# SAFETY STATEMENT

***OF***

**KILDIMO NATIONAL SCHOOL,**

**KILDIMO ,**

 **CO LIMERICK.**

Phone 061 – 394500

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**REVISION LEVEL**

### Revision Issue Date Section Description Author

Rev 1 21. 01. ’15 All 2005 Act & ‘07 Dick Bowler

Regulations

**Statement of Intent**

Kildimo National School wishes to ensure that employees, pupils, contractors and visitors are able to carry out their work in safety and free from harm. Following the risk assessment process this document sets out our safety policy and specifies the manner in which the health and safety of everybody is to be secured.

Kildimo National School commits resources to tackling identified hazards so as to eliminate, control and minimise the risk of injury. Where an accident occurs, we are committed to investigating it and following up issues to ensure prevention in the future. The General Principles of Prevention will be given consideration in health and safety matters; these are:

1. *avoidance of risk*
2. *evaluation of unavoidable risk*
3. *combat risks at source*
4. *adaptation of the work to the individual*
5. *adaptation of the place of work to technical progress*
6. *replacement of dangerous articles/substances with non/less dangerous ones*
7. *development of an adequate prevention policy*
8. *give collective protective measures priority over individual protective measures*
9. *give appropriate training and instruction to employees*.

Kildimo National School serves a wide range of pupils with varying abilities and the respect for inclusion & diversity is a fundamental value in our interactions. The management further commits compliance to the Safety, Health and Welfare at Work Act 2005, the 2007 Regulations and all health and safety legislation that governs employees, pupils, contractors and visitors. The co-operation of employees and others will be required and encouraged with both information and training.

………………………………………………..

 Aoife Foley, Principal, October 2019

**Note: As a result of the Covid-19 Pandemic the Board of Management (BOM) formulated a comprehensive Response Plan that is designed to support staff and the BOM in putting measures in place that will prevent the spread of Covid-19 in Kildimo National School.**

**Please see Appendix A on page 50**

 **Introduction**

Kildimo National School is a primary school located in the village of Kildimo about 15 kilometres outside Limerick. The present school building was built in 1975 with refurbishments carried out since then. The school has a reception area, several classrooms, resource rooms, an office, kitchenette, store room and toilets. There is a hall in a prefab building at the back of the school and another prefab building to the side of the school with additional classrooms. There are approximately one hundred and eighty children in the school and sixteen staff.

The school is a single storey structure with several exits into the school yard. There is a wall, fencing, a ditch and bushes in place around the yard. The yard is concrete/tarmacadam and supervision is provided when children are in the yard. The front of the building is open to the roadway with a low wall, there are gates separating the school from the roadway.

Equipment used in the school includes computers, iPads, photocopiers and cleaning equipment. In the yard the basketball frames need constant supervision when being used. There is ample lighting in the school and heating is provided by an oil boiler. The school organises three evacuation drills during the school year (one per term), with all of the pupils being led to the assembly points by the teachers. The school may organise fire- safety training for staff in the coming years, has smoke detectors in each room and has emergency lighting in place. Fire extinguishers are serviced on a yearly basis. The hall is used for assembly, meetings and certain in school/ after school activities. In order to avoid overcrowding, the school uses the local church for concerts, school plays and so on.

All of the rooms have suitable furniture for the staff and children in the school with toilets for boys and girls. There is a staff kitchenette in place in the school away from the classrooms. Part of the safe system of work in the school is that parents and visitors call to the reception area and wait for their host. Staff park their vehicles rear to kerb at the front of the school allowing parents to drop and collect children with ample space. Every effort is made to reduce vehicle movements when children are coming to or leaving the school. The school has developed numerous policy documents for the benefit of the children, parents and school staff. During the school year the children and parents are updated on various issues by text, email, newsletter or via the school app/website.

 **SECTION 1**

**AIMS AND SCOPE OF THE STATEMENT**

Following the Health, Safety and Welfare at Work Act 2005, Kildimo National School employed the services of a Health and Safety Advisor to carry out a hazard identification and risk assessment of the school. Based upon the hazards that were identified, this safety statement was prepared.

### 1.1 The aims of this Safety Statement are to:

* involve everybody in the maintenance of safety
* identify the hazards and outline the necessary actions to be taken
* identify and outline clearly health and safety responsibilities
* establish a systematic follow-through on problems
* gain commitment from everyone to ensure safety.

To ensure that regulations and legislation are adhered to, up-dated and acted upon promptly, Kildimo National School takes the following approach by having a

* **safe place**
* **safe equipment**
* **safe systems**
* **safe people.**

**1.2** **The safe place approach includes:**

1. following emergency procedures at work
2. keeping all access routes free
3. following good housekeeping practices

**1.3**  **The safe equipment approach includes:**

1. equipment suitable for the jobs being undertaken
2. good ergonomic detail with adherence to safety specifications
3. maintenance procedures carried out and records kept.

**1.4 The safe systems approach includes:**

1. procedures to be followed in health and safety matters
2. adherence to safe methods for any employee or contractor
3. appropriate working environment- lighting, ventilation, etc.

**1.5 The safe people approach will include**

1. training of employees in safe methods
2. ensuring the appropriate skills are available
3. providing supervision of the pupils when in the school
4. resistance to unsafe behaviour
5. provision of information regarding safety
6. providing any personal safety equipment when required.

When compiling this Safety Statement, the general safety and health provisions of the Safety, Health and Welfare at Work Act of 2005 were taken into account. These duties refer to the general employer duties, providing safety information for employees, providing instruction, training and supervision for employees, have adequate emergency plans, duties of contractors, duties of employees, to provide protective and preventative services, carry out a risk assessment, provide an up-to-date safety statement, cooperate with others in the workplace and provide health surveillance with the purpose of protecting the health of any employee.

**1.6 On an on-going basis we strive to follow**

1. Best practice in health & safety in Primary Schools
2. HSA guidelines
3. Acts of the Oireachtas
4. Codes of practice
5. Any advice/directive given by competent persons.

As identified in the above the Board of Management will review and if necessary up-date this safety statement on a bi-annual basis. If a change occurs which affects this statement it will be updated accordingly. To comply with the Safety, Health and Welfare at Work Act of 2005, this safety statement will be brought to the attention of employees by the Principal on an annual basis.

**1.7 SAFETY OBJECTIVES**

**1.7.1. General duties**

Kildimo National School ensures that necessary measures are taken to protect the health and safety of any employee working or pupil attending our school by having a safe work place in accordance with best practice. None of the safety measures involves a financial cost to employees.

**1.7.2. Provide Information**

Disclosure of general safety and health information is made to persons working in our school.

**1.7.3. Provide Instruction, Training and Supervision**

Kildimo National School provides instruction and training where appropriate in a language and manner that is understood by the employee in health and safety matters. Suitable supervision is provided.

**1.7.4 Fire protection and evacuation**

We have appropriate emergency measures and a Critical Incident Plan is in place to deal with any fire, danger or serious event affecting the school.

* + 1. **Persons other than employees**

Suitable prevention measures are put in place to ensure that none of the tasks in the school puts pupils or other persons at risk of injury.

**1.7.6. Personal Protective Equipment**

Where a risk requires personal protective equipment to be provided, Kildimo National School will ensure that the appropriate equipment is made available, ensure its correct use and provide appropriate supervision in its use.

**1.7.7. Risk assessment**

On an ongoing basis a risk assessment will be carried out by the Health and Safety Officer, the BOM and Staff Safety Officer and any appropriate measures required will be taken to reduce or eliminate risks and protect the safety and health of any employee, pupils, visitors etc.

**1.7.8. Safety Statement**

This Safety Statement is brought to the attention of employees and other relevant persons annually. The Safety Statement is updated with changes in the hazards and perceived risks to employees, pupils or others.

**1.7.9. Duty of the Employer to Co-operate**

Kildimo National School cooperates with others in any work that is being carried out in the School.

