**SCOIL MHUIRE CARRICK ON SUIR**

**ENVIRONMENTAL,**

**Safety , HEALTH &**

**WELFARE Statement**



***GREENHILL, CARRICK-ON-SUIR, CO. TIPPERARY.***

***Rev 1; Oct 2019***

**Statement of Intent / Safety Policy**

In compliance with the Safety, Health and Welfare at Work Act 2005 and all related Regulations, standards and codes of practice, Scoil Mhuire Carrick On Suir Secondary School will endeavour to secure the Health and Safety of every employee, student, contractor and visitor using or entering school property in so far as is reasonably possible.

Scoil Mhuire Carrick On Suir Secondary School is committed to providing;

1 A safe place of work and a safe environment for pupils.

2 Safe means of access and egress

3 Safe plant and machinery

4 Safe systems of work.

5 Information, training, instruction and supervision.

6 Suitable protective clothing and equipment where hazards cannot be eliminated.

7 A Safety Statement and Emergency Plans

8 Welfare facilities.

9 A competent person to advise and assist in securing the safety, health and welfare of staff and students.

All staff, students, parents / guardians and visitors are asked to co-operate with School management to achieve a healthy and safe workplace for all. Each employee is legally obliged under the terms of the act to take reasonable care of their own safety, health & welfare and shall not endanger the safety of others by their actions or omissions.

Staff are asked to read this document carefully and understand their role in health and safety in the School.

This statement shall be reviewed annually and changes shall be made at any time in the light of experience and developments at the School or changes in legal requirements.

Suggestions from staff, Board of Management, parents / guardians, students and visitors are welcomed and encouraged so that this statement can be continuously improved.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

ON BEHALF OF THE SCOIL MHUIRE CARRICK ON SUIR SECONDARY

BOARD OF MANAGEMENT

## Environmental Policy

Sustainability and enhancing the environment of the communities we live and work in is a core philosophy of Scoil Mhuire Carrick On Suir Secondary School. We are committed to retaining this philosophy by having a positive impact in the community, and to preserving the local area. Accordingly, we embrace our responsibility for environmental stewardship and are committed to integrating leading sustainability principles into School activities and developments.

The management and staff are committed to applying the necessary resources required to ensure that the following objectives and targets can be achieved:

1. compliance with all relevant environmental legislation;
2. establishment of a frame work for reviewing specific Environmental Objectives

and Targets;

1. minimisation of energy, water use, solid waste, greenhouse gas, air and effluent

emissions at source;

1. optimisation of the use of raw materials;
2. prevention of pollution;
3. Motivation of staff, pupils & contractors so that they can conduct their work / activities in an

environmentally responsible manner, and instilling in pupils, an understanding and care for the

environment that will be a lifelong asset;

1. deployment of adequate resources to ensure that the environmental policy can be

fully implemented;

The commitment, pride and enthusiasm of all persons in Scoil Mhuire Carrick On Suir Secondary School are our most precious assets. Ensuring an environmentally sustainable future for all is a fundamental objective.

Signed Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

ON BEHALF OF SCOIL MHUIRE CARRICK ON SUIR SECONDARY

BOARD OF MANAGEMENT

**Table of Contents**

STATEMENT OF INTENT / SAFETY POLICY

ENVIRONMENTAL POLICY

TABLE OF CONTENTS

REVISION LEVEL

**SECTION 1 AIMS AND SCOPE OF THE STATEMENT**

**SECTION 2 ASSIGNMENT OF RESPONSIBILITIES / DUTIES**

(A) ORGANISATIONAL STRUCTURE

(B) EMERGENCY PHONE NUMBERS

2.1 POSITION: BOARD OF MANAGEMENT

2.2 POSITION: SCHOOL PRINCIPAL - ON BEHALF OF BOARD OF MANAGEMENT

2.3 POSITION: TEACHING STAFF / SECRETARIAL & CARETAKING STAFF

2.4 POSITION: SAFETY REPRESENTATIVE (Where Appointed).

2.5 POSITION: SUB-CONTRACTORS AND SELF-EMPLOYED PERSONS

2.6 POSITION; VISITORS

**Section 3**

**3.1 Arrangements for Safety, Health & Welfare**

***3.2 Safe People***

3.2.1 First Aid

3.2.2 Welfare Facilities

3.2.3 Safe Working Environment

3.2.4 Personal Protective Equipment

3.2.5 Pregnant Staff / Students

3.2.6 Manual Handling

3.2.7 Bullying / Harassment

3.2.8 Grievances / Complaints / Discipline

3.2.9 Workplace Stress

3.2.10 Training / Instruction

3.2.11 Student Welfare

3.2.12 Resources for Special Needs

3.2.13 Working Time

3.2.14 Alcohol / Misuse of Drugs

3.2.15 Supervision

3.2.16 VDU’s

3.2.17 Students on School Premises

3.2.18 Child Safeguarding Policy

3.2.19 Garda Vetting Policy

3.2.20 Critical Incident Management Policy

3.2.21 School Trips Policy

***3.3 Safe Systems***

3.3.1 Accidents / Incidents

3.3.2 Safety Audits

3.3.3 Movement of staff / students

3.3.4 Ergonomics

3.3.5 Collection of Money

3.3.6 Traffic / Pedestrians

3.3.7 Permits

***3.4 Safe Place***

3.4.1 Design & Layout

3.4.2 Buildings

3.4.3 Temperature / Ventilation

3.4.4 Floor Surfaces

3.4.5 Trip Hazards

3.4.6 Hazardous Substances

3.4.7 Work at Heights

3.4.8 Sewage Works

3.4.9 Ladders

3.4.10 Fire & Emergency Planning

3.4.11 Fencing / Grounds, Sports Fields / All Weather Pitch

***3.5. Safe Plant and Equipment***

3.5.1 Suitable Equipment / Machinery

3.5.2 Electricity

3.5.3 Gas Boiler

**Section 4 Hazard Identification and Risk Assessment**

4.1 Display Screen Equipment

4.2 Fire

4.3 Offices / Workstations

4.4 Slips / Trips / Falls

4.5 Striking Fixed Objects

4.6 Hand Tools / Sharp Objects

4.7 Working Temperature / Air Quality

4.8 Access / Egress ; Stairways / Corridors / Footpaths

4.9 Poor Lighting

4.10 Over Crowding

4.11 Manual Handling

4.12 Electrical Services / Equipment

4.13 Stress

4.14 Alcohol / Drugs

4.15 Violence / Bullying

4.16 Lone Worker

4.17 Unauthorised Entry / Security

4.18 Storage / Shelving / Cupboards

4.19 Pregnant Staff

4.20 Staff Room / Canteen Equipment

4.21 Work at Heights

4.22 Students on School Grounds

4.23 Activities outside school grounds / Sports Events

4.24 Contractors working on school grounds / Maintenance Activities.

4.25 Chemicals.

4.26 General Purpose Hall / Stage / P.E. Equipment

4.27 Kitchen Areas

4.28 Boiler Room

4.29 Outside Areas; Yard / Grassed Areas / Basketball Court / Playground / Raised Garden

4.30 Sharp Knives / Scissors

4.31 Windows; Classrooms and Toilets

4.32 Legionella

4.33 Disabled Access

4.34 Child Safety / Protection

4.35 Biological Agents / Blood & Body Fluids

4.36 Attending to Fire Alarm / Intruder Alarm out of hours.

4.37 Lift / Elevator

4.38 Radon Exposure

4.39 Overcrowding / Assembly

4.40 Out of School Term / Evening Events

4.41 Parking ; Driving on Property / Pedestrian Safety

4.42 Chemistry / Physics Labs

4.43 Sewing Rooms

4.44 Art Room

4.45 Music Room

4.46 Computer Room

4.47 P.E Equipment

4.48 Tool shed / Caretakers Room

4.49 Library Room

Appendix A ADDITIONAL RISKS OBSERVED BETWEEN REVISIONS

Appendix B ACCIDENT / INCIDENT REPORT FORM

Appendix C EMPLOYEE SIGNED DECLARATION ACKNOWLEDGEMENT

***REVISION LEVEL***

***Revision Issue Date Section Description Author***

*Rev 0 First Issue*

*Rev 1 October 2019 Full Review and Update; Eurosafe*

*Inclusion of the following sections;*

ENVIRONMENTAL POLICY

TABLE OF CONTENTS

REVISION LEVEL

SECTION 2 ASSIGNMENT OF RESPONSIBILITIES

EMERGENCY PHONE NUMBERS

RESPONSIBILITIES: SECRETARIAL & CARETAKING STAFF

RESPONSIBILITIES: SUB-CONTRACTORS AND SELF-EMPLOYED PERSONS

RESPONSIBILITIES; VISITORS

**Arrangements Section for Safety, Health & Welfare**

Pregnant Staff / Students, , Manual Handling, Grievances / Complaints / Discipline

Workplace Stress, Student Welfare, Resources for Special Needs, Working Time

Alcohol / Misuse of Drugs, Supervision, VDU’s, Students on School Premises

Safe Systems, Safety Audits, Movement of staff / students, Ergonomics

Collection of Money, Traffic / Pedestrians, Permits, Safe Place, Design & Layout

Buildings, Temperature / Ventilation, Floor Surfaces, Trip Hazards, Hazardous Substances,

Work at Heights, Ladders, Fire & Emergency Planning, Safe Plant and Equipment

Suitable Equipment / Machinery, Electricity, Hazard Identification and Risk Assessment

Display Screen Equipment, Fire, Slips / Trips / Falls, Striking Fixed Objects

Hand Tools / Sharp Objects, Working Temperature / Air Quality, Poor Lighting

Over Crowding, Manual Handling, Electrical Services / Equipment, Stress

Alcohol / Drugs, Violence / Bullying, Lone Worker, Unauthorised Entry / Security

Storage / Shelving / Cupboards, Pregnant Staff / students, Work at Heights

Students on School Grounds, Activities outside school grounds / Sports Events

Contractors working on school grounds / Maintenance Activities, Chemicals.

Boiler Room, Outside Areas; Yard / Grassed Areas / Basketball Court / Playing fields,

Sharp Knives / Scissors, Windows; Classrooms and Toilets, Legionella

Disabled Access, Child Safety / Protection, Biological Agents / Blood & Body Fluids

Attending to Fire Alarm / Intruder Alarm out of hours, Radon Exposure

Overcrowding / Assembly, Out of School Term / Evening Events.

**ORGANISATION CHART / RESPONSIBILITIES**

The current Board Of Management has the following members, (As of October 2019);

Anne Breen (chair)

Marcella Hahessy

Sinead Glascott

Michelle Sullivan

Finola Foley

John Butler

Michael O Brien

Catherine Jensen

Principal Brendan O Dwyer

Deputy Principal Agnes Guerin

**SECTION 1 ; AIMS AND SCOPE OF THE STATEMENT**

In accordance with the Health, Safety and Welfare at Work Act 2005 (SHWW), Scoil Mhuire Carrick On Suir Secondary School carried out a review of the hazards and a risk assessment of the entire property, including buildings and grounds.

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

• involve the Board of Management of the School in the maintenance of safety

• stimulate the necessary action to meet statutory duties

• identify the hazards and outline the necessary actions to be taken

• identify and outline clearly health and safety responsibilities

• establish a systematic follow-through on problems

• ensure resources are assigned to health and safety

• gain commitment from everyone in the School to ensure safety.

To ensure that all regulations and legislation are adhered to, up-dated and acted upon promptly the management of Scoil Mhuire Carrick On Suir Secondary School wishes to take the following approach:

• **safe people**

• **safe systems of work and procedures.**

• **safe place**

• **safe plant and equipment**

**1.2 The safe people approach will include**

a) training of staff in safe methods

b) ensuring appropriate safety skills are available

c) providing policies and procedures that govern health and safety

d) providing adequate and competent supervision

e) resistance to unsafe behaviour

f) providing information regarding safety and welfare issues

g) compliance with legislation

h) reduction or elimination of hazards as far as reasonably practicable and providing personal safety equipment as a last resort.

**1.3 The safe systems approach will include consideration of:**

a) procedures to be followed in health and safety matters

b) adherence to safe methods for all staff, students, visitors, contractors etc

c) appropriate working environment- lighting, heating, etc.

**1.4 The safe place approach will include consideration of:**

a) access and egress within the School buildings, parking and the School grounds

b) safe construction and design of the workplace with good overall layout

c) emergency procedures for evacuation and fire drills.

**1.5 The safe plant approach will include insuring:**

a) equipment and machinery is suitable for the jobs being undertaken

b) good ergonomic detail with adherence to safety specifications

c) maintenance procedures carried out and records kept.

When compiling this Safety Statement the Safety and Health Provisions of the Safety, Health and Welfare at Work (General Application) Regulations 2007-16 were taken into account.

These duties refer to employer duties, duty to co-operate, to provide for the financial cost of health and safety undertakings, to provide protective and preventative services, ensure emergency and evacuation duties are undertaken, carry out a risk assessment, ensure appropriate training for staff in safe methods, provide information and a consultation process for staff and provide health surveillance with the purpose of protecting the health of all staff.

**1.6 On an on-going basis Scoil Mhuire Carrick On Suir Secondary School wishes to follow:**

1. Best Practice in an educational institution.

2. HSA guidelines.

3. Acts of the Oireachtas including the Safety, Health and Welfare at Work Act 2005.

4. Codes of practice.

5. Any advice/directive given by competent persons.

The Board of Management will organise the review and up-date this safety statement on an annual basis. If a change occurs that materially affects this statement it will be updated without delay.

When compiling this Safety Statement note was taken of the following pieces of legislation and numerous other pieces of legislation that affect the workplace;

• Safety, Health & Welfare at Work Act of 2005

• General Application Regulations of 2007-16.

• Construction Regulations of 2013.

• Fire Services Act 1981 & 2003.

• Working Time Act of 1997 and 2001.

Child Protection Procedures for Primary and Post-Primary Schools 2017

**SECTION 2**

**2.0 ASSIGNMENT OF RESPONSIBILITIES**

**General Duties and Responsibilities**:

Sections 8 to 23 of the Safety, Health and Welfare Act 2005 set out the duties imposed upon the various parties that are likely to be involved within the workplace. The School is committed to ensuring, in so far as is reasonably practicable, that the elements contained within the above sections are implemented.

In Ireland, the board of management as employer, is responsible for ensuring as far as reasonably practicable, the safety, health and welfare at work of its employees and the safety, health and welfare of those who are in anyway affected by the work activities of the school.

The board of management may delegate duties to employees to act on its behalf. Principals, deputy principals, teachers and others may assume general and specific roles for managing day-to-day safety, health and welfare in the school as the board of management sees fit. However ultimate responsibility for safety, health and welfare lies with the board of management.

Everybody in the school has a role to play in ensuring good safety, health and welfare within the school; this includes teachers, special needs assistants, students, visitors and contractors. Established safety, health and welfare legislation and common law duties of care set down specific requirements for employers and employees.

**General Duties of Board of Management / Employers**

Scoil Mhuire Carrick On Suir Secondary School is committed to ensuring, in so far as is reasonably

practicable, that in particular the following measures will be implemented within the

workplace to enhance the safety, health and welfare of all staff. This will include

• Safe place of work

• Safe access and egress

• Safe plant and machinery

• Safe systems of work

• Information, training, instruction and supervision

• Suitable protective clothing and equipment where hazards cannot be eliminated

• A Safety Statement and Emergency Plans

• Welfare facilities

• A competent person to advise and assist in securing the safety health and

welfare of staff

All of the above will be dealt with in detail in Section Three of this document.

**2.1 Board of Management**

The Board of Management have a responsibility to ensure that the School complies with Health and Safety Regulations and good practice.

**Responsibilities of Board of Management –**

The Board of Management is responsible for managing and implementing the Scoil Mhuire Carrick On Suir Secondary School Safety Policy including codes of practice and School rules.

The Board of Management has the following health and safety responsibilities within the School but are not limited to these:

As far as reasonably practicable to ensure the safety, health and welfare of all

staff and students by providing a safe place to work.

Ensure that a safe system of work is in place

Ensure equipment is maintained in a safe condition

Ensure that within their area of responsibility, the safety policy is disseminated,

understood and implemented and is in compliance with the Safety Health and Welfare at Work

Act 2005; the (General Applications) Regulations 2007-16 and appropriate codes of practice

To provide training, instruction, supervision and information to ensure the

safety of all in the workplace

To critically assess the hazards and eliminate or control these and where this is

not practicable provide personal protection equipment

To make an input to safety policy review as the need arises

When an incident or accident occurs within their area of responsibility, report

the occurrence in an accident log form and take the necessary action to prevent a

reoccurrence and inform the Safety Officer

When a specific hazard is identified, that the risk be assessed and measures of control acted upon

To promote a safety culture within their area of responsibility

Ensure that all plant and equipment under their control is inspected on a

regular basis and defective equipment is taken out of use

Ensure that all staff, staff and contractors are familiar with fire and emergency procedures

**2.2 The School Principal / Vice Principal**

(Brendan O’Dwyer) Duties on behalf of the Board of Management)

* The School Principal has an overall duty to manage health and safety within Scoil Mhuire Carrick On Suir Secondary School and for the implementation, monitoring, auditing and reviewing of the arrangements for the safety and health of all, on a day to day basis. The main duties of the School Principal are:
* Understanding the main requirements of the legislation, and have a clear working knowledge of the Safety Statement.
* Allocating the necessary resources for health and safety.
* Ensuring the organisational structure is in place to manage health and safety
* Providing support for the Board of Management in policy setting
* Ensuring that health and safety is integrated into the management structure
* Ensuring equal importance is applied to health and safety as to other business

functions

* To engender discipline within the school generally.
* The direction and co-ordination of the teaching programme within the school and the effective supervision of the teachers' work, the organisation of the school and other matters relating to the work of the school.
* In carrying out these duties, the Principal is required to organise supervision of the pupils during breaks, lunch periods, assembly and dismissal. A table of names and times of supervision duties should be on display in the staff room.
* Shall arrange adequate supervision and work for the pupils whose teacher is absent. She will hold regular conferences with staff members concerning the general work of the school.

**2.3 Staff / Employee Responsibility**

All Scoil Mhuire Carrick On Suir Secondary School staff, as employees, be they full time or part time, must take responsibility for their own safety, health and welfare and for that of students under their care, visitors and any other persons who may be affected by their actions or omissions while at work in accordance with the 2005 Act.

In accordance with Section 13 & 14, of the “Safety, Health & Welfare at Work Act,

2005.”

**Employees / Staff Shall:**

Comply with the relevant statutory provisions as appropriate, and take reasonable care of their own safety, health and welfare and that of any other person(s) that may be affected by their acts or omissions while at work.

Ensure that he or she is not under the influence of an intoxicant that as to endanger his or her own safety, health and welfare and that of any other person(s).

Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare and that of any other person(s).

Attend such training and, as appropriate, undergo such assessment as may reasonably be required by the employer or as may be prescribed relating to safety, health and welfare at work or work carried out by the employee.

Make correct use of any article, substance, PPE and equipment provided for the use of the employee at work for the protection of their safety, health and welfare at work, having regard for any training and instruction provided by Independent Newspapers.

Familiarise themselves with and always conform to the Independent Newspapers EHS Statement.

Observe all safety rules and co-operate with management to comply with any of the relevant statutory regulations and directives.

Use any personal clothing or equipment in such a manner so as to provide the protection intended for securing their safety, health and welfare.

Conform to all instructions given by Supervisors and others with responsibility for safety, health and welfare.

Use only as intended the correct equipment for the jobs, with all the appropriate safety devices and keep equipment in good condition.

Report to your manager without delay, whether persons are injured or not,

* All accidents, dangerous occurrences, incidents (near misses)
* All defects in place, plant, procedures and damage to equipment

Any contravention of relevant duties under legislation, codes of practice etc. that may endanger the safety, health and welfare of the employee or that of any other person.

**Staff shall not:**

Tamper with any clothing, convenience, equipment or other means or things provided for securing the safety, health and welfare of persons arising out of work activities.

Carry out any tasks, which they feel they are not competent to carry out or which involves unreasonably high risks. An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training.

**Teachers**

Teachers will ensure that a reasonable account of health and safety is taken in all departmental procedures and arrangements. Their main functions are:

• Day-to-day management of health and safety in accordance with the health and safety policy.

