

Safety Statement

For

**St Colmans National School
Ballindaggin,
Enniscorthy,
Co. Wexford**

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Valid until November 2018

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Introduction

(i) Safety, Health and Welfare at Work Legislation

The Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005) applies to employers, employees in all employments and to the self-employed. In the interests of securing a preventive approach to occupational health and safety, it also has implications for persons who control places of work and those who supply articles or substances for use at work.

The central thrust of the 2005 Act is encapsulated in the 9 General Principles of Prevention, which are set out in Schedule 3 to the Act, as follows –

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

These Principles of Prevention are fundamental in the preparations of a Safety Statement by AMPM Safety & Environmental Ltd.

Introduction (contd.)

(ii) Competent Persons.

The employer may need to appoint one or more competent persons to assist him or her to comply with safety and health legislation. In this context "competent person", depending on the risks involved and the size of the undertaking, must have sufficient training, experience and qualifications to give informed and appropriate general advice on health and safety to management. Competent persons must also be capable of providing specialised technical knowledge based on risk assessment findings. The competent person would also have to advise line and senior management on health and safety, evaluate problems as they arise and suggest solutions to those problems and generally promote health and safety at the place of work.

AMPM Safety & Environmental Ltd will be able to demonstrate knowledge of current "best practice" in the sector concerned, be aware of any gaps in training and be prepared to supplement those shortfalls. **We must be given enough time to perform these functions, and to consult with employees at all levels.**

The employer is obliged to give consideration first to appointing a competent person as an employee and only where this is impracticable to engaging external competence. A combination of internal and external competence may be appropriate in some circumstances.

The employer must provide AMPM Safety & Environmental Ltd with information on factors which affect (or are suspected to affect) the safety, health and welfare of the employees, the risks involved, the protective measures in place, the evacuation measures for employees and other persons in the case of emergencies, as required by **Section 11**, including the names of employees designated for emergency duties, as well as any necessary information about fixed-term employees or temporary employees so that AMPM Safety & Environmental Ltd can discharge their functions.

Note that under Section 77(12), an employer cannot rely on an act or default by a person or company appointed under Section 18 as a defence in criminal proceedings involving the relevant statutory provisions.

The appointment of AMPM Safety & Environmental Ltd does not absolve the employer of his or her responsibilities under the legislation.

Introduction (contd.)

(iii) Disclaimer

AMPM Safety & Environmental Ltd believe the information contained within this risk assessment and safety statement to be correct at the time of printing. AMPM Safety & Environmental Ltd do not accept responsibility for any consequences arising from the use of the information herein. The safety statement is based on matters which were observed or came to our attention during the day(s) of the risk assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

(iv) Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment and safety statement and to protect all the parties involved, it is understood that the AMPM Safety & Environmental Ltd will not divulge to any third party or unauthorized persons any information obtained during this consultation and risk assessment, unless legally obligated to do so.

This Safety Statement must be revised on an ongoing basis – at least annually – by management in order to achieve the overall objective of improving safety awareness and reducing accidents and ill health in our company.

The sole responsibility for keeping this Safety Statement current and statutory compliant rests with company management.

2. Safety Policy Statement

Contact Details	
Name:	St Colmans NS
Address:	Ballindaggin, Enniscorthy, Co. Wexford
Telephone:	053 93 88 728
Email:	stcolmansnsballindaggin@gmail.com

Emergency Contact Details	
Name:	Telephones Numbers:
Doctor:	
Hospital:	
Ambulance:	999 or 112
Fire Brigade:	999 or 112
Garda Station:	
First Aider:	
H.S.A. Local Office:	Waterford 051 875892

Dignity Charter

“We at

St Colman’s NS

commit ourselves to working together to maintain an environment that encourages and supports the right to dignity for all who work here and attend out school. All teachers, staff and pupils are expected to respect the right of each individual to dignity. All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

Each person in **St Colman’s NS** has:

- The right to be respected and the duty to respect others.
- The right not to accept, and the duty not to engage in, name-calling, physical abuse, ganging up, isolating or harassing other people
- The right to report if this is happening to them, and the duty to report it if they see it happening to others.
- The right to learn and the duty to promote learning and recreation in a safe and enjoyable atmosphere.

All teachers, staff and pupils have a duty and a responsibility to uphold this Dignity Charter.”

This Charter is endorsed by the Board of Management.

Signed: _____
Conor McDonald, Principal

Nothing in this Charter overrules a person’s legal and statutory rights.

3. Organisational Safety Structure.

Board of Management

Fr. Jim Fegan	Chairperson
Conor McDonald	Principal
Patricia Brooks	Teacher Nominee
Joan Nolan	Patrons Nominee & Safety Officer
John Nolan	Parent Nominee & Treasurer
Eleanor Farrell	Patrons Nominee
Michelle Jordan	Secretary
Bridget O'Toole	Parent Nominee
Employees	Title
Conor McDonald	Principal & Class Teacher
Ann Ring	Acting Deputy Principal & Class Teacher
Aisling Whitty	Special Education Teacher
Mary Meagher	Class Teacher
Patricia Brooks	Class Teacher
Aoife Swaine	Class Teacher
Amy Moloney	Class Teacher
Cathy Tighe	Part time Special Education Teacher
Niall Cullen	Temporary Special Education Teacher
Carol Jordan	S.N.A.
Orla Whelan	Shared S.N.A.
Adrienne McDonald	Shared S.N.A.
Patrick Tobin	Part Time Caretaker
Theresa Kinsella	Part Time Cleaner
Betty Rafter	Part Time Secretary

3.1 Responsibilities of Board of Management and Principal

Board of Management

The ultimate responsibility for the implementation of the school's health and safety policy and ensuring its compliance with the health and safety legislation rests with the Board of Management.

School Principal

The School Principal has overall responsibility to ensure that:

- i) **St Colman's NS** meets its statutory obligations set out in the Safety, Health and Welfare at Work Act, 2005 and associated legislation.

- ii) All staff (teaching and non-teaching) have been made aware of the schools Health and Safety Policy and Procedures.

3.2 Employee's Duties

The Act places the following statutory provision on employees:

An employee must:

- 1) Comply with requirements of the 2005 Act and all associated legislation.
- 2) Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.
- 3) Not to be under the influence of an intoxicant or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
- 4) Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.
- 5) Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare.
- 6) Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by the school.
- 7) Taking account of the training and instructions given and correctly use any article or substance and protective clothing and equipment provided for use at work for his or her protection.

Any employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

An employee is required to report to his/her employer, or other appropriate person, as soon as they become aware of any instance:

- 1) Where work is being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health or welfare or that of another person
- 2) Any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person
- 3) A breach of safety and health legislation likely to endanger him or her or another person, which comes to his or her attention.