 **1.7.10. Employees’ duties**

Employees are informed of their duties regarding health and safety under the Health and Welfare at Work Act 2005. We encourage employees to take part in health and safety issues by sharing ideas, discussions and participation. No employee or other person should interfere with or damage any item provided for securing the safety of persons in the workplace.

**1.7.11. Health surveillance**

Any issues affecting the health and safety of an employee or others are identified as early as possible and the appropriate measures put in place at the earliest opportunity.

**SECTION 2**

**ASSIGNMENT OF RESPONSIBILITIES**

**2.1 Structure of Kildimo National School, Limerick**

**↓**

**Board of Management**

**↓**

##  Principal - Aoife Foley

**↓**

**Teachers**

**↓**

**Employees**

**↓**

**Pupils**

**↓**

**Contractors**

**↓**

 **Parents and Visitors**

 **2.2 Emergency Phone Numbers**

### Title- Phone number

Principal/Safety Officer 061- 394500

Gárdaí (NCW) 061- 601657

Ambulance 112

Fire Brigade 061 407100, 112

Doctors Surgery. Kildimo 061-353311

Limerick Regional Hospital 061-301111, 061- 482120

ESB – Emergencies 1850372999

Limerick County Council 061 – 496000 061 - 331544

Health & Safety Authority 061-419900, 01-6147000

**2.3 Allocation of Health, Safety and Welfare Responsibilities.**

The Health, Safety and Welfare of employees and pupils are the responsibility of all at Kildimo National School. However, specific duties are invested in the

**Board of Management**

**Principal-Aoife Foley**

**Safety Officer- Jean Meskell**

**All Teachers**

**Employees**

**Contractors**

**Parents/Visitors.**

**2.4 The Board of Management**

The Board of Management has overall responsibility for health and safety within Kildimo National School and for the implementation, monitoring, auditing and reviewing of the arrangements for the safety and health of everybody.

**2.5 The Principal- Aoife Foley/Safety Officer- Jean Meskell**

The Principal on behalf of the Board of Management carries out duties in compliance with health and safety legislation. The Principal/Safety Officer’s duties may include the following but are not limited to these:

* as far as reasonably practicable to ensure the safety, health and welfare of employees and pupils and to provide a safe place by good design and a maintenance programme
* ensure that a safe system of work is in place
* to provide training, instruction, supervision and information
* to critically assess hazards and eliminate or control these and where this is not practicable, to provide personal protection and suitable equipment.
* to ensure that the safety statement is brought to the attention of employees
* provide and maintain welfare facilities for employees, pupils and others
* develop an emergency plan and to communicate this to the employees and pupils – have a Critical Incident Plan in place
* where necessary, when a specific hazard is identified within the School that the risk be assessed and measures of control acted upon.
* when an incident or accident occurs, report the occurrence in the accident/incident log-books and take the necessary action to prevent a reoccurrence
* ensure that staff attend any internal or external health and safety training
* organise a risk assessment from time to time of any work system which is deemed likely to cause a hazard
* inform the parents or guardians of the pupils of activities in the school which may affect safety such as restricting access or parking, half days and so on through a note home, text, school newsletter, school app, website update etc.
* ensure contractors/visitors comply with the school’s health and safety rules
* follow up on contractors’ activities by including measures such as restricting access, provide information, ensuring that personal protection is used and so on.

**2.6 Duties of Teachers**

Teachers at Kildimo National School have the following duties but this list is not exhaustive. Teachers need to ensure that

* a safe system of work is being adhered to
* they provide a suitable level of supervision
* good housekeeping is maintained in their classroom
* they understand the school’s policies and procedures regarding safety
	+ they are responsible for actions in their classroom or in the school which may lead to an accident and take the necessary steps to stop the activity
	+ they report accidents or incidents and assist in any accident investigation
	+ they attend any internal or external training provided in health and safety
	+ defective equipment is reported and taken out of use

**2.7**  **Duties of Employees**

Employees have a duty to:

* + take reasonable care of their own safety and that of any other person affected by their acts
	+ co-operate fully with the Principal/Safety Officer and others in order that Kildimo National School meets its statutory health and safety obligations
	+ use any protective clothing and equipment provided by Kildimo National School in the prescribed manner
	+ use all equipment for the intended purpose and in the specified manner
	+ report defects in equipment or the system of work to the Principal/Safety Officer.
	+ attend any safety training organized for employees
	+ to comply with the legislation employees are obliged to ensure that they are not under the influence of an intoxicant that may endanger their safety or that of others at work
	+ employees should not misrepresent their level of training in health and safety issues

**2.8 Duties of Contractors**

Contractors provide services to Kildimo National School that may entail hazards and risks and are expected to carry out their work by complying with the 2005 Safety Health and Welfare at Work Act, the Construction Regulations of 2006 and the (General Application) Regulations of 2007. Contractors are required to:

* + - ensure that at no time is the health, safety or welfare of any person/pupil put at risk
		- satisfy the Principal/Safety Officer that the staff being employed are suitably qualified and competent to carry out the task
		- get the permission of the Principal before interfering with the equipment or services of Kildimo National School
		- if the work involves construction and working at heights, the contractor needs to comply with the Construction Regulations of 2006/Work at a Height Regulations‘07
		- cordon off their work area where applicable with tape or warning signs etc
		- report to the Principal/Safety Officer any accident or a near miss situation
		- follow all Kildimo National School procedures and regulations regarding safety and welfare when in the school
		- provide an up-to-date safety statement/method statement if requested

**2.9 Duties of Parents, Guardians or Visitors**

Parents, guardians and others who visit Kildimo National School are expected to

* in the case of an emergency, fire drill, alarm, etc. leave the building immediately in the company of your host and go to the nearest assembly point
* never interfere with any of the school’s equipment or services

**3.0 Securing the Health and Safety of Everybody**

**at Kildimo National School**

As part of the Kildimo National School’s organisation of safety in the workplace teachers, employees, pupils, contractors and visitors where appropriate are made aware of the safety arrangements, the school’s planning and follow through of these and the need to maintain vigilance against accidents all the time.

Kildimo National School is committed to providing the resources to secure safety and to provide a safe place, safe equipment, safe work systems and people approach. The Principal will listen to queries and concerns, acting swiftly to ensure that safety concerns are acted upon and where necessary seek the advice of a competent person.

##  3.1 SAFE PLACE

## 3.1.1 Design of the School

Kildimo National School is fully aware that the design of the place of work plays an important role in the elimination of hazards. Kildimo National School is committed to a safe design policy through both a place of work and the methods of work used. Where a new system of work, arrangements for pupils’ education or sport etc is being introduced that has a potential effect on health and safety, consideration will be given to the hazards involved by carrying out a risk assessment, putting controls in place and adding responsibility. In all situations the Principal and the teachers will decide on the safest method or system and ensure that employees, pupils and others where necessary follow this method and procedure.

**3.1.2 School Building**

Kildimo National School building was erected in 1975 and has approximately 16 employees and 189 pupils. The building is a single storey building with many rooms for classes and school activities, there are also two prefab buildings at the back of the building. One of the prefabs is used as a school hall for gatherings and school events. The main building has remained largely the same since construction with modern features such as the oil boiler installation and an extension The school has a hallway and a number of escape routes in case of an emergency.

The flooring in the school is a combination of industrial carpet and marmolin flooring. This type of flooring was considered best for a primary school and for hygienic purposes. The flooring is kept clean and tidy with cleaning taking place several times a week. The staff ensure that any spillages are cleaned without delay and good housekeeping is maintained. A caution sign may be used when a clean up is taking place. Pupils are required to consume food items in the classroom. When entering the school there are a number of mats on the ground inside each door to reduce the risk of trips and falls. Mats are cleaned on a regular basis and damaged or worn mats are removed.

**3.1.3 Reception, Offices and Classrooms**

When parents or visitors enter the school, they are required go to the reception area first to meet their host, make an appointment and so on. The school has a designated reception area and visitors meet their host before proceeding to a classroom or meeting room. Other school rooms include classrooms and rooms used as resource rooms, store room and so on. Every effort is made to keep the store room clean and tidy with debris removed. Items stored at a height need to be accessed using a step up and electric controlled boards must be easily accessible.

