



ABACAS Kilbarrack School for Children with Autism

Health & Safety Policy

(School Year 2019-2020)

Declaration of intent.

The safety statement has been prepared in accordance with the provisions of the Safety Health and Welfare at Work Act, 2005. The basic intent of the document is to formally declare the means by which the Management of Abacas Kilbarrack Special School, within the Board of Management ensures, and in so far as is reasonably practicable, the safety, health and welfare of staff, pupils and others such visitors, and contractors who may be affected by our activities.

The Safety Statement contains details of Abacas Kilbarrack Special School, Safety Management Programme and of the general arrangements for occupational safety, health and welfare within the service.

Safety is everybody's business and the success of our safety policy will depend on staff cooperation. It is important that staff is familiar with the arrangements for Health and Safety in the service and incorporate these as an integral part of the tasks performed while at work.

Members of staff and others are invited to contribute to the improvement of safety in the service by making suggestions for the improvement of safety in the School, and by making suggestions for the improvement of this Statement through their Safety Representative.

Signed:(Principal)

Date:



General Statement of Policy

It is our Policy to do all that is reasonably practicable to prevent injury or ill health to staff, pupils and others who come in contact with our activities. In recognition of our responsibilities under the Health and Safety, Health and Welfare at Work Act, 2005 and other legislation relevant to our operations, the School, is committed to providing and maintaining safe and healthy working conditions by the following measures:

1. Promote standards of safety, health, welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other statutory provisions and codes of practice.
2. Provide and maintain safe, healthy working environment, safe systems of work and to protect staff, pupils and others such as visitors and contractors, in so far as they come into contact with the foreseeable hazards.
3. Information, training and supervision will be provided to all staff to develop safety awareness, enabling them to work safely and effectively.
4. Identify and define all individuals responsible for Health and Safety arrangements.
5. Encourage full and effective joint consultation on all health and safety matters
6. Provide financial and/or staff resources required in so far as is reasonably practicable.
7. Review this safety statement, its statement and its contents or in the event of new development or experiences.

Review Safety Statement when:

- There has been significant change in the matters to which it relates, or
- There is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

This Safety Statement will be brought to the attention of all staff and contractors who come in contact with our School.

The Safety and health of our staff is an important service objective.

All staff is responsible for taking reasonable care of their own health, safety and welfare and that of the pupils and others affect by their acts or omissions at work.

Adherence to safety procedures is a condition of employment and wilful negligence will result in disciplinary action.



General Duties of the Employer

- Managing and conducting all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees at risk).
- Designing, providing and maintaining a safe place of work that has safe access and egress, and uses plant and equipment that it is safe and without a risk to health.
- Planning, organising, performing, maintaining and, where appropriate, revising systems of work that are safe and without risk to health.
- Providing information, instruction, training and supervision regarding safety and health to employees, which must be in a form, manner, language that they are likely to understand.
- Providing employees with all relevant safety and health information.
- Providing appropriate protective equipment to the employees (and at no cost to the employees).
- Appointing one or more competent persons to specifically advise the employer on compliance with the safety and health laws.
- Preventing risks to other people at the place of work.
- Ensuring that the reportable accidents and dangerous occurrences are reported to the Health and Safety Authority.

Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare.

Organisational Responsibilities

Safety Management Responsibilities

Responsible persons

Safety begins at a senior Management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management.



The Board of Management is responsible for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work by:

1. Taking a direct interest in the policy and positively supporting any person whose function it is to carry it out
2. Ensuring at all times that competent staff and appropriate materials are available to meet the requirements of all safety legislation
3. Periodically appraising the effectiveness of the policy.
4. Periodically reviewing their own responsibility and that of all other persons concerned with the effectiveness of the policy.
5. Ensuring adequate financial resources are available to meet health and safety objectives.

The BOM, has delegated to the Health and safety team (Ursula Cassidy, Helen Nolan, Sarah Coppinger) the responsibility to ensure that the Safety Policy for Abacas Kilbarrack Special School is implemented, monitored and reviewed to ensure the safety, health and welfare of employees, students and visitors.

