



**St Kieran's College**  
**Secondary School**  
**Kilkenny**

**Safety Statement**

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## **Part 1**

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## General Policy Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of St Kieran's College 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 school.

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.

The Board of Management, as 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 school;
- (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.

The Board of Management 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.

Signed:

Chairperson, Board of Management: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## **Brief Description of St Kieran's College**

St Kieran's College is an all-boys voluntary secondary school under the patronage of the Bishop of Ossory. The College was established in 1782, 'the first Catholic College in the Kingdom' to open its doors after Grattan's Parliament had relaxed the Penal Laws in the same year.

The College was situated in a number of different locations during the following decades before the foundation stone of the present neo-Gothic building was blessed in 1836. Two years later the College had a permanent home.

Since then, many extensions have been added, making St Kieran's College a fine blend of historical and modern building styles.

The present College crest replaced an earlier one in 1874. St Kieran is represented with mitre and staff, standing between two pillars. The motto is Hiems Transit ("Winter has passed") from The Song of Songs (2:11) which refers to the 'winter' of the Penal Laws era.

In keeping with the aims of the College founders, we at St Kieran's College strive to prepare an educated, committed, Catholic laity, keeping in mind its particular role in promoting solid Christian values.

The school is located across four distinct buildings, the main school building, the '79 building, the school Gym and the Technology suite located in the Bantile area.

The organisational structure of the school consists of the President who is the Chairperson of the school Board of Management, the school Principal, two Deputy Principals, Teaching staff and Support Staff.

All external tutors, visiting guests, contractors will be advised where relevant and appropriate to the existence of the Health and Safety policy and advised of their responsibilities to such a policy.

There are approximately 60 staff made up of teachers, administrative, special needs assistants, caretakers and cleaning crew.

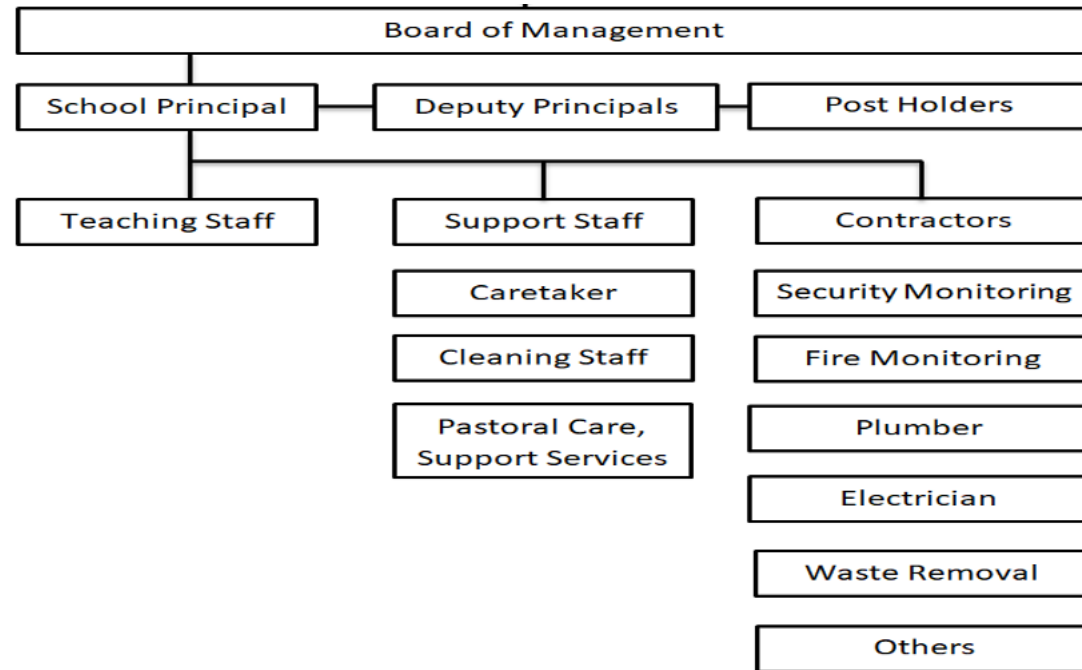
The St Kieran's College Campus includes some of the following facilities:

3 Science Labs	30 General Classrooms	Gym with changing facilities
Canteen	Dressing Rooms with Showers / toilets	Weights Room
Glasshall	DCG Room	Playing pitches
1 Art Room	Staffroom	Outdoor Seating Areas
2 Technology Rooms	Reception Area / Office	Landscaped Grounds
Music Room / Library	Principal's Corridor with offices	Dining Areas outdoors
2 IT Rooms	3 Learning Support Rooms	Toilet Blocks
Study Hall	1 Career Guidance Room	Lift access
3 Resource Rooms	Storage areas / rooms	

The school seeks to establish and foster attitudes, values and behaviour consistent with its Christian ethos and it aims to provide a disciplined environment which will lead to the personal development of the individual within society, while recognising the singular and unique talents of each student.

This Safety Statement is written in accordance with section 19 and 20 of the Safety, Health and Welfare at Work Act 2005 and it includes details of the management, governance and staffing structure within the school. It provides an overview of the facilities and services and information about how pertinent persons can engage with safety, health and welfare while at work. The Board of Management undertake to review the document as required and to update it as necessary in line with legislation, regulations, standards and service developments.