The classrooms provided are standard classrooms to accommodate approximately thirty pupils. Generally pupils use tables and chairs that are evenly dispersed around the room. Hangers are located in some rooms for coats, playing gear etc. The teachers use computers and other electrical equipment in the rooms with every effort made to keep cables away from walking areas because of the risk of trips and falls. Where a cable has to pass a walking area it should be covered with tape or a suitable cover put in place. All of the classrooms have access to a toilet for boys and girls and these are cleaned several times per week.

Where teachers or staff work in offices, desks and chairs are at a reasonable height and have ample space. Windows in the school are provided with blinds that reduce the risk of glare.

**3.1.4 School Yard and Drop -Off Area**

The system in place for the children during break time is that they are free to use the school yard. The yard is cordoned off at the front of the School with appropriate supervision being provided by the teachers. The school yard consists of a tarmacadamed and concrete surface. A wall, ditch and bush fencing are used as a boundary around the school. The wall and fencing are maintained and checked at regular intervals and they keep the pupils secure during break time. The area next to the school is farm land and the owner is a neighbour.

The boiler house is located at the back of the School, and is kept locked. Regular maintenance is carried out on the boiler. Suitable fire protection is in place with a fire suppressor beside the burner. The oil tank is located in a bunded concrete container that is cornered off.

Teachers and other staff members park their vehicles rear to kerb in the designated spaces provided in front of the school. There is a pathway between the school and the roadway with a pedestrian entrance used by parents and pupils. To reduce the risk for children from vehicles on the roadway, Limerick City and County Council has added flashing safety signs on the approach road informing drivers that there is a school nearby. The school works with Limerick City and County Council to improve parking and drop-off facilities for the children and parents if the need arises.

**3.1.5 Office and Other Areas**

Apart from the classrooms in the school there are resource rooms, offices and a kitchenette. The resource rooms have tables and chairs suitable for the children’s needs. There are also book shelves, a photocopier, and other school furnishings. The office has a table and chairs, a computer, filing cabinets and so on suitable for the organisation of the school. Some of the files, books etc are located at a height and a step up is required to reach them in safety. The store room is located near the office and is used to keep, cleaning equipment, cleaning agents, books etc and some of the materials are located at a height. The store room is locked at all times with a pin pad system on the door. The kitchenette has a fridge, kettle, dish washer etc. Every effort is made to reduce the risk of an accident by ensuring good housekeeping practices.

**3.1.6 The Hall**

Attached to the school is a prefab building that is used as a hall for events such as the school assembly, parent meetings and after school activities. During the risk assessment it was noticed that the hall is compact for the number of pupils in the school and there are only two entrances. With the increase in pupil numbers the school recognise that the Hall is not appropriate for large gatherings and the school concert and other events are held in the church near the school. If the school is organising an ‘event’ when the hall is likely to be full and/or have a large gathering, suitable precautions will be required to reduce the risk of accidents. The layout must allow access via aisle ways to the doors. Leads from any equipment needs to be taped down and any portable equipment such as lighting or speakers must be secured to prevent it toppling over. Any spotlights should be checked if using these. Extra attention needs to be given to the fire and evacuation procedures where patrons may not be familiar with the surroundings and the lights are turned off. The School ensures that a staff member (Safety Officer) has been trained/designated to take specific action when

* making safety announcements
* what to do on discovering a fire
* what to do on hearing the alarm
* emergency announcements

At all times the provisions of the Fire Services Act 1981 are taken into account when using the Hall and with large numbers of people involved.

**3.1.7 Housekeeping Issues**

Because of the large numbers of pupils moving around the School and using the yard there are increased risks of trips and falls. The school ensures every effort is made to have a surface that is clean, dry and free from obstructions. There is regular checking and supervision of the corridors with any spills or debris cleaned without delay. The other area of danger is of pupils leaving the bags in the walking aisles or in a walking area in the classroom with a risk of this becoming a trip hazard. Appropriate supervision is provided by the school to ensure the risk of trips and falls is reduced and pupils’ bags, training gear are left in classrooms. Items such as broken chairs and old equipment are removed to the storage room or other appropriate areas. Where cables are used with electronic equipment they are checked and every effort made to eliminate the risk by reducing the use of cables where possible in the classrooms and offices. Most of the cables are connected with personal computers, printers etc and are kept in a neat and tidy manner.

When spillages take place they are cleaned up immediately. Cleaning personnel are also careful that the floor is cleaned in a manner that does not lead to a trip hazard. Employees ensure that the cleaning agents are used appropriately. Most of the cleaning is completed in the evening when the pupils and teachers are gone. Good lighting and ventilation is provided at all times in the classrooms and throughout the school.

**3.1.8 Work at a Height**

Teachers may at times need to access work items at a height and need to take suitable precautions to stop a fall. During the risk assessment, it was noted that classrooms, the resource room, the office and the store have various posters, books, files and equipment located at a height. To carry out this work safely employees need to use a step up.

In a number of classrooms, posters and work charts were located at a height where the step ladder was needed. Employees using the step ladder need to be confident in its use, allow enough space and get help if necessary.

If the school is engaging the work of a contractor, the contractor must have the appropriate skill and training to carry out the tasks. Any work at a height will be carried out in accordance with the Construction Regulations of 2006 and the Work at a Height Regulations of 2007. A contractor or employee carrying out work at a height must cordon off the work area and have a suitable method in place to stop a fall.

 If an employee or a contractor is using a ladder in the building, checks are needed to:

* ensure the ladder is correct and suitable for the task
* ensure that rubber grips at the bottom are large enough to allow safe use
* ensure the ladder is at the correct angle
* ensure the ladder is tied or footed
* ensure there is approximately a metre beyond the landing place
* ensure there is no leaning when on the ladder

**3.1.9 Fire and Emergency Planning**

Kildimo National School has a fire and emergency plan and when being formulated the emergency considerations were:

1. Fire
2. Explosion or bomb alert
3. An accident with severe injuries
4. Other

The present arrangement is that following the alarm being raised each class teacher takes his/her class to the assembly point at the front of the school. Pupils form into lines and the class list is checked immediately by the teacher. In the event of an emergency a team led by the Safety Officer/Principal/Deputy Principal will ensure that employees, pupils, contractors and visitors go to the assembly point and wait there for further instruction. Exit routes from the school including the hall are kept clear of debris, bags or furniture at all times. The team will decide on the course of action to be followed such as:

* evacuate the building if not already cleared
* contact the emergency services required, if not done
* give instructions to employees and pupils

To deal with any fire or any emergency situation that may arise the school management will ensure the following issues are addressed on a continuous basis

* clearly marked escape routes through emergency doors
* clear routes of access at all times
* all combustible material removed where possible
* holding a fire drill once per term, evaluate results and repeat if required to ensure all employees, pupils and contractors comply
* testing of the fire alarm and emergency lighting
* ensure all fire extinguishers are filled, checked regularly (yearly)
* inspection of all equipment required regularly
* smoke detectors are installed in the building and maintained
* get advice and information via the Fire Brigade/local Fire Officer
* consideration for any person with hearing difficulties, wheelchair users, pupils with special needs and so on.

 The school wishes to follow all safety issues as laid out in the Fire Services Act 1981 and the Code of Practice for the Management of Fire Safety in Places of Assembly as set out by the Department of the Environment. The school has an alarm switchboard and a protocol to phone the Fire Service and the Emergency Services. This allows the zone where the alarm is activated to be checked immediately.

 The Principal/Safety Officer and staff are vigilant to sources of ignition and any combustible materials where a fire could get hold easily leading to a rapid spread.

As part of the emergency procedures, the school has prepared a Critical Incident Policy to deal with dangers and/or tragic events that may affect the teachers, pupils and the School community. The ‘team’ will decide on the course of action to take in the event of a critical incident taking place.