• Checking classrooms/work areas are safe and bringing defects to the attention of the

Principal.

• Checking equipment is safe before use and reporting deficiencies to the Principal.

• Ensuring safe procedures are followed.

• Ensuring protective equipment is used when necessary.

• Reporting on the relevant form any accidents which occur in the school.

• Participating in safety inspections, periodic fire drill and meetings on issues of health, safety

and welfare.

• Adequate supervision of students in their care.

• Ensuring that students are aware of classroom rules and safe procedures in their subject

area/classroom/work area.

• Reporting to the Principal any incidents where safety systems and procedures are not

observed by students.

**2.5 Safety Representative (Where Appointed)**

In accordance with the 2005 Act, Scoil Mhuire Carrick On Suir Secondary School has provision for the election of a Safety Representative with a function for maintaining safety standards at

the School. The Safety Representative should, where appointed:

• have a working knowledge and understanding of the School safety statement

and Statutory Regulations.

• be involved in consultation in maintaining safety standards in the workplace and

make representations as required at safety meetings

• allocate time to periodically inspect the workplace and report immediately any

hazardous conditions to those responsible. The Safety Representative should

keep records of all such inspections and hazards

• Acquire the information training and knowledge to fulfil the functions outlined

and to prevent accidents. They shall attend safety talks, seminars, courses etc.

This is without loss of remuneration and on School time where necessary

• Investigate accidents and dangerous occurrences and complaints of potential

hazards and if required issue a report/recommendations on prevention measures

• Co-operate with the Safety Officer, Inspectors and Insurance Personnel in any

accident investigation

• Foster safety awareness in the work place, promote safe working practices and

provide information and advice on safety and health to all personnel

• Have a detailed knowledge of emergency procedures in case of accidents or fire

and ensure they are maintained and updated

• Get information from safety inspectors on health and safety issues affecting

staff

• Accompany an Inspector on any visit to the School.

**2.6 Sub-Contractors and Self-Employed Persons**

Including:

1. Maintenance Contractors

2. Electrical Contractors

3. Pre-school classes

4. Landscapers

5. Security

6. Other (Suppliers)

To comply fully with the requirements and specifications of Scoil Mhuire Carrick On Suir Secondary

School’s Safety Policy, Safety Statement and Codes of Practice, School Subcontractors

and self- employed persons must be familiar with the School Safety Policy and have a

number of responsibilities.

They should:

• Provide their safety statement or a method statement for the work being carried

out when requested to do so, as well as their Public and Employers Liability Insurance.

• Bring to the attention of Scoil Mhuire Carrick On Suir Secondary School and anyone else who

may be affected, any process or use of material that may endanger health and safety

while at work.

• Shall co-operate in providing and maintaining a safe place of work for their own

staff and the staff, students and visitors to the School

• Ensure that their staff are competent in carrying out the tasks and wear

the appropriate personal protective equipment

• Have a duty to report any defects in the plant and equipment, place of work or

system of work without delay

• Only use safe and approved equipment

• Insure that all persons engaged by them whether staff or other contractors

are familiar with the Scoil Mhuire Carrick On Suir Secondary School Safety Policy

• Depending on the nature of the work may be requested to participate in a

‘permit to work’ system, or carry out work outside of school hours.

All Contractors shall be required to confirm their compliance with the following “Contractor

Safety Requirements”.

Safety, Health & Welfare Contractor Requirements.

1. Each Contractor must forward a Site Specific Safety Statement to Scoil Mhuire Carrick On Suir, a minimum of 5 days before starting, so as to allow sufficient time for review and acceptance. Confirmation of sight of Safety Statement to be forwarded also for each employee, before commencement.

2. Contractors to forward proof of sufficient Insurance cover for Employer & Public Liability.

3. Each Contractor must produce Method Statements / Risk Assessments for specific Hazardous tasks which they will carry out. Some Examples are, but are not limited to Demolition, heavy lifts, working at heights, electrical commissioning / de-commissioning etc. They must be drafted and issued for approval as far in advance of commencing the activity as practicable.

4. All personnel actively involved in Construction must have undertaken the Solas Safe Pass Training course and show sufficient evidence of proof, i.e, I.D Card or Cover Letter.

5. Each of the contractors personnel must be provided with appropriate PPE as required for individual sites, and the cost borne by the Contractor.

6. Contractors personnel who operate designated CSCS mobile plant on projects, such as Mobile Crane, Teleporter, excavator or Dumper, or if persons carry out any other designated CSCS activity, such as Scaffold Construction or Confined Space, must show evidence of having undertaken Solas Construction Skills Certification Scheme (CSCS)Training, and training must be up to date.

Also, Certificates of training for the use of Mobile Elevated Work Platforms must be provided for each operator, and where relevant Abrasive Wheels Training and Manual Handling training.

7. Contractors must complete, where relevant for their Plant and equipment, the weekly Lifting Appliance Register, Form GA2, for equipment such as mobile cranes, MEWP’s, Lifting Cages etc. and Form GA3 for Scaffolding.

8. Up to date Test and Thorough Examination certificates must be available for all relevant plant and equipment brought on site, in compliance with the Construction Regulations.

9. Contractors must develop where necessary, appropriate Method Statements and Risk Assessments for particular tasks.

10. Each Contractor must have their own Safety signage relevant to cordoning hazardous work areas and suitable personnel barriers.

11. Contractors are obliged to maintain Welfare facilities in good order at all times.

12. Contractors are required to notify Scoil Mhuire Carrick On Suir SECONDARY immediately, in relation to any Accident or Dangerous Occurrence that occurs and follow up with a written report where required. Contractors are advised that they must report Lost Time accidents or listed Dangerous Occurrences to the Health & Safety Authority and issue a copy to Scoil Mhuire Carrick On Suir.

13. Contractor Safety Issues or queries to be raised with the Principal.

14. Portable Appliance Tools and equipment must be maintained in good order at all times, and repaired / replaced as necessary.

I wish to confirm receipt of the Scoil Mhuire Carrick On Suir Contractor requirements, and agree to

submit relevant documentation and comply with it’s requirements.

Name (Block) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Signature; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

On behalf of ; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Date Received by Scoil Mhuire Carrick On Suir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**

**Signed on behalf of Scoil Mhuire Carrick On Suir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**

**Block Letters; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**

**2.7 Visitors**

While not employed by the School, visitors are expected at Scoil Mhuire Carrick On Suir Secondary School and have a responsibility to ensure that they comply with all safety requirements and policies when in the School.

Visitors are expected to:

• Take reasonable care for their own safety and the safety of those around them

• Abide by safety notices and warning signs where posted

• Comply with fire safety procedures i.e. alarms, evacuation drills and notices

• Never interfere with any of the School services such as water, electricity etc

• Comply fully with the Scoil Mhuire Carrick On Suir Secondary School Health and Safety

Policy.

**SECTION 3**

**ARRANGEMENTS FOR SAFETY**

**3.1 Arrangements for Securing Safety**

In compliance with legal requirements Scoil Mhuire Carrick On Suir Secondary School will endeavour to secure the safety, health and welfare of staff, students, and visitors by the adoption of the following principles:

**Safe People**

**Safe Procedures**

**Safe Place**

**Safe Plant**

**Safety Standards**

The School standards for safety are defined by:

1. Acts of the Oireachtas

2. All current safety legislation.

3. Directives.

4. The Health and Safety Authority Codes of Practice and Standards.

5. Developments in mechanical, technical and engineering procedures.

6. Current knowledge and invention.

7. Custom and practice.

The School Management commits to continuously review and update its policy so that the

safety of staff, students, contractors and others is protected.

The following sections will detail the manner in which safety will be secured and managed.

**3.2 SAFE PEOPLE**

**3.2.1 First Aid**

Scoil Mhuire Carrick On Suir Secondary School shall ensure that they have trained first aid personnel available in the School as far as reasonably practicable. The School has an active training program providing training courses in First Aid for staff.

There are first aid boxes located in designated areas,

• Staff Room

• Main Office

• Laboratories

• P.E. store – Junior G.P.A.

• Kitchens.

An appointed first aid person will check these for usage and will restock as required on a monthly basis.

All of the first aid boxes will be maintained and suitably marked as per the (General

Applications) Regulations 2007-16.

**3.2.2 Welfare Facilities**

Scoil Mhuire Carrick On Suir Secondary School aims to provide as many facilities as possible for the continued health and wellbeing of all staff, students and others. These include:

• No smoking policy throughout the School buildings.

• Suitable sanitary accommodation for male and female staff, students, and others are

provided. All of these facilities are cleaned on a daily basis.

• Fresh running water is available at numerous points.

• Suitable temperatures are maintained within the School buildings

• Suitable ventilation provided if required in areas such as boiler houses, Classrooms, offices etc.

**3.2.3 Safe working environment**

The School commits to provide a safe and healthy working environment for all staff,

students and contractors.

The minimum acceptable temperature in this type of environment is 17.5 degrees Celsius; this

temperature should be reached within one hour of the commencement of school activities. The most comfortable temperature is in the region of 20 to 22 degree Celsius for most office/ school environments.

Ample lighting is provided by the School in all buildings and any problems that arise will be corrected as soon as is practicable.

**3.2.4 Personal Protective Equipment**

Scoil Mhuire Carrick On Suir Secondary School has a legal duty to provide personal safety equipment for all staff and students exposed to a risk that cannot be avoided.

To this end the School will provide personal safety equipment where;

(i) it is statutory to do so and

(ii) where the risk identified requires this.

Personal safety equipment will be given where it is not reasonable or practicable to

eliminate or control the hazard by other means. The School will provide and maintain

personal safety equipment in compliance with the 2007-16 General Application Regulations and for the benefit of all staff.

The School will train its staff in the use of personal safety equipment where necessary and will provide refresher courses if required.

The personal protection equipment in use at the School includes gloves for various

cleaning and maintenance tasks, ear protectors and safety shoes used by maintenance

personnel.

Staff use knives / scissors are part of certain classes during their work and will be made aware of the dangers and the need to use appropriate gloves/ oven gloves and/or protective measures. Maintenance personnel wear safety glasses, dust masks and hearing protection as well as high visibility vest during some activities.

All of the personal protection equipment will be maintained clean and tidy and kept in a suitable location to avoid unnecessary deterioration.

At all times the School will ensure that the appropriate supervision is provided when using

PPE. Where necessary if the personal protection is damaged or not suitable for the task, the

School will replace the equipment and ensure that damaged PPE is taken away and scrapped if necessary.

**3.2.5 Pregnant Staff / Students**

The School shall comply at all times with the Maternity Protection of Employment

Act of 1994 and the Extension of the Periods of Leave of 2001 regarding a pregnant

employee and will make the following arrangements accordingly.

Furthermore, the school shall apply the same provisions to any student reporting a pregnancy.

On receiving notification from an employee of pregnancy, recent birth (within the last 14

weeks) or breast feeding the Principal will arrange to oversee the duties of the

employee and carry out a risk assessment of her work. The Principal will assess the risks and take any appropriate action deemed necessary to ensure the safety of the expectant mother.

A Risk Assessment shall also be carried out in relation to a students’ pregnancy

General hazards of shock or movement, posture, handling of loads, and extremes of heat and cold, as well as hazardous substances as part of chemistry and physics classes, are the main hazards that may arise within the School.

Other hazards are identified in the First Aid second schedule of the 1994 Pregnant Staff Regulations.

The School will:

• Endeavour to reduce or eliminate any of the above risks if such a risk is found.

• inform the woman of any potential risk involved for her or her developing child

• Ensure that the woman is given a different duty if a risk is identified. If no suitable

work is available the employee may be asked to take paid safety leave.

In relation to students, alternative arrangements shall be made relative to classes or activities deemed a risk.

As far as practicable the school will provide a rest room / quiet area for pregnant mothers. The School will also comply with any new legislative changes and is aware that new directives will be issued by the Health and Safety Authority in the coming months.

**3.2.6 Manual Handling**

As part of the SHWW (General Applications, Regulations 2007-16) Scoil Mhuire Carrick On Suir Secondary School will ensure that a risk assessment is carried out for manual handling tasks performed by staff. Where a risk of back injury is identified, the School will put the necessary

controls in place to reduce the risk to staff.

Part of the controls may include training for staff at risk from manual handling duties in order that they may carry out a lifting task without causing damage to their safety and health, to that of others and reduce the risk of back strain or injury.

The aim of this training is to make staff aware of the prolonged damage to the spine that may result from not adhering to the principles of manual handling, encourage the use of machinery where possible and not take a short-cut when lifting a load.

Risk assessment identifies as high risk manual handling issues for the staff carrying out these tasks:

• Staff handling and storing boxes of books

• Office staff who handle A4 paper, exam scripts and other print material

• Maintenance personnel who handle furniture, equipment and carry out repairs

• Staff working with I.T. equipment.

The School will try to prevent accidents involving manual handling injuries through risk

assessments, good ergonomics and training.

The School will follow best practice in manual handling as outlined by the HSA in May 2005 document ‘New Guidance on the Management of Manual Handling in the Workplace’. To comply with these regulations the School will:

• develop a policy on manual handling and may include such issues as the frequency of

assessments, reporting of accidents involving manual handling etc.

• initiate a consultation process with staff

• assess the risk attached to the tasks and activities

• the appropriate training being provided

• examine the role of ergonomics in the work activity

School staff not directly involved in manual handling tasks may require

demonstration and advice of the best practice for the type of work they carry out.

Staff who are involved in working with VDUs and who may be at risk of suffering

from upper limb pains due to holding a part of the body such as the back or neck rigid for a

long time are at risk of developing musculo-skeletal disorders (MSD).

The training and demonstration may refer to issues such as the type of chair to use, the best and most comfortable posture, the height of the desk, VDU use and so on.

Most of the desks and work stations visited during the risk assessment complied with best

ergonomic practice. The School will consider best ergonomic practice in the storage of all

files, books, A4 paper etc on an ongoing basis.

Offices may have shelving that requires a stepladder or a working platform for staff to reach. In future and where possible shelving will be kept to a height of 1 to 1.5 metres high. The School provides various lifting equipment and aids such as hand trucks and trolleys and the need and use of these will be reviewed on a regular basis.

Where there a risk associated with manual handling work being carried out by a contractor,

the School will insist that the appropriate risk assessment be carried out, that controls have

been put in place and that the appropriate training has taken place.

Contractors are expected to address these issues in the safety statement presented to the

School before commencement of work.

**3.2.7 Prevention of Bullying and Harassment within the School.**

Scoil Mhuire Carrick On Suir Secondary School has a documented policy in place that clearly outlines that any form of bullying, harassment, sexual harassment or behaviour that infringes upon the right of the individual to dignity will not be accepted or tolerated at any time.

An environment shall be maintained to preserve and protect the tolerance, dignity and respect for the individual in his/her place of work or learning whether an employee or a student.

Examples of bullying behaviour and harassment that may arise include:

• Undermining of an employee or student

• Limiting communication to memo, email or a third party in lieu of speaking directly

• Changing a person’s job description without consultation

• Threats of disciplinary action for minor incidents

• Targeting a person in a negative manner

• Manipulation by rumour, gossip, innuendo

• Intimidating an employee or student, using obscene language or jokes etc

Harassment may include any act or conduct including spoken words, gestures, or the

production, display or circulation of written words, pictures or other material that may be

regarded as offensive, humiliating or intimidating

The Bullying and Harassment preventative policy sets out the measures the School has in

place to reduce the risk of such incidences in the workplace. There is a commitment from the

School Authorities to tackle potential problems and the policy has been developed following

consultation. It recognises that this type of behaviour is an offence. The policy clearly states

that there will be uniform application of the policy and gives an assurance of

confidentiality.

The policy also outlines how issues of sexual harassment are to be tackled in the School.

Sexual harassment may include any act or conduct including spoken words, gestures or the

production, display or circulation of written words, pictures or other material that a

reasonable person would consider to be sexually offensive, humiliating or intimidating.

The School will ensure that issues of general harassment or sexual harassment are

addressed as soon as it becomes aware of it and measures are taken to prevent the

continuation of the harassment. The School will treat information regarding harassment in

the strictest confidence.

The Bullying and Harassment Prevention Policy outlines how an employee or student can

bring a complaint to the attention of the School Authorities and the steps the School will

take to follow up a complaint.

Confidentiality is assured at all times. The School will provide suitable training for persons in the organisation dealing with complaints and in some circumstances may get professional assistance from an external source.

Part of the outcome and resolution of the complaint may include counselling for the victim and training for the bullies or the instigator of the harassment. The policy clearly outlines that disciplinary procedures may be invoked in certain circumstances. The School will bring the policy to the attention of all staff in the School by email and/or department

meetings.

**3.2.8 Policies on Grievance, Complaints and Discipline**

Scoil Mhuire Carrick On Suir Secondary School has policies in place to deal with grievances that teaching staff / staff or students may have, complaints they may wish to make and the discipline that may follow from unsafe or unacceptable behaviour within the School. The policies outline how grievances and complaints can be expressed to the School Authorities.

The appropriate authority within the School will investigate the grievance or complaint

and will keep appropriate records of the investigation carried out. Any sanctions or

discipline will be in accordance with the measures outlined in the Discipline Policy.

Any grievances, complaints or allegations will be investigated thoroughly without reprisals

being visited upon the complainant. Confidentiality will be maintained at all times.

Following the grievance or complaints procedure any risk to the health and safety of an

employee or student will be assessed and precautions taken to avoid and eliminate any such

risk.

The Management of the area of responsibility will decide on the course of action to

follow in the aftermath of a complaint, incident or disciplinary action.

**3.2.9 Workplace Stress**

Due to various work situations, staff members may experience stress at the School and

may need assistance to cope with some of the resulting issues.

Stress may emanate from the hours worked, work load, role ambiguity, conflict, boundary roles, responsibility, job control, the position held within the School and the advent of new technology.

The effect of stress in the long term may lead to such issues as poor decision making, difficulty in

concentrating, a feeling of being unable to cope and tiredness. If not tackled these issues

may affect the health of the employee and contribute to long term ailments such as high

blood pressure, heart attack, migraine and asthma.

The School shall develop a policy to deal with stress in the workplace and present this in

draft form to the School Authorities. The policy will focus on the wellbeing and safety of

the employee, a consultation process for staff, staff training and providing support

systems.

With signs of stress at work, Heads of Departments, Managers and Supervisors shall be expected to carry out a risk assessment of an individual’s work and put controls in place to deal will the issues.

Examples of controls may be:

• provide training and supervisory support

• reassign the employee to different duties

• reduction or change the work level for the employee

Part of the policy will deal with the support the School will provide for an individual who

may suffer from stress. Some of the measures that may be considered include the provision

of material and physical resources, training and knowledge and information in dealing with

new technology.

**3.2.10 Training and Instruction**

Staff at the School will receive basic health and safety instruction as part of the ongoing health and safety plan. The aim of the training is to help staff:

a) identify the hazards they may encounter at work

b) build an awareness of safety rules and regulations

c) communicate the correct message to staff

d) Get staff used to the concept of safety and for other instruction that will

follow e.g. manual handling, fire drill etc.

When the risk assessment of a procedure / process / machine is carried out, any training

requirements specific to health and safety will be identified and procedures put in place to

carry out such instruction. The following are specific health and safety training and

instruction courses that may be carried out at Scoil Mhuire Carrick On Suir Secondary School:

I. Induction safety

II. First Aid training

III. Fire Safety and the Fire Drill

IV. Manual handling and follow up refresher courses

V. Safe use of machinery

VI. Use of personal safety equipment

VII Training in dealing with Bullying, Harassment and Stress in the Workplace

VIII. Safety Representative and Manager/Supervisor Training in Health and Safety

IX. Training in the Safe Use of VDUs

X. Other

Staff are asked to undertake safety training and to use their knowledge for the benefit

of their own safety, that of their co-staff, and all others with whom they come in

contact during their work.

Each member of staff has a duty to ensure he/she attends safety training and that the training benefits his/her work. All staff who attend safety training are required to sign the attendance sheet and a training record is kept of all courses.

To comply with the 2005 Act the School is aware of the need to provide training and

awareness in safety matters to staff following their recruitment or staff being

transferred to tasks that are unfamiliar to them. The School will also inform employment

agencies of the skills required when recruiting temporary staff.