3.2 Employee Duties (Contd.)

All employees have a duty to refrain from improper conduct liable to harm the safety, health or welfare of persons at work. Violence, horseplay and bullying at work could come within the meaning of improper conduct. Horseplay amongst employees can result in serious consequences, particularly when working with potentially dangerous machines or hazardous substances.

An employee may not intentionally or recklessly interfere with, misuse or damage anything provided under safety and health legislation, or provided to protect the safety, health and welfare of persons at work, or to place at risk the safety, health or welfare of person in connection with work activities without reasonable cause.

In addition to the legal obligations listed above:

- 1) All staff must read and fully understand **St Colman's NS** Safety Statement, safety policies and procedures.
- 2) Staff must promote safe work practices as outlined in the safety statement.
- 3) Ensure equipment is operated in a safe manner and good housekeeping standards are maintained.
- 4) Use personal protective equipment as necessary
- 5) Report any accident, dangerous occurrence, or potential safety hazard to **St Colman's NS** Management and co-operate fully in any subsequent investigation.
- 6) Ensure all safety rules are communicated to students, contractors and visitors while working in their area.
- 7) Use equipment only if properly trained.
- 8) Must ensure that, in so far as reasonably practicably, students under their supervision receive safety information and training appropriate to their hazards and risks that they may be exposed to.

3.3 Disciplinary Procedures

Breaches of Safety regulations may be treated as a matter for discipline and, depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Employees Personnel files.

In the event of a breach of company rules or failure to work to an appropriate standard, the following procedure will be followed.

1	Verbal Warning / • counselling	Record. Copy of form to personnel file.
The employee will be given a verbal warning and counselling by his or her immediate supervisor' will be recorded on the employee's personnel record.		
2	Written Warning •	Record. Copies to person concerned, supervisor / shop steward and personnel file.
In the event of a further breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
3	Final Written Warning	Record, Copies to person concerned, supervisor manager shop steward and personnel file.
In the continuing event of further breach or performance, the employee will be issued with a Final Written Warning. At this stage the Firm may also impose a period of suspension without pay.		
4	Suspension / Dismissal •	Record. Inform the person of the right to appeal. Note to personal file.

3.3 Disciplinary Procedures

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, the company may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above. In cases where the company considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the company may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4. If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief **St Colman's NS** disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat or more serious first offences.
3. Final warning, suspension or probationary period.

The right to immediately dismiss employees is retained for the more serious offences.

Non-Exhaustive Examples of Gross Misconduct

The following is a non-exhaustive list of examples of gross misconduct	
1.	Negligence resulting in injury or possible injury to others, destruction / damage to company property or goods.
2.	Drunkenness while at work.
3.	Possession, use of, or being under the influence of drugs while at work.
4.	Wilful neglect or destruction of company property.
5.	Falsification of returns or other official documentation.
6.	Working on sick leave.
7.	Fighting or threats of acts of physical violence.
8.	Possession on company premise, of firearms or arms defined by law.
9.	Theft of company or other employee's property.
10.	Interference with of First Aid or Safety Equipment.
11.	Sabotage, attempted sabotage or threatened sabotage of company or employee's property.
12.	Deliberately restricting output or quality.
13.	Violation of other employee rights / freedom by threats of violence or other action.
14.	Serious misconduct affecting the interests of the employees and / or the company.
15.	Refusal to carry out lawful instructions given by management.
16.	Unauthorised use, possession or disclosure of company private information.
17.	Disregard for Safety Rules and Regulations, the contents of this Safety Statement or specific safety instructions given.
18.	Disregard the fire precautions, particularly those relating to smoking in prohibited areas and the Enclosed Workplace Smoking Ban.
19.	Driving a company vehicle in a reckless manner or under the influence of drink / illegal substances.
20.	Interference with scaffolding or other essential safety equipment.

All employees are advised that failure to comply with the above could result in prosecution by the enforcing authority and / or use of the Company Procedures in relation to serious offences, which can carry an instant dismissal penalty.

Hazard Identification and Risk Assessment System:

Hazard: Generally means anything that can cause harm. **St Colman’s NS** has identified foreseeable workplace hazards, so far as reasonably practicable, associated with their business.

Risk: is the likelihood High, Medium or Low- that someone will be harmed by the hazard, together with the severity of the harm suffered. Risk is also dependent on the number of people exposed to the hazard.

Risk Assessment: is a careful examination of what could cause harm to people at work so that the employer can decide whether enough control measures are in place or if more are required.

Risk Rating Formula:

In the Risk Assessment severity and likelihood have been calculated as follows:

The risk factor is the multiple of Severity and Likelihood.

Severity	Likelihood	Value	Risk Rating	Characteristics
Major(3)	High(3)	7-9	High Risk	Possible Fatality
Serious(2)	Medium(2)	4-6	Medium Risk	Possible Minor Injury
Slight(1)	Low(1)	1-3	Low Risk	Unlikely /minor injury

		Severity		
		Major 3	Serious 2	Slight
Likelihood	High (3)	9	6	3
	Medium (2)	6	4	2
	Low (1)	3	2	1

Note: The risk rating indicated is applicable when the controls in place are implemented. It is the responsibility of St Colman’s NS to ensure that these precautions are adequate and put in place specific controls, if necessary.

The list of hazards and controls in this Safety Statement are non-exhaustive and it is foreseeable that additional hazards will be encountered. If this situation occurs, then the work will stop and **St Colman’s NS** must carry out a risk assessment and complete the “Hazards Not Identified” section in the Safety Statement to ensure that adequate control measures are in place and implemented.

If the work to be carried out is not safe, workers must not perform any tasks until management have been informed and the control measures are put in place.

General Hazards

4.1.1 Manual Handling			
Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
1. Ergonomic type injuries 2. Cuts and abrasions 3. Slips, trips and falls. 4. Injury from dropping load. <u>Persons at Risk</u> Workers carrying out manual handling tasks.	Medium	Training for the kinetic lifting technique is necessary to comply with manual handling regulations. Ensure that a copy of the certificate of Manual Handling Training for each member of staff is kept on file and is updated every three years. Never lift any load, which is too heavy or awkward. Use mechanical aids and/or get help whenever possible. <p style="text-align: center;"><u>Note: All injury or damage to your back at work must be reported in the accident report sheet</u></p>	This training will be arranged for any member of staff who has not completed Manual Handling Training and will be held on: _____.