##

 **3.2 SAFE EQUIPMENT**

**3.2.1 Suitable Equipment**

### Kildimo National School will ensure that the equipment being used is suitable for the task and is being used appropriately for the intended task. All equipment being purchased or acquired by other means must be assessed and brought to CE Standards (Directive 2006/42/EC). Equipment not reaching or accredited with the CE standard should be phased out if not complying with Department of Education and Science best practice. All equipment must meet the safety specifications and must be suitable for the job and the task. The equipment must be of good ergonomic design with ease of access, ease of viewing taken into account. At no time should equipment from a contractor or another source be used without permission from the Principal. The manufacturer’s instruction and safety procedures need to be followed during the set up, use and maintenance of any machinery or equipment.

Staff are trained in any equipment that they would use on a day-to-day basis. For other equipment requiring set up and checks a trained technician or maintenance person will carry out the work. The equipment in use in the school includes the personal computers, projectors, televisions, photocopiers and the equipment in the kitchen. The caretaker in the school may have a number of battery and electric tools used to carry out day to day repairs.

**3.2.2 Using the Basketball Frames**

The basketball frames in the yard have been in place for a number of years with protection at the bottom part for the children. The school ensures that the padding around the polls is secure and due care is taken to ensure the safety of the pupils.

**3.2.3 Computers, Printers, Electrical Equipment etc**

There are computers, printers and other electrical equipment located in each classroom and teachers ensure they are kept in a safe manner. Each piece of equipment needs to have a deliberate start, have any guarding kept in place and must be at a suitable height for the user. Each teacher is provided with a suitable seat. Any television is secured to the wall. Care is taken to avoid trip hazards and cables need to be secured behind the equipment or secured with a cover. The photocopier is used by staff and any laminators, shredders etc are in the office. The equipment is located at a comfortable height for the user and cables are kept in a secure manner. Supervision is provided when any pieces of equipment is being used.

**3.2.4 Cookers and Kitchen Equipment**

The present kitchenette has a number of electrical pieces of equipment such as a kettle, a cooker, microwave, a toaster etc. **Pupils are not allowed in the kitchen area unless supervised by a member of staff.** During the year following events, the kitchen area may be used to serve tea, coffee and so on. A first aid box, fire extinguishers and smoke detectors are in place. Enough space needs to be provided for the tasks and a safe work system needs to operate. The dish washer is used on a daily basis.

**3.2.5 Using a Hoover/Buffer**

Many of the injuries suffered by workers when using hoovers and buffers are trip injuries and shoulder and back injuries associated with pulling and pushing of the equipment. Employees carrying out these tasks need instruction in the safe use of the equipment, are expected to have reasonable housekeeping duties and take care to avoid back related injuries. The hoovers can be pulled with ease and employees are expected to follow good practice. Any issue with the buffing equipment will be highlighted by the contractors and the school will get the problem corrected in a timely manner.

**3.2.6 Lawnmower and Caretaker’s Equipment**

A caretaker or contractor may use equipment such as drills, grinders, strimmers, saws and the lawnmower to carry out general maintenance around the school grounds and so on. All of the equipment will be kept in good working order, be maintained regularly and the safety instructions of the manufacturer obeyed. Personal protection equipment will be provided and worn when required. If a spraying can is being used, suitable masks need to be worn.

When using the lawn mower the equipment should be used for the intended purpose and in the intended manner. Specific risks are associated with the ride-on mower. There is a risk of it rolling on an incline that is too steep and of overturning when cutting near kerbing and so on. Kildimo National School will ensure that there is safety maintenance of the equipment as the safety mechanism will shut the machine down in dangerous situations such as cutting on a slope or near the kerbs.

### 3.2.7 Electricity

Electrical installations are checked regularly with a certificate provided and filed for all the work with no large scale checking required at present other than annual repairs etc. All checks on equipment and electrical systems are carried out for the school by a competent and recognised electrical contractor who is a member of RECI or ETCI.

Control boxes need to be kept locked and clear of obstructions with a clear area for the electrician, fire personnel etc to reach the controls. Cables from the machines and work equipment will be kept neat and tidy to avoid trips and falls. Trip switches and the RCDs need to be checked on a regular basis. To ensure there is no overloading of the system, electrical leads with a surge protection should be used.

**3.2.8 Maintenance Programme**

Equipment will be maintained as per the manufacturers’ instruction, usually at about one year intervals. Examples include the boiler, fire extinguishers, electrical equipment, photocopiers and so on. Some of the fire safety equipment may need checks more frequently. Maintenance is carried out when necessary and according to manufacturer’s specification at any time. Planned maintenance is used to improve the safety of equipment and also leads to better reliability and cost efficiency.

The form and nature of the maintenance programme may vary significantly. In many cases such as buildings, maintenance may take the form of a ‘walk-about’ while some of the equipment may require maintenance from an outside source on an annual basis at least. On an ongoing basis where a piece of equipment or furniture is found to be broken or in an unsafe condition it will be moved to a repair area or clearly marked that it is not for use until repaired. This may apply to such items as chairs, electrical items etc. Any item that is worn or defective will be scrapped.

**3.3 SAFE SYSTEMS of WORK**

## 3.3.1 Accident/Incident reporting

Minor accidents, incidents or ‘near misses’ are logged by staff on the Aladdin system when they occur. More serious accidents or incidents are recorded in the accident log book which is kept in the office. Teachers give details of the accident, what the teacher or pupil was doing at the time, type of injury and so on. The appropriate details will give as much explanation as possible as to the cause and allowing preventative controls and measures to be enacted. Following a pupil falling in the yard with cut knees, scrapes etc the normal practice is to bring the pupil to the office/ waiting area, clean the wound and allow the pupil go back outside. If the teacher considers the wound or accident more serious there may be a need to call a parent. In an extreme case where a child may need to be brought home the Principal will drive the child. If a child needed hospitalization, an ambulance may be called or the child may be driven to hospital by the Principal.

Following an accident/incident the Safety Officer will check each entry separately to analyse which system, place etc. failed and to allow the Management of Kildimo National School take the necessary steps to prevent a re-occurrence. The Safety Officer will sign off on all accidents/incidents entry/forms.

In more serious cases, where there is a serious injury, the Principal/Safety Officer will be called immediately and will conduct an investigation. The main purpose of the accident investigation is to discover- What happened? Why it happened? What should have happened? and prevention methods to reduce the risk of this type of accident happening again.

**The Safety Officer maintains a record of accidents/incidents in the *Accident Log Book*. All work accidents where an injured employee is unable to work for more than three consecutive days and which come under the SHWW Regulations 1993, Section 59 shall be reported to the Health and Safety Authority on the website** [**www.hsa.ie**](http://www.hsa.ie) **by the Safety Officer/Principal.**

**3.3.2 Safety audits**

As part of the Kildimo National School commitment to safety the Principal/Safety Officer organises an annual safety audit of the School. This entails a walk through of the building and rooms and may involve some teachers or staff members. Areas outside the building, the yard and the entrance gates may also be included. The main areas for consideration on the checklist will be

* walkways, fire exit, methods of egress and house-keeping
* the use of equipment, maintenance, guarding and design
* vehicles outside the School gate and pupils coming and going from the School
* parent collection points
* the supervision of the children during break times, coming and leaving the School
* control and supervision of all electrics, ergonomics in VDUs use, welfare facilities being maintained and kept clean
* carrying out any work at a height
* the use of contractors, safety statements and method statements
* training records and the training programme actions from the previous audits.

During the audit employees may participate by explaining a hazard or an associated risk. A key feature of a good safety audit is to concentrate on a safe person approach by emphasising good safe practices.

**3.3.3 Safe Systems of Work in the School**

In order to reduce the risk of accidents and injury for employees and pupils, Kildimo National School has a number of safe work systems in place. Some of these include

* parking arrangements for vehicles
* entrance area at the front
* good lighting and numerous exit routes through the school
* accepted behaviour expected from pupils and staff in the school, in the school yard and during any trips away from the school
* adequate supervision

There is a designated parking area for vehicles at the front of the school with a drop off and pick up point for vehicles. At present there is a school bus stopping at the school. Safety signs have been erected on approach roads to the school. When pupils, parents or guardians arrive at the school, they pass the school gates and enter the building. Texts/notes are sent to parents on traffic related issues or information is posted on the school app.

