



SAFETY STATEMENT

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

Document Control

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DEFINITIONS



Employer	Refers to Tipperary Education and Training Board;
Centre	Means a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;
Centre Manager	Means Chief Executive, Principal, Training Centre Manager, Youthreach Co-ordinator, Adult Education Officer or any other post with responsibility for the operational running of a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation
Board of Management	Means a Board of Management in the case of Primary, Post Primary Schools;
Student	Means a person enrolled or on work placement in a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;

INTRODUCTION

St. Ailbe's School has a proud tradition of providing for the educational needs of its students. St. Ailbe's School offers students a wide range of subjects to Leaving and Junior Certificate standard, at both higher and ordinary level. The Leaving Certificate Applied Programme provides opportunities for students who are not adequately catered for by other Leaving Certificate programmes. The main aim of the school is to provide an environment where each and every student develops to their full potential both academically and socially. Our pastoral care programme is designed so as to ensure that the personal development of our students is catered for alongside their academic needs. On completion of the Junior Cycle the majority of students opt for the Fourth Year Programme.

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.



Section 20 of the Safety, Health and Welfare at Work Act 2005 requires an employer to prepare a written statement to safeguard:

- The safety and health and welfare of employees while they work;
- The safety and health and welfare of other people who might be at the workplace; including students, visitors, contractors and members of the public.

This safety statement represents a commitment to the safety, health and welfare of all persons who may be affected by the work of the centre. The areas that are to be covered by the safety statement are specific and set out in *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per *Section 19 of the 2005 Act*.

This Statement:

- Specifies how the safety, health and welfare of all employees, students and visitors in and to this Centre will be secured and managed;
- Specifies the hazards identified and risks assessed by the Employer;
- Gives details of how the centre manages its safety and health responsibilities, including (a) a commitment to comply with legal obligations, (b) the protective and preventive measures taken (c) the resources provided for safety and health at the workplace and (d) the arrangements used to fulfil these responsibilities;
- Includes the plans and procedures to be used in the event of an emergency or serious danger;
- Specifies the duties of employees including the co-operation required from them on safety and health matters;
- Includes the names and job titles of people with their roles for safety and health or performing the tasks set out in the statement;
- Contains the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health matters;
- Is in a written form, manner and language understood by all, and;
- Has due regard to the relevant safety and health legislation.

This safety statement should be read in conjunction with all other contractual obligations, policies and Codes of Conduct in existence at the school, centre and the ETB. Details of any changes to the Safety Statement must be recorded.

LEGAL AND OTHER REQUIREMENTS

This Safety Statement has been developed to enable the St. Ailbe's School to comply with its core legal requirements as outlined within the Safety, Health and Welfare at Work Act 2005 and other ancillary legislation and regulation. This document has been developed in line with the HSA guidelines for Post Primary Schools.

It is the policy of St. Ailbe's School 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 is 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 St. Ailbe's School to ensure all employees protect, so far as is reasonably practicable, any person who may be affected by our activities.

It is the policy of St. Ailbe's School 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 workplace.

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace 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.



1. HEALTH AND SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005 it is the policy of Tipperary ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill-health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the centre.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

Tipperary ETB, as the employer, undertakes in so far as is reasonably practicable to:

- (a) Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- (b) Provide information, training, instruction and supervision where necessary to enable staff to perform their work safely and effectively;
- (c) Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the centre;
- (d) Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- (e) Consult with staff on matters related to safety, health and welfare at work;
- (f) Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

Tipperary ETB is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

Implementation

This policy statement will be implemented by **Principal Mr. Ruaidhri Devitt** with the assistance of the pertinent staff, as detailed in the statement

Signed: _____

Date: _____

Mr. Ruaidhri Devitt

Position: **Principal**

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

Signed: _____

Date: _____

Ms Clodagh Kelly

Position: **Chief Executive**



2. CENTRE PROFILE

Name of Centre	St. Ailbe's School
Address	Rosanna Road, Tipperary Town, Co. Tipperary
Name of Centre Manager	Mr. Ruaidhri Devitt
Name of Senior Management	Mr. Kieran O'Dwyer
School Administration	Ms. Clodagh Goode
Telephone Number	062 – 51905
Email	officeadmin@ailbes.com
Website	www.stailbes.ie
Number of students	703
Number of Employees	78
Provision for persons with special needs	Yes
Name of Health and Safety Rep(s)	Ruaidhri Devitt
Location of Defibrillators / First Aid Kit	Defibrillator is in Main office and First Aid kits in main office, practical rooms and PE hall.
Name of Chief Fire Warden (s)	
External fire assembly points	On Astra pitch and back yard



First Aid Team / Responders		
Name	Location	Phone
Hayley Dewick		06251905
Noelle Bonner		06251905
Brid Kilmartin		06251905
Sarah Collins		06251905
Siobhán Casey		06251905
Shane Russell		06251905
Rachel Breen		
Niamh O'Keeffe		
Karen Henebry		
Eoin Kennedy		
Ray Roche		
Brendan Gleeson		
Claire O'Connor		
Ricky Ronayne		
Bridget McCormack		
Mairéad O' Connor		
Aaron Power		
Elizabeth O' Dwyer		
Fiona Cullen		
Edel Merrigan		
Patrick Kennedy		
Tim Butler		
Michael Hayes		
Bob Cullen		
Alanna O' Donovan		
Shane Russell		
Helen Kennedy		
Donal Breen		
Siobhán Kinane		



Cian O'Connell		
Nicole McLaughlin		
Noreen Ryan		

Emergency Contacts		
Agency	Name	Phone
Garda		062 - 80670
Hospital		
Local GP		
HSE		1850 24 1850
Health & Safety Authority		01 - 6620400

Health and Safety Committee (if applicable)		
Name	Location	Contact Number
<u>Michael Butler</u>		<u>06251905</u>
<u>Mikayla Curren Leahy</u>		<u>06251905</u>
Fire Wardens		
Name	Location	Contact Number

3. ROLES AND DELEGATED FUNCTIONS

The Chief Executive is the Accounting Officer in respect of ensuring the duties of the employer as set out in the 2005 Act are complied with.

Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place with clear roles and delegated functions assigned to support a culture of safety first.

Under section 13 of the Education and Training Board Act, 2013, health and safety is an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a Centre Manager who is defined under the 2005 Act as being a person in control of a place of work. In the ETB sector this is defined as;

- Principal
- Youthreach Co-ordinator
- Training Centre Manager
- Senior person designated by the Chief Executive in a specified location

A full listing of persons in control of a place of work, including those who deputise during periods of absence, will be maintained in Head Office.

As **Principal, Mr. Ruaidhri Devitt** 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.

Employees will be provided with the health and safety training required to carry out their role. Every effort will be made to ensure that identified hazards in the workplace will be reduced or eliminated so far as is reasonably practicable.

This policy and procedure will be communicated effectively to all staff.



Chief Executive

- Comply, as far as is reasonably practical, the safety, health and welfare at work of his or her employees and the legal obligations set out as employer under the 2005 Act;
- managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- as regards the place of work concerned, ensuring, so far as is reasonably practicable—
 - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
 - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and
- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

Person in Control of Place of Work

- Comply as far as reasonably practical with the requirements of the 2005 Act;
- Shall ensure as far as is reasonably practical, that the place of work, the means of access thereto, or egress therefrom, and any article or substance provided for use in the place of work, are safe and without risk to health.
- Ensure all accidents and incidents are reported to Tipperary ETB and investigated with all relevant statutory reports completed;
- Organise relevant training with appropriate registers maintained;
- Participates in the Safety Committee where one is established.

