

Miss Daisy Patterns / Miss Daisy Books — Safety Statement

Business Name: Miss Daisy Patterns / Miss Daisy Books

Operators: Tina O'Rourke & Alan Fitzpatrick

Activities: Children's book readings and creative workshops in primary schools, bookshops, festivals, libraries, and community group settings across Ireland

Miss Daisy Patterns / Miss Daisy Books maintains **current public liability insurance** covering all school and workshop activities. Certificate available on request.

Effective Date: 24th October 2025

Review Date: 23rd October 2026

1. Health & Safety Policy Statement

Miss Daisy Patterns / Miss Daisy Books is committed to providing a safe, respectful, and healthy environment for all children, school staff, and facilitators during book readings and workshop activities. We recognise our duty of care when working in primary school settings and will take all reasonably practicable steps to prevent injury, distress, or harm.

We will:

- Carry out risk assessments for our activities
- Follow each school's health and safety procedures
- Cooperate with school staff at all times
- Use only age-appropriate materials and activities
- Maintain appropriate child safeguarding standards
- Maintain valid public liability insurance
- Keep this Safety Statement under regular review

Responsibility for implementation of this Safety Statement rests with:

Tina O'Rourke & Alan Fitzpatrick — Miss Daisy Patterns / Miss Daisy Books

2. Nature of Work Activities

Miss Daisy Patterns / Miss Daisy Books provides:

- Children's book readings
- Storytelling sessions
- Creative literacy workshops
- Small craft and illustration workshops connected to books and storytelling themes
- Small group interactive activities

These activities may take place in:

- Primary schools
- Bookshops
- Libraries
- Festivals and events
- Community centres and groups
- Other approved child-focused venues

Where activities take place outside schools, a responsible adult, organiser,

teacher, librarian, parent group leader, or event coordinator must remain present and responsible for child supervision at all times.

3. Cooperation with Host Organisations & Venues

Miss Daisy Patterns / Miss Daisy Books will:

- Follow the host organisation or venue’s safety and emergency procedures
- Work only in areas assigned by organisers or staff
- Ensure a teacher, organiser, librarian, group leader, or designated responsible adult remains present at all times
- Follow local behaviour and safeguarding rules
- Report any incident or concern immediately to the responsible adult in charge

Primary responsibility for child supervision and behaviour management remains with the hosting organisation or group.

4. Risk Assessment — Workshop & Reading Activities

Hazard	Potential Risk	Control Measures
Bags, books, props	Trips or falls	Keep materials stored neatly; keep walkways clear
Craft materials	Misuse or minor injury	Use only age-appropriate, non-toxic materials; supervise use
Room layout	Congestion	Agree layout with teacher before starting
Movement activities	Slips or bumps	Keep activities low-risk and space controlled
Allergies	Reaction to materials	Do not use food items unless approved by school
Electrical equipment	Trip or shock risk	Avoid trailing leads; use battery devices where possible
Manual handling	Strain from lifting boxes	Use small loads; lift safely
Behaviour incidents	Distress or disruption	Teacher remains responsible for behaviour management

5. Child Safeguarding & Protection

Miss Daisy Patterns / Miss Daisy Books recognises that child protection is paramount in all school activities.

We commit to the following:

- Completion of **Tusla Child Protection & Welfare training and certification**
- Compliance with Children First guidelines
- Maintaining appropriate professional boundaries
- Never being alone with a child without a staff member present
- No physical contact except where appropriate and necessary
- No photographing or recording children without school permission
- Reporting any child protection concern to the designated school staff member

A teacher or designated responsible adult must remain present throughout all sessions.

6. Garda Vetting

Miss Daisy Patterns / Miss Daisy Books facilitators will maintain current Garda Vetting where required for school visits and will provide confirmation upon request.

7. Materials & Equipment Safety

We will ensure:

- All materials are suitable for primary school age groups
- No hazardous substances are used
- Props are checked before use
- Sharp or dangerous items are not used
- Equipment is kept tidy and safely stored

8. Emergency Procedures

During visits to schools or other venues Miss Daisy Patterns / Miss Daisy Books will:

- Follow the school's fire and emergency procedures
- Familiarise ourselves with exits and assembly points
- Follow instructions from school staff
- Stop activities immediately if required

In the event of an incident:

- Inform the responsible adult, organiser, teacher, or venue manager immediately
- Record details if requested by the school
- Cooperate fully with school reporting procedures

9. Accident & Incident Reporting

Any accident, near miss, or safety concern will be reported immediately to school staff and recorded according to school policy.

10. Infection Prevention & Hygiene

Where appropriate we will:

- Follow school hygiene guidance
- Use hand hygiene before and after sessions
- Avoid attending visits if unwell

11. Training & Competence

Miss Daisy Patterns / Miss Daisy Books commits to maintaining appropriate knowledge and training relevant to school workshop delivery, including:

- Tusla Child Protection & Welfare certification
- Safeguarding awareness
- Basic health and safety awareness

12. Review of Safety Statement

This Safety Statement will be reviewed:

- Annually
- When activities change
- When new risks are identified
- Following any significant incident

Appendix A – Craft and Illustration Workshop Risk Controls

Miss Daisy Patterns / Miss Daisy Books may deliver small craft and illustration workshops linked to storytelling and book themes. The following additional controls apply when craft and illustration activities are included.

Materials Controls

- Only age-appropriate craft and illustration materials will be used
- Non-toxic, child-safe glues, colours, and supplies only
- No hazardous chemicals or substances used
- No hot tools or heat equipment used
- No food products used unless approved by organiser/school

Tools

- Child-safe scissors only
- No sharp blades or craft knives
- Tools distributed and collected in a controlled manner
- Broken or damaged tools removed immediately

Supervision

- A responsible adult (teacher / organiser / group leader) present at all times
- Group size kept manageable for the activity
- Clear instructions given before materials are handed out
- Activity stopped if unsafe behaviour occurs

Allergy & Sensitivity Awareness

- Avoid common allergens in materials where possible
- Check with organiser/school regarding known allergies if materials could present a risk
- No latex products unless approved

Workspace Safety

- Work areas kept clear and organised
- Bags and boxes stored away from walkways
- Spill risks minimised and cleaned immediately
- Hand cleaning encouraged after craft and illustration activities

Setup & Cleanup

- Materials set out in an orderly way
- Safe collection and counting back of tools
- Waste collected and disposed of safely
- Area returned to original safe condition after workshop

Signed:

Tina O'Rourke

Alan Fitzpatrick

Date: 24th October 2025