When the services of a Sub-contractor are used by the School, every effort will be made to

ensure workers are competent in their work and have received appropriate safety training.

This may be done by the Subcontractor through the commitment given in the

• safety statement

• method statement

• training records provided

• information received from training organizations

The School recognises its responsibility in ensuring that staff working for a contractor, temporary staff or part time staff have been given appropriate training and instruction in safe methods and in the work to be carried out. Extra care will be given to staff whose command of the english language may be poor. The School will ensure that the staff working for a contractor will understand the training being provided through means of an interpreter if required.

**3.2.11 Student Welfare Issues**

With any student population, many safety and welfare issues arise during the School year. Health and welfare issues that may arise include:

• stress of dealing with bullying / harassment

• Taking of Medication

• illness that may affect the student population such as mumps

• loneliness

• Behavioural Problems

Autism, disabilities / Other.

Teaching Staff are trained to recognise these situations and methods of dealing with them. They shall consult with the Principal as a minimum for a second opinion and agreed method of dealing with any situation. It shall be dealt with in confidence, and brought only to the attention of the appropriate personnel who will provide the available professional support that may be required.

**3.2.12 Resources for People with Special Needs**

Scoil Mhuire Carrick On Suir Secondary School will take all reasonable efforts to cater for staff, students or visitors who may have special needs. The School commits to have a policy preventing

discrimination against a person with Special Needs. The School further commits compliance with the Disability Act of 1998 and any other legislation that applies to Persons with Special Needs.

Particular sections of the buildings have been made wheelchair accessible. Examples of this

include:

• The installation of ramps, lift, widened doorways.

Arrangements are in place and are under constant review to enable Persons with Special

Needs to exit the building safely during an emergency evacuation.

When the School becomes aware of an employee or student with special needs, the Board of Management shall arrange a risk assessment of the issues associated with the person being on

The grounds. The main consideration is how the employee or student can gain entry to and exit

from the buildings in a safe manner.

Appropriate arrangements will be made to remove any restriction that may be

discriminatory to an employee or student.

On an ongoing basis the School will provide welfare facilities in each building for

Persons with Special Needs, reserved car park facilities and commit to the removal of steps

with the installation of ramps where it is reasonable to do so around the school.

**3.2.13 Organisation of Working Time**

To comply with the provisions of the Organisation of Working Time Act of 1997 and 2002

all Managers and Supervisors in the School will ensure that staff under their supervision comply with the legislation by not working more than forty eight hours per week on average over a four month period.

The act also refers to various break times for staff and the School will ensure that all staff are allowed take the minimum breaks during the working day.

Staff, managers, technical or professional staff may be exempt from the 1997 Act if

they decide on, and control their own working time or may have their work spread out over

the day.

**3.2.14 School Policy on Alcohol and Misuse of Drugs**

As part of the rules of the School the consumption of alcohol in the School and the misuse of drugs forbidden. Scoil Mhuire Carrick On Suir Secondary School will maintain a policy that clearly explains to all staff, the rules governing the use of alcohol and misuse of drugs.

Under no circumstances should any staff or students involved in driving duties on behalf of the School consume alcohol or misuse drugs. The School will not accept any situation where a staff member attends work under the influence of alcohol and disciplinary procedures may follow if the situation arises.

In compliance with the new employee duties contained in the Safety Health and Welfare

Act 2005, the School requires all staff not to be under the influence of an intoxicant

to the extent that they endanger their own or any other person’s safety. The School may at

a future date (depending on legislation and the risks associated with the staff work)

ask staff to take tests that measure the level of intoxicant in the body.

Any such tests will be carried out with the consent of the employee and in accordance with School policy.

Only a medical practitioner will be allowed to carry out such tests.

As part of the policy, the School will have a procedure to follow if it becomes aware of an

employee who is addicted to an intoxicant. An employee shall be referred to a senior member of the School Staff or to a counselling service or chaplaincy in confidence.

**3.2.15 Supervision**

The Principal and Teachers at Scoil Mhuire Carrick On Suir Secondary School will ensure that appropriate supervision is provided for all the activities being undertaken. The School will provide information and training to the Teachers and Supervisors in health and safety issues to

allow them take appropriate steps to reduce the risk of accidents or incidents.

Account will be taken of the employee’s capabilities in relation to the task assigned to him/her. In many situations within the School, staff are competent to carry out tasks unsupervised, however protection will be given to staff and students from specific dangers that may affect them.

Examples of areas requiring on going supervision within the School include:

• all activities involving students on the school grounds

• School activities where a large number of students are involved

• activities involving sports and games

• activities where money is being collected or distributed

• maintenance tasks and the use of equipment

• working at heights and electrical duties

• manual handling and housekeeping tasks

• when a permit to work system is in operation

• occupancy rate of lecture rooms being adhered to

• parking facilities and the layout of the School grounds

Though not exhaustive, the above outlines some of the activities for which on going

supervision will be required and provided. Managers and supervisors will ensure that the

health and safety implications for new staff, employee’s being transferred to

unfamiliar tasks and changes in the method of work are taken into account.

The School will also ensure that staff working for a contractor are suitably supervised and

appropriate training is provided for them in health and safety issues.

Where there is a danger to the safety and health of staff, Management shall provide information on the correct method and system to follow in order to reduce the risk of accidents.

**3.2.16 Using VDUs**

Staff and students using VDUs at the School have an increased risk of upper limb

pains, effects of the screen on the eyes, fatigue and stress. To meet the Safety Health and

Welfare Regulations of 2007 the School has put in place furniture that is suitable, ample

space for an employee or student using such equipment and appropriate lighting to reduce

glare reflecting on the screens. All cables will be in a neat and tidy manner with good

housekeeping rules adhered to.

The School may ask staff who use VDUs on an ongoing basis as part of their work

to undertake training in the safe use of this equipment. Any training will concentrate on the

need for staff to maintain good posture, instruction on the general principles of

ergonomics and the proper adjustment of chairs, furniture, screens, keyboard, lighting and

so on.

The School commits to providing all staff and students with furniture that meets with ergonomic best practice and seating that can be adjusted with ease and has support for the lumber region of the back. During the risk assessment it was acknowledged that students using the computer rooms are in need of seats that will help them maintain a good posture and support their lower back. The School will seek resources to provide suitable seating for students using the computer rooms in the coming year.

**3.2.17 Students / Children on the School Premises/ Grounds**

As a School of Education, students / children come onto the School property for many events during the year. Apart from being a visitor accompanying a parent or guardian children can be

expected on the School grounds during the following events:

• When they attend as part of the Teacher’s Initial Teacher Training Programme

• During Summer Camp Events organised in the School

• When attending plays, musicals and so on.

The School commits to having reasonable supervision of all children when on the property

and provide suitable methods of ensuring their safety.

Precautions are taken during their class to avoid injury and any avoidable accident.

Some students walk to the School, others are dropped off and collected by Bus or Car. The School will provide supervision during all stages of the students participation in the teaching program. Students take part in evening and musical events at the School and will be brought to the events by a parent or guardian. The School will ensure that the arrangements for the parking of vehicles is reasonable to deal with the volume of cars involved at the start and at the end of these events.

When an outside agency is using the School for a children’s event, a copy of their safety statement will be required by the Safety Officer prior to the event taking place and should include a risk assessment and the necessary controls. The safety statement will look at all the hazards to which children may be exposed to and the arrangements in place to avoid any accident or injury.

**3.2.18 CHILD SAFEGUARDING POLICY**

Scoil Mhuire is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Mhuire has drafted a Child Safeguarding Statement, which is a available to all staff for review.

**3.2.19 Garda Vetting Policy**

Scoil Mhuire operates a Garda Vetting Policy to fulfil its statutory obligations but also in the context of the school’s Mission Statement and of its commitment to the care and protection of its students and of all who work in the school. The Board of Management policy goals are set out hereunder.

To ensure that the school is a safe and secure environment

To ensure that vetting of school personnel is carried out to the highest standards of good practice, in compliance with all legal and ethical obligations and in an open, transparent and just manner.

To ensure that all applicants for vetting are assured that the highest standards of confidentiality are observed.

**3.2.20 Critical Incident Management Policy**

Scoil Mhuire Carrick-on-Suir aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. Scoil Mhuire is an all-girls Catholic school. It is a Christian caring community which encourages the integrated development of every individual concerned. The Board of Management, through Principal Brendan O’Dwyer has drawn up a Critical Incident Management Plan as one element of the school’s policies and plans.

The staff and management of Scoil Mhuire recognise a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanism of the school”. Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include:

The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death.

An intrusion into the school

An accident involving members of the school community

An accident/tragedy in the wider community

Serious damage to the school building through fire, flood, vandalism, etc

The disappearance of a member of the school community

**3.2.21 School Trips Policy**

School trips and out of class excursions help to broaden the educational experience of our students, to encourage social integration of groups in the school and build the confidence and self-esteem of students. School trips and out of school excursions are encouraged by Scoil Mhuire and a broad range of such trips and excursions are undertaken.

This policy has been drawn up in accordance with the Department of Education and Science circular letter M20/04 .

Rationale.

The purpose of this policy is to ensure:

 The health and safety of all students and teachers involved

 That school trips will be effective and appropriate learning experiences for the students

 That all participating teachers will understand the protocols and procedures to adopt when planning and engaging in trips and out of class excursions

 That the school will be well represented while students are on trips, in line with our stated ethos.

Policy Scope.

This policy applies to all trips that are undertaken with the students in the school, day trips and overnight trips, within and beyond Ireland’s borders. School trips are undertaken with class, year and activity groups within the school.

This policy also applies to groups on exchange visits by and to Scoil Mhuire students.

The policy applies to all staff of Scoil Mhuire equally.

**Objective of trips.**

Some trips are required in order to work on/ complete compulsory coursework requirements for State Examination. In these cases, students and parents/guardians are advised that if students are absent for coursework trips, it is their responsibility to undertake the field trips independently of the school/teacher. Related coursework will only be verified if completed under the supervision of the class teacher.

Some trips are organised to provide enhanced understanding of specific aspects of the curriculum such as History, Geography or Art trips, Modern Language exchanges, or visits to the theatre, to Science or Career exhibitions.

Other trips relate to extra-curricular activities such as Gaisce Adventure and Model UN.

Some trips, while having worthwhile educational content, are organised within year groups to provide opportunities for social interaction, to build cohesion within a group or to provide a reward for work done.

**3.3 SAFE SYSTEMS**

**3.3.1 Accident/Incident reporting**

All accidents, incidents or ‘near misses’ must be reported and logged when they occur, by the Principal or in their absence, the Vice Principal. An Accident / Incident Report form is completed and held on record. Details are forwarded to the Insurance company as appropriate.

The appropriate details of the accident, the person involved, what work or task was going on, etc are all filled in giving as much explanation as possible as to the cause of the accident.

The Principal will check each entry separately to analyse which system, place, etc lead to the accident / incident and to allow the management of the School take the necessary steps to prevent a re-occurrence. The Principal will sign off on all accidents/incidents forms.

When a serious accident has occurred, and First Aid completed or other necessary action has been taken, the Principal / Vice Principal will be called to the scene of the accident and will conduct an investigation. They shall conduct the investigation.

If an accident occurs involving a contractor or a visitor, School personnel will ensure that this is reported in the normal way.

The Principal will maintain a record of all accidents/incidents in the *Accident Log Book* for a period of ten years. All work accidents where an injured employee is unable to carry out their normal duties, for more than three consecutive days after the day of the accident, then it shall be reported to the Health and Safety Authority on form IR1 on-line at www.hsa.ie by the Principal, and in turn reported to the School Insurers.

**3.3.2 Safety audits**

The Board of Management along with a competent person may organise a safety audit from time to time in the School. Sometimes the audit may be of specific issues such as checking machinery, checking the play areas, checking the roads and the parking spaces on the School grounds. Most audits are by walkabout and may entail a walk through the buildings and rooms and may involve some of the staff in these areas and/or senior staff members.

During a general safety audit the main areas for consideration on the checklist will be

• walkways, fire exit, methods of egress and house-keeping

• the use of machinery, maintenance, guarding and design

• safe systems of work being used, with safe procedures and clear tasks with concise

instruction for these

• the suitability, use and supervision of safety personal equipment

• control and supervision of all electrics

• ergonomics in offices, VDUs, manual handling etc.

• welfare facilities being maintained and kept clean

• car-park, green spaces, roof of buildings

• the use of contractors, safety statements and method statements

• training records and the training programme in health and safety

• actions from the previous audits, accident logbook etc.

During the audit staff may participate by explaining a hazard or an associated risk. A key feature of a good safety audit is to concentrate on a safe person approach by emphasising good safe practices. Normally following a safety audit a list of actions is prepared with responsibility assigned.

**3.3.3 Movement of Staff, Students and Visitors**

With the large number of staff and students on the premises, there is the potential for staff and students to gather in one area leading to issues of safety.

This will require agreeing the capacity of rooms with the Board of Management and

ensuring that safety measures such as fire extinguisher use, exits, lighting, aisle ways and

first aid are considered.

If an event, play, concert etc is being organised by an external group the Board of Management shall deal with all safety issues. During events involving School staff and students, the organiser of the event will agree the safety arrangements with the Principal who may give guidance as to the capacity control of numbers, clear exits and so on.

To ensure that Classrooms / GPA’s do not become over- crowded and a danger in the event of

an evacuation the School Board of Management shall agree the occupant capacity in each room. As a control measure only the amount of seats required for the room shall be made available.

**3.3.4 Ergonomics in the Office**

Ergonomics can best be described as fitting the task to the person and this is achieved by having suitable furniture and equipment available to everybody.

As some staff work in offices it is important that the desk height is suitable, adjustable chairs giving lumber support are provided and that blinds or other methods to reduce glare are installed. When these requirements as outlined in the 2007-16 Regulations (General Applications) are in place it allows staff to work in circumstances that reduces the forces on the spine and helps staff achieve good posture and reduces fatigue that is so important in the modern work environment.

The chairs provided shall give support to the lumber area of the persons using them.

Additional risks associated with Shelving;

• The risk of a person falling from the ladder (or chair in many cases)

• Shelving not attached to the wall collapsing

• Items falling from the shelves

• Persons suffering from back injury due to lifting items above their shoulders e.g A4

paper, files etc.

To follow best practice the School will try to fit shelving that is approximately 1 metre to

1.5 metres high in offices. This would eliminate the need for ladders or climbing, reduce

the risk of items falling from shelves and in many cases allow more natural lighting in an

office.

**3.3.5 Collection of Money**

Money may be collected for fundraising events or charitable events.

There are many safety issues associated with the movement of money in the School, primarily concerned with the personal safety of the individuals handling money.

The School will put a procedure in place that outlines a safe system of handling money for

all staff. Students collecting or involved in the handling of money are expected to

follow the procedure as well. The issues the procedure needs to outline include

• The quantity of money that is reasonable to hold?

• How the money is held, are there time lock safes available?

• When counting money are reasonable precautions in place?

• How is the money moved within the School, are there special bags, how often, are

there timing issues and who is involved in the movement of the money?

• Is the office the most secure area to hold money within the School?

• What system is in place to move money to the bank?

Part of the system being put in place by the School will involve a review of the system of

holding and moving money within the School on a regular basis. Advice can also be

sought from the bank or the Gardaí on best practice and methods to reduce the risk to

persons involved.

**3.3.6 Traffic on the School Grounds**

With the increase in traffic volumes the School Management have put a system of traffic

control in place reflecting the best possible options at this time.

The main School access roadway to the front of the school is one way and must be used for all arrivals.

Parking spaces are marked for vehicles across the public road, where teaching staff, other staff and visitors can park. There are pedestrian crossing points and footpaths. The surface of the roadway and parking space is maintained in a good state of repair. A speed limit is in operation, and ramps. Signs are used extensively to give directions to drivers and pedestrians and highlight the dangers.

**3.3.7 Permit to Work**

Presently when work such as electrical duties, working at heights, welding etc are being

carried out most duties are agreed with the Principal and Maintenance personnel.

To bring better control into this type of work the School is considering introducing a ‘permit to work’ system. The advantage of the ‘permit system’ is that brings controls into work with a high risk of injury to the persons involved with knock on effects if the correct prevention measures

are not in place.

This system is based on a sign off method where the person organising the work, the person

carrying out the work (School employee or contractor) and the Principal has the final

sign off.

The permit will detail the work to be completed, the number of workers involved, the safety precautions and the time it will take to complete the work. The permit will state the specific time the work will be completed and this is the contractor’s commitment to the School. When the work is completed the sign off procedure will again take place with the organiser of the work and the contractor signing off on the permit.

The final signature is again the Principal or Vice Principal.

If the permit is not returned at the appointed time, it will raise the attention of the Principal that dangerous and high risk work is still going on, this may be at a time when many School staff are on their way home. When the time on the permit runs out, the old permit should be completed and a new permit opened. In this way the Principal / Vice Principal has the final say on dangerous and high risk work taking place.

**3.4 SAFE PLACE**

**3.4.1 Design and Layout**

Scoil Mhuire Carrick On Suir Secondary School is aware that the design of the place of work plays an important role in the elimination of hazards. The School is committed to a safe design policy through both a place of work and the methods of work used.

The School will use engineering and design controls on an ongoing basis to review, to

eliminate, substitute, isolate or enclose the hazard. Examples of where engineering

solutions may be used:

• enclosing of a piece of machinery for safety due to the noise level

• replacing steps with ramps

• changing the layout to allow safer access for pedestrians

The School commits to having a place buildings and facilities that are safe for all users.

**3.4.2 Buildings**

Many of the buildings in the School have been in place with many years and are kept in a good state of repair. The roofs, walls and ceilings of all buildings are maintained and repaired if required. All windows and skylights are maintained. All of the doors are in an excellent state of repair with many fire doors being used in the buildings.

Corridor doors and classroom doors have the required glazing to allow visibility of a fire on the opposite side. Wide corridors and aisle ways have been provided and allow reasonable passage of large numbers of students.

**3.4.3 Temperature and Ventilation**

The School ensures that all buildings are heated to an acceptable and comfortable level for

all staff and students taking account of the activity being carried out. Most offices are

expected to have temperatures of around 20 degrees Celsius. Heating is provided by

Natural Gas fired boiler that is maintained and serviced on a regular basis.

Ventilation is provided in classrooms, toilets, the kitchen area, Residential Block, some offices, through opening windows.

**3.4.4 Floors Surfaces**

With such a high volume use, many of the floor surfaces in the School require regular

maintenance and cleaning to reduce accidents such as slips, trips and falls.

Mats are used to reduce the risk of accidents inside doors from damp conditions.

If there are defects found in the floor surface or equipment used this will be brought to the attention of the Maintenance Caretaker who will organise the necessary repairs or other arrangements made with a competent contractor. To follow best practice and the safest methods of cleaning a ‘Code of Practice for Floor Cleaning’ is in place and all housekeeping staff are asked to abide by this code.

**Code of Practice for Floor Cleaning**

• Floor surfaces, skirting boards and pipes, particularly those in general circulation

areas and hallways shall only be cleaned during early morning or late evenings

when pedestrian traffic in these areas is light.

• Hallways and floors shall be divided longitudinally to allow for a one way system

of traffic flow.

• Signs/cones to be placed at the top and end of the area being cleaned.

• Wires from cleaning equipment shall not be allowed to trail across floors, hallways

or around corners while cleaning is in progress. If unavoidable then cable covers

shall be used –

• Cleaning agents and polishes, which will not leave a slippery film, or build- up of

wax, shall be used.

• Floors shall be given adequate time to dry before access is allowed.

• Any defects in floor surfaces or equipment which are noted during cleaning shall be

reported to maintenance.

• Once completed all floor cleaning equipment and chemicals shall be removed and

safely stored in a designated cleaning store.

This code is brought to the attention of all staff on a regular basis and all new staff or

contract staff are given instruction in how best to follow the code.

**3.4.5 Removal of Trip Hazards**

Each year many of the accidents reported to the Health and Safety Authority involve persons

tripping over cables, boxes and other items left in corridors, pathways and around desks and

workstations. To minimise the risk of such accidents all staff and students are expected to maintain a clean and tidy work area.

