

SAFETY STATEMENT

**ST. AILBE'S SCHOOL
ROSANNA ROAD
TIPPERARY TOWN
CO. TIPPERARY**

Document Control

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COMPANY INFORMATION	
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Garda Station	062 80670
ESB	1850 372 999
Bord Gais	1850 205 050
Health and Safety Authority	01 6620400

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Health and Safety Policy

It is the policy of Tipperary Education and Training board to comply with the *Safety, Health and Welfare at Work Act, 2005*, and the *Safety, Health and Welfare at Work (General Application) Regulations, 2007* and any other relevant legislation or amendments, to ensure so far as reasonably practicable the safety, health and welfare of all employees, while at work, and to provide such information, training and supervision as is required for this purpose.

It is the policy of Tipperary Education and Training Board to ensure all employees protect, so far as is reasonably practicable, themselves or any person who may be affected by our activities.

It is the policy of Tipperary Education and Training Board to ensure that adequate consultation takes place between management and employees on all health and safety related matters. Employees are encouraged to notify management of identified hazards or concerns in the work place. All employees have the responsibility to co-operate with management to achieve a healthy and safe work place and to take reasonable care of themselves and others.

Details of safety arrangements applying specific to each Tipperary ETB Centre, School or Office, are contained in ancillary safety statements located in each premises. Each Safety Statement will be kept up to date and amended as necessary to meet changes in the nature and size of the organisation.

General Policy Statement

This document sets out the Health and Safety Policy of St. Ailbe's and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to Students, Parents/Guardians, Contractors and members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be reviewed and amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

Implementation

This policy statement will be implemented by Mr. Ruaidhri Devitt with the assistance of the staff of St. Ailbe's.

Signed: _____ **Date:** _____

Mr. Ruaidhri Devitt
School Principal

I, the undersigned, endorse and take responsibility on behalf of Tipperary Education and Training Board for the implementation of this policy statement.

Signed: _____

Ms. Bernadette Cullen
Chief Executive, TETB

INTRODUCTION



Facilities at St. Ailbe's School are modern, and we are continuously updating facilities in various areas as the changes in curriculum require. In our new canteen a free breakfast is served daily where students can have a cereal, toast and orange juice and for those students who opt for supervised evening study they can have some tea and sandwiches before they start their study.

In addition to the usual general classrooms we also have the following specialist rooms and facilities:

- Science labs
- Art room
- Engineering room
- Woodwork room
- Computer room
- Home Economics
- Business studies
- Sports Hall
- Canteen

Mission Statement

“To provide quality education that meets the actual needs of young people in the best quality learning environment, creating an atmosphere of trust and confidence between students, parents, and staff which enhances self-esteem and self-worth.

To help all pupils reach their full potential in all areas of life, moral. Academic, social and vocational, recognising that there is no single standard that applies to all.

To help pupils grow in confidence with a positive outlook on life and with the due consideration for others and for property.”

MANAGEMENT OF HEALTH AND SAFETY

Statement of Health and Safety

St. Ailbe's is a well-equipped, co-educational college, delivering a wide range of subjects and programmes to Honours Leaving Certificate level. We are committed to meeting student needs in a caring, learning environment.

Student needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, the Parents and Friends of St. Ailbe's, the Student Council and staff contribute towards the development of curriculum programmes and school policies. Our dedicated teachers use a variety of methodologies – team-teaching, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff.

Communication between school and home is further enhanced through the Student Journal and VS Ware, which has sections dealing with progress, attendance and behaviour.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. All students of St. Ailbe's are required to read and sign the Code of Behaviour, available at www.st.ailbes.ie

It is the policy of St. Ailbe's to comply with:

- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Safety, Health and Welfare at Work (General Application) Regulations, 2007.*
- *Any other regulations or amendments that are applicable to our business.*

The Board of Management liaising with school management and Tipperary ETB will ensure so far as is reasonably practicable the safety, health and welfare of employees and students during school hours and any contractors, or visitors to the school.

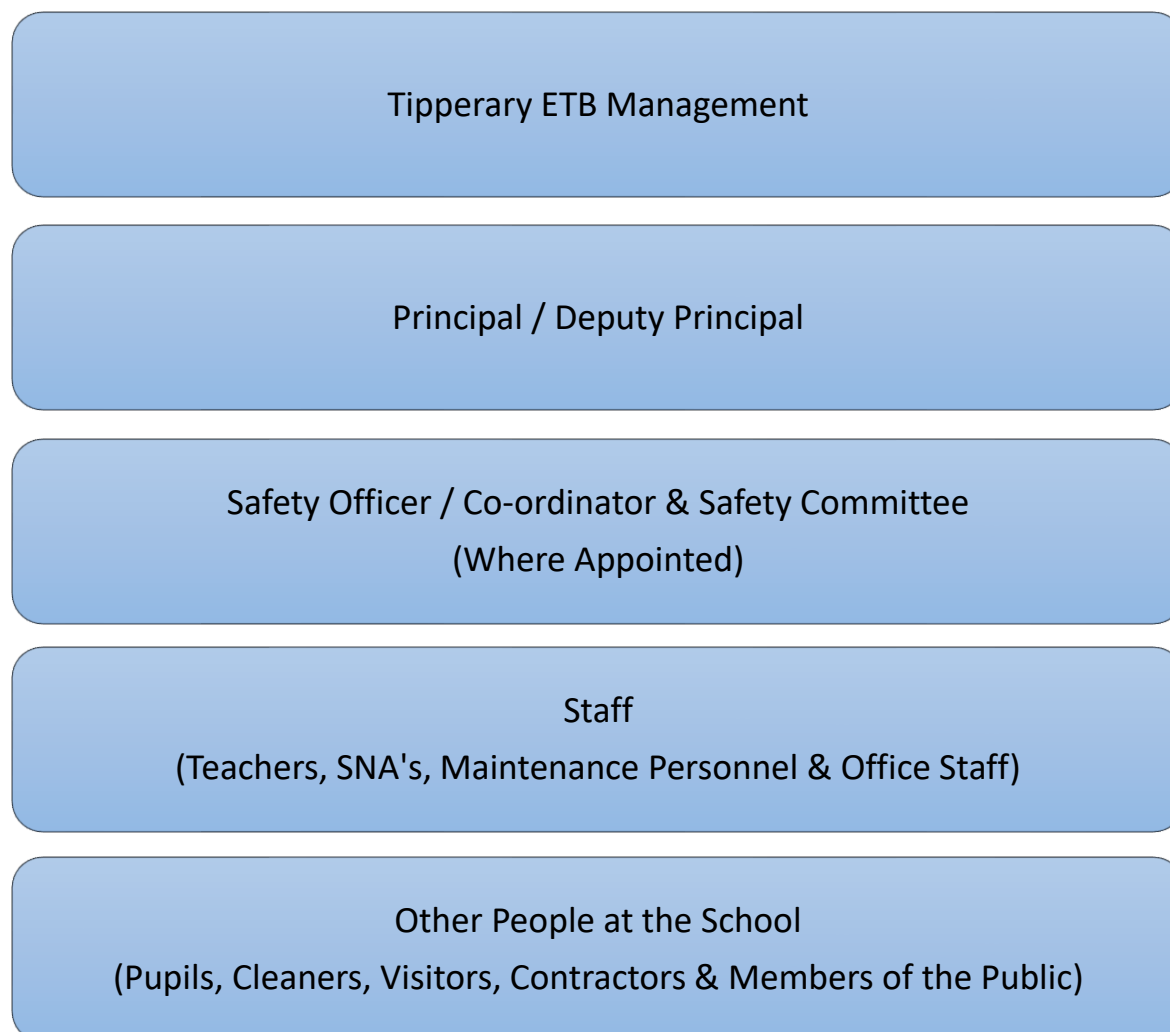
It is the policy of St. Ailbe's to ensure that adequate consultation takes place between the Board of Management and employees, on all health and safety related matters. Employees are encouraged to notify the Principal of identified hazards in the workplace.

All employees have the responsibility to co-operate with the Principal, the Board of Management and Tipperary ETB to achieve a healthy and safe workplace for themselves and for the pupils attending the school.

ORGANISATION AND RESPONSIBILITIES

ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



Duties of Management

Section 8 of the Safety Health and Welfare Act 2005 requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. St. Ailbe's management in conjunction with Tipperary ETB have the responsibility to constantly review the performance and standards achieved, in relation to the health and safety, of all operations and to ensure the hazards identified later in this statement are controlled and regularly reviewed.

Responsibilities of TETB Senior Post Holders

- Mr. Liam McGrath, Director of Organisation, Support and Development
- Ms. Clodagh Kelly, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a competent person as Health and Safety Officer in accordance the *Safety, Health and Welfare at Work Act 2005*.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.
- Adhere to COVID-19 Guidelines and issue necessary up dates

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

Principal: Mr. Ruaidhri Devitt **Deputy Principal:** Mr. Kieran O'Dwyer

Duties of the Employer:

As Principal, Mr. Ruaidhri has overall responsibility for Safety, Health and Welfare within St. Ailbe's. Mr. Devitt is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

This includes:

- a) Knowing the appropriate statutory requirements affecting the school's operations e.g.
 - *Safety, Health and Welfare at Work Act 2005*
 - *General Application Regulations 2007*
 - *Any other relevant legislation, regulations and amendments.*

This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, students and contractors.

- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- k) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).
- l) Review Safety Statements and Risk Assessments, any changes to the building's current risk assessments should also be documented and incorporated into the safety statement.

Duties of the Employee

All employees of St. Ailbe's **MUST** take responsibility for health and safety on campus.

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by St. Ailbe's for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences to management using Tipperary ETB Accident Report Form. **(APPENDIX I)**
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees are required to attend training and take instruction on the correct use of articles or equipment.
- f) All employees are required to report to their employer as soon as is reasonably practicable
 - a. Any work being carried out which might endanger him/herself or others;
 - b. Any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
 - c. Any contravention of the relevant statutory provisions of which he/she is aware
- g) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- h) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- i) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- j) Employees must not engage in any improper conduct or dangerous behaviour.
- k) All employees **MUST** co-operate with St. Ailbe's and Tipperary ETB to enable them to comply with relevant health and safety legislation **(e.g. completing risk assessments, attending relevant training etc.)**
- l) The co-operation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the building. All staff have a key role to play.

SAFETY OF THE WORKPLACE

Means of Escape

St. Ailbe's will ensure escape routes are kept free from obstruction and that all staff and students are made aware of all exits.

Cleanliness and Housekeeping

The premises shall be kept clean and tidy. The building is cleaned regularly by a contract cleaning company. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

Items delivered and left on the floor (paper deliveries, sample catalogues etc.) must not obstruct passageways or escape routes. They should be placed in their final position without delay. In the event of the Caretaker not being available to move the items, they should be placed in a safe manner in the Reception area.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should cleaning products be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Personal Protective Equipment

St. Ailbe's will ensure that all employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment.