The Health and Safety Team shall:

1. Ensure that responsibility for the health and safety management programme is properly assigned, understood and accepted at all levels. These persons will be known as 'responsible persons'.
2. Make input of Policy review as the need arises and keep fully informed regarding statutory and other relevant developments.
3. Ensure the responsible persons, or their authorised deputies, participate in risks assessments.
4. Ensure that the responsible person/s prepare Safety Statements for their areas of responsibility.
5. Ensure that the responsible person/s provide a comprehensive safety training programme for staff under their control and ensure so far as reasonable practicable that staff attend such training courses.
6. Ensure that when necessary, corrective action is taken without delay by responsible persons or their authorised deputies.
7. Ensure that incident reports and progress reports are reviewed.



8. Ensure responsible persons pursue on-going consultation with staff.
9. Ensure so far as is reasonable practicable that sufficient funds and resources are available to enable the Safety Statement to be reasonably implemented.
10. Ensure employee safety, health and welfare matters are included on the agenda of their management team.

The Employees

Employees have the following legal duties under section 13 and 14 of the Safety, Health and Welfare at work Act 2005:

- Take reasonable care of their own safety, health, welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend to all necessary training.
- **Report to your Principal as soon as is practicable:**
 1. Any work which may endanger the health and safety of themselves or others.
 2. Any defect in the place of work, system of work, articles or substances.
 3. Any breach of health and safety legislation of which he/she is aware.

Failure to comply with the terms of the Safety Statement may result in disciplinary action.

Organisational Arrangements.

1. Distribution of Safety statement

Each employee has access to a copy of this statement.

This statement will be given once approved by the Board of Management to all staff.



This statement will be put up on the school server; therefore, all staff will have access to it.

The School secretary to give a copy to all the bus drivers and escorts in the school.

The Principal will give a copy to students on placements and visitors (when required).

2. Safety Training

All employees will receive training to ensure that they fully understand the hazards associated with their working environment and are fully aware of the safety precautions in the event of an emergency.

Training will be given, as appropriate, in First Aid, Personal Safety, Safe Manual Handling, Fire Fighting and Prevention. Training will also be given, as necessary to all employees to ensure that they have the necessary skills and knowledge to organise work procedures safely and without risk to health.

Training shall be adapted to take account of new or changed risks and shall be provided on recruitment of employees or in the event of transfer of employees, a change of job, the introduction of new work equipment, a change in equipment or the introduction of new technology, and shall be repeated periodically where appropriate.

3. Accident/ Incident reporting investigation.

All accidents/incidents/near misses, no matter how trivial, and whether to employees, pupils or member of the public must be reported immediately to the Principal. All incidents will be recorded in writing by the staff member/s involved and passed on to the Health and Safety Team (See Appendix 1). The Health and Safety Team records incidents on an Accident/Incident Report Form and gives it to the Principal who then logs and files the report. A report is passed to the BOM if deemed necessary by the Health and Safety Team. The Health and Safety Team will subsequently deal with the



matter. This is necessary to monitor the progress of standards and to ensure that proper medical attention is given where required.

Accidents and Near-miss Reporting and Investigation

All accidents and near misses (incidents) to staff, students, visitors, and contractors no matter how trivial, and whether to employees, pupils or member of the public must be reported immediately to the Principal/ Deputy principal.

The member of staff involved will complete the Accident/Incident Report Form. If a pupil is involved the person witnessing it will complete the form on behalf of the pupil. As much information as possible is recorded, e.g. name of staff member(s) or person(s) involved, time and place, names of witnesses, brief description of accident, cause of accident, details of any First Aid or medical attention given etc. All this information to be stated in the Accident/Incident forms available from Administration Office (Appendix 1).

Accidents, which result in medical attention, or time off work (in the case of staff), are also recorded on a detailed accident form. Attachments, such as photographs (if taken), medical reports, witness reports, copies of Social Welfare Certificates etc., may be filed as appropriate with this form for use in any follow-up action, e.g., with insurers' or engineers' reports. Insurance company accident report forms are completed as required.

Staff, students, contractors and visitors are obliged to co-operate with accident investigation, and to provide any information, which may help to establish the circumstances surrounding the incident.

If an occupational injury causes loss of life or prevents any staff member 'from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident', the Health & Safety Authority are formally notified using **Form IR1**. If an accident is fatal, the scene of the accident will be left undisturbed, other than for rescue purposes, for 3 days after notice has been given to the HSA.



If a person not working for ABACAS Kilbarrack School, including students, dies or suffers an injury requiring medical treatment (registered GP or hospital) as a result of a work activity, e.g., if a student trips over a contractor's or the caretaker's equipment, the Health & Safety Authority will be formally notified using **Form IR1**.

