



Scoil Barra,
Innishmore, Ballincollig,
Co. Cork.

Phone: 021 4873459

Fax: 021 4289763

Email: info@scoilbarra.ie

**SAFETY, HEALTH & WELFARE
STATEMENT**

Revision Date: 23rd Oct. 2017

Revision No. 7

**Prepared In Compliance With: Section 20 of the Safety Health
& Welfare Act of 2005**



ORGANISATION CHART

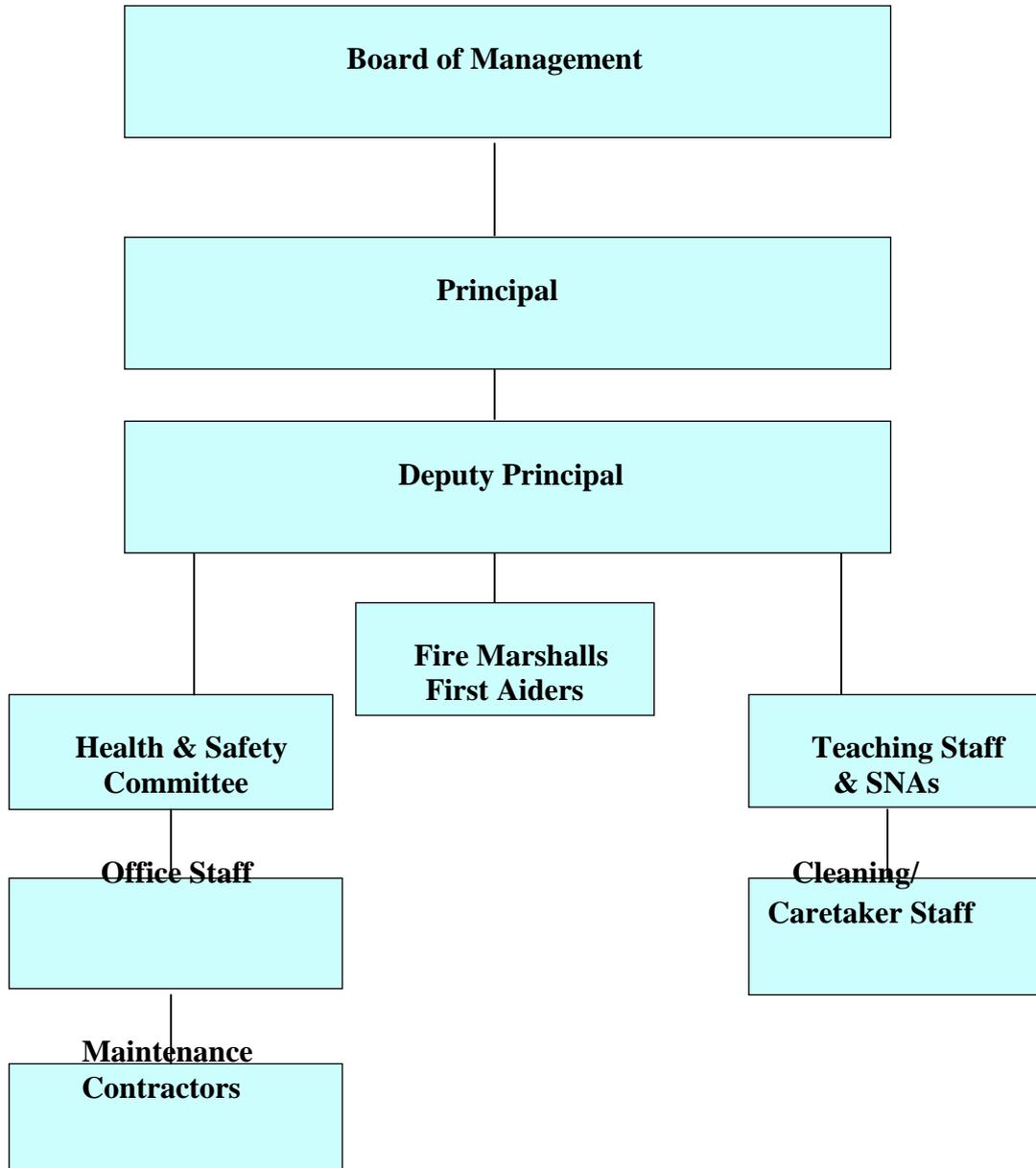




TABLE OF CONTENTS

PART 1 – RESPONSIBILITIES

	ORGANISATIONAL CHART	1
1.01	STATEMENT OF INTENT	4
1.02	HEALTH & SAFETY POLICY	5
1.03	RESPONSIBILITY OF BOARD OF MANAGEMENT	6
1.04	RESPONSIBILITY OF PRINCIPAL & DEPUTY PRINCIPAL	6
1.05	RESPONSIBILITY OF STAFF	7
1.06	RESPONSIBILITY OF SCHOOL SAFETY ADVISOR	7
1.07	RESPONSIBILITY OF SCHOOL SAFETY COMMITTEE	8
1.08	RESPONSIBILITY OF SAFETY REPRESENTATIVE	8
1.09	MANAGEMENT AND STAFF MATRIX	9

PART 2- POLICIES & PROCEDURES

2.0	POLICES & PROCEDURES	11
2.01	CONTROL OF HAZARDS	12
2.02	SAFETY TRAINING & INSTRUCTION	12
2.03	SAFE SYSTEMS OF WORK	12
2.04	MAINTENANCE OF WORK & SAFETY EQUIPMENT	13
2.05	CONTROL OF CONTRACTORS	14
2.06	CONTROL OF VISITORS	16
2.07	MATERIAL SAFETY DATA SHEETS	16
2.08	PERSONAL PROTECTION EQUIPMENT	16
2.09	MINIMISING LOSS	17
2.10	FIRST AID TRAINING	17
2.11	FIRST AID KITS	18
2.12	EMERGENCY CONTACT NUMBERS	18
2.13	EMERGENCY DUTIES	19
2.14	ACCIDENT REPORTING	19
2.15	ACCIDENT FLOW CHART	20
2.16	FIRE PROTECTION POLICY	21
2.17	FIRE, EMERGENCY EVACUATION PROCEDURES	21
2.18	BULLYING POLICY	23



TABLE OF CONTENTS

PART 3 – GENERAL RISK ASSESSMENTS

3.0	EXPLANATION OF RISK ASSESSMENT PROCESS	26
3.1	ACCESS AND EGRESS	27
3.2	SLIPS, TRIPS AND FALLS	28
3.3	OFFICE HAZARDS	29
3.4	DISPLAY SCREEN EQUIPMENT	30
3.5	ELECTRICAL EQUIPMENT – FIXED	31
3.6	ELECTRICAL EQUIPMENT – PORTABLE	32
3.7	MANUAL HANDLING OF LOADS	33
3.8	STORAGE OF MATERIALS	34
3.9	FIRE	35
3.10	HEATING SYSTEM	36
3.11	WORKING AT HEIGHTS	37
3.12	MAINTENANCE WORK – LADDERS	38
3.13	GARDENING WORK – HAND AND POWER TOOLS	39
3.14	CONTROL OF CONTRACTORS	40
3.15	WELFARE FACILITIES	41
3.16	PAPER GUILLOTINE	42
3.17	PREGNANT EMPLOYEES AND NURSING MOTHERS	43
3.18	PAPER SHREDDER	44
3.19	EDUCATIONAL TRIPS	45
3.20	PHYSICAL EDUCATION CLASSES	46
3.21	COOKERY CLASSES	47
3.22	ACTS OF AGGRESSION	48
3.23	DANGEROUS SUBSTANCES/CHEMICALS	49
3.24	ELECTRIC/HYDRAULIC HOIST	50
3.25	“A” FRAMED LADDERS	51
3.26	RADON GAS	52

PART 4 – APPENDICES

App No:

1	COMPANY STRUCTURE
2	SAFETY STATEMENT COMPLIANCE FORM
3	EMERGENCY TELEPHONE NUMBERS
4	IR-1 (ACCIDENT REPORT FORM)
5	IR-3 (DANGEROUS OCCURRENCE FORM)
6	FIRE EVACUATION PROCEDURE
7	SAFETY AT WORK – EMPLOYEES NOTICE
8	ACCIDENT REPORTING NOTICE
9	CPR NOTICE
10	FIRE EXTINGUISHER TYPES
11	SAFETY TRAINING FORM
12	CHEMICAL SAFETY POSTER
13	MSDS NOTICE
14	FIRST AID KIT LIST



PART 1 – HEALTH & SAFETY POLICY

1.01. STATEMENT OF INTENT

The purpose of the Safety, Health & Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employers and employees and in all types of work and embraces all the activities of Scoil Barra, Innishmore, Ballincollig, Co. Cork (herein after referred to as the ‘School’), including pupils and all members of the school community.

The Act requires the employer to prepare a written Safety Statement describing the employer’s arrangements and the employees’ co-operation necessary to achieve this purpose.

Therefore, this document sets out the Safety Policies of the school and specifies the means provided to achieve these policies. Our objective is to endeavour to provide a safe and healthy work environment for all of our employees and to meet our duties to contractors and members of the public who may be affected by our operations, including pupils, their parents/guardians and all members of the school community.

School Polices that have been referred to and incorporated into the Safety Statement

Policy on Home/School partnership
 Child Protection policy
 Code of Behaviour
 School Tour Policy
 Critical Incident Management Plan
 Duty of Respect & Right to Dignity
 Policy Statement on the Administration of Medication
 Policy on Mobile Phones & Electronic Games
 First Aid Policy

DOCUMENT CONTROL

Status	:	Ratified by Scoil Barra BOM	Date	:	23 rd Oct. 2017
Note	:	None	Revision	:	7
			Supersedes	:	24 th Oct. 2016 7 th Dec. 2015 10 th Nov. 2014 1 st Oct. 2013 March 2011 Nov.2008



1.02 POLICY STATEMENT

Scoil Barra

HEALTH & SAFETY POLICY

It is the policy of the School Board of Management to fully comply with the requirements of the Safety, Health and Welfare at Work Act, 2005 and to ensure so far as is reasonably practicable the safety, health and welfare of all employees (and persons other than their employees) at our place of work.