On 28 February 2022, the Government, taking into account the latest developments with regards to the incidence and behaviour of COVID-19, announced that face masks are no longer mandatory to wear in public offices. The Work Safely Protocol continues to apply in full, setting out the minimum Public Health infection prevention and control measures required to be taken by employers and workers, in every place of work, to prevent and reduce the spread of COVID-19.

As required Tipperary ETB will ensure:

- To provide adequate and suitable PPE in line with HPSC recommendations.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- To record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, Tipperary ETB expect our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction Tipperary ETB provide on the fitting, use and inspection of PPE.
- Look after any PPE provided to them.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. They will be updated as appropriate in line with advice from the HPSC. Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

Display Screen Workstations

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

Display screens should be set up as follows:

- The image on the screen should be free from flickering and other forms on instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

All staff made aware of and encouraged to refer to Tipperary ETB Visual Display Unit Procedure available from Tipperary ETB.

Machinery & Equipment

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder and available for inspection.

Contractors are as follows:

Photocopiers:	<u>Cantec Ireland</u> <u>www.cantecireland.ie</u> <u>061313646</u>
Fire Extinguishers Checked Annually by:	Guardian Fire and Safety 051448774 0876046204
Security Alarm Checked regularly by:	Hall Alarms 0526121944
Shredding	DGD Shredding, Bay M1, Raheen Business Park, Limerick V94 ED34 1800 491 333 http://www.dgdshredding.ie
Boiler Maintenance	Leahy Plumbing 0879139113

PUPILS, VISITORS & CONTRACTORS

Pupils

St. Ailbe's will ensure, so far as is reasonably practicable, the safety of Students (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

Visitors

St. Ailbe's will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of St. Ailbe's, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in and out on the Visitors Logbook which is located at Reception.

Contractors

All contractors e.g. window cleaners etc. employed by St. Ailbe's will comply with the following duties:

- a) Co-operate with St. Ailbe's, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- c) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- d) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- e) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- f) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- g) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- h) All plant, or equipment brought onto the grounds of St. Ailbe's must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

Procedures around contractors on site

Contractors All contractors e.g. window cleaners etc. employed by St. Ailbe's will comply with the following duties:

- a) Co-operate with St. Ailbe's, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- c) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- d) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- e) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- f) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- g) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- h) All plant, or equipment brought onto the grounds of St. Ailbe's must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

TRAINING

Training for Safety

It will be the duty of the Principal, Mr. Ruaidhri Devitt, to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file. St. Ailbe's will provide such training as required by *Section 8 and 9 of the 2005 Act* to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

Records of Training

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder provided by Tipperary ETB.

Induction Training

All staff employed by St. Ailbe's will receive induction training on commencement of employment. Tipperary ETB also hold induction training for all new staff.

St. Ailbe's Induction Training will include the following:

- School Policies / Risk Assessments as outlined in the Safety Statement.
- A tour of the school pointing out the location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

A record of this training will be signed by new employees and maintained by the Principal.

ACCIDENT INVESTIGATION AND REPORTING POLICY

Introduction

All accidents should be reported to the Principal, appointed Safety Representative/Co-ordinator and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove, or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

The Accident Reporting Form (Please see APPENDIX I)

It is important that all accidents and incidents with potential for injury are reported to the manager using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

St. Ailbe's will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, the Accident Report form – IR1 Form available at www.hsa.ie will be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.
- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.
This report form must be completed in full giving as much specific information as possible.

St. Ailbe's will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

Accident Checklist

Immediately after an accident, have you:	Yes	No
Provided emergency medical assistance to anyone who is injured or ill?		
Taken any necessary emergency action to prevent further injury or property damage?		
Secured the scene to preserve the evidence for study?		
Taken photos or measurements, if necessary?		
Interviewed witnesses to determine what happened?		
Interviewed others with relevant information?		
Determined the cause(s) of the accident?		
Made recommendations and action plans?		
Filed other required reports?		
Does your record include the following information:	Yes	No
Name of injured employee(s)		
Accident date and time?		
Nature and extent of injury/illness?		
Location of accident?		
Witnesses and their activities at the time?		
Others with relevant knowledge?		
Description of accident?		
Description of events preceding accident?		
Task/activity engaged in at time of accident?		
Employees normally assigned task?		
Length of employment and assignment to current job?		
Relevant training received by employee and training dates?		
Equipment/materials involved in the accident?		
Physical surroundings of accident?		
Unsafe acts that could have led to accident?		
Description and dates of similar or related accidents?		
Cause(s) of accident?		
Actions taken to prevent similar accidents?		
Additional Recommendations?		

FIRST AID

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

The first aid box must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Emergency Procedures

In an emergency situation either the teacher on duty or the teacher who the incident was reported to (or trained first aider) is to administer first aid and deal with the accident/injury.

If the school needs to bring the injured student for further medical advice, 2 other students must accompany the teacher and the injured student to and from the surgery/hospital.

Nominated First Aiders

The following person(s) are occupational first aiders and have received appropriate training and certification:

- | | |
|---------------------------------|-----------------------------|
| 1. Mr. Ricky Ronayne | 5. Mr. Ray Roche |
| 2. Mr. Denis Keating | 6. Ms. Marie McMahon |
| 3. Ms. Nicole McLoughlin | 7. Ms. Noreen Ryan |
| 4. Mr. Pat Kennedy | |

Suggested numbers of first-aid personnel to be available at all times people are at work		
1 From your risk assessment, what degree of hazard is associated with your work activities?	2 How many employees do you have?	3 What first-aid personnel do you need?
Low hazard eg offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

OCCUPATIONAL HEALTH

Violence and Aggression

St. Ailbe's will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. All students are required to sign and adhere to the schools Code of Behaviour and non-compliance will result in disciplinary action. The Board of Management will investigate any reports, or complaints made by employees, or other persons affected.

Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with *Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007*. St. Ailbe's provides adequate toilets and means for taking meals or rest breaks for employees.

All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained/dust free and well ventilated at all times.

Manual Handling

Tipperary ETB will comply with the requirements of *Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

If manual handling represents a significant part of an employees work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees, but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Do not block your vision.
- Bend your knees again to position the item.

Pregnant Employees

St. Ailbe's will take all necessary steps to comply with the *Safety, Health and Welfare at Work (General Applications) Regulations 2007*.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Pregnant employees should identify and report to management, those aspects of the work process that may place themselves or their unborn child at risk.
- Steps should be taken to remove exposure to this risk.
- Where practicable every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

Mental Health and Wellbeing

Tipperary ETB have supports in place for workers who may be suffering from anxiety or stress or who may have gone through traumatic events such as the serious illness death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships.

Tipperary ETB employees have access to Spectrum Life who are an Employee Assistance Service (EAS). The EAS is available 24/7, 365 days a year and provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

Where appropriate, short-term counselling is available to employees and their family members. A family member includes a spouse, civil partner or dependent, where the family member can be described as a person over the age of 18 and residing at the family home. In addition, online cognitive behavioural therapy is also provided to employees.

A bespoke wellbeing portal and app is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. This platform is available via Web, iOS App or Android App.

Please find details below to access the EAS:

Teachers and SNAs:

All Other Staff:

Free Phone:	1800 411 057	Free Phone:	1800 814 243
SMS & WhatsApp:	Text 'Hi' to 087 369 0010	SMS & Whatsapp:	Text 'Hi' to 087 369 0010
Email:	eap@spectrum.life	Email:	eap@spectrum.life
REGISTER FOR YOUR WELLBEING APP		REGISTER FOR YOUR WELLBEING APP	
Register Link:	https://wellbeingtogether.spectrum.life/login	Register Link:	https://app.spectrum.life/login
TETB Organisation Code:	yIVIIU17	TETB Organisation Code:	5rqyMLOu

Harassment and Bullying

Tipperary ETB and St. Ailbe's are committed to providing a workplace free from harassment and bullying (working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work). All complaints of bullying and/or harassment will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

Tipperary ETB have the following policies in place and are available to all staff from their Principal/Manager and also on the TETB website www.tipperaryetb.ie

- Tipperary ETB Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- Grievance Procedure for Staff employed by Education and Training Boards (ETBs).

St. Ailbe's will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

Alcohol and Drugs Policy

St. Ailbe's will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings.

Under *Section 13 (1) (c)(d)(e) of the Safety, Health and Welfare Act 2005* employees are required to:

- No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- Employees must not engage in any improper conduct or dangerous behaviour.

Any member of staff that is taking prescription drugs that may interfere with their work should inform their Principal.

Any student found to be taking, or under the influence of drugs and/or alcohol will be subject to disciplinary action, as determined by Tipperary ETB.

Smoking / Vaping Policy

St. Ailbe's will comply with the *Tobacco Act 2004*. Smoking or Vaping is not permitted in any of the school buildings. Any student or staff member who is found to be smoking/vaping on school property will face disciplinary action.

Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, Covid-19, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the students in the school of the outbreak and a possible risk of infection.

COVID-19

This virus which causes COVID-19 is called severe acute respiratory syndrome and belongs to the broad family of viruses known as coronaviruses. It was first identified in the Wuhan province in China in December 2019 and a global pandemic event was declared in March 2020. Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are fever, cough, shortness of breath and loss of sense of smell or taste.

General Safety and Controls

Purchasing

It is the policy of the Tipperary ETB Procurement Section to take health and safety into consideration when purchasing equipment, goods or services for St. Ailbe's School and to ensure that the required standards are met prior to such purchases being made.

The Principal of St. Ailbe's must be consulted on any purchasing decision made, which may have implications for health and safety.

Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of *Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

Chemicals and Substances

Tipperary ETB will comply with the Safety Health and Welfare at Work (Chemical Agents) Regulations 2001 when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

Information

Material Safety Data Sheets (MSDS) should be provided by relevant teaching staff for all chemicals, or substances. These provide detailed information on each substance used.

Labeling

Containers of chemicals must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should **NOT** be transferred to an unlabelled container at any time.

Pest Control

Control of vermin and other pests is part of the general maintenance of the buildings and grounds. All control measures are carried out taking into account the particular situation and environment.

All necessary precautions are taken to ensure safety, by using the correct equipment properly and adhering to manufacturer's instructions on any products and /or chemicals used.

Regular monitoring and maintenance of the baiting sites is carried out and a record of the bait sites is maintained.

1.1 Adverse Weather

Tipperary ETB recognises the fact that inclement weather and other emergencies can affect both the organisations ability to open its premises for business and the employee's ability to get to work safely. The safety of Tipperary ETB's students and staff is paramount in any emergency situation.

In preparation for forecasted extreme weather, Schools, FET centres and Offices will observe the National Emergency Co-ordination Group / Department of Education and Skills advice and close schools or facilities on a red alert affecting their area. Where an amber alert is issued schools or training centres should conduct a risk assessment and consider the hazards posed to staff, students and public safety and whether they can adequately be controlled or managed.

In an emergency, managers will make every effort to notify students, parents and staff by phone or by email to inform them of any decision to close the premises. The closure will also be announced on all Tipperary ETB social media platforms. Employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. No pressure is extended from Tipperary ETB, at any time, that would encourage employees to take unnecessary or unreasonable risks to attend work in such emergency situations.

