passengers are seated with seat belts closed (refer to Bus Escorts Duties).
- Buses/taxis will not move from the school grounds until signaled by a designated staff member.
- Refer also to Procedures for Supervision (Morning/Home Time).

4.2.14.2 Using Other Bus Contractors for Trips Out of School

Danu CSS will only hire buses from contractors approved by Bus Eireann, the Garda Community Bus and/or Blanchardstown Community for Independent Living.

4.2.15 Visitors to the School

Refer to Procedures Protocol for Accessing Danu Community Special School. Visitors to the school enter/exit through the Main Entrance using a buzzer which is linked to the secretary's office. Where the secretary/staff member is not available, visitors will wait at the school entrance until a staff member comes to the door. All visitors will be asked to wait in the designated waiting area until the relevant staff member comes to the waiting area. People coming onto the school premises must identify themselves clearly. If a staff member is unsure of the identity of an unfamiliar person on the premises, they should establish the identity of that person and direct them to the waiting area if necessary. Signage is displayed reminding visitors not to use mobile phones in school.

Contractors working in the school will have approval from the SLT. Contractors should make direct contact with the Secretary, Principal or Deputy Principal before initiating any work on the school premises. Where

work constitutes any threat to Health and Safety, the school will be closed, or the work will not take place during school hours. It is the policy of the BOM of Danu CSS to minimise sound pollution-room-to-room, yard to room, etc.

All visitors must adhere to the Covid-19 restrictions and guidelines in place on the school premises.

4.2.16 Control of Records

Written procedures are in place for the identification, storage, protection, retrieval, retention and disposal of records (See GDPR Policy). Health and Safety Statement and school policies are all kept in hard copy in class Policy Procedure Folders and on school shared Common Drive.

4.2.17 Furniture, Broken or Unused Equipment & Unwanted Clothing

Staff position tables/furniture/chairs in a safe as possible manner. Teachers inform the Principal when they need new tables or furniture (Tables with sharp edges are not purchased). Staff will notify the Principal/Deputy Principal of furniture or equipment that is broken, unsafe or no longer used by students. Unused equipment will be labeled by staff who used the equipment and the start date from when out of use. Staff will throw out any unwanted clothing.

4.2.18 Food Storage

- Food Storage in classrooms/staff areas: All food (cereals, biscuits, crackers, cake, bread, cheese, butter and fruit) must be stored in sealed containers and should not be left on open shelves. Foods left around that are not stored in containers will be disposed of by the cleaning staff. Foods should be removed from the fridge every Friday.
- All staff will practice good hand hygiene.
- Lunch time (Hot meals) in class areas: Sometimes food falls to the floor during lunchtime. Food is swept up from the floor prior to leaving the area. Wipe up any spillages immediately and dispose of uneaten food appropriately.
- Food in pigeonholes: Foods (teabags, food, fruit etc) should not be stored in pigeonholes as it makes it difficult for persons distributing communications effectively.
- Students are not permitted in the staff room where possible.

4.2.19 Bins

- Bins with metal lids will not be placed in classrooms or areas that students generally use.

4.2.20 Doors

- Some school doors have finger guards installed. Staff inform the school secretary if additional finger protectors are needed.
- The staffroom door must always be kept closed and students are not permitted, where possible, to enter the staffroom as boiling water may be present.

4.2.21 Daily Living Skills

- Students and staff wash their hands, wear aprons, tie hair back and use a clean kitchen before food preparation/cooking.
- To control cross contamination in the kitchen students, use different utensils to prepare cooked & uncooked foods.
- Cookers are switched off at source when not in use.
- Notices above cookers warn students and staff about risk.
- In the case of very hot liquids staff will pour.

- The teacher assesses students at the beginning of each term on how to use sharp knives.
- Students are closely supervised and reminded of the dangers when using the cooker, when cooking with hot liquid/water and when using knives.

4.2.22 Storage

- All areas in the school should be kept tidy.
- Equipment should not be stored where they are too high for staff to reach.
- Where necessary a step may be used to access an item. Staff should not stand on chairs.
- Areas where wheelchair/buggies are stored should be arranged and positioned as best possible in a safe and accessible manner. Staff should be vigilant when accessing these areas. The Principal/Deputy Principal should be notified of unused equipment and should be removed immediately.
- Items such as brushes should be kept out of students way for safety reasons.