In pursuance of the general statement of the safety policy, the School shall:

- provide and maintain a safe place of work and safe systems of work,
- provide safe means of access and egress,
- provide & maintain safe work equipment,
- carry out risk assessments and implement control measures as required,
- protect, so far as is reasonably practicable, persons not employed by this School who may be affected by our activities,
- consult employees on matters of health and safety,
- provide such information, training and supervision as may be required to work safely,
- prepare & periodically review all school policies and emergency plans,
- designate staff with emergency duties,
- provide and maintain adequate welfare facilities,
- provide a competent person to assist in securing the health & safety of employees,
- provide sufficient resources to achieve the School's safety objectives.

Employees also have clearly defined responsibilities under the Act to co-operate with management to achieve a safe place of work and to take reasonable care of themselves and others.

The policy will be kept up to date, taking into account changes in staff/ pupil populations and buildings infrastructure. To ensure this, the policy shall be reviewed annually.

Signed.....

Date: 23rd Oct. 2017

Donal O' Sullivan (Principal)

Signed.....

Date: 23rd Oct. 2017

Paddy Staunton (Chairperson of Board of Management)



SAFETY RESPONSIBILITY

1.03 Board of Management – Overall Responsibility for Health and Safety

The Board of Management is in overall control of all safety matters within the School. In order to fulfil its responsibilities, the Board shall:

- Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005.
- Ensure that the same management standards are applied to health and safety as to other management functions.
- Ensure that the duties and responsibilities of the board are understood as defined in the Safety, Health and Welfare at Work (General Application) Regulations, 2007, with particular emphasis on existing school buildings and planned building works.
- Ensure that the Safety, Health and Welfare at Work (Construction) Regulations, 2006 is complied with for all maintenance work and construction/refurbishment work undertaken in the school.
- Ensure that equal importance is applied to health and safety as to other school functions.
- Ensure that health and safety is integrated into the management structure and that all school policies are fully implemented.
- Take active interest in the safety management system and in the school's health and safety policies.
- Periodically audit and assess the policies and their effectiveness
- Support the Principal, Safety Officer, Safety Representative and Health and Safety Committee in policy-setting
- Ensure that the organisational structure is appropriate to manage health and safety
- Ensure that systems (and available resources) are in place to fulfil the obligations set out in the school health and safety policy statement.
- Ensure that the safety management system is understood at all levels.
- Ensure that all employees and contractors are competent for the tasks assigned them.
- Ensure that all lost time injuries resulting from occupational accidents to staff which involve an absence of 3 days or more from the work place are promptly reported to the HSA.
- Providing the necessary financial and operational resources to implement all required legislation and ensure that all necessary school improvements are carried out on a phased basis.
- Ensure that classroom sizes remain at safe occupancy levels
- Set a good 'personal' example.

1.04 Principal & Deputy Principal – Responsibility for Health and Safety

The Principal is in overall control of the day to day running of the school, overseeing all of the activities associated with the school. In order to fulfil his/her responsibilities, the Principal shall:

- Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005.
- Ensure that competent persons are employed to assist the School in carrying out their statutory responsibilities.
- Arrange for the development/review of school policies and procedures.
- Develop health and safety strategies and school objectives.
- Review school performance in the area of Health and Safety.
- Ensure that responsibilities are correctly assigned within the school.
- Ensure that adequate resources are made available.
- Ensure that employees are adequately trained and capable.
- Ensure the effective implementation of school policy.
- Review the effectiveness of the policy.
- Ensure the Board of Management is informed of progress and developments.
- Ensure that competent persons are appointed to assist in health and safety matters.
- Ensure that copies of the Safety Statement are accessible to all members of staff at suitable locations within the school.
- Set a good personal example.



1.05 All Members of Staff – Responsibility for Health and Safety

It is the responsibility of all staff members to:

- Be familiar with the school Health and Safety Policies in so far as these are likely to affect their activities.
- Be aware of the schools fire evacuation procedures and their individual duties.
- Know the emergency exits and the whereabouts of first aid boxes & Defibrillator and qualified first aid personnel.
- Be aware of accident and emergency procedures.
- Be certain that they are authorised, competent, and, if appropriate, qualified, to carry out activities where there is a potential danger to themselves, others, equipment, or the environment. If necessary they must seek the advice of more experienced or knowledgeable individuals.
- Bring to the attention of the school principal/Safety Officer/Safety Representative any unsafe conditions, unsafe work practices or hazards/risks, which are not dealt within school safety statement.
- Have a general duty of care to ensure that child protection arrangements are put in place to protect children. All staff members shall confirm by signing a register that they have been given, and have familiarised themselves with, the Child Protection Policy.

All teachers have primary responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order and behaviour within the school premises and grounds.

In addition, the provisions of the Safety, Health and Welfare at Work Act, 2005 (Section 13 – General Duties of Employees) applies to the School. This section outlines the general duties of employees in matters related to safety, health and welfare issues at work. Employees of the School shall:

- Take reasonable care of their own safety and that of others affected by their actions or omissions while at work.
- Co-operate with the school BOM/Principal or any other person(s) to enable the school to comply with safety, health and welfare related legislation.
- Use any Personal Protective Equipment (PPE) provided for their safety. The requirements for use of PPE are indicated in operating manuals and work procedures.
- Report any defects in place, equipment or procedure which might endanger safety. Reporting shall be, in the first instance, to the Principal.
- Not misuse any appliance, equipment, PPE or other means provided for securing safety.

1.06 Responsibilities of School Safety Officer:

The School Safety Officer advises the School Board on compliance, as appropriate, with current and developing health and safety legislation and:

- Endeavours to ensure, subject to the financial position, overall school priorities and the roles/responsibilities of the Board and the Principal that the school complies with all relevant Occupational Health and Safety legislation in a phased manner.
- Advises on health and safety strategy, codes of practice, performance evaluation.
- Provides Policy Guidelines
- Advises on priorities and direction covering activities within the School.
- Liaises with the Health and Safety Authority.
- Consults with staff elected Safety Representatives and Staff Safety Committee.
- Organises internal training programmes in health and safety matters using external trainers and consultants.
- Administers the Accident/ Dangerous Occurrence reporting system and the generation of statistics for the School Safety committee.



1.07 Responsibility of the School Safety Committee

The School Safety Committee may typically:

- Advise the School BOM/Principal on questions of safety policy, to draw attention to its legal obligations relating to safety policy, particularly the Safety, Health and Welfare at Work Act, 2005, and to send forward to the Board of Management recommendations for such action as is thought necessary to ensure that reasonable steps are being taken to promote the safety of staff, pupils, authorised visitors and members of the public lawfully entering the precincts of the School;
- Oversee the implementation of the safety policy.
- Regularly review the implementation and relevance of Safety Action Plan, in conjunction with the Principal.
- Set up a Safety Auditing System in accordance with the requirements of this safety statement.
- Ensure that a complete record of occupational accidents is maintained.
- Advise of specific hazards within the School.
- Ensure that hazard identification and risk assessment sheets are completed for all school areas and activities.
- Liaise with the Principal to ensure the control of contractors while working in the school.
- Participate, as necessary, in the delivery of any safety programmes.
- Draw up an emergency response plan for all foreseeable emergencies, such as fire, medical emergency.
- Assist in developing school procedures to facilitate the evacuation of mobility-impaired persons in the event of fire or other emergency.
- Promote safety consciousness in staff and pupils of the school and generation of a pro-active safety attitude.

1.08 Safety Representative

The School recognises the contribution that the workforce can make to the overall safety of the operation and values the role of Safety Representative.

It shall be the duty of the School Safety Representative to:

- Make representations to an employer on any aspects of safety, health and welfare at the place of work.
- Investigate accidents and dangerous occurrences.
- Make oral or written representations to and receive advice and information from inspectors on matters of safety, health and welfare at work.
- Subject to prior notice to the employer and to agreement between the safety representative and the employer as to frequency, carry out inspections and consider the nature and extent of the hazards in the workplace in determining the frequency of inspections.
- In circumstances in which a risk of personal injury exists, to investigate potential hazards and complaints made by any employee whom he represents.

In recognition of the duties of the School Safety Representative, the school BOM shall:

- Allow adequate time off from their normal duties (without loss of remuneration) to carry out the duties of a safety representative,
- Allow adequate time off from their normal duties (without loss of remuneration) to acquire the knowledge necessary to discharge their functions as a safety representative,
- Not place the safety representative at any disadvantage in relation to their employment.

The Safety Representative shall also be entitled to time off to discharge their functions and for any other necessary training.



1.09 Management and Staff within Scoil Barra

Name	Position
Paddy Staunton	Board of Management (Chairperson): Patron's Nominee
Bernard Vallely	Board of Management (Treasurer): Patron's Nominee
Mary Daly	Board of Management: Community Nominee
Nicola Doherty	Board of Management: Parents' Nominee
James Hussey	Board of Management Parents' Nominee
Michael O' Leary	Board of Management: (Safety Officer): Community Nominee
Joanne Doherty	Board of Management: (Minutes' Secretary): Staff Nominee
Donal O' Sullivan	Board of Management (Principal & BOM Secretary)
Donal O' Sullivan	Principal
Paul Harrington	Deputy Principal
Orla Murphy	Permanent Teacher
Theresa O' Mahony	Permanent Teacher
Úna Cremins	Permanent Teacher
Phil Galvin	Permanent Teacher
Orla Lande	Permanent Teacher
Michelle McAdoo	Permanent Teacher
Niamh Collins	Permanent Teacher
Sandra Quinlan	Permanent Teacher
Catherine Keohane	Permanent Teacher
Jeanne Smyth	Permanent Teacher
Máiréad Ní Dhonnabháin	Permanent Teacher
Joanne Doherty	Permanent Teacher
Jason Stokes	Permanent Teacher
Carina Burke	Permanent Teacher
Orla MacNamara	Permanent Teacher
Maria Marrinan	Permanent Teacher
Kieran Dwyer	Permanent Teacher (Safety Representative)
Helen Lehane	Permanent Teacher
Kate Dorgan	Permanent Teacher
Dermot Leen	Permanent Teacher



