



Holy Family Community School

Education is Opportunity

Safety Statement

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1.0 Introduction

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within Holy Family Community School.

In addition to all Safety, Health and Welfare at Work legislation the Management will take heed of all Codes of Practice on Safety, Health and Welfare that exist or may be introduced from time to time.

It is the intention of the Board of Management to comply with all other relevant legislation and to provide all employees with a safe working environment and to protect those who may be affected by its activities from harm.

All employees will be expected to comply with procedures as described in the relevant sections of this Safety Statement, in order to achieve our objectives.

The policy takes into account the Employment Equality Acts 1998 to 2011 and is designed so that it caters for all people equally. The legislation defines discrimination as treating one person in a less favorable way than another person based on any of the following 9 grounds:

- Gender: this means man, woman or transsexual
- Civil status: includes single, married, separated, divorced, widowed people, civil partners and former civil partners
- Family status: this refers to the parent of a person under 18 years or the resident primary carer or parent of a person with a disability
- Sexual orientation: includes gay, lesbian, bisexual and heterosexual
- Religion: means religious belief, background, outlook or none
- Age: this does not apply to a person aged under 16
- Disability: includes people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions
- Race: includes race, skin colour, nationality or ethnic origin
- Membership of the Traveller community.

1.1 Policy Statement

GENERAL POLICY

The Board of Management (B.O.M) of Holy Family Community School recognises its responsibility to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of its employees and those who are on the premises occupied by Holy Family Community School referred to hereafter as “the School”.

The B.O.M fully recognises its obligation is to provide:

1. A safe place of work
2. Safe access and egress
3. Safe systems of work
4. Appropriate information, instruction, training and supervision
5. Suitable protective clothing and equipment where hazards cannot be eliminated
6. For the preparation and revision of emergency plans
7. For the prevention of risk to health from any activity or substance
8. Welfare and hygiene facilities as appropriate
9. A competent resource in the form of trained staff and/or independent experts external to the School, where the requisite expertise is not available in-house, to advise and assist in securing the safety, health and welfare of employees.

It is the School’s policy to comply with all legal safety, health and welfare requirements as a minimum standard and with relevant Codes of Practice and Guidelines where appropriate.

These presently include:

- The *Safety Health & Welfare at Work Act 2005* (“the SHWWA 2005”)
- The *Safety Health & Welfare at Work (General Application) Regulations 2007* (“the 2007 Regulations”)
- The H.S.A Guidance documents for Health & Safety in Post Primary Schools Part 1 & 2
- The *Safety, Health & Welfare at Work (Construction) Regulations 2013* – Role of the Client when appointing contractors to maintenance, refurbishment or summer works projects (“the 2013 Regulations”)

Each individual student, member of staff and other employees are required to take account of the safety, health and welfare of any others who may be affected by the Schools operations. Students, members of staff and other employees must take all reasonable steps to ensure that working conditions are safe and that proper safe work practices are adhered to. Members of Staff and other employees are expected to fully exercise a duty of care and are required to report fully on accidents or dangerous occurrences within their areas of responsibility.

Students, members of staff and other employees are required to be fully aware of our school’s policies and to ensure that safety policy statements are brought to the notice of all. Policy statements will be reviewed regularly and revised as necessary to take account of technological change and general changes in work practices. Any such revisions will be brought to the notice of all relevant people.

The school arrangements for dealing with a broad range of safety, health, hygiene and welfare issues are set out in the table of contents, in the safety structures and hazard identification/risk assessment schedule of the School’s Safety Statement.

Signed: _____, **Chairperson Board of Management.**

Part 2: Roles & Responsibilities

2.1 Board of Management Structure.

The Board of Management, as the employer, has ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all members and staff, in compliance with the relevant provisions of the *Safety, Health and Welfare at Work Act 2005* and other occupational safety legislation.

The management of the school is administered by the Principal/Secretary of the Board of Management. She is aided by the Deputy Principals and the rest of the Board of Management.

The Board of Management structure is based on a committee model meeting on a regular basis. It is proposed that the Board receive reports from all interested parties for discussion and minute the actions in accordance with the principles outlined within this document.

The intention of the legislation is that representation should include all affected parties within the organisation. In line with Section 26(6) of the *Safety Health and Welfare at Work Act 2005* requirement of consultation and participation of employees and/or safety committees:

'Every student, member of staff or other employee shall consider any representations made to him or her by the school in relation to the matters specified in this section or any other matter relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that the school considers necessary or appropriate with regard to those representations'

2.2 Health & Safety Committee

It is necessary to ensure that there are documented records available confirming that the school has discharged its duties under the *Safety Health & Welfare at Work Act 2005* to assess, monitor and regularly report on measures being undertaken within the facility.

The H&S committee is the appropriate forum in the case of the school. Committee composition will be monitored and reviewed as part of the ongoing safety management system and will initially comprise:

Safety Committee:

- Liam Ferguson
- Ann O'Gara
- Tony Rooney
- Paul O'Neill
- Darren Tierney
- Megan Ring
- Pamela Ralph

In the absence of a competent safety person the school from time to time may employ the services of an industry leading safety consultancy firm.

2.3 Roles and Responsibilities of Staff

Under Section 13 of the *Safety, Health and Welfare at Work Act 2005* all staff (employees) have certain duties, as outlined below

(1) It shall be the duty of every employee while at work –

(a) To take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;

(b) To co-operate with his employer and any other person to such extent as will enable his employer and any other person to comply with any of the relevant statutory provisions;

(c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his use alone or for use by him in common with others) for securing his safety, health or welfare while at work;

(d) To report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he becomes aware.

(2) No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

(3) Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

2.4 Definition of Students Responsibilities

Students' responsibilities are in accordance with Section 14 of the *Safety, Health and Welfare at Work Act 2005* Act which states;

“A person shall not intentionally, recklessly or without reasonable cause—

a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work,

Or

b) Place at risk the safety, health or welfare of persons in connection with work activities.”

While in the school students are therefore required;

- a) to take reasonable care to protect his or her safety & the safety of any other person who may be affected by the student's acts or omissions
- b) to cooperate with safety systems and signage in place on campus
- c) not to intentionally, recklessly or without reasonable cause interfere with or misuse safety equipment

In addition to the above legal requirements the School requires all students to immediately report to any member of staff any accident resulting in loss or injury. The

injured party is also required to co-operate with the School in the investigation of the accident and the completion of the Injury or Incident Report Form.

Any students who fail to comply with safety procedures are subject to the normal disciplinary code.

2.5 Safety Representatives

Safety Representatives

Under Section 25 of the *Safety, Health and Welfare Act 2005*, there is a requirement for the Board of Management to provide arrangements for effective consultation between Management and Staff. To that end employees may elect / select from among their numbers, at their place of work, a person called a Safety Representative, to represent them in consultation with their employer.

The current Safety Representatives are;

- Ann O’Gara
- Tony Rooney.

Under the Act, the Safety Representative has the following rights:

- To make representations on Safety, Health and Welfare matters at the workplace.
- To make oral or written representation to Health and Safety Authority Inspectors and to receive advice and information from the Inspector.
- To investigate accidents and dangerous occurrences provided they do not interfere with or obstruct any official investigation.
- To carryout inspections with the prior agreement of and notice to the B.O.M.
- To investigate potential hazards and complaints made by employees, subject to prior notice to the B.O.M.
- To accompany an inspector on an inspection tour, other than inspections resulting from any accidents.
- To be informed, by the employer, when an Inspector enters the school’s premises for the purpose of making a tour of inspection.
- A reasonable amount of time off from his / her normal duties without loss of remuneration.

2.6 First Aider Duties

The location of First Aid Equipment is as follows:-

- a) General Office
- b) Science Rooms
- c) Metal Work Room
- d) Wood Work Room
- e) Technology Room
- f) Art Rooms
- g) Staff Room
- h) Home Economics Rooms
- i) P.E. Hall
- j) Principal’s Office
- k) Deputy Principal’s Office

Automated External Defibrillators (AEDs) are located in the General Office, Staffroom and in the P.E Hall.

The Trained Occupational First Aiders:

- Caroline Ryan Clarke
- Ann O’Gara
- Elaine Quinn
- Joanna Phipps

The Trained Basic First Aiders:

- Please refer to staff handbook

2.7 Fire Warden Duties

The Fire Warden is a voluntary role. The Fire Warden:-

- Assists in emergency evacuation and drills;
- Attends fire safety training as necessary;
- Consults with management and colleagues regarding fire safety concerns and opinions;
- Promptly reports any matters of concern to the Principal, or in his/her absence, to the Safety Representatives or Deputy Principals;
- Ensures that all access and egress routes remain clear and unobstructed;
- Assists in evacuations where necessary and reports relevant comments/observations to the Safety Representatives/Principal.

The following employees of Holy Family Community School are the designated fire wardens for the buildings.

- Tony Rooney
- Carmella Ebbs
- Liam Ferguson
- Lorraine O’Connell

2.8 External Contractors

All external contractors will be appointed using procedures to ensure their competent management of health & safety as it is pertinent to their operations on behalf of the School.

The School recognises that, as far as is reasonably practicable, the place of work for these contractors must

- Be a safe place of work
- Have safe access and egress
- Be an environment free of risk from any harmful substance in the place of work.

Duties are also placed on contractors, especially under the *Safety, Health and Welfare at Work (Construction) Regulations 2013* & the *Safety, Health and Welfare at Work (General Application) 2007 Regulations* in regard to maintenance or building work. The School is concerned that contractors are compliant in their Health & Safety functions and in this regard the following control measures apply.

- Prequalification Questionnaire is completed and returned to the School.
- Contractors insurance to be checked with brokers.
- Contractor's Safety Statement to be provided.
- Method Statements to be provided for non-standard operations.
- Risk Assessments to be carried out by the contractor.

The Person(s) responsible for control of contractors is the Principal and the Board of Management.

A register of contractors on site will be controlled by the School.

Contractors working in the school buildings will be required to work to the instructions and restrictions as identified by the school management in advance of the work. All contractors must provide the following as a minimum requirement after an initial meeting with the school.

- A signed Company Safety Statement
- A job specific Safe Method of Work document
- Records of employee training appropriate to the work

Where a sub-contractor is small or a one man operation and the appropriate safety documentation is not available or does not meet Holy Family Community School standards, the sub-contractor will be treated as a long term contractor and will be subject to all the requirements and controls similar to employees.

Part 3: Arrangements

3.1 Introduction

This section outlines the broad policies and procedures which underpin the School Safety Management regime.

It is not intended to be final or exhaustive but addresses the fundamental aspects of maintaining a safe place of work, safe environment systems of work and safety conscious staff.

3.2 Fire & Emergency Procedures

Introduction

It is the objective of The School to achieve and maintain the best possible standards of fire safety within the premises.

The School conforms to the requirements of Irish and European Fire and Safety Legislation.

The objectives of the Fire Management Program are as follows:

- Provide and maintain a range of fire protection installations;
- Provide training to enable employees to carry out their duties with the minimum possibility of ignition occurring;
- Provide comprehensive instruction detailing the procedures to be followed in the event of fire occurring and ensuring that all staff are trained in their observance.

Employees are reminded of their specific responsibilities under the *Safety, Health and Welfare at Work Act, 2005 and Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

These responsibilities must be met for the management of the fire risk to be effective.

3.2.1 Fire Evacuation Drills

Evacuation drills will take place at least bi annually.

Following the drill, the results will be used to audit and review provisions, amending to take account of monitoring carried out.

3.2.2 Action on Observing Fires, Accidents or Emergencies

In case of fire:

1. Raise the alarm by breaking glass cover on nearest fire alarm box
2. Contact the Principal, Deputy Principals or fire warden and when they answer, give the following information as applicable.
 - i. Exact location of fire or other incident
 - ii. Extent of fire - state if major or minor
 - iii. Nature of accident and how many involved
 - iv. Are Gardaí required (in case of incidents?)
3. Attempt to extinguish the fire with the appropriate fire extinguisher, provided that personal safety is not put at risk, and that the individual concerned has been trained on the correct use of fire extinguishers.

3.2.3 Action on Hearing Fire Detection Alarm in Immediate Area.

In the case of an Evacuation Drill

1. Follow the directions of the Staff and leave the area by following the directional signs on the nearest exit.
2. Do not stop to collect personal belongings
3. Report to the assembly area. It is important that you do not leave the assembly area until instructed to do so.
4. Teachers will ensure that all Staff, Students and Visitors within their department have evacuated the building. A check should be rapidly made on toilets, rest rooms and isolated offices.
5. The Fire Wardens or the senior person on duty for each area will check if all members of his/her group at the designated assembly point.
6. He/she will then report the position to the principal/ most senior person, who will be in charge of the evacuation. This person will:
 - i. Supervise the evacuation.
 - ii. Liaise with the Fire Brigade and/or Gardaí and report if anyone is missing.
 - iii. Decide, in conjunction with the Fire Brigade and/or Gardaí, and/or Army, when and if Staff, Students and Visitors can return to the building.

3.2.4 Visitors

At the time of fire or emergency alarm

Visitors in the School buildings will be advised and assisted by staff members and Fire Wardens in leaving the building.

Drills

Fire Drills are to be carried out twice yearly by the School in conjunction with designated contractors (Facilities & Food Services) and staff. The procedure to be followed is similar to excavation procedure above.

3.3 Smoking Policy

Smoking on school grounds or while on school excursions is strictly forbidden for students, staff, parents, visitors and others.

3.4 Workplace Standards

3.4.1 Machinery General

Hazards

All use of machinery will be carried out under the supervision of the qualified teacher in a controlled environment or by contractors who have submitted the appropriate information in advance of the work.

The main hazards associated with the use of machinery include:

- Trapping between parts of a machine;
- Entanglement if unguarded or with rotating or moving parts;
- Ejection, particles or bits of machine thrown;
- Contact with moving parts causing friction burns or lacerations.

Risk Assessment

The risks associated with machinery are considered high because of the nature of the equipment and the possible severity of injury. These risks can be greatly reduced by the implementation of controls and arrangements. The risks associated with the cleaning and maintenance of machines are particularly significant. These are addressed in detail in subsequent sections.

Managements and Controls

All machinery used conforms to appropriate legislation and machinery safety standards such as: BS 5304 Code of Practice for Safety of Machinery.

Any Machinery Purchasing Policy will reflect such specifications for machine safety. In addition to safeguarding, the machines must be laid out such that employees working nearby are not put at risk. Safety training for machine operators, where possible, will form part of an integral program covering all aspects of the work to be undertaken.

General measures to control risk include:

- Proper guarding of all machinery, conforming to appropriate legislation and machinery safety standards;
- The establishment of safe working procedures for operation, cleaning and maintenance of machinery;
- Only authorised personnel will be permitted to switch out interlocks on any machinery or remove fixed guards;
- Operators will be properly trained in the operation and use of machines as per the operating instructions;
- Boilers and air receivers will be examined and certified by a competent person at regular intervals;
- All machinery safety equipment will be put on a maintenance schedule, and records kept on file;

- Fixed guards on all machines must be bolted in place.
- Areas around machines will be kept clear at all times.

Maintenance of Guards & Other Safeguards

All guards and other protective barriers provided shall be of substantial construction and constantly maintained which means maintained in an efficient state, in efficient working order and in good repair.

To help achieve this objective, the procedures outlined below should be instituted.

Normal operations

The guards etc. should be checked as part of normal maintenance. These should be carried out by the appropriate personnel such as competent technicians. Any defects found must be reported immediately and corrective action taken.

Planned Maintenance

- Regular inspection of guards in a preventative maintenance system will help ensure that damaged mesh guards, mechanical locks, worn bearings, hinges, loose bolts and screws, missing split pins, defective wiring, etc. are rectified before trouble occurs. One of the criteria for determining the frequency of such inspections will be how much machine maintenance of guards, etc. has been necessary on particular types of machines.
- Emergency stop buttons, trip wires and switches, tilt switches, broken wire switches, rotation sensing devices, etc. must be checked to ensure that they function correctly.
- Permitted openings in guards must be checked to ensure that they have not been enlarged that they no longer comply with BS 5304.
- Exhaust ventilation must be tested to ensure that the design parameters of volume and velocity have not significantly changed.
- Filters must be checked and changed as necessary so that they continue to carry out correct filtration.
- It is essential that, after any repair and maintenance work has been carried out, all the safeguarding arrangements are restored to their proper working conditions. The inspections, checking, testing, repairs, etc. should be carried out by competent persons.
- Temporary additional safeguards may be required to protect the maintenance engineers whilst they are carrying out functional checks.
- Records should be kept of:
 - i. Inspections;
 - ii. any faults found;
 - iii. Any remedial action required.
- A simple reporting system for the rectification of damaged guards, exhaust ventilation, etc. their fixing or replacement, should be provided. Appropriate levels of management should also regularly check the reporting system and the items reported. These measures will be supplemented by any additional requirements shown to be necessary in the light of local knowledge.