4.2.23 Yard/Play Areas

- Supervision Rota is set out weekly by the Deputy Principal.
- Teachers will ensure appropriate staff supervision and awareness during yard times.
- Yards are useable every day, but extra precautions should be taken on wet/frosty days. The SLT may decide that playgrounds are not in use on certain days.
- Salt is spread outside during frosty weather.
- Specific activities will be provided for students on wet days when access to the playground is not permitted.

4.2.24 Ventilation

In the sensory room/Pod and some quiet spaces within the classrooms, there are no windows for fresh air. These rooms are used by individual students for brief periods only. There are air vents in the ceilings. Where possible, doors should be left open when not in use to allow an exchange of air.

4.2.25 Health Issues

- Student sickness or accidents and injuries. Please refer to Health and Illness Policy, Accidents and Injuries Staff and Accidents and Injuries Students
- Head lice- The school will follow guidelines from the Management of Infectious Disease in Schools, October 2014. Chapter 9 Head Lice.
- Healthy Eating- See Healthy Eating Policy.

4.2.26 Training

- All staff will be provided with an overview of this Safety, Health and Welfare Statement and systems at the first staff meeting of the Academic Year by the Health and Safety Coordinator and if the need arises throughout the school year. This ensures that all staff are familiar with the school's safety statement and risk assessments.
- All new staff receive Induction training on commencement of work that includes safety, health and welfare matters e.g. emergency evacuation procedures, first aiders, etc. by SLT.
- 2 staff are trained in Studio 3 as Training Instructors. Studio 3 is used to promote low arousal principles and proactive strategies for students to ensure a healthy and safe learning environment for all. They deliver 2-Day Whole School Studio 3 training to all staff with the CDNT Behavioural Therapist at the beginning of each Academic Year, usually the last Monday in August using Croke Park Hours to do so. This maintains high standards within the school. Staff will be certified. Studio 3 training will be provided throughout the school year for new staff, families and at monthly reflective training sessions. The Instructors will undergo refreshers of training on a yearly basis.

5. Reporting Accidents/ Incidents/ Near Misses

All school staff will inform the school Principal/Deputy Principal of any accidents, incidents or near misses as soon as possible after the accident/incident or near miss. A message can be left with the school secretary if the Principal/Deputy Principal is unavailable. All incident reports will be left in the designated area at the end of the school day.

The person responsible for reporting accidents and dangerous occurrences is the Principal. Any accident in the school which results in a staff member or pupil being injured and unable to perform their normal duties for more than 3 consecutive days will be reported to the DDLETB Insurance, insurances@ddletb.ie. The school will comply with the Health and Safety Authority (HSA) requirements for reporting accidents and dangerous occurrences. The following will be reported to the HSA via DDLETB Insurance.

- HSA Incident Report Form (IR1).
- ETB Accident Report Form.
- Danu CSS Incident Report Form.
- Medical Certification.

6. Workplace Environment

Danu CSS will provide a healthy working environment and will ensure that the following issues are always addressed:

- Ventilation is adequate.
- The temperature in the school will be comfortable, normally above 17.5 degrees Celsius and will not become excessively hot during warm weather.
- Adequate lighting and facilities for boiling water will be provided.
- Danu CSS is a smoke free workplace.
- Toilets will be kept clean and in working order.
- Water, soap and paper towels will be provided.
- The school will be cleaned daily.
- Floors and traffic routes will be cleaned.
- Waste materials will be removed daily.
- Service contracts are in place for maintenance services.