## Safety Management Structure



## **Duties of The Board of Management**

The aim of the Board of Management is to provide a healthy and safe working environment as far as is reasonable practicable. Its duties are:

- To ensure an effective Safety Statement on Safety, Health and Welfare is available and is implemented.
- To ensure adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- To review reports from the Safety Officer and implement recommendations deemed necessary.
- To ensure safety is high on the agenda at all school board meetings and that all decisions are made with due regard to the practical requirements of the Safety Statement.
- To ensure that adequate provision is made for representations from employees on Safety, Health and Welfare matters to be heard considered and acted on as deemed necessary.

## **Duties of School Management / Safety Officer**

School Management / Safety Officer is responsible for overseeing the provisions on Safety Health and Welfare on behalf of the Board of Management and has the following duties:

- Provides advice guidance and instruction on all Safety Health and Welfare matters.
- Monitors all Safety, Health and Welfare matters relating to employees, pupils or visitors.
- Coordinates the provision of information and training and maintains records of same.
- Implements and monitors the fire prevention arrangements, evacuation procedures and maintains the fire safety programme, evacuation drills and the like in the Fire Safety Register.



- Investigates all accidents and dangerous occurrences and ensures that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practicable and where appropriate, remedial action shall be specified.
- Carry out ongoing safety checks of the school and provide the principal with a report twice per year.

### **Duties of All Members of Staff**

Employees are expected to set a personal example of safety, health and welfare management in the school and are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- 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
- Co-operate with the Board of Management, the Principal or any other person, as necessary, to assist them in complying with statutory obligations
- Correctly use any appliance, convenience, or means provided for use at work or for his or her protection e.g. personal protective equipment
- Attend appropriate training and instruction (where it is relevant to a particular task) arranged by the Principal
- Not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work or that of any other person
- Report to the Principal/Deputy Principals without unreasonable delay:
  1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel or students
  2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare
  3. breaches of statutory provisions likely to endanger themselves or another person
- Not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person
- Not misrepresent themselves as regards the level of health and safety training they have received.

Section 14 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities. This applies to all **persons** not just employees and as a result has implications for students and visitors to St Kieran's College i.e. removing safety equipment such as fire extinguishers or damaging the fire alarm.

Staff will encourage students to report to them any items or situations which are hazards or potential hazards.

## **Responsibilities of Visitors**

It is the responsibility of visitors to the school to:

- Report on arrival to the school office
- Co-operate with the School with respect to all matters relating to health and safety
- Obey all safety instructions given by the School staff
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement
- Take care of their own health and safety by not indulging in “horseplay”, wilful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises
- Take note of, and obey all safety signage, where necessary.

## **Responsibilities of Contractors**

It is the responsibility of contractors to the school to ensure:

- They comply with the provisions of the schools Safety Statement and that their own company’s Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available
- All work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site
- They comply with any Permit to Work system in place within the school
- They wear any personal protective equipment as required
- Scaffolding and other access equipment used by their staff is be erected and maintained in accordance with current regulations and codes of practice
- All plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking
- No power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition
- Any injury sustained by a contractor’s employee is reported immediately to site management
- They comply with any safety instructions given by site management
- Site management is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with the school recommendations and management approval
- They respect the School’s right to see documentary clarification of contractors’ insurance arrangements.

## **Part 2 - First Aid**

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### **General Information Regarding First Aid**

The Board of Management will comply with Chapter 2 of Part 7 of the Safety, Health & Welfare at Work (General Application) Regulations S.I. No. 299 of 2007 concerning 1<sup>st</sup> Aid at Work. The Board will provide first aid materials/equipment within the school where working conditions require it. Trained first-aid responders will also be provided and the Board will ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) within the school. Under the Safety, Health and Welfare at Work (General Application) Regulations 2007, there is a requirement on employers based on a risk assessment to have a sufficient number of personnel trained in occupational first aid and deployed in the workplace

### **Location of First Aid Boxes / AEDs**

#### **First Aid boxes are located in:**

1. Deputy Principals Office (Ken Maher)
2. School Office (Paula Bibby)
3. Accounts Office (Jo Staunton)
4. Plasters in the Art Room
5. Bantile / Technology Room

#### **Defibrillators / AEDs are located in:**

1. Main Door Entrance
2. The Gym Lobby

## Responsibility for Checking and Stocking First Aid Boxes / AEDs

The responsibility for checking First Aid boxes for supplies is allocated to the AP2 holder responsible for First Aid. This post is currently held by Mr Ken Archbold.

### Emergency Phone Numbers

Service	Address	Contact Numbers
Gardai	Dominic Street	056 7775000 (999)
Fire Brigade	Gaol Road	999
Hospital (St Luke's)/ Ambulance	Freshford Road	056 7785000 /999
Bord Gais	Castlegardens, Kilkenny	1850 20 50 50
Lift Services	Kilkenny	0800 33 55 66

**AED / First Aid Training**

AED Training	Eilish Ahern	October 2015
	Tom Hogan	
	Simon Reddy	
AED & First Aid	Ken Archbold	May 2015
	Michael Walsh	
	Richie Windle	
	Stephen Morgan	
	Lester Ryan	
AED Training	Pauline Bergin	November 2015
	Tom Brennan	
	Carl Lynch	
	Richie Ruth	
	Johnjo Farrell	
	Hollie Hickey	
	Orla Reynolds	
	Michael Kelleher	
AED Training	Bernie Boland	January 2016
	Martina Lawlor	

AED Training	Larry Cotter	June 2017
AED / First Aid Training	Ken Archbold	March 2024
	Stephen Morgan	
	Michael Walsh	
	David McCormack	
	Jennie Brennan	

***In the event of a Medical Emergency, please Dial 999/112 then contact a qualified defibrillator user or  
First Aid person as appropriate.***

### **Part 3 - Fire and Emergency Procedures**

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## **General Information**

Fire procedures are prominently displayed in each classroom and throughout the school with specific instructions as to the procedures to be followed in the event of a fire.