Maintenance – General

Failure of equipment may occur in two ways:

- Gradual decline;
- Sudden failure;

Either of these may cause accidental injury or damage to property.

Maintenance activity can be classified as:

- Reactive;
- Proactive.

Where possible, pro-active maintenance is the desirable norm, but in some cases, reactive maintenance is unavoidable. Maintenance activities are, where possible, planned and safe systems of work such as permits to work, lockout procedures, etc. are implemented when necessary. Contractors are subject to the same scrutiny and systems as are internal maintenance programs.

Lockout Procedures

When performing any type of equipment maintenance, e.g. changing rollers, working on compressors or chillers, etc. the equipment must be isolated from the power source and locked out to prevent accidental start up. In some cases, such as most office machinery, this will simply entail unplugging the machine, in others it may entail isolation of mains, tagging and even locking out the power supply using physical locks. Adequate lockout procedures ensure that:

- The equipment is de-energised;
- All lockouts are properly tagged;
- All fuses are properly pulled.

Before restarting the machines it must be ensured that:

- All guards are in place;
- All locks have been removed;
- All tags and locks are removed by authorised persons only.

3.4.2 Hand Tool Safety

Hazards

Hand tools are used mainly for maintenance activities. The main hazards associated with the use of hand tools are ejection of material being worked on, sharp edges & blades and accidents caused by defective tools.

Risk Factor - Low

The risk associated with injury from hand tools is considered low.

Arrangements and Controls

The risks to users from the use of hand tools are reduced by the adoption of safe working practices. The four golden rules are:

1. Use the correct tool for each type of job;
2. Use only tools which are in good condition;
3. Stow all tools safely, particularly at heights;
4. Wear eye protection when indicated.

The correct type, size and weight of tool should be selected for the job and attention should be paid to any manufacturer's instructions.

Defective or unsuitable tools can cause accidents and as such proper maintenance is critical. Grease and dirt should be regularly cleaned off. The cutting edges of tools should be kept sharp and protected when not in use. Handles of equipment should be smooth finished and maintained in good condition.

When work with a hand tool is completed the tool should be stored in the appropriate tool box or other designated storage area so as not to present a falling or tripping hazard.

All employees involved in the use of hand tools must have a knowledge and understanding of the hazards involved and the necessary precautions to be taken to reduce the risks.

Only authorised staff should have access to and the use of hand tools.

3.5 General Workplace Standards (Office & Administrative Areas)

Introduction

It is the objective of the School, to achieve and maintain the best possible safety health & welfare standards within our facilities.

The School will assess and evaluate the workplace in accordance with the principles set down in this section to ensure that the working environment is maintained to the standard required by the *Safety Health & Welfare at Work Act 2005* and the subsequent *SHWW (General Application) Regulations 2007*.

The objectives are as follows:

- Carry out risk assessments of the environment and interface with operations.
- Take action to reduce risk where appropriate.
- Comply with the Workplace Regulations

Employees are reminded of their specific responsibilities under section 13 of the *Safety, Health and Welfare at Work Act, 2005*.

These responsibilities must be met for the management of the risk to be effective.

Hazards

The main hazards from working in the school include slips, trips and falls, collisions with furniture and equipment, moving furniture or equipment, injuries from hand tools such as pencils, staplers, paper cutters and office equipment, fire, musculoskeletal disorders.

Office equipment includes photocopying machines, printers, shredders, knives and letter openers. The hazards associated with this type of equipment include electrocution, burns, and lacerations, entanglement of loose clothing or long hair and fire. All such equipment in use is modern and fitted with a range of safety features.

Filing cabinets are used in office areas. The hazards include being trapped beneath a falling cabinet, or having fingers trapped between a drawer and the cabinet, tipping over or hitting against open drawers.

Risk Assessment

The risks are considered low and can be substantially reduced if due attention is paid to legislation and good practice.

Arrangements and Controls

Office, class rooms and laboratory fittings (including floor coverings, electrical, heating, lighting and ventilation systems) and office equipment (desks, chairs, drawers and filing cabinets) have to be selected with due regard for the task and the person for which they are intended. Careful selection will reduce the risk that unsuitable fittings or equipment will be brought into use on the premises.

Risks are minimised by observation of the arrangements and controls set out below:

Installation of Machines

Machines should be positioned in a well-ventilated area away from doorways. The main isolating switch should be accessible at all times. The manufacturer's manual is available for each machine, on request.

Minor Repairs

Minor repairs, such as removing blockages from the photocopier may be carried out by staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should still be switched off and unplugged before gaining access to the interior.

Under no circumstances should staff or students use screw drivers or any other article to tamper with the inside of machines.

Major Faults

Major faults including any electrical faults, frayed wires etc. must be reported to the Principal or Deputy Principals. No attempt should be made by staff or students to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.

Light Intensity

Photocopiers are provided with strong light covers, the structure and design of which are such that there should be no hazards to health. However, staff should ensure that covers are in place when copies are made.

Filing Cabinets

Risks are minimised by purchasing only filing cabinets which allow opening of one drawer at a time. Employees using filing cabinets should observe the following safe practices:

- Store heavier items in bottom drawer;
- Start with bottom drawer when setting up files or after moving cabinet;
- Use drawer handles when opening cabinet;
- Always close file drawers after use.

Maintenance

Maintenance of fittings and equipment is critical to their safe operation and the following checks are carried out:

- Electrical equipment such as photocopiers and printers are inspected regularly and repairs are made only by a qualified technician. More specialised equipment should be serviced and repaired by outside contractors only;
- Desks and chairs are inspected for their stability, state of repair and that they are at the correct height for their users;
- Any chemicals used are inspected to ensure that they are labelled correctly, stored correctly and used correctly;
- Office storage facilities are inspected to ensure shelves are secure and not overloaded, heavy objects are properly secured and filing cabinets are secure and in a safe state of repair;
- Light fittings, diffusers and shades are inspected regularly and tubes replaced at the end of their recommended life to reduce glare and flicker effects.

N.B: All end users of schools property must report to the Safety Representative /Principal if there are issues which require maintenance.

Layout of Offices, Classrooms and Laboratories

The layout of the offices, classrooms and laboratories area is critical for its safe use:

- All fixtures and fittings are located where possible so as to avoid risks of falls or collisions when in use;
- All power cables are positioned where possible so as to avoid risks of trips or falls. All phone lines, cables and extensions are taped or fastened under the desk or along the baseboards. A cable cover is fitted where it is absolutely necessary that cables run across the aisle;
- Adequate means of access to and exit from the workplace is to be provided including adequate means of escape in the case of fire (which is clearly marked).

The removal of hazards to safety and health depends greatly on the maintenance of appropriate standards of housekeeping.

All staff are given basic training or instruction, as appropriate, in the skills and knowledge required for their job in order to minimise the risk of accident or injury. Training or instruction will include:

- Adjustment of furniture for comfort, lighting etc.
- Safe manual handling techniques (where necessary);
- IS 291 1986, Good housekeeping practices;
- Fire safety and evacuation procedures.

3.6 Personal Protective Equipment (PPE)

Personal Protective Equipment is to be used, where appropriate, by all staff and students working in the laboratories and workshops. PPE includes personal overalls, goggles / face shields and gloves.

Teachers are to ensure that PPE is worn by all students while working in laboratories.

Recommended PPE will be detailed to the students at the beginning of each school year for the subjects they are taking. Students will not be permitted to participate in class until they wear the required PPE.

It is noted that PPE is not provided by the school to sub-contractors. Each sub-contractor must provide his/her own PPE.

3.7 Manual Handling

Hazard

Staff will be involved in some form of manual lifting and handling as part of their daily routine. This can pose a hazard in certain circumstances. The hazards include strains or sprains of the arm, back or legs due to over-exertion as well as foot injuries from falling loads.

Risk Assessment

The risk is high in some cases due to the frequency with which staff are involved in manual handling and the seriousness of injuries resulting from manual handling accidents.

Arrangements and Controls

No members of staff will be expected to lift a load that would be likely to cause injury. The risk of injury will be minimised by meeting the requirements of Part IV of the *SHWW (General Application) Regulations 2007* relating to the Manual Handling of loads;

General measures employed to control manual handling hazards are:

1. Attention to careful selection of personnel;
2. Provision of appropriate training in safe lifting;
3. Design or redesign of tasks to ensure that loads can be safely lifted;
4. Storing heavier objects at waist or chest level;
5. Use of mechanical lifting equipment, trolleys, pallet trucks.
6. Task specific safety footwear may be required for certain activities. This footwear will be provided by the Principal following evaluation of the task to be performed.

Training will be given to staff involved in regular lifting in appropriate manual handling techniques by a suitably qualified person at regular intervals. Such instruction has three aims:

- To minimise the risks;
- To reduce the effort;
- To show how it can be done more effectively.

It will include:

- Hazards and risks for manual handling;
- Review of the effect of manual handling on the body;
- Work place and personal factors involved in manual handling injuries;
- Control strategies with primary emphasis on work organisation, job and task design.

Where safe movement of a load, requires two or more staff or students, this should be identified. Where a situation arises where employees are in doubt, their immediate supervisor should be consulted. The risks of injury from manual handling can further be reduced by having each employee ensure that the working environment is maintained in a safe condition. This includes gangways and floors kept in a good condition and free from obstruction.

Responsibilities

Teachers are responsible for ensuring that students engaged in lifting utilise safe manual handling techniques and that lifting equipment is utilised where provided.

3.8 VDU and Ergonomics Regulations

3.8.1 VDU's

Hazards and Risks of Visual Display Units

There is not sufficient medical evidence to suggest that the use of a VDU will result in either short or long term effects on an operator's health. The radiation emitted by VDUs is very much less than that from natural environmental sources such as the sun and is well below the levels considered harmful by responsible bodies such as the National Radiological Protection Board. However, a number of ergonomic problems including back strain, upper limb pains or visual fatigue have occurred when appropriate codes of practice and criteria have not been observed.

Arrangements and Controls

When purchasing VDUs systems tilt swivel facilities on the screen shall be provided to allow the operator to find a comfortable position avoiding fatigue in the arms or hands in accordance the *SHWW (General Application) Regulations 2007*;

VDUs are to be serviced if an operator reports drifting or flickering of images.

The importance of equipment layout is important in reducing risks. The following factors have been considered.

- i.) The work desks or surfaces has sufficiently large, low reflective surface.
- ii.) The areas in front of the keyboards are sufficient to provide support for the hands of the operators.

- iii.) Document holders, where appropriate are arranged to minimise frequent head and eye movement.
- iv.) If required, foot rests are provided.
- v.) All power cables are positioned as far as is reasonably practicable so as to avoid the risk of trips or falls.
- vi.) Desks and screens are arranged so that any bright lights are not reflected in the screen.
- vii.) Screens are not directly located at windows or bright lights so as to cause glare from reflections.
- viii.) Easy to operate curtains/ blinds are provided to cut out all unwanted light/glare
- ix.) A suitable background lighting level is required.
- x.) Local illumination is provided where required.
- xi.) An adequate level of heating, ventilation and humidity is established and maintained where possible.
- xii.) All VDU work is carried out in well ventilated and draught free offices.
- xiii.) Selection of VDU operators will largely depend upon existing skills and capabilities.

Training in V.D.U. use shall include:

- General Principles of ergonomics including the optimum adjustment of furniture, screen, keyboard, lighting, etc.
- Instruction in good keyboard technique;
- Skill development and training to enable staff to benefit from an enhanced ergonomic position.
- Specific training will be provided if there are any changes in operating systems or equipment.

3.8.2 Ergonomics

In compliance with legislation, general and pregnancy related work station assessments are conducted, and action is taken to eliminate any health hazard posed by the workstations / poor posture, and workplace environmental conditions.

3.9 Electrical Safety

Hazards

Portable electric tools are used mainly by those involved in maintenance work. The main hazards associated with portable electric tools are electric shock or contact with the moving part of the tool.

Risk Assessment

The risk associated with this hazard is high due to the possible severity of an injury.

Arrangements and Controls

3.9.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- a.) Equipment is correctly wired and earthed.
- b.) Plugs are correctly wired.
- c.) Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- d.) The mains supply is still capable of meeting the maximum demand.
- e.) The distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out.
- f.) The isolating switches are marked, well-sited, accessible and known to staff.
- g.) Residual current (earth leakage) circuit breakers are used where appropriate.

N.B: All end users of schools property must report to the Safety Representative /Principal if there are issues which require maintenance.

3.9.2 Lighting

Visually check that:

- a.) All the light fittings are working and are kept in a clean condition.
- b.) Light switches are not broken and appear to be in a safe condition.
- c.) The lighting is adequate for the type of work being undertaken.

3.9.3 Plugs/Sockets/Leads

Visual inspections should be performed to ensure that:

- a.) Sockets are in good condition with no cracks or pieces missing.
- b.) Socket screws and mountings are secure.
- c.) Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp.
- d.) Indicator lights on sockets function correctly.
- e.) Insulation on leads is not cracked or frayed.
- f.) Leads are without knots or joins and are reasonably free of 'kinks'.
- g.) Leads are the correct length for the equipment being used.
- h.) There are no trailing leads.
- i.) Multi-point adaptors are not being used.
- j.) Leads and flexible cable are securely fixed at both equipment and plug ends.

N.B: All end users of schools property must report to the Safety Representative /Principal if there are issues which require maintenance.

3.9.4 Equipment

Equipment is periodically inspected to ensure that:

- a.) fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- b.) copies of manufacturers' instructions/operating manuals are easily accessible;
- c.) equipment is only being used for purposes for which it was intended;
- d.) where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- e.) mains isolating switches are easily accessible and known to staff;
- f.) on/off indicator lights function correctly;
- g.) equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- h.) All items of electrical equipment are properly and regularly maintained and serviced.

N.B: All end users of schools property must report to the Safety Representative /Principal if there are issues which require maintenance.

3.10 Chemicals

Hazard

The consequences of contact with hazardous chemicals and toxic substances include irritation, and sensitisation of the skin, eyes and respiratory system, long term effects and reproductive disorders.

Risk Assessment

The risk involved depends on the toxicity and the dose of a chemical.

Arrangements and Controls

General measures employed to control chemical hazards are:

- Use of material safety data sheets
- Use of chemicals where possible which have a low hazard rating;
- Provision of adequate ventilation, including local extraction where required;
- High integrity design, i.e. enclosing all process equipment so that fumes and dusts do not escape;
- Provision of Personal Protective Equipment (PPE) including eye protection, hand protection and body protection;
- Requiring all personnel present in designated areas to wear appropriate eye protection
- Displaying notices at appropriate locations advising personnel of the requirement to wear appropriate eye protection;
- Proper design and specification of process equipment;
- Regular maintenance of process equipment including checking of equipment and piping for corrosion;
- Training of operators in the safe handling of chemicals and the use of P.P.E.;
- Careful adherence to manufacturer's instructions which take account of the hazardous properties of chemicals and which are set out in their safety data sheets.

All chemicals supplied to The School must be supplied with safety data sheets and/or hazard information. These safety data sheets and those from the associated equipment must be retained and be so stored as to be available for reference purposes at the appropriate site.

3.11 Lone Working / Out of Hours Working

Out of hours working is defined as follows:

- Any work undertaken by teaching staff outside of 8.00am - 6.00pm Monday, Tuesday, Thursday, and Friday, and 8.00am to 5:00pm on Wednesday.
- Any work undertaken by non-teaching staff outside of 8.00am - 6.30pm

The School strongly recommends that in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or students need to undertake work out of hours they must adhere strictly to the School Policy & Procedures for Lone/Out of Hours Work.

It is to be noted that the School is used for additional activities after normal school hours sufficient lone working procedures must be implemented.