7. Safety Statement

On the following pages you will find completed Danu CSS Hazard Identification and Risk Assessment forms that identify hazards and risks for Danu CSS. The following is identified:

- The risk/hazard and the people at risk.
- Current control measures that are used to eliminate/reduce the risk or provide protection from the risk/hazard.
- Risk rating- Low (L): actions should be dealt with as soon as practicable.
Medium (M): actions should be dealt with as soon as possible.
High (H): risk of injury could be high, and immediate action should be taken.
- Further Control Needed to reduce the risk or provide protection from the risk/hazard.
- Action plan is then devised to control risk/hazard.
- Person(s) Responsible for implementing the action plan are assigned a Person Responsible Code. They are as follows

Staff	All School Staff	P	Principal
DP	Deputy Principal	C	Caretaker
SS	School Secretary	CS	Class staff
T	Teacher	SNA	Special Needs Assistants
TS	Technical Service	HS	Health & Safety Coordinator
SLT	Senior Leadership Team	ISLT	In-School Leadership Team
PG	Parents/Guardians	DS	Designated Staff

Staff initial and date when action plan completed.

Hazards	Is the hazard present? Y/N	What is the risk? H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Spills, e.g., liquid spills, drinks, art/crafts materials	Y	L	Students are supervised at all times. Staff inform others of the spill immediately. Spills dealt with immediately by staff using absorbent tissue and mop. Signage is placed where necessary. Students are assessed to see if it is safe for them to work with liquids. No open cups of hot drinks are permitted in school classrooms or corridors during school time from 9am to 2.40pm.	Y		Staff	
Inadequate storage of school equipment	Y	L	Teachers request more storage equipment for classroom resources. Broken equipment must be disposed of. School equipment has a place and such as are stored in a tidy manner by all. No equipment to be left lying on the ground /floor. Staff store personal belongings in lockers provided	Y		T Staff	
Slipping from Inadequately fitted mats	Y	L	Mats at fire exit door are properly fitted and recessed into floor. Yoga mats are used for activities and are not left lying around by staff	Y		HS CS	

Areas of water play at sink/ water tray floor prone to being wet and slippery.	L	Staff/ Student injury from slips, trips and fall.	L	Students are timetabled for water play in designated area and timer used to end play. Staff are prepared for wet area. Students are supervised at all times. Staff inform others of the spill immediately. Spills dealt with immediately by staff using absorbent tissue and mop. Signage is placed where necessary.	Y		CS Staff	
Loose cables/leads from electrical equipment.	Y	Staff/ Student injury from slips, trips and falls, shocks.	L	There should be no loose, trailing cable leads on the floor from Clever touch, Laptop /IPad leads on the floor, or stretched across any area which is an access area. Sockets are not overloaded.	Y		Staff	
Dip/ uneven dip in senior playground	Y	Staff/ Student injury from slips, trips and fall.	L	Picnic table is sitting over the uneven dip Staff aware of the dip Students supervised whilst on playground- Duty Rota for staff implemented	Y	Repairs to be carried out on uneven surface in senior playground during summer works 2025	Staff DDLETB SLT DP	
Dangerous equipment/ objects in the playground	Y	Staff/ Student injury	L	Staff remove any objects/equipment consider dangerous equipment in playground If they cannot they immediately need to inform the teacher and HS Caretaker where appropriate establish protocol for checking playground for dangerous equipment/objects.	Y		Staff Teacher HS C	
Broken equipment /furniture items not removed	Y	Staff/ Student injury from slips, trips and fall.	L	Staff to remove broken equipment / furniture immediately from area until repaired or replaced Staff to inform Principal/DP of broken equipment Teacher to report in written record of broken equipment Caretaker to assist with repair or disposal	Y		Staff SLT T C	

Hot drinks spills	Y	Staff/ students/ visitors get burns from hot drinks spills.	L	Students are risk assessed to see if it is safe for them to work with hot water for cooking, Students are always supervised. The staffroom door and daily living skills door is key code operated so students cannot access hot water equipment such as a kettle, Berco in the staffroom. No open cups of hot drinks are permitted in school classrooms or corridors during school time 9am to 2.40pm. Students making staff members tea/coffee as part of their learning programme will do so only using covered cups such as travel mugs/flasks. Students who need hot drinks to bring with them around the school as part of their learning programme will do so only using covered cups such as travel mugs/flasks.	L		Staff T	
Defective portable electrical equipment Failure in earth Exposed wiring/live parts	Y	Student/ staff/visitors Electrocution, Burns from hot surfaces Fire	H	Staff to report defective equipment /exposed wires/parts. Relevant technical services will be contacted for repaired/replaced. Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use. Termly visual checks carried out by caretaker.	Y		Staff SS C	
Sharp knives and cookery cutters can cut/lacerate	Y	Student/ staff/visitors cut/lacerations	L	Students are always supervised in the cookery/daily living skills room. There are no sharp knives in these rooms. Blunt/ plastic knives are used. Students using knives/cutters are risk assessed so that they can use knives safely. Students instructed in safe use of knives and cutters. Knives and cutters counted out to students and counted back in.	Y		Staff T CS	