Safety Representatives

Employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this Act referred to as a "safety representative") or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

The nominated Safety Representative / Co-ordinator is Mr Michael Butler

A safety representative may—

- inspect the whole or any part of the place of work—

(i) subject to *subsection (3) of the 2005 Act*, after giving reasonable notice to the employer, or

(ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,

- investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,
- 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 represents,
- accompany an inspector who is carrying out an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- make representations to the employer on any matter relating to safety, health and welfare at the place of work,
- make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
- consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

(3) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under *subsection (2)(a)(i) of the 2005 Act*, which agreement shall not be unreasonably withheld by the employer.

(4) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

(5) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative—

- to acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and
- to discharge those functions.

(6) Where an inspector attends at a place of work for the purpose of carrying out an inspection, the employer shall inform the safety representative that the inspection is taking place.

Safety representatives will not be placed at any disadvantage as a result of fulfilling their role.

Health & Safety Committee

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a centre.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a safety committee in compliance with *Schedule 4 of the 2005 Act* and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent as may be agreed between the employer and his or her employees, fulfil the requirements of *subsections (1) and (2) of the Act*.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

- (a) to acquire the knowledge and training necessary to discharge their functions under this section, and
- (b) to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of;

- Centre Manager ;
- Members of Staff (elected by staff);
- Safety Representative (elected by staff).

The Safety Committee will also consider any of the other items arising under Section 26 (1) (b) of the Health and Safety and Welfare at Work Act, 2005.

All Employees

(1) Comply as far as reasonably practical with the requirements under the 2005 Act.

An employee shall, while at work—

- a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- (h) report to his or her employer or to any other appropriate person, as soon as practicable—
- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,

of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f) of the 2005 Act*.

Fire Wardens:

The duties and responsibilities of all employees acting as Fire Wardens are outlined as follows:

General Duties of a school/centre fire warden:

The general responsibilities of a fire warden are to reduce the risk of fire within the centre and ensure that emergency routes and equipment are appropriately maintained. This includes:

- Identifying and removing fire hazards on centre premises;
- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;

- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;
- Reporting any problems with the above to the Centre Manager and ensuring action is taken.

Duties of a school/centre fire warden – during a fire:

In the event of an emergency, it is the responsibility of individual staff members to evacuate their classrooms/areas of work and place of work. The role of the school fire warden is to support this, providing a second level of protection. The fire warden should:

- Raise the alarm or make sure it has been raised by someone else;
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where learners/staff may have sought refuge);
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so;
- Use firefighting equipment if it is safe to do so and they are confident in its operation;
- Liaise with fire fighters as to the location of the fire and the risks specific to that area of the centre.

Contractors

All contractors working in or on behalf of the centre have a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Substantial construction projects e.g. extension, summer works, are generally undertaken centrally by the ETB on behalf of the school/centre. Such circumstances are generally where:

- There is more than one contractor involved in the work;
- The work is scheduled to last more than 30 days (or 500 person days); or
- There is a particular risk involved.

Where substantial projects are identified Tipperary ETB will ensure compliance with the relevant regulations and will advise the school in respect of same.

From time to time the centre will call on the services of the smaller contracting company to carry out a variety of such construction tasks e.g. plumber, electrician or carpenter etc. Where this work involves a single contractor, there are no particular risks present and task duration will not exceed 30 working days, to comply with safety and health requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The centre will:

- Ensure that the contractor is suitably qualified, experienced and where appropriate registered with a suitably recognised craft body;
- Make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the centre on behalf of the centre;
- Provide to contractors the centre's safety statement and instructions relating to safety, health and welfare;



- Be aware of the contractor's duty to make available to the centre the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out;
- Co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

Centre personnel may inspect any contractors' operations at any time and will have the power to stop any activity on safety grounds.

Contractors must report all accidents and near misses, no matter how minor, to their centre contact as soon as possible thereafter and cooperate with any investigation into the incident. They must not interfere with any centre equipment unless they have received prior approval.

All equipment brought into centre grounds by contractors must be safe to use, have all safety guards in place, be accompanied by all necessary certificates where required and not represent a danger to any staff, students or visitors when in use.

Visitors

Students, parents, volunteers and visitors must comply with the centre's safety statement and instructions relating to safety, health and welfare.

It is a requirement that the centre gives at least the same level of health, safety and welfare to students, and all visitors as it gives to employees.

Visitors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals.

In the event of an emergency, all students / visitors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.

4. 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.

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.

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:

- Staring at the screen for too long without blinking (which can cause your eyes to dry up).
- 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 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 characters on the screen should be well defined, clearly formed and of adequate size.
- 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 Display Screen Equipment (DSE) Policy available on www.tipperaryetb.ie.

TIPPERARY ETB Display Screen Equipment (DSE) Policy

Tipperary Education and Training Board (Tipperary ETB), in accordance with relevant regulations and legislation, aims to ensure that all steps necessary will be taken to eliminate risks for staff involved in using Display Screen Equipment (DSEs). The purpose of such policy aims to ensure the following: -

- A positive, safe working environment will be in place across Tipperary ETB.
- The promotion of best practice in relation to the use of DSEs
- That all necessary steps are taken, as far as is reasonably practicable, to protect all DSE users from any dangers that may arise from the use of DSEs

In line with the *Safety and Welfare at Work, (General Application) Regulations 2007, Chapter 5 Part 2 Regulation 71: d) portable display screen equipment not in prolonged use at a workstation i.e. mobile devices such as mobile phones, iPads, tablets, laptops are **out of scope** of the DSE policy.*

This policy is applicable to staff members who:

- Have no choice but to use DSE to carry out their work
- Operate DSE in connection with work for continuous periods of more than one hour
- Operate DSE in work on a daily basis

Employers are required to evaluate health and safety at workstations with reference to eyesight, physical difficulties, and mental stress. Appropriate steps must be taken to control any risks identified. The legislation refers primarily to those at fixed desktop workstations with detached keyboards. Staff using laptops or portable devices should be aware of the issues surrounding eye fatigue, muscle strain and ergonomics and regular breaks should be encouraged. Tipperary ETB shall provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for DSE work. The workstation for each DSE user shall be reviewed by the Centre Manager, or other competent person, annually and whenever there is a significant change to office layout.

DSE users and non-users shall be provided with guidelines and/or appropriate training on correct set up and maintenance of workstations and will be instructed to take frequent breaks from DSE work. All DSE users and non-users are reminded of their obligation to participate in training to ensure that they understand how to set up their workstations, and to work to the guidelines provided by their Manager.

Eye Fatigue

Some staff may experience temporary eye fatigue, with such symptoms as failure to see clearly, red or sore eyes and headaches. Eye fatigue may also lead to employees adopting awkward postures which may cause discomfort of the limbs. Medical evidence shows that using DSEs does not cause damage to eyes or eyesight, nor does it make existing defects worse. Eye fatigue may be caused by:

- Staying in the same position and concentrating for a long time
- Poor positioning of the DSE
- Poor legibility of the screen or source documents
- Poor lighting, including glare and reflections
- A drifting, flickering or jittering image on the screen.

TETB Policy on Eyesight Tests and Screening

Every employee who habitually uses a DSE as a significant part of normal work has a right to opt for an eye test and an eyesight test, which must be made available by the employer at his or her own cost,



except where there may be a social welfare entitlement. While DSEs are now a common feature in many employments, this right applies only to employees with habitual and significant use.

Tipperary ETB will inform staff who use a display screen as a significant part of normal work, as set out in Tipperary ETB Display Screen Equipment Policy, of the availability of: -

- a) An appropriate eye and eyesight test, carried out by a competent person, (staff members own choice).
- b) Tipperary ETB will reimburse the overall costs (including tests and corrective appliances if required in respect of DSE) to a maximum of basic cost, current guidelines €40 eye test plus basic lenses €50.
- c) Staff on full PRSI rate should arrange tests with an optician in the Social Welfare Scheme. Tipperary ETB will only be liable for fees where the contribution conditions have not been fulfilled or where the benefit falls short of the cost incurred to an overall maximum of €90 (including test and lenses).