Procedure to prevent Slips, Trips & Falls in the event of slippery conditions

The priority is safe access/egress to the building. Use the following guidelines to help control it:

- Have designated walkways and keep them clear of snow and ice.
- Where possible close off other walkways with tape to reduce the risk of slips, trips or falls.
- In particular, close off steps, ramps or sloped areas where possible.
- Provide mats outside and inside doorways.
- Keep the floors dry in the building with extra attention given to access / egress points.
- Ensure that employees are aware of their responsibility to keep all walking surfaces dry and clean. Advise them that they may need to stand at wet entrances to prevent a slip, trip or fall until the area has been appropriately cleaned and dried.
- Record any incident or near miss.

Procedure in the event of Burst Pipes

The other issue facing the organisation will most likely be burst pipes and the resulting damage. It is advisable to:

- Check that you have adequate fuel (oil/gas) in your tanks.
- In extreme cold do keep your heating on at a minimum temperature of at least 4 degrees.
- Drain down unnecessary plumbing system if the building is unheated (e.g. changing rooms, hoses.)
- Insulate outside or exposed internal pipes with foam based or specialist insulation. Even covering them with newspaper or blankets will help.
- Clear rain gutters and drains.
- Ensure stop cock is accessible and that key staff know how to access and close if required.
- If you suspect that your pipes are frozen you will need to turn off the water supply immediately at the stop cock. Also, turn off the water supply from your tank and turn off all your water heating systems and turn on your taps to drain the system.
- If pipes have burst carry out the above steps.

FIRE SAFETY

Fire Safety Policy

St. Ailbe's will comply with:

- *The Fire Services Act 1981.*
- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Building Control Act, 1990.*
- *The Building Regulations 1997 & Associated Regulations.*

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

Training of Staff in Emergency Procedures

All staff in the school will work together to ensure all staff/students/contractors and night time students are fully aware of the procedure to be implemented in the occurrence of an emergency.

Actions to take in the event of a fire:

- Notify the emergency services.
- Notify the Principal of the emergency.
- Evacuate the building.
- Check specific areas such as toilets for occupancy.
- Insure all persons have left the buildings.
- Assist any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

Fire Safety Register shall include:

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

Fire Drills / Emergency Plans

Fire drills must be carried every 6 months and results must be recorded and documented on TETB Fire Drill Record Book. Fire evacuation procedures must be posted around the premises and highlight the designated assembly point.

FIRE PREVENTION

FIRE PREVENTION

- Don't hang clothing over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

FIRE PRECAUTIONS

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

FIRE EXTINGUISHERS

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO₂ **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)**- Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.
- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

EMERGENCY PROCEDURE

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.

Walk to the nearest exit point and gather at the assembly point.

Wait at the assembly point until the roll call is carried out and the all clear has been given.

MONITORING AND REVIEW

To ensure that continuous improvement takes place, risks identified in the risk assessments attached will be continuously monitored and reviewed and all identified risks in the workplace that could cause harm to staff and others, are carefully examined and appropriately managed.

This Safety Statement and Risk Assessments will be reviewed on an annual basis by Tipperary ETB Health and Safety Administrator, Ms. Shauna Nolan, in consultation with Mr. Ruaidhri Devitt and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

CONSULTATION FOR EMPLOYEES

Safety Representative/Co-ordinator

The nominated Safety Representative/Co-ordinator is:

The Safety Representative may be selected in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, which states:

- a) Employees have the right to make representations to and consult the Board of Management on matters of safety, health and welfare in their place of work.
- b) Employees may select and appoint a safety representative to represent them in consultations with regard to their safety to the Principal / Board of Management.
- c) A Safety representative shall have the right to information from the Principal as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- d) It shall be the duty of the Principal to take such steps as are practicable, to inform the safety representative when an inspector enters the school for the purpose of making a tour of inspection.

It will be the duty of the Safety Representative to:

- a) After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represent.
- b) Make oral or written representations to the Board of Management/Principal on matters of safety, health and welfare at work, on behalf of the employees.
- c) Make representations to HSA inspectors.
- d) Investigate accidents and dangerous occurrences.

1.2 Consultation and Communication

St. Ailbe's will consult with employees in advance and in a timely manner so as to allow them time to consider, discuss and give an opinion on the matters before managerial decisions are implemented.

Consultation is particularly important when changes are taking place, for example when a safety statement or safety health plan is being drawn up, or new technology or work processes are being introduced.

EMPLOYEE SIGNAGE SHEETS

SAFETY STATEMENT

EMPLOYER: ST. AILBE'S

I Confirm that:

I have read and I understand the contents of the Safety Statement, and will fully comply with its requirements and take all reasonable precautions to safeguard the Health and Safety of others and myself.

NAME	SIGNATURE	DATE

APPENDIX I

ACCIDENT OR INCIDENT RECORD FORM

Accident: ☐ **Incident:** ☐

INJURED PARTY DETAILS:

First Name(s):

Surname:

Address (School/Centre/Office):

D.O.B:

Status (Please tick appropriate box)

Staff: ☐ Student: ☐ Visitor: ☐ Contractor: ☐

If Contractor, what work was taking place:

Date of Accident/Incident:

Time and Location of Accident/Incident:

Date Accident/Incident reported to Tipperary ETB:

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	✓	PART OF BODY INJURED	✓
Specify Side (Left/Right)			
Injured/damaged by a person	<input type="checkbox"/>	Head	<input type="checkbox"/>
Struck by/contact with	<input type="checkbox"/>	Eyes	<input type="checkbox"/>
Caught in/under	<input type="checkbox"/>	Face	<input type="checkbox"/>
Slip/Trip/Fall	<input type="checkbox"/>	Neck, Back, Spine	<input type="checkbox"/>
Sharps	<input type="checkbox"/>	Chest, Abdomen	<input type="checkbox"/>
Road Traffic Accident/Crash	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>
Exposure to substances/environments	<input type="checkbox"/>	Upper Arm	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Lower Arm, Wrist	<input type="checkbox"/>
		Elbow	<input type="checkbox"/>
		Hand	<input type="checkbox"/>
		Finger	<input type="checkbox"/>
		Hip Joint, thigh,	<input type="checkbox"/>
		Knee Joint	<input type="checkbox"/>
		Lower Leg	<input type="checkbox"/>
		Ankle	<input type="checkbox"/>
		Foot	<input type="checkbox"/>
		Toe (one or more)	<input type="checkbox"/>
		Trauma, Shock	<input type="checkbox"/>
TYPE OF INJURY		Other (please specify):	
Fatality	<input type="checkbox"/>		
Bruise	<input type="checkbox"/>		
kneecap	<input type="checkbox"/>		
Concussion	<input type="checkbox"/>		
Internal Injury	<input type="checkbox"/>		
Abrasion/Graze	<input type="checkbox"/>		
Fracture	<input type="checkbox"/>		
Sprain	<input type="checkbox"/>		
Torn Ligaments	<input type="checkbox"/>		
Burn/Scalds	<input type="checkbox"/>		
Frostbite	<input type="checkbox"/>		
Injury not Ascertained	<input type="checkbox"/>		
Trauma	<input type="checkbox"/>		
Occupational Disease	<input type="checkbox"/>		
Other (please specify)	<input type="checkbox"/>		

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred **e.g. right arm, left leg, 3rd finger right hand etc**
- Equipment being used if any
- Steps taken after accident happened **e.g. first aider called, taken to doctor, bandage applied etc.**
- Steps taken (if possible) to prevent accident reoccurring

CONSEQUENCES		RESULT		ANTICIPATED ABSENCE					
<input type="checkbox"/>	Fatal	<input type="checkbox"/>	Medicine	<input type="checkbox"/>	Sent Home	<input type="checkbox"/>	None	<input type="checkbox"/>	1-3 Days
<input type="checkbox"/>	Non-Fatal	<input type="checkbox"/>	Light Duty	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	4-7 Days	<input type="checkbox"/>	7 Days +

Declaration: IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher present: _____ **Date:** _____

Signature of Principal / Deputy Principal: _____ **Date:** _____

APPENDIX II – HEALTH AND SAFETY TRAINING RECORD

EMPLOYEE NAME	INDUCTION	FIRST AID	MANUAL HANDLING	Fire Warden	SAFETY REPRESENTATIVE
	DATE: EXP:				

APPENDIX III

RISK ASSESSMENTS

Risk assessments have been carried out at St. Ailbe's by Mr. Ruaidhrí Devitt with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

Risk Assessments Attached

Fire (Specialist Rooms) - Risk Assessment Template No.18 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Disposal of waste materials			H	Waste materials are cleared away after each class Incompatible material is segregated, stored safely and waste is disposed of appropriately All waste must be disposed of by an appropriate waste disposal company, and in accordance with Local Authority requirements		NOT APPLICABLE		
Fire		Fire causing death or injury	H	An appropriate fire extinguisher(s) is in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher) Volumes of chemicals are kept to a minimum All teachers know how to raise the alarm and contact the emergency services	Y			
				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	Y			
Restricted access/ egress		Delays in exiting building safely in the event of a fire Smoke inhalation Burn's	H H H	Fire exit doors checked weekly to ensure they open and close properly Exit routes kept free from obstruction A school emergency evacuation plan has been developed which covers all areas, processes and identifies those who may be at special risk e.g. people with a visual impairment, or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:



Date: 21/9/2023

Fire (Specialist Rooms) - Risk Assessment Template No.18 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Improper storage of solvents and flammable materials Gas cylinders, Electrical faults Hot works Housekeeping		Fire causing death or injury Asphyxiation Explosion	H	Solvents or other highly flammable materials stored in metal cabinets Flammable chemicals stored in fire safety storage cabinets and quantities kept to a minimum Safety Data Sheets (SDS) are readily available for all hazardous chemicals Users and staff who may come into contact with chemicals are aware of the hazards and precautions that must be taken when using chemical products All users and relevant personnel must have access to the SDS Students are instructed and supervised, e.g. students are instructed on the safe use of Bunsen burner, and supervised All hazardous chemical products are labelled correctly in line with the Classification, Packaging and Labelling (CPL) Regulations, and stored safely in accordance with SDS requirements Combustible materials must be stored in appropriate conditions as per manufacturer's storage guidelines	✓ ✓	NOT APPLICABLE		
Incorrect disposal of hazardous chemicals		Environmental contamination Chemicals being used outside the manufacturer's specifications	H M	Correct disposal procedures are in place for chemical waste Checks undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals Chemicals are disposed of in accordance with the SDS and the Local Authority		NOT APPLICABLE		

First-Aid (General) – Risk Assessment Template No. 21 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Inadequate first-aid equipment/kits		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines See 'Recommended contents of first-aid boxes and kits' on next page	✓		M Butler	
			H	Specific responsibility has been given to a designated staff member for restocking the kits	✓			
			H	Defibrillators (where present) are maintained in accordance with the manufacturer's instructions	✓			
Inadequate information about trained first-aiders		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	The appropriate number of occupational first-aiders ¹⁰ are available during working hours	✓		M	
			H	Staff and pupils should be aware of who the occupational first-aider is and how to alert him/her in emergencies. It is good practice to ensure the name (and perhaps photograph for larger workplaces and workplaces with people of many nationalities present) of the occupational first aider is clearly visible on staff or student notice boards in and around the school	✓		Butler	
			L	If an occupational first-aider is temporarily unavailable an alternate person is designated to take over in the event of an accident	✓			