					Where a risk assessment proves that knives/cutters are being used as a weapon they will be removed from the school community for a period of time. The staffroom door and daily living skills door is keycode operated so students cannot access knives/cutters unsupervised. Sharp knives and cutters are stored separately in the staffroom in a locked press.					
Students with temporary illness or chronic medical condition	Y	Student danger of injury, seizure or death	M		The school obtains written and signed consent from the student's parents/guardians to administer medication along with the appropriate instructions. Designated teachers/staff are aware of student condition and its symptoms. Designated staff will be trained in the for Epilepsy. Bus escorts of students with Epilepsy will be trained. The school secretary stores the medication securely in the medical box in her office. Medication is clearly labelled and identified with the student's name in the medical box.	Y	BOM establishes a school policy on administration and storage of medicines and medical devices (Medication Policy) Regular review and monitoring of the policy and procedures	Parents SLT T DS Bus Escorts		
Light timers around the school perimeter area during dark mornings/evenings do not come on	Y	Student/ staff slip, trip, fall	M		External car park lighting is adequate. Lighting around the school can be turned on by switch for evening events.	Y	Locate timers and readjust	C		
Some external car park lighting broken	Y	Student/ staff injury, slip, trip, fall	M		Some lighting operating	Y	Cost repair and replacement of lighting	SLT		

People struck by vehicles due to traffic, buses, drop-offs/ pick up etc.	Y	Student/ staff/visitor injury	L	Traffic management system in place for Buses, Morning and Evening Supervision Assembly points for emergency evacuations are clearly marked and not located in an area required by emergency services.	Y		SLP HS	
Students being picked up by other than parent/guardian /designated person	Y	Access to students by inappropriate person, trauma, injury, risk	H	The school is aware of people normally designated to collect students from the school. Parents/guardians inform the school if someone other than designated person is to collect the student.	Y		Staff Parents	
Inadequate preparation for leaving the school building for walk, going to the shop, swim accessing the community and school trips.	Y	Staff/ Student risk of accidents/ incidents. dangerous occurrence and fatalities due to inadequate preparation Students separated from group.	L	Teachers' risk assesses every student for leaving the building, swimming and every community outing including motivators needed. These are submitted to ISLT to ensure all safety measures have been put in place where possible. Seat belts to be always worn when on transport. Morning meeting is held by teacher for safety briefing The Principal/ DP are aware of location of group and duration of visit. Student medical conditions and safety in transport are prepared for before the outing. Teachers prepare a plan for the outing e.g. swimming, trip out in advance liaising with the ISLT. Students are adequately supervised to leave the building. Head counts are carried out before departure and before return of journey by teacher. Students, where possible, wear a lanyard of their name and school details with a high vis jacket. If students will not wear a high vis jacket their staff member supporting them will. All staff have their mobile phones and each other's contact details as well as school office numbers to call in the event of an emergency. First Aid kits used for school tours.	L		T SLT CS SLT	