4.1.2 Housekeeping/Access to Classroom

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Slips, trips and falls.</p> <p>Material which has not been stacked properly causing persons to strike against or fall.</p> <p>Material improperly stacked falling on persons.</p> <p><u>Persons at Risk:</u> All persons in the area. All persons entering and existing the classroom.</p>	<p>Medium</p>	<p>All passageways and walkways will be kept clear.</p> <p>No items will be stored in front of or behind doors, particularly emergency exit doors.</p> <p>Materials or schoolbags will be stacked or stored so as not to cause obstruction in passageways.</p> <p>No trailing cables. When cables must cross passageways, they must be securely taped to floor or walls so as to avoid trip hazards.</p> <p>Waste must be disposed of regularly and never allowed to build up.</p> <p>All areas will be kept in a clean and tidy condition at all times.</p> <p>Provide wet area signage during cleaning and after any spillages.</p>	

4.1.3 Security/Trespassers

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Unlawful access into the school.</p> <p>Theft and/or unauthorised access.</p> <p><u>Persons at Risk</u> All persons in the area.</p>	<p>Medium</p>	<p>Ensure that doors are locked at the end of each day.</p> <p>Ensure that all chemicals, equipment and tools are locked away in a safe store.</p> <p>Any incidents or suspicious activity will be reported on the incident report forms to the school management immediately.</p>	

4.1.4 Staff Room/Welfare Facilities

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Items falling from heights</p> <p>Slips, trips and falls</p> <p>Cut injuries from knives</p> <p>Burns and scalds.</p> <p><u>Persons at Risk</u> Person in the staff room.</p>	<p>High</p>	<p>Always cut or chop on a board, never in your hand. Do not leave knives in sinks. Store knives in suitable rack or sheathing.</p> <p>Ensure any machines used are fit for purpose and only use as intended.</p> <p>Ensure suitable firefighting equipment is available – e.g. fire extinguishers.</p> <p>Ensure Emergency Exits are properly maintained, obstruction free, unlocked, easily opened.</p> <p>Ensure regular maintenance of electrical equipment.</p> <p>Report electrical faults immediately.</p> <p>Never overload electrical circuits by using adapters.</p>	

4.1.5 Pregnant Employees

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Back injury</p> <p>Miscarriage</p> <p>Collision</p> <p>Fatigue</p> <p>Stress</p> <p>Physical limitations</p> <p><u>Persons at Risk</u> All persons who are pregnant</p>	<p>Low</p>	<p>Ensure that a written risk assessment of all chemical/physical agents, and systems of work that may be a hazard to the pregnant employee.</p> <p>Take the necessary protective and preventative measures to safeguard the pregnant employee.</p> <p>Pregnant employees will inform their employer as soon as practicable after they become aware of their condition, with the appropriate medical certification.</p> <p>Adjust temporarily the working condition/working hours of the pregnant employee, based on the results of the risk assessment</p> <p>Assign alternative work to the employee, if the hazard cannot technically or feasibly be reduced.</p>	

4.1.6 Fire			
Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Fire risks</p> <p>Fires can occur from electrical and gas faults, smoking, and vandalism</p> <p><u>Persons at Risk</u> All persons in the work area.</p>	High	<p>All fire escapes routes must be kept clear and fire exits are unblocked at all times.</p> <p>Fire Drills are carried out at least twice a year and records are kept on file.</p> <p>Fire Register is in place and kept up to date.</p> <p>Person(s) responsible for the fire and emergency procedures are named in Section 5 of this Safety Statement.</p> <p>Fire alarm is monitored and maintained as per the fire regulations.</p> <p>Staff are trained in the use of firefighting equipment.</p> <p>Fire extinguishers are inspected as per the fire regulations.</p> <p>All staff are aware of what they have to do in the event of fire or any emergency evacuation. This is covered in section 5 of your safety statement.</p> <p>Ensure all unnecessary electrical appliances are switched off before closing each evening. The last person leaving the premises will check that no sources of ignition exist before leaving.</p>	

4.1.7 Electricity

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Defective sockets, plugs</p> <p>Overloading of sockets</p> <p>Fire</p> <p><u>Persons at Risk</u></p> <p>All persons in the area.</p>	<p>Medium</p>	<p>Carry out your own visual inspections of plugs and leads and get them repaired as necessary.</p> <p>Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating. Provide sufficient socket outlets and avoid/minimise the use of adapters.</p> <p>Do not use taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation protection from liquids. Damaged cables must be replaced completely but if cables have to be joined, proper connectors must be used.</p> <p>Do not ignore obvious telltale signs such as faulty switching or intermittent stopping. These may indicate an internal fault such as a loose wire, which could cause external metal work to become live.</p> <p>Ensure all electrical installations and maintenance are carried out by a competent electrician.</p>	

4.1.8 Guidelines for Lone Workers

1. Make sure when working alone that the school management or a work colleague is aware of your location, the duration of the tasks involved and the time when you intend to have the work completed.
2. Check with the Principal that the work you are doing has been subjected to a risk assessment, and that one person working alone can safely carry it out.
3. If necessary, make arrangements beforehand to keep in regular contact with a member of staff or a person authorized by school management. The use of a mobile at regular intervals could be considered.
4. Do not put yourself at risk. If you do not feel safe or have any concerns about working alone, then contact the school management immediately.
5. Employees must immediately notify the school management if they are 'suffering from any disease or physical or mental impairment' which could endanger them or any other person at work. This is of significant importance to lone workers.
6. If the school management feel it is necessary for additional controls for any particular activity arrangement will be put in place.

Note: Under no circumstances, carry out any tasks which safety control measures are not in place in this safety statement. If you are unsure about safety requirements, contact the school management immediately. Remember, if it's not safe don't do it and inform the school management before you start the task.

Any issues or concerns regarding working alone should to be on the agenda for Board of Management meetings.

4.1.9 Work related Stress, Bullying and Harassment

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Stress</p> <p>Mental Health</p> <p>Illness</p> <p><u>Persons at Risk</u></p> <p>All persons working and in contact with employees, e.g., teachers, pupils and parents, etc.</p>	<p>Medium</p>	<p>The school management is aware of the responsibility to do all that is reasonably practicable to protect their staff and students from psychological disorder and stress as well as from physical hazards.</p> <p>There is a Dignity Charter and policies and procedures in place for dealing with complaints of stress, harassment and any form of bullying.</p> <p>There is both an informal and formal procedure in place for dealing with these complaints and staff should be made aware of these procedures and how they can be implemented.</p> <p>Follow the procedures outlined in the department policy for reporting and dealing with complaints of work related stress, harassment and bullying.</p>	

4.1.10 Use of Car Park/Traffic Management

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Risk of injury from vehicles</p> <p>Damage to cars/vehicles</p> <p>Slips, trips and falls</p> <p>Persons at Risk: Persons in the car park.</p>	<p>Medium</p>	<p>The area is kept clear to allow safe access and egress for</p> <ul style="list-style-type: none"> - Employees - Company vehicles - Visitors - Contractors <p>The car park will be inspected weekly to ensure that everything is good working order.</p> <p>Any defects are then brought to the attention of Conor McDonald.</p> <p>All incidents and accidents are reported to senior management.</p>	<p>A Traffic Management Plan must be put in place for the control of traffic during times of harsh weather conditions (Snow, heavy frost & floods).</p>