Accidents are recorded and investigated in exactly the same way whether they involve staff, students, visitors, or contractors. The Health & Safety Officer maintains records of reportable accidents for 10 years.

If there is a dangerous occurrence, as defined under Schedule 12 of the Safety, Health and Welfare at Work (General Application) Regulations, 1993, e.g., gas explosion, fire, the Health & Safety Authority will be formally notified using **Form IR3**.

4. Security

There is a sign in book at reception used for:

Visitors to the school, including parents, multi-disciplinary staff and outside agencies.

Hazard Identification and Risk Assessment

It is the School's Policy to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. Risks are assessed in order to prioritise the employment of controls and the allocation of resources.

Characteristic

–Possibility of fatality or serious injury



- Possibility of minor injury to a small number of people. Risk of some material loss.
- The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
- The possibility of injury or material loss is unlikely although conceivable.

A listing of hazards and control arrangements for the School follows

Fire

Abacas Kilbarrack Special School premises are protected by a fire alarm system and fire extinguishing equipment that is available at each location. ABACAS is housed in a one story building and two portables with adequate means of escape, i.e., emergency exits, from all areas. Escape routes are provided with emergency lighting and are highlighted by illuminated signs.

The fire alarm system comprises break glass units, which are installed at each emergency exit door including the front entrance door, and have smoke / heat detectors connected to the alarm system. If a fire is discovered and the break glass system or a smoke / heat detector is activated, the fire alarm bells ring. When activated the alarm system can be clearly heard throughout the building. Two separate alarm systems operate within ABACAS, one for the front prefab and one for the main building and rear prefab. The office administrator calls the fire brigade on activation of the alarm.

The fire alarm panels are located in the front prefab and in the Administration Office for the main building and rear prefab. The panel is zoned and the zone in which the alarm has been activated is indicated on the panel. The alarm system / bells are tested bi-annually by a contractor and certified annually. The Health & Safety Officer maintains records of all tests / checks.



Emergency lighting, which remains lighted when the mains supply has failed, has been installed throughout the buildings. Illuminated emergency exit signs, which also remain lighted when the mains supply has failed, are located above emergency exit doors. These lights enable people to escape to emergency exits in the event of fire or a power failure. Emergency exit routes are kept clear at all times.

Emergency lighting is serviced annually by contractors. The Health & Safety Officer maintains records of all tests / checks.

Emergency exit doors have signs posted indicating that they must be kept closed and clear at all times.

Emergency evacuation procedures will be documented in the classrooms. These will include details of classroom teacher duties during emergencies and the duties of the Fire Officer. See Appendix 3.

In the event of a fire, death or injury is more likely to be caused by asphyxiation due to inhalation of smoke and hot gases than by direct burning. Out of necessity large quantities of paper are used on the premises, these can supply sufficient fuel for the development of a serious fire following ignition. The control of fuels of this nature should form part of the normal day-to-day management of school's buildings and a common sense approach to storage and use can effectively reduce or eliminate the risk of fire occurring.

All employees must ensure that:

1. stocks of paper, files, drawings, etc. are stored in the filing cabinets in each classroom
2. paper or other combustible solids are not stored on floors, in corridors or escape routes.
3. unwanted stocks of paper, obsolete or damaged furnishings are removed from the building and disposed of safely



4. fire doors are kept closed.
5. regular cleaning of all areas within the building is carried out and that rubbish is removed for disposal.
6. Sockets are not overloaded.
7. cleaning sprays or liquids labeled as “Highly Flammable” are kept to the minimum quantity necessary, and properly stored away.

The Health and safety Team will assume responsibility for implementing and monitoring fire policy within the building. The Health and Safety Team must ensure that:

1. The Schools’ no-smoking policy shall be adhered to by all employees and visitors to the school
2. Fire Marshals are appointed for each classroom (class teachers).
3. Fire Marshals are familiar with relevant information on fire safety
4. Arrange for the organisation of periodic fire drills.
5. Employees are fully conversant with evacuation procedures and that they can be evacuated as quickly as possible in an emergency
6. A record is kept of all evacuations
7. Arrange for the expeditious removal of all fire hazards
8. Fire evacuation notices (including names and areas of responsibility of Fire Marshals) are up-to-date and posted prominently on notice-boards.

Fire Marshals

The School ensures that it has an adequate number of trained Fire Marshals at all times.