					Teacher has bus driver contact details where necessary.					
Legionella	Y	Staff/student get a respiratory disease/ legionella	L		Caretaker will let all taps run for 5 minutes after breaks of 1 week.	Y			Caretaker	
Scalding water	Y	Staff, students, visitors get burns/scalds	L		Caretaker keeps water temperature to hand basins below scalding. All staff responsible report scalding water so action can be taken immediately.	Y			Caretaker Staff	
Staff PPE equipment not been worn by staff	Y	Staff injury	M		Staff have all been assigned responsibility of their own PPE jacket/ gloves at the start of school year/ start of their employment and its return at the end of the school year/or before. Every staff member is responsible for their jacket and its return. For health and safety and insurance reasons staff are required to wear PPE provided for school hours daily	Y			Staff	
Hygiene of PPE equipment and weighted blankets	Y	Staff/student illness	L		At the end of the school year, when all PPE jackets and Bite guards are returned, they are dried cleaned in preparation for the next Academic Year. Staff are welcome to wash their own PPE (following the washing label instructions) throughout the school year and use the school washing machine to do so. Weighted blankets should be stored daily in a box when not in use by the designated student. At the end of the year or before, if necessary, if needing dried cleaned, the teacher should inform the Principal /DP and it should be dropped in to the office, in its box for dry cleaning.	Y			Staff Teacher P/DP SS	
Unsecure site/ construction activities near school	Y	Staff, student, visitor serious injury/death.	L		Suitably constructed fencing used to secure site Suitable barriers and appropriate signage in place were required. Suitable safety routes provided to ensure the safety of all school members, public, parents etc. are not put at risk	Y			DE DDLETB SLT	

					from construction work activity. Pedestrian routes clearly identified, Consideration given to disabilities. Traffic control plan prepared and in place. Plant left secure when unattended to prevent unauthorized access.					
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Risk Assessment Carried out by Health and Safety Co Ordinator on this Date:

Risk Assessment Carried out by Health and Safety Co Ordinator on this Date:

Risk Assessment Carried out by Health and Safety Co Ordinator on this Date:

Risk Assessment Carried out by Health and Safety Co Ordinator on this Date:

Risk Assessment Carried out by Health and Safety Co Ordinator on this Date:

8. School Room Names/ Areas Labels

See Appendix 6

Success Criteria

The success of the policy will depend on

- Keeping the number of accidents to a minimum and reducing the number of incidents that occur.
- A review of the Health & Safety Statement annually to evaluate its effectiveness and to amend it where appropriate.
- Notification by all staff on issues concerning the Health and Safety of the school community.
- Staff notifying the Principal/ Deputy Principal/Health and Safety Coordinator /Secretary/Caretaker on concerns/issues.
- Delivery and participation by all staff in training.
- Delivery by teachers of curriculum including SPHE/Stay Safe/Circle Time/ RSE/ SESE/ PE/PLUs.
- Participation of students of curriculum including SPHE/Stay Safe/Circle Time/ RSE/ SESE/ PE/PLUs
- Feedback from parents, students, staff, visitors and BOM.

Timeframe for Implementation

These procedures will be implemented following notification by the BOM.

Timetable for Review

The BOM intends to review the Safety, Health & Welfare Statement in the light of experience, changes in legislation and operational procedures. All records of accidents or illnesses will be monitored and safety measures, where possible, will be implemented to minimize the occurrence of such accidents and ill health. Otherwise, the policy will be reviewed annually or more frequently if requested by either staff or the BOM.

Responsibility for Review

The Health and Safety Coordinator is responsible for the annual review.

Ratification & Communication

This policy was ratified by the school BOM on 24.6.2025.

Fire Procedures

On Discovery of a Fire or Smoke

If Fire occurs	
• Notify other staff members as quickly as possible • Call the emergency services • Attack the fire if there is no risk using appropriate fire extinguisher / fire blanket	
When Fire Alarm Sounds/ If there is danger	
• Operate the nearest fire alarm/red fire bell box • Leave the building by the nearest exit • Close all doors behind you • Call the fire brigade as soon as possible • Do not stop to collect personal belongings • Report to the Assembly Point • Not re-enter the building until it is safe to do so The aim is to have all employees and students evacuated from the building within 3 minutes.	

General Procedures for All School Buildings

1. The person discovering the fire or emergency should raise the alarm by setting off the fire alarm, call the emergency services and inform the secretary's office.
2. Each staff member/clinician is responsible for ensuring their own safety and the safety of their own group or individual student in their care at the time of evacuation.
3. Vacate school premises through the nearest exit door or emergency window for Danu CSS and go to Fire Assembly Point (See Fire Assembly Point).
4. Staff should close internal doors when vacating the premises.
5. Each staff member/clinician should ensure their own toilet area are checked and cleared before heading straight to Assembly Point.
6. Where possible staff member will bring along the class fire drill roll book to determine that all students are accounted for.
7. Anyone in the school buildings, not with their class/group when the alarm sounds will make their own way to the Assembly Point and join their class/group.
8. The teacher in charge will check that all students and staff are accounted for each class. Further checks will be made to determine whereabouts of missing staff/students, and the Fire Brigade will be informed.
9. No one should re-enter the workplace until the emergency services give the 'All Clear.'