Name	Position
Norma Moloney	Permanent Teacher
Sinéad O' Connor	Permanent Teacher
Vincent Collins	Permanent Teacher
Kara Woods	Permanent Teacher
Gemma Kingston	Permanent Teacher
Rachel Cooney	Permanent Teacher
Gráinne Moriarty	Permanent Teacher
Emer Murphy	Permanent Teacher
Mikie O' Gorman	Permanent Teacher
Aisling Farrell	Permanent Teacher
Emma Cook	CID: Temporary/Fixed Term Teacher
Katie Egan	Temporary/Fixed Term Teacher
Niamh Diskin	Temporary/Fixed Term Teacher
Rachel Baxter	Substitute Teacher
Christine Daly	Substitute Teacher
Áine Barry	Substitute Teacher
Kate Luttrell	Substitute Teacher
Mary Dineen	Special Needs Assistant
Sheila Walsh	Special Needs Assistant
Jackie Sheehan	Special Needs Assistant
Emma Tobin	Special Needs Assistant
Rose Derham	Special Needs Assistant
Róisín O' Mahony	Special Needs Assistant
Louise McCarthy	Special Needs Assistant
Ciara Fehily	Special Needs Assistant
Eileen Murphy	School Secretary
Deirdre O' Connor	Office/Staffroom Assistant
Podge Holmes	Caretaker
Denis Kelleher	Cleaning Staff

PART 2

POLICIES AND PROCEDURES

2.01 CONTROL OF HAZARDS

Once hazards have been identified, the provision of training, instruction, supervision and information is required to control these. The School uses the following techniques and information to control hazards:

1. Safety Training and Instruction
2. Safe Systems of Work
3. Maintenance of Work and Safety Equipment
4. Control of Contractors (including Minimum Requirements and Policy)
5. Control of Visitors
6. Material Safety Data Sheets (MSDS)
7. Personal Protective Equipment (PPE)
8. Control of Working Time

2.02 Safety Training & Instruction

Training and instruction are vital to reduce the risk of accidents and as a tool to bring information into the workplace. Training is ongoing and shall be reviewed periodically within the School. Such training shall include:

- First Aid Training
- Manual Handling Training (where a risk assessment has deemed necessary)
- Fire Safety Training
- Designated teachers trained in Crisis Prevention Intervention (CPI)

Records of all training shall be located in the Principal's office in Safety Folders.

2.03 Safe Systems of Work

The School recognises that safe systems of work must be in place. Safe systems of work shall cover (but are not restricted to):

- Work on electrical systems (to include the isolation of equipment from energy sources for servicing, maintenance and cleaning).
- Working at heights (e.g. working on roofs, changing lighting in high ceiling classrooms, work at heights in main hall area/stage).
- Confined space entry (e.g. entry into drains or underground spaces)
- Use of substances hazardous to health (cleaning agents)
- Movement of vehicles (e.g. oil delivery vehicles, staff and parent vehicles etc)
- Hot work within the school
- Work on pressurised systems (oil heating system)
- Construction work (erection or modification of new and existing school buildings).

2.04 Maintenance of Work and Safety Equipment

A documented system for the maintenance of plant and workplace equipment shall be conducted to statutory requirements under Irish and European safety legislation or to the manufacturer's requirements. Such work and safety equipment shall include, as a minimum:

- Fire detection and prevention equipment¹
- Emergency lighting² and emergency exits
- HVAC Systems³
- All fixed electrical installations and equipment
- All portable electrical equipment⁴
- Office equipment
- Display screen equipment
- A/V equipment

Records of inspection and maintenance for the above equipment shall be located in Records of Inspections & Maintenance in the Principal's office.

1 - All fire detection and alarm systems will be maintained to Irish Standard IS-3218 Code of Practice for Fire Detection and Alarm Systems for Buildings – System Design, Installation & Servicing. All portable fire extinguishers shall be manufactured to appropriate standards, such as IS 290:1988 - Portable Fire Extinguishers or BS 5306 – Fire Extinguishing Installations and Equipment on Premises. Fire extinguishers shall be maintained to IS 291 – Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers

2 – All emergency lighting will be maintained to Irish standard IS-3217 Code of Practice for Emergency Lighting

3 - HVAC - Heating, ventilation and air conditioning equipment

4- Portable electrical equipment is equipment which generally has a lead and plug and can be, or is normally moved around a work environment

2.05 Control of Contractors

Minimum Requirements for Contractors

The School BOM shall seek to employ only competent contractors to carry out work on its behalf. To achieve this, the BOM will only use contractors who have demonstrated an understanding of health & safety and an ability to manage their work safely. The following information (as a minimum) shall be provided by contractors before agreement on a contract of work:

1. A copy of an up to date Safety Statement¹
2. A copy of any sub-contractor Method Statements for hazardous works.
3. Material Safety Data Sheets (MSDS) for all hazardous chemicals proposed to be used in school (where appropriate)
4. A copy of training certificates/cards for proposed personnel on site.
5. A copy of both principal and sub-contractors Employer & Public Liability Insurance.

1 - Statutory requirement of the Safety, Health and Welfare at Work Act, 2005

Minimum Requirements for Contractors on Site

The following is a summary of the minimum requirements for contractors to work at the school premises:

Work

1. All work (including specifications, standards to apply etc.) shall be clearly specified within a contract of work.
2. Hazardous work (hot work, confined spaces, work on electrical systems etc.) shall be carried out under a permit to work system and shall be risk assessed.
3. Standards of work are to be best current practice as stipulated by Approved Codes of Practice or by appropriate Trade Association guidelines (such as the Electro-Technical Council of Ireland).

Personnel

- All contractor personnel shall be trained, competent and medically fit to perform the duties assigned to them.
- All construction personnel shall be in possession of valid FAS Safe Pass cards and relevant Skill Card's.
- Where contractor personnel on site (e.g. apprentices) are between 16 and 18 years of age, the contractor will ensure that the provisions of the Protection of Young Persons (Employment) Act, will apply.
- All contractors will ensure that no persons under 16 years of age will be employed to work on the school's site.
- All contractors shall have a site orientation to familiarise them with current arrangements on site for access/egress, fire protection polices and equipment, guidance of fire alarms and assembly arrangements.
- The contractor shall submit a list of all personnel (including sub-contractors) who will be on the school's premises on a daily basis. The contractor will notify the Principal of personnel leaving the site and of new personnel arriving.
- In the event that a contractor is involved in an accident on the premises, the arrangements detailed in the Accident Reporting Procedure shall be followed.

Work Equipment

1. All work equipment used by contractors must satisfy the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.
2. All electrical equipment used by contractors must satisfy the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.
3. All construction work (where applicable) carried out at the school premises must satisfy the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2006.
4. Appropriate PPE to approved standards shall be provided by the contractor and used by their personnel.

Work Site

1. Prior agreement shall be made regarding waste removal from the site.
2. Contractor personnel must not enter parts of the site outside the immediate work area agreed with the Principal.
3. The work-site is to be periodically cleaned during the work and all items are to be disposed of safely.

Control of Contractors on Site Policy

The School BOM recognises that some activities at the School premises will need to be out-sourced to contractors. Some of the activities they will undertake will involve hazardous activities (such as working on electrical systems, working on the roof etc.), therefore the School BOM has the following requirements to enable control to be exercised over personnel coming onto the premises. The provisions within the safety policy refer to both principal contractors and sub-contractors.

1. The School BOM shall seek to employ only competent contractors to carry out work on its behalf. To achieve this, the BOM will only use contractors who have demonstrated an understanding of health & safety and an ability to manage their work safely.
2. The Board of Management will ensure that the contractor is on an approved list.
3. The Board of Management will ensure that the contract includes a clear specification of the works to be carried out and information on how the contractor will manage the task safely (**normally via a method statement, Project and Construction Safety and Health Plans**).
4. For each contract, there will be an identified person responsible for liaison with the contractor.
5. The person responsible for liaison with the contractor shall ensure that adequate arrangements are in place to monitor the contractor for safe working specifically in regards to our employees, visitors and others. This shall include agreement as to the use of by the contractor's staff of our facilities, such as welfare facilities, first-aid etc.
6. Before commencement of works, the person responsible for liaison will provide advance notice of the planned works to staff who normally work in or travel through the area where work is to commence.

2.06 Control of Visitors Policy

The School BOM recognises that it shall provide a safe place of work. This obligation extends to visitors to the premises and is defined in the Safety, Health and Welfare at Work Act, 2005. The School BOM shall establish a policy on visitors to show how the organisation manages with the safety of visitors.

1. This policy applies to all staff who are responsible for inviting visitors (including parents) onto the premises, escorting them around at different times, or maintaining parts of the premises such that visitors may safely visit.
2. In the event of an emergency evacuation drill, all visitors shall be required to leave the premises under the instruction of the member of staff allocated to them, or by another member of staff who takes on this responsibility.
3. Visitors will be required to comply with safety signs around the premises.
4. In the event that a visitor is involved in an accident on the premises, the arrangements detailed in the Accident Reporting Procedure shall be followed.

2.07 Material Safety Data Sheets

Safety Folders to include Material Safety Data Sheets (MSDS) on all chemical and hazardous substances used in school and folder shall be kept in the Principal's office. Copies of individual MSDS sheets shall be available to contractors and employees.

2.08 Personal Protective Equipment (PPE)

The School BOM shall seek to eliminate the requirement for PPE by eliminating the use of hazardous substances, or where this is not feasible, in using a less hazardous substitute. However, the School BOM will provide PPE to employees where a requirement has been identified, and the Principal/Safety Representative shall ensure that employees use the appropriate PPE where required. PPE will be appropriate to the task and shall be of an approved standard. Employees shall be given information and instruction in the correct use, maintenance and storage of PPE, provided with a suitable choice of PPE and adequate hygienic provision will be made to safely and hygienically store non-disposable PPE.

The School BOM shall maintain a register of PPE that has been distributed to required employees, listing the employees' name, position, date and items received. The employees shall sign the form to acknowledge receipt.