ICT

St. Ailbe's have full ICT support from an outsourced ICT Service Provider - Solve IT. St. Ailbe's staff have access to full telephone support.

All computers in the offices are networked and connected to the main server which is situated in the main computer room. This server is also maintained by IT Systems.

Ergonomics

All staff should be aware that sitting at a workstation for a prolonged period may cause muscle strain or discomfort in the neck, head, arms, shoulders, back and chest area.

Employers must plan work so that daily work at DSEs is interrupted periodically by breaks or changes in activity which reduce the work at the screen. Although the Regulations set no frequency for breaks, no single continuous period of work at a screen should, in general, **exceed one hour**.

Display screens should be set up as follows: -

- The image on the screen should be free from flickering and other forms of 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 minimize head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

Keyboard

- The keyboard shall have a matt surface to avoid reflective glare.
- The keyboard shall be tiltable and separate from the screen so as to allow the user to find a comfortable working position which avoids fatigue in the arms or hands.



- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user.

Work Desk or Work Surface

- The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents, and related equipment.
- The document holder shall be stable and adjustable and shall be positioned to minimize the need for uncomfortable head and eye movement.
- There shall be adequate space for users to find a comfortable position.

Work Chair

- The work chair shall be stable and allow the user easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.
- A footrest shall be made available to any user who requires one

[Display Screen Equipment - Health and Safety Authority \(hsa.ie\)](http://hsa.ie)

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.

Photocopiers & Printers

All photocopiers and printers in St. Ailbe's School are maintained in good working order to ensure safety, reliability, and compliance with health and safety standards. Servicing and maintenance are carried out exclusively by **Cantec Ireland**, the school's contracted provider.

Electricity & 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.

Fire Extinguishing Systems

Extinguishers will be placed in accessible locations within the premises, for use in the event of a fire. All extinguishers are checked regularly by the relevant contractors. A schedule is in place for all inspections. Records of all inspections and relevant certification is kept on file.

Maintenance Contractors are as follows:

Photocopiers:	Cantec Ireland  061 313646  www.cantecireland.ie
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Computers and Server:	Solve IT ☎ 0526190000
Fire Extinguishers Checked Annually by:	Galtee Fire prevention ☎ 0868215895
Security Alarm Checked regularly by:	Guardian Fire and Safety ☎ 051 448774 / 087 6046204
Shredding	All Security Mobile Shredding
Boiler Maintenance	Leahy Plumbing ☎ 087 9139113

5. 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:	yIVIU17	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
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy 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

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

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.

Coronavirus

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.

5.1 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.

Labelling

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.

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.

Procedure in the event of Burst Pipes

The other issue facing the organization 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.

Car Parking And Vehicle Movement

St. Ailbe's School is committed to ensuring the safety of all staff, students, parents, contractors, and visitors in relation to car parking and vehicle movement on the school grounds. The school recognises that vehicular traffic presents a potential hazard, particularly at peak times such as morning drop-off and afternoon collection.

General Arrangements

- Designated car parking spaces are provided for staff and visitors.
- Signage indicating entrance, exit
- Parking in non-designated areas, such as near entrances, emergency exits, or pedestrian walkways, is strictly prohibited.

The main gate and access routes must be kept clear at all times to ensure emergency vehicle access.

Responsibilities

- **Staff and Visitors** are required to park only in designated spaces and to drive with due care and attention at all times.
- **Students** must use pedestrian routes when entering or leaving the school grounds and are not permitted to loiter in the car park area.
- **Contractors and Delivery Drivers** must follow the instructions of school management or the caretaker and must not obstruct pedestrian routes or fire assembly points.
- The **Caretaker and School Management** will carry out regular visual inspections of car park surfaces, markings, lighting, and signage, and will report any hazards for remedial action.

Risk Control Measures

- Adequate lighting is provided to ensure visibility during early morning or evening use.
- The car park surface is maintained in good condition and free from potholes or trip hazards.
- Temporary traffic cones or barriers may be used during school events to assist with traffic flow and pedestrian safety.
- In the event of adverse weather (ice, snow, or heavy rain), gritting or other control measures will be implemented as required.



6. 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.

Fire Extinguishing Systems

Extinguishers will be placed in accessible locations within the premises, for use in the event of a fire. All extinguishers must be checked regularly by the relevant contractors or after every use or unforeseen damage. Any extinguishers that have not been serviced must be removed and taken out of use.

Fire Fighting Equipment will only be used by suitably trained persons.

Fighting fires – Extinguisher use

- Fire extinguishers will only be used where: Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.
- Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

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

Training of Staff in Emergency Procedures

All staff in the centre 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 annually and results must be recorded and documented on Tipperary ETB Fire Drill Record Book. Fire evacuation procedures must be posted around the premises and highlight the designated assembly point.

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.

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.

Action staff should take on hearing the alarm

- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above).
- Pick up visitors signing in book/sheet from reception desk if safe to do so.
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating.
- Lifts are not to be used for evacuation.



- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors and windows are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building.
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at assembly point and check all contractors and staff members are accounted for.
- Safety Representative to liaise with Fire Service upon their arrival

6.1 ASSEMBLY POINT LOCATIONS

In the event of an evacuation due to fire, alarm activation, or any other emergency, it is the policy of St. Ailbe's School to ensure that all staff, students, contractors, and visitors move safely and quickly to the designated assembly points.

The assembly areas have been selected to provide safe distances from school buildings, allow for full roll calls, and ensure clear access for emergency services.

Designated Assembly Points

- **Assembly Point A – Football Pitch:**
Located to the rear of the main school building. This area provides ample space for the safe assembly of students and staff from the main classroom block and specialist rooms.
- **Assembly Point B – Astro Pitch:**
Located adjacent to the sports hall. This serves as an alternative or secondary assembly area for classes located in the gym, practical rooms, and canteen areas.