Where there is a risk of a tripping hazard from a cable maintenance staff can put a cable cover in place to reduce the risk of tripping. Staff using equipment will be careful with leads and ensure reasonable precautions are taken to remove the risk of trips and falls. Where there is a risk of a tripping hazard from worn carpets or other damaged flooring it will be corrected in a timely manner.

No item should be left in a hallway, steps or in offices that is likely to be a trip hazard. Boxes of

books or scripts should be stored in a suitable location.

**3.4.6 Asbestos in the Buildings**

With many buildings completed in Ireland in the 1960’s and 70’s asbestos was used to

complete some structures. The School has in recent years, in compliance with best practice

engaged professional services to establish that the building is clear of asbestos.

**3.4.7 Working at Heights**

To carry out roof work, painting and etc., staff or contractors need to use scaffolding

or height for hire equipment. Scaffolding or tower scaffolding will only be erected by

trained persons who have obtained a SOLAS CSCS ticket to carry out such work.

Any work that is being completed at heights must be approved by the Principal, must have a risk assessment carried out and must protect the contractor or employee from a fall by means of

a barrier or harness. If height for hire equipment is brought onto the school grounds only personnel that are trained in the use of such equipment can use it.

A harness will be used in all height for hire work or when work needs to be completed at a dangerous location where lifting equipment will not reach. All work involving height will be in accordance with the Construction Regulations of 2013 & under the General Application Regulations 2007.

**3.4.8 Sewage Work**

Caretaking staff or contractors may be involved in this type of work within the school grounds.

No entry is required into Confined Space. Suitable gloves and hygiene controls are in place.

**3.4.9 Ladders**

Staff and contractors using ladders must assess are they using the correct equipment

for the task. If using a ladder it should be at an angle of 4 up and one out.

The ladder must be footed, secured or tied near the top to ensure it does not slip. The ladder should be approximately one metre beyond the landing place and staff should never lean on

a ladder. Foot position of user shall be no higher than 3rd rung from the top.

Both hands free when climbing a ladder.

Work at heights from ladders shall be of short duration, i.e, less than 30 minutes and where the work activity is lightweight, otherwise use a safe work platform such as a scaffold.

**3.4.10 Fire and Emergency Planning**

As part of the SHWW Act 2005, Scoil Mhuire Carrick On Suir Secondary School has a fire and

evacuation plan in place in case of an emergency. The aim of the plan is to ensure

• swift evacuation of all students and personnel

• contact the emergency services regarding fire, first aid etc.

• designate a ‘team’ to implement the plan

• instruct all staff, students or others on serious or imminent risk

The School holds a minimum of two fire drills each year. Designated Fire Wardens

will ensure that all staff, students, contractors and visitors go to the assembly points

designated for the school and account for each classroom and staff / employee and contractor or visitor.

A record is kept of all the events relating to fire and emergency evacuations in the School.

The records will state what happened during the event and the corrections that are needed

before the next evacuation.

To deal with any fire or any emergency situation that may arise the School will ensure the

following issues are addressed on a continuous basis

• clearly marked escape routes through emergency doors

• clear routes of access at all times

• all combustible material removed where possible

• holding a minimum of two fire drills every year, evaluate results and repeat if

required to ensure all staff, students and contractors comply

• consideration for Persons with Special Needs

• give training in fire extinguishers to a core group- staff

• ensure all fire extinguishers are filled, checked on a yearly basis

• inspection of all equipment required regularly

• smoke detectors are installed in all buildings and in each room of the Residential

Block.

• get advice and information via the Fire Brigade/local Fire Officer

• keep all information clearly visible for staff, students and contractors by

posting wall charts at designated points. This may include having standard fire

instruction notices in lecture halls and other prominent locations

• Fire assembly points are located on the property perimeter

The School will ensure that trained personnel are available to use Fire Extinguishers and that procedures are in place to comply with the Fire Services Act of 1981.

**Evacuation Procedures**

On hearing the alarm, go at once to the **nearest exit**, each classroom has its own exit. Each GPA and both cloakrooms have their own exits.

If you are in the **Study Hall** use the exits at the top of the corridor.

If you are in the toilet in the Centre Block, exit via the cloakroom door.

If you are in any other toilet use the block exit door.

**If you are on a corridor between classes or during free time, go to the nearest exit.**

**Procedure**

1. Follow the student your teacher designates as leader to the correct exit. Walk quickly, in silence and in single file to your assembly point. The teacher ensures that all students are safely out and that windows and doors are shut. On leaving the building walk well away from the classrooms to avoid congestion near the handrails.

2. All classes/students **must go to the assembly area (Gravel area) near the Astro turf. Each year group has a designated point at which to assemble; Point 1 for 1st Years, Point 2 for 2nd Years etc.**

3. Assemble in lines in silence with your current teacher while he/she checks the roll.

4. Inform the person in charge if someone is missing. **Do not go searching**.

5. When you are told to do so, return quietly to your classroom.

If evacuation occurs **between classes or at break time;**

All students who are in the building or on school grounds must assemble in PC groups at the designated assembly points and remain outside until told to return.

The all clear is given when the alarm is silenced and three blasts of a whistle are heard.

CRITICAL INCIDENT POLICY

To comply with legislation and best practice the School have developed a **Critical**

**Incident Policy** to cope with emergency situations that may arise in the future.

The types of emergency incidents included in **Level 1 (Red)** where external emergency

services may assume overall control are

• A major fire

• A violent incident

• Hostage or siege situation

• Discharge of firearms

• Serious vehicle accident

• Acts of self harm

• Threats of serious and/or wide spread infection/contamination

• Natural disaster

**Level 2 (Yellow)** accident/incident may be only require limited intervention from external

agencies and include

• Minor fires

• Threats of violence

• Theft or vandalism

• Physical assault

• Robbery

• Threat to person or property

When an incident such as the above happens the Principal or Deputy Principal shall decide what course of action they are going to take. The staff will manage the scene until the emergency services arrive.

Following a critical incident a report is prepared for the School authorities by the Principal outlining the details of the events that took place and the nature of the response.

**CRITICAL INCIDENT POLICY**

**1. Scope of Policy**

This policy relates to critical incidents involving staff and students, both on and off the school property, as well as visitors to the School (hereinafter referred to as “the School community”) and seeks to ensure that critical incidents can be dealt with effectively and promptly, and that appropriate systems and responsibilities are in place to do so. Every member of the School community has a responsibility under this policy.

**All members of the School community are reminded that the School places no obligation on**

**them to intervene in any critical incident if this action places their own or another person’s**

**safety at risk.**

**2. Policy Statement**

The School recognises that critical incidents can greatly affect people and that co-ordinated and

systematic procedures are necessary to facilitate the provision of a rapid, appropriate and

comprehensive response at the immediate time of the incident as well as post-incident support to

members of the School community affected by the incident.

**3. Critical Incident Management and Response**

Critical Incident Management is defined as the procedures that lead to the best outcomes, primarily for those directly affected and generally for the entire School community.

The Critical Incident Response Team is the group of School support services, which will be

called upon to respond to and manage any critical incidents, which occur.

The members of the team are:

School Principal

Vice Principal

Health and Safety Representative

Buildings Maintenance Personnel

Teaching Staff

\*Reception person on duty

**4. Immediate Response**

Each member of the School community should ensure his/her own personal safety in the first

instance, and respond as follows:

**In all critical incidents report** - all staff should call to the School Main Reception**.**

This notification should include the type of incident, the exact location of the incident and details of any person or persons who might be injured or at risk. In the event of a critical incident, Reception staff shall contact the Principal immediately attend the scene of the incident.

**The Critical Incident Response** will undertake the following:

• Manage the incident scene. Remove any people at risk, and seal off the incident area if

required.

• Depending on the nature of the incident, initiate and manage evacuation procedures.

• Contact external emergency services or other internal services if required, provided that this

has not already occurred.

• Follow the instructions of external emergency services and provide information on the

location of the incident and people affected.

• Implement a crisis management plan and mobilise School resources as required.

**5. Special Circumstances – Out of Hours/ Off School Property**

• If a critical incident occurs out of normal working hours then the ‘immediate

response’ procedures will apply.

• If a critical incident occurs off school property then the Main Reception should be contacted

**6. Reporting Procedures**

• All critical incidents will be recorded in the ‘Critical Incident Register’ and, where

appropriate, will be reported to the Secondary Health and Safety Authority.

• Following a critical incident, the Board of Management will draft and review a report outlining

the specific details of the incident and the nature of the response.

**7. Communication**

• School Management shall ensure that emergency procedures are explained to staff and are

prominently displayed in all offices and public areas on the campus.

**3.4.11 Fencing / Grounds, Sports Fields / All Weather Pitch**

Fencing to the perimeter of the school grounds, basketball court and All weather pitch shall be maintained in good order, without any sharp or jagged edges that could cause injury.

General walkways and footpath / ramps maintained in good order and repaired as necessary as soon as practicable.

Sports field maintained in good condition, pothole free as far as practicable. Goalposts and cross bars shall be maintained solid and secure.

**3.5 SAFE PLANT AND EQUIPMENT**

**3.5.1 Suitable Equipment and Machinery**

The School will ensure on all occasions that the equipment being used is suitable for the

task and is being used appropriately for the intended task. All equipment being purchased

or acquired by other means must be assessed and brought to CE standards.

Equipment not reaching or accredited with the CE standard will be phased out.

All equipment must meet the safety specifications and must be suitable for the job and the

task. The equipment must be of good ergonomic design with ease of access, ease of

viewing taken into account. At no time should equipment from a contractor or another

source be used without permission from the Safety Officer.

Staff wishing to bring equipment into the School must follow the School guidelines

and receive permission from their Department Head. The manufacturer’s instruction and

safety procedures will be followed during the set up, use and maintenance of any

machinery or equipment.

Staff will be trained in any equipment that they would use on a day-to-day basis. For other

equipment requiring set up and checks a trained technician or maintenance person will

carry out the work. While much of the maintenance work in the School is subcontracted

there are some pieces of equipment that are the property of the School such as the circular

saw, drills, grinders, cleaning equipment and the office and lecture hall equipment.

**3.5.2 Electricity**

All electrical installations are checked regularly by qualified and competent electricians.

When any electrical work is carried out in the School a service record is provided and filed for

all the work done. All large scale installations are carried out by contractors while minor

repairs and checks are carried out by maintenance staff. All electrical installations are

worked and maintained so as to prevent danger.

All of the electrical installations are fitted with RCD and are checked regularly. Appropriate supervision is provided for all of the electrical duties at the School. Control boxes and rooms with

electrical installations are kept clear of any obstructions with a clear area for electrician,

fire personnel etc to reach the controls. Cables from the machines and work equipment will

be kept neat and tidy to avoid trips and falls. Electrical doors / panels kept locked.

To avoid staff using adaptors the School provides surge protectors for office and other places of work. This reduces the risk of fittings over- heating and fire.

**3.5.3 Gas Boiler**

The heating system for the school entails a Natural Gas Fire Boiler, which is maintained by a competent Boiler Service company.

Safety Slam shut valves are maintained on the gas supply.

Access to the Boiler Room is restricted and under lock and key.

**SECTION 4**

**HAZARD IDENTIFICATION AND RISK ASSESSMENT**

**METHOD**

**4.0 Definitions**

*What is a hazard?*

A hazard is considered to be any substance, article, material or practice, which has the

potential to cause harm to the safety, health and welfare of staff, students or visitors

to the School.

*Hazard Identification*

Hazards are identified and assessed by School Staff with the assistance of a Health and

Safety Consultant. A comprehensive hazard identification process was carried out and may

be carried out again if there is a large-scale change in the type of work being carried out by

staff, changes in buildings etc.

*What is a Risk?*

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

*Risk assessment*

The risk of a hazard is the measure of the likelihood of an accident with the severity of the

damage, injury or loss factored in.

When carrying out the risk assessment some of the questions asked of each hazard were:

• Is anyone exposed to the hazard?

• Is the hazard likely to cause injury?

• How serious would that injury be?

• Is the hazard well controlled?

• Is the supervision adequate?

All the hazards and the associated risks have been identified and are ranked in accordance

with the severity of the loss as high, medium and low.

***High*** is taken to mean the possibility of serious injury, fatality, and serious loss and may

include statutory regulations being broken. Controls need to be put in place as a matter of

urgency.

***Medium*** is taken to mean the likelihood of a fatality or serious injury or loss is unlikely.

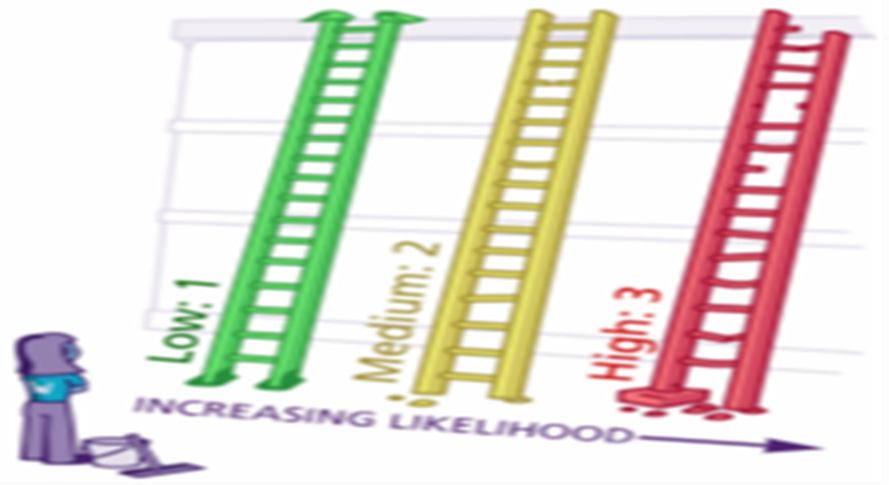
More probable is minor injury or loss. Controls should be put in place over a period of up

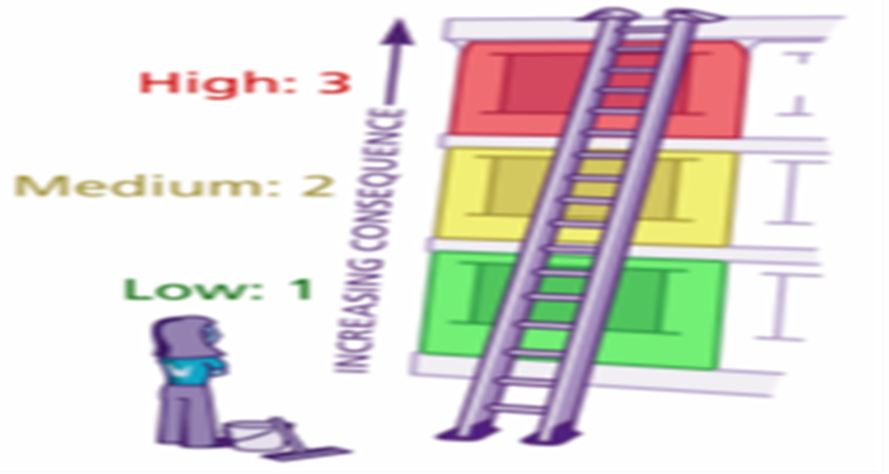
to three months to ensure reduction of the risk and to meet statutory requirements.

***Low*** is considered as a reversible minor injury or material loss. Controls can be added over

a longer period, during maintenance etc.

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



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Risk Rating is based on cross multiplication ; Likelihood x Severity

Likelihood (a) x Severity (b) = Overall Risk (c)

1-3 = Low 4 = Medium 6 = High 9 = ESP (Extra Safety Precautions = Permit)

Therefore Likelihood (2) x Severity (3) gives a Risk Rating of 6, before Controls are considered or put in place.

If adequate controls are put in place then the Likelihood of an occurrence should go from a High Risk to Medium or Low after the controls are put in place.

The consequences and numbers exposed however will remain the same in general.

Therefore Likelihood (1) x Severity (3) gives a Risk Rating of 3, after Controls are put in place, down from a rating of 6.

**DISPLAY SCREEN EQUIPMENT**

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| **Document ref RA 001** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Use of Visual Display Screen Equipment / PC’s.. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Working With Display Screen Equipment for prolonged periods  Glare of screens  Poor Posture  Repetitive Strain Injury  *Other:* | | High  High  High  Medium | Low  Low  Low  Low |
| **Harm**   1. Back Strain 2. Upper limb & neck pain 3. Eye fatigue / strain   Stress.  *Other:* | | | |
| **Persons in danger**   1. Office personnel 2. Teaching Staff     *Other:* | | | |
| **Control measures**  All staff who use VDU’s are assessed in line with the VDU Regulations, under the General  Application Regulations 2007.  Staff who use VDU’s as a significant part of their work will receive ergonomic assessment of  their workstation.  Staff have the right to opt for an eye test at the schools expense, before commencing display  screen work and at regular intervals thereafter.  Staff must ensure that the area in front of the keyboard is sufficient to provide support for the  hands & wrists.  Document holders are arranged where provided to minimise head and eye movement.  Foot rests will be provided on request.  Chairs will be adjustable for both height and back support.  Desks and screens and window blinds are arranged so that any bright light sources are not reflected on  the screen.  *Other:* | | | |
| **Personal protective equipment**  Anti-glare screens. | | | |
| **Additional assessments**  None | | | |
|  | | | |
| **Information, instruction and training**   1. All workers made aware of the controls during Induction, including the significance of poor posture and Repetitive Strain injury.   *Other:* | | | |
| **Emergency procedures**  *Other:* | | | |
| **Monitoring procedures**   1. Subject to coordination between workers and management.   *Other:* | | | |

**FIRE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref RA 002** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Access to/egress to / from the school. Control of equipment & waste materials on an ongoing basis. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Fire / Explosion 2. Obstruction of emergency access/egress routes 3. Variations to established access/egress points   *Other:* | | High  High  High | Low  Low  Low |
| **Harm**   1. Personal injury to staff, students, contractors or members of the public from not being able to escape from a building   Risk of serious burns causing injury to part or all of the body.   1. Risk of injury due to inhalation of dangerous and toxic fumes and gasses.   Risk of serious damage to property.   1. Risk of explosion of flammable containers.   *Other:* | | | |
| **Persons in danger**   1. Teaching staff / staff / Office personnel 2. Contractors / Visitors   *Other:* | | | |
| **Control measures**  No Smoking on premises  Regular removal of combustible wastes.  Escape routes clearly marked and maintained free of obstruction.  Portable fire extinguishers provided e.g. CO2 and dry powder.  Training courses in the use of fire extinguishers and types available.  Notices are posted on what to do in the event of a fire break-out.  Regular cleaning schedules and inspections.  Bi-Annual testing of extinguishers.  Fire drill carried out twice yearly as a minimum, and ideally once per term..  Instruction and training for key personnel in the implementation of fire and emergency procedures - switchboard,  maintenance, contractors  Ensure the exits from the School buildings are kept clear  Areas segregated with assembly points, fire points provided, signs etc  Fire extinguisher training provided  Records kept of all fire-training over a three-year period  Records kept of all fire-fighting equipment  Maintenance of all fire-fighting equipment and Fire Alarm system provided with inspection each ¼.  Commitment to follow safety procedures when there are concerts, plays or other  gatherings being held at the School in accordance with the 1981 Fire Services Act  Local issues considered to avoid break-ins or arson in the School  *Other:* | | | |
| **Personal protective equipment**  N/A | | | |
| **Additional assessments**  None | | | |
| **Information, instruction and training**   1. All persons made aware of the Emergency Procedures, and fire precautions & Assembly Points   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities 2. Ensure the office address, including emergency telephone numbers, is prominently displayed for notification to the emergency services. 3. *Other:* | | | |