2.09 MINIMISING LOSS

The School BOM recognises that action is required to minimise the immediate and consequential loss resulting from accident situations. To this end the School shall provide for:

1. First Aid and Trained Personnel Policy, including Defibrillator Training
2. First Aid Kits
3. Emergency Contacts
4. Emergency Duties
5. Accident Reporting
6. Fire Protection Policy
7. Fire, Emergency and Evacuation Procedures

2.10 First Aid and Trained Personnel Policy

The School BOM is committed to providing suitable and sufficient first-aid facilities. This obligation extends to the provision of first-aid facilities and trained occupational first-aiders as defined in the Safety, Health and Welfare (General Application) Regulations 2007 (Part vii, chapter ii – First Aid). The School has established a policy on first aid and trained personnel to show how the organisation manages this issue:

1. All staff should be aware that in the event of a medical emergency, even though first-aid facilities are available on the premises, every effort should be made to seek professional medical assistance. This should be done by contacting the emergency services (via 112 or 999), and if possible should be routed through the Principal to avoid multiple calls reporting the same incident.
2. We shall seek to encourage suitable members of staff to become trained in occupational first-aid and will make appropriate arrangements for training and information to be provided.
3. First-aid facilities will be periodically checked against a set inventory and documented inspections will be recorded.
4. For Occupational First Aiders, refresher training will be provided to a minimum of once every 2 years.
5. First Aiders are required to provide first-aid within the limits of that which they are comfortable to do.

First Aid for Pupils

Teachers may access the First Aid boxes in their corridors to administer First Aid for minor injuries. For more serious injuries they should inform the Principal and call on a qualified First Aider.

If a minor injury occurs during break time the child will be treated using materials stored in the First Aid boxes located on the Yards at Break Times. In the case of a graze or minor cut, the wounded part is to be cleaned with antiseptic wipes by a member of staff. Surgical gloves should always be used in treatment of these cuts/grazes.

If a more serious injury occurs, the child may be sent/taken to the First Aid room (located in the School Library) where an occupational First Aider will administer First Aid. The injured child will be accompanied to the First Aid room by an SNA and the Principal/Deputy Principal will be informed. The parent may be called. In the event of the parent being unavailable the child may be taken to a doctor or hospital. Parents are asked to sign a form giving permission to the School to have the child taken to hospital if the parent cannot be contacted. All serious injuries are to be reported to the Principal/Deputy Principal and parents. Ice packs are to be applied to bumps and the child is to be constantly observed until the parent arrives. Serious cuts and bumps are to be recorded in the Accident Book. A note signed by both the Principal/Deputy Principal and Class teacher will be given to the parents of all injured children. At the end of break, any person on duty in the First Aid Room must ensure that everything is cleared away – used gloves, dressings etc. Any bloodstains must be washed away thoroughly using antiseptic cleaner. No contaminated or used items should be left lying around.



2.11 First-Aid Kits

First Aid kits shall be available at the following locations:

- A First Aid box is located on each corridor with extra First Aid boxes located in the Staff Room/Kitchen and in the main reception.
- The Defibrillator is located in the Main Hall on the wall outside the Kitchenette with identification sign located nearby.

Contents of First-Aid kit shall be adequate for the amount of students within the school

A First Aid Log to be kept on all accidents within the school.

2.12 Emergency Contacts

Emergency contacts cover for the contact of the emergency services in the event of a fire. Emergency contact information is:

Emergency Contact	Contact Information									
<i>School Address</i>	Scoil Barra, Innishmore, Ballincollig Cork Phone: 021 4873459 Fax: 021 4289763									
<i>Medical Emergency</i>	Hospital: Cork University Hospital, Wilton, Cork. Tel. 021-4546400 Local Doctors: see attached listing and contact details.									
<i>School Emergency Contacts</i>	<table border="0"> <thead> <tr> <th>Name:</th> <th>Tel:</th> <th>Other:</th> </tr> </thead> <tbody> <tr> <td>Ballincollig Fire Dept.:</td> <td>021- 4304077</td> <td>999/112</td> </tr> <tr> <td>Ballincollig Garda Station:</td> <td>021-4214680</td> <td>999/112</td> </tr> </tbody> </table>	Name:	Tel:	Other:	Ballincollig Fire Dept.:	021- 4304077	999/112	Ballincollig Garda Station:	021-4214680	999/112
Name:	Tel:	Other:								
Ballincollig Fire Dept.:	021- 4304077	999/112								
Ballincollig Garda Station:	021-4214680	999/112								
<i>Fire Alarm/Security Companies</i>	Catch Security Ltd., Farranlea Rd., Cork. Tel: 021-4348866 Top Security Ltd (Alarm Monitoring): Tel: 021-4968967 Apex Fire Alarms: Tel: 049-4371482									
<i>Occupational First Aiders</i>	Teachers: Sandra Quinlan; Máiréad Ní Dhonnabháin; SNAs: Mary Dineen; Rose Derham; Emma Tobin; Róisín O' Mahony.									
<i>Fire Marshals</i>	Donal O' Sullivan; Paul Harrington; Podge Holmes; Other Staff members as identified on an annual basis.									
Safety Officer	Michael O' Leary (086-2572680)									
Safety Representative	Kieran Dwyer (086-7841221)									
<i>Emergency Duties</i>	All Class Teachers, and Special Education Teachers in charge of pupils; SNAs allocated to support pupils with Special Education Needs.									



2.13 Emergency Duties

It will be the duty of the designated person to:

- Maintain an accurate roll call list of all employees' and pupil's within the premises.
- Maintain an up to date list of all visitors and contractors on site.
- Have available a roll call list in the event of an evacuation to the designated assembly point.
- Contact the emergency services, if required.

2.14 Accident Reporting

The school has established an Accident Reporting procedure so that:

- investigations can take place to prevent a recurrence;
- statutory duties for reporting are complied with (including requirements for reporting incidents to the school's insurance company);
- management commitment to providing a safe working environment can be demonstrated.

Employees are required to co-operate with management to enable the School to comply with health and safety legislation, this includes informing management of accidents and incidents which may occur in the workplace. The School uses an accident reporting flow chart to document the correct action to be taken in the event of an incident or accident.

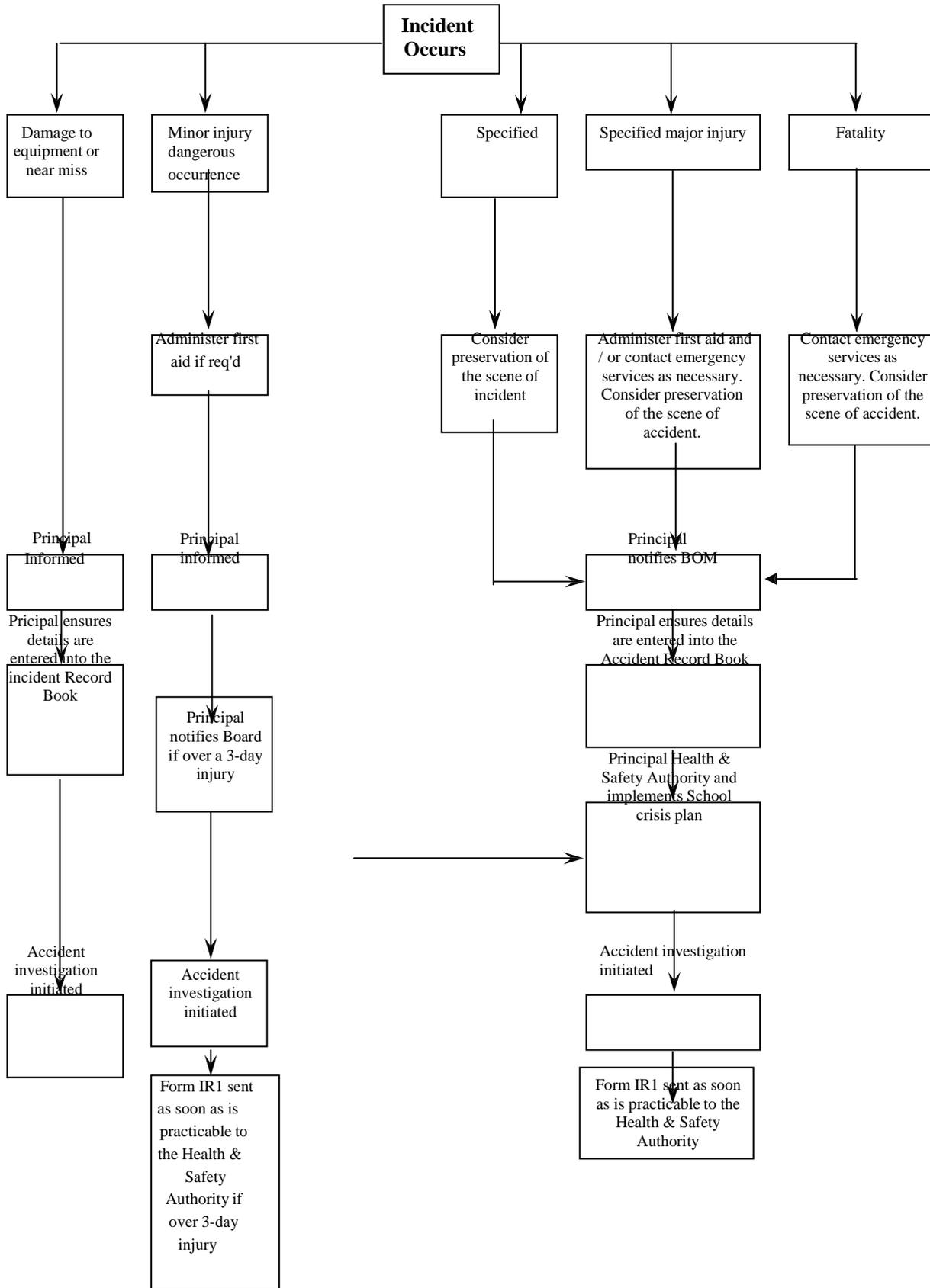
Note:

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, it is accepted that accidents will happen. At Break Times, children who suffer significant injuries are sent to the first aid room where they are attended to by the Special Needs Assistants on duty in the First Aid Room. The nature and extent of the injury and treatment applied is noted in the First Aid Room Log. If deemed necessary, an Accident Report Note is completed and sent home with the child for the attention of his/her parent(s). If deemed necessary, direct contact will be made as soon as possible with the child's parents. If warranted, the school may seek and avail of immediate medical assistance for the child.

{See: Scoil Barra First Aid Policy} .