4.1.11 Radon

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Lung cancer and other health risk</p> <p>Long term exposure</p> <p><u>Persons at Risk:</u> All persons in the area.</p>	<p>High</p>	<p>Radon measurements have been taken by an accredited radon measurement company.</p>	<p>Seek advice from the Radiological Protection Institution of Ireland following any high levels of radon measurements taken.</p>

4.1.12 Mould

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Lung irritation</p> <p>Health affects</p> <p>Persons at Risk: All persons in the area.</p>	<p>Medium</p>	<p>Weekly inspection for mould will take place. Records are kept on file.</p> <p>The school is cleaned daily by the caretakers and cleaners. Any evidence of mould will be reported to Conor McDonald.</p> <p>Vents, pipes, extraction systems and gutters will be maintained to ensure mould is not given a chance to build up.</p>	

4.1.13 Legionella

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Pontiac fever</p> <p>Legionnaires disease</p> <p>Fatal- from pneumonia</p> <p>Persons at Risk: All persons in the area.</p>	<p>High</p>	<p>All toilets, showers and taps are flushed weekly by the school caretaker.</p>	<p>A competent person with relevant skills, knowledge and experience will carry out a site specific risk assessment</p>

4.1.14 Note on Plant and Equipment Hired or Provided to St. Colman's NS

All plant and equipment hired or made available to **St Colman's NS** employees must be in good mechanical order and be serviced and maintained in accordance with manufactures instructions.

Statutory Forms GA1, Thorough Examination of Lifting Appliances and GA2, Weekly Inspection of Lifting Appliances must be provided for Lifting equipment when used. Scissor/Boom Lifts – MEWP must have handover certificates provided by suppliers before use.

All operators of Plant and Equipment must be trained and competent. Construction Skills Certification Scheme (CSCS) training is required for certain work activities such as excavator and teleporter operations and other specific training is required for MEWP and tool operations.

No **St Colman's NS** employee can operate plant or equipment unless they are trained, competent and authorised to do so.

Use of Computers/Laptops – VDU Regulations			
Identified Hazard	Risk Rating	Minimum Requirements for compliance with Display Screen Equipment (Regulation 72)	Controls to be put in place
<p><u>Equipment:</u> 2. Keyboard</p>	Medium	<p>The keyboard has a matt surface to avoid reflective glare.</p> <p>The arrangement of the keyboard and the characteristics of the keys are such as to facilitate the use of the keyboard.</p> <p>The symbols on the keys are adequately contrasted and legible from the design working position.</p> <p>The keyboard is 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.</p> <p>The space in front of the keyboard is sufficient to provide support for the hands and arms of the user.</p>	<p>Individual workstation risk assessment will be arranged and be completed by: _____.</p> <p>These risk assessments must be kept on file on all findings will be communicated to members of staff on _____.</p>
<p>3 Work desk/surface</p> <p>Persons at Risk Persons using the vdu workstations.</p>	Medium	<p>The work desk or work surface has a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.</p> <p>The document holder is stable and adjustable and is positioned so as to minimise the need for uncomfortable head and eye movement.</p> <p>There is adequate space for users to find a comfortable position.</p>	

Use of Computers/Laptops – VDU Regulations			
Identified Hazard	Risk Rating	Minimum Requirements for compliance with Display Screen Equipment (Regulation 72)	Controls to be put in place
<p><u>Environment:</u></p> <p>Lighting</p>	Medium	<p>Lighting (including room lighting, spot lighting or work lamps) provide satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the user's vision requirements.</p> <p>Possible disturbing glare and reflections on the screen or other equipment are prevented by coordinating the layout of workstations within the place of work with the positioning and technical characteristics of the artificial light sources.</p>	<p>Individual workstation risk assessment will be arranged and be completed by: _____.</p> <p>These risk assessments must be kept on file on all findings will be communicated to members of staff on _____.</p>
<p>Radiation</p> <p>Persons at Risk Persons using the vdu workstations.</p>	Medium	<p>All radiation, with the exception of the visible part of the electromagnetic spectrum, has been reduced to negligible levels from the point of view of the protection of employees' safety and health.</p>	

Use of Computers/Laptops – VDU Regulations			
Identified Hazard	Risk Rating	Minimum Requirements for compliance with Display Screen Equipment (Regulation 72)	Controls to be put in place
<p><u>Environment:</u></p> <p>Reflections and Glare</p> <p>Heat</p> <p>Humidity</p> <p>Persons at Risk Persons using the vdu workstations.</p>	<p>Medium</p>	<p>Workstations are so designed that sources of light, such as windows and other openings, transparent or translucent walls and brightly coloured fixtures or walls cause no direct glare and, as far as possible, no distracting reflections on the screen.</p> <p>Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight which falls on the workstation.</p> <p>Equipment belonging to a workstation does not produce excess heat which could cause discomfort to employees.</p> <p>An adequate level of humidity shall be established and maintained.</p>	<p>Individual workstation risk assessment will be arranged and be completed by: _____.</p> <p>These risk assessments must be kept on file on all findings will be communicated to members of staff on _____.</p>

4.2.2 Storage of Files

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Slips, trips and falls.</p> <p>Material which has not been stacked properly causing persons to strike against or fall.</p> <p>Material improperly stacked falling on persons.</p> <p><u>Persons at Risk:</u> All persons in the area.</p>	<p>Medium</p>	<p>All files must be stored in a safe place and must not be stored at height where there is a risk of falling.</p> <p>All floors, passageways and walkways will be kept clear.</p> <p>No items will be stored in front of or behind doors.</p> <p>No trailing cables. When cables must cross passageways, they must be securely taped to floor or walls so as to avoid trip hazards.</p> <p>Waste must be disposed of regularly and never allowed to build up.</p> <p>All areas will be kept in a clean and tidy condition at all times.</p>	

Classroom/School Hazards

4.3.1 General Class Room Hazards			
Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Slips, trips and falls.</p> <p>Material which has not been stacked properly causing persons to strike against or fall.</p> <p>Material improperly stacked falling on persons.</p> <p>Persons at Risk: All persons in the area.</p>	<p>Medium</p>	<p>All floors, passageways and walkways will be kept clear.</p> <p>No items will be stored in front of or behind doors.</p> <p>No trailing cables. When cables must cross passageways, they must be securely taped to floor or walls so as to avoid trip hazards.</p> <p>Waste must be disposed of regularly and never allowed to build up.</p> <p>All areas will be kept in a clean and tidy condition at all times.</p> <p>All staff are aware of what they have to do in the event of fire or any emergency evacuation. This is covered in section 5 of your safety statement. Adequate fire-fighting equipment is available.</p> <p>Ensure all unnecessary electrical appliances are switched off before closing each evening. The last person leaving the premises will check that no sources of ignition exist before leaving.</p>	<p>All teachers will complete a weekly classroom inspection checklist.</p>