**OFFICES / WORKSTATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref RA 003** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  There are a number of workstation offices within the School for Principal & Secretary. Whilst Offices are comparatively safe places to work, yet, accidents occur from exposure to risks. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Obstruction of emergency access/egress routes 2. Seating / poor posture 3. Spillages 4. Electricity 5. Exposure to chemicals 6. Photocopier 7. Computers 8. Printers 9. Electrical Sockets 10. Filing Cabinets 11. Overhead presses 12. Guillotine   *Other:* | | High  High  Medium  Medium  Medium | Low  Low  Low  Low  Low |
| **Harm**   1. Personal injury to staff from not being able to escape from a building 2. Risk of slips, trips and falls 3. Risk of collisions with office equipment 4. Risk of electrocution   .*Other:* | | | |
| **Persons in danger**   1. Office personnel 2. Visitors     *Other:* | | | |
| **Control measures**   1. A dedicated pedestrian access/egress route established throughout the building 2. Signs and notices in place setting out escape routes and assembly point 3. Regular inspection for obstructions of escape routes and checks on poor housekeeping 4. High standard of housekeeping maintained, cables / leads laid safely. 5. Procedures in place for control of accidental spillages.   All electrical equipment is switched off and isolated from the main supply when not in use.   1. All electrical or other repairs are only carried out by appropriately qualified persons.   All office equipment is located so as to avoid the risk of falls or collisions when in use.  All staff on the premises are made aware of the means of escape, evacuation procedure.   1. The volume of paper, documents etc. is kept to a minimum 2. Waste paper and other flammable materials are removed regularly to minimize the fire hazard 3. All seating arrangements in work areas are ergonomically designed to minimize stress and strain.   Steps shall be taken to ensure that there is sufficient fresh air in enclosed places of work.   1. The dimensions of the free unoccupied area at a workstation shall be calculated to allow staff sufficient freedom of movement to perform their work, and where this not possible for reasons specific to the workstation, the employee shall be provided with sufficient freedom of movement near his workstation.   *Other:*  **Office Rules**   1. Be careful of swivel chairs. Do not slump back in them without first testing your weight gradually. 2. Be sure you have a firm footing when you have to climb - use a safe step ladder. 3. Walk - do not run at any time in corridors. 4. Do not stand and talk in front of closed doors - they may be opened suddenly. 5. Do not push or crowd at entrances to offices. 6. Read mail and other material at your desk, not while walking around. 7. Watch for tripping hazards such as telephone cords, office equipment cables, waste baskets and other hazards and put them right if safe to do so. 8. Use handles when closing filing cabinets, desk drawers and doors. 9. Keep file drawers, desk drawers and locker doors closed when not in use. Open only one file or desk drawer at a time. See that files and book-cases are stable or bolted to the wall. 10. Check office furniture for sharp edges or splinters and loose casters etc. 11. Handle sharp objects carefully and keep them in the proper place. 12. Make sure all office equipment is solidly placed and manufacturers instructions followed. 13. Do not adjust or clean office equipment when they are plugged in. Always unplug for safety. 14. Do not attempt to do electrical repairs. Call a qualified person. 15. Report any hazards found and always follow the guide lines to kinetic lifting when moving objects.   (q) Photocopier Toner is only handled by person wearing protective gloves and empty cartridges are  disposed of in an environmentally friendly manner. | | | |
| **Personal protective equipment**  Gloves / eye protection for handling chemical products – inks / toner. | | | |
| **Additional assessments**  None | | | |
| **Information, instruction and training**   1. All workers made aware of the controls during Induction, including the significance of signs and notices, safety critical areas and activities, safety restrictions and disciplinary procedures 2. Material Safety Data Sheets provided for users of chemical products   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities 2. Ensure the office address, including emergency telephone numbers, is prominently displayed for notification to the emergency services   *Other:* | | | |
| **Monitoring procedures**   1. The access/egress arrangements subject to regular inspection and audit by the Principal.   *Other:* | | | |

**SLIPS, TRIPS AND FALLS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 004** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Any body on the premises inside and out, on corridors, footpaths , routes, using steps and disabled persons. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Loose cables across floor or between furniture 2. Low level obstructions in walkways - waste bins, open filing cabinet drawers 3. Improper use of chairs and desks 4. Falls when reaching for high-level items 5. Use of damaged seating which is unstable or likely to collapse 6. Slippery and damaged floor surfaces, paths, yards and stairs   *Other:* | | High  Medium  Medium  Medium  Medium  High | Low  Low  Low  Low  Low  Low |
| **Harm**   1. Fractures 2. Cuts, abrasions and confusion 3. Dislocation 4. Head injuries   *Other:* | | | |
| **Persons in danger**   1. Office workers 2. Teaching Staff 3. Disabled persons 4. Students 5. Visitors 6. Contractors / Delivery persons   *Other:* | | | |
| **Control measures**   1. Ensure good housekeeping. Clear up spillages, remove obstruction, rubbish etc 2. Ensure lighting is adequate 3. Ensure all internal and external surfaces are in good condition, free from trip or slip hazards. 4. Ensure regular cleaning and maintenance 5. Place warning signs if necessary 6. Ensure good lighting 7. Remove trailing cables or enclose in cable covers 8. Proper use of filing cabinets 9. Avoid high level storage 10. Ensure staff know that they must not use furniture for access to high level storage 11. Provide proper tools for access to high level. 12. All damaged seating must be removed for repair or disposal 13. Prompt action in the event of complaint 14. Take care outdoors in slippery and icy conditions. Maintenance through salting. 15. Ensure steps and doors are well maintained (fire exit) 16. Deny/restrict areas if risk cannot be controlled 17. Disabled persons- consider suitable doorways and ramps. 18. All steps which have more than 4 steps consecutively must have handrails provided. 19. Non-slip mats at all outer doors 20. Signage on wet days 21. Prompt reporting and cleaning of spills etc.   *Other:* | | | |
| **Personal Protective Equipment**  **⋅** NA  *Other:* | | | |
| **Additional assessments required**   1. None   *Other:* | | | |
| **Information, instruction and training**   1. Personnel informed of the control measures   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally for the office 2. Office emergency procedures to take into account 3. Offices first aid facilities must hold appropriate treatment for injury   *Other:* | | | |
| **Monitoring procedures**   1. Regular reviews of control measures undertaken to ensure that they are effective and that persons are adhering to them; where necessary, procedures should be updated 2. Inspections made throughout the school.   *Other:* | | | |

**STRIKING FIXED OBJECTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 005** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  . Anybody in the school classroom / office who may come in contact with fixed objects. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Items of furniture 2. Objects obstructing or protruding into walk ways 3. Insufficient room for access and egress due to layout of furniture or insufficient space 4. Unstable storage of objects above head height. (cabinets and shelves) 5. Opening doors   *Other:* | | High  High  High  Medium  Medium | Low  Low  Low  Low  Low |
| **Harm**   1. Cuts, abrasions 2. Sprains, fractures 3. Bruises   *Other:* | | | |
| **Persons in danger**   1. Teaching Staff 2. Office Workers 3. Students 4. Visitors     *Other:* | | | |
| **Control measures**   1. Ensure doors, cabinets do not protrude into walkways when opened 2. Avoid high level storage 3. Ensure staff aware of the need for good housekeeping 4. Remove obstructions 5. Use warning signs for restricted head room 6. Door closers work as manufactured. | | | |
| **Personal protective equipment**   1. Na   *Other:* | | | |
| **Additional assessments required**  None | | | |
| **Emergency procedures**   1. Emergency procedures for individuals hurt from striking fixed objects 2. First aid facilities as required generally for the office   *Other:* | | | |
| **Monitoring procedures**   1. Principal and Safety Officer ensure that safety checks are carried out. 2. Work monitored to ensure that any additional precautions or equipment required are provided 3. If additional equipment is provided an extension to this assessment may be required   *Other:* | | | |
| **Other items** | | | |

**HAND TOOLS / SHARP OBJECTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 006** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Use of scissors, knives, staplers, paper guillotines, broken glass, staples, paper in office or kitchen equipment | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Staff / Students using equipment 2. Handling sharp objects   *Other:* | | Medium  Medium | Low  Low |
| **Harm**   1. Cuts / lacerations 2. Puncture wounds   *Other:* | | | |
| **Persons in danger**   1. Teaching Staff 2. Office workers 3. Students 4. Visitors   *Other:*  **Control measures**   1. Equipment must be safe for use and fit for purpose 2. Standards etc should be met where practicable 3. Equipment must be maintained as necessary and taken out of use if faulty 4. Use safety knives/cutters if available/practicable 5. Do not staple internal envelopes 6. Ensure guillotines are guarded 7. Clear up broken glass carefully do not pick up with unprotected hands 8. Ensure broken/sharp objects are discarded carefully to avoid injury to cleaners 9. Teaching staff to monitor student use of potentially harmful equipment. | | | |
| **Personal protective equipment**   1. Protective gloves as necessary.   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Method statement required?** Yes No | | | |
| **Is the task adequately controlled?** Yes No | | | |
| **Information, instruction and training**   1. All persons carrying out or likely to be affected by the work informed of the potential hazards 2. All personnel involved in the work trained to perform their duties with due regard to the health and safety of themselves and anyone else who could be affected   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required.   *Other:* | | | |
| **Monitoring procedures**   1. Inspections of hand tools   *Other:* | | | |

**WORKING TEMPERATURE / AIR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no. RA 007** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Office rooms temperature and weather conditions for the office staff. Poor ventilation. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. People exposed to heat generating activities 2. Temperatures cannot be controlled in hot /cold weather 3. Classrooms / Offices where heating is inadequate 4. Poor quality air. Defective Air Handling system.   *Other:* | | Medium  Medium  Medium  Medium | Low  Low  Low  Low |
| **Harm**   1. Discomfort 2. Dehydration 3. Heat stroke 4. Hypothermia 5. Affected breathing.   *Other:* | | | |
| **Persons in danger**  Teaching Staff / Office staff / Students / visitors | | | |
| **Control measures**   1. Ensure adequate ventilation 2. Insulate sources of heat 3. Provide cool drinks 4. Wear appropriate clothing 5. Reduce solar gain (filming windows/blinds etc) 6. Consider air conditioning 7. Ensure room heating is adequate 8. Provide auxiliary heating if necessary 9. Keep air temperature to a minimum of 17.5 degrees centigrade. | | | |
| **Personal protective equipment**  N/A | | | |
| **Additional assessments** | | | |
| **Information, instruction and training**   1. Na.   *Other:* | | | |
| **Emergency procedures**   1. IN hot environment the use of fans if air conditioning is unavailable 2. In cold environment gas boiler heating system and electric oil fire heating is available   *Other:* | | | |
| **Monitoring procedures**   1. Checks are done on the heating system at regular intervals   *Other:* | | | |

**ACCESS / EGRESS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref RA 008** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Access to/egress from the school building /office. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Obstruction of emergency access/egress routes 2. Restricted access/egress 3. Restricted Visibility 4. Glass panels in doors 5. School bags   *Other:* | | High  High  High  High | Low  Low  Low  Low |
| **Harm**   1. Personal injury to staff / students, workers or members of the public from not being able to escape from a building 2. Severe harm and lacerations 3. Personal Injury – Slip / Trip / Fall   *Other:* | | | |
| **Persons in danger**   1. Teaching Staff 2. Students 3. Office personnel 4. Visitors 5. Members of the public   *Other:* | | | |
| **Control measures**   1. Regular inspection for obstructions of escape routes and checks on poor housekeeping 2. High standard of housekeeping maintained in office areas and outside 3. Emergency exit signs illuminated and emergency lighting provided 4. Fire doors should be to required standard and smoke tight 5. Viewing panels should be provided if necessary 6. Security measures must not conflict with emergency exit requirements 7. Personal evacuation plans should be drawn up for those with disability. 8. Glass must be appropriate standard and appropriately marked to indicate its presence 9. Procedures in place for control of accidental spillages. 10. Hooks above eye level for school bags and coats   *Other:* | | | |
| **Personal protective equipment**  N/A | | | |
| **Additional assessments;** None | | | |
| **Information, instruction and training**   1. All workers made aware of the controls during Induction, including the significance of signs and notices, safety critical areas and activities, safety restrictions and disciplinary procedures   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally. 2. Ensure the school address, including emergency telephone numbers, is prominently displayed for notification to the emergency services   *Other:* | | | |
| **Monitoring procedures**   1. The access/egress arrangements subject to regular inspection and audit by the principal 2. *Other:* | | | |

**POOR LIGHTING CONDITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 009** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  People in poorly lit areas and people with visual impairment | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Slips, trips, falls 2. Contact injuries 3. Restricted visibility 4. Security/personal safety risks   *Other:* | | Medium  High  Medium  Medium | Low  Low  Low  Low |
| **Harm**   1. Eye injuries 2. Cuts, abrasions, contusions 3. Head injury 4. Fractures 5. Dislocation   *Other:* | | | |
| **Persons in danger**   1. Teaching staff 2. Students 3. Office staff 4. Visitors and members of the public   *Other:* | | | |
| **Control measures**   1. Measure lighting levels 2. Maintain existing lighting and emergency lighting (clean diffusers replace tubes etc) 3. Provide additional lighting if still not up to standard 4. Move task to better lit area 5. White paint on front edge steps 6. Adequate provision of emergency lighting 7. Consider tactile warnings   *Other:* | | | |
| 1. **Personal protective equipment**   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**   1. Be aware of the strain on eyes and if causing a problem tell the manager   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally.   *Other:* | | | |
| **Monitoring procedures**   1. Principal / Safety Officer & Caretaker check the condition of lights at regular intervals,   *Other:* | | | |

**OVER CROWDING**

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| --- | --- | --- | --- |
| **Document ref no RA 010** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Teaching /Office staff and students in over crowded office or classrooms | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Increased risk of falls 2. Increased risk of contact injuries 3. Difficulty exiting in emergencies 4. Office / room temperature increased   *Other:* | | High  High  High  Medium | Low  Low  Low  Low |
| **Harm**   1. Cuts, abrasions, contusions 2. Head injury 3. Fractures 4. Dislocation 5. Hand/arm / body injuries from falling 6. Discomfort 7. Dehydration 8. Heat stroke 9. Fatality through poor escape routes in emergency’s.   *Other:* | | | |
| **Persons in danger**   1. Staff /Office worker 2. Students 3. Visitors   *Other:* | | | |
| **Control measures**   1. Assess room volume and occupancy rate 2. Remove redundant furniture 3. Rearrange space 4. Reduce occupancy levels 5. Ensure room occupancy numbers are not exceeded 6. Adequate room ventilation/ air 7. Stagger break times / meal times to reduce numbers in yard or segregate areas. 8. Walking in corridor; keep to the right rule. 9. Running inside school building prohibited. 10. *Other:* | | | |
| 1. **Personal protective equipment**   *Other*: | | | |
| **Additional assessments required**   1. None | | | |
| **Information, instruction and training**   1. Approved Codes of Practice on over crowding 2. Safety and Welfare Regulations   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally. ; *Other:* | | | |
| **Monitoring procedures**   1. Principal to check the condition of offices at regular intervals   *Other:* | | | |

**Manual Handling**

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| --- | --- | --- | --- |
| **Document ref no RA 011** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Lifting and moving operations of materials and office equipment. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Dropping objects  * Touching material with unprotected skin * Over exertion, over reaching * Trips & Falls * Raising Loads over shoulder height * Heavy, unbalanced loads * Sharp edges, hot objects   *Other:* | | Medium  Medium  High  Medium  High  High  High | Low  Low  Low  Low  Low  Low  Low |
| **Harm**   1. Any of the above hazards may cause minor or serious, injuries to the back or other part of the body.   *Other:* | | | |
| **Persons in danger**   1. Persons handling materials which are, by nature heavy 2. Other persons in and around the area 3. Members of the Public | | | |
| **Control measures**   * Limit the weight of units to be lifted or moved. Plan ahead. * Assess Manual Handling Operations * Programme the work to prevent manual handling. * Use mechanical means where ever possible * Reduce the amount of lifting by increasing the number of operatives * Provide Manual Handling training for operatives at risk   **Rules For Safe Lifting**  Get as close as possible to the load, this brings the lines of gravity of both the load and body as close  together as possible.  Position your feet approximately the width of your hips apart with one foot slightly in front of the other for  stability.  Relax your knees, lower your hands and drop down beside the load, inclining your head.  Grasp the object with a firm grip, test the weight making sure it is not excessive and keep the arms as close  as possible to the load.  Raise your head and look straight forward, this locks the cervical vertebrae & helps keep the spine straight.  Keep the load as close as possible to the body with the elbows in and lift with strong leg muscles.  Move forward and about at a comfortable pace and never rush.  Watch out for sharp edges, hot surfaces, protruding nails / staples or insecure boxes | | | |
| **Personal protective equipment**   1. Na   *Other:* | | | |
| **Additional assessments**   1. Type of product or unit to be handled   *Other:* | | | |
| **Information, instruction and training**   1. Manual Handling Training | | | |
| **Emergency procedures**   1. First aid facilities as required generally for the site   *Other:* | | | |
| **Monitoring procedures**   1. Principal to check regularly and ensure that work is carried out in the correct manner. | | | |

**ELECTRICAL SERVICES / EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 012** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Installation of temporary/ permanent electrical supplies, working with live electrical equipment in office | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Electrocution / electric shock 2. Fire 3. Damaged or severed cables 4. Faulty Leads / power tools 5. Surface water from spills 6. Overloaded sockets / cables   *Other:* | | High  Medium  High  High  Medium  Medium | Low  Low  Low  Low  Low  Low |
| **Harm**   1. Burns, electric shock or fatalities may arise from contact with live conductors or hot components 2. Fire may start from sparking / overloaded equipment   *Other:* | | | |
| **Persons in danger**   1. Workers involved in the activity 2. Other workers in the area 3. Users of the service or members of the public   *Other:* | | | |
| 1. **Control measures** 2. A safe unit distribution system in place for all welfare facilities, offices and equipment 3. Only competent electrical tradesmen/contractors employed to install / repair electrical systems 4. Systems tested and certified prior to use 5. All temporary switch rooms, distribution cabinets, etc locked 6. Warning notices ["Electrical hazard"] placed on all live distribution equipment 7. Fire extinguishers [CO2] placed by distribution units 8. Cable routes planned to minimise tripping hazards 9. Any cables used on site sheathed and their routes recorded if buried 10. Offices, mess rooms, drying rooms and stores regarded as permanent installations 11. Damaged cables, leads or equipment reported immediately and taken out of possible use for repair 12. Cables routed near of surface water, un plug and clean up spillage 13. Electrical system is wired through miniature circuit breakers (MCB) to prevent current overload.   *Battery tools and equipment will be used at all times practicable.*  *All walls are checked for hidden services before commencing drilling.*  *Other:* | | | |
| **Personal protective equipment**   1. Na   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**   1. Electricians fully informed of the requirements for cable routing, etc 2. Proof of training obtained for all electricians and supervisors 3. Staff informed of requirement to report defects immediately and not to continue to use defective equipment 4. Electrical hazard warning signs posted as necessary.   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally. 2. Competent first aiders 3. Signs detailing basic medical treatment for electrical shock in place around the workplace 4. All persons must know how to raise the alarm in an emergency   *Other:* | | | |
| **Monitoring procedures**   1. Checks regarding misuse of equipment, eg step up transformers, powering radios 2. Records kept of the Permits to Work issued, the training of the workers involved, the inspection, testing and maintenance of the system, and all relevant diagrams and background information 3. Maintenance and compatibility of equipment checked 4. P.A.T. Testing of fixed and portable electrical equipment.   *Other:* | | | |

**STRESS AT WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title** | | | |
| **Document ref no RA 013** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Anybody subject to pressure at work, which may be related to the work or home environment. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Overloading of work 2. Lack of support 3. Impossible Deadline 4. Outside issues, families, bereavement etc. 5. Issues with other workers   *Other:* | | High  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low |
| **Harm**   1. Poor work performance 2. Absenteeism 3. Poor Personal relationships 4. Physical illness   *Other:* | | | |
| **Persons in danger**   1. Office workers/ Managers   **Control measures**   1. Improve work culture 2. Reduce/modify work demands 3. Improve physical and psychological environment 4. Give staff more control over work 5. Improve relationships between managers/staff 6. Reduce role conflict 7. Reduce role ambiguities 8. Provide training/counselling where an issue is recognised. 9. People with apparent work related stress problems should be referred to the Occupational Health Service | | | |
| **Personal protective equipment**   1. Na   *Other:* | | | |
| **Additional assessments required** | | | |
| **Information, instruction and training**   1. Stress at work pack   *Other:* Managers to diffuse situation between co-workers or persons to be taking aside and talked to. | | | |
| **Emergency procedures**  *Other: N/A* | | | |