3.12 Welfare Arrangements

3.12.1 Circulation Areas

a.) Ensure that Stairways:

- Are fitted with sound banisters or rails;
- Are adequately lit and have emergency lighting;
- Do not have steps that are worn or broken or slippery.

b.) Ensure that Passages:

- Floor surfaces are even and are not slippery;
- Passages are adequately lit;
- Litter or rubbish has not been allowed to accumulate;
- Mats, etc., are not positioned in such a way as to be tripping hazards;
- There are no areas of loose, flaking or damaged paint, plaster or plasterboard.

c.) Ensure that doors and windows:

- Doors are unobstructed;
- Doors with glass windows have toughened or laminated glass;
- Doors with a fire resistance requirement have wire reinforced glass;
- There are no doors with:
 - i.) Loose or broken hinges;
 - ii.) Damaged or sticking catches;
 - iii.) Broken wood panels or glass panels;
 - iv.) Loose or stiff handles;
- Doors are not allowed to swing freely without restraint;
- Windows are not broken or cracked;

- Windows open easily without undue force being applied;
- Windows do not jut out dangerously when open;
- Windows are cleaned regularly;
- Windows do not have broken fastenings or cords;
- Where necessary, a window pole is available.

3.12.2 General Purpose Classrooms

As above and also ensure that:

- a.) Hazards are not arising from overcrowded classrooms;
- b.) All cupboards, fixed blackboards, display units are stable;
- c.) Classroom furniture is not damaged;
- d.) Wherever possible, there are no sharp edges or corners on the furniture;
- e.) Furniture is positioned safely;
- f.) All shelf mountings are secure.

3.12.3 Art Facilities

Ensure that:

- a.) Safety rules are clearly displayed in all art rooms.
- b.) Chairs and stools are sound.
- c.) Floors are in good condition and are non-slip.
- d.) Guillotines are fitted with an approved safety guard which can be locked.
- e.) Floors are swept daily and washed down at least every term.
- f.) Throwing wheels are maintained properly.
- g.) All containers are labelled clearly.
- h.) All foam materials are stored away from heat sources.
- i.) Filters in fan assisted heating systems are cleaned weekly.
- j.) Materials and partly finished work are stored safely.
- k.) First Aid boxes are available in all Art rooms.

3.12.4 Home Economics Facilities

Ensure that:

- a.) Safety rules are clearly displayed in all home economics rooms.
- b.) The layout of the rooms is such as to allow safe access/exit/ circulation, bearing in mind the numbers of pupils accommodated.
- c.) First aid boxes are available in all home economics rooms.
- d.) Floors are in good condition and are non-slip.
- e.) Working surfaces are in good condition and are impermeable.
- f.) Refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods.
- a.) Microwaves, Ovens and general kitchen appliances are in working order and are kept clean and disinfected.
- g.) There is a wash basin with hot water, soap, nail brush and disposable towels for washing hands prior to handling foods.
- h.) All cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.
- i.) Waste collected from cooking and cleaning is sufficiently segregated and placed into the appropriate waste bin.

3.12.5 P.E Hall

Ensure that:

- b.) First aid boxes are easily accessible.
- c.) Floors are clean, even, non-slip and splinter proof.
- d.) All brackets securing ropes, wall bars etc. are sound.
- e.) PE equipment is stacked securely and positioned so as not to cause a hazard.
- f.) There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings.
- g.) Wooden beams, benches etc. are free from splinters and generally sound.
- h.) Vaulting horses, beams and benches are stable and do not wobble when in use.
- i.) There are no broken tiles or sharp edges in showers.
- j.) Showers and foot baths are in working order and are kept clean and disinfected.
- k.) Changing rooms are kept clean, tidy and disinfected.
- l.) On the separate Landing:
 - Steps are not damaged.
 - Steps have an adequate handrail.

3.12.6 Non-Teaching Areas

- a.) Ensure that within offices substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/ duplicating machines are operated is adequately ventilated.
- b.) Kitchen areas
 - The kitchen/dining area is kept clean.
 - The kitchen floors are sound and non-slip, especially when wet.
 - First aid boxes are available in the kitchen area.
- c.) Boiler rooms
 - There is no combustibles or combustible waste stored in boiler rooms or elsewhere (e.g. oily rags).
 - All safety devices in the boiler room are in proper working order.
 - The boiler is regularly maintained by a competent person.
 - All cleaning materials, particularly those which might be hazardous, are securely stored.
- d.) Staff facilities
 - The staffroom is clean, warm and well lit.
 - There are adequate cloakroom facilities and storage facilities for personal belongings, books etc.
 - The staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating.
 - There is provision for tea and coffee to be made.
 - Staff sanitary facilities are suitable, sufficient and properly cleaned.

3.12.7 Hygiene

Ensure that the following are available:

- a) Soap
- b) Hand drying facilities
- c) Hot water
- d) Toilet paper
- e) Litter bin per classroom

- f) Provision for disposal of sanitary towels
- g) Safe, suitable, sufficient and properly cleaned sanitary facilities.

Ensure that:

- a) There are no uneven/broken/cracked paving slabs.
- b) Outside steps are secure, with a firmly fixed handrail.
- c) Roofs, guttering, drain pipes etc. are, as far as can be seen, sound and well maintained.
- d) All play areas, especially sand pits, are kept clean and free from glass.
- e) Outside play/PE appliances are securely anchored.
- f) Holes for goalposts, netball posts, and tennis posts are covered when posts are not in position.
- g) Outside lighting works and is sufficient.
- h) All parking facilities for cars and cycles are safe in regard to the presence of pedestrians.
- i) All builders' materials, caretakers' maintenance equipment etc., are kept securely.

3.13 Safety Signs

Extra signs have been added at various points throughout the School buildings. Safety signs and new road markings have also been added to the grounds of the school and in the car park area.

3.14 Gas Safety

Hazards

Two distinct hazards exist in relation to the use of gases:

- Those of the gas itself by virtue of its chemical or physical properties;
- Those of a mechanical nature associated with the size, shape and weight of its associated cylinder.

Risks

The risks associated with these hazards include that of fire and explosion, release of toxic or noxious material into the work area or surrounding atmosphere, injuries to feet, fingers and back, and damage to nearby equipment or the building structure itself.

However, if the safe working practices outlined in this standard are adopted the likelihood of an accident occurring can be maintained at an acceptable level.

Arrangements and Control

The adoption of the following precautions will reduce the risks associated with the use of gas cylinders or any possible leakage in systems. It should be noted however that every gas and its safe storage should be individually assessed with particular attention being paid to any manufacturer's instructions provided.

The actual receipt of gas cylinders onto the premises is the first point at which safety can be ensured by correct identification of the gas involved, checking for damage to containers and maintenance of records of receipt. After that the correct transport, handling and storage techniques as outlined below will further reduce any risk of accidents;

- Correct lifting of heavy cylinders will avoid injuries to toes, feet and back.
- The handling of all gas cylinders is carried out using the correct protective equipment, gloves and safety shoes should be used, clothing should be dry and oil free, a face shield should be used if splashing is likely, there should be no areas likely to harbour or trap liquid gas on clothing, such as pockets.
- Care should be taken when handling cylinders to avoid opening the main valve as this will lead to the rapid flow of gas from the cylinder. This may cause the cylinder effectively to become a missile causing damage to both personnel and equipment.
- Alternatively it may cause an increase in the concentration of the gas in the work area which will affect staff or could lead to fire or explosion depending on the gas involved.
- The transport of cylinders around the premises is by trolleys or cradles whereby the cylinder can be stored upright and can be securely fastened.
- The valve should always be shut before placing a cylinder on a trolley.
- Always use care as opposed to force when opening valves and the correct standard key.
- Cylinders are stored in an upright and secure position to avoid the danger of falling or tripping.
- Never roll a cylinder or use it as a roller for moving other material.
- Routine checks are carried out of the condition of cylinders and their attachments or fittings. Any repairs necessary will be carried out by a competent person.
-

The location of the storage area for compressed gas cylinders is of paramount importance in reducing the risk of accidents.

Ensure it is:

- Internal but well ventilated.
- Sited away from sources of heat or ignition.
- Readily identifiable by warning signs.
- Secure.
- Exclusive to the storage of cylinders.
- Separated into two areas, one for full containers and one for the empty containers which should be clearly marked as such.
- Easily accessible for the delivery and removal of cylinders with no obstructions.
- Equipped in such a manner as to allow for the correct upright and safe storage of the cylinders.

3.15 Accidents and Incidents

The basic philosophy of the School is that no member of staff, student or visitor should be subjected to any preventable injury, no matter how slight the consequences may be. Therefore it is essential that all accidents and dangerous occurrences with actual potential for injury are reported immediately and fully to the Safety Representative/Principal.

The necessity of this procedure is to:

- Ensure that any injury resulting from an accident is properly treated.
- Enable the School to prevent accidents by taking appropriate action in individual cases.
- Compile accident statistics so that action can be taken on the problems identified.
- Enable the School to comply with its legal duties to report relevant accidents to the authorities.

While all staff members have an obligation to report all accidents and incidents, the decision whether to have a more in depth investigation will be taken by the Principal. All report forms should be returned to the Principal as soon as possible.

All incidents and accidents must be recorded in the accident/incident report file.

All staff and students are obliged to co-operate fully and immediately with any investigation and provide any information which may be useful in establishing the circumstances surrounding an accident or dangerous occurrence.

3.16 Training

The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this safety statement. Such training is also a legal requirement in controlling many of the risks identified by Holy Family Community School. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

In addition to our statutory duty to employees, the School also has a common law duty to all students to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon:

1. The nature of the academic discipline being pursued,
2. The experience and disposition of the students involved,
3. Their familiarity with any equipment/substances to be utilised,
4. The environment/conditions where the activities may be discharged,
5. The extent to which supervision is necessary and available.

The Health and Safety Officer is responsible for providing the following specific Health and Safety Training on an ongoing basis:

1. Manual Handling Training
2. Induction Training
3. Fire Warden Training
4. First Aid Training
5. Emergency Response Plan Training
6. Risk Assessment & Control Training
7. Office Ergonomics Training
8. Other central training where risk assessment identifies specific campus need

3.17 Noise

In accordance with the Safety, Health and Welfare at Work (Control of Noise at Work) Regulations 2006 (S.I. No. 371 of 2006), except Regulation 11(3) of those Regulations.

Noise is a problem if:

- You have to shout to be heard by someone two metres away
- Your ears are still ringing after leaving the workplace
- Ensure all equipment operates at low noise levels as far as is reasonably practicable.
- Place noisy equipment noise as far away from workstations as possible.
- Monitor & ensure that the noise levels do not exceed the lower exposure action level of 80db (A) or the upper exposure action level of 85db (A).

If there any concerns surrounding noise reaching the upper/lower levels within the workplace, then a noise survey should be conducted by a competent person.

Where mandatory signs are posted, hearing protection will be worn at all times.

3.18 Pregnancy

Under the terms of the *Safety, Health and Welfare at Work Act, 2005* and the *Safety, Health and Welfare at Work (General Application) Regulations 2007* an employer should consider an employee pregnant when the employee notifies the employer that she is pregnant. However, the employer's responsibilities and obligations still apply if the employee chooses not to inform the employer, but it is apparent that she is pregnant.

It should be noted that pregnancy is not an illness. However, precautions must be taken by management to protect the Safety, Health and Welfare of pregnant employees and the developing child, as they may be at greater risk during pregnancy when doing the same work as colleagues.

There is an increased risk of

- Slips, trips and falls from uneven surfaces, trailing wires, and loose boxes, wet or slippery surfaces.
- Exposure to chemical/biological agents that may be harmful to the unborn child.
- Fatigue.

While in general the schools activities are low risk, tasks which may have been routine before pregnancy may become more hazardous. Therefore a separate Hazard Identification and Risk Assessment of the pregnant employee's working processes and environment should take place. This assessment is intended to identify any hazard which may present a risk to the pregnant employee or unborn child. If the assessment reveals a potential risk it will be necessary to temporarily adjust the employees working conditions. The Risk Assessment will be completed in the following circumstances:

- When advised by an employee,
- On becoming aware that an employee is pregnant.
- When an employee has given birth, i.e. within the first 14 weeks after birth,
- When breastfeeding, i.e. within the first 26 weeks after birth.

A copy of the relevant Risk Assessment will be held in Section 5.2.1 of the Safety Statement. Allied to this, an ergonomic assessment should be carried out (to ensure that footrests are issued, and rest breaks provided, etc.).

N.B: The arrangement as outlined above should be put into place in the case of a student informing the school she is pregnant. However, the schools responsibilities and obligations still apply if the student chooses not to inform the school authorities, but it is apparent that she is pregnant.

3.19 Accessibility

Access and egress routes must be kept clear at all times.

Persons with specific needs must inform the school management of their requirements.

The school has implemented a traffic management system within the grounds.

- a.) There is a policy in place that no student can park within the grounds unless they have a full licence, an insurance policy in their own name and produce the necessary documentation.
- b.) There is a speed limit within the grounds of 8kmph which must be obeyed at all times.

3.20 Bullying & Harassment

The School is committed to a workplace free from bullying and harassment of any kind. Bullying, sexual harassment and harassment by staff members or non-staff members (such as students, contractors and other contacts) will not be tolerated and may lead to the termination/non-renewal of employment/services, exclusion from the premises or the imposition of other appropriate sanctions taking into consideration all facts and reports of the particular case.

Members of staff should make themselves familiar with the contents of the ACCS, ASTI, IMPACT and TUI Code of Practice for Dealing with Complaints of Bullying and Harassment of Staff in Community & Comprehensive Schools and the ACCS, ASTI, IMPACT and TUI Code of Practice for Dealing with Complaints of Sexual Harassment in Community & Comprehensive Schools. These policies are available in the staff common folder on the school server.

The School's Anti-Bullying Policy for students, states that bullying breaks the school's rules, because if you hurt, threaten or frighten someone you are not treating them with respect. The policy is available from the Principals office, school office, the staff information handbook and the Holy Family Community School website (www.hfcs.ie).

We want Holy Family Community School to be a place where:

1. Students, staff and parents treat each other fairly and with respect.
2. Bullying behaviour is not tolerated, this includes: name calling, physical, racist or sexist abuse.
3. Students, staff and parents feel safe and are able to report bullying without being afraid.
4. People support each other and problems are resolved.

3.21 Substance Use Policy

The School has a duty under legislation to ensure the health, safety and welfare of staff and students, and others at work. Our substance use policy is not intended to intrude upon the privacy of individuals, particularly in health matters, where their condition does not affect their conduct or performance at work. The School however, is concerned where health or behaviour impairs the conduct, safety or work performance of its staff and it recognises that the misuse of alcohol or substance abuse may be a cause of such impairment.

Our policy aims to take positive action to prevent drink and/or substance-related problems affecting staff/students and to help those affected, as far as is reasonably practicable.

Students should make themselves familiar with the contents of the School's Code of Behaviour and Discipline. The policy is available from the Principal, the school's office, the student's diary, staff handbook and the school's website.

3.22 Stress

The School recognises that from time to time staff may experience work related stress. It is our aim to be proactive in the reduction / management of sources of stress. Staff members who are subject to occupational stressors are encouraged to seek assistance from the school management.

3.23 After School Activities

The school policy is to ensure that the students can partake in after school activities in a safe and productive manner. The activities are all managed by assigned teachers with the support and knowledge of the school management.

The following activities are provided:

- Supervised study
- Basketball
- Badminton
- Football
- Drama
- Dancing
- Hurling
- Gaelic Football
- Debating
- Music
- Rugby
- Soccer
- Other activities

The teachers assigned to the management of the individual activity must ensure the safe access and egress to the activity and ensure emergency procedures are in place.

Local sports clubs, parents, community groups may be involved in the after school activities. It is the responsibility of the school management to ensure the individuals involved are suitable for the task and are familiar with the school policies, procedures and reporting mechanism.

Part 4: Risk Assessment Methodology

4.1 Hazard Identification / Risk Assessment Methodology

Risk Assessment

Risk Assessments are completed for all reasonably foreseeable hazards related to the school. All teachers and other staff must make themselves familiar with the specific risks assessments applicable to their role within the school. To safeguard the health and safety of all employees and students each area is examined to identify hazards and adequate arrangements made to eliminate or minimise risk. All hazards, reasonably foreseeable, are identified, eliminated where practicable and adequate arrangements formulated to safeguard against them before any operations commence. Best practice is the removal of risk where practicable and the use of all reasonable precautions thereafter. The hazards identification, assessment of their risks and precautions to be taken as set out in the school risk assessments are the minimum requirements accepted by the School for its direct employees, students and sub-contractors.