All staff and students are instructed in the action to be taken in the event of a fire and a fire drill.

The Principal arranges all Fire Drills. In her absence the Deputy Principals along with senior post holders will take responsibility in the event of an emergency

## **Fire Prevention**

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked.

The following precautions are in place:

- Instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of firefighting equipment
- Holding fire and evacuation drills every six months
- Providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction
- Providing adequate fire protection equipment and systems
- Inspecting and maintaining fire protection equipment and systems
- Maintaining good housekeeping practice to ensure the removal of all combustible rubbish
- Testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

## **Fire Protection**

The school is fitted with a fire Detection system consisting of:

- Smoke detectors throughout each building
- Break glass units
- Audible sounders to alert staff
- Fire control panels at various locations

Fire extinguishers are available throughout the school. Fire extinguishers must be installed in accordance with Irish Standard 291 which governs the selection, commissioning, installation, inspection and maintenance of portable fire extinguishers (revised 2015). Emergency gas and electricity shutoff valves are fitted in the science laboratories and Home Economic rooms.

## **Fire Advice for Staff**

- Make sure you are familiar with the fire procedures in place in the school.
- Report any damage to firefighting equipment immediately.
- Be aware of the procedure if you discover an unplanned fire or a fire out of control.
- Raise the alarm immediately.
- Be aware of the position of the nearest firefighting appliance and how to use it, provided you do not put yourself in danger.

## **Evacuation**

Advice for a Staff Member if you discover a Fire:

1. Activate the alarm – the nearest Fire Break Glass Unit, (or/and call 999 or 112 on a landline or mobile phone). Alert others in the building and report the location of the fire and have them institute the emergency procedures
2. Close all doors in the immediate area of the fire to control movement of smoke
3. Extinguish the fire (if you are competent) with a fire extinguisher only if it is very small and confined to a small area. If the fire is too large or there is excessive smoke or heat, leave the area and close the door to contain the fire
4. Evacuate to the assigned assembly point (with your class group)

**Advice for students if a fire occurs or during a fire drill exercise when the alarm sounds:**

1. On hearing the alarm follow the instructions given by the person in charge of the room
2. Check your exit door and colour
3. Leave quietly in single file
4. Leave all belongings behind
5. At all times move quietly and calmly to your exit
6. Do not return for any reason
7. The last person out should close the classroom door
8. If you are not in a classroom leave by the nearest exit and join your class at the

## Evacuation Drills / Emergency Procedures

### Fire Drill/Alarm

Two Fire Drills will be held each academic year to ensure that all members of the school community are familiar with the exit and evacuation procedures. Fire Drills will be recorded in the Fire Register.

#### Procedure

1. Should the fire alarm sound all students and staff should exit the building and exit via the route and to the destination shown on the inside of each classroom/room. **Staff are advised to ensure that all windows and classroom doors are closed behind them as they leave the room.**
2. All persons should leave the building immediately and calmly without any personal objects and should under no circumstances return for items. During this time the designated 'sweepers' for each area of the school will ensure all persons are aware of the evacuation procedure underway.
3. It is the responsibility of each class teacher to gather their class group and complete a roll call to ensure that all students' area accounted for.
4. It is the responsibility of the Principal and or Deputy Principals in consultation with other relevant persons to alert the Fire Brigade in the event of a fire.
5. No persons are to permitted to re-enter the building once the evacuation has taken place.
6. No persons should attempt to use the lift in the event of a fire and the refuge system should be used by any person unable to exit the building due to a physical disability or impairment. This system will be tested on a regular basis.
7. Only once the all clear has been given by relevant persons should staff and students re-enter the building by the route by which they emerged.

## **Assembly Points**

The Fire Assembly Points in St Kieran's College are located as follows:

- Fire Assembly Point A - Birchfield
- Fire Assembly Point B - The Bantile
- Fire Assembly Point C - Fennessy's Field
- Fire Assembly Point D - The Callan Road Field

These assembly points are highlighted on an evacuation plan for the school.

At the Assembly Point:

- Stand in single file at the correct colour point
- The teacher will take a roll for each class
- Return only when instructed by the same route

Remember, if you discover a fire raise the alarm. Shout: Fire and/or trigger the nearest Break Glass

## **Part 4 - Accident Reporting and Investigating**

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## **General Information**

An Accident is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A Dangerous Occurrence is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

## **Accident Reporting Procedures**

All accidents must be reported immediately or without unreasonable delay to the Principal or the Deputy Principals.

All injuries received at St Kieran's College are recorded in the school incident report form and filed in the School Secretary's Office (Ms Paula Bibby). A copy of the school incident report form can be found in the appendices of this document.

### **Notification of Accidents and Dangerous Occurrences**

All accidents and dangerous occurrences are notifiable to the Health and Safety Authority using the Accident Report Form IR1 and Dangerous Occurrences Form IR3 respectively (see appendices). As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- If due to any injury received at work a person dies or is prevented from performing their normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- Any other person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other contractor or subcontractor).

## **Accident Procedures**

Minor accidents: Appropriate first aid should be administered by a trained staff member and professional advice sought when in doubt. Parents/guardians should be contacted if a student needs reassurance or if external medical assistance is being sought. Complete the incident report form.