¹⁰ PHECC FAR is the recognised training standard for occupational first-aiders. The current list of PHECC FAR Instructor Recognised Institutions (RIs) can be found at www.phecit.ie. © All Rights Reserved

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: R. G. O'Connell Date: 23.9.2023

Recommended contents of first-aid boxes and kits

Materials	First-aid travel kit contents		First-aid box contents		
			1 - 10 Persons	11 - 25 Persons	26 - 50 Persons ¹
Adhesive plasters	20		20	20	40
Sterile eye pads (no.6) (bandage attached)	2		2	2	4
Individually wrapped triangular bandages	2		2	6	6
Safety pins	6		6	6	6
Individually wrapped sterile unmedicated wound dressings - medium (no. 8) (10 x 8cms)	1		2	2	4
Individually wrapped sterile unmedicated wound dressings - large (no. 9) (13 x 9cms)	1		2	6	8
Individually wrapped sterile unmedicated wound dressings - extra large (no. 3) (28 x 17.5cms)	1		2	3	4
Individually wrapped disinfectant wipes	10		10	20	40
Paramedic shears	1		1	1	1
Pairs of examination gloves	3		5	10	10
Sterile water where there is no clear running water ²	2x20mls	1x500ml		2x500mls	2x500mls
Pocket face mask	1		1	1	1
Water based Burns dressing - small (10x10cms) ³	1		1	1	1
Water based Burns dressing - large ³	1		1	1	1
Crepe bandage (7cm)	1		1	2	3

Notes:

¹: Where more than 50 persons are employed, pro rata provision should be made.

²: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.

³: Where mains tap water is not readily available for cooling burnt area.

Maintenance (General) - Risk Assessment Template No. 37 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Unsafe system of work		Cuts/ lacerations Eye injuries Slips, trips, falls Amputation Fatalities	M	The caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures The caretaker has clearly defined tasks and duties carried out in accordance with risk assessments	over 10 years ago N	We will arrange training		
Inadequate personal protective equipment (PPE)		Exposure to hazardous chemicals Cuts/ lacerations Eye injury	M	The caretaker has been provided with appropriate personal protective equipment (PPE) and clothing appropriate to their role and tasks, e.g. overalls, gloves, hearing protectors, safety goggles, safety boots The caretaker has been instructed on how to use PPE correctly	Y Y			
Inadequate information for caretakers/contractors		Injuries resulting from inadequate information about safety procedures, etc.	H	Caretakers/contractors liaise with the principal or designated person when arriving at the school prior to carrying out maintenance work Relevant safety information/documentation is provided/discussed	Y ✓			
Fire		Burns	L	The caretaker is trained in the use of fire extinguishers	NO			
		Asphyxiation	H	The caretaker is aware of all external gas, water and electricity cut off points	✓			
		Explosion						
Poor housekeeping		Slips, trips, falls	M	Workshop or storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury	✓			
Working with electricity		Electrocution	H	The caretaker does not carry out repairs on electrical circuits	✓			
				Controlled electrical works must be carried out by a Registered Electrical Contractor	✓			

Maintenance (General) - Risk Assessment Template No. 37 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact with chemical products (e.g. pesticides, herbicides, cleaning products)		Skin Irritation Allergies Splashes (eyes) Burns	H	Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant staff Staff using pesticides in the course of their duties have received the necessary training and registered with department of Agriculture once trained When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased Personal protective equipment (PPE) is provided and worn as directed on the SDS Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together Spraying of herbicides and other plant protection products is carried out in calm weather conditions when staff or students are not in the spray area Information on hazard label corresponds to information on SDS	✓ ✓ ✓ ✓ ✓ ✓			
Direct contact with Biological Agent		Needle stick injury Infectious disease Exposure to infectious diseases Needle stick injury Infectious disease	H H H	All biological fluids are treated as potentially infectious and gloves are worn during clean-up of any biological agents encountered by cleaners/ caretakers/contractors To reduce the possibility of needle stick injury, cleaners/caretakers/contractors should not put hands into bins or into areas where the contents cannot be seen Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company If an individual (caretaker/facilities manager) suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately	✓ ✓ ✓	Not applicable		

Maintenance (General) - Risk Assessment Template No. 37 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
		Exposure to infectious diseases	H	Foot operated pedal bins are provided in toilets Hand washing is encouraged – signage in place Hand sanitizer is used	NO ✓ ✓			
Unauthorised access to laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Unauthorised access to the laboratory is controlled, e.g. locked when not in use		NOT APPLICABLE		
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access controlled	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:

Richard Curran

Date: 15/9/23

Manual Handling - Risk Assessment Template No.13 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Transporting heavy loads, e.g. caretaker transporting a heavy load to stores Ask: Is the load secure? Is the weight too heavy? Is the load too big? Is the shape unwieldy or difficult to grasp?		Back or upper limb injury Over frequent or over prolonged physical effort involving in particular the spine	H	When purchasing stock such as clay, ingredients, wood for woodwork, the guidelines weights are taken into account and small weight items are purchased where possible, e.g. 5 kg bag of clay instead of 12.5 kg bag An appropriate trolley is used to transfer heavy loads and a team lift is used to transfer load to trolley Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley	✓ ✓ ✓			
Lifting a heavy load above shoulder height, e.g. lifting cooking utensils from shelves in canteen or Home-Economics room		Back or upper limb injury	H	Storage of regularly accessed utensils is arranged so that heavier items are stored on middle shelves not on the floor or above shoulder height No lifting of loads which are too heavy is ensured See Guideline weights at end of Template 13	✓ ✓			
Injury sustained due to lack of knowledge, instruction or training to complete manual handling tasks appropriately		Back or upper limb injury	H	Risk assessment of tasks prior to manual handling is carried out. Staff receive training from a competent instructor where necessary Appropriate measures are in place to reduce risk factors that contribute to the risk of back injury. These risk factors include excessive force or load weight, awkward posture and poor housekeeping or a work environment with limited space or access	Y/N ✓			

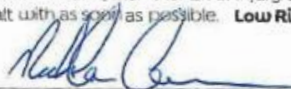
Manual Handling - Risk Assessment Template No.13 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Poor housekeeping, e.g. cleaner using floor cleaning equipment		Awkward and repetitive bending posture leading to injury	H	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture Cleaning equipment is appropriate for the job it is intended for	✓ ✓			
		Poor suction in the vacuum leading to over frequent physical effort	H	Cleaning equipment is in good working order and repaired or replaced when necessary	✓			
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials		Back strain, slipped disc, hernia	H	Work areas are organised to ensure materials are stored close to point of use or a handling aid is sourced	✓			
Pushing/pulling heavy or awkward items		Back strain, slipped disc, hernia	H	An appropriate trolley is provided for moving items Items are made lighter or less bulky, where possible Individuals ask for help when moving heavy items All potential obstructions are removed The safest route for moving items is chosen, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp	✓ ✓ ✓ ✓ ✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Date: 22/9/2023

Manual Handling - Risk Assessment Template No.13 cont'd.

There are no longer any absolute weight limits as there are too many other risk factors involved. Figure 1 indicates guideline weights for lifting and lowering for an adult male (fit and healthy) in the best working conditions. For a female, all weights should be reduced by one third. These guidelines weights assume up to 30 leisurely operations an hour - where the pace of work isn't forced, there are adequate pauses to rest and the load isn't held for any length of time. If the operation is repeated more often then the weights must be reduced.

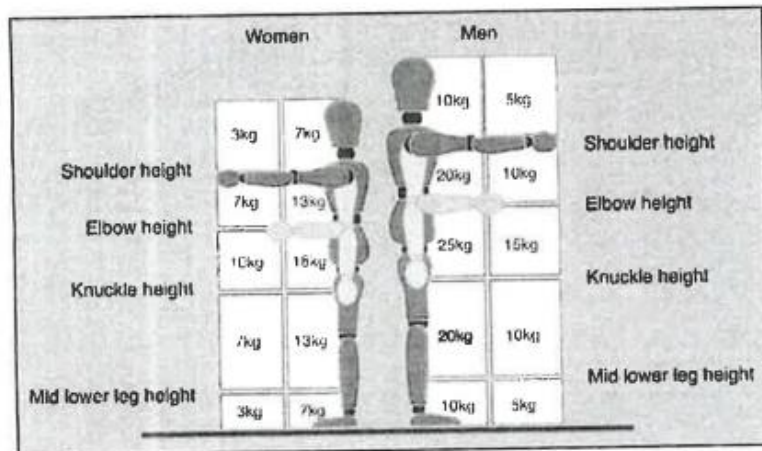


Fig. 1

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

[Signature]

Date: 22/9/2023



Manual Handling Tasks

The risk assessment above gives examples of manual handling tasks which pose a risk, there may be other manual handling tasks in your workplace that will need to be assessed in order to identify the risk factors, (e.g. handling at unsafe height) and to put appropriate control measures in place to avoid or reduce the manual handling through the use of handling aids or reorganisation of a work area.

Risk Factors

The risk assessment above gives examples of some of the risk factors that needed to be considered when assessing a manual handling task, you will need to refer to HSA guidance on Manual Handling for examples of other risk factors that would need to be considered.

See key manual handling guidance at www.hsa.ie, in particular:

- Ergonomic Good Practice in the Irish Workplace
- Guide to the Safety, Health and Welfare at Work (General Application) Regulations: Manual Handling, Chapter 4 of Part 2

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Maintenance (Construction Contractors) – Risk Assessment Template No. 38 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Inadequate preparation before construction work commences		Injuries resulting from inadequate preparation	H	<p>The Board of Management/ETB are aware of their duties as Clients under the Safety, Health and Welfare at Work (Construction) Regulations 2013</p> <p>Where required the Board of Management/ETB will appoint a Project Supervisor Design Process (PSDP) before design work commences and a Project Supervisor Construction Stage (PSCS) in writing before any construction activities take place</p> <p>The principal, or designated contact on behalf of the Board of Management/ETB, ensures consultation with the PSDP/PSCS before work commences and during the project. Appropriate information is kept on file at the school as necessary, e.g. relevant forms and safety file</p> <p>Impacts of construction work to the day to day activities of the school is planned, e.g. large construction work is undertaken out of school hours, during holidays etc.</p> <p>Access to welfare facilities is considered</p> <p>Impacts to fire evacuation and assembly points are considered</p> <p>Access/egress is reviewed</p>	✓			
Unsecure sites/ Construction activities in close proximity to school		Serious injury or death	H	<p>Suitably constructed fencing is used to secure sites</p> <p>Fencing is properly maintained to prevent unauthorised access and to ensure security of sites</p>	✓			

Maintenance (Construction Contractors) – Risk Assessment Template No. 38 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Unsecure sites/ Construction activities in close proximity to school			H	<p>Suitable barriers and appropriate signage must be in place where required</p> <p>Suitable and safe routes are provided to ensure that the safety of all those at the school and members of the public are not put at risk from the construction work activity</p> <p>Dedicated pedestrian routes are clearly identified and used</p> <p>Consideration is also be given to persons with disabilities</p> <p>Traffic control plans are prepared and in place where required to ensure safe access/egress to and from the school and the school environment</p> <p>Plant is secured when left unattended to prevent unauthorised use, especially when parked up at the end of the working day</p>	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Kuan Shu Lait

Date: 4.9.2023

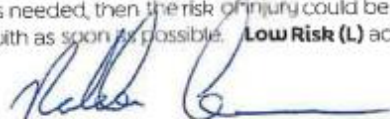
Lone Workers (e.g. caretakers) – Risk Assessment Template No. 33 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Accidents or emergencies		Sudden illness Accidents relating to work activities	H	Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies Emergency procedures established and lone workers briefed Point of contact informed and is notifiable in an emergency and/or follow up when person leaves work (within the agreed time limits) Lone workers have access to adequate first-aid facilities Personal protection equipment (PPE) is provided to lone workers where required	Y Y Y Y			
Responding to an activated burglar alarm at the school outside school hours		Physical violence from intruders		Arrangements for providing help or back up are in place A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone worker's working time and expected return time. Telephone contact is made on their return	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.