**ALCOHOL / DRUGS AT WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title** | | | |
| **Document ref no RA 014** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  People under the influence of alcohol/drugs while at work | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Intoxication at work 2. Slips, trips, falls 3. Confrontation 4. Physical Attacks 5. Verbal attacks   *Other:* | | High  High  High  Medium  Medium | Low  Low  Low  Low  Low |
| **Harm**   1. Injury to person under the influence or co-workers / students (cuts, bruises, fractures, breaks,) 2. Injury to other persons 3. Mental illness 4. Physical illness 5. Damage to property or equipment   *Other:* | | | |
| **Persons in danger**   1. Person under the influence of alcohol/drugs 2. Co-workers / students 3. Members of the public / Anyone in the vicinity of the person under the influence of alcohol/drugs   *Other:* | | | |
| **Control measures**   1. Strict policy on alcohol/drugs in the work place 2. Staff workers not allowed to work under the influence of alcohol/drugs 3. Additional staff called in the event of a situation arising where the person under the influence will not leave and is causing a scene 4. Guards called, where a situation is escalating out of hand 5. Consideration given to escorting the person home or arranging a taxi etc.   *Other:* | | | |
| **Personal protective equipment**  N/A | | | |
| **Additional assessments required**  None | | | |
| **Information, instruction and training**   1. Detailed briefings about risks and their relevant control measures given to staff 2. Training to be adequate for the managers what control techniques to use with a person been aggressive under the influence | | | |
| **Emergency procedures**   1. First aid facilities as required generally for the site   Call in Guards where absolutely necessary. | | | |

**VIOLENCE / BULLYING AT WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title** | | | |
| **Document Ref no RA 015** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Violence and bullying from staff to co-workers or from managers | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Verbal abuse 2. Threats 3. Physical assault 4. Actual bodily harm 5. Confrontation   *Other:* | | High  High  High  High  High | Low  Low  Low  Low  Low |
| **Harm**   1. Poor work performance 2. Absenteeism 3. Poor Personal relationships 4. Physical illness 5. Mental illness / stress 6. Cuts, abrasion, fractures, head injuries   *Other:* | | | |
| **Persons in danger**   1. Staff / Students / Other Workers   *Other:* | | | |
| **Control measures**   1. Report immediately action to your principal / co-worker and take remedial action to prevent reoccurrence 2. Ensure the safe system of work is designed to deliver a quality service ensuring the safety, health and welfare of all staff 3. A strict anti bullying / violence policy put in place and all staff should be aware of it, as set out in the arrangements section of this document.   *Other:* | | | |
| **Personal protective equipment**   1. Na   *Other:* | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**   1. A guide to violence and bullying in the work place   *Other:* | | | |
| **Emergency procedures**  N/A | | | |

**LONE WORKER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title** | | | |
| **Document ref. RA 016** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  People working alone in office whether staff or managers out of hours | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Falls, slips, trips 2. Fire 3. Lack of liaison co- ordination 4. Failure to raise the alarm, or receive medical attention if falling ill   . | | High  Medium  High  Medium | Low  Low  Low  Low |
| **Harm**   1. Any of the above hazards may cause or lead to serious, even fatal, injuries 2. Cuts 3. Abrasions 4. Fracture/breaks / unconciousness 5. Head injuries | | | |
| **Persons in danger**   1. Lone workers | | | |
| **Control measures**   1. Avoid situations where persons work late, as lone workers 2. Contact person arranged and notified and checks made at regular intervals 3. Mangers/staff to call worker every half hour if work is absolutely necessary. 4. Have another worker stay back or manager (preferable) | | | |
| **Personal protective equipment**   1. Na | | | |
| **Additional assessments**   1. None | | | |
| **Information, instruction and training**   * Briefing to all operatives company policy on lone workers.   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required 2. All persons must know how to raise the alarm in an emergency 3. Mobile phone   *Other:* | | | |
| **Monitoring procedures**   1. Ring at intervals to make checks   *Other:* | | | |

**UNAUTHORISED ENTRY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title** | | | |
| **Document ref no RA 017** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Unauthorised persons within the School building or grounds | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Equipment stolen / smashed 2. Threats 3. Confrontation 4. Physical Attacks 5. Verbal attacks 6. Physical injury to trespassers   *Other:* | | High  Medium  Medium  Medium  High  Medium | Low  Low  Low  Low  Low  Low |
| **Harm**   1. Minor injuries, Significant injuries or fatalities 2. Significant damage to property 3. Mental illness / Stress / Physical illness   *Other:* | | | |
| **Persons in danger**   1. Satff / Students / trespassers / visitors   *Other:* | | | |
| **Control measures**   1. Security monitoring for working time hours and especially out of working time hours 2. Alarms / magnetic door security system 3. Ensure the safe system of work is designed to deliver a quality service ensuring the safety, health and welfare of all staff in the event of unauthorised person 4. Calm tone at all time 5. Emergency phones numbers 6. Locked doors, windows 7. Access prevented to flat roofs.   *Other:* | | | |
| **Personal protective equipment**  Na | | | |
| **Information, instruction and training**   1. All workers provided with adequate information, instruction and training in relation to the dealing with unauthorised person   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally 2. Emergency Telephone numbers posted up   *Other:* | | | |
| **Monitoring procedures**   1. All access during opening hours via front door only..   *Other:* | | | |

**STORES / STORAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref RA 018** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Materials been stored in Various locations | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Materials not stacked properly. Materials stored at high level platform with unsafe access.  Combustible materials.  Inadequate access to materials.  Materials stored in access walk-ways or protruding into access walk-ways.  Hazardous materials  *Other:* | | High  High  High  Medium  Medium | Low  Low  Low  Low  Low |
| **Harm**  Injury from falling materials due to improper stacking and falling from stacks causing injury.  Falls from height when obtaining loads from flat roof area.  Injury from handling and storage of sharp objects.  Fire from storage of combustible materials.  Slips, trips and collisions due to storage of materials in access walk-ways.  Contact with hazardous chemical products.  *Other:* | | | |
| **Persons in danger**   1. Caretaker 2. Staff 3. Students 4. Visitors   *Other:* | | | |
| **Control measures**  All articles stacked as close to ground level as possible.  Small loose items such as nuts and bolts are stored in suitable containers.  All materials, bins, shelves and containers are clearly marked to prevent unnecessary de-stacking when looking for materials.  Safe secure ladder access will be provided if required.  All racks are securely fixed to walls or bolted to the ground to prevent over-turning.  Gangways and passageways are kept free of all trip hazards and no item is allowed to protrude from stacks or shelves.  Ladders and steps are provided to gain access to high level.  All racks and bins are inspected regularly for damage and are repaired immediately.  Fire extinguishers are positioned and located around the stores  Escape routes kept clear  Heavy items stored at low level.  Safety Data sheets provided for all hazardous chemical products  *Other:* | | | |
| **Personal protective equipment**  Dependent on SDS provided. | | | |
| **Additional assessments**  None | | | |
|  | | | |
| **Information, instruction and training**   1. All workers made aware of the controls during Induction, including the significance of signs and notices, safety critical areas and activities, safety restrictions and disciplinary procedures   *Other:* | | | |
| **Emergency procedures**  *Other:* | | | |
| **Monitoring procedures**   1. Subject to coordination between workers and management.   *Other:* | | | |

**PREGNANT STAFF / STUDENTS**

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| **Document ref RA 019** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Situation / Task/operation and location [including any tools/equipment in use]**  Pregnant staff or Students in the workplace | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Slips trips falls  Manual handling  Restricted access  Moving Material  Falling objects.  Lone working  Chemicals / Hazardous Substances  *Other:* | | High  High  High  High  High  High | Low  Low  Low  Low  Low  Low |
| **Harm**  Employee / student lifting or having to use poor posture during Manual Handling activities, leading to stress on the back.  Potential Lone working, leading to employee or foetus coming to harm.  Pulling and pushing  Bending.  Exposure to chemicals which could harm the foetus.  *Other:* | | | |
| **Persons in danger**   1. Female staff / students | | | |
| **Control measures**  Risk Assessments shall be carried out for all staff / students who notify management of their pregnancy to establish that they are safe to continue work, or seek alternative work placement if it is deemed unsafe, and if such an alternative is unavailable then Safety Leave shall be provided.  All walkways and working areas shall be checked regularly for trip hazards and wet or slippery surfaces and such areas shall be cleaned up or cordoned off immediately.  Employee shall not be subjected to excessive movement of posture.  Work areas shall be kept, as far as is reasonably practicable, free of dusts or dust masks used as last resort.  Employee / student should avoid all chemicals , unless detailed information is listed ensuring that it is safe to the unborn child.  Mechanical aids shall be provided where practicable.  Staff shall be trained in manual handling.  Employee shall not be given duties, which subject her to the handling of loads entailing risks.  Employee should carry mobile phone at all times with contact number for security in the event of working in an isolated area and becoming ill.  Staff shall not be given duties, as far as is reasonably practicable, that will engage them in confined spaces.  *Other:* | | | |
| **Personal protective equipment ;** Relative to Chemicals being handled. | | | |
| **Additional assessments;** None | | | |
| **Information, instruction and training**   1. All workers made aware of the controls during Induction, including the significance of signs and notices, safety critical areas and activities, safety restrictions and disciplinary procedures   *Other:* | | | |
| **Emergency procedures ;** *Other:* | | | |
| **Monitoring procedures**   1. Subject to coordination between workers and management.   *Other:* | | | |

**STAFF ROOM / CANTEEN EQUIPMENT**

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| **Document ref no RA 020** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Staff Canteen / Staff Room | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Electrocution / electric shock / Microwave 2. Fire 3. Damaged or severed cables 4. Faulty Leads / Toasters / kettles 5. Surface water from spills 6. Overloaded sockets / cables 7. Hot Water Burns / scalds 8. Spillages 9. Water Boiler 10. Fridges 11. Photocopiers 12. Furniture 13. Lockers 14. Computers/Printers   *Other:* | | High  Medium  High  High  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low |
| **Harm**   1. Burns or fatalities may arise from contact with live conductors or hot components 2. Fire may start from sparking / overloaded equipment 3. Slips, trips or falls due to leads, cables, spillage. 4. Electric shock 5. Personal Injury 6. Head injury/trapped fingers 7. Books falling – head/neck injury   *Other:* | | | |
| **Persons in danger**   1. Staff 2. Other staff in the area   *Other:* | | | |
| 1. **Control measures** 2. A safe unit distribution system in place for all equipment 3. Only competent electrical tradesmen/contractors employed to install / repair electrical systems 4. Systems tested and certified prior to use 5. Fire extinguishers in place 6. Damaged cables, leads or equipment reported immediately and taken out of possible use for repair 7. Cables routed near of surface water, un plug and clean up spillage 8. Electrical system is wired through miniature circuit breakers (MCB) to prevent current overload.   • Training in fire prevention provided  • Staff shall maintain good hygiene practices  • New equipment installed with regular servicing  • Fire and emergency procedures  • Signs provided to remind workers of the dangers  • Safe practices need to be in place when using cutting equipment such as the slicer  • Fridge and freezer cleaned out periodically  Equipment with potentially hot surfaces shall be identified with an appropriate warning sign.   * Care taken with Microwaves when opening due to risk of steam scald * Exercise care & caution * Report paper jams/regular maintenance by contract * Locker doors closed at all times * No storage of books on tops of lockers   *Other:* | | | |
| **Personal protective equipment**   1. Na   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**   1. Electricians fully informed of the requirements for cable routing, etc 2. Staff informed of requirement to report defects immediately and not to continue to use defective equipment 3. Electrical hazard warning signs posted as necessary.   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally. 2. Competent first aiders 3. Signs detailing basic medical treatment for electrical shock in place around the workplace 4. All persons must know how to raise the alarm in an emergency   *Other:* | | | |
| **Monitoring procedures**   1. Maintenance and compatibility of equipment checked 2. Temporary electrical systems formally inspected and tested every three months and new certification issued 3. P.A.T. Testing of fixed and portable electrical equipment.   *Other:* | | | |

**WORKING AT HEIGHT**

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| **Document ref no RA 021** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Maintenance Personnel or Contractors carrying out work at height. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| • Falls of persons from any height, liable to result in injury  • Falling materials  *Other:* | | High  High | Low  Low |
| **Harm**   1. Physical Injury or fatalities may arise from persons falling from height or being struck by falling equipment, materials or personnel.   *Other:* | | | |
| **Persons in danger**   1. Maintenance staff or contractors 2. Staff 3. Students 4. Other staff in the area   *Other:* | | | |
| 1. **Control measures**   • Working at Heights Regulations strictly complied with, under the Gen Application Regulations 2007.  • All work at heights will be risk assessed in advance to identify the necessary controls.  • Safe means of access to the work location provided using ladders, scaffolding, mobile elevated work platforms or mobile tower scaffolds  • Signs ["Men working overhead"] placed around the area  • The area below the work fenced off  • Solid Edge protection handrails and toe boards erected at all openings or edges or roofs  • Where edge protection is removed for access of personnel or materials, and where it is not practicable to provide Edge protection, or there is a fragile roof, safety lines and harnesses worn and suitable anchorages provided of a permanent or temporary nature  • Redundant materials and debris must not be thrown off the roof [bombing] or from height internally ‐ a debris chute to be used or materials and debris lowered in suitable containers  • Tools & materials are raised & lowered safely to prevent falling onto personnel below  • The fall of debris prevented by the use of debris netting, brick guards and fans  • All workers to wear appropriate personal protective equipment [PPE]  • Ladders used shall be in good condition, secured at the top or footed at the base, set at the correct angle of a 1:4 ratio.  • Light work only from ladders. Work off a ladder shall be of short duration, i.e, less than 30 minutes and where the risk Is low.  • Stepladders used shall have the base legs fully extended on an even, solid surface and working foot position no higher than the third rung from the top.  • Operative not to carry any loads if practicable when climbing a ladder. Both hands to be free.  • All working Platforms will be checked before use and recorded in Form GA3, and thereafter after alteration or in any event every 7 days.  • Safety netting used under work area if required, and erected by trained personnel and signed off.  • Only competent personnel can carry out duties on roofs, window or gutters  • In the case of contractors safety/method statements must be provided  •For all work involving the use of a platform or going onto the roof of a building a barrier to stop a fall must be in place or a harness be used  • No interference with any plant or machinery without prior permission from the  Buildings Manager/Safety Officer.  • All equipment being used is safe and well maintained  • Warning signs provided and used where appropriate with the work area being cordoned off  • Supervision of all the work being carried out  • Allow enough time and manpower for the tasks involved  • Ensure as far as is reasonable that the equipment is in good working order  • Safety issues review before the work starts  **Personal Protective Equipment**  • Safety Harness and life lines as required.  *Other:* | | | |
| **Personal protective equipment**   1. Na   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**   1. Proof of Safe Pass training obtained 2. Staff informed of requirement to report defects immediately and not to continue to use defective workplaces   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally. 2. Competent first aiders 3. All persons must know how to raise the alarm in an emergency   *Other:* | | | |
| **Monitoring procedures**  • Supervisors ensure that checks are carried out in relation to scaffolds, mobile elevated work platforms, towers or  other fall arrest equipment, eg harnesses, lines and inertia reel blocks  • Work monitored to ensure that any additional precautions or equipment required are provided  • If additional equipment is provided an extension to this assessment may be required  .  *Other:* | | | |

STUDENTS ON SCHOOL GROUNDS

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| **Document ref no RA 022** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Teaching /Office staff and students in Yard, Play areas and partaking in P.E. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Risk of slips, trips and falls 2. Increased risk of contact injuries 3. Flying sports equipment / balls / hurleys 4. Vehicles 5. Contractors undertaking works 6. Icy / wet / cold conditions 7. Unauthorised persons in area.   *Other:* | | High  Medium  Medium  High  High  Medium  High | Low  Low  Low  Low  Low  Low  Low |
| **Harm**   1. Cuts, abrasions, contusions 2. Head injury 3. Fractures 4. Dislocation 5. Hand/arm / body injuries from falling 6. Discomfort 7. Effects of cold 8. Heat stroke   *Other:* | | | |
| **Persons in danger**   1. Staff /Office worker 2. Students 3. Visitors   *Other:* | | | |
| **Control measures**   1. Supervision provided by teaching staff in yard full time during playtime, P.E. and other activities 2. Segregate sports activities from other activities 3. Segregate sports activities as far as practicable 4. Question any suspected unauthorised person in the area. 5. No contract works to be undertaken unless it is completely segregated from students / staff 6. Rearrange space for different groups 7. Stagger break times if necessary 8. Ensure yards and footpaths are kept free of ice as far as reasonably practicable. 9. Vehicles to be segregated from students. One way system for drop off and pick up. | | | |
| 1. **Personal protective equipment**   *Other*: | | | |
| **Additional assessments required**   1. None. *Other:* | | | |
| **Information, instruction and training**   1. Approved Codes of Practice on over crowding 2. Safety and Welfare Regulations   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally. *Other:* | | | |
| **Monitoring procedures**   1. Principal to check the conditions at regular intervals   *Other:* | | | |

ACTIVITIES OUTSIDE OF SCHOOL

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| **Document ref no RA 023** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Teaching /Office staff and students out of school grounds for activities. | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Risk of slips, trips and falls 2. Increased risk of contact injuries 3. Flying sports equipment / balls / hurleys 4. Mobile Vehicles / cyclists 5. Contractors undertaking works 6. Icy / wet / cold conditions 7. Unauthorised persons in area. 8. Lack of supervision 9. Bus Trips 10. Sporting Events 11. Walks ; to Church / sponsored walks. 12. Foreign Travel   *Other:* | | High  Medium  Medium  High  High  Medium  High  High  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low |
| **Harm**   1. Cuts, abrasions, contusions 2. Head injury 3. Fractures 4. Dislocation 5. Hand/arm / body injuries from falling 6. Discomfort 7. Effects of cold 8. Heat stroke 9. Fatalities   *Other:* | | | |
| **Persons in danger**   1. Staff /worker 2. Students 3. Visitors   *Other:* | | | |
| **Control measures**   1. Risk Assessments completed in advance for all foreign travel trips. 2. Supervision provided by teaching staff full time during activities / travel 3. Policy on away trips is that there is a ratio of one supervisor to every 10 children 4. Checklist should be used to cross reference who is going on trips and check them on returning. 5. For walking activities, supervisor at front and rear of group shall wear a high visibility vest 6. Adventure events and trips shall be fully insured and location insurance details sought in advance 7. Question any suspected unauthorised person in the area. 8. Take safest and most direct route to location. 9. Have detailed contact list should there be a delay in returning from trip 10. Vehicles to be segregated from students. 11. First Aid kit brought on all activities for sports, school trips.   The School plans to request a safety statement from groups organising events that involve students and  will check the controls they have in place.  • All potential hazards such as debris on the pitches, protruding objects to be checked  and corrected  • Any equipment that is not for children’s use should be taken away   1. *Other:* | | | |
| 1. **Personal protective equipment**   *Other*: | | | |
| **Additional assessments required**   1. None   *Other:* | | | |
| **Information, instruction and training**   1. Approved Codes of Practice on Teacher to student ratio of supervision 2. Safety and Welfare Regulations   *Other:* | | | |
| **Emergency procedures**   1. First aid facilities as required generally.   *Other:* | | | |
| **Monitoring procedures**   1. Principal to check these procedures regularly.   *Other:* | | | |