The school provides appropriate lighting where necessary throughout the school. Emergency lighting has been installed throughout the building in the event of an evening activity in the school. There are numerous exits in the school and these are kept clear from obstruction.

When in the school, in the school yard, in the hall or on any trip away from the school, pupils are expected to follow the teacher’s instruction. Pupils are expected to stop an activity when requested by the teacher. Issues of safety that arise with pupils are dealt with in accordance with the school’s Code of Behaviour.

Kildimo National School provides supervision for the pupils throughout the day and on any school tour or activity. The yard, the playing pitch and the hall are the main areas of activity for the children outside the classroom and teachers ensure supervision is provided with a rota in place for breaks.

All school personnel are obliged to act in a courteous manner to staff and pupils. A Code of Behaviour and policies on discipline, bullying and harassment exist in the school and this is brought to the attention of staff, parents and pupils if relevant. When there is a breach of the policies or guidelines the Principal and/or the School Authorities will take appropriate action in the interests of safety for everybody. When school rules are broken the teachers and Principal decide on any issues of discipline that may follow. When pupils and teachers are away from the school for trips, games etc school rules apply with pupils expected to follow the School Code of Behaviour. Issues that arise will be dealt with by the teachers and Principal.

**3.3.4 Environmental Issues**

Kildimo National School likes to play its part through being pro-active with staff and pupils in highlighting awareness and taking action where possible in reducing waste and using recycling methods. The school has bins available for recycling to collect paper etc and waste bins in the classrooms for general waste. All other waste from the School is collected and disposed as per Limerick City and County Council.

**3.4 SAFE PERSON**

**3.4.1 Safe Working Environment**

Kildimo National School commits to providing a safe and healthy working environment for employees, pupils etc. The heating system in the building is from the oil burner to avoid extremes in temperature. Ventilation systems where required are provided. Lighting is provided throughout the school building and any problems which arise are corrected as soon as is practicable. Suitable street lighting is in place in front of the school for contractors or a School meeting etc.

Every effort is made not to have school staff or contractors on their own in the school, particularly after dark.

**3.4.2. First Aid**

Under Chapter 2 of Part 7 of the (General Application) Regulations 2007 the School continues to monitor the need for first aid facilities. There are a number of first aid boxes in the school and one travels to any outing in which the school is involved. The school Principal ensures that the first aid boxes are stocked on a regular basis.

Staff in the school are competent in first aid and deal with issues as they arise. Any change to this will be reviewed by the Management of the School and appropriate actions put in place. As part of the First Aid Regulations the School holds a list of emergency numbers in Reception.

**3.4.3** **Pregnant, Post Natal and Breastfeeding Employees**

Kildimo National School wishes to comply at all times with the Pregnant Employees Regulations of 2000 and the Extension of Periods of Leave of 2001 regarding a pregnant employee and will make the following arrangements accordingly. On receiving notification from an employee of pregnancy, post natal or breast feeding the Principal/Safety Officer arranges to oversee the duties of the employee and carry out a risk assessment of her work. The Principal and the Safety Officer assess the risks and any appropriate action deemed necessary will be taken. General hazards of shock or movement, posture, handling of loads, and extremes of heat and cold are the main hazards that may arise within the school. Other hazards are identified in the First Aid second schedule of the 2000 Pregnant Employees Regulations. Kildimo National School will

* endeavour to reduce or eliminate any of the above risks if such a risk is found.
* inform the woman of any potential risk involved for her or her developing child

# ensure that the woman is given a different duty if a risk is identified

**3.4.4**  **Personal Protective Equipment (PPE)**

Kildimo National School has a legal duty to provide personal safety equipment for employees exposed to a risk that cannot be avoided (Part 2 Chapter 3 of the Regulations 2007). Kildimo National School will provide personal safety equipment where (i) it is a statutory requirement to do so and (ii) where a risk requires this.

Personal safety equipment will be given where it is not reasonable or practicable to eliminate or control the hazard. Under legislation SHWW (General Applications, Regulations 2007) employees are obliged to use the equipment provided where appropriate, use the equipment for the intended purpose and to report any faults that they find.

The personal protection equipment used in the school includes the gloves and any eye, ear and face protection used by employees if carrying out maintenance functions of the buildings and the school grounds. Cleaning staff need to wear suitable gloves etc when using solvents and chemicals in toilets, floor cleaning, polishing etc. The school will ensure that appropriate supervision is provided when using PPE.

**3.4.5**  **Manual Handling**

As part of the SHWW Part 2 Chapter 4 (General Applications, Regulations 2007) Kildimo National School ensures that appropriate risk assessments are carried out before tasks are undertaken. Following the assessments appropriate controls need to be put in place. For most employees the main risks come from lifting books in the school, lifting A4 paper, moving furniture and lifting or moving material and equipment. For some staff lifting of material to and from a height arises and this can lead to extra strain on the back. Others at risk include cleaning personnel due to the lifting and putting down of loads and pushing and pulling of loads. Teachers are at risk when lifting items or reaching to a height if they are not following appropriate manual handling methods. Where appropriate good ergonomic practices will be followed by having suitable step ups and a trolley for moving heavy items.

The school may in the future provide training to some employees involved in manual handling duties so that they can carry out a lifting task without causing damage to their safety and health, to that of others and reduce the risk of back strain or injury. The training makes employees aware of the prolonged damage to the spine that may result from not adhering to the principles of manual handling, encourage the use of equipment where possible and not take a short-cut when lifting a load.

* Where possible Kildimo National School provides lifting equipment, a hand truck etc to minimise the risk of injury. Step-ups and a step ladder can be used for items at a height.
* Boxes and loads that employees encounter on a daily basis need to be determined for weight, sharp edges, stability and centre of gravity before the lift can be safely carried out. Employees lifting a box of A4 paper should risk assess the task and consider taking one ream at a time.
* Employees when carrying out a two-person or more lift need to be especially vigilant of the risks involved and use safe manual handling techniques.
* Employees need to be aware of other physical factors when carrying out lifting tasks, namely space, floor type, evenness, temperature, humidity, distance etc.
	+ 1. **Prevention of Bullying, Harassment and Dignity in the Workplace.**

At Kildimo National School any form of workplace bullying, harassment or behaviour that infringes upon the right of the individual to dignity is not tolerated. An environment shall be maintained to preserve and protect the tolerance, dignity and respect for the employee or pupil. Kildimo National School recognises its responsibility in promoting a school and a workplace without bullying. The Principal and teachers are alert to bullying behaviour and deal with any allegation of bullying that may arise. Examples of bullying behaviour are

* Undermining an employee or a pupil
* Targeting a person in a negative manner
* Manipulation by rumour, gossip, innuendo
* Intimidating a person or pupil, using obscene language or jokes etc
* Using e-mail to undermine a person

Kildimo National School has taken preventative steps to deal with issues of bullying. The school has a policy in place on Bullying and Harassment and follows the Anti Bullying Policy outlined by the Department of Education and Skills. There is also a ‘Dignity in the Workplace’ for staff and a Code of Behaviour by which pupils are requested to abide. Pupils (through their parent/guardian) or teacher who may feel they are being bullied, are made aware of the reporting mechanism and how to bring their complaints to a ‘person in authority’.

The school is also aware of the need to be vigilant to all forms of harassment, especially schoolyard bullying on the basis of race, disability and so on. The school wishes to be active in its implementation of the Equal Status Act and follow the guidelines in the ‘Schools and the Equal Status Act’ pamphlet. The Principal of Kildimo National School (or appointed nominees) investigates any allegation of bullying or harassment thoroughly without reprisals being visited upon the complainant. Confidentiality is maintained at all times. Any action taken will be in accordance with the school’s procedures on Bullying.