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Risk Assessment carried out by:



Date: 21/9/2023

Lone Workers (e.g. caretakers) - Risk Assessment Template No. 33 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Working alone or in isolation		<p>In determining risks, ask the following:</p> <p>Does the workplace present a special risk to the lone worker?</p> <p>Is there a safe way in and a way out for one person?</p> <p>Can any temporary access equipment that is necessary, such as portable ladders, trestles, be safely handled by one person?</p> <p>Can all the plant, substances and goods involved in the work be safely handled by one person?</p> <p>Are females especially at risk if they work alone?</p> <p>Are young staff especially at risk if they work alone?</p>	H	<p>A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone</p> <p>A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone workers working time and expected return time. Telephone contact is made on their return</p> <p>Appropriate instruction and training in proper procedure is provided where necessary</p>	<p>✓</p> <p> Y</p> <p>Y/N</p>			

Work at Height (General) - Risk Assessment Template No. 15 (List additional hazards, risks and controls particular to your school using Template No.74)

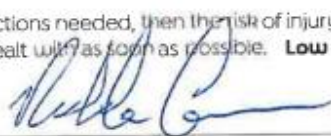
Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Defective work equipment		Severe injuries arising from the use of defective work equipment	H	Maintain work equipment in a safe working order Carry out inspections of work equipment to be used for work at height	✓			
Unsuitable working platforms		Severe injuries arising from the use of unsuitable elevated work platforms	H	The most suitable work equipment for working at height must be chosen ⁹ Unsuitable elevated work platforms are not used for raising persons to a height	✓ ✓			
Accessing high windows		Falls from height	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level	✓			
Use of ladders		Falls from height	H	See Cleaning (Work at Height - Ladders) - Template No. 9 See Maintenance (Work at Height - Ladders) - Template No. 45				

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 ⁹ This requirement arises out of Regulation 100 of the Safety, Health and Welfare at Work (General Application) Regulations 2007

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:



Date: 22/9/2023

Slips, Trips and Falls (General) - Risk Assessment Template No.12 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Spills, e.g. liquid spills, ingredient spills (home-economics room) or chemical spills		Slips, trips and falls	H	Spills are dealt with immediately Absorbent material used to soak up the spill Spill kits or absorbent materials located near high spill risk areas Hand-held squeegee vacuum available for smaller spills	✓ ✓ ✓ ✓			
High-risk slip trip, and fall areas (See footnotes)		Slips, trips and falls	H	High risk areas for slips, trips, and falls are identified and dealt with, e.g. walkways, stairs/steps, entrances/ exits ⁶ Floor areas inside and outside the entrance are slip resistant when wet	✓ ✓ ✓			
Higher risk slip, trip or fall periods		Slips, trips and falls	H	Higher risk identified (e.g. during break time/1pm to 2pm lunch time) and particular precautions put in place as needed	✓			
Slippery surfaces (See footnotes)		Slips and falls	H	Slippery surfaces are identified - as a rule of thumb, high gloss, highly reflective = high risk Surfaces screened to see if they feel slippery underfoot when wet Surfaces of concern can be researched to identify the typical or claimed slip-resistance for that surface (e.g. supplier information, technical reports) ⁷ If necessary, the actual slip-resistance of the surface of concern can be tested. ⁸ Steps are taken to restore slip resistance of flooring where possible, e.g. deep cleaning Consideration given to changing or treating floor surfaces - this might include provision of slip resistant materials Particular attention is paid to areas that may become slippery during severe weather Adverse weather plan is in place	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	NOT APPROVED		

⁶ Further information at www.hsa.ie/slips

⁷ This may indicate but does not confirm the actual slip-resistance of the floor in use. Several test methods are available but a non-slip floor should ultimately have a wet Pendulum Test Value (PTV) of less than 36 (or a comparable result from another test).

⁸ Machines that screen for slip-resistance can be hired and used by the building occupier. More rigorous tests are also available if required. See further information on 'Slippery Surfaces' Safeguards to control Slips (Trips and Falls)' on http://www.hsa.ie/eng/Topics/Slips_Trips_Falls/High-risk_Areas/Slippery_Surfaces/

Slips, Trips and Falls (General) - Risk Assessment Template No.12 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Stairs, steps		Slips, trips and falls	H	Stairs and steps identified	✓	NOT APPLICABLE		
				Operational controls put in place, e.g. rushing prohibited, hand held devices prohibited, reading prohibited				
				Environmental controls put in place, e.g. lighting ensured, dangers and safeguards visually clear, distractions removed, only safety signs permitted	~			
			H	Controls in place for hazardous steps (slippery, surprise, short or irregular) put in place	✓			
				Handrail(s) are visually contrasting and permit a power grip	✓			
				(Contrasting materials on the step edge/nosing and handrail can provide a very effective visual safety trigger)	✓			
Cleaning and washing floors		Slips, trips and falls	M	As far as possible, dry cleaning replaces wet cleaning	✓			
				Wet cleaning occurs when buildings unoccupied with sufficient drying time (e.g. overnight)	~			
				A system is used to keep pedestrians away from wet/moist floors, e.g. physical barriers	~			
				Cleaning is organised to provide dry paths through areas being cleaned	~			
				Where wet cleaning, correct amount of detergent is used and water is at the right temperature	✓			
			H	Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry	✓			

Slips, Trips and Falls (General) - Risk Assessment Template No.12 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Over-used warning signs		Slips, trips and falls	M	Where warning signs are used these are removed when no longer required	✓			
Entrances, exits		Slips, trips and falls	H	Entrance/ exits are identified. The safest approach may be to ensure the floor areas inside and outside the entrance are slip resistant when wet	✓			
				Precautions are taken to remove excess moisture from footwear	✓			
				Mats are properly designed and installed	✓			
				Full controls in place for stairs or steps at entrances, exits	✓			
Ice (and snow)		Slips and falls	H	Monitor for ice (and snow), especially around December and January	✓			
				Full safeguards are ensured to provide safe access and egress	✓			
Inadequate storage of school equipment and personal belongings		Slips, trips and falls	H	School bags are stored tidily (A system for managing and storage of bags should be considered)	✓	we have 620 students with limited space		
				School equipment is stored tidily	✓			
				Students' belongings are stored safely on hooks, placed in lockers or safely under desks	✓			
				Floor and access routes are kept clear	✓			
Inadequately fitted mats or rugs		Slips, trips and falls	M	Mats and rugs are properly designed/fitted	✓			
				Heavy mats are used as necessary	✓			
				Mats are recessed into flooring where possible	✓			
				Weighted edges are used where possible or edges are fixed in place	✓			

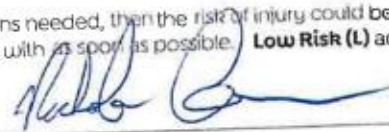
Slips, Trips and Falls (General) - Risk Assessment Template No.12 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Wet areas		Slips, trips and falls	H	Wet areas are identified There are slip-resistant surfaces and adequate local drainage	✓ N	we will get new mats		
Cables and hoses		Slips, trips and falls	H	No trailing cables and hoses Electrical outlets sited to avoid trailing cables Retractable cables used	✓ ✓ ✓			
Damaged flooring/paving		Slips and falls	H	Poorly maintained or damaged floors or paving are identified during routine maintenance and checks Repairs are carried out, and steps taken to prevent future damage	✓ ✓			
Shoes/footwear with poor slip resistance		Slips, trips and falls	M	Suitable slip resistant footwear is provided where required, and worn as needed	✓			
Broken, tables, chairs or other furniture items		Falls and related injuries	M	Broken furniture removed from service until repaired or replaced	✓			

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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:



Date: 22/9/2023

P.E. (Exercise Equipment/Gym Equipment) – Risk Assessment Template No. 46 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Damaged electrical fittings and equipment	N/A	Overheating/ fire	H	Electrical gym equipment is usually checked before use. See Portable Electrical Appliances - Template No. 22				
			H	Defective electrical equipment is clearly identified, labelled as out of use and stored separately to prevent accidental use Defects are reported to person in control of the workplace to ensure all items are repaired or replaced See Portable Electrical Appliances - Template No. 22				
Trailing cables	N/A	Trips, falls	H	There are no trailing cables that are a trip hazard				
Other gym equipment	N/A	Cuts from sharp edges	H	Gym equipment is usually checked before use Equipment is maintained in good condition				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Ricky Ronayne and Shane Russell

Date: 18 / 09 / 2023

Portable Electrical Appliances- Risk Assessment Template No.22 (List additional hazards, risks and controls particular to your school using Template No.74)

Portable Electrical Appliances - Risk Assessment Template No. 22								
Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Defective portable electrical equipment		Electrocution	H	Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use	✓			
Exposed wiring/live parts		Fire						
Failure in earth		Burns from hot surfaces	H	Visual checks are carried out as follows: Tools/appliance <ul style="list-style-type: none">On/off switch is working correctlyNo signs of damage to casingNo loose parts or missing screwsLive parts are properly guarded so as not to be inadvertently accessible Cables <ul style="list-style-type: none">Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overheating (overheating indicated by colour change or smell), cable cores not externally visible Plug <ul style="list-style-type: none">Securely anchored, no sign of cracked casing, overheating, loose or bent pinsCorrectly rated internal fuse fitted Socket outlet <ul style="list-style-type: none">No cracks or damage or sign of overheating Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced	✓ ✓ ✓ ✓			
Electrical equipment subject to heavy wear and tear		Electrocution	H	Portable electrical equipment, which is exposed to conditions causing deterioration liable to result in danger, and supplied at a voltage exceeding 125 volts, is tested periodically by a competent person and records of the test kept	N			

Portable Electrical Appliances - Risk Assessment Template No.22 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (Residual Current Device)	✓			
				Tools and other portable equipment are only plugged into a circuit protected by an RCD	✓			
				The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	N			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:

Malek

Date: 22/9/2023

Staff Room - Risk Assessment Template No.26 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Damaged flooring Wet floors and spillages Trailing cables		Slips, trips, falls	H	See Slips, Trips, and Falls – Template No. 12	✓		↑	
Toppling items		Toppling items, striking individuals, trips and falls	M	Items stored appropriately on shelves and in cupboards to prevent toppling and unsafe access	✓		A	
Accessing high windows		Falls from height	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level	✓		↓	
Defective portable electrical equipment		Electrocution Burns Cuts	L H	Portable electrical appliances visually inspected before use Defective electrical equipment shall be clearly identified, labelled as 'out of use' and stored separately to prevent accidental use Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced See Portable Electrical Appliances – Template No. 22	✓		↓	
Fire		Smoke inhalation, burns	M	See Fire (General Classrooms and Offices) – Template No. 19	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:

Ruairi Donohue

Date:

14.9.2023


Workplace Stress – Risk Assessment Template No.24 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Stress -		Increased absences	M	The Work Positive online tool ² is used to assist with risk assessment requirements where workplace stress is concerned	✓			
Demands		Increased conflicts	M	The school has a policy on dignity in the workplace which is communicated to all staff and displayed in the staff room	✓			
Control		Increased anger/emotional upset for those effected	H	Employee's serious health and safety concerns about their work environment are addressed	✓			
Change				Supports are available to staff who indicate bone fide issues with stressors from the work environment which cannot be altered or reduced at source	✓			
Role		Isolation		Demands in the staff body are achievable and within the role of the job holder	✓			
Relationships		Low morale	M	Systems are in place to enable and encourage staff to report unacceptable behaviour, i.e. in accordance with the Dignity Policy	✓			
Available support		Effects on physical health, (e.g. raised blood pressure, tension headaches)	L	There is staff input into decision-making and career progression	✓			
Stressful work Environment			L	Board of Management/ETB actions are consistent and fair	✓			
Critical incident		Effects on mental health, (e.g. anxiety, depression, insomnia)	M	The school provides staff with timely information to enable them to understand the reasons for proposed changes	✓			
			M	If necessary, staff are given training to support any changes in their jobs	✓			
			L	The school monitors staff's sickness absence and identifies reasons for absence	✓			
			L	Staff can/should be able to approach the principal or Deputy principal to access appropriate support, e.g. Employee Assistance or other occupational health service, post incident support	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Rachel Smith Date: 4.9.2023

 ² Work Positive is a free online tool which can be used to help employers to implement a structured and collaborative approach to managing work related stress. The tool is available at www.workpositive.ie

P.E. (Goal Posts) – Risk Assessment Template No. 47 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Goalpost	Yes	Injury or fatality from misuse/collapse	H	All goal posts in use conform to appropriate Standard See Reference note on Annex A of I.S. 357:2007 at end of Template 47	Y	Goals were purchased through reputable approve source. Warning label has worn off.	PE Dept.	18/09/23
			M	Copies of test certificates showing conformity are available	N		PE Dept.	
			H	Replacement parts are purchased from original manufacturer/supplier	Y			
			H	All goal posts contain a "warning label" and written instructions for assembly, installation, use, storage and maintenance	N		PE. Dept.	
			M	All those responsible for maintenance, storage etc of goal posts are aware of relevant instructions	Y			
			H	A system for inspection of goal posts is in place that includes routine visual inspections, operational inspections and annual maintenance inspections in accordance with requirements of I.S. 357:2007	Y			
			H	A maintenance schedule is established and implemented	Y			

P.E. (Goal Posts) – Risk Assessment Template No. 47 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Goalpost	Yes	Injury or fatality from misuse/ collapse of goal post	H	Portable goal posts are anchored correctly when in use	Y	To be investigated	PE Dept.	18/09/23
			H	Access/use is prevented where goal posts are deemed to be "unsafe" as a result of inspection/ maintenance, e.g. not anchored correctly	Y			
			M	All goal posts are used for intended use only, e.g. indoor goal posts not used outdoors	Y			
			H	All personnel involved in assembling/ dismantling goal posts wears appropriate Personal Protective Equipment (PPE), where necessary	Y			
			H	All students are made aware of the dangers of incorrect/misuse of goal posts, e.g. swinging over bars etc.	Y			
			H	When not in use goal posts and all associated parts, e.g. nets, anchors etc., are stored correctly	Y			
			H	Records required by I.S. 357:2007 including maintenance records, inspections certs etc. are kept on site	N			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Shane Russell & Ricky Ronayne Date: 18 / 09 / 2023



Reference

Annex A, I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage
 I.S. 356:2007 Playing Field Equipment Goals – Functional and Safety Requirements – Test Methods for Portable and Fixed Goals

Maintenance (Grass Cutting/Ride-on Mower) – Risk Assessment Template No.41 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Defective equipment		Injuries due to defective equipment	H	The equipment is inspected and serviced by a competent person	✓			
			H	Defects are reported immediately to the principal and/or designated person responsible for safety and health and the equipment is taken out of use until repaired	✓			
Refueling mower		Fire Burns	H	Do not smoke while refueling	✓			
				Refuel outdoors	✓			
				Never refuel while the engine is running or while the engine is hot	✓			
				If petrol is spilled, do not attempt to start the engine. Move the machine away from the area and do not start the engine until petrol vapours have dissipated	✓			
				Replace all fuel tank caps securely	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:

Richard Connor

Date: 14.9.23

Maintenance (Grass Cutting/Ride-on Mower) – Risk Assessment Template No.41 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe system of work		Eye/body injury Cuts/lacerations Burns High noise level/hearing damage Crush injuries Overturning of ride-on mower	H	The operator's manual is available where required The mower is only to be used in accordance with operator's manual/manufacturers instructions Personal Protective Equipment (PPE) and clothing is provided and worn as necessary Mower is only started when it is safe to do so - no bystanders in the vicinity No passengers are allowed on the ride on mower The ride on mower is not driven up or down excessively steep slopes	✓ ✓ ✓ ✓ ✓ ✓			
Flying debris		Eye/body injury	H	Area checked for stones, glass, metal and debris before starting	✓			
Hot engine parts		Burns	H	Engine refilled before starting work while the engine is cool. If refueling is required before the job is completed, wait for the engine to cool	✓			
Rotating machinery		Cuts/ amputation	H	Shields, guards, interlocks and other safety devices are in place and working properly	✓			
			H	Engine shut off before cleaning out clogged chute or any other obstructions	✓			
Vibration		Hand arm vibration or whole body vibration	L	The ride on or push mower is used for time periods as specified by manufacturer's instructions	✓			

Access/Egress (General) - Risk Assessment Template No.14 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Unsafe access/egress			H	Access/egress points are checked regularly including condition of tiles, steps, handrails, doors, and handles Actions are in place to deal with hazardous weather conditions which could affect access/egress	✓ ✓			
Poor lighting on access/egress routes (inside and outside)		Delayed escape in the event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and outside) Fire exits are clearly marked	✓ ✓			
Obstructed doors		Delayed escape in the event of a fire or other emergency	H	Doors regularly checked and kept clear from obstruction	✓			
Slip, trip and fall hazards including mats, broken tiles, holes in floor, trailing cables		Slips, trips and falls	H	No trip hazards on entrance/exit routes or on walk ways	N	COVE TA/KAY TO MARK YELLOW paint		
			H	Stairs and steps identified and particular precautions in place to prevent slips, trips and falls including operational controls, environmental controls, hazardous steps and handrails				
Doors with broken handles or glass		Hand injuries	H	Doors are checked and repaired when necessary	✓			
			H	Broken glass is removed and disposed of safely	✓			
Security		Unauthorised access	H	A secure system is in place to prevent unauthorised access into the school buildings during school hours	N			
Doors which require excessive force to open or close		Person being hit by the door	H	Operation of fire doors checked - See Fire (General Classrooms and Offices) - Template No. 19				
		Hand injuries	M	Automatic closure mechanisms set so as not to cause hands to be trapped	✓			
			M	Excessive force not required to open doors taking into account mobility impaired users	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:

[Signature]

Date: 21.9.2023

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Gas leak		Explosions	H	A gas shut-off/isolation valve is provided for each classroom	Y	no action req currently, however if circumstances change will review	All Staff	
		Fire	H	Gas is shut-off at end of each class from one central point	Y			
		Burns	H	Gas supply isolated during holidays by a competent person	Y			
			H	Gas installation including any gas detector(s) and automatic shut-off mechanism checked annually by a competent person (refer to the manufacturer's instructions)				
			H	The supply pipework to each room or teaching space is fitted with a purpose designed supervisory system in accordance with Annex I of I.S. 820 , to test the integrity of that section of installation pipework each time the device is activated There is an operating procedure which includes, at a minimum, deactivation of the system at the end of each working day	?	Discuss with principal & caretaker	School Management	

Reference

IS.820 is the Irish standard specification for non-domestic gas installations.

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Access to the laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Access to the laboratory is well controlled, e.g. locked when not in use Unauthorised access is prohibited	N Y	Ensure all science teachers have a key to access store & lock it.	All Staff	
Limited or poor information on hazardous chemicals in use		Inadvertent exposure to teachers/ students environment due to unknown hazardous laboratory chemicals	M	Safety Data Sheets (SDS) are readily available for all hazardous chemicals An up-to-date chemical inventory is readily available	Y Y			
Limited or poor information on labels		Inadvertent/ incorrect use of chemicals	M	All hazardous chemicals are labelled correctly in line with the Classification, Labelling and Packaging (CLP) Regulation (Are labels understood, intact and legible?) Information on the hazard label corresponds to information on the SDS	Y Y Y			
Use of hazardous chemicals		Exposure to toxic or very hazardous chemicals	H	Elimination/substitution considered, e.g. toxic/ carcinogenic chemicals	Y			
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access is controlled	N	Keep back door open, acquire ventilation	All Staff	

Science (Chemicals) – Risk Assessment Template No. 50 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Incorrect disposal of chemicals		Lacerations/needle stick injuries and environmental contamination	H	Chemicals are disposed of in accordance with the SDS and the Local Authority. Tick where appropriate Specific storage containers provided for chemical waste <input type="checkbox"/> Recyclable solvents <input type="checkbox"/> Designated Sharps Disposal Unit <input type="checkbox"/>	Y			
Inadequate administrative controls		Uncontrolled exposure to hazardous laboratory chemicals to students	H	General laboratory rules are understood and followed by students Particular risks identified for an experiment to be communicated to students Relevant sections of the SDS is conveyed to students Bench tops are clean, organised and environs maintained to eliminate harmful exposures to unsafe conditions See Cleaning (Hazardous Chemicals and Biological Agents) - Template No. 7	Y			
Lack of knowledge of risks in relation to laboratory experiments		Personal injury to persons working in the laboratory	H					
		Incorrect use of chemicals leading to chemical exposure	H					
Cluttered bench tops and unclean laboratory environment		Contact with chemicals	H					
Poor personal protective equipment (PPE) controls/lack of PPE		Contamination by chemicals	H	Appropriate PPE is available, e.g. face shields, goggles, lab coats, appropriate hand protection, etc. Students are instructed by teacher before using any equipment	Y			