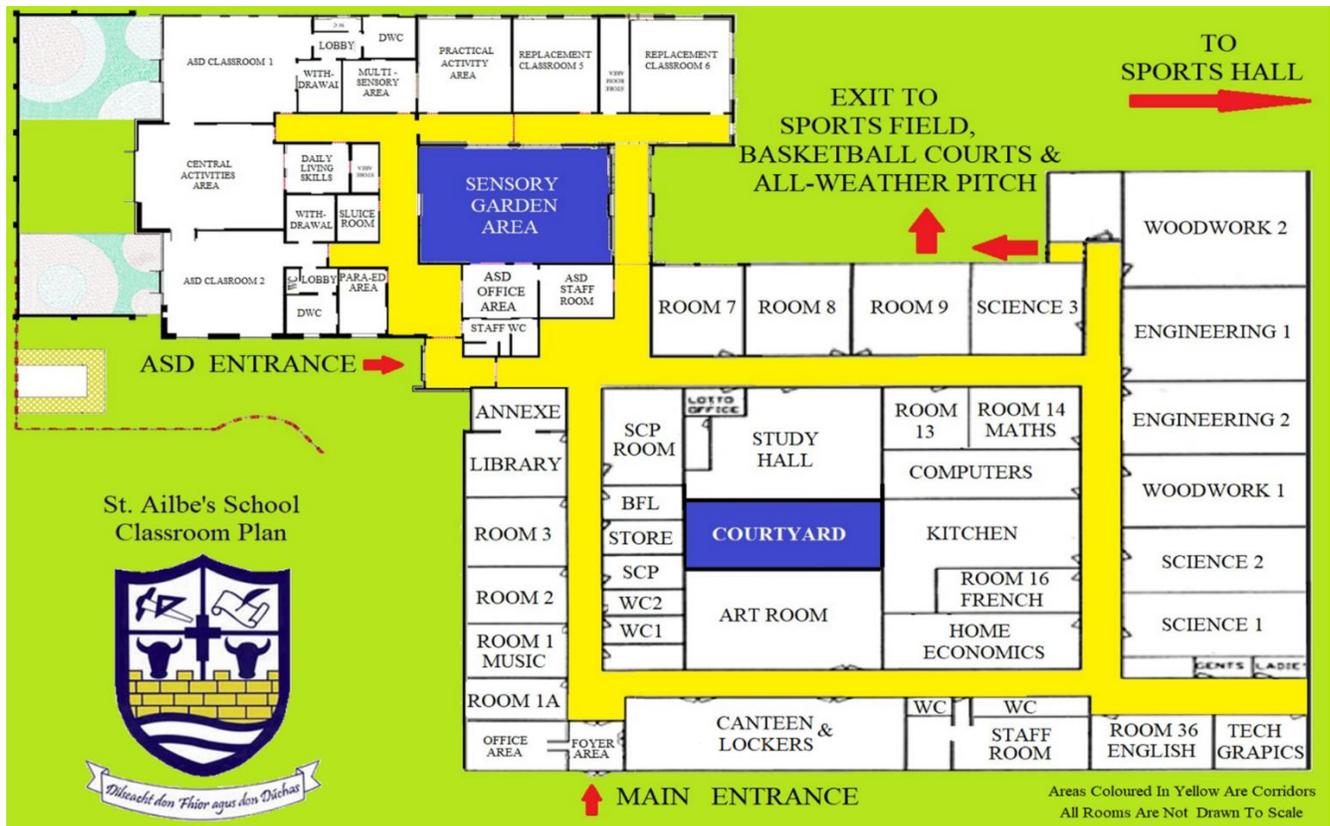
Procedures

- On hearing the fire alarm, all occupants must evacuate the building immediately using the nearest safe exit.
- Each class group must line up in an orderly fashion at their allocated position within the assembly area and remain there until further instructions are given.
- A roll call will be taken by the class teacher and verified by Year Heads or senior management.
- No one should return to the building until the **Principal or Fire Warden** has given the all-clear signal.

Additional Safety Notes

- Access routes to both assembly points must remain clear at all times to allow the passage of emergency vehicles.
- In the event that one assembly area is deemed unsafe or inaccessible, all persons should proceed to the alternative designated location.
- The caretaker and school management will ensure that assembly point signage is clearly displayed and that routes are maintained in good condition.

Map of Emergency Escape Routes and Assembly Points



6.3 FIRE SAFETY MANAGEMENT

The primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the centre, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety procedures and risk assessments at the school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The centre has identified emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments. Where required, they are regularly reviewed and tested. Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

Emergency procedures will be compiled and reviewed on an ongoing basis. Regular Fire Drills will be carried out and firefighting and detection equipment will be serviced regularly.

- A system of carrying out fire drills annually involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety;
- A system of reporting on and reviewing fire drills to ensure the detailed instructions in the school Fire Evacuation Procedure remain relevant and accurate.
- A system of regular in-house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner;
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc;

- A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises waste receptacles are kept in a designated locked store to prevent arson to the building;
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable. Flammable gas bottles are to be stored in the flammable gas cage. Inert gas bottles must be appropriately stored;
- Annual record of gas appliance servicing, lightning conductors, gas shut off devices, kitchen extract servicing and deep clean, chimneys, private hydrants, dry risers, policy on inspection of metal fire escapes. Security locks on escape route, upholstered furniture.

General Fire Precautions

An escape route plan and an extinguisher location plan shall be displayed in each room and in appropriate locations throughout the centre. The extinguisher location plan will also display the type of extinguisher available.

All staff members should familiarise themselves as soon as possible with:

1. The layout of the centre;
2. The location and operation of emergency exits;
3. The location and operation of extinguishers, hose reels and break glass units where fitted;
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

Inspection and Testing of Fire Prevention Equipment

Emergency Lighting – Maintenance

Weekly Emergency lighting is visually checked to ensure:

- Every lamp is lighting;
- The LED in each emergency lighting unit is illuminated;
- A rolling system of battery checks to be undertaken and recorded;
- Any fault found, and the action taken is recorded.

Quarterly the following will be carried out:

- Exterior of luminaries and signs are cleaned;
- Ensure the correct operation of the luminaries and signs by operating the test facility or cutting the power to the lighting circuits;
- Record results.

Annually the following will be carried out:

- Inspection and test procedure as described in I.S. 3217:1989 will be carried out by a competent person;
- Results will be recorded.

Fire Extinguishers – Maintenance

Irish Standard 291:2015 governs the selection, commissioning, installation, inspection and maintenance of portable fire extinguishers. The key requirements are:

User Inspection

- Fire extinguishers are inspected visually on a weekly basis in order to ensure appliances are in their proper position, have not been discharged or lost pressure or suffered obvious damage;
- More frequently where the environment, risks or other factors dictate so.

Competent Person Inspection Frequency

- At least every 12 months;
- More frequently where the environment, risks or other factors dictate so.

Test Discharge & Refilling Requirements

- All types of extinguishers (Foam, Water, CO₂, Powder, Chemical) must be Test Discharged & Refilled every three years;
- To this end, one third of each type should be selected during each annual inspection;
- Loan units should be provided to the client to ensure no loss of cover while units are removed, until they are returned again;
- Units selected for Test Discharge should be ideally used to provide training for personnel on site where practical;
- Where there are less than three of any type of unit on site, one should be removed for TD&R.

Pressure Testing Requirements

- All types of fire extinguisher should be considered under the European Pressure Equipment Directive;
- This requires that all extinguishers undergo a Pressure Test and Refill, 10 years after manufacture and every 5 years subsequently;
- Any units that are not practical or feasible to be Pressure Tested and Refilled, should be replaced at 10 years old;
- This would include liquid-based units, like Water, Foam, Wet Chemical (pressure test would crack the internal lining) and Powder units (too labour-intensive / impractical).

Fire Alarm – Maintenance

A *daily check* is made to ensure the panel indicates normal operation. Any fault indicated will be recorded and actioned immediately.

- A *quarterly inspection and test* procedures as per I.S. 3218: 2013 will be carried out. Records will be held by the Appointed Person;
- An *annual inspection and test* procedures as per I.S. 3218: 2013 will be carried out. Records will be held by the Appointed Person.

Suspected Gas Leak

If you smell gas the following procedure is to be implemented

- If room is occupied, evacuate the room;
- If room is unoccupied, do not enter the room alone, vent the room to the corridor, open windows,

- Do not switch on lights;
- Ensure all gas appliance are turned off and have not been left on and unlit;
- Don't smoke or use a naked flame;
- Don't unplug or switch any electrical equipment on or off;
- Do not use mobile phones;
- Open windows and doors;
- Make arrangements for school/centre Management to be notified of the event;
- If you have concerns for the safety of staff or pupils in the immediate vicinity, before the arrival of school/centre Management arrange for an evacuation to the main assembly point;
- If the smell is persisting school/centre Management will make arrangements for the gas to be turned off at the meter;
- School/centre Management will contact Gas Networks on 1850 20 50 50 and will follow any instructions issued.

Should evacuation be necessary then all staff must follow the appropriate evacuation procedures without delay.

Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain as much information as possible.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. The origin of the call may be able to be traced;
- Listen carefully. Be polite and show interest;
- Try to keep the caller talking to learn more information;
- Write a note or send a text to a colleague to call the Gardaí;
- If your phone has a display, copy the number or photograph the number on the window display;
- As soon as the Caller hangs up, immediately speak to the Gardaí yourself on another phone line, describe the conversation with the caller in detail, and await instructions;
- Inform the Principal/Centre Manager immediately including any instructions from the Gardaí;
- The Principal/Centre Manager will put in place appropriate procedures and will notify Tipperary ETB as soon as practical about the incident.

Keep calm:

- Do not underestimate the stress of receiving a threatening call;
- The best preparation is to carefully brief key staff and provide training by using practice calls. This will ensure that people know what to do in the unlikely event that they receive a threatening call and familiarise them with this process;
- Bear in mind that staff who receive threatening calls may require counselling after the event has been handled.

If a bomb threat is received by handwritten note:

- Call An Garda Síochána on 999 or 112;
- Handle note as little as possible;
- Inform the Centre Manager immediately including any instructions from the Gardaí;

- The Centre Manager will put in place appropriate procedures and will notify Tipperary ETB as soon as practical about the incident;

If a bomb threat is received by email:

- Call An Garda Síochána on 999 or 112;
- Do not delete the message;
- Inform the Centre Manager immediately including any instructions from the Gardaí;
- The Centre Manager will put in place appropriate procedures and will notify Tipperary ETB as soon as practical about the incident.

Should evacuation be necessary then all staff must follow the appropriate evacuation procedures without delay. While normally the decision to evacuate a building is taken by the Centre Manager, in the circumstances of a suspected bomb threat, the Centre Manager must at all times follow the direction of the Gardaí.

Chemical Spill

It is important to know what to do in the case of a chemical spill. In most cases such incidents will be classed as an accidental spill or release of a chemical which can be managed by the staff member. Reference must be made to Section 6 of the Safety Data Sheet (SDS) for the chemical as it details what to do in the event of an accidental release or spill of the chemical. For this reason the SDS should be readily accessible to the staff member and should also be kept with the chemical inventory.

In the event of a chemical spill, the following procedures apply.

Before deciding it is safe to clean a spill:

- Make sure that the chemical in question has not mixed with other chemicals;
- Exercise extreme caution if the material is reacting (hissing, bubbling, smoking, burning);
- Exercise extreme caution if there is any sign that a chemical reaction is happening. If so contact school/centre management who will contact the emergency services for help;
- Centre Management will be advised by the emergency services and will make a decision in respect of whether general evacuation procedures will apply.

Safe cleaning process:

- Remove people from the affected area;
- Ventilate by opening windows and doors;
- Refer to the SDS and follow the instructions therein;
- Wear personal protective equipment to avoid chemical burns;
- Place spilled material in a clean dry plastic container or bag or soak up using absorbents;
- Dispose of contaminated materials in accordance with manufacturer instructions
- Complete accident / incident report;
- Take appropriate precautions where safe to do so, in order to prevent any spillage entering water courses.

Chemical Spill First Aid

Where a spill is on an individual, Section 4 of the SDS will provide detailed first aid measures, however, swift action will be required, and the following should be followed:



- Remove the person from the area;
- Quickly remove if possible contaminated clothing and footwear;
- As quickly as possible flush the contaminated area with (preferably) lukewarm, gently flowing water for at least 15-20 minutes;
- Call or have someone call for a First Aid Responder to attend;
- Inform Senior Management.

7. FIRST AID

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first-aid within the workplace. The Centre has a duty to provide first-aid equipment at all places of work where working conditions require it.

The training of First Aid Responders and equipment in all centre's is a responsibility that Tipperary ETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses in order to administer first aid in a workplace setting.

As and from 1st June 2018, the HSA only recognises Pre-Hospital Emergency Care Council First Aid Response (PHECC FAR) as meeting the needs of Occupational First Aid in workplaces. This is a foundation first aid course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services. FAR includes the full Cardiac First Response Community standard also. This means that learners who undergo training from 1st June 2018 must complete a PHECC FAR full or refresher course. However, any QQI OFA training which took place prior to 31st May 2018 will be recognised for the full 2-year duration from the date of training. The Safety Committee as part of its annual review shall consider the training needs for FAR staff.

Names of First Aid Responders

The list of qualified FAR's is available on school noticeboards and listed in Section 2, Centre Profile

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

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

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)

Location of First Aid Equipment and Supplies

There are first aid kits in the main school office and all practical rooms

Procedure for Inspecting and Checking First Aid Kits

The centre has provided suitable first aid kits which are located throughout the centre. It is the responsibility of the FAR (s) to maintain the first aid kits and appropriate records in accordance with their training. Please see sample first aid checklist below:

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* ₁
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (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 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	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	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1



Water Based Burns Dressing Small (10 x 10cm) *** ₃	1	1	1	1
Water based Burns Dressing Large *** ₃	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTES:

*Note 1: Where more than 50 persons are employed, pro rata provisions should be made

**Note 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.

***Note 3: Where mains tap water is not readily available of cooling burnt area.

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, another adult (gender balance) must accompany the teacher and the injured student to and from the surgery/hospital.

Automated External Defibrillators (AED)

Automated external defibrillators (AEDs) are provided as life-saving devices which can-prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the Centre Manager for rectification.

Our Defibrillator is located at the Main School Office

8. ACCIDENT PROCEDURE AND INCIDENT INVESTIGATION

Introduction

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

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

The Accident Reporting Form (Please see APPENDIX A)

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

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.

Head Office 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 healthandsafety@tipperaryetb.ie

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?

9. INSTRUCTION, TRAINING AND SUPERVISION

Centre Management have responsibility to ensure that only trained and competent staff are tasked with work activities which have the potential to cause harm. They will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is reviewed.

Senior management will ensure that all staff understand the importance of their training and experience and how they can work effectively to ensure safe working. They will also ensure that staff are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is recognised that ongoing safety training is required in order to assist in the maintenance of a high standard of service. Safety training and safe work procedures will be available to all staff as required.

Tipperary ETB will provide such training as required by *The Safety Health and Welfare at Work Act 2005 and any other relevant legislation* to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

- If manual handling represents a significant part of an employee's work, he/she will be provided with manual handling training course carried out by a trained competent instructor.
- First Aiders will hold the relevant Occupational First Aid Certificate, which will be updated every two years.
- All staff will complete relevant Fire Safety training and Fire Drills will be carried out regularly. Fire Drills will be recorded on Tipperary ETB Fire Drill Record Book which will be kept with Health and Safety Administrator.

Training will be given as necessary to staff to ensure they understand their health and safety responsibilities as specified in relevant legislation, regulations and this Safety Statement. All staff are encouraged to partake in the HSA online training programmes.



However specific training will be provided for matters such as Fire Safety and Emergency Procedures. The Training Programme where appropriate will include refresher training.

All staff will receive induction training upon commencing employment to include good housekeeping practices. The Centre Manager will ensure that the staff are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing work safely.

All training will be recorded, and records maintained by centre administration.

Where it is deemed to be necessary, staff will be given further training or retraining as required and this will also be recorded, and progress reviewed, where applicable.

10. COMMUNICATION AND CONSULTATION

This section establishes how the centre community is made aware of the contents of the safety statement and is consulted on safety, health and welfare matters.

Centre Management will ensure that all staff, including contractors and students/learners, are made aware of issues regarding health and safety. They will also be responsible for receiving, recording and responding to any health and safety communications.

A safety representative may be elected by staff and will be a standing member of any Safety Committee.

The Centre Manager is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals by the Centre Management / Safety Committee.

The centre will have a number of noticeboards throughout the centre detailing posters / displays / notices on safety, health and welfare matters to include emergency procedures, fire exits, evacuation assembly points, first-aiders and first aid stations.