Locations of Fire Alarms, Extinguishers & Blankets and Vacating School Premises to Fire Assembly Points

1. Location of Fire Alarm and Red Fire Bell Boxes

- The Fire alarm panel is located in the porch from the atrium to the Go-Kart yard.
- Red fire bell boxes are located
 - At main entrance
 - Class Willow
 - Class Juniper
 - Class Ash
 - Class Oak
 - Below fire panel
 - Rathdara exit

2. Location of Fire Extinguishers & Blanket

Fire Extinguishers	Fire Blankets
Outside Admin Office Outside Daily Daily Living Skills Room Outside Staffroom Atrium Rathdara exit	Daily Living Skills Staffroom

3. Vacating School Premises through the nearest exit door or emergency window:

- Willow: Exit through the playground door and walk through the playground to Assembly point 1 in Go-Kart yard.
- Juniper: Exit through the playground door and walk through the playground to Assembly point 1 in Go-Kart yard.
- Apple: Exit through the playground door and walk through the playground to Assembly point 1 in Go-Kart yard.
- Ash: Exit through the playground door and walk through the playground to Assembly point 1 in Go-Kart yard.
- Oak: Exit through the playground door and walk through the playground to Assembly point 1 in Go-Kart yard.
- AW Classroom: Exit through the classroom door, turn right through double doors and leave through Rathdara emergency exit.
- Hawthorn: Exit through the playground door and walk through the playground to Assembly point 1 in Go-Kart yard.
- Birch: Exit through Atrium to Go-Kart Yard to Assembly point 1.
- Principal's office: Exit through Atrium to Go-Kart Yard to Assembly point 1.
- Secretary/Deputy Principals' office: Exit through main entrance to Assembly point 1.
- Daily Living Skills: Exit onto the corridor and exit through Class Juniper to Assembly point 1.
- Staffroom: Exit onto corridor and exit through atrium to go-kart yard to assembly point 1.
- Sensory room/pod: Exit onto corridor and exit through Class Willow to Assembly point 1.
- Sensory garden: Exit through Atrium to Go-Kart Yard to Assembly point 1.

If instructed, to Assembly point 2, gates will be opened by the nearest staff member with key to gate.

4. Fire Assembly Points:

- Assembly point 1: Go-Kart yard
- Assembly point 2: Staff car park beside the basketball hoops.



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 Blanchardstown
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School Fire Drill Assembly Points

Assembly Point 1

Go-Kart Playground: All school community

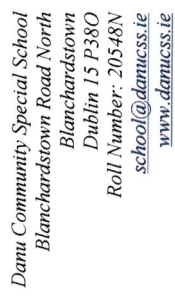
Oak	Hawthorn	Ash	Apple	Juniper	Birch	Willow	Visitors
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Assembly Point 2

Staff Car Park

- All students and staff will be instructed to move to the basketball hoops if necessary.

Reviewed Date: June 2025



Class _____ Teacher Name _____ Date _____

[illegible]

Appendix 3

Ergonomics

In general, computers are clean, quiet and safe to use. However, poor interaction with positioning computer equipment can lead to health problems, such as eyestrain, swollen wrists and back ache. There are several practical steps that can be taken to achieve an ergonomically positive environment and, furthermore, to promote a safer learning environment. These are:

- Positioning of the person and equipment.
- Arranging a safe learning environment.
- Taking regular breaks.

Positioning

Body positioning and the positioning of equipment are fundamental to ensuring a comfortable and healthy interaction with computers. The following recommendations can help reduce the risk of health problems:

- Sit up straight rather than slouch forward.
- Use supports such as footrests, wrists rests and adjustable chairs.
- Adjust equipment to the correct height, distance and angle.

Below is a diagram that outlines the basics of an ergonomically correct workstation.