Risk Rating System

Risk Assessment will be co-coordinated by School Management in consultation with the teaching staff members and those affected. Each Risk Assessment must have a reference number e.g., RA 1.0. All task, work equipment, work areas and building facilities should be systematically examined to identify the hazards associated with each. The risks can then be assessed to get the risk level, using the risk matrix below. Where the risk level is found to be medium or high, control measures must be decided upon to reduce the risk level to Low.

In order to simplify the task of rating the level of risk as either being High, Medium or Low, the following system will apply:

(Likelihood or Probability Rating 1-5)

- 1- Very unlikely to occur
- 2- Unlikely to occur
- 3- Even chance of occurring
- 4- Very likely to occur
- 5- Almost certain to occur

(Consequence Rating 1-5)

- 1- No injury or damage likely
- 2- Minor injury/minor damage possible
- 3- Lost time injury likely – some property damage likely
- 4- Serious physical harm/likely substantial property damage likely
- 5- Fatality/Extensive property damage likely

(Highest possible Rating 25)

1 - 8	Low Risk	
9 - 14	Medium Risk	
15 - 25	High Risk	

		Consequence				
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Risk Assessment Summary

1. Identify and record hazards using appropriate form.
2. Rate the level of risk involved with each hazard
3. Specify control measures required to eliminate hazard or reduce risk to Low
4. Implement the controls (responsible person)
5. Monitor and Review
6. Provide information, training, instruction and supervision as required. Record these events as appropriate

4.2 Methodology for Introducing Control Measures

1. Holy Family Community School will define policy for assessment of risk

This is a corporate commitment to identify hazards to health and safety for staff, visitors and others, and to evaluate the risks created by those hazards so as to decide upon effective controls.

2. Holy Family Community School will set up a group or team to achieve this policy

The School will appoint persons, through their job descriptions or directly, to take responsibility for carrying out the hazard identification and risk assessment process. This can be done by supported managers, teams of staff, external consultants or others.

The School will ensure that the people concerned are either competent in the health and safety legal sense and / or have access to competent persons for assistance in their work.

3. Holy Family Community School will record the findings and use the records as part of the review process

The School will document and record the findings and use our staff common folder on the school server to communicate the findings. Persons can to respond to any of the concluded findings.

4. Holy Family Community School will monitor the measures

This can take the form of annual audits (a suggested minimum for all risks), quarterly reviews. Extra controls can also involve training staff, raising their awareness about the hazards.

Part 5: Appendices

5.1 Appendix 1: Material Safety Data Sheets (MSDS) (Now called SDS)

It is the requirement of the School that all MSDS risks and control measures are brought to the immediate attention of our Principal and the subject coordinator.

Copies of all MSDS are to be kept in the storage location of the associated hazardous substance and to be clearly identifiable.

In cases of risks which may affect persons outside those competent to deal with those said risks the school require a detailed route plan to avoid such risks and also a cause and effect analysis should such an event occur.

It is noted that material safety data sheets for materials used by sub-contractors are to be controlled by the contractor themselves.

5.2 Appendix 2: O&M Manuals

Manuals for the physical environment are to be retained in the safety file, some of which is stored digitally.

5.3 Appendix 3: Safety File

The Holy Family Community School Safety file is stored digitally. Access to information required by contractors will be facilitated.



Safety Statement

5.4 Appendix 4: Method Statements

Method statements for non-standard operations are retained digitally by the School's administration department.

It is noted that method statements for subcontractors and contracted out functions are to form part of each contractor's safety management system.

A site specific method statement will apply to contractors whom are proposing to carry out high risk work e.g. working at heights, hot works, working with high voltage electricity etc.



Safety Statement

5.5 Appendix 5: Fire Safety Management Procedures

Note: The fire safety register will form a separate document, recording all necessary information.

1. Arrangements and Controls

Fire Safety depends on full consideration of the fire risk involved in all items of the workplace, be it equipment, furniture, fittings, coverings, paints, paper, layout, structure etc. Such items require careful selection whereby the risk of fire may be reduced and also on-going maintenance to ensure their continued fire safety. General measures for the control of fire hazard include:

- Training of Staff Members in fire safety.
- Training of designated staff in firefighting procedures.
- Provision of adequate fire extinguishers and firefighting equipment, and regular servicing of this equipment.
- Effective housekeeping, storage of materials.
- Routine inspection and checking of firefighting equipment.
- Provision of automatic fire detection equipment.
- Segregation of flammable substances from ignition sources and oxidising agents.
- Controlled use of naked flames.
- Proper design, specification and maintenance of all electrical equipment.
- Proper design of buildings to minimise the spread of fire.
- Installation of electrical equipment by trained and qualified persons.
- Electrical bonding and earthed to minimise static electricity hazard.

2. Maintenance

The fire alarm and detection system is installed and a certificate of installation and commissioning is obtained and kept on the premises for inspection in accordance with the requirements of IS 3218, Code of practice for fire detection and alarm systems for buildings.

All fire extinguishers should be installed to the requirements of IS 291 1986, *the use sitting and maintenance of portable fire extinguishers*.

The building should be inspected to ensure that:

- On a daily basis all exits are unlocked and available or capable of being opened in the event of fire.
- All escapes routes are clear of any obstructions; fire safety signs and call points are not obscured.
- All parts of the premises are checked with particular attention being paid to those parts not normally visited by staff e.g. storerooms, cloakrooms, etc.
- A daily final inspection is carried out in vacated areas to ensure that the premises are left in a safe condition.
- Heaters of all types should be checked so that clear areas are maintained around them.



Safety Statement

- Electrical wiring is well insulated and not subject to overload.
- The layout, constructional materials, and contents of a building play an important part in determining the rate and extent of fire spread. Consideration is therefore given to:
 1. Structural precautions,
 2. Subdividing the building into the smallest practicable compartments of fire resisting construction to contain a fire within it and ensure structural stability.
 3. All appropriate staff be provided with information, instruction, training and supervision:
 - i. To recognise fire risks and act accordingly.
 - ii. To learn about the specific fire hazards in the job they do.
 - iii. Systems such as gas detection and fire alarms panels are maintained as per manufacturer's guidelines, any alarms should be thoroughly investigated.

An appropriate degree of supervisory control must be exercised to ensure that a safe working environment, a safe system of work and safe plant and equipment are acquired and maintained to ensure fire safety.

3. Organisation and Responsibilities

The Principal or his/her fire wardens are responsible for ensuring that:

- The fire management program is observed and fire safety records are kept on the premises;
- All members of staff & students understand and accept their responsibilities;
- All members of staff are trained in fire awareness and evacuation procedures;
- All new equipment conform to recognised fire safety & CE standards;
- Fire drills are carried out at least twice annually;
- The fire management program is continually monitored with procedures and fire warden registers are updated as necessary.
- The "No Smoking" rule is observed:
- Signs prohibiting smoking are prominently displayed.
- All portable firefighting equipment is available for use and not obstructed;
- All fire doors are not impeded and kept closed outside of normal working hours;
- Items are not allowed accumulate at fire points, on escape routes, corridors etc.
- Fire Wardens together with managers and supervisors are responsible for ensuring that:
 - i. All staff and students are evacuated in the event of fire;
 - ii. Fire wardens will sign in to the evacuation controller at the assembly point after evacuation.
- The Board of Management is responsible for ensuring that:-
 - i. Fire protection installations including fixed firefighting installations, fire alarm system, gas detection systems & emergency lighting and PA system are maintained on a regular basis and all relevant details recorded.
 - ii. Fire protection equipment and emergency exits are properly identified;

Routine plant maintenance program is in place for the electrical installation, boilers and plant rooms etc.



Safety Statement

4. Training and Instruction

Staff

Selected staff will receive training in fire safety management. This will include

- Housekeeping;
- Use of flammable liquids;
- Electrical installations;
- Smoking rules.

They will be instructed on:

- What to do on hearing the fire alarm;
- What to do on discovering a fire.

Fire Wardens

Fire Wardens will receive the following training:

- Use of firefighting equipment (extinguishers and hose reels);
- Identification of fire hazards and how these are to be controlled;
- Their responsibilities within the fire management program.

5. Notices

Fire instruction notices will be provided in each functional area. These will detail, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

6. Monitoring Fire hazards

Once the fire prevention system has been established it is necessary that routine inspections are carried out to ensure that it is permanently maintained. It is proposed that checklists are used. These will operate periodically as part of the Fire Safety Management's Inspection Program.

7. Fire protection installations

The following inspection and maintenance programs are in place. Records for each inspection are logged in accordance with the appropriate standard. These records are kept in the fire safety register and include the checks on associated items (e.g. electromagnetic catches) as specified by the safety file.



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8. Fire Alarm

Bell test be carried out when the principal deems necessary.
Quarterly maintenance of the fire alarm
Bi Annual (evacuation drill)
Annually Statutory inspection to IS 3218

9. Emergency Lighting where implemented

Quarterly by nominated person
Annual Inspection by approved contractor to IS 3217

10. Extinguishers

Bi-Annual Inspections to IS 291 by approved contractor.

11. Excavation Procedures

As part of the Fire Safety Management Programme Holy Family Community School has prepared detailed evacuation procedures. Please familiarise yourselves with these procedures which can be accessed from the Fire register.



Safety Statement

5.6 Appendix 6: Fire and Emergency arrangements.

EVACUATION PROCEDURES

ON DISCOVERING A FIRE:

- Sound the fire alarm.
- Alert a member of staff who will contact the fire brigade.
- Follow the evacuation procedure below.

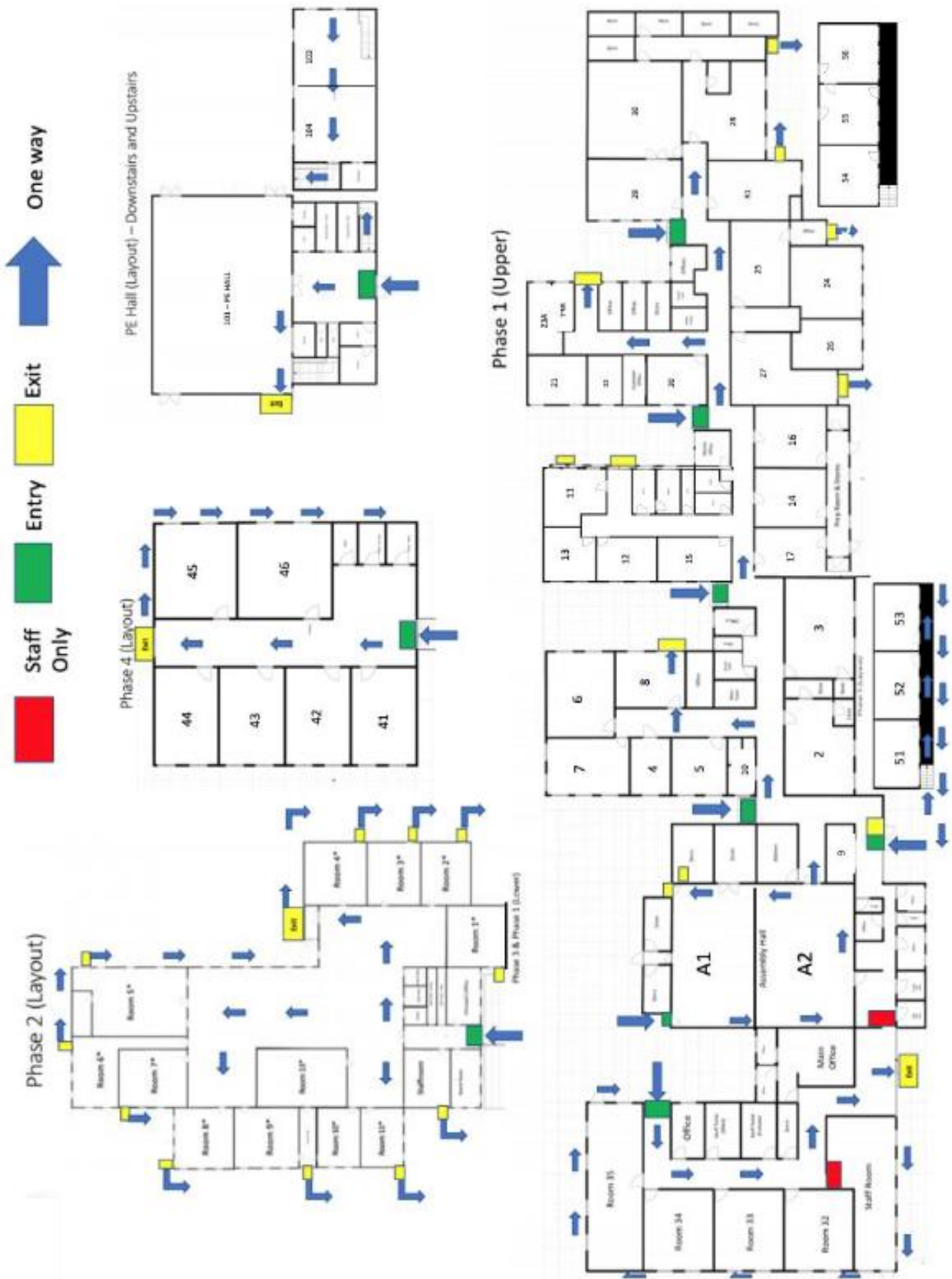
ON HEARING THE FIRE ALARM

- Leave the building immediately, in single file, in a calm and orderly fashion, following the arrows to the exit and avoiding smoke.
- Please close all windows and doors.
- Any students not with their class when the alarm sounds, should leave the building and join their class at the assembly point.
- Go to the assembly point for your room on the gaelic pitch and stay in your class group.
- If the alarm sounds at morning break, lunch break or class change, students and teachers must go to the assembly point for the room they were in before the break or class change.
- Teachers conduct a roll call and send a student to report to the Principal, Deputy Principals or Health & Safety committee member at the assembly point at the gate to the pitch.

Do not go back into the building under any circumstances until permission has been given by the Principal, Deputy Principals or Fire Officer.



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5.7 Appendix 7: List of Contents of First Aid Kits

First Aid Kits

Contents of First Aid Kit

1 No.	Wallet of plasters
2 No.	Sterile Eye Pads
6 No.	Individually Wrapped Triangular Bandages
12 No.	Safety Pins
6 No.	Medium individually Wrapped Sterile Un-medicated Wound Dressings
2 No.	Large Individually Wrapped Sterile Un-medicated Wound Dressings
8 No.	Individually Wrapped Wipes
1 No.	Paramedic Scissors
2 No.	Latex Gloves
1 No.	Sterile Eye Wash
1 No.	3" roller bandage
1 No.	Roll White Lint
1 No.	Tweezers.

The Assigned First Aider(s) / Post of responsibility Holder renew(s) First Aid supplies.

Full First Aid can be found at reception and in the Principal's office. There are First Aid Kits in practical rooms that have first aid supplies relevant to that subject, e.g. blue plasters in Home Economics; ice packs in PE. All kits have plasters, sterile eye wash, triangular bandages, bandages, gloves and burn gel.



Safety Statement

5.8 Appendix 8: The Pregnant Worker

1. Introduction

- 1.1 The Council Directive 92/85/EEC of October 1992, introduces measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding.
- 1.2 New legislation required to implement the European Directive on pregnant workers was introduced into the *Management of Health and Safety at Work Regulations 1992*, by the *Management of Health and Safety at Work Regulations 1994* with effect from 1st December 1994 and subsequently by the *Management of Health and Safety at Work Regulations 1999*.
- 1.3 Article 15 of Council Directive 89/391/EEC of 12th June 1989 on the introduction of measures to encourage improvements in the health and safety of workers at work provides that particularly sensitive risk groups be protected against the dangers which specifically affect them. Pregnant workers, workers who have recently given birth or who are breastfeeding, must be considered a specific risk group in many respects and measures must be taken with regard to their safety and health.
- 1.4 A new or expectant mother is defined as:
 - “ A worker who is pregnant, who has given birth within the previous six months or who is breastfeeding’.
 - Given birth is defined as:
 - “A worker who has delivered a living child, on or after 24 weeks of pregnancy, a still born child’.
- 1.5 Employees have a responsibility to make their employer aware of their pregnancy or that they are new mothers or breastfeeding.

2. General Policy Statement

The School attaches great importance to the health and safety of staff members. The School recognises that high standards of health and safety can contribute to the success of the organisation by preserving and developing human and physical resources and by reducing unnecessary costs and liabilities. It is the Policy of the School to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. This policy is part of the School’s commitment to comply with Health and Safety Legislation. The School is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.