Versions of the safety statement are kept up-to-date with the latest revisions, amendments and additions available on the school/centre's website.

Communication

The Centre Manager is responsible for ensuring that this safety statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the safety statement.

- (a) It is the responsibility of the Centre Manager to ensure that the latest revision of the safety statement is available on the network and reviewed / updated annually or as required to ensure its appropriateness and compliance with legal obligations.
- (b) All new employees (including temporary staff) will be made aware of the centre's safety statement during the induction process. This is the responsibility of the person carrying out the induction training.

- (c) The Centre Manager is responsible for advising employees via the email system of all changes to this safety statement.
- (d) The safety statement will be brought to the attention of staff annually or when there is a significant change.

Document Management

All information and documentation in relation to Health & Safety, including risk assessments, is managed and retained in accordance with Tipperary ETB Data Protection Policy and Data Retention Schedule.

11. MONITORING, REVIEW AND UPDATE

The Centre Manager will ensure that an annual safety review meeting is undertaken in the latter part of the academic year and all the pertinent aspects are reviewed and actions taken as required.

The management review meeting is used as the pivotal means of ensuring that the centre's systems are fully implemented and effective.

School management shall ensure that the Health and Safety Checklist (APPENDIX F – FORM M) is completed once per year, normally at the end of academic year in conjunction with the Safety Committee and submitted to healthandsafety@tipperaryetb.ie by the end of June each year.

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. Ruaidhrí Devitt** and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

12. RISK ASSESSMENT

Hazard Identification, Risk Assessment

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. A risk assessment may be a visual exercise that reflects a situation at a given point in time. It is a commonsense duty of care to identify risks and hazards to assist the Employer in making decisions in respect of deploying resources.

It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction. A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the manager to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from Tipperary ETB.



The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there will be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards on a daily basis.

This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within schools and centres to allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.

HSA Templates for Risk Assessments can be found at [Post-Primary Guidelines - Part C - Risk Assessment Templates - Health and Safety Authority](#) and are included in the appendices of the safety statement, and are also available on the Tipperary ETB staff hub www.tipperaryetb.ie . The templates are to be made site specific and are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. Before addressing risk assessment, there are a few essential health and safety terms that all members of the centre community should be familiar with.

Hazard:

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

Risk:

Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Control measures / controls:

Control measures / controls are the precautions taken to ensure that the risk is eliminated or reduced. Following risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk. Control measures must be put in place to eliminate or significantly reduce it.

Methodology of Risk Assessments

The following outlines the methodology of Risk Assessments completed by Tipperary ETB.

- Step 1: Consider the adequacy of current management controls.**
- Step 2: Assess the likelihood or frequency of any risk arising.**
- Step 3: Consider the impact and consequence of the risk if it does materialize.**

Likelihood	1	Low
	2	Medium
	3	High



Severity	1	Minor	Incident occurred but no harm/damage resulted.
	2	Moderate	Damage resulting in absence from work or impact on finances
	3	Major	Damage resulting in long term disability or loss of valuable asset.
	4	Severe	Death of an employee or other person, serious threat to business.

Risk Rating is calculated by Likelihood (x) Severity

Low Risk Rating 1-6

Medium Risk Rating 7-12

High Risk Rating 13-16

HSA Interactive Risk Assessments

Templates for the relevant Risk Assessment can be downloaded by clicking on the link below:

[Post-Primary Guidelines - Part C - Risk Assessment Templates - Health and Safety Authority](#)

Please note that these templates once downloaded may be amended to individual centres requirements. Should a centre have a requirement for additional templates that are not listed, the general template (74) should be used if there is not an established template already in use.



St. Ailbe's Risk Assessment

Home Economics Room (General) – Risk Assessment Template No. 34 (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			
Obstructed access/ egress	Y	Slips, trips and falls	H	Walkways and fire exit routes kept free from obstruction. See Slips, Trips and Falls - Template No. 12	Y	Flooring is in good condition and is monitored for.	MN AON	09/10/2025
Damaged flooring			H	Students' belongings, project materials, teaching materials etc. are stored safely	Y			
			H	Damaged flooring likely to cause trip hazard repaired or replaced	N			
Accessing high windows	N	Injury due to over reaching	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level	N	Windows in the kitchen are within reach without the use of a window pole or step ladder	MN AON	09/10/2025
Accessing overhead areas, e.g. storage areas, overhead projector	Y	Falls		Goods are stored safely and are easily accessible	Y			
Use of sewing machine	Y	Puncture wounds	L	Students instructed on safe use of sewing machine and correct storage of needles	Y		MN AON	09/10/2025
Inadequate first-aid provisions	N	Delayed treatment of injuries	M	There is an appropriately stocked first-aid kit in the Home Economics room, under teacher supervision	Y		MN AON	09/10/2025
			M	Details of trained first-aider is available to all staff and students. See First-Aid - Template No. 21	Y			
Exposure to hazardous cleaning chemicals	Y	Dermatitis/ allergy	H	Non-hazardous cleaning chemicals are used, where possible	Y		MN AON	09/10/2025
				Personal protective equipment (PPE) is provided and used where necessary	Y			
				The room is appropriately ventilated See Canteen (Working with Chemical Products) - Template No. 5	Y			



Home Economics Room (General) – Risk Assessment Template No. 34 – 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
Gas	Y	Fire Explosion	H	Teachers are aware of location of main gas shut off point	Y	No detection system in place, only smell detected by teacher and students	MN AON	09/10/2025
				Gas is shut off when room not in use	Y			
				A gas leak detection system is in place and serviced as required	N			
Fire	Y	Burns Smoke inhalation Death	H	A fire blanket is located close to potential sources of fire, e.g. toaster	Y		MN AON	09/10/2025
				A fire detection system is in place	Y			
				Washer and dryer is not left on overnight	Y			
				Lint is removed from dryer regularly	Y			
				All teachers are aware of how to raise the alarm and contact the emergency services	Y			
				Teachers and students are informed about evacuation procedures from home economics room and participate in fire drills	Y			
Biological Agents	Y	Food poisoning/illness	H	All staff/students are aware of good hand hygiene practices	Y		MN AON	09/10/2025
				Foods are stored appropriately, e.g. uncooked meats separated from cooked	Y			
				Designated preparation areas are used for different food, e.g. raw meat, seafood etc.	Y			
				Equipment, utensils and surfaces are kept in clean condition with a cleaning schedule in place	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:

Aisling O'Neill

Date: 09 / 10 / 2025



Home Economics (Use of Safety Cutters/Knives) – Risk Assessment Template No. 35 (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
Sharp knives and cutters	Y	Cuts/ lacerations	H	Wherever possible, safety cutters are used instead of knives and cutters	N	Students are instructed on the safe correct use of knives and cutters	AON MN	09/10/2025
			H	Students are instructed about the safe use of safety cutters/knives especially the golden rule to always cut away from yourself (and other people)	Y			
				Students are instructed about the 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)	Y			
				The need for cut and stab proof personal protective equipment is assessed, e.g. chainmail gloves (non-knife hand) and aprons for novice users	Y			
			M	Safety cutters/knives are kept sharp (blunt knives require additional force in use leading to accidents)	Y			
			H	Safety cutters/knives are checked for damaged blades or handles at least once per term and disposed of if damaged	Y			
			M	Safety cutters/knives are stored separately to other equipment	Y			
			H	Safety cutters/knives are counted out to students and counted back in at end of class	N			
	Shadow boards are considered for stricter control		Knives and cutters are stored in each unit, in a designated location in the drawers. Teacher checks on these at the end of the practical class					
H	Safety cutters/knives are washed in sink separately from other items of equipment and never left soaking in sink	Y						
				Knives are soaked in a separate container as required				

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: Aisling O'Neill

Date: 09 / 10 / 2025



Home Economics (Portable Electrical Appliances) – Risk Assessment Template No. 36 (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
Damaged electrical fittings and equipment	Y	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 appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced See Portable Electrical Appliances - Template No. 22	Y		AON MN NC	09/10/2025
Incorrect use of, unsafe use of or defective portable electrical appliances	Y	Electric shock	H	Sewing machines are checked by a competent person on a regular basis as appropriate	Y		AON MN NC	09/10/2025
		Fire		Sockets are not overloaded and cables are kept clear of sink areas	Y			
		Puncture wounds		Service records are maintained	Y			
		Entanglement		Sewing machines are visually checked before use	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.