**CONTRACTORS / MAINTENANCE**

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| **Document ref no RA 024** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Contractors undertaking upgrade works, buildings, electrical / mechanical and Caretaker undertaking maintenance | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Demolition 2. Building Works 3. Electrical works 4. Mechanical works 5. Maintenance works 6. Work at Height   *Other:* | | High  Medium  Medium  Medium  Medium  High | Low  Low  Low  Low  Low  Medium |
| **Harm**   1. Bodily injury . fatality 2. Cuts / lacerations 3. Puncture wounds 4. Electric shock   *Other:* | | | |
| **Persons in danger**   1. Teaching Staff 2. Office workers 3. Students 4. Visitors   **Control measures**   1. As far as practicable, general building and contract works shall be completed outside of school hours / terms 2. If this is not practicable, the work area must be securely segregated from staff and students using barriers 3. Materials delivered or removed outside of school start, finish and break times 4. Equipment must be safe for use and fit for purpose 5. Standards shall be met where practicable 6. Equipment must be maintained as necessary and taken out of use if faulty 7. Contractors to ensure a good standard of housekeeping is maintained at all times 8. Copies of contractor safety statements and method statements, as well as insurance details shall be obtained from all contractors. 9. Coordination meetings held regularly with contractors. 10. Areas for lay down of materials shall be agreed in advance. 11. Contractors personnel shall wear high visibility vests as a minimum.   • Boilers have been installed that comply with the highest safety standards and engineering specification  • Ventilation provided in the boiler houses  • Flues to remove waste gases provided  • Good housekeeping and clear access maintained  • Restricted access to the boiler house to authorised personnel only  • Servicing of the equipment at regular intervals. This is done by a competent contractor  • Signs are used to give warning of the dangers  • Fire fighting equipment located near all boilers  Work at heights risk assessed and personnel trained. | | | |
| **Personal protective equipment**   1. Safety Helmets, High vis vests, Safety Boots, Protective gloves, safety harness as necessary, eye protection etc. *Other*: | | | |
| **Additional assessments required;** *Other:* | | | |
| **Information, instruction and training**   1. All persons carrying out or likely to be affected by the work informed of the potential hazards 2. All personnel involved in the work trained to perform their duties with due regard to the health and safety of themselves and anyone else who could be affected. | | | |
| **Emergency procedures**   1. First aid facilities as required. | | | |
| **Monitoring procedures**   1. Inspections of hand tools*:* | | | |

**CHEMICALS / HAZARDOUS SUBSTANCES**

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| **Document ref no RA 025** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]**  Cleaning staff or Caretaker or Teaching staff / students using chemicals / chemical cleaning products | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| • Dangerous substances or liquids are naturally occurring or  synthesised materials that because of their physical or chemical  properties can cause injury to the person if exposure occurs.  • At various stages there will be hazardous substances and  liquids both in storage and use.  • Spillages of hazardous substances near drains or water courses.  Maintenance works  Chemical reactions  *Other:* | | High  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low |
| **Harm**  • In any given situation the risk involved will depend on the type and quantity of the substance or liquid. The risk will  Vary from low to high depending on such characteristics.  • Risk of toxic effects on the body through inhalation of vapours and fumes from hazardous substances.  • Risk of burns and irritation to the skin and internal organs through skin contact with the harmful product.  • Risk of damage to the environment through unsafe disposal of harmful products. It could affect water courses, flora  And fauna.  • Risk of outbreak of fire from spilled chemicals.  • Risk that members of the public, particularly children could obtain the hazardous substances.  Poisonous vapours in lab  *Other:* | | | |
| **Persons in danger**   1. Teaching Staff 2. Cleaning Staff 3. Caretaker 4. Contractors 5. Students 6. Visitors   *Other:*  **Control measures**  • Supply and read safety data sheets prior to handling.  • Goggles and protective gloves should be worn at all times when handling liquid chemicals.  • Keep First Aid Equipment including eyewash bottles readily available.  • Ensure there is an adequate supply of running water, to bathe any chemical splashes sufficiently.  • Note position of fire fighting equipment.  • Ensure every effort is made to identify any unlabelled or unknown substance or liquid prior to handling.  • Eating, smoking and drinking is strictly forbidden whilst using hazardous substances.  • Good housekeeping and cleanliness is vital.  • Chemicals securely stored away from easy access by members of the public or children.  • Excess product is returned to secure containers and stores. Never disposed of in drains or on ground.  • Staff need to be aware of the dangers of the cleaning agents, chemicals, paints  or glues they are working with. – SDS sheets can be got from the supplier  • Use the safety equipment that is appropriate, masks if required  • Have good ventilation in the work area.  • Some vapours may lodge - be aware of such dangers with poor ventilation  • Ensure there is enough lighting for the task  • Ensure the lids are replaced immediately  • Information to be given to staff of the substance they are using  • The School will ensure that all substances are suitable for the tasks they are being  used for by having appropriate checks of the contents  • All necessary precautions with masks, gloves, ventilation must be taken and  staff need to be aware of issues such as dermatitis and inhalation issues  • Appropriate supervision of the use of all chemicals and solvents  • All solvents should be in their own containers clearly labelled to avoid confusion  • Manufacturers instructions must be followed and observed  • First aid provisions provided  Fume cupboard for potentially hazardous reactions  Spill Kits available for soaking up accidental spillages. | | | |
| **Personal protective equipment**   1. Protective gloves as necessary, aprons and eye protection etc. as per SDS.   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**   1. All persons carrying out or likely to be affected by the work informed of the potential hazards 2. All personnel involved in the work trained to perform their duties with due regard to the health and safety of themselves and anyone else who could be affected   *Other:* | | | |

**GENERAL PURPOSE HALL / P.E EQUIPMENT**

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| **Document ref no RA 26** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]; Use of stage, use of hall and P.E. Equipment** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Open stage areas and stairways 2. Collapsing or defective P.E. Equipment 3. Overcrowding in hall 4. Outbreak of fire. 5. Lunch Tables 6. Benches 7. Microwave ovens   *Other:* | | High  Medium  Medium  Medium  High  Medium  Medium | Medium  Low  Low  Low  Low  Low  Low |
| **Harm**   1. Risk of slips, trips and falls from stage/ stairways and on floor 2. Risk of injury due to collapsing or defective P.E. Equipment 3. Risk of entrapment in hall due to overcrowding 4. Risk of injuries or fatality due to smoke / fire 5. Risk of collapse of lunch tables 6. Risk of overbalancing 7. Risk of Burns/scalds/electric shock from microwaves. 8. Risk of Electric shock   *Other:* | | | |
| **Persons in danger**  *Staff, students and public / visitors*  **Control measures**  Fire fighting equipment maintained in serviced condition.  All escape routes from hall and stage are checked before events and ensure all materials / obstructions are removed.  P.E. Equipment checked regularly for safe condition, and defects reported immediately, and defective equipment taken out of use.  For seated events, ensure chairs are aligned in straight rows, with seating kept clear of escape doors.  Mark / highlight stage edges.  Combustible materials removed from area prior to events.  Emergency Lighting maintained in working order, and certified.  Handrails provided on stairways.  Electrical panels kept in good condition and closed. Microwaves kept in good electrical and physical condition.  Adequate parental / teaching staff supervision for all events.  Students prohibited from sitting on tables  Exercise care: adequate supervision; maintenance  Supervision. | | | |
| **Personal protective equipment**   1. N/A   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Event preview to ensure adequate provision of numbers expected and event activities*  *Other:* | | | |

**KITCHEN AREAS ; HOME ECONOMICS**

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| **Document ref no RA 27** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Hazardous materials / chemicals  Knives / cutlery , glassware.  Slippery floors  Fire  Manual Handling  Excess heat  Contaminated surfaces, hands, equipment  Hot surfaces / steam  Damaged Electrical equipment and cables.  Spillages  Food Processors  Food Mixers  Deep Fat Fryers  Electric Cookers  Fridges  Microwave Cookers  Bookshelves at head height  Class size  *Other:* | | High  Medium  Medium  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low  Low  Low |
| **Harm**  Risk of hand injury from contact with equipment or knives / glassware  Risk of injury or ill health through contact with chemical cleaning products and bleaches  Risk of slips, trips or falls on spillages  Risk of outbreak of fire resulting in serious injury or fatality.  Risk of Manual Handling injury when handling large pots, equipment.  Risk of ill health due to excess heat or lack of ventilation in kitchen areas.  Risk of ill health due to poor maintenance of hygiene on surfaces, contamination of food products or hand hygiene.  Risk of slips on spilled fat, water and food  Risk of equipment being dislodged causing injury  Risk of injury due to poor lighting  Risk of collisions or "bumps" due to poor layout  Risk of burns from contact with hot surfaces or equipment*.*  Risk of Electric shock  Risk of tripping over open oven doors / burns  Crowding/personal accident & injury  *Other:* | | | |
| **Persons in danger**  *Staff / visitors*  *Other:*  **Control measures**  All areas of the kitchen shall be adequately lit.  Efficient and sufficient ventilation and heating shall be provided.  All floors shall be kept in a clean and dry condition.  No equipment which is not working properly shall be used. Report defects.  Guards shall be fitted and used on all dangerous machinery.  All rubbish shall be stored in suitable bins with well fitting lids and shall be emptied regularly.  Fire fighting equipment shall be in position, unobstructed and clearly identified.  Safety notices shall be prominently displayed (e.g. wash your hands, safe use of machinery, Caution Hot Surfaces etc).  All working surfaces shall be undamaged, clean and free from grease.  All staff shall be adequately trained and supervised in the use of dangerous machines and proper lifting  techniques.  First aid facilities shall be made available and maintained.  Emergency stop buttons shall be in place on appropriate equipment to ensure that power is instantly cut off  in the event of an emergency.  All wall, floor surfaces should be cleaned at regular intervals. Any damage to these surfaces should be  Reported immediately.  Regularly inspect the floor in the working area and clear up all spillages of food/liquids immediately and  Ensure that the floor is properly dried.  Ensure fire doors are properly closed. Take extra care if carrying anything through doors.  Windows should not be opened within the preparation areas unless effectively screened to prevent entry of  Flying insects. Use designated extractors.  Regular servicing and maintenance of electrical equipment  Faulty equipment removed from use  Locked knife storage  Classes taught by professionally trained Home Economics teachers only. Rooms locked when not in use.  Training and supervision of all students.  Class size restricted to 20 | | | |
| **Personal protective equipment**   1. Gloves / Oven gloves   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Posters relating to hot surfaces and hygiene*  *Other:* | | | |

**BOILER ROOM**

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| **Document ref no RA 28** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Heavy equipment may fall from height during transfer to / from Plant rooms.  Unauthorised persons.  Work at height in Plant Rooms.  Moving machine parts or equipment which may be hot.  Gas supplied Boilers in Plant Room.  Stairway or ladders to Boiler / Plant Room / area  *Other:* | | High  Medium  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low  Low |
| **Harm**  Heavy equipment may fall from height during transfer to / from Plant rooms.  Risk of unauthorised persons accessing plant room.  Risk of slip / trips / falls on access stairway.  Contact with moving machine parts or equipment which may be hot.  Risk of Fire or explosion of gas supplied Boilers in Plant Room.  *Other:* | | | |
| **Persons in danger;** *Maintenance personnel and contractors*  **Control measures**  “No Access – Authorised Personnel only”, sign posted at Plant Room access.  Competent trained personnel only, to carry out work in plant room.  Safe access for personnel and materials organised in each case.  Materials stored safely at height. Weighed or tied down as necessary.  Gas Boilers supplies fitted with Slam Shut valves.  Service contract in place for maintenance of boilers by specialist contractor.  Fire detection systems installed and linked to Fire Alarm panel.  Fire extinguishers available in Boiler Plant Room | | | |
| **Personal protective equipment**   1. Gloves and dust masks.   *Other*: | | | |
| **Information, instruction and training**  *Other:* | | | |

**OUTSIDE AREAS; YARD /GRASSED AREAS/ BASKETBALL COURT/**

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| --- | --- | --- | --- |
| **Document ref no RA 29** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] External Play Areas** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| 1. Uneven surfaces 2. Slips, trips and falls 3. Collisions / contact injuries 4. Flying sports equipment / balls / hurleys 5. Vehicles 6. Contractors undertaking works 7. Icy / wet / cold conditions 8. Unauthorised persons in area. 9. Security fencing / wires   *Other:* | | Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low  Low  Low  Low  Low |
| **Harm**   1. Cuts, abrasions, contusions 2. Head injury 3. Fractures 4. Dislocation 5. Hand/arm / body injuries from falling 6. Discomfort 7. Effects of cold 8. Heat stroke   *Other:* | | | |
| **Persons in danger ; Staff, students, contractors and visitors**  *Other:*  **Control measures**   1. Segregate sports activities from other activities. 2. Question any suspected unauthorised person in the area. 3. No contract works to be undertaken unless it is completely segregated from students / staff 4. Ensure yards are kept free of ice 5. Garden area maintained in good condition and beware of stinging nettles, briars etc. 6. Check security fencing / wires are safe and not gaps greater than 100mm. 7. Vehicles to be segregated from students. One way system for drop off and pick up. 8. Twice-annual treatment with moss-killer 9. Periodic sweeping of tarmacadam areas 10. Fencing maintained in good order. | | | |
| **Personal protective equipment**   1. N/A   *Other*: | | | |
| **Additional assessments required**  *Other:N/A* | | | |
| **Information, instruction and training**  *Staff awareness of checking perimeter security and ensuring segregation of varying class group activities*  *Other:* | | | |

**SHARP KNIVES / SCISSORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 30** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Used in sewing, art rooms and kitchens** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Sharp objects  Pointed objects  Assault  Unsafe use / storage  *Other:* | | Medium  Medium  Medium  Medium | Low  Low  Low  Low |
| **Harm**  Cuts / Lacerations  Stab wounds  *Other:* | | | |
| **Persons in danger** ; Students / Staff  *Other:*  **Control measures**  Use of knives and sharp objects / scissors is minimised and they are stored safely under lock and key until required for use.  Use safety scissors where practicable.  Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained.  Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use  Knives or sharp object used are suitable for the job  Blades are kept sharp and replaced as needed  PPE is provided and worn as required  Instruction to students in the safe use of knives and scissors.  The knife must always be held firmly  Do not cut towards your body  Do not leave knives on tables or in washing up water  Put all knives away after use  Always carry a knife point down  Never try to catch a falling knife | | | |
| **Personal protective equipment**   1. N/A   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Safe storage and use of equipment*  *Other:* | | | |

**WINDOWS ; CLASSROOMS AND TOILETS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 31** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Windows throughout the school classrooms and toilets** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Openings in windows  Window Blind cords  Falls from height hazard  *Other:* | | High  High  Medium | Low  Low  Low |
| **Harm**  Falls from height  Strangulation in window blind cords  Lacerations / cuts from broken windows  Crush injuries in windows  *Other:* | | | |
| **Persons in danger** ; Students / Staff / Contractors  *Other:*  **Control measures**  Windows maintained in good condition.  Restrictors on windows ensuring that windows do not open more than 100mm.  Window blind cords fixed on brackets to prevent loops on cords, and weak point built in to cord.  Hinges on windows maintained such that they are not too stiff / loose. | | | |
| **Personal protective equipment**   1. N/A   *Other*: | | | |
| **Additional assessments required**  *Other:N/A* | | | |
| **Information, instruction and training**  *Staff and maintenance / caretaker advised to monitor for defects with windows.*  *Other:* | | | |

**LEGIONELLA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 32** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Ill health due to exposure to Legionella in the school from water system.** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Exposure to Legionella Spores  Incorrect temperatures on water systems  *Other:* | | High  Medium | Low  Low |
| **Harm**  Ill health through inhalation of spores and contaminants arising from use of sink taps / shower units fed from storage tanks.  Potentially fatal to persons who are immune suppressed or in general ill health. *Other:* | | | |
| **Persons in danger** ; Staff, students, caretaker, maintenance personnel  **Control measures**  Water tank storage systems tested for legionella with results maintained on record.  Tanks cleaned and disinfected annually by competent contractor.  Shower heads or similar units flushed as per maintenance schedule to ensure flow and clearance of risk.  Air handling units maintained as per Maintenance schedule.  The cold water tank is fitted with a cover and insect screen(s) and located in a cool place and protected from extremes of temperature  Cold water pipework insulated and kept away from heat sources  Cold water storage holds enough for a day’s use only and has no build-up of scale or sludge  Hot water distribution pipes insulated Biocide treatments used for cooling towers  Hot water stored above 60°C and distributed at above 50°C. Cold water kept below 20°C and checks recorded  Water storage tanks are checked and cleaned, any build up of sludge/slime is cleaned, and tanks are disinfected annually  Records of flushing and purging are kept  Shower heads cleaned, descaled and disinfected quarterly in accordance with documented procedures and records kept  There are arrangements in place for little used outlets, to either:  • flush through showers/ taps/emergency showers and all other sources arising on at least a weekly basis, or  • carry out a safe purge of the water system before use e.g. prior to reopening after summer holidays | | | |
| **Personal protective equipment ; N/A** | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Training on managing water systems.*  *Other:* | | | |

**DISABLED ACCESS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 33** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Access for wheelchairs** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Restricted Access  Inability to evacuate in an emergency  Fire / Emergency Evacuation  Use of Lift in an emergency  *Other:* | | Medium  High  High  Medium | Low  Low  Low  Low |
| **Harm**  Serious injury or fatality to disabled persons or their assistants  *Other:* | | | |
| **Persons in danger**  *Disabled Persons / Assistants*  *Other:*  **Control measures**  Lift maintained in serviceable condition, by a specialist contractor.  Any disabled person provided with a Personal Emergency Evacuation Plan.  Lift provided to transport between different levels.  Do Not use Lifts in event of Fire signs posted at Lift.  Fire and emergency evacuation plan developed to account for any disabled staff or students.  Accessible toilet / washing facilities provided, with linked alarm to emergency pull cord.  Ramps provided at doorways for access / egress.  Disable Parking Bay provided in car park. | | | |
| **Personal protective equipment**   1. N/A   *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Assistants informed and instructed as regards the Emergency Procedure.*  *Other:* | | | |

**CHILD SAFETY / PROTECTION**

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| --- | --- | --- | --- |
| **Document ref no RA 34** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Personal harm, either physical or emotional** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| *One to one interaction between students and teaching / caretaking staff*  *Harassment / Bullying*  *Students on medication*  *Behavioural Problems* | | High  Medium  Medium  Medium | Low  Low  Low  Low |
| **Harm**  *Physical, sexual assault*  *Emotional distress / stress. / ill health.* | | | |
| **Persons in danger;** Children and supervising adults  **Control measures**  With any student population, regardless of the age, many safety and welfare issues arise during the School year. Health and welfare issues that may arise include:  • stress of dealing with bullying / harassment  • Taking of Medication  • illness that may affect the student population such as mumps  • loneliness  • Behavioural Problems  Other.  Teaching Staff are trained to recognise these situations and methods of dealing with them. They shall consult with the School Principal as a minimum for a second opinion and agreed method of dealing with any situation. It shall be dealt with in confidence, and brought only to the attention of the appropriate personnel who will provide the available professional support that may be required.  Scoil Mhuire Carrick On Suir commits to having reasonable supervision of all students when on the property  and provide suitable methods of ensuring their safety, during School organised events.  Some students walk to the school, others are dropped off and collected by bus or car. The school will provide supervision during all stages of the children’s participation in the teaching program.  When an outside organisation is using the school building and grounds for an event, where deemed necessary, a copy of their safety statement and / or Risk Assessment will be required by the Board of Management prior to the event taking place and should include a risk assessment and the necessary controls. The safety statement will look at all the hazards to which children may be exposed to and the arrangements in place to avoid any accident or injury.  Provision of medication or treatment to students shall only proceed following specific instruction by parents / guardians and acceptance by the School Board based on a review of the individual requirements. The Board reserves the right of Refusal to provide such as service. | | | |
| **Personal protective equipment**      *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Training for all personnel in Child Welfare*  *Garda Vetting for all personnel*  *Other:* | | | |

**BIOLOGICAL AGENTS / BLOOD & BODY FLUIDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 35** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| *Exposure to biological fluids / solids*  *Exposure to Blood borne pathogens*  *Other:* | | High  High | Low  Low |
| **Harm**  Infection, Injury, Illness. | | | |
| **Persons in danger**  *Staff, caretakers, cleaning personnel, students*  **Control measures**  Relevant personnel to have received training in dealing with biological hazards such as bloods / body fluids and other potentially contaminated items.  Specific bins are provided for sharps and other potential bio-hazards.  Spill kit available for soaking spills.  Warning signs and barriers available for restricting access to relevant areas.  First Aid Kits are located throughout the site and trained First Aiders are provided.  Contractors / cleaners have been provided with all appropriate PPE.  Warning signs, soakage material and brush / pan used for spills / fluids etc. | | | |
| **Personal protective equipment**   1. Gloves, masks   *Other*: | | | |
| **Additional assessments required**  *Other: Good hygiene practices following any exposure* | | | |
| **Information, instruction and training**  *Specific training in dealing with body fluid spills.*  *Other:* | | | |