In the event of a fire or an emergency evacuation, a Fire Marshal should:

1. ensure that the alarm is raised and that the School Principal has been notified (not in the event of a fire drill).
2. notify the School Principal of the nature of the emergency.
3. ensure that all employees and students are evacuated to the appropriate assembly area by way of the appropriate emergency exit.
4. check that all areas (including toilets) are vacated when the fire alarm is sounded.
5. ensure that all windows and doors are closed to minimise the danger of the fire spreading (this should normally be carried out by room occupants).
6. ensure that the fire doors are shut at all times to prevent smoke getting into the classrooms and hampering evacuation.
7. check that all employees and students of his/her classroom are present at the predetermined assembly area.
8. Safety Officer will call roll and staff attendance at Assembly Area.

Fire Drills

Evacuation procedure will be as above. It is the School's policy that fire drills are held once every school term.

- an evacuation time of less than two minutes should be aimed for.
- every fire drill/evacuation should be followed up by a meeting of Fire Marshals to determine what deficiencies arose.

The Assembly Point is located in the front car park adjacent to the fence at the designated assembly point.



Fire Protection Procedures

Fire extinguishing/alarm equipment is provided in each of the designated areas.

The services and maintenance of:

- fire extinguishing equipment (annually)
- fire detection and alarm equipment (annually)

Adequate numbers of appropriate portable fire extinguishers, e.g., CO₂, ABC powder etc. are provided at strategic locations throughout the building. Fire extinguishers that have been used on a fire or otherwise discharged are replaced or re-filled as soon as reasonably practicable. Specialised contractors inspect and test fire-fighting equipment annually. Fire blankets are also provided in the Kitchens. The Health and Safety Officer files all fire equipment test certificates.

Discovery of a Fire

Employees should be familiar with the action they should take on discovery of a fire. They are also responsible for taking full responsibility for the evacuation of the students in their care at the time of the evacuation:

If a fire occurs:

1. notify other staff members as quickly as possible
2. call the fire emergency services.
3. notify the Fire Marshals.
4. attack fire if no risk - using appropriate fire extinguisher.

Pregnant Employees

The Board of Management is committed to protecting both the pregnant employee and the unborn infant from injury during the course of work.



On receiving notification that a staff member is pregnant, the Principal assesses the specific risks to the staff member and takes action to ensure that she is not exposed to anything which may damage either her health or the health of her developing child.

There is a responsibility on a staff member to inform her employer.

Challenging Behaviour

From time to time there is a potential for challenging behaviour from the students during the school day. The consequences associated with such behaviour may result in physical injuries, stress and trauma to staff members. Staff members receive information in relation to those students most likely to present challenging behaviour and are instructed as to how best handle such situations in order to minimize the risk of injury either to themselves or the child.

All staff members should be familiar with the behaviour support plan for the children they are working with. If a staff member is in doubt as to how to handle an incident of challenging behaviour they should immediately request the assistance of the BCBA. The BCBA has full responsibility in relation to ensuring that all such instruction takes place and is reviewed as appropriate to ensure maximum effectiveness.

Staff members should be trained in the procedures and theory of CALM.

All incidences of challenging behaviour must be reported immediately to the BCBA and the School Principal who will determine the appropriate action to be taken on a case by case basis.

In the event of an injury to a staff member or a student a Behaviour Incident Report Form and a body map will be completed. Photographs of injuries incurred will also be taken and filed.

A copy of the form will be sent home (in case of a student) and the incident will be logged.

The School Principal is responsible for determining the appropriate course of action to be taken in relation to medical visits, costs and time off. (in adherence of circular 0062/2017)



Electrical Equipment

Before using any appliance, the user should check:

- All safety guards, which are normal part of the appliance are fitted and in working order.
- Power supply cables/leads are intact and free of cuts and abrasions.
- Suitable undamaged fused plugs are used and fitted with the correct fuse.

Note: Only appropriate qualified and trained personnel will work on the installation/repair of electrical equipment and circuits e.g. sockets

Work Equipment

All machinery will be used in line with safety instructions provided by manufacturer's specifications. Paper shredders, photocopiers, fax machines, printing machines etc. will be used in accordance with safety and supplier's instructions and will be maintained in good condition at all times. Employees should not use ladders or climbing equipment. Defects to equipment will be reported to the Health and Safety Officer and will be repaired or serviced by qualified persons only.

Work areas, Classrooms and Corridors

Staff will be responsible to keep classrooms and work areas safe and free of all hazards. This includes careful storage of sharp implements and potentially poisonous substances. Spillages of all liquids will be cleared up immediately.