2.15 Accident Report Flowchart





2.16 Fire Protection Policy

The School BOM is committed to the provision of a safe workplace. In conjunction with maintaining all work equipment to required standards, this also includes appropriate fire precautions, detect fires if they arise and ensure the safe and swift evacuation of everyone from the School premises.

1. The Board of Management is responsible for ensuring the general requirements for good fire protection, including:

- maintenance of a valid fire safety certificate (and compliance with any conditions specified on the certificate),
- the maintenance and testing of fire detection and firefighting equipment,
- the maintenance of suitable fire exit routes and emergency lighting,

2. The Principal and/or Deputy Principal and Safety Officer shall act as the senior person responsible for ensuring that both a co-ordinated staff training programme and that evacuation exercises (drills) are held regularly and the outcomes evaluated with a view to maintaining emergency readiness.

3. The Principal shall ensure that the school No-Smoking policy is enforced.

4. Persons who appoint or manage contractors are required to ensure that fire safety precautions are brought to their attention, and receive assurances that they will be complied with.

5. Appointed Fire Marshals, in the event of an emergency or drill shall:

- check on the effective evacuation of his/her part of the building,
- assist staff and pupils to gather at the external assembly point,
- liaise with the senior person and/or Fire Brigade in terms of information on missing persons or the location and type of fire.

Every staff member is responsible for maintaining fire safety by avoiding creating fire hazards with flammable materials and sources of ignition.

2.17 Fire Evacuation Procedures

These written procedures will outline the actions required by staff upon the discovery of a fire or activation of the fire alarm.

Actions upon discovery of a fire

- On hearing the fire alarm, pupils push in chairs and line up at the classroom door. The teacher takes the roll book, checks the toilets and leads pupils in double file out of classroom, having designated a pupil/SNA to close the door behind them, ensuring that the classroom is empty.
- Any pupil who is visiting another classroom for whatever reason is to leave the school with that class/group and make their way to assembly point
- Activate the fire alarm, if not already activated.
- Close all remaining doors in the fire area.
- Everyone in the school, children and adults, must leave by nearest exit.
- Staff members who do not have a child in their care or have fire warden duties should proceed directly to the assembly point.
- Each teacher conducts a roll call when out at assembly point
- No child or adult is to re-enter the building until the fire services allow.
- The Principal and/or Deputy Principal will ensure all staff are accounted for.

When gathered at the assembly point, the principal will conduct an overall check from each teacher to ensure that all pupils have been accounted for and are present.



The duties and responsibilities of Fire Marshals

Selected staff member (Fire Marshals) are given the responsibility of maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire, including calling the Fire Services.

Evacuation fire marshals are appointed for each zone within the building, and each marshal must have adequate fire training.

Fire Marshals are responsible for

- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of escape routes.
- The close down procedure
- Procedure for nominated staff to assist pupils and members of the public to nearest exits.

Fire Marshals will have available a current list of all persons with disabilities and their locations. Persons with disabilities include those persons who have difficulty in manoeuvring or finding exit routes unaided.

Fire Marshals Duties on hearing fire alarm:

- Take their place at their assigned zones
- Ensure a prompt evacuation of zone, if fire poses a risk to area or exits
- Ensure their respective zones have been cleared and all rooms checked
- Ensure pupils are removed to safe assembly area
- The senior fire Marshal is responsible for ensuring that notices are correctly displayed and the fire emergency evacuation plan is properly distributed and understood by all.
- The Fire Marshals will attempt to Extinguish the fire with a portable fire extinguisher only after evacuation has begun and the fire department has been called.
- The Fire Marshal should not put him/herself in danger, and should only attempt to extinguish the fire if it is small and contained, and having previously received appropriate fire training.

Assembly Area:

Assembly points located by Palisade fence in Front Play-Ground Area, adjacent to Church.



2.18 Bullying Policy –All Staff

Bullying in the workplace constitutes a real threat to safety, health and welfare of people in the workplace. It can arise in any situation where people are working together. **The key objective of this policy is to communicate clearly, so as to avoid any doubt, that instances of bullying will not be tolerated.**

Definition: *Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a one off incident is not considered to be bullying.*

(As defined in the report of the task force on the prevention of workplace bullying – published by the Stationery Office, March 2001 and adopted by the Code of Practice on the Prevention of Workplace Bullying)

Areas prone to bullying include:

1. Employment Tenure: A bully may regard new, casual and temporary / contract staff as easier targets than permanent colleagues.
2. Size of Employment/Enterprise: it may be easier for a bully to go unchecked in a large organisation.
3. Gender Imbalance/ Age Imbalance: Bullying may be more likely to occur where there is an age or gender imbalance in the workplace.
4. Management of Relationships in the Workplace: Bullying may be more likely to occur in workplaces lacking an effective human resource management system that respects each person individually and monitors and supports work relationships.
5. Organisational Change in the Workplace: Organisational changes in the workplace can increase the risk of workplace bullying.

Employee Procedure:

There is an official procedure in place to resolve matters of bullying. The following is a guide to employees who feel they are experiencing bullying in the workplace. The contact person listed below will be fully conversant with the procedure and assist in resolving the problem.

1. Any person who believes he or she is being bullied should explain clearly to the alleged perpetrator (s) that the behaviour in question is unacceptable.
2. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek the help and advice, on a strictly confidential basis, from a contact person.
3. Where the incident is serious and unacceptable then immediately seek help and advice, on a strictly confidential basis, from a contact person.
4. The following are the contact persons:
 - The Staff Rep. on the Board of Management (currently Joanne Doherty)and/or
 - School Safety Representative (currently Kieran Dwyer)



Informal Procedure:

As a general rule an attempt should be made to address an allegation of bullying as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the individuals involved.

(a) Any person who believes he or she is being bullied should explain clearly to the alleged perpetrator (s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek the help and advice, on a strictly confidential basis, from a contact person.

In this situation the contact person should listen patiently, be supportive and discuss the various options open to the employee concerned and highlight this document

(b) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator (s). In this situation the approach of the contact person is by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

(c) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

Formal Procedure:

The complainant and alleged perpetrator are advised of the formal procedures outlined in the school's 'Duty of Respect and Right to Dignity Policy' and are advised to follow the procedures outlined therein.

Note:

Scoil Barra 'Policy on Duty of Respect & Right to Dignity'

"We at Scoil Barra commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All members of the school community are expected to respect the right of each individual to dignity in their working life in an environment free from harassment and bullying".

{See Scoil Barra 'Policy on Duty of Respect & Right to Dignity'}

Confidentiality:

All individuals involved in the procedures referred to above should maintain confidentiality on the subject.



PART 3

RISK ASSESSMENTS



Site Specific Risk Assessments

Based on this analysis of the school premises, the following list of potential hazards has been identified as being applicable to the premises at Scoil Barra:

A risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss. A risk assessment assesses the risk of each hazard noted on the risk assessment form by ranking them according to the categories described below.

HIGH (H): Possibility of fatality, serious irreversible injury or significant loss. Immediate control is necessary, justifying special maintenance activity. Hazards are to be dealt with on a priority basis. Where it is not reasonable or practicable to immediately eliminate the hazard as recommended, the appropriate controls shall be put in place.

MEDIUM (M): Unlikely though conceivable possibility of a fatality, serious injury or significant material loss. Possibility of minor injury to a large number of people. Control can be accommodated within normal maintenance activity.

LOW (L): Reversible minor injury or material loss. Control can be deferred until all other more serious hazards have been dealt with or until the machinery or building is being replaced/altered.



RISK ASSESSMENT 3.1

ACTIVITY COVERED:	ACCESS AND EGRESS			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS			ASSESSMENT OF RISK	
			LOW	MED
1	Injury to pupils, staff, parents and visitors (struck by vehicles on or outside the premises, easy access to adjacent land, struck by tree branches in bad weather etc.)		X	
2	Parking vehicles by front gates to school entrance		X	
3	Impeding access for Emergency Services, ambulances, fire brigade.		X	
4				
5				
6				
ACTIONS REQUIRED TO REDUCE THE RISKS:				
Compliance and Guidance				
Safety, Health and Welfare at Work Act, 2005 Safety, Health and Welfare at Work (General Application) Regulations, 2007				
Controls				
<ol style="list-style-type: none"> 1. No parking directly in front of school entrance gates. 2. Ensure vehicles are parked responsibly so as not to block access routes for emergency services. 3. Secure fences in place, to prevent pupils climbing over it to retrieve footballs and similar items. 4. Ensure adequate lighting is available on the premises for safe access and egress after dark for teachers, pupils, parents, visitors and lone workers. 5. Ensure suitable school road signs are maintained on the road outside the front of school. 6. All visitors to the school will be requested to sign in at reception and sign out on departure. 				
DATE: October 2016				
AREA: Entire premises				
PERSONS AFFECTED: Teachers, pupils, parents and contractors				



RISK ASSESSMENT 3.2

ACTIVITY COVERED:	SLIPS, TRIPS AND FALLS			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Slips		X	
2	Trips		X	
3	Falls		X	
4				
5				

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls:

1. Conduct regular housekeeping in classrooms, store rooms, hall, staff room and all common areas.
2. Carpets must be maintained in good condition, joints taped and frayed edges repaired.
3. Provide adequate facilities for waste disposal.
4. Ensure electric cables, boxes, etc. do not present trip hazards
5. Materials are to be stored correctly and safely.
6. Used or discarded materials are not strewn about the place.
7. Walk ways are kept in good order and free from accumulation of obstacles
8. Particular attention is given to trip hazards public areas.
9. Floors are kept clean and free of slip hazards.
10. Wet floor signs are positioned during mopping and left in position until floor is dry.

DATE: October 2016

AREA: School buildings

PERSONS AFFECTED: Teaching staff, pupils, contractors, parents and visitors



RISK ASSESSMENT 3.3

ACTIVITY COVERED:	OFFICE HAZARDS			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Poor Lighting	X		
2	Manual Handling		X	
3	Poor ventilation	X		
4	Trip Hazards		X	

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls:

- 1) Appropriate standards of housekeeping are maintained at all times.
- 2) All power cables or similar items are positioned so as to avoid the risk of trips and falls.
- 3) All electrical equipment is switched off and isolated from mains supply when not in use.
- 4) All electrical and other repairs are only carried out by appropriately qualified persons.
- 5) All office equipment is located so as to avoid the risk of falls or collisions when in use.
- 6) There is adequate means of access to and egress from workplaces including adequate means of escape in the case of fire, which is clearly marked.
- 7) All employees on the premises are made aware of the means of escape, the evacuation procedure, safe meeting point and operation of firefighting equipment.
- 8) The volume of paper, invoices, etc. is kept to a minimum, waste paper and other flammable materials are removed regularly to minimise the fire hazard.
- 9) Proper manual handling techniques must be used in the office when lifting loads, both heavy and light.
- 10) Clean breathable air is made available.
- 11) Fire extinguishers are available in the offices.