* + 1. **Violence in the Workplace**

At no stage will any violent act by any person in Kildimo National School be tolerated whether an employee, pupil, a contractor or a visitor**.** Violence is regarded as any incident where persons are abused, threatened or assaulted in circumstances relating to their work, involving an implicit or explicit challenge to their safety, well being or health**.**

The school has a Code of Behaviour. If a violent incident occurs involving a pupil, the school will contact the parent/guardian. Issues which arise are dealt with in accordance with the School Code of Behaviour.

Any risk to an employee or pupils in Kildimo National School will be assessed and precautions taken to avoid and eliminate any such risk.

* + 1. **Child Protection**

Kildimo National School has a Child Safeguarding Statement in place to ensure best possible practice in protecting the child when in the school environment. As part of the school’s commitment to child protection, there are windows to the front of the building, there is glass in most doors and/or doors are often kept open and arrangements put in place with meetings or class room work involving a small number of children. When children are brought on an outing, sports event and so on, best practice is followed and the teacher needs to ensure that there is adequate supervision. All teachers and school employees have received Garda clearance to be in contact with children. Following any changes in legislation or guidance from the Department of Education and Skills the policy will be updated. The policy is reviewed annually by the BOM.

**3.4.9 Training and Instruction**

Employees and teachers at Kildimo National School receive basic health and safety instruction as part of the ongoing health and safety plan. The aim of the training is to help employees and teachers:

1. identify the hazards they may encounter at work
2. build an awareness of safety rules and regulations
3. communicate the correct message to employees and pupils

When the risk assessment of a procedure / process / equipment is carried out any training requirements specific to health and safety will be identified and procedures put in place to carry out such instruction. The following are specific health and safety training and instruction courses both internal and external (off site, or conducted on site by an external competent person) that may be carried out by the school.

* 1. Induction safety
	2. Fire Safety and the Fire Drill
	3. Prevention of bullying and violence
	4. Child Protection Issues
	5. First Aid training
	6. Safe use of VDU equipment
	7. Other Specialist training

Employees are required to undertake safety training and to use their knowledge for the benefit of their own safety, that of their co-employees, the pupils and all others with whom they come in contact during their work. Each member of staff has a duty to ensure he/she attends safety training and that the training benefits his/her work. New employees to the school go through an induction process ensuring familiarization with the school policies. Employees who attend safety training are required to sign the attendance sheet and a training record is kept of all courses in health and safety.

**3.4.10 Trainee Teachers in the Students the Classroom**

On occasion Kildimo National School works with Teacher Training Colleges to give training experience in the classroom to trainee students. When students arrive in the school they receive induction regarding the school’s policy documents, are made aware of fire safety issues, code of behaviour, child safeguarding statement and any other safety issue that may be relevant. Each trainee student is allocated a class and works with the classroom teacher for a number of weeks. The school provides reasonable supervision of the trainee students when in the classroom and during their time in the school.

**3.4.11 Resources for the Disabled**

The school welcomes and facilitates pupils and visitors with varying abilities. To this end all possible measures are taken in ensuring that the facilities at the school are suitable and comply with legislation. The design and layout of the school at present is suitable to a wheelchair user. The school has an entry and exit to the school without steps, within the school there are toilets suitable for a wheelchair user and so on. The school will review the need for ongoing facilities when the need arises.

**3.4.12 Welfare Facilities**

Kildimo National School ensures that reasonable welfare facilities are provided for staff and pupils and these are maintained in a clean and tidy manner. Pupils consume their food in the classroom and then go to the yard to play. There are two toilets attached to each classroom for boys and girls. Toilet facilities are available throughout the school with all facilities cleaned and maintained on a daily basis.

Heating is provided by an oil fired heating system in the building. The school will provide suitable ventilation systems in any room when required or necessary.

**3.4.13 Enrolment Procedures and Policy**

The Enrolment Policy forms an integral part of Kildimo National School’s system of organisation and planning. The policy clearly states what the school entry procedures are and how they are to be followed. The school will follow the terms of the Education Act of 1998, the Education Welfare Act of 2000, the Equal Status Act of 1998, Admission to Schools Act 2018 and any guidelines issued by the Department of Education. Where there is an enrolment of a pupil with a special need, medical requirement or other requirement as required by the enrolment form, the school may consult with other agencies and the Department of Education and Skills. On all occasions the school will follow the approach as laid out in the Enrolment Policy. Any advice received will be treated in strict confidence.

**3.4.14 Access Rights for Children**

From time to time issues may arise regarding the collection of children from the school. The issue may arise with estranged parents, if the child spends time in two houses and so on. There may be issues of ambiguity of the situation for the class teacher and the School. Kildimo National School follows the Department of Education and Skills policy regarding “Access Rights for Children in School’ that attempts to give guidelines to parents from the school perspective. The school asks that the Principal or the class teacher be kept informed of issues regarding child collection. Such a policy/guidelines will be made clear to parents concerned. Issues regarding access to the child will be treated in strict confidence by the school. Issues that arise need to be brought to the attention of the Principal.

**3.4.15 Administration of Medication**

From time to time a number of children in the School may need to take prescribed medicines during the day for conditions such as asthma, allergies etc. The school has in place a policy on the ‘Administration of Medication’, part of which is filled out by the parents giving a number of emergency contact details, doctor’s phone number, condition and so on.

The school also asks the parents/guardians to sign a letter of indemnity to allow a member of staff provide the medicine to the child where necessary. This documentation is kept in a safe manner in the School office.

**3.4.16 Smoking Policy**

To meet with current legislation Kildimo National School has a policy of no smoking in all of its buildings. The policy clearly states that the school aspires to the creation of a smoke free environment within the building, grounds, on school trips and at school functions. The school further wishes to comply with all legislation including the Public Health (Tobacco Amendment) Bill 2004 that bans smoking in all enclosed places of work. If necessary signs will be added in the school to remind employees and visitors of their legal obligation. If an issue arises in the School with the enforcement of the smoking ban the contact person is the Principal - Aoife Foley**.**

**3.4.17 Supervision**

As well as the teacher providing supervision during the class the school will ensure that reasonable supervision is provided during all school activities, especially in the yard, at games, while eating lunches and in the hall. The school provides reasonable supervision at all times when pupils are free from their classes for ten minutes before the school starts and between classes. Adequate evening supervision is provided as children leave the school premises. Kildimo National School ensures that all yard and play surfaces are clean and tidy with hazards being removed or cordoned off. The teachers or supervisors ensure that all locations are supervised and ‘blind spots’ will receive special attention. All pupils are made aware of the rules that apply in the yards, what is and is not acceptable behaviour and how to deal with visitors, parents, the use of any equipment for games etc.

**3.4.18 Using VDUs**

The staff and pupils use VDUs in the classrooms and offices in the School during the day. Some of the common complaints that arise from VDU’s use are upper limb pains, the effect on the eyes, fatigue and stress. To meet the Safety Health and Welfare Regulations of 2007, the use of the VDUs should be intermittent with constant use seldom exceeding one hour. Ample space is provided for computer use and there are blinds on the windows to allow users reduce the daylight reflecting on the screens. The school ensures that appropriate supervision is provided in computer use as modern communication methods allow for unacceptable mail to be added, sent or received on computer screens. This practice may give rise to harassment and bullying and the school will be vigilant in tackling and putting measures in place to deal with issues that arise. The school ensures that some websites are shut down, suitable web security is provided and the school operates a policy on acceptable internet use. Pupils are educated in the area of online safety and reporting of any inappropriate online activity.

**3.4.19 School Trips**

During the school year teachers and pupils take trips to various events, sports competitions, field trip, school tour etc. These trips require careful planning with all school procedures being followed. Kildimo National School will ensure that the ratio of teacher/adult to pupils is reflective of the risks involved. Trips should adhere with the agreed plan and no pupils or teacher should be put at unnecessary risk.