Risk Assessment carried out by: Aisling O'Neill

Date: 09 / 10 / 2025



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? 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
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: 09 / 10 / 2025



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.	09.10.25
			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	TBC	PE Dept.	09.10.25
			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: 09 / 10 / 2025



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



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? 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
Gas leak	N	Explosions	H	A gas shut-off/isolation valve is provided for each classroom	/			
		Fire	H	Gas is shut-off at end of each class from one central point				
		Burns	H	Gas supply isolated during holidays by a competent person				
			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	<p>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</p> <p>There is an operating procedure which includes, at a minimum, deactivation of the system at the end of each working day</p>		Caretaker + management to check	M.C.L.	

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



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? 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 of Bunsen burner	N	Fire Burns Hair catching fire	H	The Bunsen burner is kept away from gas taps and tubing and the edge of the bench	/			
				It should be impossible for window blinds to be blown into Bunsen flames				
				Loose clothing, scarves and dangling jewellery are avoided, long hair is tied back and face is kept clear of flame				
				A utility lighter or matches is used to light Bunsen burner - never paper				
				Students are instructed on the safe use of Bunsen burner, and are supervised				
				When not in use, the Bunsen burner is turned off, or if lit but not in use, the air inlet is reduced until a visible yellow flame shows				
				The Bunsen burner and equipment is allowed to cool after use before handling and putting away (e.g. tripod stand)				
				Teacher and caretaker know how to isolate Bunsen burner				
				A fire blanket and foam fire extinguisher are in the lab				
First-aid arrangements are in place	Y							
Use of damaged equipment, e.g. faulty tubing, blocked burner head (irregular shaped flame)	N		H	Rubber tubing and burners checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned as part of a regular maintenance and checking programme.	/			

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: Milkya Curran Leahy

Date: 5/11/2025

Reference
I.S.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? 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
Access to the laboratory	Y	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	Y			
Limited or poor information on hazardous chemicals in use	Y	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			
Limited or poor information on labels	N	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	/			
			H	Containers with non-hazardous chemicals, e.g. water, are clearly labelled to avoid confusion	/			
Use of hazardous chemicals	Y	Exposure to toxic or very hazardous chemicals	H	Elimination/substitution considered, e.g. toxic/ carcinogenic chemicals	Y			
Poor storage arrangements for laboratory chemicals	Y	Uncontrolled access and exposure to hazardous laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access is controlled	N	Brought to management about locking + ventilating chemical store room	M.C.L.	



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? 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
Incorrect storage of chemicals	N	Chemical reaction or exposure to chemicals	H	Chemicals are stored in accordance with the SDS requirements Chemicals are not stored on benches or within fume cabinets	/			
Chemical spills or reactions of chemicals in storage	Y	Chemicals being inadvertently knocked off shelves Chemical(s) with specific storage requirements not being adhered to resulting in an incident		Established conventions used, e.g. incompatible chemicals are segregated and stored in compatible hazard classes; Chemicals stored below eye level; Secondary containment is provided for liquid chemicals, anti-roll lips on shelves etc.	Y			
Flammable Chemicals	Y	Fire		Fire, smoke and heat detectors fitted in store rooms - appropriate fire extinguishers available Quantities are kept to a minimum especially flammable liquids SDSs are readily available in the event of an emergency	N	Fire/smoke/heat detectors questionable	W.C.C.	
Out of date chemicals in use	Y	Chemicals being used outside the manufacturer's specifications	M	Checks are 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	Y			
Broken glassware	Y	Lacerations/ burns/ chemical exposure	H	All glassware and storage vessels are periodically examined for star cracks Correct disposal procedures are in place for glass waste	Y			



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? 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
Incorrect disposal of chemicals	N	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"/>	/			
Inadequate administrative controls	N	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	/			
Lack of knowledge of risks in relation to laboratory experiments	N	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	N	Contact with chemicals	H					
Poor personal protective equipment (PPE) controls/ lack of PPE	N	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	/			



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			
Inadequate maintenance of fume cupboard	Y	Exposure to chemicals/fumes	H	Fume cupboard fit for purpose and use supervised	Y			
				Fume cupboard inspected regularly, tested and maintained with test label affixed - records stored appropriately and easily retrievable	N	certificate needs updating	M.C.L	
				Regular checks are made to ensure the average face velocity on these units is adequate (0.5 m/s or higher)	N	certificate needs updating	M.C.L	
Poor engineering controls	N	Uncontrolled exposure to hazardous properties of laboratory chemicals	H	SDS consulted for correct engineering controls	/			
Poor hygiene controls	N	Inadvertent exposure of teachers/students to hazardous laboratory chemicals	H	General laboratory rules are understood and followed by students, e.g. no eating, drinking, or tasting anything in the laboratory. No food permitted to be brought into the laboratory	/			
Chemical Ingestion	N	Chemical ingestion resulting in illness or chemical poisoning	H	Safety bulbs must be used when pipetting to avoid inadvertent ingestion	/			
Ingestion/absorption of chemicals	N	Illness or chemical poisoning	H	Adequate handwash facilities and eye wash station available, unobstructed and maintained	/			



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? 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
Lack of other essential safety items in laboratory	N	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. 	/			

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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: M. J. Kelly, Corran Leahy

Date: 5, 11, 2025



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	Y	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	Y	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	Y	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	Y	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	Y	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: Mikala Curran Leahy

Date: 5/11/2025



Home Economics (Portable Electrical Appliances) – Risk Assessment Template No. 36 (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
Damaged electrical fittings and equipment	Y	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 appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced See Portable Electrical Appliances - Template No. 22	Y Y		AON MN NC	09/10/2025
Incorrect use of, unsafe use of or defective portable electrical appliances	Y	Electric shock	H	Sewing machines are checked by a competent person on a regular basis as appropriate	Y		AON MN NC	09/10/2025
		Fire		Sockets are not overloaded and cables are kept clear of sink areas	Y			
		Puncture wounds		Service records are maintained	Y			
		Entanglement		Sewing machines are usually checked before use	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:

Aisling O'Neill

Date: 09 / 10 / 2025



Home Economics (Use of Safety Cutters/Knives) – Risk Assessment Template No. 35 (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
Sharp knives and cutters	Y	Cuts/lacerations	H	Wherever possible, safety cutters are used instead of knives and cutters	N	Students are ainstucted on the safe correct use of knives and cutters	AON MN	09/10/2025
			H	Students are instructed about the safe use of safety cutters/knives especially the golden rule to always cut away from yourself (and other people)	Y			
				Students are instructed about the 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)	Y			
				The need for cut and stab proof personal protective equipment is assessed, e.g. chainmail gloves (non-knife hand) and aprons for novice users	Y			
			M	Safety cutters/knives are kept sharp (blunt knives require additional force in use leading to accidents)	Y			
			H	Safety cutters/knives are checked for damaged blades or handles at least once per term and disposed of If damaged	Y			
			M	Safety cutters/knives are stored separately to other equipment	Y			
			H	Safety cutters/knives are counted out to students and counted back in at end of class Shadow boards are considered for stricter control	N			
H	Safety cutters/knives are washed in sink separately from other items of equipment and never left soaking in sink Knives are soaked in a separate container as required	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: Aisling O'Neill