4.3.2 Use of Art Equipment

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Slips, trips and falls.</p> <p>Material which has not been stacked properly causing persons to strike against or fall.</p> <p>Material improperly stacked falling on persons.</p> <p>Burns/Scalds from hot material.</p> <p>Cuts/lacerations Sharps knives/cutters</p> <p>Persons at Risk: All persons in the area.</p>	<p>Medium</p>	<p>Clear instruction and training is given to all students for class exercises to be carried out in particular when use hazardous material, knives, cutters and hot material.</p> <p>Gloves are worn when handling any sharp or hot objects e.g. glass and hot material. Keep sources of ignition away from paper and other material.</p> <p>Ensure that all students are instructed to adopt a clean as you go policy. Teachers must ensure that this is implemented.</p> <p>If a load is awkward or too heavy get help. Follow correct lifting technique outlined during Manual Handling Training. Follow the controls in place in 4.1.1.</p> <p>Waste must be disposed of regularly and never allowed to build up.</p> <p>Knives must be kept sharp, as blunt knives require additional force. Ensure that knives are inspected before use and all defects must be report. Ensure that all knives are counted before and after the class. Ensure that knives are washed separately from other items and are not left soaking in the sink.</p> <p>Ensure to follow controls outlined in the General Class Room Hazards 4.3.1.</p>	<p>All teachers will complete a weekly classroom inspection checklist.</p>

4.3.3 Use of Courts, Field and PE Activities

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Slips, trips and falls</p> <p>Cuts</p> <p>Sprains and strains</p> <p>Muscle Injury</p> <p><u>Persons at Risk</u> Teachers Students Persons in the area</p>	<p>Medium</p>	<p>All students must never enter the Community/PE Hall unless they are under the supervision of a teacher.</p> <p>All equipment used will in good working order.</p> <p>Goal post must be in accordance with UEFA/FIFA and GAA standards. All goals must be inspected prior to any activity taking place in the Community/PE Hall or field. Certificate showing that the goal post conforms to the regulations will be kept on file.</p> <p>The Court and sport field will be inspected prior to use.</p> <p>All defect equipment will be reported.</p> <p>Ensure that floors are kept clean and wet floors are monitored at all times.</p> <p>All incidents/accidents must be reported and investigated.</p>	<p>All teachers will complete a weekly inspection checklist.</p>

4.3.4 School Excursions (day trips, matches)

- Ensure that adequate numbers of supervisory adults are present. This will be subject to individual risk assessment for each event.
- A head count will be carried out before departure, upon arrival and before the journey commences again.
- Ensure that the weather conditions form part of the risk assessment for each trip.
- Supervisor will have a fully charged mobile phone.
- Pupils will be made aware of what action to take if separate from the group. This will be subject to individual risk assessment for each event.
- Emergency phone numbers must be held by trip supervisor, this list must be made available to other supervisors and students when deemed necessary.
- Information on particular medical conditions will be recorded and the records will be kept with the trip supervisor.
- The principal/and or a designated person will be aware of the location of the group and duration of the visit.
- Safety briefing must take place for adult supervisors on the trip.
- Safety belts must be worn where pupils are being transported by road. Safety belts cannot be shared between pupils.
- Ensure that all transport contractors are in adhered with all road traffic regulations and that there buses are maintained in accordance with the relevant standards and code of practices.
- Ensure that an adequate first aid kit and trained first aider is available on the trip.

4.3.5 Outdoor Adventure Activity

- Permission for participation in activity must be received from a parent/guardian.
- Ensure that an adequate first aid kit and trained first aider is available on the trip.
- Ensure that adequate numbers of supervisory adults are present. This will be subject to individual risk assessment for each event.
- A head count will be carried out before departure, upon arrival and before the journey commences again.
- Ensure that the weather conditions form part of the risk assessment for each trip.
- Supervisor will have a fully charged mobile phone.
- Pupils will be made aware of what action to take if separate from the group. This will be subject to individual risk assessment for each event.
- Emergency phone numbers must be held by trip supervisor, this list must be made available to other supervisors and students when deemed necessary.
- Information on particular medical conditions will be recorded and the records will be kept with the trip supervisor.
- The principal/and or a designated person will be aware of the location of the group and duration of the visit.
- Safety briefing must take place for adult supervisors on the trip.
- Safety belts must be worn where pupils are being transported by road. Safety belts cannot be shared between pupils.
- Ensure that all transport contractors are in adherence with all road traffic regulations and that their buses are maintained in accordance with the relevant standards and code of practices.

4.4 Caretaker Hazards

4.4.1 Use of Fuel			
Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Engine fuel Used in lawn mowers, trimmers, ride-on-mowers, hedge cutters, etc.</p> <p><u>HIGHLY FLAMMABLE</u> Burns and damage to skin Fire Inhalation of Toxic fumes</p> <p><u>Persons at Risk</u> All persons in the work area.</p>	Medium	<p>Refuel using a funnel and outdoors only. Do not smoke while refuelling or handling the fuel. Add fuel before starting the engine. Never remove the cap of the fuel tank or add fuel while the engine is running or when the engine is hot. If fuel is spilled, do not attempt to start the engine. Move the machine away from the area of spillage and avoid creating any source of ignition until the fuel has evaporated and the fumes dispersed. Tighten the caps of all fuel tanks and containers securely. Store fuel in containers specially designed for this purpose. Ensure all fuel is stored away and is secured and locked when not in use. Ensure all containers holding fuel are labelled correctly.</p>	

4.4.2 Use of Hazardous Substances

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Skin irritation, chemical poisoning</p> <p>Risk of injury to face hands & eyes</p> <p><u>Persons at Risk</u> All persons in the area</p>	<p>High</p>	<p>Ensure valid and up to date Safety Data Sheets (SDS) are obtained from suppliers.</p> <p>Ensure that where a spill occurs that the spill is contained and that any spillages are cleaned up immediately in accordance with the manufactures recommendations</p> <p>If in doubt Never:</p> <p>Handle substances unless you aware of the potential dangers</p> <p>Smoke where hazardous substances are used</p> <p>Eat without washing your hands after handling hazardous substances</p> <p>Note: Copies of Safety Data Sheets must be included in Appendix.</p> <p>Ensure all hazardous substances are stored away and are secured and locked when not in use.</p> <p>Ensure hazardous substances are stored in correct containers and are labelled clearly.</p> <p>Ensure PPE is worn where necessary as per the SDS</p>	