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3. Scope

This policy applies to all workplaces and individuals employed by the School.

4. Legal Requirements

The legislation implementing the European Directive on Pregnant Workers has a number of requirements; these include the following:

4.1 Employers Duties

- 4.1.1 The employer must take particular account of risks to new and expectant mothers when assessing risk in work activity.
- 4.1.2 If the employer has identified a significant risk to the health and safety of a new or expectant mother, the employer must decide what action to take. The employer should in all cases consider removing the hazard or seek to prevent exposure to the risk. Where this is not feasible the risk should be controlled.
- 4.1.3 If there is still a significant risk at work to the safety or health of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, the following steps should be taken to remove the employee from the risk:
 - ii) temporarily adjust the working conditions and/or hours of work; or if it is not reasonable to do so, or if it would not avoid the risk,
 - iii) offer suitable alternative work; or if that is not feasible,
 - iv) Give the employee paid leave for as long as necessary to protect her safety or health or that of her child.

These actions are only necessary where as a result of risk assessment there is genuine concern. If there is any doubt, the employer should seek professional advice (e.g. occupational health) on what the risks are and whether they arise from work before offering alternative employment or paid leave. The regulations provide that the employer must take action as set out above when informed in writing that an employee is pregnant.

- 4.1.4 The employer must keep the risk under review as although the hazard may remain constant, the possibility of damage to the worker or her foetus as a result of a hazard may vary at different stages of pregnancy.
- 4.1.5 The employer must provide suitable facilities for workers who are pregnant or breastfeeding, to rest.
- 4.1.6 The regulations require that if an employee, who is a new or an expectant mother, works at night, and has a medical certificate stating that night work could affect her health or safety, the employer must undertake the following steps:
 - i) Offer suitable alternative daytime work, or if that is not possible,



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- ii) Give paid leave for as long as is necessary to protect the employee's health or safety.

4.2 Employees' Duties/Rights

- 4.2.1 Employees if requested by the employer must provide a certificate from a Registered Medical Practitioner or a Registered Midwife, confirming the pregnancy.
- 4.2.2 Employees have a responsibility to make their employers aware of their pregnancy, or that they are a new mother or breastfeeding.
- 4.2.3 Employees have a responsibility to protect their own health at work and must take the appropriate measures to protect themselves.
- 4.2.4 Employees have a responsibility to inform their employers of any medical or midwifery advice they have received which would affect the risk assessment process.
- 4.2.5 Employees have a responsibility to inform their employer when they cease to breastfeed.

5. Maternity Leave

Members of staff are entitled to maternity leave as detailed by the Department of Education and Skills.

6. Ante-Natal Appointments

The employee is entitled to reasonable time off to attend antenatal appointments. The employee may be asked by the employer to provide verification of appointments.

7. Responsibilities

- 7.1 The Principal has overall responsibility for the effective operation of this policy throughout the School.
- 7.2 It will be ensured that a risk assessment is undertaken immediately they are notified that an employee is a new or expectant mother or is breastfeeding. The risk assessment should be undertaken in accordance with the guidance and checklist as attached to this policy.
- 7.3 The Principal will ensure that follow up risk assessments are completed at 18 weeks, 28 weeks and on return to work of the employee. The risk assessments should continue for a period of six months following the employee's return to work or continue for employees who are breastfeeding until they inform the employer that they have ceased to breastfeed. The risk assessments are completed to ensure



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that no changes have occurred which will affect the health and safety of the unborn child, child of a mother who is breastfeeding or the mother herself.

8. Students

N.B: The arrangement as outlined in section 3.18 of the Safety statement should be put into place in the case of a student informing the school she is pregnant. However, the schools responsibilities and obligations still apply if the student chooses not to inform the employer, but it is apparent that she is pregnant.



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8. Employees Responsibility

Employees have a responsibility for their own safety by:-

- Notifying the employer as early as possible, in the event of pregnancy, or if they are breastfeeding. Enabling the employer to reassess any risks and take necessary action.
- Immunisation and regular health checks are recommended.
- If there has been a delay in notifying the employer of the pregnancy, and the assessment shows an increased risk, then the employee should seek further advice.
- The employee should always inform their GP and midwife of the type of occupation they are in.

9. Manual Handling

Most pregnant women are capable of lifting normally during the first few months of a normal pregnancy. After twenty weeks, lifting becomes more difficult. Women recovering from childbirth by caesarean section need particular restrictions from lifting heavy weights for three months after birth.

10. Legislation and Guidance

10.1 Legislation

Council Directive 92/85/EEC - Pregnant Workers Directive;
Management of Health and Safety at Work Regulations 1992;
Management of Health and Safety at Work (amendment) Regulations 1994;
Management of Health and Safety at Work Regulations 1999;
Manual Handling Operations Regulations 1992;
Ionising Radiation Regulations 1985 and support Approved Codes of Practice;
Control of Substances Hazardous to Health (COSHH) Regulations;
Chemicals (Hazard Information and Packaging) Regulations 1993;
Management of Health and Safety and Welfare Regulations;



Safety Statement

ASSESSMENT CHECKLIST

Employee Name: _____ Department: _____
_____.

Is the employee likely to be at risk from?

	Yes	No
1.Shocks, Vibration or Movement		
2.Manual Handling Activities		
3.Ionizing Radiation		
4.Movement or Posture		
5.Mental and Physical Fatigue		
6.Chemical Agents or Substances i.e. Drugs		
7.Biological Agents i.e. Smoking		
8.Other including Violence and Aggression		

To reduce/eliminate the risks identified above the following action has been discussed and agreed with the employee.

The location of the quiet room is: _____

ACTION REQUIRED	BY WHOM	WHEN
_____	_____	

Review Dates Agreed

Signed: _____ Date: _____.

(Principal)



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Risk assessment under the school policy for new and expectant mothers at work

Employee Name: _____

Department: _____

Assessment Undertaken by: _____

Stage of pregnancy : _____

EMPLOYEE TRAINING

Before conducting the assessment check the following:

1 Is the employee likely to be exposed to any hazardous substances?

2. It is in the employee's best interest for the employer to be made aware of any other health factors that could be relevant to the assessment.

3. When the employee was last trained and is she competent in the following?

	Date Trained	Competent	Extra Training Required
Manual Handling			
Safe Practices on VDU's			
Control & Restraint Practices			
Infection Control			

5. If the employee is in a high risk area, is there likely to be an opportunity for her to transfer to a lower risk area, if so where?

6. The location of a "quiet room" for the employee to rest, breastfeed or express breast milk is:



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RISK ASSESSMENT

Name:	Location	Position
-------	----------	----------

First Assessment Date	By:
18 Weeks Date	By:
28 Weeks Date	By:
Return to Work Date	By:

Comments:



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ACTION PLAN

To reduce/eliminate the risks identified above the following action has been discussed and agreed.

No	Action Required	Who responsible	Time scale

A review date was agreed for the _____ (date) ____ at _____
(time) when _____ (name)

Will be approximately _____ weeks pregnant.

Signature: _____.

Date:

(Assessor)



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5.9 Appendix 9: Permit to work

Area of Works:		Permit No:	
Date/s of Work:		Time From:	To:
Company Name:		No of personnel (including supervisor)	
Name of supervisor:		Mobile No:	
Emergency/24 Hours Contact Name:		Contact Number:	
Operatives Names:	1.	2.	
3.	4.	5.	
6.	7.	8.	
9.	10.	11.	
Work to be carried out:			
Permit List: ONLY relevant permits to be filled out and attached to this cover permit.			
		Permit Required? Please Circle	
Is delivery access required? E.g. materials delivery		Yes / No	
Are services works being undertaken? E.g. connection of new services, maintenance repair of existing services (fire alarm, A/C)		Yes / No	
Are hot works being undertaken? E.g. Hot torch, grinding, cutting work		Yes / No	
Is out of demise line work required? E.g. shop front work		Yes / No	
Are Sprinkler maintenance/repair works being undertaken?		Yes / No	
Will works generate dust? E.g. grinding works, sweeping etc...		Yes / No (As per Work Method Statement)	
Relevant Insurance details included		Mandatory	
Permit Approval – This permit is issued under the following conditions:			
NOTE: The WORK METHOD STATEMENT MUST be filled in and attached.			
Any damage caused to the building finishes or services during works carried out are to be reported.			
All works in public areas must be carried out outside of Building Trading Hours between 8.00am – 6.00pm. This also applies to works creating a public nuisance (e.g. access, noise, dust).			
Name of person approving permit:			
Signature of person approving permit:			
Date of approval of permit:		Time of approval of permit	
		am/pm	



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The provisions and requirements of this Permit are acknowledged and accepted by:

Foreman: _____

The Company Name: _____

Contact Number: _____

Date ____/____/____ Time _____

Signed: _____.

This Permit is issued and authorised by:

The Principal of Holy Family Community School

Name _____

Contact No _____

Date ____/____/____ Time _____

Signed _____



Safety Statement

5.10 Appendix 10: Definitions

Definitions:

THE SCHOOL	Holy Family Community School
FM	Facilities Manager
SHWWA	Safety Health & Welfare at Work Act 2005
SWP	Safe Work procedure
LOTO	Lock out Tag Out
DBA	Decibels
PTW	Permit to Work
HSA	Health & Safety Authority
B.O.M	Board of Management

Hazard

A Hazard is any substance, article, material or practice within a workplace, which has the potential to cause harm to employees at work or visitors to that workplace. Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

Risk

Is the potential of the hazard to become realised.



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5.11 Appendix 11: Definitions: Child protection Guidelines

Staff members who have child protection concerns must report these concerns to the designated liaison person, Ingrid Fallon. Where the designated liaison person is unavailable, child protection concerns must be reported to the deputy designated person, Denise O’Keeffe. The department of education and skills’ child protection procedures for primary and post primary schools are available in the child protection folder in the staff common folder.

Holy Family Community School Child Protection Policy

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school’s policies, practices and activities. Accordingly, in accordance with the requirements of the Department of Education and Skills’ Child Protection Procedures for Primary and Post Primary Schools, the Board of Management of Holy Family Community School has agreed the following child protection policy:

1. The Board of Management has adopted and will implement fully and without modification The Department’s Child Protection Procedures for Primary and Post Primary Schools as part Of this overall child protection policy.
2. The Designated Liaison Person (DLP) is Ingrid Fallon (Principal)
3. The Deputy Designated Liaison Person (Deputy DLP) is Liam Ferguson (Deputy Principal)
4. In its policies, practices and activities, Holy Family Community School will adhere to the following principles of best practice in child protection and welfare:
The school will
 - recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
 - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
 - adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
 - develop a practice of openness with parents and encourage parental involvement in the education of their children; and
 - Fully respect confidentiality requirements in dealing with child protection matters.The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.
5. The Board has ensured that the necessary policies, protocols or practices as appropriate are in Place in respect of each of the listed items below:
The Code of Behaviour, Anti-bullying Policy, Pupil Attendance Strategy, Supervision of Pupils, Sporting Activities, School Outings, and Pupil Work Placements at post primary etc.
6. This policy has been made available to school personnel and the Parents’ Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.
7. This policy will be reviewed by the Board of Management once in every school year.

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____



Safety Statement

Part 6: Risk Assessments



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RA: 1.0 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Use of Machinery / General Guidance - Practical classrooms and maintenance works	Cutting, Entanglement, Shearing, Crushing High pressure fluid injection, Drawing in (or trapping) Impact, Stabbing, Punctures, Burning, Ejection, Friction, Abrasion Eye injuries, Body wounds, Serious personal injury.	High	Staff. Students. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure at purchasing stage the safest type of machinery with ergonomically friendly designs are considered first and foremost. • Ensure all machinery is CE marked, compliant and meets the requirements of the 2007 General Application Regulations (Regs 27-62) • Ensure all machinery is operated, serviced and maintained in accordance with manufacturer's recommendations. • Ensure good environmental conditions e.g. lighting, noise, humidity etc. • Ensure adequate clearance around machinery. • Ensure machinery is managed by trained persons with guards in place and isolate and restrict access to other persons. • Ensure good housekeeping standards & tidy as they go. • Ensure that supervision is in place at all times. • Ensure the limits of machinery are established and never exceeded. • Ensure all manufacturers guards are in place when in use. • Ensure adequate ventilation where possible, where unavailable suitable respiratory protection or breathing apparatus should be considered. • Ensure suitable persons are selected to operate machinery. • Ensure information regarding the power supply is followed and made available to all who operate such machinery. • Ensure students work under supervision and have a detailed understanding of how to operate equipment, conduct inspections and testing of guards and protection devices and safety conscious behaviour. • Ensure students never wear any loose items, e.g. jewellery, hair, ties etc... • Ensure adequate safety signs are in place & replace damaged signage. • Ensure students are aware of exhaust fumes. • Ensure students wear designated personal protective equipment (follow manufacturers guidelines) when working with machinery. • In the event of a malfunction, ensure that machinery is isolated and shut down until inspected by a competent person. • Maintenance work must only be completed by a competent person.



Safety Statement

RA: 1.1 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Machinery Maintenance / General Guidance	Cutting, Entanglement, Shearing, Crushing High pressure fluid injection, Drawing in (or trapping) Impact, Stabbing, Punctures, Burning, Ejection, Friction, Abrasion Eye injuries, Body wounds, Serious personal injury, Fatalities.	High	Staff. Contractors.	<ul style="list-style-type: none"> • Ensure only <u>competent persons</u> examine machinery and equipment • Ensure regular maintenance schedule in accordance with manufacturer’s recommendations & relevant legislation. • Ensure where work equipment is subject to deterioration & liable to result in danger to safety or health, that periodic and regular testing is conducted where appropriate and special inspections are carried out where unique dangers arise. • Ensure deterioration of equipment is detected and remedied in good time. • Ensure that the power to the premises and / or machinery is isolated and locked off prior to any guards/safety devices been removed and any maintenance work commencing. • Ensure maintenance work is only undertaken by those with adequate training, instruction, and information relating specifically to that work. • Ensure only CE approved parts and components are used. • Ensure that extreme care is taken when adjusting or maintaining Equipment. • Ensure that all guards removed during maintenance work are fixed back in place prior to starting the machine. • Ensure prior to maintenance work commencing that the machinery conforms to manufacturers specifications. • Ensure that a system of planned preventative maintenance is in place to prevent failures occurring while the equipment is in use. • Ensure that any components which are likely to fail in the near future are replaced or repaired. • Ensure that records of maintenance are kept for all equipment to assist with the future safe operation of machinery. • Ensure staff wear hand protection when handling machinery or any lubricating oils where required. • Ensure staff wear designated personal protective equipment when working with/repairing machinery.



Safety Statement

RA: 1.2 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Inadequate Emergency Planning	Multiple serious events e.g. Fire, Evacuation... Possible serious injuries and / or fatalities.	High	Staff. Students. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure adequate preparation and planning for emergencies such as fire and evacuation, first aid and other incidents deemed appropriate. • Monitor emergency planning measures and update procedures as required.
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Fatalities	Medium	Staff. students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure compliance with fire legislation such as The Fire Services Act 1981 and 2003, Regulations 12 & 13 of the 2007 General Application Regulations and other relevant legislation and standards. • Ensure combustible material/sources of ignition are adequately controlled, i.e. stored in a cool, dry place away from heat sources. • Never leave naked lights unattended and extinguish after use. • Ensure fire extinguishers/detection equipment are correctly sited near possible sources of fire and are kept clear of obstructions at all times. • Ensure all firefighting/fire detection equipment and emergency lighting is kept in good condition and serviced by a competent person in accordance with legislative requirements. • Fire alarm to be in place, tested and maintained regularly. • Ensure fire evacuation plan is in place and tested. • Ensure that where persons with disabilities or restricted mobility are present that adequate and appropriate methods to assist them with safe and efficient evacuation are in place; • Ensure sign in and sign out procedure is in place (Roll Call). • Ensure there is a designated assembly point & all are aware of location. • Ensure all fire exits are clearly marked & clear of obstructions. • Conduct fire drills every 6 months and record such drills. • Fire Training Required (See Training section for risk assessment) • Staff who have not received appropriate training should be advised never to use Fire extinguishers. • Water / foam fire extinguishers to have “not for electrical use” signs. • Statutory fire safety signage pictograms to be placed throughout building.