DATE: October 2016

AREA: School buildings

PERSONS AFFECTED: Teaching staff, pupils, contractors, parents and visitors



RISK ASSESSMENT 3.4

ACTIVITY COVERED: DISPLAY SCREEN EQUIPMENT

CATEGORY: WORK EQUIPMENT

SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Repetitive strain injury (RSI)	X		
2	Back strain & poor posture	X		
3				
4				

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005

Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls

Controls:

1. Conduct assessment of DSE & VDU workstations
2. Provide adequate lighting, avoid glare and reflection from other light sources on screens
3. Provide adequate space at the workstation for the user to change position and vary movements
4. DSE equipment:
 - Display screens - able to swivel and tilt
 - Keyboard - tiltable and separate from the screen
 - Work desk - adequate space and low reflectance surface
 - Chair - adjustable for height, seat back to be adjustable for height and tilt, seat to be stable.
 - Footrest - provide footrests if users require them

DATE: October 2016

AREA: Entire premises

PERSONS AFFECTED: Teaching staff, pupils and contractors



RISK ASSESSMENT 3.5

ACTIVITY COVERED:	ELECTRICAL EQUIPMENT - FIXED			
CATEGORY:	WORK EQUIPMENT			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Electrocution		X	
2	Lack of planned preventative maintenance		X	
3	Inadequate safe systems of work to isolate equipment		X	
4	Fire	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 ETCI - The Management of Electrical Safety at Work - ET206:2000

Controls

1. Ensure all fixed electrical equipment is identified and maintained as part of a preventative maintenance program (distribution panels, isolation switches etc.)
2. Records to be maintained of inspections and checks
3. Ensure contractors working on fixed electrical equipment are competent¹
4. Conduct periodic testing of RCD's²
5. Ensure all fixed electrical supply and distribution systems are periodically tested and inspected to ETCI³ standards
6. Ensure electrical distribution boxes on site have accurate circuit breaker allocation lists posted
7. Ensure no 'live' electrical work is carried out, or develop a documented safe system of work meeting ETCI requirements for live work
8. Develop and implement an electrical isolation procedure for the effective isolation of electrical, pneumatic and hydraulic power to workplace machines (during cleaning servicing and maintenance) such as LOTO⁴
9. Ensure all electrical distribution panels have clear access
10. Ensure all distribution panels in all work areas are closed and locked (remove keys from distribution panels)

Notes

- ¹ - Electrical contractors may be members of organisations such as RECI (Register of Electrical Contractors of Ireland)
- ² - RCD - Residual Current Devices
- ³ - ETCI - Electro Technical Council of Ireland
- ⁴ - LOTO - Lock out / Tag out

DATE: October 2016

AREA: School buildings

PERSONS AFFECTED: Teaching staff, caretaker, pupils and contractors



RISK ASSESSMENT 3.6

ACTIVITY COVERED:	ELECTRICAL EQUIPMENT - PORTABLE		
CATEGORY:	WORK EQUIPMENT		
SIGNIFICANT HAZARDS	ASSESSMENT OF RISK		
	LOW	MED	HIGH
1	Incorrect use and storage of portable electrical equipment	X	
2	Lack of planned preventative maintenance	X	
3	Fire	X	
4	Electrocution	X	

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls

1. Ensure all portable electrical equipment¹ is:
 - periodically cleaned and routinely visually checked (PAT testing)²
 - included in a preventative maintenance program (records to be maintained of inspections and checks)
 - earthed equipment to be periodically checked and inspected
 - periodically checked for the safe and correct operation of emergency stops and other safety devices
 - CE marked
2. Ensure operating and maintenance manuals are available to users
3. Provide adequate documented training, instruction, information and sufficient supervision to users
4. Establish a procedure to clearly identify damaged or defective equipment and subsequently remove from service for repair
5. Ensure all portable electrical equipment is individually identified
6. Ensure all extension leads used are periodically checked and inspected
7. Ensure all portable electrical work tools are correctly stored to prevent damage to equipment and electrical leads

Notes:

¹ - Portable electrical equipment is equipment with a lead and plug, which is or can be moved from place to place.

² - PAT testing - Portable Appliance Testing

DATE: October 2016

AREA: Entire premises

PERSONS AFFECTED: Teaching staff, pupils and contractors



RISK ASSESSMENT 3.7

ACTIVITY COVERED:	MANUAL HANDLING OF LOADS		
CATEGORY:	MANUAL HANDLING		
SIGNIFICANT HAZARDS	ASSESSMENT OF RISK		
	LOW	MED	HIGH
1	Objects too heavy or large		X
2	Objects with unbalanced centre of gravity		X
3	Unstable Consistency or likely to shift	X	
4	Lifting objects at a distance from the person	X	
5	Excessive bending, twisting or repetitive movements		X

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 E.C. Directive on Manual Handling (90/269/EEC).

Controls:

Controls

1. Mechanical lifting equipment and aids will be used where possible
2. Mechanical aids will be kept in good repair and maintained
3. All employees are appropriately trained in kinetic lifting techniques
4. Rules of safe lifting and handling of loads are posted up in the staff room and the office areas

Guide to lifting.

- A. Get as close as possible to the load
- B. Position your feet approximately the width of your hips apart with one foot slightly in front of the other
- C. Relax your knees, lower your hands and drop down beside the load inclining your head
- D. Grasp the object with a firm grip, test the weight making sure it is not excessive E. Raise your head and look straight ahead, as this helps to keep the spine straight F. Keep the load as close as possible to the body with the elbows in
- G. Lift with strong leg muscles in a controlled smooth movement, keeping the spine straight. H. Move forward and about at a comfortable pace and never rush
- I. Before lifting a load by any means know where you are going to set it down

DATE: October 2016

AREA: School buildings

PERSONS AFFECTED: Teaching staff, pupils, contractors, parents and visitors



RISK ASSESSMENT 3.8

ACTIVITY COVERED:	STORAGE OF MATERIALS			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Collapse of shelves, cupboards		X	
2	Falling items		X	
3	Manual handling	X		
4	Falls	X		
5				

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls:

1. Heavy boxes, materials must not be stacked higher than chest height.
2. All materials will be stored properly on shelves so as to protect employees from falling materials.
3. All shelves and cupboards will be inspected on a regular basis by school caretaker.
4. Repairs to fixings carried out as required.
5. Any damage to shelf components will reduce its load carrying capacity.
6. Combustible materials should be disposed of periodically, do not allow accumulate.
7. Manual handling covered under a specific risk assessment.

DATE: October 2016

AREA: School buildings

PERSONS AFFECTED: Teaching staff, pupils, contractors, parents and visitors



RISK ASSESSMENT 3.9

ACTIVITY COVERED:	FIRE			
CATEGORY:	FIRE SAFETY			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Fire & explosion		X	
2	Injury to persons (teachers, pupils, parents, visitors and contractors)		X	
3	Damage to property		X	
4	Arson	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Fire Services Act, 1981
 IS-3217 Code of Practice for Emergency Lighting
 IS-3218 Code of Practice for Fire Detection and Alarm Systems for Buildings
 IS 291 – Use, Location, Inspection and Maintenance of Portable Fire Extinguishers

Controls:

Evacuation

1. Provide basic fire safety training for all staff (& maintain records of training)
2. Conduct & document fire drills (maintain records of drills)
3. Develop and post fire and emergency procedures for the premises and ensure they are posted
4. Mark emergency assembly area with appropriate signage
5. Ensure all illuminated emergency escape route signs are maintained and tested

Combustible Materials

6. Ensure furnishing and fittings purchased for use in the school comply with the Code of Practice for Fire Safety of Furnishings and Fittings
7. Ensure paper supplies and other combustible materials are stored clear of escape routes and sources of ignition.

Sources of Ignition

8. Ensure electrical sockets are not overloaded
9. Ensure contractors work under a permit to work system for hot work tasks (e.g. those using naked flames and sparks)
10. Ensure combustible waste material bins are stored away from school buildings
11. Develop and implement a school smoking policy

Fire detection and prevention equipment

12. Smoke detectors are installed within the buildings as part of the fire alarm system.
13. Ensure all fire detection and protection equipment is covered under a planned preventative maintenance and inspection programme (fire detection and alarm system is maintained and tested to Irish Standard IS-3218).
14. Establish periodic fire fighting appliances maintenance checks and escape route maintenance checklists.
15. Ensure all fire extinguishers are marked with approved safety signs and that fire stations and extinguishers are numbered.
16. Ensure location of main fire hydrant is known and identified.

DATE: October 2016

AREA: School buildings

PERSONS AFFECTED: Teaching staff, pupils, contractors, parents and visitors



RISK ASSESSMENT 3.10

ACTIVITY COVERED:	HEATING SYSTEM		
CATEGORY:	WORKPLACE EQUIPMENT		
SIGNIFICANT HAZARDS	ASSESSMENT OF RISK		
	LOW	MED	HIGH
1 Oil leaks	X		
2 Fire		X	
3 Explosion	X		
4 Carbon monoxide poisoning	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls

1. Oil burning appliances to be correctly installed and maintained by competent persons.
2. Oil burning appliances to be subject to a preventative maintenance programme.
3. Establish emergency procedures in the event of a leak.
4. Ensure contractors have safe systems of work for working on heating systems.
5. Records to be kept of inspections and maintenance.
6. Ensure fuel tank is bunded to prevent leaks and spills onto the school grounds and adjacent land.
7. Ensure all bulkhead penetrations for cables, wires and pipe-work are suitably fire sealed.
8. Install carbon monoxide sensors

DATE: October 2016
 AREA: Entire premises
 PERSONS AFFECTED: Teachers, pupils, parents and contractors



RISK ASSESSMENT 3.11

ACTIVITY COVERED:	WORKING AT HEIGHTS			
CATEGORY:	SAFE SYSTEMS OF WORK			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Falls (injury to persons)		X	
2	Damage to equipment		X	
3	Competency of contractors		X	
4	Inadequate safe systems of work for working at height		X	
5	Objects falling from height		X	
6				

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Safety, Health and Welfare at Work (Construction) Regulations, 2006
 Work at Height Regulations 2006

Controls

1. Ensure safe systems of work for working at height tasks at the school premises are in place, including:
 - Access to school building roofs
 - Changing ceiling lighting in classrooms
 - Working on external security and general lighting systems
 - Safe access to roof-light area of main hall
 - Tree surgery
 - Gutter cleaning
2. Ensure the competency of contractors for working at heights and that detailed method statements are made available
3. All use of ladders to be risk assessed and ladders to have CE approved mark.
4. Fall protection/prevention in place for roof work.