4.4.3 Use of Lawnmowers – Hand push and Ride-On

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Damage to self</p> <p>Overturning</p> <p>Loss of fingers</p> <p>Damage to property</p> <p>Persons at Risk: Persons using the lawnmowers.</p> <p>Persons in the area.</p>	<p>Medium</p>	<p>Never leave a lawnmower running unattended</p> <p>Always start lawnmower outdoors</p> <p>Observe protective & preventative outlined for hazards with engine fuel</p> <p>Keep other people at a safe distance when machinery is in use.</p> <p>Make sure children stay clear of machinery at all times.</p> <p>The following PPE must be worn when operating lawnmower</p> <ul style="list-style-type: none"> • gloves, hi-viz waist coat, Steel toe boots ear protection <p>Before mowing:</p> <p>Thoroughly inspect the area where the lawnmower is to be used and remove all objects which could cause injury e.g. stones, sticks, metal, wires, etc.</p> <p>Ensure the lawnmower is adequately maintained and report defects immediately to your supervisor. Ensure that records are kept on file.</p> <p>Remember there is no such thing as a "Safe" slope. To guard against overturning,</p> <ul style="list-style-type: none"> ○ Do not stop or start suddenly when going up or downhill ○ Always keep the machine in gear, especially when travelling downhill. ○ Machine speeds must be kept very low on slopes and during tight turns. ○ Stay alert for humps and hollows and other hidden hazards. ○ Never mow across the face of a slope <p>Ensure that the equipment is operated to the manufactures' instructions and guards are in place and not tampered with.</p>	

4.4.4 Use of Strimmers

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Damage to self</p> <p>Loss of fingers</p> <p>Injury to user or persons in the area, where strimmers is in use.</p> <p><u>Persons at Risk</u></p> <p>All persons in the work area.</p>	<p>Medium</p>	<p>Before using Strimmers</p> <p>Thoroughly inspect the area where the strimmers is to be used and remove all objects which could cause injury e.g. stones, sticks, metal, wires, etc</p> <p>Make sure children and the public stay clear of the work area at all times.</p> <p>The following PPE must be worn when operating strimmers</p> <ul style="list-style-type: none"> • gloves, overalls, full face guard, Hi-Viz waist coat, • Steel toe boots, ear protection <ul style="list-style-type: none"> • Never leave strimmers running unattended • Always start the strimmers outdoors • Observe protective & preventative outlined for hazards with engine fuel <p>Ensure that the equipment is operated to the manufactures' instructions and guards are in place and not tampered with.</p>	

4.4.5 Use of Leaf Blower

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Damage to Self</p> <p>Eye injuries</p> <p><u>Persons at Risk</u></p> <p>All persons in the work area.</p>	<p>Medium</p>	<p>Before using leaf blower:</p> <ol style="list-style-type: none"> 1. Ensure that manufacturer's instructions are followed 2. PPE must be worn at all times when using leaf blower (i.e. Goggles, hi vis vests and safety boots) Other workers in the area must wear the same PPE. 3. Never leave leaf blower running unattended. 4. Always start the leaf blower outdoors. 5. Keep other people at a safe distance when machinery is in use. 6. Make sure children stay clear of machinery at all times. 	

4.4.6 Waste Collection

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Fire</p> <p>Contamination</p> <p>Infections</p> <p>Contact with hazardous materials</p> <p>Weil diseases</p> <p>Cuts</p> <p><u>Persons at Risk</u> Persons working in the area</p>	<p>Medium</p>	<p>Always use protective clothing and gloves when cleaning.</p> <p>Ensure that all waste food and rubbish is disposed of in correct bin or skips.</p> <p>Always get cuts and grazes properly cleaned and treated immediately.</p> <p>Observe kinetic lifting technique during loading or unloading of waste bins.</p> <p>Be particularly careful of any sharp objects in waste material. E.g. Broken glass, bottles, or sharp jagged points on waste metal etc.</p> <p>Be aware of protective and preventative measures in the section on weils diseases</p>	

4.4.7 Weils Disease

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>People working with waste material,</p> <p>Environmental workers</p> <p>People working in excavations, particularly near sewers or near underground water, can be at risk to weils disease or leptospirosis</p> <p><u>Persons at Risk</u> Persons working in the area.</p>	<p>Medium</p>	<p>Always get cuts and grazes properly cleaned and treated immediately.</p> <p>Keep them covered with a waterproof dressing.</p> <p>Always carry out your work in a safe manner.</p> <p>Do not endanger yourself or other with practical jokes</p> <p>Always wash your hands thoroughly especially before eating or smoking.</p> <p>Whenever you to go your doctor or hospital make sure he/she is aware of your occupation and the risk to weils diseases. If a cut or graze becomes infected, have it treated by your doctor immediately</p>	

4.4.8 Use of Ladders (Step ladders & Extension Ladders)

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<ul style="list-style-type: none"> ➤ Ladders ➤ Uneven base ➤ No ties at top of ladder ➤ Inadequate projection above landing platform ➤ Incorrect slope on ladder to the horizontal. ➤ Not securely placed and fixed. ➤ Climbing carrying loads ➤ Over reaching ➤ Over loading <p>Persons at Risks: Persons working on ladders.</p>	<p>Medium</p>	<p>Ladders are suitable only for work of SHORT DURATION and WHERE THE RISK IS LOW.</p> <p>Ladders showing any signs of defects should be reported and should be removed form site. Avoid over-reaching – move ladder as required</p> <p>The foot of the ladder will be supported on a firm level surface and will not be rested on loose material or on other equipment to gain extra height. The top of ladder will be securely fixed so that it cannot slip.</p> <p>Ladders will extend at least 1m above landing place.</p> <p>A ladder will have an angle of 75 degrees, ideally 1m out from the building for every 4m in height.</p> <p>Do not carry heavy loads up or down ladders; keep both bands on ladder so far as practicable.</p> <p>Remember: There is no such thing as a safe height. Mobile Elevation Work Platform (MEWPs) should be used instead of ladders, where possible.</p>	

4.4.9 Use of Portable Electrical Tools

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Electrocution</p> <p>Vibration</p> <p>Shock</p> <p>Fractures</p> <p>Lacerations</p> <p>Confusions</p> <p>Fragments</p> <p><u>Persons at Risk</u> Persons operating the portable electrical tools All persons in the area.</p>	<p>High</p>	<p>Operate and maintain all tools as per the manufacturer's instructions</p> <p>Only competent operatives are permitted to operate power tools.</p> <p>Ensure that all portable and electrically powered tools are supplied at 110V.</p> <p>Never carry tools by cords and never pull cords to disconnect.</p> <p>Never use power tools with leads that use insulating tape.</p> <p>Ensure that all tools are checked for faults and damage before use.</p> <p>Reports all defects/faults immediately to your teacher.</p> <p>Remove damaged, defective, worn or suspect tools from service and mark them "out of service" until repaired.</p> <p>Allow only competent persons (eg qualified electricians) to carry out repairs/adjustments.</p>	