Serious Accidents: When a serious accident occurs the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- Administer first aid if appropriate while waiting for external medical assistance or the emergency services
- If there is a risk of further injury move injured person to safety, otherwise do not move them
- If emergency services are summoned ensure they are given the exact location so they can access the injured person
- Establish location of hospital
- Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- Ensure that the scene of the accident is not disturbed and if Health and Safety Authority are to inspect the scene do not move anything unless further serious risks have to be avoided
- Gather all information immediately about the accident. Obtain statements from and take photographs or draw sketches of the scene
- Complete the Incident Report Form (see appendices) and give assistance to the Principal and Health and Safety Authority Inspector if/when they carry out an investigation
- Get clearance from the Principal before resuming the particular task on which the injured person was involved



## **Arrangements for Other Emergencies**

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the “hazard” included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff.

## **Advice for a Gas Leak**

If you smell gas:

- Do not use any naked flames
- Do not use your mobile phone in the vicinity of the gas leak
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas)
- Check whether gas is coming from a pilot or burner
- If so, turn the burner off
- If not turn the supply off where it enters the room or at the meter
- Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build up of gas has dispersed.
- Report the leak immediately to the Principal.
- Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.
- If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.

### **‘At Risk’ Students**

Students who have ongoing medical problems e.g. diabetic or other controlled conditions may need medical interventions during the school day. Staff will be informed and trained on how to deal with an emergency situation of ‘at risk’ students in their classrooms when the need arises.

Parents of children with known allergies are responsible for informing the Principal of any assistance that may be needed for a student with food allergies.

### **Staff Responsibilities**

All employees and self-employed persons who may be engaged in work on the school premises must report all accidents (including minor ones) and dangerous occurrences to the Principal or Deputy Principals as soon as possible following the incident.

Where a member of staff, the public or a student receives an injury while on the premises staff should record the details of the incident, the name of the injured party, any assistance rendered and name and contact details of any witnesses and forward this information to the Principal or Deputy Principals as soon as possible after the incident.

## **Part 5 - Health and Safety Consultation**

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## **General Information**

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure cooperation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a safety representative or by agreement with their employer more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the place. The employer must also provide information on safety health and welfare at the workplace to employees or their safety representative.

## **Safety Representative**

The Board of Management and the Principal will support the selection and appointment by staff of a Safety Representative. If no selection is made by staff the Principal may nominate a member of staff to fill the role as School Safety Representative. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management and the Principal will support the election of the Safety representative by the staff employed at the time.

Mr Richie Ruth is the nominated Safety Representative in St Kieran's College.

There are no duties associated with the Safety Representative but there are rights and functions. These are listed in the 2005 Act and outlined in *The Safety Representatives Resources Book* and *Guidelines on Safety reps* on [www.hsa.ie](http://www.hsa.ie). A short awareness-raising course is available free of charge for safety representatives on <http://hsalearning.ie>.

## **Board of Management Duties**

As an employer, the Board of Management will:

- Consult with all staff and/or the Safety Representative on any proposed measures likely to substantially affect their safety, health or welfare at work
- Provide staff and/or the Safety Representative with the results of all risk assessments and consult with them on the preparation of the Safety Statement
- Provide staff and/or the Safety Representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety, health and welfare matters and the preventative and protective measures to be taken to avoid risks (i.e. a copy of the Safety Statement) This information will be in a form and language likely to be understood by the staff
- Refrain from penalising any staff member for acting in accordance with safety and health laws or for reporting complaints regarding safety, health and welfare matters at work

## **Staff Meetings**

The Principal and Deputy Principals will be available at all reasonable times to discuss and examine all health, safety and welfare issues of concern to employees, students or contractors/visitors.

Meetings are a valuable tool in successfully implementing and improving key elements of the safety programme within the school. Staff meetings are held regularly during the academic year. All staff are encouraged to make comments and suggestions on health, safety and welfare issues which affect them or others with a view to promoting and developing measures to ensure a safe working environment.

In addition, individual subject department meetings will identify and plan for the provision of personal protective equipment and for subject specific preventative measures. These will be reported to school management and staff.

It is essential for the success of the safety management system within the school for the reduction/elimination of hazards and risks that:

- The Board of Management commits the necessary resources of personnel, time and money to the process
- Sensible recommendations from the staff meetings/subject department meetings are taken into account and acted upon by the Board of Management and Principal
- That health, safety and welfare is on the agenda for all Board of Management and staff meetings.

## **Induction Training**

A short period of induction will be given by the Principal or a designated staff member for new employees joining the staff. This will include:

- Receiving a copy of the staff handbook/diary
- Completion of the Staff Induction Checklist (See appendices)
- A tour of the premises for familiarisation purposes
- Fire emergency procedures, location of exits, assembly points
- Details of accident reporting and investigation procedures
- A discussion on the hazards in the workplace (particularly those relating to their own area of work), preventative measures in force and the Safety Statement.
- An explanation of the consultative process, name of Safety Representative and staff meetings
- A detail of the new employee's safety responsibilities
- Receiving a copy of the School Safety Statement

## **Training**

It is the policy of St Kieran's College to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training within departments/practical subjects may include the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day.

Training to do with the professional development of staff including health, safety and welfare is arranged by the School Authorities, the Department of Education and Science (DES), Teachers' Trade Union, Management and Professional Associations. Additional training around health, safety and welfare can be arranged by the Principal in consultation with staff and the Board of Management.