Date: 09 / 10 / 2025



Home Economics Room (General) – Risk Assessment Template No. 34 (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
Obstructed access/ egress	Y	Slips, trips and falls	H	Walkways and fire exit routes kept free from obstruction. See Slips, Trips and Falls – Template No. 12	Y	Flooring is in good condition and is monitored for.	MN AON	09/10/2025
Damaged flooring			H	Students' belongings, project materials, teaching materials etc. are stored safely	Y			
			H	Damaged flooring likely to cause trip hazard repaired or replaced	N			
Accessing high windows	N	Injury due to over reaching	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level	N	Windows in the kitchen are within reach without the use of a window pole or step ladder	MN AON	09/10/2025
Accessing overhead areas, e.g. storage areas, overhead projector	Y	Falls		Goods are stored safely and are easily accessible	Y			
Use of sewing machine	Y	Puncture wounds	L	Students instructed on safe use of sewing machine and correct storage of needles	Y		MN AON	09/10/2025
Inadequate first-aid provisions	N	Delayed treatment of injuries	M	There is an appropriately stocked first-aid kit in the Home Economics room, under teacher supervision	Y		MN AON	09/10/2025
			M	Details of trained first-aider is available to all staff and students. See First-Aid – Template No. 21	Y			
Exposure to hazardous cleaning chemicals	Y	Dermatitis/ allergy	H	Non-hazardous cleaning chemicals are used, where possible	Y		MN AON	09/10/2025
				Personal protective equipment (PPE) is provided and used where necessary	Y			
				The room is appropriately ventilated See Canteen (Working with Chemical Products) – Template No. 5	Y			



Home Economics Room (General) – Risk Assessment Template No. 34 – 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
Gas	Y	Fire Explosion	H	Teachers are aware of location of main gas shut off point	Y	No detection system in place, only smell detected by teacher and students	MN AON	09/10/2025
				Gas is shut off when room not in use	Y			
				A gas leak detection system is in place and serviced as required	N			
Fire	Y	Burns Smoke inhalation Death	H	A fire blanket is located close to potential sources of fire, e.g. toaster	Y		MN AON	09/10/2025
				A fire detection system is in place	Y			
				Washer and dryer is not left on overnight	Y			
				Lint is removed from dryer regularly	Y			
				All teachers are aware of how to raise the alarm and contact the emergency services	Y			
				Teachers and students are informed about evacuation procedures from home economics room and participate in fire drills	Y			
Biological Agents	Y	Food poisoning/illness	H	All staff/students are aware of good hand hygiene practices	Y		MN AON	09/10/2025
				Foods are stored appropriately, e.g. uncooked meats separated from cooked	Y			
				Designated preparation areas are used for different food, e.g. raw meat, seafood etc.	Y			
				Equipment, utensils and surfaces are kept in clean condition with a cleaning schedule in place	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: Aisling O'Neill

Date: 09 / 10 / 2025



APPENDIX I ACCIDENT REPORT FORM

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



Other (please specify)



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 / H&S REP: _____

Date: _____

PLEASE ENSURE THIS COMPLETED REPORT FORM IS SCANNED AND EMAILED TO snolan_2@tipperaryetb.ie ON THE DAY OF THE ACCIDENT / INCIDENT OR POSTED TO:MS. SHAUNA NOLAN, TETB HEAD OFFICE, UNIT 1, TYONE, NENAGH.



APPENDIX II Location & Contents of First Aid Box (Sample)

Location of First aid Box: _____

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on Chapter 2 of Part 7 of the *Safety Health and Welfare at Work (General Application) Regulations, 2007* – First Aid.

The following table indicates the quantities that are required, depending on the number of persons present:

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* ₁
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (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 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	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	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) *** ₃	1	1	1	1
Water based Burns Dressing Large *** ₃	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTES:

*Note 1: Where more than 50 persons are employed, pro rata provisions should be made

**Note 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.

***Note 3: Where mains tap water is not readily available of cooling burnt area.

APPENDIX III Setting Up Your Workstation

Make full use of the equipment provided and adjust it to get the best from it and to avoid potential health problems. Here are some practical tips:

Getting comfortable

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the DSE.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and DSE to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.



Using a mouse

- Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the DSE may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

For further information or for a DSE assessment please contact Health and Safety Officer.



APPENDIX IV Employee Safety Induction Checklist (Sample)

Employee Name:	Line Manager:
Job Title:	Department:

Induction Contents:	Subject Covered (<input type="checkbox"/>)
Safety Statement to include risk assessments	
Accident / Incident Reporting Procedures.	
Emergency and fire arrangements including locations of exits / escape route and fire assembly point.	
First aid arrangements.	
Location of Defib	
Toilets / Showers.	
Location of health and safety noticeboard.	
Canteen Facilities.	
No smoking policy.	

Signed by Manager who completed the induction:	Date
Signed by Employee	Date



APPENDIX V Safety Rep Checklist Form (Sample)

Monthly Health and Safety Audit		
Location / Department: Date Audit Completed: Completed By:		
Fire Escape / walkways: Emergency exits / walkways clear / fire extinguishers (in situ, not damaged / obstructed) / fire signage other observations/ staff comments?	Date action required	Date of resolution
Equipment: Sockets, damaged leads, faulty equipment, other observations / staff comments? Equipment in good working order and adequately guarded?	Date action required	Date of resolution
Slips, Trips and Falls: Walkways free, floor surfaces even, passageways kept clear, cable management, spillages, other observations / staff comments?	Date action required	Date of resolution



<p>Filing and Storage Rooms: Walkways free, shelves secure and tidy, heavy items stored between mid-thigh and shoulder height, step ladder required (if items stored at head height), other observations / staff comment?</p>	<p>Date action required</p>	<p>Date of resolution</p>
<p>Kitchen: Cleaning materials stored appropriately, kitchen tidy, other observations / staff comment?</p>	<p>Date action required</p>	<p>Date of resolution</p>
<p>Chemicals: Chemicals properly stored and identified?</p>	<p>Date action required</p>	<p>Date of resolution</p>
<p>Staff Comments / Requests: Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the centre?</p>		
<p>Improving Health and Safety As a result of this audit and discussions with staff what safety controls could be taken to eliminate risks and improve Health and Safety practice and procedures in the school or during any activities which you manage?</p>		



APPENDIX VI – (Form M) Annual Health & Safety Checklist (Sample)

This form must be completed by each School on at least an annual basis, no later than the end of June of each year and submitted to the ETB.	
Centre:	
Centre Manager:	
Date Completed:	
Check Item:	Response – answer yes or no – where the answer is ‘no’ please provide an explanation.
The Safety Statement has been reviewed and the areas in Section 6 which have been identified for updates are attached for approval?	
The Safety Statement has been communicated to all staff and records of same have been maintained?	
The Safety Statement requirements in respect of establishing a safety rep and a safety committee have been actively applied at this centre?	
Meetings have taken place as required under the Safety Statement and records of such meetings are maintained?	
Risk assessments have been completed in accordance with the Safety Statement and are maintained?	
Fire equipment has been maintained and inspected?	
The number of fire drills carried out in the school during the academic term are (specify number)?	
Appropriate arrangements are in place in relation to the inspection and maintenance of equipment?	
Regular inspections are carried out within the school in order to check that the environment is clean, tidy and well maintained?	
Accidents and incidents are recorded and investigated?	
This centre has carried out an annual management review of its own Safety and Health performance?	
Comments	



APPENDIX VII ST. AILBE'S SCHOOL RISK ASSESSMENTS



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.

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