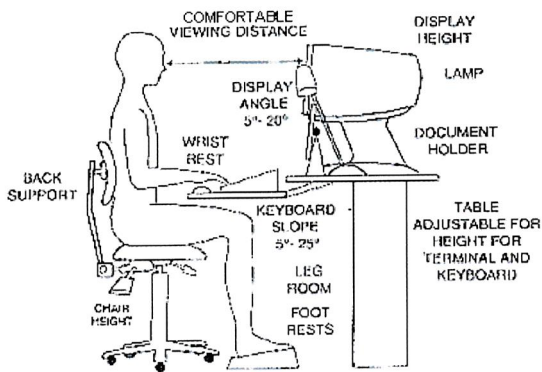
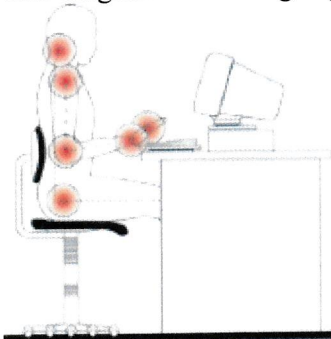


Diagram from "Ergonomics and VDT Use," flyer prepared by the Library of Congress Collections Services VDT Ergonomics Committee, 1991-92.

The diagram below highlights some negative bodywork station positioning.



Appendix 4

Arranging a Safe Learning Environment

The term 'workstation' refers to the computer, the monitor, the Keyboard, the desk, the chair and the space provided for doing work. Workstations should be comfortable and have sufficient space to allow for freedom of movement. A minimum of 4.65 square meters of floor space for adults is recommended for office or similar environments. Adequate space between workstations should be provided for students in a classroom. This should exclude space taken up by fixtures such as presses and filing cabinets.

As computers can generate heat, a well-ventilated room is an important consideration. Coiled cables also give off heat and may need to be rerouted. In addition, securing and covering trailing cables is necessary if hazards are to be avoided.

Table Outlining how Specific Aspects of School Environment can be Organized to Create the Right Ergonomic Conditions for a Safer Learning Environment Ergonomics

Environment	Health and Safety Considerations	Ergonomic Recommendations
Visual display Unit (VDU)	• Avoid discomfort caused by reflective glare and eye strain	• Take adequate breaks regularly. • Adjust brightness and contrast. • Focus on distant objects regularly. • Use an anti-glare screen if possible. • Adjust height so that the top of the screen is at eye-level
VDU	• Protect eyes against moisture loss	• Position in a single downwards viewing angle
Keyboards	• Prevent wrist strain which can develop into Repetitive strain injury (RSI)	• Use a wrist rest. • Type with wrists floating above the Keyboard. • Keep elbows relaxed. • Keep mouse at the same height as Keyboard
Chair	• Preventing back problems	• Adjust chair to suitable height
Light	• Prevent visual fatigue. • Avoid reflective glare	• Provide natural light if possible. • Position monitors at right angles to windows, otherwise use blinds or curtains. • Avoid strong artificial light.
Noise	• Minimize distraction caused by noise	• Use headphones for software containing audio
Heat	• Preventing discomfort caused by heat	• Ventilate rooms. • Turn off equipment when not in use.
Electrical Safety	• Prevent accident	• Leave technical repairs to experts. • Reroute, secure and cover stray leads.

		• Replace frayed leads and damaged plugs. • Avoid overloading extension leads. • Beware of coiled cables overheating
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Regular Breaks

Computer users should be encouraged to take regular breaks, preferably every 60 minutes by standing up and moving around if working for protracted periods on a computer. This may mean leaving the workstation for a few minutes every hour. Not only will this allow the eye muscles to readjust, but it also refreshes all the body's muscles, promoting personal health and a safe learning environment.

Appendix 5



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RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS AT WORK

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (the Pregnancy Regulations) are designed to protect pregnant employees, employees who have given birth and *employees who are breast feeding during 26-week period immediately after giving birth*. Danu CSS recognizes the particular characteristics of pregnant employees and will implement the provisions of the Pregnancy Regulations. The main duties of the employer are to determine what the pregnant women is exposed to and how often the exposure occurs and for how long. The employer must then reduce the risk to an acceptable level. The main hazards that staff can be exposed to are physical agents, biological agents, chemical agents, working conditions and are assessed in the following form.

RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS AT WORK

Personal Details

EMPLOYEE'S NAME

DATE OF BIRTH

OCCUPATION/JOB TITLE

CLASS:

MANAGER'S NAME

HOURS OF WORK

LOCATION/CONTACT NUMBER

DATE OF ASSESSMENT

NUMBER OF WEEKS PREGNANT

EXPECTED DATE OF DELIVERY

BRIEF JOB DESCRIPTION

IS THE EMPLOYEE EXPOSED TO ANY OF THE FOLLOWING POTENTIAL HAZARDS?

PHYSICAL AGENTS	Yes	No
1. Shock, vibration or movement		
2. Noise		
3. Ionising Radiation		
4. Non-Ionising electromagnetic radiation		
5. Extremes of temperature		
6. Movements/ Posture i.e., working at heights, use of ladders, driving, fatigue, awkward postures		
7. Manual Handling of Loads If yes, has the employee received up to date manual handling training appropriate to their work?		
8. Exposure to Aggression or Violence If yes, has the employee received up to date Crisis Prevention Intervention (CPI) Training appropriate to their work?		
9. Working with DSE's (computers) for long periods of time		

BIOLOGICAL AGENTS	Yes	No
1. Any biological agent of hazard groups 2, 3 and 4 of the Biological Agents Regulations, 1994 and 1998 (e.g., Hepatitis B, HIV, TB, Cytomegalovirus, Herpes and Rubella)		
2. Has the employee received Hepatitis B vaccination		

CHEMICAL AGENTS	Yes	No
1. Lead and lead derivatives		
2. Mercury and mercury derivatives		
3. Cytotoxic drugs or Mycophenolate		
4. Carbon monoxide		
5. Anesthetic gases		
6. Solvents		
7. Chemical agents of known percutaneous absorption e.g., Tacrolimus, Azathioprine, Ganciclovir, Mitomycin		
8. Substances labelled R40 = possible risks of irreversible effects R45 = may cause cancer R61 = may cause heritable genetic damage R63 = possible risk of harm to the unborn child R64 = may cause harm to breastfed babies		
9. Chemical agents listed in the First Schedule to the Safety, Health & Welfare at Work (Carcinogens) Regulations, 1993 (S.I. No. 80 of 1993)		

WORKING CONDITIONS	Yes	No
1. Does the employee wear personal protective equipment (PPE); if so, can it be worn correctly?		
2. Can the employee still work safely with machinery/equipment?		
3. Is the employee able to take regular meal breaks?		
4. Is there access to: rest facilities, drinking water, toilets, facility to express / store breast milk (if applicable)?		
5. Is the employee involved in Night Work (23.00 – 06.00)		
6. Does the night work involve at least 3 hours during these times or 25% of the employees monthly working time		

No

6. Does the night work involve at least 3 hours during these times or 25% of the employees monthly working time

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School Principal: _____ Pregnant Employee _____ Date: _____

Not for review ☐ Date: _____ Signed: _____



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ASPECTS OF PREGNANCY THAT MAY AFFECT WORK

Factors at work	
Morning sickness	Early shift work Exposure to nauseating smells
Backache	Standing/manual handling /posture.
Varicose veins	Standing/sitting.
Frequent visits to the toilet	Difficulty in leaving job/site of work.
Increasing size	Use of protective clothing Work in confined areas Manual handling
Tiredness	Overtime Evening work
Balance	Problems of working on slippery, wet surfaces.
Comfort Dexterity, agility, co-ordination, speed of movement, reach, may Be impaired because of increasing size.	Problem of working in tightly fitting workspaces.

Appendix 6

Room Names for Classrooms/Areas in Danu CSS

Classroom Names

Willow
Juniper
Apple
Ash
Hawthorn
Oak
Birch
JO room
Rest of School
DP & Secretary's Office
Cleaner & Caretakers Room
Sensory Room
Sensory Pod
Principal's Office
Comms Room
Staffroom
Female staff Toilets
Male staff toilets
Disabled Toilet
Storage Room 1
Storage Room 2
Atrium