Trips are agreed in advance with the Principal giving the authorisation to travel. During any trip special attention is given to the means of transport, boarding and alighting of buses, keeping regular checks of all the group members etc. Where a group is going on an adventure extra care is necessary to ensure children are not put in any danger. A first aid kit is taken on a trip and all school policies on safety must be followed.

**3.4.20 Sports and Games**

The teacher is present where games are being played, for any training etc. Sporting equipment is checked on a regular basis, there is immediate attendance to blood injuries and pupils are only asked to perform tasks within their capacity. Kildimo National School will ensure that supervision is provided for all activities involving games, training, sports etc.

The types of games being played are decided in conjunction with teachers and pupils. When games are being played that have a higher risk of injury such as hurling, field games etc pupils need to follow the rules of the games and teachers need to be alert to dangerous situations and take appropriate precautions to deal with events as they arise. Helmets and gum shields must be worn during any hurling games and training.

The basketball frames in the yard have protection in place and the school will maintain this.

**3.4.21 Conflict Situations**

There may be occasions when a staff member may have to deal with a conflict situation involving aggressive behaviour from parents, visitors or among pupils. The School Code of Behaviour outlines that aggressive behaviour is not tolerated and may lead to discipline being imposed by the school/Gardaí. When a parent or a visitor comes to the school for a meeting or to discuss an issue, teachers assess the situation and may take precautions in an extreme situation to ensure their safety. In the unlikely event that a teacher may feel that there is a risk of aggressive behaviour during a meeting it may be appropriate to consider the following

* having two staff members at the meeting
* removing any items that could be used as a weapon
* having the meeting in a room with windows towards a hallway or leaving the door open during the meeting
* set up some alert system through other staff members

No member of staff is expected to put their own health and safety at risk and they are expected to take suitable precautions when dealing with parents, pupils or others.

**3.4.22 Dealing with Cash Transactions**

The school collects money for School trips, events etc and the money is kept in the school safe until lodged in the bank. With cash comes the risk of a robbery or theft from within the school. Normal precautions such as the regular removal of the cash to the bank, being aware of local issues need to be taken into account. Employees must be made aware of not resisting in a robbery situation if money is the motive. Cash needs to be put in the safe. Advice from the Gardai and the bank will be followed when dealing with cash transactions issues.

**SECTION 4**

 **HAZARD IDENTIFICATION & RISK ASSESSMENT METHOD**

**4.1 Definitions**

*What is a hazard?*

A hazard is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, pupils or visitors at Kildimo National School, Kildimo, Co Limerick.

*Hazard Identification*

Hazards are identified and assessed by the Principal and staff at Kildimo National School with the assistance of a Health and Safety Advisor. A comprehensive hazard identification process was carried out and may be carried out again if there is a large-scale change in the systems of work, the buildings etc.

*What is a Risk?*

In this case a risk means the potential of the hazard to cause harm.

*Risk assessment*

The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in. As part of the ongoing use of this safety statement, Kildimo National School applied the HSA guidelines when compiling its risk assessment. When carrying out the risk assessment some of the questions asked of each hazard were:

* + Is anyone exposed to the hazard?
	+ Is the hazard likely to cause injury?
	+ How serious would that injury be?
	+ Is the hazard well controlled?
	+ Is the supervision adequate?

All the hazards and the associated risks have been identified and are ranked in accordance with the severity of the loss as high, medium and low.

*High* is taken to mean the possibility of serious injury, fatality, and serious loss and may include statutory regulations being broken. Controls need to be put in place as a matter of urgency.

*Medium* is taken to mean the likelihood of a fatality or serious injury or loss is unlikely. More probable is minor injury or loss. Controls should be put in place over a period of up to three months to ensure reduction of the risk and to meet statutory requirements.

*Low* is considered as a reversible minor injury or material loss. Controls can be added over a longer period, during maintenance etc.

It is the policy of Kildimo National School as far as is reasonably practicable to eliminate the hazard as a first step, followed by substitution, isolation, enclosure (machinery) or distance, and use PPE as a last resort.

The following pages set out the hazards and the risk that were identified during the risk assessment during the first term of 2019. The present controls are outlined and the new controls that Kildimo National School plan to put in place in the coming years. The level of risk associated with the hazard is added in each case. In relation to risks of a child protection nature please see the Child Safeguarding Statement and Risk Assessment that are reviewed annually.

**ACKNOWLEDGEMENT**

Dick Bowler, following a hazard identification and risk assessment carried out with the School Principal, Aoife Foley on the 9th of June 2012, prepared the original version of this Safety Statement for Kildimo National School, Kildimo , Kildimo, Co Limerick.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson of the Board of Management

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

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 Safety and Health at Work (General Application) Regulations 2007