**ATTENDING TO FIRE ALARM / INTRUDER ALARM OUT OF HOURS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 36** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Out of hours attendance on school grounds and in buildings  Physical Assault / robbery  Lone Work and inability to raise the alarm. | | High  High  High | Low  Low  Low |
| **Harm**  Physical Assault and injury  Ill health or assault / injury during Lone Work and inability to raise the alarm.  Cuts  Abrasions  Fracture/breaks / unconciousness  Head injuries | | | |
| **Persons in danger** ; Caretaker / person responding to the alarm    **Control measures**  Contact person arranged and notified if person has to attend to alarm and checks made at regular intervals, i.e, every 15 minutes.  Attending person should notify Gardai immediately if they suspect the alarm is not a false alarm.  Never engage with any potential intruders or get into a physical altercation. Move to a safe location / leave the property. | | | |
| **Personal protective equipment**   1. Torch / High Visibility Vest, Mobile Phone   *Other*: | | | |
| **Additional assessments required**  *Other: N/A* | | | |
| **Information, instruction and training**  *Confirm procedure to any potential persons who have to attend to an alarm being raised.*  *Other:* | | | |

**LIFT / ELEVATOR**

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| **Document ref no RA 37** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Lift for disable access** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Lift mechanical / electrical failure.  Using Lift at times of Fire.  *Other:* | | High  Medium | Low  Low |
| **Harm**  Passengers may become trapped on Lift through mechanical / electrical failure.  Persons may use Lift at times of Fire, leading to entrapment due to power failure.  *Other:* | | | |
| **Persons in danger** ; All personnel who could potentially use Lift. Lift service personnel.  **Control measures**  Maintenance contract with lift service company  Lift is subject to statutory examination every 6 months and report of thorough examination is available  Lift and landing doors are properly maintained  Area below Lift inaccessible except for maintenance  Means of raising alarm available and working in lift.  Proper maintenance procedures, by competent persons / contractors.  No access except for maintenance  Clear procedures and instructions exist relating to use of lift in fire situations  Means of raising the alarm in an Emergency should Lift break down when in use. Emergency Phone link with Lift Company. Emergency alarm button fitted.  Fire & Emergency procedure for building states that Lifts are NOT to be used when alarm is raised for evacuation.  Should a lift fail with persons on the lift platform, assure them that help / service is on the way and not to panic. .  Lifts fitted with overload alarm.  Lifts checked frequently for spillages or damage. | | | |
| **Personal protective equipment**   1. Service personnel to wear safety harness when in Lift Shaft   *Other*: | | | |
| **Additional assessments required**  *Other: Personal Emergency Evacuation Plan for persons with poor mobility or disability,* | | | |
| **Information, instruction and training**  *Warning signs posted; Do Not Use Lifts in the event of a fire”.*  *Other:* | | | |

**RADON EXPOSURE**

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| --- | --- | --- | --- |
| **Document ref no RA 38** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Naturally occurring Radon seeping into buildings through floors** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| *Exposure to Radon Gases seeping into rooms / buildings* | | High | Low |
| **Harm**  *Known cancer causing agent, due to long term exposure to Radon Gases.*  *Other:* | | | |
| **Persons in danger** ; Students / Staff / Caretaker personnel  **Control measures**  Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required  Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested  Measures taken to reduce the radon level are maintained to ensure they remain effective  Improving indoor ventilation and void ventilation.  Improving under-floor ventilation (for schools with suspended floors)  Installing a passive sump | | | |
| **Personal protective equipment**      *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Information and awareness to staff through Safety Statement*  *Other:* | | | |

**OVERCROWDING /ASSEMBLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 39** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Potential evacuation / panic** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| *Overcrowding*  *Panic during an emergency*  *Obstructed Emergency exits and egress routes.* | | High  High  High | Low  Low  Low |
| **Harm**  Serious injury or fatality due to crush injuries, burns in a fire, smoke inhalation.  *Other:* | | | |
| **Persons in danger**  **;** All staff, students, parents / guardians / visitors  **Control measures**  Exit routes kept free from obstruction  External lighting on exit routes operational and switched on during event  Fire assembly point(s) marked clearly, and segregated for various school year groups.  Emergency lighting fully operational.  Final fire exit doors checked to ensure they open freely before event  Emergency evacuation plan explained to audience before each performance/event  Person designated to raise the alarm and contact the emergency services  Persons assisting at event briefed on their role in fire evacuation  Fire alarm tested at regular intervals  Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open properly  A school emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk, e.g. visually impaired persons or those working in noisy environments. This plan is brought to the attention of school users on a regular basis  All fire doors are marked with ‘Fire door, keep closed’ safety sign  All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety, including Appendix B of the Guidance document) | | | |
| **Personal protective equipment**   1. N/A   *Other*: | | | |
| **Additional assessments required**  *Other:N/A* | | | |
| **Information, instruction and training**  *Fire Warden Training for relevant personnel / staff.*  *Other:* | | | |

**OUT OF SCHOOL TERM / EVENING EVENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 40** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] External Events** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Slips, trips and falls  Increased risk of contact injuries  Flying sports equipment  Mobile Vehicles / cyclists  Contractors undertaking works  Icy / wet / cold conditions  Unauthorised persons in area.  Lack of supervision  Bus Trips  Sporting Events  Walks.  *Other:* | | Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium  Medium | Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low |
| **Harm**  Cuts, abrasions, contusions  Head injury / Fractures / Dislocation  Hand/arm / body injuries from falling  Discomfort  Effects of cold  Heat stroke  Fatalities  *Other:* | | | |
| **Persons in danger**  *Other:*  **Control measures**  Risk Assessment completed on event or proposed trip.  Supervision provided by teaching staff full time during activities  Policy on away trips is that there is a ratio of one supervisor to every 10 children  Checklist should be used to cross reference who is going on trips and check them on returning.  For walking activities, supervisor at front and rear of group shall wear a high visibility vest  Adventure events and trips shall be fully insured and location insurance details sought in advance  Question any suspected unauthorised person in the area.  Take safest and most direct route to location.  Have detailed contact list should there be a delay in returning from trip  Vehicles to be segregated from students.  First Aid kit brought on all activities for sports, trips.  All potential hazards such as debris on the pitches, protruding objects to be checked and corrected  Any equipment that is not for children’s use should be taken away. | | | |
| **Personal protective equipment ; N/A**: | | | |
| **Information, instruction and training**   1. Approved Codes of Practice on Teacher to student ratio of supervision 2. Safety and Welfare Regulations | | | |
| **Emergency procedures**   1. First aid facilities as required generally. | | | |
| **Monitoring procedures**   1. Principal to check these procedures regularly.   **Other:** | | | |

**PARKING ; DRIVING ON PROPERTY / PEDESTRIAN SAFETY**

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| --- | --- | --- | --- |
| **Document ref no RA 41** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Interface between staff / students and vehicles** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Collisions between vehicles or between pedestrians and vehicles  Pedestrians struck by vehicles or bicycles | | High  High | Low  Low |
| **Harm**  Serious injury or fatality due to a collision  Cuts, abrasions, contusions  Head injury  Fractures | | | |
| **Persons in danger**  **;** Students, staff, visitors  *Control Measures;*  One way system in operation.  Ramps on internal roads.  Footpaths on routes.  Pedestrian crossing points.  Only school teaching staff permitted to drive onto the property and park.  Designated parking bays must be used.  Adequate lighting for times of darkness.  Cyclists must dismount before gate entrance and walk onto school grounds.  Parents notified as to the safe procedure for drop off and collection of children for all children’s safety.  Set down and pick up areas provided.  Speed limit signs posted at entrance to school grounds.  Buses drop off and pick up off school grounds. | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required ; N/A** | | | |
| **Information, instruction and training**  Information to staff, parents / guardians and students.  *Other:* | | | |

**CHEMISTRY / PHYSICS LABS**

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| **Document ref no RA 42** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
| Use of a single room for preparation & storage presents a hazard  Chemicals  Transformer  Glassware  Networked printer | | Without controls  High  High  Medium  Medium  Medium | With controls  Low  Low  Low  Low  Low |
| School bags  Gas points on benches  Electrical sockets on benches  Computers  Hotplates/Bunsen burners  Overcrowding | | Medium  High  High  Medium  High  Medium | Low  Low  Low  Low  Low  Low |
| **Harm**  Proximity of other chemicals if an accident occurs  Corrosion/poisoning/Combustion/ Explosion/Burns  Burns /scalds /personal injury / Cuts/puncture wounds  Electric shock/tripping (cables)  Tripping/falls  Congestion/potential for accidents  Ill health through absorption, inhalation or ingestion of chemical substances, vapours etc. | | | |
| **Persons in danger**  **;** Students, staff, visitors  **Control Measures**  Safety Data Sheet available for all chemicals  Correct storage and preparation  Access to labs restricted to Science classes supervised by a fully qualified Science teacher  No access by students to preparation area  Combustibles stored in locked metal cupboard.  Chemicals disposed of by trained personnel after use-by dates  Restricted use & electrical maintenance  Correct handling procedures & use of Sharps Bin  Maintenance/ safe location of printer  Care and Vigilance at all times in the Preparation Area.  Regular servicing and maintenance of equipment  Hooks above eye level on corridor outside labs.  Safety procedures outlined to all students  Gas isolation switch in each lab and universal isolation switch in Principal’s Office  Training and Supervision.  Electrical isolation switch in each lab  Regular maintenance  Vigilance & care  Student awareness of lab rules and procedures  Leads secured to work bench  Computer table located next to wall – leads not obtrusive  Teacher supervision & student training in handling & safety procedures  Maintenance and disposal of damaged glassware  Availability of fire extinguisher and fire blanket  Upper class limit of 24 students | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required; N/A** | | | |
| **Information, instruction and training**  Information to staff, students.*Other:* | | | |

**SEWING ROOMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 43** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
| Ironing Boards  Sewing Machines  Leads from machines  Pins/needles etc | | Without controls  Medium  Medium  Medium  Medium | With controls  Low  Low  Low  Low |
| **Harm**  Injury from falling equipment  Burns  Tripping  Puncture wounds | | | |
| **Persons in danger ;** Students, staff, visitors  Training & supervision of all students  Machines used on perimeter of room only  Qualified personnel teaching  Regular servicing and maintenance of electrical equipment  Pins and needles correctly and safely stored.  All equipment maintained in good mechanical order. | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required; N/A** | | | |
| **Information, instruction and training**  Information to staff and students.  *Other:* | | | |

**ART ROOM**

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| --- | --- | --- | --- |
| **Document ref no RA 44** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
| Throwing Wheel  Wax Pots  Scalpels & Cutting Tools  Stanley Knives  Chisels  Electric Sockets  Slide Projector  Electric Heater  Electric Irons  Dampness | | Without controls  Medium  Medium  Medium  High  High  Medium  Low  Medium  Medium  Low | With controls  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low |
| **Harm**  Hand Injury  Burns & Scalds  Cuts/puncture wounds  Electric shock  Slipping – wet floor/health | | | |
| **Persons in danger**  **;** Students, staff, visitors  ***Control Measures***  Thermostatically controlled equipment  Training & Professional Supervision  Regular Maintenance  Extractor Fan and Air Vent + signage  \* Training and teaching provided by a professionally trained Art teacher.  Students not given access to Art Room unless teacher is present.  Instruction to all students in safe use of knives, scalpels, chisels.  All knives, scissors, scalpels and chisels safely stored when not in use and locked away outside class times. | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required; N/A** | | | |
| **Information, instruction and training**  Information to staff, parents / guardians and students.  *Other:* | | | |

**MUSIC ROOM**

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| --- | --- | --- | --- |
| **Document ref no RA 45** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Use of Music Rooms** | | | |
| **Hazards** | | **Risk ratings** | |
| Classroom Furniture  Piano  Music Centre  Computer/Printer  Miscellaneous instruments | | Without controls  Medium  Medium  Medium  Medium  Medium | With controls  Low  Low  Low  Low  Low |
| **Harm**  Personal Injury – collision etc.  Injury to fingers – lid of piano  Electric shock  Electric shock/Tripping on leads  Slips, trips and Falls | | | |
| **Persons in danger**  **;** Students, staff, visitors  *Control Measures*  Teacher supervision  Piano and room locked when not in use  Maintenance of electrical equipment  Maintenance & location of computer against side wall with cables to the rear  Correct storage / Care and Vigilance. | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required ; N/A** | | | |
| **Information, instruction and training**  Information to staff and students.  *Other:* | | | |

**COMPUTER ROOM**

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| **Document ref no RA 46** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
| Schoolbags on rostrum  Location of filing cabinet  Location of cables at each computer  Level of locked press  Computers and printers  Availability of internet access. | | Without controls | With controls |
| **Harm**  Slips, Trips and falls  Personal injury if classroom door opens  Risk of back strain in attempting to access cabling  Back strain.  Electrocution  Bullying/harassment of students or teachers using the internet facility | | | |
| **Persons in danger**  **;** Students, staff, visitors  ***Control Measures***  Remove bags from room  Lock classroom door when accessing cabinet  Technical work to be performed by technician  Correct posture when accessing press  Regular maintenance  Acceptable Internet Use Policy to be accepted by all students.  No access to the internet unless under teacher supervision  Anti-Bullying policy  Room locked when teacher is absent.  ‘Fortiguard’ site-blocking system in use as per NCTE guidelines.  Regular servicing and maintenance of electrical equipment | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required ; N/A** | | | |
| **Information, instruction and training**  Information to staff, parents / guardians and students.  *Other:* | | | |

**P.E. EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 47** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use] Use of P.E. Equipment** | | | |
| **Hazards** | | **Risk ratings** | |
| Wet floor  Use of P.E. equipment  Lifting of Gymnastic Mats & equipment  Lifting of Kettle Bells | | Without controls  Medium  Medium  Medium  Medium | With controls  Low  Low  Low  Low |
| **Harm**  Personal Injury/Collision/Falling benches/  Slipping/Falls  Injury to participating students  Injury to passers-by after bell for break of classes  Back strain & injury when handling equipment and kettle bells  Injury to participating students  Injury to passers-by after bell for break of classes | | | |
| **Persons in danger**  **;** Students, staff, visitors  ***Control Measures***  Classes taught by fully-qualified P.E. teachers  Removal of hazardous furniture prior to start of class  Observation of Classroom safety rules  Inspection of floor prior to start of class and mop-up of spills, if necessary  Instruction/Training/Supervision  Halt all activity during times of peak traffic  No running at top speed in a confined area  Instruction in correct lifting techniques  Safe storage of heavy items, including kettle bells.  Inspection prior to use of all P.E. Equipment. | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required ; N/A** | | | |
| **Information, instruction and training**  Information to staff and students.  *Other:* | | | |

**TOOLSHED / CARETAKERS ROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 48** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
| Storage of furniture  Storage of machinery  Machinery  Storage of petrol  Use of Bench Grinder / Drills | | Without controls  Medium  Medium  Medium  Medium  Medium | With controls  Low  Low  Low  Low  Low |
| **Harm**  Personal Injury – falling furniture  Interference & theft  Personal Injury – loss of fingers/limbs/eye injury when operating ride on lawnmower, strimmer, bench grinder / drills.  Combustion/Fire  Personal injury if misused | | | |
| **Persons in danger**  **;** Students, staff, visitors  Correct storage  Adequate security – shed securely locked when unoccupied  Correct use of machinery  Protective clothing & goggles when necessary  Regular maintenance by reputable technician  Stored away from combustible materials  Small amounts purchased when needed (under 1 gallon)– no large amounts stored on the premises  Regular servicing and maintenance of equipment  Room locked when unoccupied  Student access restricted  Mowers maintained in good condition.  Hearing protection worn when using noisy machinery.  Control any hot work to avoid ignition of petrol.  Petrol stored in secure Jerry Cans and marked stating contents.  Guards maintained on bench grinder discs. | | | |
| **Personal protective equipment;** As appropriate; Eye, hand and hearing protection. | | | |
| **Additional assessments required ; N/A** | | | |
| **Information, instruction and training**  Information to caretaker.  *Other:* | | | |

**LIBRARY ROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document ref no RA 49** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date October 2019** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| Shelving / Books  Seating | | Medium  Medium | Low  Low |
| **Harm**  Personal injury – head/neck from falling books etc.  Injury from collapsing seating. | | | |
| **Persons in danger**  **;** Students, staff, visitors  Shelving stable and fixed to wall at perimeter securely.  Heavier books stored at low to medium levels.  Regular tidying of room by Librarians / users of books.  No unsupervised access.  Compliance with rules for the use of the Library.  Seating maintained in good order. | | | |
| **Personal protective equipment; N/A** | | | |
| **Additional assessments required ; N/A** | | | |
| **Information, instruction and training**  Information to staff, parents / guardians and students.  *Other:* | | | |

**Appendix A; Additional Risk Assessment ( )**

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| **Document ref no RA 00** | **SCOIL MHUIRE CARRICK ON SUIR SECONDARY** | | **Date** |
| **Task/operation and location [including any tools/equipment in use]** | | | |
| **Hazards** | | **Risk ratings** | |
|  | | Without controls | With controls |
| *Other:* | |  |  |
| **Harm**  *Other:* | | | |
| **Persons in danger**  *Other:*  **Control measures** | | | |
| **Personal protective equipment**      *Other*: | | | |
| **Additional assessments required**  *Other:* | | | |
| **Information, instruction and training**  *Other:* | | | |

**Appendix B Accident Report Form**

**Name & Occupation of Injured Person: ---\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer / Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_**

**Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Describe the accident and how it happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**If Delay in Reporting Accident for What Reasons?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATE DETAILS OF THE FOLLOWING:**

**Specialised Equipment Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Machine Guarding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To Whom was the Accident Reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**When?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / Time; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was it entered in the Accident Book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Witness/s – if any?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State Time Person Started Work on that Day (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was Person Authorised to be in this area and to do this work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any direct Instructions / training / Information given prior to incident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Describe incident location and Environmental Factors (natural / artificial light, wet / dry) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are warning notices displayed advising persons of hazards or need to use PPE: Yes\_\_\_ No\_\_\_**

**If yes, state content of Notice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Which side of the body as affected: Left\_\_\_\_ Right\_\_\_**

**Did the work Require PPE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**If yes, indicate items supplied to injured person and worn by injured person at time of accident:**

**Supplied Worn**

Overalls Overalls

Footwear Footwear

Ear Plugs/muffs Ear Plugs/muffs

Helmet Helmet

Eye Protection Eye Protection

Gloves Gloves

Other Other

**What Injuries were Observed or Reported?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(State type of Injury & body part injured – left/right – where appropriate**

**What Treatment was Carried out**

**First Aid: First Aider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Doctor: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hospital: Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Released: Admitted:**

**Details of Treatment if Known?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Who took the injured person for treatment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Did the injured person continue to work after the accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of return to work if known? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note any previous accidents, absence record, disciplinary matters? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have photographs being taken of accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In your opinion what caused the accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In your opinion can anything be done to prevent this kind of accident in the future? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Witness Statements**

|  |  |
| --- | --- |
| Name of person who had accident: | Date and time of accident: |
| Factual detail of accident giving as much detail as possible: | |
| Signed (by witness): | Date: |

**Appendix C**

**Employee – Signed Declaration**

***The Safety, Health and Welfare at work Act, 2005 states:***

***Every Employer shall bring the safety statement, in a form, manner and, as appropriate,***

***language that is reasonably likely to be understood, to the attention of –***

***(a) His or her staff, at least annually and, at any other time, following amendment in accordance with this section,***

***(b) Newly recruited staff upon commencement of employment and***

***(c) Other persons at the place of work who may be exposed to any specific risk to***

***which the safety statement applies.***

**Each staff member / employee of the School is required to sign a statement as follows:**

**I confirm that the Safety Statement of Scoil Mhuire Carrick On Suir Secondary School has been brought to my attention and I agree to co-operate in the implementation of all Health and Safety policies.**

|  |  |  |
| --- | --- | --- |
| NAME (BLOCK LETTERS) | Signature | Date |
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