DATE: October 2016
 AREA: School buildings
 PERSONS AFFECTED: Caretaker and contractors



RISK ASSESSMENT 3.12

ACTIVITY COVERED:	MAINTENANCE WORK - LADDERS			
CATEGORY:	WORK EQUIPMENT			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Falls from ladders		X	
2	Falling tools and materials from ladders		X	
3	Collapse of a ladder	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Work at Height Regulations 2006

Controls

Controls

1. Ensure ladders are the right equipment for the job, rather than scaffold, M.E.W.P etc. Ladders should be used for access only. Carry out a risk assessment on use of ladders
2. Use only approved ladders. i.e. CE marked
3. Ladders must be in good condition and free from defects.
4. Watch for broken, missing, loose or worn rungs.
5. Both hands must be used when climbing ladders.
6. Do not carry tools or materials in one hand when ascending or descending a ladder.
7. Only one person is allowed on a ladder at any one time.
8. Ladders must be on a secure flat base.
9. Ladders must be secured near the top or footed by a person at work to prevent slipping.
10. Ladders must rise at least 1.00 metre above their landing place or the highest run used.
11. Ladders must be positioned at the proper angle which is 75 deg. (1:4)

DATE: October 2016
 AREA: School Grounds
 PERSONS AFFECTED: Caretaker and contractors



RISK ASSESSMENT 3.13

ACTIVITY COVERED:	GARDENING WORK - HAND AND POWER TOOLS			
CATEGORY:	WORK EQUIPMENT			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Electricity		X	
2	Sharp cutting tools, blades.			X
3	Material thrown off during operation.		X	
4	Trailing cables or water hoses.	X		
5	Excessive noise levels with power tools.		X	
6	Working in damp or wet conditions.		X	

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 European Communities (Machinery) Regulations.
 HSE - Maintaining Portable Electrical Equipment in Offices and other Low Risk Environments (INDG 236) 11/99

Controls

Controls

1. Pointed tools are never carried pointing up.
2. Tools are not dropped or thrown from one worker to another.
3. All defects on all hand and power tools are reported immediately.
4. All electric cables and water hoses are kept free of access walkways and passage ways.
5. All cables are kept away from sharp objects.
6. Power supply is disconnected before making any adjustment or changing any tool or equipment.
7. All guards supplied with tools and equipment such as eye, ear, foot, hand and body protection is worn as necessary.
8. Preventative maintenance is carried out on all tools and equipment.
9. Safe operating procedures to be developed and displayed for power tools.
10. Ensure ground conditions are safe to carry out work

Tool Inventory:

Hand Tools:	PPE	Power Tools:	PPE
Shovels	Gloves & Boots	Lawn Mower	Ear & Eye & Boots
Spades	Gloves & Boots	Grass Strimmer	Ear & Face & Boots
Hammers	Eye Protectors & Boots	Power Washer	Ear & Face & Boots
Hand Saw	Gloves & Boots	Hedge Cutter	Ear, Face & Head & Boots
Rakes	Gloves & Boots		
Pitch forks	Gloves & Boots		

DATE: October 2016

AREA: School Grounds

PERSONS AFFECTED: Caretaker and contractors



RISK ASSESSMENT 3.14

ACTIVITY COVERED:		CONTROL OF CONTRACTORS		
CATEGORY:		WORKPLACE SAFETY & WELFARE		
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Damage to equipment (due to competency levels, lack of safe work systems)		X	
2	Injury to persons (due to competency levels, unsafe work practices)		X	
3	Incompetent persons on the school premises		X	
4	Fire		X	

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Occupiers Liability Act.
 HSE - C250 IAC(L)98 - Contractors in Schools

Controls

1. Establish policy and procedures for the selection of suitable contractors to work on company premises and equipment. Considerations to include:
 - Pre-tender requirements (establish competency, training, membership of trade or professional bodies etc.)
 - Minimum requirements for contractors on site (e.g. minimum age, PPE requirements, working to the Company's work procedures, contractor safety documentation etc.)
2. Establish safe systems of work are in place for contractors carrying out specified work tasks (e.g. written method statements for hazardous tasks)
3. Ensure all work to be carried out by contractors is covered under a written contract of work (regardless of complexity or scale of work)
4. School management to understand and abide by the requirements of Clients as stipulated in the Safety, Health and Welfare at Work (Construction) Regulations, 2006
5. All contractors to be inducted prior to work start-up, ensure emergency evacuation procedures are made clear.
6. Contractors must use sign in/out register at reception

DATE: October 2016

AREA: Entire Premises

PERSONS AFFECTED: Teaching staff, pupils, visitors, parents and contractors



RISK ASSESSMENT 3.15

ACTIVITY COVERED:		WELFARE FACILITIES		
CATEGORY:		WORKPLACE SAFETY & WELFARE		
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Unhygienic toilets (inadequate ventilation and cleaning)		X	
2	Lack of drinking water	X		
3	Lack of hand wash		X	
4	Hand dryers out of order	X		
5	Canteen cleaned regularly	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls

1. Ensure that the correct facilities are provided in each WC and wash station (i.e. hot and cold running water, provision to dry hands hygienically with disposable hand towels or hot air dryers).
2. Ensure that the facilities are maintained in a clean state and good working order.
3. Ensure that the welfare facilities are fully stocked and that bins are cleaned regularly.
4. Provide an adequate supply of drinking water for staff and pupils.
5. Staff rest rooms are non-smoking areas
6. Ensure the correct temperature is maintained in classrooms and work areas (guide temperature is minimum of 16⁰C)
7. Staff to keep canteen area in a clean state at all times.

DATE: October 2016

AREA: Welfare facilities

PERSONS AFFECTED: Teachers, visitors and pupils



RISK ASSESSMENT 3.16

ACTIVITY COVERED:	PAPER GUILLOTINE - DAHLE			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Entrapment	X		
2	Finger cuts		X	
3	Finger amputation		X	
4				

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls

When using paper guillotines the following must be adhered to:

1. This Guillotine is a medium-duty paper cutter and should only be used to cut up to 15 sheets of paper at a time. **Do not attempt to use any more than 15 sheets of paper at once.**
2. Do not use guillotines for extended periods of time.
3. Always ensure that the guard is in place when using a guillotine. Do not operate if guard is missing.
4. Always return the guillotine to the 'safe' position when not in use, i.e. **the position in which the blade is not exposed.**
5. Keep guillotine in a safe area away from school children.
6. Ensure that the non-skid rubber feet on unit are in good condition as this prevents slipping of appliance.
7. The cutting blade on the guillotine must have a sharp blade, to ensure that excessive down force is not required to cut paper.

Warning: Ensure fingers are safely behind the safety guard, prior to cutting paper.

DATE: October 2016

AREA: Office

PERSONS AFFECTED: School Staff



RISK ASSESSMENT 3.17

ACTIVITY COVERED:	PREGNANT EMPLOYEES AND NURSING MOTHERS			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Injury to mothers and the unborn child		X	
2	Lack of private rest area	X		
3				
4				

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Safety, Health and Welfare At Work (Pregnant Employees Etc.) Regulations, 2000
 Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001
 European Communities (Classifications, Packaging, Labelling and Notification of Dangerous Substances) Regulations, 2001

Controls

1. Pregnant women should not:
 - conduct manual handling of loads entailing risks, particularly of a dorsolumbar nature,
 - work with substances labelled R40, R45, R46, R61, R63 (Risk Phrases)
2. Female employees to inform management of any pregnancy as soon as is practicable and to provide medical proof of the pregnancy (medical certificate etc.)
3. Provide facilities for pregnant women and nursing mothers to be able to lie down to rest if and when applicable

DATE: October 2016
 AREA: Entire premises
 PERSONS AFFECTED: Female staff



RISK ASSESSMENT 3.18

ACTIVITY COVERED:	PAPER SHREDDER – Rexel 250 Auto		
CATEGORY:	WORKPLACE SAFETY & WELFARE		
SIGNIFICANT HAZARDS	ASSESSMENT OF RISK		
	LOW	MED	HIGH
1	Electrical Hazard	X	
2	Laceration		X
3	Entanglement		X
4			

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Manufactures guidelines in safe operation

Controls

1. Regular visual inspections are required to check that the shredder is free from obvious defects.
2. Keep fingers clear of cutting mechanism.
3. Follow manufacturer’s instructions in safe use of appliance.
4. Keep loose clothing e.g. ties, hair and jewellery well clear of the cutting mechanism.
5. Electrical supply is to be switched off before attempting to unblock a paper jam.
6. The shredder should be P.A.T tested on a yearly basis

PAT = Portable Appliance Test

DATE: October 2016
 AREA: Office
 PERSONS AFFECTED: School Staff



RISK ASSESSMENT 3.19

ACTIVITY COVERED:	EDUCATIONAL TRIPS & EXTRA-CURRICULAR ACTIVITIES		
CATEGORY:	WORKPLACE SAFETY & WELFARE		
SIGNIFICANT HAZARDS	ASSESSMENT OF RISK		
	LOW	MED	HIGH
1	Lack of risk assessment of trips	X	
2	Accident or incident to pupils on educational visits (due to lack of supervision or planning)	X	
3			
4			

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007.
 Best Practice Guide Health and Safety of Pupils on Educational Visits, 1998
 Scoil Barra Tour Policy

Controls

The Board of Management to establish best practice procedures for educational trips (in consultation with the latest guidance issued by teacher trade unions, the Department of Education & Skills, the Health and Safety Authority and other interested bodies).