Safety Statement

RA: 1.3 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Electricity	Electric burns, Electrocution, Electric shock Electric arcs Fire, Explosion, Damage to property, Trips and falls, Serious personal injury, Fatalities.	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure only competent personnel (R.E.C.I Registered Electricians) undertake electrical work. • Ensure all electrical installations are designed, constructed, installed, maintained, protected & used safely and do not pose a danger. • Ensure compliance with 2007 General Application Regulations requirements and other relevant standards and legislation regarding electricity. • Ensure electrical equipment is protected from ingress of particles, moisture etc... • Ensure electrical equipment is subject to portable appliance testing by a competent person at regular intervals where it is subject to deterioration. • Ensure employees do not tamper with any electrical devices or fittings. • Avoid and replace any exposed/damaged wiring & avoid trailing cables. • All sockets/electrical installations to be covered and a regular inspection of the electrical supply/installations should take place by a competent electrician. (R.E.C.I registered) • Ensure electrical installations are always secure to prevent unauthorised access & “electrical flashover” / Place warning signage (diagram supplemented with text) on exterior of electrical housing cabinets. • Avoid the use of extension leads where possible & replace extension leads with fixed sockets (with RCD devices fitted) as overloaded sockets can be a fire hazard. • If using extension leads, always fully unravel and ensure they are RCD protected. • Never overload fixed sockets or extension leads.
Equipment / Machinery and Systems in the workplace.	Fire, Misuse, Property damage, Serious Personal injury.	Medium	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • To be CE compliant, operated, serviced and maintained according to manufacturer’s instructions. • Planned preventative maintenance schedule to be in place. • Obsolete equipment to be removed and disposed of appropriately. Any defects are to be reported and fixed in a timely fashion by a competent person.



Safety Statement

RA: 1.4 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Working at Height	Falling from height, Damage to property, Damage to third parties, Serious personal injury, Fatalities.	Medium	Staff. Students. Contractors. Members of public.	<ul style="list-style-type: none"> • As required under Regulation 95 of the 2007 General Application Regulations all work at height should be assessed prior to work commencing to establish if there is a safer alternative. • A risk assessment must be conducted (see attached form) to determine the hazards, risks and safe method of work to achieve this and this risk assessment should encompass the requirements of work at height as laid out in the 2007 General Application Regulations.
Use of Ladders	Falling from height, Damage to property, Damage to third parties, Serious personal injury, Fatalities.	Medium	Staff. Students. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure that ladders are only used where a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the light work, low risk and short duration of the work. • Ensure all ladders are in sound condition and check before use for defects. • Ensure the base of the ladder is resting on a flat and level surface. • Ensure where practicable that the ladder is secured at the top point of contact to avoid slipping. • Where ladders cannot be secured at the top, then suitable stops should be applied to the base. • Where a ladder cannot be secured then another person must “foot” the ladder by holding it securely until the person has reached the bottom. Footing is not suitable for ladders that exceed 5 metres. • An employee must always have 3 points of contact when on a ladder to ensure adequate support e.g. 2 feet and 1 hand grip. • Ensure all employees can maintain a safe handhold when carrying a load. • Ensure ladders are always placed at a safe angle to avoid slipping, i.e. 1 metre from its resting point every 4 metres high, ratio of 1:4. • Ensure all ladders used are long enough to land sufficiently above the place of landing, i.e. at least 1 metre or 3 rungs unless another source of handhold is available at the top of the ladder. • Ensure that where ladders rise to a vertical distance of 9 metres or more above its base, sufficient landing areas will be provided at regular intervals where reasonably practicable.



Safety Statement

RA: 1.5 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Use of Ladders Continued	Falling from height, Damage to property, Damage to third parties, Serious personal injury, Fatalities.	Medium	Staff, Contractors, Members of public,	<ul style="list-style-type: none"> • Ladders must not be used if they are cracked, are damaged in any way or have been painted. • In addition the following points should be applied to stepladders: <ul style="list-style-type: none"> ➤ Ensure the legs of the stepladder are positioned as far apart as the returning hinges allow, with all four legs firmly placed on a level ground surface. ➤ Ensure the ladder is set at right angles to the work location where possible. ➤ Ensure that where stepladders are used that the knees of the person using the stepladder are kept below the top step. ➤ The top section of the stepladder should not be used as a platform unless it has been constructed as a platform with a secure handhold. ➤ Ensure that ladders are intended as access means for light types of work. . • Records of inspection of individual ladders must be made on form GA3 as is required under the Regulation 119 of the 2007 General Application Regulations.
Maintenance Work	Damage to property, Damage to third parties, Serious personal injury, Fatalities.	Medium	Staff, Contractors, Members of public,	<ul style="list-style-type: none"> • Maintenance work should take place when there are minimal persons on the premises / within the given location where possible. • Areas where maintenance work is to be completed should be isolated until works are complete where possible. • All maintenance work should be conducted by competent persons. • Specific risk assessment should be undertaken where necessary. • Maintenance staff should have appropriate task related training. • Maintenance staff should wear appropriate personal protective equipment, e.g. safety boots, (steel cap, non-slip,), gloves and other PPE deemed appropriate.



Safety Statement

RA: 1.6 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Poor Housekeeping	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Burns, Serious personal injury.	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure good housekeeping standards are in place. • Ensure that all goods are stacked and stored in a tidy manner and do not overlap shelving etc... • Ensure waste is disposed of in an environmentally acceptable manner. • Ensure that proper storage facilities are available and that there are no trailing leads, wires or cables. • Ensure unused items are disposed in an environmentally friendly manner. • Everything should have a place and be kept in that place.
Equipment storage/goods stacking – Cleaning Stores, sports stores, Caretaker stores.	Overlapping, Falls from height, Collapse of shelving, Entrapment, Crushing, Head injury, Serious personal injury, Fatalities.	Medium	Staff. Contractors. Members of public. Students.	<ul style="list-style-type: none"> • Ensure that all equipment/goods are stored safely. • Ensure no equipment/goods overlap shelving. • Ensure all goods/equipment are stored at a safe height. • Ensure shelves are never overloaded. • Ensure shelving can withstand the weight of items placed upon it. • Ensure heaviest goods are kept at medium height where practicable. • Check integrity of shelving at regular intervals. • Replace any damaged/broken shelving.
Floors, walls ceiling	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury.	Medium	Staff. Students Members of public. Contractors	<ul style="list-style-type: none"> • Ensure that the floor, walls and ceiling are of a level and flat surface. • Ensure clear access and egress and keep clear of obstructions. • Do not allow trailing cables across floor/walkway. • Ensure floors are kept clean to avoid contamination.
Wet Floors	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury.	Medium	Staff. Members of public. Contractors. Students.	<ul style="list-style-type: none"> • Ensure floor is only cleaned when premises is closed / isolated where possible. • Ensure all spills and breakages are cleared up immediately and restrict access to the affected area until it is safe again. . • Minimise spills, breakages by safe working practices. • Ensure Yellow portable “Wet Floor” signs are posted when floor is wet. • Provide anti slip floor mats where appropriate



Safety Statement

RA: 1.7 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Lone Working – caretaker	Serious personal injury, Fatalities.	Medium	Staff. Contractors.	<ul style="list-style-type: none"> • Avoid lone working where possible. • Ensure all staff members are made aware to report any known medical conditions to the manager e.g. cardiac problems, diabetes, epilepsy etc... • Ensure all staff inform management if they are taking any medication. • If lone working is necessary, then establish periodic checks on the lone worker e.g. mobile phone call.
Use of contractors	Unfamiliar surroundings, Fall from height. Electric shock, Fire, Respiratory problems, Serious personal injury, Fatalities.	Medium	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure all contractors are competent for all tasks and are assessed prior to engagement (contractor policy in safety statement) • Ensure supervision of contractors. • Ensure adequate isolation of working area for contractors where possible.
Visitors on premises	Unfamiliarity with premises, Serious personal injury, Interaction with students.	Medium	Staff. students Contractors. Members of public.	<ul style="list-style-type: none"> • Restrict visitor access to staff/student areas. • Ensure all visitors are accompanied by experienced staff members where practicable. • Ensure visitors are not left unattended where practicable. • Ensure visitors do not enter any student access areas unattended. • Provide visitors with training induction or briefing and personal protective equipment if necessary.
Inappropriate First Aid Arrangements	Worsening of condition, Onset of infection, Serious personal injury/fatality.	Medium	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure adequate number of first aid kits at all times and fill in accordance in with health and safety authority guidelines. • Establish checks to ensure recommended items are present. • Ensure all first aid equipment is in a visible location and staff are aware of the location. • Place first aid signage on exterior door where first aid kit is housed.



Safety Statement

RA: 1.8 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Inclement Weather.	Slips, trips, falls Broken bones, Cuts, bruises, Serious personal injury.	Medium		<ul style="list-style-type: none"> • Restrict access to areas within premises location where inclement weather may pose a risk • Grit main walkways / entrances and exits as far as is possible. • Place portable warning signage in areas where the surface is adversely affected. • Warning Signage should be in approved format, pictogram supplemented with text
Cleaning Activities	Exposure to chemicals, Slips, trips and falls, Serious personal injury, Fatalities.	Medium	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Provide cleaning staff with appropriate training. (can be induction) • Ensure suitable cleaning equipment is provided. • Ensure portable wet floor signs are posted where the floor is wet. • Ensure lone working does not take place where practicable. • Ensure chemicals / degreasers are diluted as required. • Avoid trailing cables. • Provide chemical resistant gloves, general purpose gloves, safety shoes and other personal protective equipment as required.
Breakages	Cuts, Bruises, Slips, trips and falls, Serious personal injury.	Medium	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Isolate the area immediately where a breakage occurs. • Provide mops so that spills can be cleaned up immediately. • Provide a separate container for the safe disposal of broken items clearly marked for safe handling. • Ensure that a scoop and brush is used so as to reduce the likelihood of the employee receiving any cuts. • If any breakages occur near food or drink then discard such items. • Wear appropriate personal protective equipment, e.g. gloves.



Safety Statement

RA: 1.9 Physical / General Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Noise	Hearing impairment, Reduced awareness, Tinnitus.	Low	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure all equipment operates at low noise levels as far as is reasonably practicable. • Place noisy equipment noise as far away from workstations as possible. • Monitor & ensure that the noise levels do not exceed the lower exposure action level of 80db (A) or the upper exposure action level of 85db (A). • If there any concerns surrounding noise reaching the upper/lower levels within the workplace, then a noise survey should be conducted by a competent person.
Use of Mobile Phones	Distraction, Accidents with other persons, Serious personal injuries, Fatalities.	Low	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure lone workers carry mobile phones at all times. • Ensure mobile phones are switched off when operating dangerous machinery or appliances or when otherwise instructed to do so. • If using in vehicle, then use only connected with a hands free appliance. • Mobile phones must not be used in the corridors or on the stairs in the school during the school day.
Broken/unstable furniture	Falls, Broken bones, Cuts and bruises, Serious personal injury.	Low	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure all furniture is in good condition and free from defects. • Tag any broken or damaged furniture so as to prevent accidental use. • Ensure any broken/damaged furniture is replaced or repaired. • Ensure furniture is only ever used for its intended use. i.e. never use a chair as access equipment.



Safety Statement

RA: 2.0 Chemical Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Chemicals	Burns, Inflammation of skin, Dermatitis, Inhalation, Fire, Explosion, Poisoning, Genetic damage, Serious personal injury, Fatalities.	Medium	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Safe purchasing policy to be introduced where the least dangerous substances are purchased used and held on site. • Complete inventory to be compiled of all hazardous substances used. • R.E.A.C.H. is the Regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals. R.E.A.C.H Regulations are to be complied with in full. • Information on chemical usage to made available to supplier / importer as required under R.E.A.C.H. • Designated staff member to be responsible for ensuring compliance with regulations. • Status of every substance to be determined, e.g. manufacturer, downstream user etc... • Communication to be clear between organisation and supplier of chemical substances in relation to obligations under R.E.A.C.H. • All Suppliers Safety Data Sheets (SDS) must be obtained for all chemicals, copies to be provided to all staff using substances and all instructions to be followed. • All staff must be instructed and trained for any specific risks. • Job rotation should take place where possible, whilst using chemicals to ensure that employees are not exposed to substances for an excessive period of time. • A first aid kit (with eye wash) must be always present. • Chemicals must be stored in a cool, dry place and away from any sources of ignition. • Containers must be sealed and their contents clearly labelled. • There must be a suitable spill kit available to clean up any spillages and all spillages must be cleaned up immediately. • Safe storage and dispensing of chemicals to be practiced. • Follow manufacturer's recommendations for handling, mixing, personal protective equipment, storage and first aid etc... • Eating and drinking not permitted around chemicals.



Safety Statement

RA: 2.0 Chemical Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Chemicals Continued	Burns, Inflammation of skin, Dermatitis, Inhalation, Fire, Explosion, Poisoning, Genetic damage, Serious personal injury, Fatalities.	High	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Regulations require Information, instruction, training & supervision in a format, manner and language that is understood by the employee. • Chemical resistant gloves and other personal protective equipment to be provided for all chemicals unless otherwise stated. • Consider annual medical checkups for those who are exposed to chemicals/harmful substances.
Cleaning agents, degreasers etc...	Burns, Inflammation of skin, Dermatitis, Inhalation, Fire, Explosion, Poisoning.	Medium	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure the safest type of cleaners and degreasers are purchased to enable a task to be performed satisfactorily. • Follow manufacturer recommendations, i.e. read container label or follow safety data sheet. • Ensure staff wear suitable gloves, i.e. rubber/chemical resistant gloves unless otherwise stated. • Ensure good hygiene practices are in place e.g. staff wash hands before and after using gloves. • Ensure that all chemicals are stored in a cool, dry place and away from any heat sources/potential sources of ignition. • Store all chemicals/agents in accordance with manufacturer's recommendations. • Ensure that a first aid kit is present. • Task related training to be provided to staff who use chemicals.



Safety Statement

RA: 3.0 Biological Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Environmental Waste - Science lab - Practical classrooms	Pollution of the environment, Contamination and injury from hazardous substances, Biological diseases.	Medium	Staff. students Contractors. Members of public,	<ul style="list-style-type: none"> • Ensure that all waste is collected and disposed of in a safe and environmentally acceptable manner. • Ensure that only licensed handlers carry out waste collection. • Ensure where possible that suitable items are recycled. • Ensure staff wear suitable personal protective equipment where necessary, e.g. gloves.
General Biological Hazards	Tetanus, lockjaw, Rhinitis, asthma, Molds, spores, Serious personal injury/fatalities.	Low	Staff. Students Contractors. Members of public	<ul style="list-style-type: none"> • All cuts must be disinfected, bandaged and covered with waterproof plasters where necessary. • Staff to be follow emergency procedures if situation arises • Adequate personal protective equipment with instructions such as gloves must be supplied and worn where necessary.
Poor Health Hygiene	Inflammation of skin, Sickness / Illness Ingestion/absorption of harmful substances, Serious personal injury, Fatalities.	Low	Staff. Students Contractors. Members of public	<ul style="list-style-type: none"> • Ensure good health & hygiene practices. • Ensure suitable gloves and other personal protective equipment is used where required. • Sanitisers should be located within work area. • Staff members to report any illness to management to prevent contamination to other staff members or students and should be sent home where appropriate if a risk of infection to other staff exists • Parents contacted as necessary. • Appropriate information to be displayed in school on any current pandemics / concern regarding possible ill health to employees.



Safety Statement

RA: 3.1 Biological Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Legionnaires disease	Occupational ill health, Nausea Flu like symptoms, Serious personal injury, Fatalities.	Low	Staff. Students Contractors. Members of public.	<ul style="list-style-type: none"> • Specific risk assessment may be required in some cases by a competent person where the risk level increases / or there are particular concerns. • Materials should not support bacteria growth where possible, e.g. Rubber, silicone and plastic etc... • Ensure there is appropriate room around water installations / plant for visual inspections. • Try and eliminate stagnation in the water system, e.g. (sections of pipe leading to a fitting through which water only passes when there is a draw off from the fitting) or control the release of water spray / aerosols • Ensure pipe work is insulated. • Keep cold pipes separated from hot pipes and other sources of heat. • Ensure there is a planned preventative maintained system is in place to maintain and prevent bacteria build up. • Personal protective equipment (PPE) such as boiler suit, gloves, goggles and high-efficiency particulate air (hepa) protective mask should be worn as well as other PPE that is appropriate at the time when inspecting areas where a risk is present.