It is the responsibility of Management to provide a healthy working environment for employees. It is the responsibility of the employees to use facilities provided by management to ensure a healthy environment is maintained for children and adults e.g. correct ventilation, temperature, lighting etc.



Risk Assessment

Regulation 3 of the Management of Health and Safety at Work Regulations, 1999 (MHSWR) requires employers to undertake risk assessments on all the tasks and activities that takes place in the course of their business

A risk assessment is a careful examination and subsequent evaluation of what could potentially cause harm to staff, pupils, visitors or anyone else who may be in the premises or may be affected by our actions.

The assessment should be considered the best course of action to use, in order to reduce the risk as low as reasonably practicable. Or better still, to eradicate it where possible. Where hazards cannot be eliminated, control measures will be recommended to reduce the risk to an acceptable level.

Risk assessments should involve all relevant personnel, e.g. senior management, teachers, sna's, pupils and ancillary staff.

APPENDIX 5 - Risk Assessment Form

Definitions:

A Risk (In Health and Safety terms) is defined as: the chances that somebody will be harmed by a hazard.

A hazard is defined as: anything that has the potential to cause harm.

The purpose of identifying hazards is primarily to prevent harm to people.

There are 5 basic steps in carrying out a Risk Assessment

- a. Identifying hazards
- b. Decide who might be harmed and how, i.e. consequence.
- c. Assess the risks and decide if the existing controls are adequate or whether additional controls are required.



- d. Identifying control measures.
- e. Review and revise the assessment.

a. Identify the Hazards

To help with the process of identifying hazards it is useful to categorise hazards as follows:

- i. Physical
- ii. Chemical
- iii. Biological
- iv. Psychological.

b. Decide who might be at risk

- i. Staff, including expectant mothers, and students
- ii. Ancillary staff, visitors, contractors who may be in the work place
- iii. Members of the public, or people you share your work place with

c. Assess the risks and decide whether the existing controls are adequate or whether additional controls are required.

All risks assessments carried out will assess the risk associated with each hazard in accordance with what is described below.

The risk from the hazard should be determined by estimating the potential severity of harm and the like hood that harm will occur.

A risk has two elements:

1. The likelihood that a risk may occur
2. The consequences (severity of the hazardous event).



Severity/impact of harm

Information obtained about work activities/practices is a vital component of risk assessments. When seeking to establish potential severity of harm, the following should be considered:

1. Low
2. Minor
3. Moderate
4. Severe
5. Catastrophic.

Likelihood of harm

When seeking to establish likelihood of harm the adequacy of control measures already implemented and complied with needs to be considered. Here legal requirements and codes of practice RE ESSENTIAL GUIDES COVERING CONTROLS OF SPECIFIC HAZARDS. The following issues should be considered in addition to the work activity information:

1. number of personnel exposed;
2. frequency and duration of exposure to the hazard;
3. failure of services e.g. electricity and water;
4. failure of plant and machinery components and safety devices
5. exposure to the elements
6. protection afforded by personal protective equipment and usage of personal protective equipment;
7. unsafe acts (unintended errors or intentional violations of procedures) by persons, for example, who:
 - may not know what the hazards are; may not have the knowledge, physical capacity, or skills to do the work;
 - underestimate risks to which they are exposed;
 - Underestimate the practicality and utility of safe working methods.



The following definitions must be referred to in determining, the likelihood of harm.

Rare: may only occur on exceptional circumstances
Unlikely: could occur at some time.
Possible: might occur at some time
Likely: will probably occur in most circumstances.
Almost certain: is expected to occur in most circumstances.

Identity of control measures

Risk rating forms the basis for deciding whether improved controls are required and the timescale for action. It is important that control effort and urgency should be proportional to risk.

The outcome of a risk assessment should be an inventory of actions, in priority order, to devise, maintain or improve controls.

Controls should be chosen taking into account the following:

- Eliminate hazard where possible, e.g. use a safe substance instead of a dangerous one.
- If elimination is not possible, try to reduce the risk, e.g. by using a low voltage electrical appliance
- Where possible adapt work to the individual, e.g. to take account of the individual mental and physical capabilities
- Take advantage of technical progress to improve controls
- The need to introduce planned maintenance of all equipment in use
- The need for emergency arrangements.