These should include (but not be restricted to):

1. Pre-approval of educational visits
2. Planning educational visits (including the requirement for risk assessments, especially for adventure and activity centre visits)
3. Supervision of educational visits (including competence of group leaders and instructors used)
4. Parent communication and consent
5. Planning transportation issues
6. Emergency procedures (including emergency contacts etc.)
7. Issues relating to persons on educational visits not connected with the school (friends of pupils, teachers children etc.)
8. Establish documented responsibilities for the Board of Management, Principal, teachers and pupils in relation to educational visits.
9. Ensure adequate insurance coverage is available for educational visits.
10. Ensure parents, teachers and other persons (who take school pupils on local school trips) are covered by adequate insurance.
11. The Scoil Barra Tour Policy is to be fully implemented.

Notes

It should be noted that under the Safety, Health and Welfare at Work Act, 2005, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.

DATE: October 2016

AREA: Educational Trips

PERSONS AFFECTED: Teachers and pupils



RISK ASSESSMENT 3.20

ACTIVITY COVERED:	PHYSICAL EDUCATION CLASSES			
CATEGORY:	WORKPLACE SAFETY & WELFARE			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Slips, Trips & Falls		X	
2	Falls from damaged/unstable equipment / falling equipment		X	
3	Physical contact with objects/structures	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 Department of Education and Science

Controls

1. Careful supervision to be maintained during PE classes.
2. Physical Education areas to be checked for projections/protruding objects before each class.
3. Sufficient and suitable mats provided for number of students.
4. First Aid kit provided.
5. Suitable Instruction and guidance given by teachers e.g. stretching/warm up exercises.
6. Adequate supervision provided by suitably trained personnel at all times.
7. Students with medical conditions/special needs will be identified to the PE teacher before the start of the year.
8. All equipment, pieces of apparatus, etc. must be checked thoroughly at the start of each term.
 Defective equipment must not be used.
9. Students will only handle equipment as directed by their teacher.

DATE: October 2016

AREA: Physical Education Classes

PERSONS AFFECTED: Teachers, students.



RISK ASSESSMENT 3.21

COOKERY CLASSES

SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1.	Exposure To Electric Current	X		
2.	Burns & Scalds		X	
3.	Cuts		X	
4.	Fire		X	

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007

Controls

1. **Lighting:** Cooking areas should be well lit, but arranged to avoid glare - caused by too much light between light and dark.
2. **Cooking Pots:** Always turn handles inwards to avoid knocking the pots over accidentally but do not position the handles across a hot area.
3. **Heat Controls:** Check that you have turned off the controls when you finish cooking.
4. **Pan Handles:** Make sure that all handles and their fixing points are secure, and will not fail when a full pan is lifted.
5. **Steam Vents:** Turn pan lid vents away from front of the cooker to avoid steam scalds.
6. **Microwave Cooker:** Do not turn the cooker on when it is empty, as this can damage it. Do not use metal cooking utensils - this can cause a fire. Keep the door sealing faces clean to prevent radiation leakage, and call the service engineer if the seals are cracked or damaged.
7. **Shelves:** Load shelves so that the heaviest and most-used items are the easiest to reach. Where necessary, use kitchen steps or a stool with built -in steps to reach high shelves.
8. **Cleaning Fluids:** These materials are often very flammable. Use a lockable cupboard. Always read the labels.
9. **Knives:** Use knives carefully - cut away from you and keep the fingers of your other hand out of the way. Do not leave knives lying around while not in use. Exercise due care when washing knives as this can be very dangerous.
10. **Floor Surface:** Make sure tiles, linoleum or other coverings have a non-slip, even, surface, with no sunken areas or raised edges. Do not use loose mats. Wipe up spills immediately; it is easy to slip on a wet patch.

DATE: October 2016

AREA: Staff Canteen

PERSONS AFFECTED: Teachers, students.



RISK ASSESSMENT 3.22

ACTIVITY COVERED:	ACTS OF AGGRESSION			
SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1.	Attack during class	X		
2.	Threatening behaviour	X		
3.	Inappropriate approaches	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance with:

Safety, Health and Welfare at Work Act, 2005

Safety, Health and Welfare at Work (General Application) Regulations, 2007

Scoil Barra Code of Behaviour

Controls:

1. In consultation with staff and board of management ensure that a pupil aggression programme is appropriately resourced.
2. Workplace should have a proper system for recording accidents, incidents and ill-health.
3. Ensure key staff members receive training (CPI) in how to deal with pupil aggression, training should include,
 - Rights and responsibilities of all employees
 - Understanding abuse
 - How to identify potentially violent situations
 - Emergency procedures for threatening situations
 - Evasive self-defence techniques
 - Post incident reporting procedures
4. Use established procedures and safe systems of work for employees and Board of Management to prevent and deal with violence to staff. In this regard, Scoil Barra's Code of Behaviour to be applied and sanctions _ up to and including suspension/expulsion as outlined in the Code of Behaviour _ to be implemented as deemed necessary and appropriate.

DATE: October 2016

AREA: All areas

Persons Affected: Staff, Pupils



RISK ASSESSMENT 3.23

DANGEROUS SUBSTANCES/CHEMICALS

SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Splashes from harmful substances	X		
2	Contact with dangerous substances can lead to dermatitis	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance with:

Safety, Health & Welfare at Work Act, 2005
 Safety, Health & Welfare at Work (General Application) Regulations 2007
 Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001
 Code of Practice Chemical Agents, 2010

Controls:

1. Users should be provided with information from suppliers / manufacturers as to the hazards of handling use and storage of dangerous substances.
2. The school shall provide clothing (PPE) to wear to minimise exposure to the skin from dangerous substances.
3. Adequate washing and welfare facilities to be available to maintain a reasonable standard of personal hygiene when handling dangerous substances.
4. Material Safety Data Sheets (M.S.D.S.) must be available for all chemicals and employees must be made aware of the risks involved with the substances they are handling.
5. Harmful substances will be stored appropriately in locked stores and not in the vicinity of food.
6. Seek medical advice if any skin irritation presents
7. Dispose of empty containers safely and as soon as possible

As a rule of thumb the following precautions should be complied with when dealing with handling dangerous substances:

- Avoid contact with skin
- Avoid contact with eyes
- Keep away from food and drink
- Always wash exposed body parts after use
- Keep in original containers
- The dangerous substances include cleaning agents, bleach, etc.

DATE: October 2016

AREA: Two chemical storage areas

Persons Affected: Teachers , pupils and cleaning staff



RISK ASSESSMENT 3.24

ELECTRIC/HYDRAULIC MOBILE HOISTS

SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1.	Overloading	X		
2.	Unsupervised Persons		X	
3.	Unstable load in lift		X	

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance with:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007
 European Communities (Lifts) Regulations 1998 Directive 95/16/E.C.

Controls:

1. Always plan the lifting operation before commencing.
2. Carry out a daily check list before using the lifting hoist.
3. Always familiarise yourself with the operating control and safety features of a hoist.
4. Ensure slings are in good condition and are suitable for the patient and is the correct size.
5. Never attempt to push or pull a loaded lift over a floor obstruction which the castors are unable to ride over easily.
6. Lifting hoists should be serviced and inspected after any major alteration and a register (GA.2) to be kept containing the prescribed particulars of weekly inspection reports.
7. Lifting hoist to be re-certified by a competent person every six months or after major repairs.

DATE: October 2016

AREA: Lifting hoist

PERSONS AFFECTED: Operator and Pupil.



RISK ASSESSMENT 3.25

A – FRAMED LADDERS

SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Falls from ladders		X	
2	Falling tools and materials from ladders		X	
3	Overreaching		X	
4	Defective ladders	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance and Guidance

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007

Controls:

1. Ladders to be in to be in good condition, free from defects and to be inspected by a competent person before being put into use.
2. Ladder must be positioned on solid ground.
3. Person to climb ladders with both hands free (i.e. not carrying materials)
4. Working from a ladder must be risk assessed.
5. Move ladder along with work to prevent overreaching.
6. Only one person at a time on a ladder
7. Do not stand on top rungs of A Framed ladder
8. Always face the ladder when using it.
9. Keep at least double the length of the ladder away from edges where there is a risk of a fall
10. Ladder must be erected facing the work and all check straps must be fully extended.
11. Maintain 3 points of contact at all times when climbing up and down ladder.
12. No works to be carried out directly above or beneath other personnel.
13. Only use for short duration of a maximum of 15-mins and light works only
14. Only those with a head for heights to be permitted on ladders.

DATE: October 2016
 AREA: Maintenance
 PERSONS AFFECTED: Maintenance workers, contractors ,staff



RISK ASSESSMENT 3.26

RADON GAS

SIGNIFICANT HAZARDS	ASSESSMENT OF RISK		
	LOW	MED	HIGH
Exposure of pupils and staff to Radon gas	X		

ACTIONS REQUIRED TO REDUCE THE RISKS:

Compliance with:

Safety, Health and Welfare at Work Act, 2005
 Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Controls:

1. Establish if radon levels within the buildings are within the radon remedial action level of 200 Bq/m³.

Notes

"Radon is a naturally occurring radioactive gas which originates from the decay of uranium in rocks and soils. It is colourless, odourless and tasteless and can only be measured using special equipment. When radon surfaces in the open air, it is quickly diluted to harmless concentrations, but when it enters an enclosed space, such as a house or other building, it can sometimes accumulate to unacceptably high concentrations.

Radon decays to form tiny radioactive particles, some of which remain suspended in the air. When inhaled into the lungs these particles give a radiation dose which may damage cells in the lung and eventually lead to lung cancer.

Radon concentration is measured in Becquerel's per cubic metre of air (Bq/m³). The Becquerel is a unit of radioactivity and corresponds to one radioactive disintegration/second.

The Reference Level for long-term exposure to radon in a house, above which the need for remedial action should be considered, is 200 Bq/m³"

Extract from the Radiological Protection Institute of Ireland website (www.rpii.ie/radon)

DATE: October 2016
 AREA: Entire Premises
 Persons Affected: All Staff and Pupils



PART 4

APPENDICES