Safety Statement

RA: 4.0 Ergonomic Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Manual Handling	Musculoskeletal disorders, Back, shoulder, neck injuries, Cuts and bruises, Ruptured disc. Serious personal injury.	High	Staff, Contractors, Students	<ul style="list-style-type: none"> • Conduct a specific risk assessment for manual handling tasks where there is a high risk of personal injury. (use separate risk assessment form) • Avoid/minimise manual handling where possible. • Organise tasks to minimise dangers.e.g. Storage and delivery areas should be side by side where possible to minimise manual handling. • Consider breaking up loads to make them more manageable or use two or more people for challenging tasks. • Ensure the following risk factors for manual handling of loads are assessed: <ul style="list-style-type: none"> ➤ Characteristics of the load. ➤ Physical effort required. ➤ Characteristics of the working environment ➤ Requirements of the activity ➤ Individual risk factors • Suitable mechanical aids should be provided e.g. hand trolleys. • Ensure suitable storage areas to avoid staff over reaching and twisting. • Store heavy items at waist height, medium items at ground level and if no alternative store the lightest object on high shelving. • Ensure weights are assessed prior to lifting. • Avoid repetitive lifting where possible. • Be aware of stress on neck and upper back when lifting above shoulder height. • Do not store heavy/awkward items above waist height. • No employee should lift any item which they feel is beyond their physical ability. • Ensure all staff receive certified manual handling training by competent service provider. • Provide staff with suitable gloves and other personal protective equipment where necessary for manual handling tasks.



Safety Statement

RA: 4.1 Ergonomic Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Visual Display Units (VDU's)	Back pain, Repetitive strain injury, Musculoskeletal disorders, Work related upper limb disorder, Eye strain, Stress.	Medium	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure VDU Assessments are conducted on all workstations by a competent person (VDU Assessor) where employees work on average for longer than 1 continuous hour per day. ➤ Display Screens – the screens should swivel and tilt to suit the Operator and should have some means of height adjustment. The images on the screen should be stable and have no flicker. ➤ Keyboard – the keyboard should be separate from the screen and be tiltable to allow the user to adopt a comfortable position. There should be adequate clearance on the work surface in front of the keyboard to provide support for the hands and arms. ➤ Chairs – should be 5 star base, stable and comfortable. They should be adjustable in seat height and the backrest should also be adjustable. ➤ Work surface / station –should be sufficient to accommodate all the required equipment, allow flexibility for units & room for operators. Free from kettles and large drink bottles due to electricity risk. ➤ Lighting – Natural lighting is the best of illumination in an office. However, artificial lighting is also necessary & should be designed to be adequate and suitable for the office conditions (300-500 Lux). ➤ Non-Reflective Screen Positions – To prevent glare at the workstation, suitable blinds should be fitted at all windows. ➤ Software – Suitable user friendly software to be used ➤ Temperature/Humidity/Noise – An adequate working temperature/ humidity and low levels of noise should be maintained for user comfort. ➤ VDU Eye Tests – must be made available to all staff who use V.D.U. equipment for over 1 hour per day and as often as necessary ➤ VDU Regulations (- All VDU equipment and use shall comply with the requirements of the 2007 General Application Regulations.
Poor Environmental Conditions (lighting, heating ventilation etc....)	Slips, trips and falls, Eye strain, Cuts and bruises, Personal injury.	Low	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure adequate lighting is in place and all bulbs are in working order. • Ensure adequate ventilation is available. • Ensure mechanical ventilation is in place where appropriate. • Ensure there is adequate heating available where required.



Safety Statement

RA.5.0 Psychosocial Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Money Handling	Robberies, Intimidation, Stolen goods, Damage to property, Physiological Stress, Serious personal injury, Fatalities.	Medium	Staff. Contractors. Members of public.	<ul style="list-style-type: none"> • Ensure C.C.T.V. Recording system is in operation at all times. • Ensure C.C.T.V. System covers all relevant money handling areas • Ensure C.C.T.V. Monitor is on display (visual deterrent) • Keep cash in secure locations. • Ensure that cash is turned over several times a day and brought to a time locked safe in a secure location. Post signs advising of this. • Consider the posting warning signs advising “C.C.T.V. in operation” and “Smile – You’re on Camera”. • Conduct background security checks on staff and follow up references to check past history where practicable. • Train staff how to deal with security risks e.g. always cooperate in the event of a robbery and never endanger themselves etc... • Avoid lone working at all times where possible. • If making money deliveries to the bank, travel in groups, i.e. 2 or more people, use transport, and break up days / times of transfers.



Safety Statement

RA: 5.1 Psychosocial Hazards

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Fatigue	Dizziness, Lack of awareness, Poor concentration, Serious personal injury.	Medium	Staff. Students. Contractors.	<ul style="list-style-type: none"> • Ensure compliance with the <i>Organisation of Working Time Act 1997</i>. • Ensure that staff do not work in excess of 48 hours per week including over time. (Averaged up to 4 month period). • Ensure staff receive adequate rest breaks during the day. • Inform staff to report any feelings of fatigue so as to prevent the occurrence of any hazardous situation.
Violence at Work/school towards staff/student's.	Aggressive behaviour, Serious personal injury.	Low	Staff. Students. Contractors.	<ul style="list-style-type: none"> • Be aware of signs of aggressive behaviour amongst staff members and take corrective action in advance where possible. • Encourage staff & students to report any incidents of aggressive/violent behaviour, be it verbal or physical. • In the event of an incident occurring, investigate the incident by listening to both sides and offer counselling if necessary. • If necessary the disciplinary procedure must be invoked.
Stress at Work	Personal strain, Prone to accidents, Serious personal injury.	Low	Staff.	<ul style="list-style-type: none"> • Conduct site specific risk assessment for individual cases of occupational stress. • Change the design of work which some people find too stressful, where practicable. • Structure the working day appropriately and take stress factors into account, i.e. ensure adequate breaks in between stressful tasks. • Decrease ambiguity around jobs. • Enrich roles and responsibilities. • Provide regular goals and feedback to staff. • Reduce intensity of workload for others by distributing workloads evenly. • Improve communication skills amongst staff & management so problems can be avoided before they occur.



Safety Statement

RA: 6.0 Training

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Lack of Training	Unfamiliarity with tasks, Contributing factor to accidents. Potential serious injury.	High	Staff. Contractors. Members of the Public.	<ul style="list-style-type: none"> • Ensure all staff receive appropriate training and record training. • Carry out refresher training at regular intervals. <p><u>Recommended Health and Safety Training</u></p> <p>Management In-House Health and Safety Training (Use Safety Statement as basis for training and include task and induction training for specific tasks)</p> <ul style="list-style-type: none"> ➤ Manual Handling Training ➤ Basic Fire Safety ➤ Fire Warden ➤ Occupational First Aid <p>Employees In-House Health and Safety Training (Use Safety Statement as basis for training and include task and induction training for specific tasks)</p> <ul style="list-style-type: none"> ➤ Manual Handling Training ➤ Basic Fire Safety ➤ Fire Warden ➤ Occupational First Aid ➤ Basic First Aid



Safety Statement

RA 7.0 Personal Protective Equipment (PPE)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Non use of Personal Protective Equipment	Serious personal injury, Fatalities.	Medium	Caretaker. Staff. Contractors.	<ul style="list-style-type: none"> • Ensure staff are issued with appropriate personal protective equipment specific to any particular risk they may face and any personal protective equipment should only be issued as a last resort when no other form of risk reduction is possible. • Ensure staff wear any personal protective equipment issued and conduct regular inspections. • Replace any faulty / worn personal protective equipment. • Ensure safety signage is put up highlighting the requirement to wear personal protective equipment. <p><u>Recommended Personal Protective Equipment (PPE)</u></p> <p><u>General</u></p> <ul style="list-style-type: none"> ➤ Rubber gloves (not latex) for standard cleaners and degreasers, unless alternative specified by manufacturer. ➤ Other PPE as appropriate. ➤ Chemical resistant gloves for chemical use, unless alternative stated by manufacturer. ➤ Ear Protection – use of strimmers, lawn mowers, etc. ➤ Face / Eye Protection (To EN166B / Grade 1 Standard where risk of impact) ➤ Respiratory Protective Equipment (suitable face mask or appropriate breathing apparatus dependent on risk) ➤ Safety shoes or boots (non slip and steel cap) ➤ Gloves ➤ Outdoor clothing / body warmers. ➤ Other PPE as appropriate.



Safety Statement

RA: 8.0 Health and Safety Signage

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Inadequate Health and Safety Signage	Miscommunication. Failing to warn of a specific hazard /risk. Contributing factor to avoidable accident / injury.	Medium	Staff. Students Contractors. Members of the Public	<ul style="list-style-type: none"> • Health and Safety Signage should comply with the requirements of the General Application Regulations 2007. • Where Health and Safety Signage is already in place and does not contain pictograms, then it can remain, however it is preferable that pictogram signage replaces existing text signage where possible. • The Five Main Types are <ul style="list-style-type: none"> • Prohibition Signage (Black pictogram on white background, red edging and diagonal line) Example = Restricting Access to Dangerous Work Area. • Warning Signage (Black pictogram on a yellow background with black edging) Example – Warning of Uneven Floor Surface. • Mandatory Signage (White pictogram on a blue background) Example – Advising that wearing Personal Protective Equipment is mandatory in a specific area / location. • Emergency Escape or First-Aid Signs (White pictogram on a green background) Example – Advising of your Emergency Escape Route. • Fire Fighting Signs (White pictogram on a red background) Example – Advising of the location of your Fire Fighting Equipment. • For new Signage, not already in place, it should be in a pictogram format supplemented with text on a separate signboard if required. • Signage should be displayed at eye level as close as possible to the hazard. • Review signage requirements at regular intervals. <p><u>Signage for Immediate Consideration (Non Exhaustive)</u></p> <ul style="list-style-type: none"> • Location of First Aid • Location of Fire Blankets



Safety Statement

RA: 9.0 - Car Park

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Moving Vehicles	Crash, Contact with persons, Crush injuries, Serious personal injury.	Medium	Staff. Students Contractors.	<ul style="list-style-type: none"> Speed limit of 5mph to be in place. Signage pictograms to be erected at eye level at entrance / exit point and to comply with the 2007 General Application Regulations. Restrict moving vehicles during all designated times when the school pupils have access to the yard/car park.
Inadequate Security	Theft, Damage to property, Emotional suffering.	Medium	Staff. Students Contractors.	<ul style="list-style-type: none"> C.C.T.V with recording facility to cover car park. Ensure car park is secure at all times. Signage to be erected at eye level at entrance / exit point and to comply with the 2007 General Application Regulations.
Contact with vehicles / persons.	Damage to property, Contact with persons, Crush injuries, Serious personal injury.	Medium	Staff. Students Contractors.	<ul style="list-style-type: none"> All car parking bays to have sufficient room for cars and doors to open. Car parking bays to be clearly highlighted. Car park to have designated routes in & out to avoid collision. Signage pictograms to be placed warning pedestrians of moving vehicles and to comply with the 2007 General Application Regulations. Restrict access to car park where possible ensuring that only those who need to be present are present. Manage the times permitting vehicles to be moved from the car park.
Inadequate Lighting	Reduced vision, Contributing factor to potential accident, Serious personal injury.	Medium	Staff. Students Contractors.	<ul style="list-style-type: none"> Adequate lighting to be provided. All bulbs / lights to be in working order and establish periodic checks.



Safety Statement

RA: 10.0 - Toilets

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Delayed access to injured person in toilet.	Serious personal injury, Fatalities.	High	Staff. Students Contractors.	<ul style="list-style-type: none"> Ensure all toilet doors have double barrel access locks on both sides of doors to enable them to be opened from the outside in the event of a person collapsing inside.
Slips, trips and falls.	Serious personal injury.	Medium	Staff. Students Contractors. Members of the public.	<ul style="list-style-type: none"> Floor to be slip resistant. Ensure area remains free of obstruction. Ensure spills are dealt with immediately and wet floor signage placed. Affix fixed wet floor signs at eye level in toilets. (diagram format, supplemented with text) Clean toilet floors when access is restricted such as premises closed and / or use of portable floor warning signage.
Poor environmental conditions	Transmission of skin diseases, Serious personal injury.	Medium	Staff. Students Contractors. Members of the public.	<ul style="list-style-type: none"> Adequate ventilation and lighting to be in place.
Hygiene	Transmission of skin diseases, Serious personal injury.	Low	Staff. Students Contractors. Members of the public.	<ul style="list-style-type: none"> Ensure good housekeeping and maintenance procedures are in place. Daily cleaning schedule to be in place. Ensure adequate cleaning resources and personnel are provided. Ensure adequate supply of paper towels and soap Hot and cold water to be available with thermostatic controls.



Safety Statement

RA: 11.0– Staff Room

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Loss of lives,	High	Staff. Contractors. Members of the Public.	<ul style="list-style-type: none"> Follow Fire section of main risk assessment. Ensure appropriate Fire extinguisher is sited nearby and Fire blanket is present within kitchen and check regularly for signs of deterioration.
Electrical Installations	Fire, Explosion Serious personal injury, Fatalities,	Medium	Staff. Contractors. Members of the Public.	<ul style="list-style-type: none"> Ensure regular visual inspection of electrical appliances. Ensure all electrical installations are operated, serviced and maintained in accordance with manufacturer's recommendations. Ensure staff are aware of dangers with such installations. Ensure any defects are reported immediately. Ensure service is only completed by a competent person at regular intervals. Ensure electrical items are not located near water sources.
Use of hand tools (knives)	Cuts / wounds Serious personal injury, Fatalities,	Medium	Staff. Contractors.	<ul style="list-style-type: none"> Ensure knives are not left lying around or left in washing up water. Ensure storage of knives in suitable racks.
Poor Environmental Conditions	Personal injury, Slips, trips and falls,	Low	Staff. Contractors. Members of the Public.	<ul style="list-style-type: none"> Adequate lighting should be provided at all times. All bulbs must be in working order and electrical installations shall be serviced in accordance with manufacturer's guidelines by a competent person. Ensure adequate ventilation to this area at all times.



Safety Statement

RA: 12.0 - Office and Reception areas

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Slips, falls and trips	Cuts, bruises, Broken bones, Personal injury,	Medium	Staff. Contractors. Students Members of the public.	<ul style="list-style-type: none"> • Power cables and phone leads to be taped down and secured. • Tripping hazards associated with loose material/ flooring should be reported immediately. • The main floor areas should be kept clear of obstructions. • Caution should be exercised when accessing heights. • Do not use chairs for access purposes. • Follow work at height risk assessment where appropriate.
Office machinery	Entanglement, Cut to hands and fingers, Personal injury,	Medium	Staff. Contractors.	<ul style="list-style-type: none"> • Manufacturer's guidelines to be followed. • Minor repairs such as removing blockages from photocopiers/printers may be carried out by office staff. However, machines should be turned off before gaining access to the interior. • Persons using photocopiers/laser printers should ensure covers are in place when in use and exercise care when using shredding machine. • Staff to receive basic induction on standard office machinery.
Office environment	Personal injury, Electric shock, Slips, trips and falls,	Low	Staff. Contractors. Members of the public.	<ul style="list-style-type: none"> • Temperature should be at a minimum of 17.5°C after first hour of work. • There should be adequate lighting.(300 – 500 lux) • Noise levels not to exceed 55 dB(a) • Cool drinking water should be provided to all staff. • Ensure adequate humidity levels within office. • Ensure a minimum floor space of 4.7 square metres for each individual including desk and chair but excluding other equipment.



Safety Statement

RA: 13.0 Additional Areas - Corridors & Stairs Gym

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Fire	Burns, Fume inhalation, Explosion, Damage to property, Serious personal injury, Fatalities,	Medium	Staff. Students Contractors. Members of the public.	<ul style="list-style-type: none">• Follow fire section of main risk assessment.• Ensure no combustible material is stored underneath or close to access routes.
Slips, falls, trips	Cuts, bruises, Broken bones, Personal injury,	Medium	Staff. Students Contractors. Members of the public.	<ul style="list-style-type: none">• Ensure stairways and corridors are maintained in a clean and tidy condition and without obstruction.• Handrails to be in place and maintained.• Floor surface to be flat, level and even.• Ensure no articles are stored on steps or in corridors that could cause a trip hazard or restrict emergency escape routes.