Science (Chemicals) – Risk Assessment Template No. 50 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Lack of other essential safety items in laboratory		Reduced ability to manage emergencies, incidents/spillages	H	Safety items to be available in the laboratory, e.g. <ul style="list-style-type: none"> • Safety screen • Fire extinguishers (CO2/Dry powder) • Fire blankets • Fire buckets with sand • Chemical spill clean-up kit -absorbing agent • First aid kit • Warning notices • Contact notice for emergency services, National Poisons Centre etc. 	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Niamh O'Keefe

Date: 01/09/2023

Science (Glassware) – Risk Assessment Template No.51 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Broken glass		Cuts/ lacerations	H	Only lab grade glassware used for experiments Safe placement of glass No over carrying	Y			
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers	Y			
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin	Y			
Defective glassware/ glass equipment Wear and tear leading to breakage		Cuts, lacerations	H	All glassware and storage vessels should be periodically examined for star cracks Glassware checked for cracks, chips, weaknesses before use Broken or chipped glassware is taken out of service and disposed of immediately	Y			
Unclean glassware		Exposure to chemicals from contaminated glassware	H	Glassware is cleaned thoroughly after each use Appropriate (chemical resistant) gloves are worn when cleaning glassware	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:

Niamh O'Keefe

Date: 07/09/2023

Fire (General Classrooms and Offices) - Risk Assessment Template No. 19 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Electrical faults		Electrocution Electric shock Fire	H	Electrical sockets are not overloaded Equipment is checked prior to use for faults All electrical faults are reported to designated person Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced See Portable Electrical Appliances - Template No. 22		NOT APPLICABLE		
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services There is an accessible fire extinguisher in classroom or hallway close to classroom 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)	Y Y Y	NOT APPLICABLE		
Restricted access/ egress		Delays in exiting building safely in the event of a fire Smoke inhalation Burns	H	Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open and close properly Exit routes are kept free from obstruction 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	Y Y Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:



Date: 22/9/2023

Canteen (General) – Risk Assessment Template No.4 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe storage of kitchen items		Toppling goods Slips, trips and falls	H	Utensils, crockery and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access	✓			
Fire		Burns Smoke inhalation	H	Designated staff have received training in the use of fire-fighting equipment A fire blanket is provided and easily accessible An F type fire extinguisher is accessible where a deep fat fryer is being used Use of deep fat fryer is avoided where possible The kitchen is fitted with an appropriate fire alarm system See Fire (Specialist Rooms) – Template No. 18 Lunchtime evacuation drills are carried out	✓			
Damaged electrical fittings and equipment		Electrocution Cuts	M	Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use,' and stored separately to prevent accidental use. Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced See Portable Electrical Appliances – Template No. 22	✓			
Explosion (water boiler)		Scalds	M	Pressurised water boilers examined by a competent person annually	✓			
Heated utensils and appliances		Burns Scalds	M	Self service water boiler is serviced annually	✓			

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Canteen (General) – Risk Assessment Template No.4 cont'd. (List additional hazards, risks and controls particular to your school using Template No. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Steam		Burns	H	Gas hobs or ranges are serviced as per manufacturer's instructions Gas cylinders where present are stored appropriately, e.g. upright, fixed to the wall etc.	✓			
			M	Microwaves are used as per manufacturer's instructions				
Sharp knives and cutters		Cuts/lacerations	H	Wherever possible safety cutters are used instead of knives	✓			
			H	Canteen staff are instructed about safe use of safety cutters/knives (especially that you NEVER try to catch a falling knife and simply get out of its way as fast as possible) The need for cut and stab proof personal protective equipment (PPE) is assessed, e.g. chainmail gloves (non-knife hand) and aprons for novice users	✓			
			M	Safety cutters/knives kept sharp (blunt knives require additional force in use leading to accidents)	✓			
			H	Safety cutters/knives are checked for damaged blades or handles once per term and disposed of if damaged	✓			
			M	Safety cutters/knives are stored separately to other equipment	✓			
			H	Safety cutters/knives are counted out to students and counted back in at end of class Shadow boards are considered for stricter control/where security may be a concern	✓			
			H	Safety cutters/knives are washed in a sink separately from other items of equipment and never left soaking in sink	✓			

Canteen (General) – Risk Assessment Template No.4 cont'd. (List additional hazards, risks and controls particular to your school using Template No. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Slips and Falls from liquid spillages, food spillages Trips on same level due to house-keeping issues (e.g. obstacles left on floor, trailing cables)			H	See Slips, Trips and Falls – Template No. 12	✓			
Accessing high windows		Falls	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken, **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Ruqaiya Dault Date: 4.8.2027

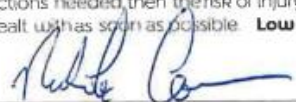
Cleaning (Work at Height (Ladders) - Risk Assessment Template No.9 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk? H = High M = Medium L = Low	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Defective ladders		Falls from a height resulting in serious injury or death	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Staff do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact. Ladder is tagged to highlight it is damaged and 'out of use' Results of examinations of ladders are recorded on a GA3 Form (see www.hsa.ie)	✓ ✓			
			H	Wooden ladders should not be painted See Schedule 5 of the Safety, Health and Welfare At Work (General Application) Regulations 2007	✓			
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders staff do not work on top 3 rungs, or top 2 steps for step-ladders Where possible an alternative method of working is used, e.g. using extendable poles to clean high level areas Ladders are properly set up to avoid overreaching Mobile towers are used where practicable in accordance with manufacturer's guidelines and instructions Workers erecting, modifying or dismantling mobile scaffold towers must have SOLAS CSCS training for this task See 'Use Ladders Safely - Information Sheet' available at www.hsa.ie/publications	✓ ✓ ✓ ✓ ✓			
Hazards associated with overhead objects		Making contact with overhead objects or ladder acting as a conductor	H	Awareness of hazards associated with overhead objects or conductable cables/wires is ensured	✓			

If there is one or more **High Risk (H)** actions needed then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:



Date: 22/9/2023

Cleaning Work at Height (Ladders) – Risk Assessment Template No.9 (List additional hazards, risks and controls particular to your school using Template no.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe use and storage of ladders and step ladders		Falls from a height resulting in serious injury or death	H	Ladders are only used where a risk assessment shows the use of other work equipment is not possible Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low Ladders are only used for light work and not for work that involves carrying heavy or awkward items Ladders are stored safely (e.g. removed to storage at the end of each working day) to prevent unauthorised use Unauthorised use of ladders is prohibited Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) ¹ Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person? Ladders are not placed on a drum, box or other unstable base Footwear is slip resistant, clean and free from mud/grease before climbing a ladder 3 points of contact (contact with hand and feet) are maintained at the working position	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓			

¹ Portable ladders (not stepladders) should always be placed at the correct angle, which is around 75 degrees or roughly one metre out for every four metres up (the 1 in 4 rule).

² Where possible a ladder should be secured at both the top and the bottom to achieve the maximum level of safety.

Cleaning (Welfare Provisions - Rest Rooms, Wash Basins, Showers) No.10 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Loose/broken fittings Defective equipment/structures		Cuts	H	A cleaning schedule is in place A system is in place for checking for defects The condition of toilets and hand basins are checked by cleaner daily (including stability of bowl and cistern, hand basins), soap spillages, etc.				
Floor conditions		Slips, Trips, Falls	H	See Slips, Trips and Falls – Template No. 12				
Cracked floor tiles			H	Cracked floor tiles are repaired ASAP Where necessary, area is cordoned off until repair work is complete				
Hazardous Substances		Skin Irritation Allergies Splashes (eyes) Burns	H	See Cleaning (Hazardous Chemicals and Biological Agents) – Template No. 7				
Legionella		Respiratory disease - legionella	H	See Legionella – Template No. 32				
Mould growth		Respiratory disease - Mould toxins	H	See Mould – Template No. 30 and guidance⁴				
Improperly maintained hot and cold water system Scalding water		Burns/scalds	H	Water temperature to basins maintained below scalding. Cleaner reports scalding water problems to caretaker and action taken immediately				

⁴ See www.stateclaims.ie for 'Guidelines for Cleaning Staff on Managing Mould Growth in State Buildings'

Cleaning (Welfare Provisions – Rest Rooms, Wash Basins, Showers) No.10 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate ventilation		Inhalation of cleaning products	M	Extraction system is operational or windows can be opened	N			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by:



Date: 22/9/2023

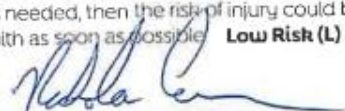
Fire – School Onsite Events (Plays, Musicals, Concerts, Meetings) – Risk Assessment Template No. 20 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Restricted access/ egress		Delays in exiting building in event of fire	H	Exit routes kept free from obstruction	Y			
			M	External lighting on exit routes operational and switched on during event	Y			
		Smoke inhalation Burns	H	Fire assembly point(s) marked clearly	Y			
				Emergency lighting operational	Y			
				Final fire exit doors checked to ensure they open freely before event	Y			
				Emergency evacuation plan explained to audience before each performance/event	Y			
				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	Y			
Restricted access/ egress		Delays in exiting building safely in the event of a fire	H	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	Y			
Fire - Access/ Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign	Y			
			H	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)				

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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:



Date: 22/9/2023

Fire – School Onsite Events (Plays, Musicals, Concerts, Meetings) – Risk Assessment Template No. 20 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Electrical faults		Electrocution Shock Fire	H	Electrical sockets not overloaded Equipment checked prior to use for faults All electrical faults are reported to designated person Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced See Portable Electrical Appliances – Template No. 22		Not applicable ✓		
Fire		Burns	H	Fire extinguishers are in place and accessible Use of candles or other naked flames strictly controlled	✓ ✓			
Improper storage of solvents and flammable materials		Fire causing death or injury Asphyxiation, Explosion	H	Solvents or other highly flammable materials stored in metal cabinets Safety Data Sheets (SDS) are readily available for all chemicals Users of chemicals are aware of the hazards and precautions that must be taken when using chemical products All users and relevant personnel have access to the SDS Combustible materials must be stored in appropriate conditions as per manufacturer's storage guidelines Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements	✓ y 1 y y			
Fire		Fire causing death or injury		Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)	y			

Technologies (Powered Hand Tools) – Risk Assessment Template No.52

(List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the present?	What is the risk? in place?	Risk rating H = High M = Medium L = Low	Control measures	Is this hazard control?	If no, what actions are required to implement responsible the control?	Person	Date action completed
	Y/N				Y/N			
General use of powered hand tools	Y	Unsupervised use leading to injury	H	Any unauthorised use of powered hand tools is prohibited Students are prohibited from using certain tools e.g. portable circular saw	Y		Teacher	18/09/23
	Y	Injury due to incorrect use		Students are instructed by their teacher before using any powered hand tool Powered hand tools to be used by teachers only are clearly identified Students are supervised by their teacher when using any powered hand tool	N/A		Teacher	18/09/23
	Y	Electrocution			Y		Teacher	18/09/23
				Powered hand tools are used in the manner for which they were designed to be used	Y		Teacher	18/09/23
					Y		Teacher	18/09/23
Defective powered hand tools	Y	Electrocution/ electric shock	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced	Y		Teacher	18/09/23
		Fire	H	Powered hand tools are electrically tested by a competent person as necessary	Y		Teacher	18/09/23