## **Welfare Facilities**

- A staff room is provided for the use of staff members which is equipped with modern facilities. A post holder is tasked with ensuring the catering equipment used in the staffroom is maintained in a clean and hygienic condition at all times.
- Separate staff toilets are provided for staff use on each floor.
- A lift is available to staff (and students) with disabilities and this is maintained in line with manufacturer's guidelines.
- All facilities will be maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.
- A fully equipped canteen is available to student.
- Students' changing rooms in the sports building are equipped with shower facilities with toilet facilities nearby.

## **Commitment to Staff Welfare**

The Board of Management of St Kieran's College is conscious that staff are the most important asset at the school's disposal and takes their welfare very seriously. The following are some of the strategies adopted by the school aimed at looking after staff welfare:

Upholding the School Mission Statement, Catholic ethos and Gospel values for all members of the school community.

- Providing continuous professional development opportunities in a variety of ways.
- St Kieran's College promotes positive mental health strategies throughout the school year as well as during Mental Health Week and Active Schools Week
- Provision of welcoming, attractive, clean physical environment to promote quality teaching and learning.
- Promotion of teamwork by all staff.
- Staff peer support through social activities.
- Organising staff collaboration / guest speakers / First Aid / AED demos / CPD / online training etc. during Staff training days.
- Provision for staff nights out, drinks, meals etc. on St Kieran's Day, End of Year, retirement functions etc.
- Provision of teas, coffee, treats etc in the staff room on a daily basis
- Post of Responsibility dedicated to Staff Welfare
- Quality school facilities are available to staff with due regard to school policies.
- Principal and Deputy Principals always available should staff need emotional support.

## **Part 6 - Hazard Identification and Risk Assessments**

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Relevant Legislation and Circulars - p38

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Detailed Hazard Identification and Risk Assessments - pps 40-69



## Introduction to Risk Assessments

Deputy Principal, Mr Maher was responsible for auditing school facilities, for identifying risks (risk assessment) within the school and for consulting with school staff as part of the review of the existing Safety Statement (2023).

## Methodology Used for Hazard Identification and Control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management in St. Project's to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

**Control measures:**

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

**Control measure principles:**

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

**Severity x Probability = Risk Rating.**

**Severity**

<b>Severity Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment	1

**Probability/Likelihood**

<b>Probability Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

**Risk Rating**

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<b>Emergency – Extremely serious</b>  If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.
11 – 15	<b>Severe and Serious</b>  If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
6 – 10	<b>Medium</b>  If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1 – 5	<b>Trivial or Negligible</b>  If an incident were to occur, there would be little likelihood that an injury would result	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

**\*Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

### **Some relevant Legislation and Department of Education and Science (DES) Circulars and Guidelines**

- \*DES Circular 22/97 on *Maternity Leave, Health and Safety Leave*
- \*DES Circular M24/04 on *Aspects of Safety in Science Laboratories in Second Level Schools*
- Guidelines on Managing Safety and Health in Post-Primary Schools (2010); being updated in 2018
- Fire Services Act 1981 and 2003
- Gas Act 1976
- Safety, Health and Welfare at Work Act 2005
- The Construction Regulations 2013
- Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016.
- REACH Regulations 2007
- Chemicals Act 2008 - 2010
- The Building Control Regulations 1997-2013
- The Organisation of Work Act 1997
- S.I. 78 of 2001: The Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001.
- S.I. No. 146 of 1994: The Safety, Health and Welfare at Work (Biological Agents) Regulations, 1994 – amended by S.I. No. 248 of 1998.
- S.I. No 157 of 1990; European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990 and Directive 2003/10/EC of the European Parliament and the Council on 6 Feb 2003 on: the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (noise).
- S.I. 218 of 2000: The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations – Section 4.
- S.I. No.457 of 1994: European Communities (Personal Protective Equipment) (CE Marking) Regulations, 1994.
- S.I. No 619 of 2001: The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001.

## **Risk Assessment Index**

1. Fire
2. Chemicals and Hazardous Substances
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5. Manual Handling
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7. Slips, Trips and Falls
8. Access/Egress
9. Maintenance Work
10. Boiler House
11. Storage Areas
12. Caretaking Activities
13. Stairways
14. Kitchen/Catering
15. Gym/Sportshall
16. Staff Room
17. Welfare Facilities
18. Car Park/Pedestrian Routes
19. Visual Display Units (VDU's)
20. Classrooms (including lecture room, demonstration room and language centre)
21. Administration
22. Science Laboratories and Storage Areas
23. Information Technology Rooms
25. Office spaces
26. Art Room
28. Music Rooms
30. External Areas
32. Out of School Activities