Safety Statement

RA: 14.0 - Staff Working Away From Premises

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
<p>Staff becoming injured in the course of the work whilst away from premises. E.g.: school tours, etc.</p>	<p>Violence, Slips, trips and falls, Verbal / emotional abuse, Fatigue, Serious personal injury,</p>	<p>Medium</p>	<p>Staff. Contractors. Members of the public.</p>	<ul style="list-style-type: none"> • Ensure that risk assessments are conducted for any <u>high risk</u> visits. • Where staff are sent to high risk environments, there must be confirmation in advance that appropriate security / health & safety measures are in place such as a site specific safety statement in compliance with section 20 of the 2005, safety, health and welfare at work act and a site specific risk assessment in compliance with section 19 of the 2005, safety, health and welfare at work act and other precautions as appropriate to any particular risk which staff will be likely to encounter. • Ensure staff do not enter any dangerous / high risk areas if possible. • Ensure appropriate training is given to staff members where necessary. • Ensure staff members are issued with appropriate personal protective equipment specific to any particular risk they may face. Personal protective equipment should only be issued as a last resort when no other form of risk reduction is possible.



Safety Statement

RA: 15.0: Specific Risk assessment Art Rooms

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Kiln	Burns, Fume inhalation, Damage to property, Serious personal injury, Loss of lives,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> Follow Fire section of main risk assessment. Kiln interlocked to prevent opening while operational Kiln serviced in line with manufacturer's recommendations Ensure supervision is applied in all operation relating to Kiln Work.
Electrical Installations	Fire, Explosion Burns, Serious personal injury, Fatalities,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> Ensure regular visual inspection of electrical appliances. Ensure all electrical installations are operated, serviced and maintained in accordance with manufacturer's recommendations. Ensure staff are aware of dangers with such installations. Ensure any defects are reported immediately. Ensure service is only completed by competent person. Regular intervals. Ensure electrical items are not located near water sources.
Use of hand tools (knives)	Cuts / wounds Serious personal injury, Fatalities,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> Ensure knives are not left lying around or left in washing up water. Ensure storage of knives in suitable racks. Pupils instructed in safe use of knives and cutters Knives are counted at the end of each session.
Poor Environmental Conditions Fumes use of Solvents Wax etc.	Personal injury, Slips, trips and falls, Burns, Fume inhalation, Damage to property, Serious personal injury	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> Adequate lighting should be provided at all times. All bulbs must be in working order and electrical installations shall be serviced in accordance with manufacturer's guidelines by a competent person. Ensure adequate ventilation to this area at all times. Ensure all electrical installations are operated, serviced and maintained in accordance with manufacturer's recommendations.



Safety Statement

RA 15.1: Specific Risk assessment Art Rooms

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Poor Housekeeping	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Burns, Serious personal injury,	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure good housekeeping standards are in place. • Ensure that all goods are stacked and stored in a tidy manner and do not overhang shelving etc... • Ensure waste is disposed of in an environmentally acceptable manner. • Ensure that proper storage facilities are available and that there are no trailing leads, wires or cables. • Ensure unused items are disposed in an environmentally friendly manner. • Everything should have a place and be kept in that place.
Equipment storage/goods stacking	Overlapping, Falls from height, Collapse of shelving, Entrapment, Crushing, Head injury, Serious personal injury, Fatalities,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> • Ensure that all equipment/goods are stored safely. • Ensure no equipment/goods overlap shelving. • Ensure all goods/equipment are stored at a safe height. • Ensure shelves are never overloaded. • Ensure shelving can withstand the weight of items placed upon it. • Ensure heaviest goods are kept at medium height where practicable. • Check integrity of shelving at regular intervals. • Replace any damaged/broken shelving.
Wet Floors	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury,	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure floor is only cleaned when premises is closed / isolated where possible. • Ensure all spills and breakages are cleared up immediately and restrict access to the affected area until it is safe again. • Minimise spills, breakages by safe working practices. • Ensure Yellow portable “Wet Floor” signs are posted when floor is wet. • Provide anti slip floor mats where appropriate



Safety Statement

RA: 15.2: Specific Risk assessment Technology (Metalwork-Woodwork)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Metal Working Centre Lathe	Entanglement, Shearing, Crushing High pressure fluid injection, Drawing in (or trapping) Impact, Stabbing, Punctures, Burning, Ejection, Eye injuries, Body wounds, Serious personal injury	High	Staff Students Contractors	<ul style="list-style-type: none"> • Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults • Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating • Ensure equipment is disconnected or isolated when not in use • Tools are used in compliance with manufacturer's instructions • Operator's manual is available where required • Dangling jewellery prohibited • Long hair is tied back • Files and abrasive tape should not be used • In the event of power supply interruption, automatic restart is prevented after restoration of the power supply • Precautions taken to remove swarf including the use of implements (dustpan and brush) to avoid handling swarf
Electrical Installations	Fire, Explosion Serious personal injury, Fatalities,	Medium	Staff. Contractors. Students	<ul style="list-style-type: none"> • Ensure regular visual inspection of electrical appliances. • Ensure all electrical installations are operated, serviced and maintained in accordance with manufacturer's recommendations. • Ensure staff are aware of dangers with such installations. • Ensure any defects are reported immediately. • Ensure service is only completed by competent person. Regular intervals. • Ensure electrical items are not located near water sources.
Use of hand tools	Cuts / wounds Serious personal injury, Fatalities,	Medium	Staff. Contractors.	<ul style="list-style-type: none"> • Use the correct tool for each type of job; • Use only tools which are in good condition; • Wear eye protection when indicated
Poor Environmental Conditions	Personal injury, Slips, trips and falls,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> • Adequate lighting should be provided at all times. All bulbs must be in working order and electrical installations shall be serviced in accordance with manufacturer's guidelines by a competent person. • Ensure adequate ventilation to this area at all times.



Safety Statement

RA: 15.3: Specific Risk assessment Technology (Metalwork-Woodwork)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Woodwork Lathe	Entanglement, Shearing, Crushing High pressure fluid injection, Drawing in (or trapping) Impact, Stabbing, Punctures, Burning, Ejection, Eye injuries, Body wounds, Serious personal injury	High	Staff Students Contractors	<ul style="list-style-type: none"> • Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults • Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating • Ensure equipment is disconnected or isolated when not in use • Tools are used in compliance with manufacturer's instructions • Operators manual is available where required • Dangling jewellery prohibited • Long hair is tied back • In the event of power supply interruption, automatic restart is prevented after restoration of the power supply
Use of hand tools	Cuts / wounds Serious personal injury, Fatalities,	Medium	Staff. Contractors.	



Safety Statement

RA: 15.4: Specific Risk assessment Technology (Metalwork-Woodwork)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Woodworking Circular Saw	Entanglement and lacerations or amputation of Fingers.	High	Staff Students Contractors	<ul style="list-style-type: none"> • Extension tables are used when cutting large sheet materials • Rip fence in place which is adjustable parallel to the saw blade • Bottom guard fixed (removable only with the use of a tool) • Crown guard extends from the top of the riving knife to a point above and as close as practicable to the work piece • The crown guard extends down each side of the saw blade and the adjustment ensures that the roots of the teeth are covered at all times • Push sticks used • Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults • Tools are used in compliance with manufacturer's instructions and operators manual is available where required • Dangling jewellery prohibited • Long hair is tied back
Unsupervised use of machines	Cuts / wounds Serious personal injury, Fatalities,	High	Students	<ul style="list-style-type: none"> • Pupils are prohibited from using certain machinery • Pupils are supervised by teacher when using any machine • Pupils are instructed by teacher before using any machine
Inadequate signage	Inadequate information and warnings leading to unsafe use of machine and injury.	Medium	Staff. Students Contractors.	<ul style="list-style-type: none"> • Warning signs are prominently located and maintained in good condition.



Safety Statement

RA: 15.5: Specific Risk assessment Technology (Metalwork-Woodwork)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Poor Housekeeping	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Burns, Serious personal injury,	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure good housekeeping standards are in place. • Ensure that all goods are stacked and stored in a tidy manner and do not overlap shelving etc... • Ensure waste is disposed of in an environmentally acceptable manner. • Ensure that proper storage facilities are available and that there are no trailing leads, wires or cables. • Ensure unused items are disposed in an environmentally friendly manner. • Everything should have a place and be kept in that place.
Equipment storage/goods stacking	Overlapping, Falls from height, Collapse of shelving, Entrapment, Crushing, Head injury, Serious personal injury, Fatalities,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> • Ensure that all equipment/goods are stored safely. • Ensure no equipment/goods overlap shelving. • Ensure all goods/equipment are stored at a safe height. • Ensure shelves are never overloaded. • Ensure shelving can withstand the weight of items placed upon it. • Ensure heaviest goods are kept at medium height where practicable. • Check integrity of shelving at regular intervals. • Replace any damaged/broken shelving.
Wet Floors	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury,	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure floor is only cleaned when premises is closed / isolated where possible. • Ensure all spills and breakages are cleared up immediately and restrict access to the affected area until it is safe again. . • Minimise spills, breakages by safe working practices. • Ensure Yellow portable “Wet Floor” signs are posted when floor is wet. • Provide anti slip floor mats where appropriate



Safety Statement

RA: 15.6: Specific Risk assessment Technology (Metalwork-Woodwork)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Flying debris	Head injury, Serious personal injury	Medium	Staff Students Contractors	<ul style="list-style-type: none"> • Appropriate eye protection is worn and is in line with the required EN standards. • Ensure guarding is in place. •
Dust	Dust Inhalation	Medium	Staff Students Contractors	<ul style="list-style-type: none"> • Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit • Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs)¹ • Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2 • Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc. • Housekeeping is maintained to a high standard to ensure control of any residual dust
Bench/Pedestal Grinder	Laceration of fingers due to contact with moving parts	Medium		<ul style="list-style-type: none"> • Notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them is prominently displayed close to the grinder • Work rests fitted with a gap <3mm between the edge of the work rest and the wheel • Guard enclosing the grinding wheels and spindles, with an appropriate gap at the front to allow access to the work piece • The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine • Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency • The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop



Safety Statement

RA: 15.7: Specific Risk assessment Technology (Metalwork-Woodwork)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Disintegration Of abrasive or cutting wheels	Disintegration of wheel	Medium	Staff Students	<ul style="list-style-type: none"> • Maximum speed of the spindle clearly marked on the machine • Maximum operating speed of a wheel should never be exceeded • Only persons trained in the fitting of grinding wheels are permitted to do so
Contact with moving parts Operating without guards	Entanglement Severe hand injury Cuts Lacerations pinching, amputation of body parts	Medium	Staff Students Contractors	<ul style="list-style-type: none"> • Drive mechanism appropriately guarded. • Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine • Machine fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency, where applicable • The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop • In the event of power supply interruption, automatic restart is prevented after restoration of the power supply
Pedestal Drill Contact with drive mechanism	Entanglement Severe hand injury Cuts Lacerations Entanglement, pinching, amputation of body parts	Medium	Staff Students Contractors	<ul style="list-style-type: none"> • Drive mechanism appropriately guarded. • Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism • The spindle and drill bit is guarded. • (An adjustable spindle/twist drill guard so that the spindle and twist drill (to the bit) are guarded to the greatest extent possible) • Chuck appropriately guarded Ensure drill bit is clamped and chuck key is removed • Spindle guard in place before the drill is operated



Safety Statement

RA: 15.8: Specific Risk assessment (Home economics)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Poor Housekeeping	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Burns, Serious personal injury,	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure good housekeeping standards are in place. • Ensure that all goods are stacked and stored in a tidy manner and do not overlap shelving etc... • Ensure waste is disposed of in an environmentally acceptable manner. • Ensure that proper storage facilities are available and that there are no trailing leads, wires or cables. • Ensure unused items are disposed in an environmentally friendly manner. • Everything should have a place and be kept in that place.
Equipment storage/goods stacking	Overlapping, Falls from height, Collapse of shelving, Entrapment, Crushing, Head injury, Serious personal injury, Fatalities,	Medium	Staff. Contractors. Students.	<ul style="list-style-type: none"> • Ensure that all equipment/goods are stored safely. • Ensure no equipment/goods overlap shelving. • Ensure all goods/equipment are stored at a safe height. • Ensure shelves are never overloaded. • Ensure shelving can withstand the weight of items placed upon it. • Ensure heaviest goods are kept at medium height where practicable. • Check integrity of shelving at regular intervals. • Replace any damaged/broken shelving.
Wet Floors	Slips, trips and falls, Cuts and bruises, Fractures, Broken bones, Serious personal injury,	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Ensure floor is only cleaned when premises is closed / isolated where possible. • Ensure all spills and breakages are cleared up immediately and restrict access to the affected area until it is safe again. . • Minimise spills, breakages by safe working practices. • Ensure Yellow portable “Wet Floor” signs are posted when floor is wet. • Provide anti slip floor mats where appropriate



Safety Statement

RA: 15.9: Specific Risk assessment (Home economics)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Breakages	Cuts, Bruises, Slips, trips and falls, Serious personal injury.	Medium	Staff. Students Members of public. Contractors.	<ul style="list-style-type: none"> • Isolate the area immediately where a breakage occurs. • Provide mops so that spills can be cleaned up immediately. • Provide a separate container for the safe disposal of broken items clearly marked for safe handling. • Ensure that a scoop and brush is used so as to reduce the likelihood of the employee receiving any cuts. • If any breakages occur near food or drink then discard such items. • Wear appropriate personal protective equipment, e.g. gloves.
Work stations	Overlapping Cuts and bruises.	Low	Staff Students	<p>Work surface / station –should be sufficient to accommodate all the required equipment, allow flexibility for units & room for operators. Free from kettles and large drink bottles due to electricity risk</p>
Use of hand tools (knives)	Cuts / wounds Serious personal injury, Fatalities.	Medium	Staff. Students	<ul style="list-style-type: none"> • Ensure knives are not left lying around or left in washing up water. • Ensure storage of knives in suitable racks. • Pupils instructed in safe use of knives and cutters • Knives are counted at the end of each session.
Oven Cooking rings	Fire Burns, Fume inhalation, Damage to property, Serious personal injury, Loss of lives.	Medium	Staff. Students.	<ul style="list-style-type: none"> • Ovens/cooking rings are too turned off at the mains whilst not in use. • Staff supervision to be in place whilst ovens are operational. • Follow Fire section of main risk assessment. • Ensure appropriate PPE is available whilst removing pans, and pots from oven. • Oven/cooker serviced in line with manufacturer's recommendations. • Fire extinguisher and fire blanket visible and easily accessible.



Safety Statement

RA: 15.10: Specific Risk assessment (Science Laboratories)

Hazard	Risk / consequences	Risk	Persons at risk	Control measures
Chemical and biological Hazards	Fire, burns, cuts, electric shock and fumes Occupational ill health, Nausea, Serious personal injury, Fatalities, Pollution of the environment, Contamination and injury from hazardous substances, Biological diseases.	Medium	Staff Student Contractors	<ul style="list-style-type: none"> Follow Control measures as outlined in ; RA: 2.0 Chemical Hazards RA: 2.0 Chemical Hazards RA: 3.0 Biological Hazards RA: 3.1 Biological Hazards
Work stations	Overlapping Cuts and bruises.	Low	Staff Students	<p>Work surface / station –should be sufficient to accommodate all the required equipment, allow flexibility for units & room for operators. Free from kettles and large drink bottles due to electricity risk</p>
Use of hand tools (knives)	Cuts / wounds Serious personal injury, Fatalities.	Medium	Staff. Students	<ul style="list-style-type: none"> Ensure knives are not left lying around or left in washing up water. Ensure storage of knives in suitable racks. Pupils instructed in safe use of knives and cutters Knives are counted at the end of each session.
Science Lab Housekeeping maintenance	Bruising, Fractures, crushing, burns, cuts, electric shock, entanglement in machinery and fumes.	Medium	Staff Students	<ul style="list-style-type: none"> Ensure ventilation is utilized where odours are emitted. Any breakdowns or other malfunctions of equipment should be notified to the Principal or Safety Representative. Repairs should be undertaken only by qualified persons. Equipment should be disconnected and marked 'Out of Order' until satisfactorily repaired. Staff must be properly trained and informed in the use of all equipment that they are expected to use. Fans should be wall mounted or at a height and distance where there is no risk of accidental contact. Desk and cabinet drawers must not be left open when unattended.



Safety Statement