4.4.10 Battery Operated Tool

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Penetration through work surface</p> <p>Recoil</p> <p>Misfire</p> <p><u>Persons at Risk</u> All persons in the area</p>	<p>Medium</p>	<p>Employees will be trained in use of the battery operated tools.</p> <p>All employees will be given a demonstration before using battery-operated tools.</p> <p>Ensure that employees follow the manufacturer instructions for each tool.</p> <p>Battery operated tools will be under go visual inspections before use and any signs of damage or defects will be reported.</p> <p>All incidents and accidents involving battery operated tools will be reported.</p>	

4.4.11 Boiler Room/Fuel Tanks.

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in place
<p>Overheating</p> <p>Fire</p> <p>Explosion</p> <p>Poor Housekeeping</p> <p>Persons at Risk: Persons working in the boiler room.</p>	<p>Medium</p>	<p>There are smoke detectors, sprinklers and fire extinguishers in the boiler room.</p> <p>The Boiler room is inspection weekly by caretaker and all defects are then brought to the attention of Conor McDonald</p> <p>Ensure that the fuel tanks are inspected weekly for any signs of damage.</p> <p>Ensure that no smoking is permitted in the area around the fuel tanks.</p> <p>Ensure that all spillages are clean up immediately.</p>	

4.4.12 Use of Power Washer

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Slips, trips and falls</p> <p>Eye Injuries</p> <p>Trailing Cables</p> <p>Electrocution</p> <p>Illness/Sickness</p> <p><u>Persons at Risk</u> All persons in the area</p>	<p>Medium</p>	<p>Follow manufacturer’s instructions and training given on the use of the power washer.</p> <p>Suitable drainage will be put in place to allow overflow of water to be drained away.</p> <p>Eye protection will be worn to prevent back spray of detergent or water or debris.</p> <p>Waterproof jacket, trousers, and boots will be worn to prevent water from skin.</p> <p>Shoes/boots will have reasonable grip to prevent slips or trips.</p> <p>All cables will have waterproof covering.</p> <p>Any defects will be reported to Conor McDonald</p> <p>Report all “near miss” incidents to prevent accidents using the power washer.</p>	

4.5 Hazards Not Identified

It is foreseeable that additional hazards will be identified.

In the event that additional hazards are identified the following procedures will apply:

- 1. STOP WORK UNTIL THE HAZARD HAS BEEN IDENTIFIED**
- 2. ASSESS THE RISK**
- 3. PUT IN PLACE PROTECTIVE AND PREVENTIVE MEASURES**
- 4. BRIEF THE WORKERS INVOLVED**
- 5. MEASURE EFFECTIVENESS OF CONTROLS**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p data-bbox="188 917 439 954"><u>Persons at Risk</u></p>			

5. Fire and Emergency Evacuation Procedures

IF YOU DISCOVER A FIRE:-CALL THE FIRE BRIGADE

1. Dial 999 or 112 (Landline or Mobile).
2. Ask the operator for the fire brigade.
3. When Fire brigade answers, state clearly:

FIRE AT:

--

NEAREST MAIN ROAD OR LANDMARK:

--

YOUR PHONE NUMBER IS

--

4. Do not assume that the call has been received until the fire brigade has acknowledged the above information.
5. If safe to do so, remain near the telephone in case the fire brigade should ring back to confirm details.
6. If evacuation is necessary, proceed to the nearest assembly point.
7. Bring the daily visitor log book to conduct a roll call
8. Do not re-enter the premises, remain at assembly point until otherwise advised by the person in charge.

Useful phone Numbers:

Hospital	
Local Garda Station	

5.1 Fire Evacuation Procedures

Staff involved in emergency procedures must be named on the Safety Statement. Fire drills must be carried out at least twice per year.

Fire Wardens are as follows:

Fire Wardens	

Fire Assembly Points are as follows:

If you discover a fire:

- Immediately raise the alarm
- Inform the person in charge of evacuation procedures
- Evacuate the building immediately. Do not take anything with you.
- Close all doors and windows behind you.
- Once evacuated, no person should be allowed back into the building under any circumstances.
- Do not go home. You must wait until you have been given permission to leave.

Rescue: If any staff are discovered missing, please inform the Fire Brigade. You should only re-enter the area if it is not placing yourself in danger.

Fire Control: You should only attack the fire, if you know what you are doing and if you are not placing your own life in danger. Fire extinguishers and fighting equipment are provided for this purpose.

5.2 Fire General Precautions

All staff will familiar with:

1. The layout of the work area and building.
2. The Fire Evacuation Procedures for the work area.
3. The location of the following:
 - Emergency Exits
 - Fire Alarm Units (Break Glass Units)
 - Fire Extinguishers
 - Fire hoses (if applicable)
 - Fire Assembly Point
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

Each member of staff should observe the following rules:

- Rubbish will be disposed of only at points intended for the purpose.
- Smoking is permitted only in designated areas only and cigarette butts must be placed in metal containers or sand buckets, never into refuse sacks
- Escape Routes and Emergency Exits will be kept clear at all times.
- Fire Doors will always be kept shut.
- All fire hazards will be reported immediately.
- Never use Fire Equipment for other uses besides Fire Fighting.
- **NEVER** smoke in the vicinity of gas cylinders, Petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, machinery or wiring.

6. First Aid

St Colman's NS will have a first aid box in the following locations:

Location of First Aid Box	To be Checked by

First Aiders	Training Valid Until

When a person is injured or ill, the following procedure will be followed:

- Deal with any danger which caused the problem, e.g. if it is safe to do so, switch off any electrical supply/machinery involved.
- Do not move the casualty, unless there is a danger to life.
- Call for help from a First Aider, Nurse or Doctor. Unless you are qualified in First Aid, do not attempt anything more than life saving action.
- If the casualty is not breathing, ensure his airway is clear and give artificial respiration. Keep it up until help arrives or patient starts breathing again.
- Particularly look out for back injury and if this seems likely, do not move the patient in any way, which is likely to bend the back. Damage to the spinal cord can cause paralysis for life.
- If you feel it is safe to move a patient into the recovery position and particularly if they are breathing but unconscious, gently do so.
- If a patient is conscious, reassure them, cover them up and keep them warm. Loosen tight clothing.