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	1. Fire Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation												
<b>Outbreak of fire on the school premises</b>  <b>Staff, Students and visitors</b>  <i>Burns, asphyxiation, Smoke inhalation, risk of multiple injuries/ fatalities, collapse of structure.</i>	<b>Unintentional outbreak of Fire</b>	<ul style="list-style-type: none"><li>• The Board of Management is committed to the provision and upkeep of an effective fire safety infrastructure</li><li>• Rubbish will be removed regularly from corridors</li><li>• Good housekeeping practices</li><li>• Assembly points are identified for individual classes/areas and are listed in the Emergency Procedure Plan</li><li>• All fire protection equipment and systems are serviced and maintained on a regular basis throughout the premises</li><li>• Emergency exit routes are clearly identified</li><li>• Regular Fire drills &amp; records</li><li>• Fire Safety Register</li><li>• Irish Standard 3218:1989 Code of Practice for Fire Detection</li></ul>	4 X 3	<p>Clear and precise emergency evacuation plans to be posted in all classrooms</p> <p>All classrooms should be checked at the start of the school year to ensure that evacuation procedures are clearly visible and up to date.</p> <p>Equipment and other items will not be stored in stairwells or corridors.</p>	Board of Management, Principal, staff and students												
<u>Risk Level Calculation</u>  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> <table><tr><td>1-5</td><td>Trivial risk</td><td>Acceptable</td></tr><tr><td>6-10</td><td>Medium risk</td><td>Requires monitoring</td></tr><tr><td>11-15</td><td>Severe risk</td><td>Requires immediate further action and control</td></tr><tr><td>16-25</td><td>Emergency risk</td><td>Halt activity and review immediately</td></tr></table>				1-5	Trivial risk	Acceptable	6-10	Medium risk	Requires monitoring	11-15	Severe risk	Requires immediate further action and control	16-25	Emergency risk	Halt activity and review immediately
1-5	Trivial risk	Acceptable															
6-10	Medium risk	Requires monitoring															
11-15	Severe risk	Requires immediate further action and control															
16-25	Emergency risk	Halt activity and review immediately															
<u>Assessment Date:</u> June 2023		<u>Assessor's Name:</u> SKC Management															



Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	2. Chemicals & Hazardous Substances	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Outbreak of fire on the school premises</b>  <b>Staff, Students and visitors</b>  <i>Burns, asphyxiation, Smoke inhalation, risk of multiple injuries/ fatalities, collapse of structure.</i>	<b>Unintentional outbreak of Fire</b>	<p>Handling and storage arrangements must be in accordance with the manufacturers warning labels and instructions</p> <p>Flammable liquids must be used and dispensed in a safe place</p> <p>Sources of ignition are prohibited where highly flammable liquids are being used</p> <p>All flammable materials must be stored separately from high-risk areas</p> <p>Chemicals must be stored and segregated according to their properties and Safety Data Sheets (SDS) must be retained on file</p> <p>Storage must be secure to prevent unauthorised access</p> <p>A system of inspection of stock and disposal of deteriorated materials must be operated</p> <p>§All containers of flammable substances whether full or empty should be treated as if they are full</p> <p>Flammable substances should never be left close to heating appliances.</p>	4 X 3	<p>An SDS file will be compiled by all departments or personnel using hazardous chemicals and be available for emergencies.</p> <p>A copy of all SDS files will be retained in the main school office and updated as required</p>	Board of Management, Principal, staff and students
<u>Risk Level Calculation</u>  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately			
<u>Assessment Date:</u> June 2023		<u>Assessor's Name:</u> SKC Management			

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	3. Use of Electrical Equipment	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Any person using electrical equipment</b>  <b><i>Electric shock, electric burn, fire and fatalities</i></b>	Using electrical equipment to; carry out work activities, undertake teaching activities.	<ul style="list-style-type: none"> <li>All electrical equipment must be used in accordance with the manufacturer's instructions and should be appropriate for the task for which it was intended. All equipment must include protection from moving parts</li> <li>All equipment should be kept in good working condition, any defective, broken or faulty equipment should be reported immediately and taken out of circulation and marked appropriately until repair or disposal</li> <li>Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals for damage or signs of overheating</li> <li>Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained</li> <li>Multi plug extension leads must be disconnected when not in use</li> <li>All portable electrical appliances/equipment will be maintained in a way that is safe for use.</li> </ul>	4 X 3	Electrical cables will be inspected at regular intervals for damage or signs of overheating by the caretakers and replaced or repaired by a competent person.  The use of adaptors/multi extension leads to be eliminated.	Principal, caretakers and staff
<u>Risk Level Calculation</u>  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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Assessor's Name: SKC Management

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	4. Emergency Lighting	Risk Rating with controls	Action implementation
		Controls		
<b>Unable to vacate the premises safely</b>  <b><i>Slips and trips</i></b>	Power Outage	<ul style="list-style-type: none"> <li>Emergency Lights are installed in key areas throughout the school premises which automatically switch on in the event of a power cut</li> <li>In the event of a power cut lasting more than 2 hours Board of Management policy is to vacate and close the school facilities until power is restored</li> <li>Emergency lighting is subject to regular checks by caretakers and repaired and replaced as necessary</li> </ul>	4 X 2	Active and regular monitoring required
<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5    Trivial risk        Acceptable 6-10   Medium risk       Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately		
<u>Assessment Date:</u> June 2023		<u>Assessor:</u> SKC Management		