Technologies (Powered Hand Tools) – Risk Assessment Template No.52

			H	Powered hand tools should be visually checked before use and inspected as follows:	Y		Teacher	18/09/23
				Tools/appliance				
				• On/off switch is working correctly	Y		Teacher	18/09/23
				• No signs of damage to casing				
				• No loose parts or missing screws				
				• Live parts are properly guarded so as not to be inadvertently accessible				
				• Ensure equipment is disconnected when not in use	Y		Teacher	18/09/23
				Cables				
				• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible	Y		Teacher	
				Plug	Y		Teacher	18/09/23
				• Securely anchored, no sign of cracked casing, overheating, loose or bent pins				18/09/23
				Socket outlet				
				• No cracks or damage or sign of overheating				

- cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control required to implement the control?	If no, what actions are control in place?	Person responsible	Date action completed
	Y/N				Y/N			
Using electricity in damp areas	Y	Electrocution / electric shock	H	No powered hand tools or electrical equipment of voltage greater than 125 volts AC (other than portable transformers and portable generators) are used in damp locations	Y		Teacher	18/09/23
				No portable hand lamps of voltage greater than 25V AC or 50V DC are used in damp locations	Y		Teacher	18/09/23
Electrical equipment becoming live	Y	Electrocution	H	Tools and other portable equipment are only plugged into a circuit protected by an RCD (Residual Current Device)	Y		Teacher	18/09/23

Technologies (Powered Hand Tools) – Risk Assessment Template No.52

			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	Y		Teacher	18/09/23
Direct contact with moving parts	Y	Cutters, blades, abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use, a visual check should be carried out to ensure where applicable, all guards and covers are fitted, in good order and there are no visible faults	Y		Teacher	18/09/23
			H	Equipment used in compliance with manufacturer's instruction	Y		Teacher	118/09/23
			M	The operator's manual is available	Y		Teacher	18/09/23
			H	Dangling jewellery is prohibited	Y		Teacher	18/09/23
			H	Long hair is tied back	Y		Teacher	18/09/23
Ejection of fragments	Y	Flying objects or fragments causing injury	H	Eye protection is worn and guarding is used where required Grinding wheels and discs are properly stored	Y		Teacher	18/09/23
Contact with the open end of a compressed air line, which can force air through the skin into the blood stream	Y	Death	H	All students are supervised whilst working with compressed air	Y		Teacher	18/09/23

- cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Technologies (Powered Hand Tools) – Risk Assessment Template No.52

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control required to implement the control? Y/N	If no, what actions are control in place?	Person responsible	Date action completed
Trailing cables and compressed air lines, which could be tripped over	Y	Trip hazard resulting in possible fall, fracture, concussion or contact with dangerous parts of machinery leading to amputation	H	Good Housekeeping	Y		Teacher	18/09/23
	Y		H	Review permanent trip hazards with a view to eliminate same	Y		Teacher	18/09/23
Noise	Y	Hearing damage	H	Noise measurements are carried out where necessary by a competent person	N		Teacher	18/09/23
				Warning signs are in place beside noisy equipment and are visible	Y		Teacher	18/09/23
				Hearing protection is worn where necessary	Y		Teacher	18/09/23
Unsecured work piece	Y	Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable	Y		Teacher	18/09/23
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y		Teacher	18/09/23
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Technologies (Powered Hand Tools) – Risk Assessment Template No.52

Risk Assessment carried out by: Raymond Roche

Date: 18/09/23

Car Park and External Areas - Risk Assessment Template No.25 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Poor lighting Poorly identified steps and stairways		Slips, trips, falls	H	External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, adult education classes, hall used by clubs or societies Steps and stairways are adequately lit and clearly marked/highlighted	✓		N Cumis	
Holes/damaged surfaces		Slips, trips, falls	H	Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes	✓		N Cumis	
Contact with broken glass		Cuts	M	Broken glass is removed Replacement glass is installed in buildings at the earliest opportunity	✓		N Cumis	
Slippery walkways due to adverse weather conditions, e.g. ice		Slips, trips, falls	M	Emergency weather plan is in place addressing <ul style="list-style-type: none"> what requires to be done, e.g. grit or salt available for walkways which are prone to ice who is going to do it, e.g. caretaker applies salt or grit in icy weather signage monitoring 	✓		R Don	
Person being struck by vehicle		Injury due to person being struck by vehicle	H	A traffic management system is in place Controls are in place around appropriate times for visiting vehicles deliveries and collections	✓		R Don	
			H	Pedestrian routes/parking areas are clearly marked and appropriate signs in place	✓			
			M	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services	✓			

Car Park and External Areas - Risk Assessment Template No.25 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Lack of handrails on steps		Slips, trips, falls	H	All steps have handrail on one side where necessary See Building Regulations, Technical Guidance Document K See Access/Egress (General) - Template No. 14	✓			
Unguarded edges		Falls		Where necessary all drops or platforms have fencing/guarding to prevent falls	✓			
Unfenced ditches or streams		Drowning		Access to rivers, streams or ditches running on or adjacent to school property are adequately fenced off	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
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Risk Assessment carried out by:

R. M. Smith

Date: *4.9.2023*

Cleaning (General) – Risk Assessment Template No.6 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Pushing/pulling heavy or awkward items		Back injury Strains	H	A manual handling risk assessment must be carried out on tasks completed See Manual Handling – Template No. 13 Storage areas for cleaning supplies, toilet paper etc. are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall	✓ ✓			
Slippery floor surfaces, trip hazards			H	See Slips, Trips, and Falls – Template No. 12				
Contact with broken glass		Cuts	H	Broken glassware disposed to a separate waste glass bin and not mixed with general waste. Bin liners should not be used for glassware disposal bins	✓			
Damaged or defective electrical fittings and equipment		Electrocution Burns from hot surfaces Fire	M	Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use Visual checks are carried out See Portable Electrical Appliances – Template No. 22 Equipment used by cleaners is inspected and tested See Portable Electrical Appliances – Template No. 22 The cleaner/s reports any faults or defective equipment to the person in control of the workplace to ensure all items are repaired or replaced	N ✓	NOT APPLICABLE		

Cleaning (General) –Risk Assessment Template No.6 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk? Slips, trips and falls	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Cleaning, washing, and polishing floors and stairways			H	<p>As far as possible, dry cleaning replaces wet cleaning Scrubber-driers or spot cleaning is considered</p> <p>Wet cleaning occurs when school buildings are unoccupied with sufficient drying time (e.g. overnight) Steps on stairways are dried immediately, where possible</p> <p>A system is used to keep pedestrians, including staff and students away from wet/moist floors, e.g. physical barriers, locked doors, cleaning in sections</p> <p>Cleaning is organised to provide dry paths through areas being cleaned</p> <p>Where wet cleaning, the correct amount of the correct detergent is used and water is at the right temperature. Sufficient contact time is allowed for the chemical to work.</p> <p>Using a dry mop or squeegee may reduce floor drying time. (A damp floor can be more dangerous than a wet floor as it may be just as slippery as a wet floor but it may look dry.)</p> <p>For high-level cleaning follow the guidance for work at height</p> <p>See Cleaning (Work at Height –Ladders) –Template No. 9 See Work at Height (General) – Template No. 15</p>	✓			
			M	When using the vacuum cleaner, care should be taken to ensure cable does not pose a trip hazard				
			H	Relevant staff are trained in the use of buffer machines (Buffer machines and polish can seriously damage slip-resistance. These should only be used if specified by floor manufacturer)				

Cleaning (General) –Risk Assessment Template No.6 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Over-used warning signs		Slips, trips and falls	H	Where warning signs are used these are removed when no longer required	✓			
Inadequate welfare provisions		Inadequate toilet, washing and rest facilities	H	Cleaners have access to welfare facilities	✓			
			H	Cleaners have a place to store outdoor clothes and personal belongings while at work	✓			
Shoes/ footwear with poor slip resistance		Falls and related injuries	H	Suitable slip resistant footwear is worn as needed	✓			
Contact with Hazardous Chemicals and Biological Agents				See Cleaning (Hazardous Chemicals and Biological Agents) – Template No. 7				
Lone Working				See Lone Workers (e.g. caretakers) – Template No. 33				

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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Date: ~~27/9/21~~

22-9-2023



See www.stateclaims.ie for Guidelines for Cleaning Staff on Managing Mould Growth in State Buildings

Maintenance (Boiler house and fuel tanks) – Risk Assessment Template No. 40 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Flammable gas or oil		Asphyxiation	L	Gas detectors are in place with automatic shut off (gas boiler only)	✓			
		Fire	H	Gas detectors are serviced annually				
		Gas Explosion	L	The fire detection system in the boiler house is linked to main alarm system and serviced annually				
		Burns	H	If a smell of gas is detected the gas supplier is notified Contact number is readily available				
			H	Smoking in or near the boiler room is prohibited				
			H	A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank				
			H	The boiler (any type) is serviced annually by a competent person and service records are maintained at the school				
Pressure			H	In the case of a steam boiler or a pressurised hot water boiler (temperature 112° C or more) it must be examined by a competent person once in every period of 14 months	✓			
Heating oil burner fires		Burns	M	A fire ualue system should be fitted so as to cut off the supply of oil remotely from the heating appliance in the event of an accidental fire occurring in or around the appliance	NA			
		Asphyxiation	M	The oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner				
		Fire	H	Extinguisher serviced annually				
Trip, falls			L	Safe access is provided to boiler house	✓			
			M	Where there is risk of falls from height from the boiler, safe means of access is provided to those parts				
Access by unauthorised persons			M	Unauthorised persons are not permitted in the vicinity of the boiler room or fuel storage tanks	✓			

Maintenance (Boiler house and fuel tanks) – Risk Assessment Template No. 40 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Accessibility to fuel storage tank		Slips, trips, falls	L	If the oil tank is filled from the top, the opening is safely accessible (e.g. person delivering oil does not have to balance on a wall to reach)	✓			
		Fire Explosion	H	Oil or gas tank is provided with an adequate barrier to prevent it being struck by a vehicle and is adequately locked and secured against vandalism or tampering				
Unsafe storage of materials adjacent to boiler		Fire Trip, fall Explosion	H	Combustible materials such as waste, furniture or cardboard are not stored in boiler room or in close proximity to fuel storage tanks	✓			
Wood pellet stores		Asphyxiation	H	Access to hoppers and stores are restricted for safety reasons Access doors and lids are capable of being secured A safety warning notice relating to the dangers of wood pellet storage is provided adjacent to the access point	NA			
		Fire	H	With automated fuel feed systems, there is a risk of fire burning back from the boiler to the fuel store. To prevent this, there is an interruption to the fuel-transport system (e.g. a star-feeder or chute for the fuel to fall into the boiler)	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Ruairidh Smith

Date: 14/9/2023