Construction Regulations of 2006

Fire Services Act 1981

Safety in Primary School – Department of Education

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| --- | --- | --- |
| **Area Kildimo National School** | **Workplace - Kildimo , Co Limerick**  | **Assessor Dick Bowler** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New controls required** | **Responsibility** | **Date/****review** |
| A fire breaking out in the School Building | Risk of a fire in the building, burns and smoke inhalation | 170+ | High | Single storey building Easy access to outsideEach room is a compartmentGood housekeeping Safe practices with fire extinguishers, detectors & assembly pointsMaintenance & records Supervision | Ensure evacuation procedures are in place for School events, large meetings etcCheck the smoke detectors regularlyPlan fire extinguisher training for some staff membersControl any use of candles in the School | PrincipalSafety OfficerTeachers | During a fire drill or when an ‘event’ is taking place |
| A serious or tragic event taking place that may effect the School pupils, teachers or the wider community.  | Pupils/staff or others suffering emotional stress  | 170+ | High | A number of staff form the Critical Incident Plan TeamStaff & Management awarenessSupervision provided | Critical Incident Team members need to update their skills regularly.The plan needs to be brought to the attention of staff & othersEnsure key staff know their duties   | PrincipalSafety OfficerCIT Members  | Review on a regular basis |
|  **Hazard**  | **Risk**  | **No of People**  | **Level** | **Present controls** | **New controls required** | Responsibility | **Date/****review** |
| Large group attending an event in the Hall etc. | Persons being injured by tripping on a cable, dealing with over crowding issues | 150+ | High | Much organisation involved in having safety best practiceTwo exits from HallPeople on duty during event & may need to restrict numbersSupervision  | Ensure the ‘event’ is planned with a person taking the H & S issues Fire Services Act 1981Agree the detailEnsure a risk assessment for very young/elderly Have first aiderHave a person on exits  | PrincipalSafety OfficerOrganizer of the event | When an event is taking place |
| Carrying out work at heights, in store room, classrooms when adding posters, window cleaning etc | Risk of a person falling from a height with serious injuriesRisk of back strain, leg and ankle injury  | 5+ | High | Competent personnel carrying out work Suitable equipment being used- step ups **Do not stand on chairs**Supervision | Follow Work at Height Regulations of 2006/2007Get step up suitable for the School. Also step ladder availableHelp maybe needed Get staff and contractors to use these  | PrincipalSafety OfficerTeachers carrying out work at a heightContractors | Assess each task at a height |
| Contractors working at a height, carrying out roof work, windows and gutter work  | Risk of persons falling from ladders, scaffold when carrying out work in the School | 3+ | High | Restrict access to the work area by using tape, cones and signs to warn of the dangersUse suitable equipmentScaffolding or Height for Hire/basket/Cherry PickerInform the PrincipalMust have competent personnelSupervision  | Get a method statement or other documentation from the contractor before work startsAgree safe work practices before task commencesKeep ladders away from pupils – lock in a storeHave a suitable induction process – work when School is closedCompetent staff required  | Principal Safety OfficerContractor | Before each task startsGet paperwork correct before work starts  |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New controls required** | Responsibility | **Date/review** |
| Pupils being away on School trips, trips to an adventure etc  | Pupils in unfamiliar areasRisk of becoming separated from the group, involved in water sports, adventure,climbing etc.  | 50+ | High | Plan in place for each trip with agreed routes & places being visitedSufficient ratio of teacher/adults to pupilsRegular checks of the group to ensure all are accounted forCompetent person, First aid box with group Supervision throughout | All excursions & venues agreed in advanceFamiliarization of safety issues especially on & off the bus. School procedures to be adhered to all of the timeAttention to fire safety & escape routes, bus safety and rules that apply to local events | PrincipalSafety OfficerTeachers Trip Organisers | Review the safety aspects before each trip |
| Pupils and vehicles together outside the School gate | Risk of a pupil being knocked down by a vehicle | 100+ | High | Reasonable space provided for vehiclesSafety signs on approach roadsAgreement with parents on a safe work systemSupervision | Regular review of events at the front gate by teachersWork with Limerick City & County Council if improvements are necessaryInform parents through School notes of best practice | Principal Safety OfficerTeachers | Ongoing review |
| Using electricity in the School | Pupils, teachers or others receiving burns, a fire or electric shock.  | 170+ | High | Duties carried out by competent personnelReplacement of damaged/worn fittings Control boxes locked Principal informed of isolation issues etcTrip switches in place Supervision  | Regular check of electrical installationsBan adaptors & use surge protector socketsRCD checks - 6 months Repairs without delay Keep control boxes clear of obstruction  | PrincipalSafety OfficerTeachers | Review every six months |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New Controls required** | **Responsibility** | **Date/****review** |
| Using metal goalposts for School games | Risk of the metal bar falling on a pupil or the wind blowing the goals down  | 20+  | High | Goalposts when used need to be well groundedSet up and the pinning down of these as per guidance, best practiceChecks carried out by the teachersSupervision  | Use non metal plastic/waving goal postsEnsure teachers are aware of the dangersIf not being used store away from the pupils  | PrincipalSafety OfficerTeachers | If the goals are being used |
| Using the ride on mower  | Entanglement with the equipment, getting trapped, being hit by the mower, injured by moving parts  | 2+ | Medium | Restricted access to the mower - keys removedCarry out the work when School is closedCompetent personnelUse of PPEBrakes, mirrors, tyres, steering, etc checkedMaintenanceSupervision | Follow manufacturers instruction when usingTurn off & remove keys when not in useRegular check on equipment safety features Extreme care when using on a slope | PrincipalSafety Officer | During safety audits |
| The basketball posts in the School yard | A pupil running into the posts leading to injury | 30+ | Medium  | Metal posts have protective covering on the metal frame at the bottomSet into the groundSupervision of children when playing during breaksSupervision | Ensure the plastic covering or padding on the bottom part to protect the children is maintained.Replace if necessary.Give regular checks of the posts and covering  | PrincipalSafety OfficerTeacher | When being used by the pupils |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New controls required** | **Responsibility** | **Date/****review** |
| Manual handling | Employees or others hurting their back due to incorrect lifting or movements | 10+ | Medium | Minimal amount of lifting by employeesPCs, printers at a suitable height Maintenance Supervision | Get a hand truckHave a safe system in place when lifting, moving, pushing A4 paper, tables etc Consider training for persons carrying out these tasks | PrincipalSafety Officer | Ongoing |
| Housekeeping Issues throughout the School | Risk of slips, trips & falls | 170+ | Medium | All classrooms and yard kept clear and free of debrisBins providedCleaning on daily basisHurley’s & sports equipment boxedGood lightingCables, wiring, leads safely secured in classrooms Supervision | Issue with school bags,gear bags, music instruments being left in the corridorsLeave in the classroomor have in designated location – keep away from doorways | PrincipalSafety OfficerTeachers | Ongoing on a daily basis |
| Pupils playing in the School yard | Falling, cuts and bruises | 170+ | Medium  | Level tarmacadam surface throughoutSupervision provided at all timesRules concerning the games played and equipment used  | Ensure blind spots are covered by supervisionRepair any gaps in fencing/wall - Care if the ball goes over the wall.Keep pupils away from the yard if conditions are not suitable e.g. icy.  | PrincipalSafety OfficerTeachers  | On a daily basis |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New controls required** | **Responsibility** | **Date/****review** |
| Using equipment for school repairs and maintenance. Drills, various cutters etc | Risk of injury to the fingers, hands and face | 2 | Medium | Equipment kept stored away Only used by a competent employeeWork area cordoned offPPE must be usedSupervision | Only use for the intended purposeFollow the manufacturer’s instructionNo loose clothing  | PrincipalSafety Officer | Ongoing basis |
| Using the sports field for training, games and so on. | Pupils or others getting injuredduring sports events | 20+ | Low | Teacher or competent person present for games and trainingFirst aid box availablePupils to carryout reasonable tasksSuitable ground areaSupervision | Teacher needs to be satisfied with the safety arrangements, follow rules & games regulations Ensure checking of the playing areas to ensure no glass or sharp items especially after weekends | PrincipalSafety OfficerTeachers  | Ongoing basis |
| Children carrying out tasks with persons from outside the School  | Pupils at risk from unsupervised persons from outside the School | 30+ | Low | Teachers present at all times during class activities in the School or outside Permission sought & received from parents/guardiansReasonable activity | Have the tasks cleared & approved by the Principal Ensure persons have received Garda clearanceCease any activity that is considered unsuitable for the children – sports, adventure etc  | PrincipalSafety OfficerTeachers | When dealing with personnel from outside the School |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New controls required** | **Responsibility** | **Date/****review** |
| Hall being used for sports classes | Risk of injury from falls, jumping etc  | 40+ | Low | Supervision of the hall by a teacher with a class of pupilsEnough lightingEquipment maintenance Wearing rings, chains, may be curtailedGood housekeepingSupervision | Systematic checking of the equipment being usedPupils asked to perform tasks within their capability | PrincipalSafety OfficerTeachers | Each time the Hall is used |
| Using VDUs in the School | Risk of employees suffering back pain & injury from VDU use | 5+ | Low | Good ergonomic detail in the office furniture used by employeesChairs provided that give back support & allow flexibilityMaintenance of theseSupervision | Staff using computers or laptops for short periods with breaks away from the screenTraining in avoidance of Musculoskeletal Disorders (MSD) if necessary | PrincipalSafety OfficerTeachers | When using screens |
| Lone work or contract employees working in the evening | Robbery, being attacked, issues of vehicle damage or damage to property | 2+ | Low | Try to have a rule that no employee is on their own in the SchoolContract employees aware of any safety issues – lock doors of vehicle and SchoolStreet lighting in place | Do not hold money in the School.Be aware of local issuesGet advice from Gardai if necessary  | PrincipalContractor | Ongoing issues  |
| **Hazard**  | **Risk**  | **No of People** | **Level** | **Present controls** | **New controls required** | **Responsibility** | **Date/****review** |
| Using cleaning chemicals & solvents,  | Risk of dermatitis of the skin & inhalation of solvents  | 2+ | Low | Follow appropriate safe proceduresPut lids back on jarsKeep in original containersUse as directed by the Manufacturer/SupplierGloves/masks providedTasks carried out by competent personnel when School is closed  | Get MSDS sheets if requiredEnsure ample ventilationStore any solvents in a suitable container with restricted access | PrincipalSafety OfficerContractor | Ongoing |
| Steps in the Schools  | Risk of slips, trips and falls  | 170+ | Low | Steps are located on the entry to the School and prefabsSome have been removedA ramp would create less of a hazard and be user friendly to all  | Try to remove the steps and have a ramp or an even surface  | PrincipalSafety OfficerContractor | Ongoing |

**I have read this Safety Statement of Kildimo National School, Kildimo, Co Limerick and agree to co-operate in the implementation of all Health and Safety policies.**

**Employees’ Signatures Date**

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**Appendix A**

**Click the link for the attached KNS Covid-19 Response Plan**

[**Kildimo-National-School-Covid-19-Response-Plan.docx**](file:///C%3A%5CUsers%5CUser%5CDownloads%5CKildimo-National-School-Covid-19-Response-Plan.docx)