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	5. Manual Handling	Risk Rating with controls	Action implementation
		Controls		
<p><b>All personnel required to carry out manual handling tasks</b></p> <p><b><i>Musculoskeletal injury, lacerations, crushing of hands or feet, bruised or broken bones, lower back disorder</i></b></p>	<p>Lifting, putting down, holding, carrying, or pushing and pulling a load</p>	<ul style="list-style-type: none"> <li>The Principal and BOM will eliminate as far as practicable the need for manual handling</li> <li>Any person asked to carry out a 'manual handling task' will be encouraged to use mechanical aids where it is reasonably practicable (e.g. using a trolley or hand cart to move equipment)</li> <li>The Board of Management will adhere to the principles of prevention as described in the 1<sup>st</sup> Schedule of the General Application Regulations 2007</li> <li>All members of staff are encouraged to seek help when manual tasks are being undertaken and to follow manual handling guidance in Safety Statement</li> <li>Do not lift any load in excess of your own lifting capacity – always use mechanical devices such as trolleys as an alternative. Avoid lifting when a mechanical aid can be used. Materials stored must be at a convenient height to prevent over stretching or stooping when moving them.</li> <li>When accessing upper shelves or articles stored at height use a step. Do not use a chair or climb on furniture</li> <li>Maintenance and other pertinent personnel must inform the Principal of any manual handling difficulties they encounter</li> <li>Staff employed who carry out 'manual handling tasks' will be offered training in correct lifting procedures</li> <li>Special training will be provided to members of staff who have the responsibility of caring for semi-ambulant students</li> </ul>	3 X 3	<p>Ensure that any employee who undertakes a 'manual handling' task is fully trained in the safe manual handling of loads</p> <p>This training should be arranged as soon as is reasonably practicable for the staff member</p> <p>Appropriate mechanical aids will be available for staff</p> <p>Students should not be requested to help with manual handling tasks.</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk        Acceptable</p> <p>6-10   Medium risk       Requires monitoring</p> <p>11-15 Severe risk        Requires immediate further action and control</p> <p>16-25 Emergency risk   Halt activity and review immediately</p>		
<p><u>Assessment Date:</u>    June 2023</p>		<p><u>Assessor:</u>    SKC Management</p>		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	6. Movement around school and social areas	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<p>All personnel, students, visitors and contractors</p> <p>Hazards: Clutter, school bags, blocked access and egress Risks: Slips, trips, fall, bruising, strains, broken bones, etc.</p>	Moving around school	<ul style="list-style-type: none"> <li>Staff and students using passageways and corridors should do so in an orderly manner</li> <li>All areas must be kept neat and tidy</li> <li>Supervision and control of pupils at break times</li> <li>Sufficient bins provided for waste</li> <li>Clean as you go policy in place</li> <li>Walkways must not be used as storage areas</li> <li>Wet floors should be cleaned up immediately. The area should be highlighted and blocked off till dry</li> <li>Bins emptied frequently</li> <li>All access routes, walkways, emergency escapes and firefighting equipment must be kept free of materials, rubbish and obstructions of any type</li> <li>Trailing cables are avoided, but if necessary they need to be ramped and protected to avoid possible tripping hazards</li> <li>Hovering/cleaning mainly takes place outside of school hours</li> <li>Report trailing cables, uneven surfaces and poor lighting for repairing</li> <li>Floors should be maintained so as to avoid tripping hazards. If an employee notices flooring in a state of disrepair, this should be reported immediately for repair</li> <li>Storage is provided for school bags</li> <li>Staff, students and visitors using entrances should do so in single file</li> </ul>	3 X 3	<p>Emergency exits need to be accessible at all times so that exit from the building is not restricted</p> <p>Suitable mats to be placed at entrances to prevent wet floors</p>	Principal, caretakers, cleaners and teachers.
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	7. Trips, Slips and Falls	Risk Rating with controls	Action implementation
		Controls		
<p><b><i>Tripping, slipping or falling due to:</i></b></p> <p><b>Poor lighting, damaged/broken floor coverings, trailing cables, change in floor level, badly arranged furniture</b></p>	Walking/working in an area with poor housekeeping practices	<ul style="list-style-type: none"> <li>All pedestrian routes and class rooms will be maintained in line with best design and improved as resources become available</li> <li>Adequate storage is provided for school equipment and personal belongings of staff and students</li> <li>Ceilings, floors, walls and the general décor will be maintained in line with best practice</li> <li>Any damage to infrastructure or equipment must be reported immediately to the Principal or Deputy Principals</li> <li>The Principal and Board of Management will ensure that repairs are carried out as quickly as possible</li> <li>Lighting will be maintained to achieve suitable lighting levels</li> </ul>	3 X 3	Regular and routine monitoring of building required to ensure high standards of housekeeping are maintained at all times
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk        Acceptable</p> <p>6-10   Medium risk       Requires monitoring</p> <p>11-15 Severe risk        Requires immediate further action and control</p> <p>16-25 Emergency risk   Halt activity and review immediately</p>		
<u>Assessment Date:</u> June 2023		<u>Assessor:</u> SKC Management		

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	8. Access/Egress	Risk Rating with controls	Action implementation
		Controls		
<b>Staff, students visitors</b>  <b>Blocked or obstructed access route</b>	Unable to safely access/egress building	<ul style="list-style-type: none"> <li>▪ Pedestrian routes will be clearly marked, illuminated and inspected regularly. Students and visitors not to enter staff parking zones</li> <li>▪ All doors/gates, access routes will be maintained in good condition and will be kept clear from obstruction including bicycles</li> <li>▪ All floor surfaces will be (inside and outside) kept free from tripping or slipping hazards. Loose mats will not be used on corridors</li> <li>▪ Supervision appropriate to the size and volume of pedestrian traffic will be provided inside the main entrance and throughout school grounds when needed i.e. break times, change of classes,</li> <li>▪ Lighting will be adequate to ensure that people are not at risk of tripping and falling</li> <li>▪ Motor vehicles/personal or maintenance equipment may not be left in access/egress routes or along pedestrian routes</li> </ul>		
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5    Trivial risk      Acceptable 6-10   Medium risk    Requires monitoring 11-15 Severe risk     Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June 2023		<u>Assessor:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely exposure to the hazard	9. Maintenance Work	Risk Rating	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<p><b>All personnel required to carry out maintenance tasks, staff, students and members of the public</b></p> <p><b><i>Risk of injury from maintenance activities.</i></b></p>	Any work activity requiring maintenance	<ul style="list-style-type: none"> <li>• Prior to starting any maintenance work on building fabric, services, drainage, fixtures, fittings, plant or equipment the contractor's Safe System of Work Plan (SSWP) will be vetted by the Principal. The Board of Management must be informed of this and give special instructions concerning protective measures that all pertinent individuals must take while work is in progress Maintenance personnel must:               <ul style="list-style-type: none"> <li>• Report to the Principal to receive any such special instructions before commencing any work on the school premises</li> <li>• Must institute any control measures deemed necessary by the SSWP and continually review your safety procedures. These should be amended where necessary</li> <li>• Any tools or equipment used in the course of your work must be in good working order and removed or stored safely</li> </ul> </li> <li>• All serviced equipment must be labelled to record that work has been carried out and to inform those concerned of any special precautions that need to be taken when being used</li> <li>• It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is complete</li> <li>• All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment</li> <li>• Only qualified and authorised personnel may work on critical services to the school i.e. electrical, plumbing, gas, heating, etc</li> </ul>	3 X 3	Contractors to submit their SSWP for each task	Principal, all maintenance personnel, contractors and caretakers
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> June 2023</p>			<p><u>Assessor's Name:</u> SKC Management</p>		