Review and revise the assessment

Risk assessment should be seen as a continuing process. Thus, the adequacy of control measures should be subject to continual review and revised if necessary. Similarly, if



conditions change to the extent that hazards and risks are significantly affected then risk assessments should also be reviewed.

First Aid

It is the policy of ABACAS Kilbarrack Special School to ensure there is adequate first aid supplies available at all times. The Health and Safety Team is responsible for checking and renewing First Aid supplies. First aid boxes and other first aid supplies are provided in a number of locations across the school, including the office and kitchens.

See **Appendix 4** for recommended contents of first aid boxes.

A list of First Aid trained staff is available in the school office and on the noticeboard outside the school office

In the event of an injury beyond the capabilities of the first aider to deal with or if there is any doubt about an injury to any person on the premises, that person will be brought initially to a GP or the A & E Department of Beaumont Hospital.

In the case of students, parents/guardians will be contacted by phone in the event of all but very minor incidents.



Policy Review

It is fully acknowledged by all parties that this Health & Safety Policy will be reviewed from time to time to ensure that it is kept up to date and that it retains its relevance. Ongoing evaluation and new approaches to education, Ministry guidelines and DES agreements may require this document to be modified.

Signed: _____

**Brian Murnane, Chairperson
Board of Management, ABACAS Kilbarrack Special School**

Signed: _____

**Laura Kelly, Principal
Secretary of Board of Management, ABACAS Kilbarrack Special School**

Ratified by the board of Management on: _____



ABACAS Kilbarrack School for Children with Autism

Appendix 1- Incident Report- Parent Copy

Date: _____ Time: _____.

Location: _____.

Details of Incident

Student involved: _____.

Teacher's Present: _____.

Treatment administered/actions taken: _____.

Outcome: _____.

I confirm that a report has been documented and supplied to the relevant child's parents

Yes No Initials

Signed (Staff Member) _____

Signed: (Principal) _____

I have read the above information

Signed: _____ (Parent/Guardian) Date: _____



ABACAS Kilbarrack School for Children with Autism

Incident Report- School Copy

Date: _____ Time: _____

Location: _____

Details of Incident:

_____.

_____.

_____.

_____.

_____.

_____.

Student involved: _____.

Teacher's Present: _____.

Treatment administered/actions taken: _____.

_____.

_____.

Outcome: _____.

I confirm that a report has been documented and supplied to the relevant child's parents

Yes No Initials

Signed (Staff Member) _____

Signed: (Principal/Director) _____



ABACAS Kilbarrack School for Children with Autism

Appendix 2 – Safety Training

Date: _____

Staff member: _____

Trainer's name: _____

Duration of the programme: _____



ABACAS Kilbarrack School for Children with Autism

APPENDIX 3

PROTOCOL FOR EVACUATING THE SCHOOL IN THE EVENT OF FIRE DRILL/FIRE.

In the event that the fire alarm goes off, the following are the safety steps as outlined by the Health and Safety Consultant which need to be adhered to:

- Mandy Daly will need to take out the sign in/out book for roll call
- Each member of the staff is responsible for the student that they have been assigned to on that particular day.
- The member of the staff takes the student and makes their way to the fire assembly point, which is the back fence of the yard, at the yellow grid on ground and indicated by the fire assembly sign.
- The last person to leave the classroom closes the door behind him/her.
- The members of the staff in each classroom will designate a person in the role of sweeper and, when viable, that person will make sure that everyone has left the building (including checking bathrooms, bedrooms etc) and ensure the classroom is empty with the door shut.
- The Fire Marshalls are assigned to take the roll call at the fire assembly point and ensure that everybody remains at the fire assembly point until the Principal/ Deputy Principal (in the event of a drill) or a fire officer in the event of an actual fire gives the all clear.



ABACAS Kilbarrack School for Children with Autism

Appendix 4 ABACAS Kilbarrack - Checklist for First Aid Kits:

Burn spray	
Insect bite/ sting spray	
Deep heat cream/ spray	
Savlon cream/ spray	
Multi-sized plasters	
Cut-to-size plasters	
Spray on plasters/ compeed liquid plaster	
Arnica	
Antiseptic wipes	
Loose wrap-around bandage	
Surgical tape	
Forehead thermometer	
Optrex eyewash	
Small scissors	



ABACAS Kilbarrack School for Children with Autism

APPENDIX 5- RISK ASSESSMENT FORMS

Date: _____

Name: _____

Risk number	Location	Low risk	Medium Risk	High risk	Action