First Aid Contents

Materials	First-Aid Travel Kit	1-5 Persons	6-25 Persons	26.50(a) Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	-	-	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 x 8 cms)	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 x 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5 cms)	-	-	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash(b)	1	1	2	2

NOTES

(a) Where more than 50 persons are employed pro rata provision should be made.

(b) 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 300ml and should not be reused once the sterile seal is broken. At least 900 ml should be provided. **Eye bath I eye cups I refillable containers should not be used for eye irrigation.**

The above is an extract from the Guide to the Safety, Health & Welfare at Work Act, 2005 and the Safety Health & Welfare at Work (General Application) Regulations, published by the Health & Safety Authority.

Additional Items to be added to First Aid Kit:

- 2 Crepe Rollover Bandage
- Escalated Bandages
- Tweezers
- Adhesive Taps
- Face Shields

For Outdoor/Trips Away from School the following should be included:

- Torch, Blankets, Whistle.

7. Consultation, Safety Representative and Safety Committee

Consultation

St Colman's NS will consult regularly with their staff and students to ensure the policies for promoting Health and Safety are effective. They will also take account of any representations made by staff and students and will do whatever is reasonably practicable to protect their health and safety.

Safety Representative

Staff may select from amongst their number a "Safety Representative" to represent them in safety consultations. School health and safety inspections can be carried out by staff elected as Health and Safety Representatives from time to time.

Other Duties include:-

1. Safety Representatives have a legal right to inspect all areas of the school in which they work. The purpose of the inspection is to identify any weaknesses in the provision of a safe place of work for their colleagues.
2. The Safety Representative will discuss in advance with the school principal the timing of these inspections. Safety Representatives must work closely with the school principal and other members of staff, both teaching and non teaching.
3. All staff should co-operate fully with the Safety Representatives as they carry out these inspections. Specialist teachers (e.g. science, art, woodwork, PE, home economics teachers etc.) should assist the Safety Representatives in identifying hazards.
4. Inspections may take place during working hours and Safety Representatives are entitled by law to time off to conduct them.
5. Following the inspections, the Safety Representatives will bring to the attention of the school management/safety committee any matters of concern that have been identified.
6. Employers are required by law to give full consideration to issues raised by Safety Representatives and, so far as is reasonably practicable, to take appropriate action following representations from Safety Representatives.

8. Incident/Accident Reporting Procedure

An effective procedure for acting on reports of accidents, especially minor ones – called “near misses” or incidents, is part of this organisation’s Safety Policy. The investigation of a minor accident or near miss, followed by meaningful action to eliminate any defect identified, can prevent a more serious accident occurring in the future. The Management of **St Colman’s NS** policy is to reduce the human and financial toll that a serious accident involves.

Experience indicates that many serious accidents are very rarely once-offs, but are usually the result of failure to remedy a problem identified from a previous minor incident. Therefore, the Incident Report Sheet included in the appendix is an important tool in the preventing of accidents and ill health in all the business activities of this organisation.

All incidents and accidents must be reported to management, who will carry out investigations on the circumstances with a view to implementing action to prevent a similar incident / accident in the future. Incident / accident report sheets are contained in the appendix of this Safety Statements, and are also contained in the First-Aid box.

An accident investigation is of little benefit to the immediate victim, but it may help to prevent future accidents. Incident or (“near miss”) reports that are investigated can prevent an accident taking place. Regardless of what has happened, a review of the accident report will reveal facts that will assist in the investigation to prevent a recurrence.

Important point: *Unless an employee reports an accident at work there is firstly no proof that the accident ever happened and secondly safeguards to prevent a recurrence cannot be put in place.*

All accidents must be reported by the person involved or somebody acting on his/her behalf.

9. Policy and Procedure on Bullying/Harassment at Work.

School Policy to be inserted here.

Appendix 1: Incident/Accident Reporting and Investigation Forms

EMPLOYEE ACCIDENT REPORT SHEET

Name		Age	
Address			
Occupation			
Date Reported			
Date of Accident		Time	
Witnesses			
Exact Location			

What was the person doing at the time of the accident:

How did the accident happen:

Sketch/Photography of Scene: (attached extra sheets, if required.)

To be completed by First – Aid Officer (if necessary):

Injuries Received:

Treatment Given:

Did the person return to work after the accident	Yes		No	
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Signed:	Date:	
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STUDENT ACCIDENT REPORT SHEET

Student Name:			
Age:		Class:	
Address:			
Parents Name:			
Contact Number:			
Witnesses			

Accident Details			
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Date of Accident:		Time:	
Date Reported:			
Exact Location:			
Name of Witnesses:			

What was the student doing at the time of the accident: (use extra sheets if required)

How did the accident happen: (use extra sheets if required)

Nature and Extent of the Injury:

Treatment Given:

Action Taken By Teacher:

Notes:

Did the student return to school after the accident	Yes		No	
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Signed:	Date:
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INCIDENT (NEAR MISS) REPORT

Nature of Incident: Tick as many as are applicable

Near accident to person	<input type="checkbox"/>	
Near loss of equipment	<input type="checkbox"/>	
Dangerous Condition	<input type="checkbox"/>	
Unsafe practice	<input type="checkbox"/>	
Damage to Equipment	<input type="checkbox"/>	
Loss of Material	<input type="checkbox"/>	

Reported By: (teacher/safety representative)	Date	
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Descriptions of Incident:

Signed	Date	
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Investigations:

Changes (if applicable)

Signed:	Date	
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Investigation Report Form

Date Investigation Commenced _____

Description of Accident (further details – equipment, environment etc.)

Corrective Action Recommended & Person Responsible with Completion Dates.

Signed: _____ **Date:** _____

Appendix 2: Statutory Reporting Forms IR1 & IR3

Statutory Accident/Dangerous Occurrences Reporting

**All reporting must be done on an original
form, as photocopied forms will not be
accepted.**

**Forms can be filled out or downloaded on the HSA
web site**

www.hsa.ie

Appendix 3: Safety Statement Acknowledgement Sheet

Appendix 4: Student Training/Demonstration Log

Training Log Record

Student Name:		Contact Number	
Next of Kin Name:		Contact Number	
Please indicate if you have received instructions in the safe and proper use of the following:	Date:	Personal Protective Equipment Received:	Date:
		Safety Boots	
		Hi-Viz Waist Coats	
		Helmets	
		Goggles	
		Gloves	
		Dust Mask	
		Facial Visor	
		Overalls	
		Ear Protection	
		Do you undertake to use the protective clothing, equipment and appliances provided when engaged in operations for which the equipment is issued?	
Student Signature:	Date	Teacher Signature:	Date
_____		_____	

Appendix 5: Machinery Maintenance Log

Appendix 6: Safety Data Sheet (SDS)