Hazard, who may be affected and the health effect it may cause	Activity likely exposure to the hazard	10. Boiler House	Risk Rating	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>All personnel required to carry out maintenance tasks in the boiler house</b>  <b><i>Risk of burns, explosion, fire.</i></b>	Any work activity which requires accessing the school heating system	<ul style="list-style-type: none"> <li>Gas detectors are in place with automatic shut off</li> <li>Gas detectors are serviced annually</li> <li>The fire detection system in the boiler house is linked to main alarm system and serviced annually</li> <li>Only equipment necessary for the up-keep of the heating system may be stored in the boiler house. The storage of ancillary school materials, equipment or machinery in the boiler house is strictly forbidden</li> <li>Boiler house not to be used as work area by staff</li> <li>The fire protection system installed in the boiler house must be checked regularly and recorded in the school fire register</li> <li>All firefighting equipment must be maintained as per fire regulations</li> <li>All personnel working in the boiler house or carrying out essential repairs to the school heating system must institute any control measures deemed necessary by their own SSWP and continually review your safety procedures</li> <li>Any tools or equipment used in the boiler house must be in good working order and removed after work each day</li> <li>It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is completed</li> <li>All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment</li> </ul>	3 X 4	<p>On-going monitoring to ensure that only equipment necessary for the up-keep of the heating system No machinery, tools or combustible materials to be stored in the boiler house.</p> <p>Boiler house should not be used as a work area by caretakers or other staff.</p> <p>If a smell of gas is detected Bord Gáis is notified.</p>	Caretakers and maintenance staff
<b>Risk Level Calculation</b> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable		<b>Risk Level Action</b> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately			
<b>Assessment Date:</b> June 2023		<b>Assessor's Name:</b> SKC Management			

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	11. Storage Areas	Risk Rating with controls	Action implementation
		Controls		
<p><b>Teachers, administration staff, caretaker, cleaners, and students accessing and using storage facilities</b></p> <p><b><i>Cuts abrasions, Falls from height Materials falling from height,</i></b></p>	Carrying out work duties	<ul style="list-style-type: none"> <li>Only authorised personnel are allowed access to the storage areas in the school which must be kept locked at all times when not in use. Staff will ensure, as far as is reasonably practicable, that no dangerous substances can be removed from storage areas</li> <li>High standards of housekeeping must be maintained allowing adequate room to move around safely in storage areas</li> <li>Safety Data Sheets (SDS) for chemicals used to be retained on file</li> <li>Keep the areas inside and outside free from hazardous objects and ensure that there are no combustible materials stored near any sources of ignition – refer to control measures for chemicals/hazardous substances</li> <li>All cleaning equipment to be kept in designated storage areas only</li> <li>Unwanted items e.g. old paint cans, empty boxes, broken furniture, off cuts of timber, etc. must not be allowed build up. Apply the fire prevention measures listed in Part 3 of this Safety Statement</li> <li>Storage of materials must be within easy reach and shelving must be sturdy enough to hold any heavy items</li> <li><i>These control measures apply to all storage areas in the school.</i></li> </ul>	3 X 4	<p>Storage policy within the school should be:</p> <p><b><i>“Everything in its place and a place for everything”</i></b></p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event      1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk      Acceptable</p> <p>6-10    Medium risk      Requires monitoring</p> <p>11-15    Severe risk      Requires immediate further action and control</p> <p>16-25    Emergency risk    Halt activity and review immediately</p>		
<u>Assessment Date:</u> June 2023		<u>Assessor's Name:</u> SKC Management		

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	12. Caretaking Activities	Risk Rating with controls	Action implementation
		Controls		
<b>Caretaker</b>	Using tools, handling chemicals, maintaining the grounds, Hazard reporting	<ul style="list-style-type: none"> <li>Caretakers are trained in general safety procedures, including hygiene and safe use of chemicals. SDS retained on file in storage area</li> <li>Any cuts or injuries received must be treated immediately by one of the trained First Aiders in the school</li> <li>All hand tools provided by the school must only be used for the purpose in which they were intended. Any tools not fit for purpose must be removed from service and replaced</li> <li>All electrical tools to be used as per manufacturer's instructions</li> <li>Visual safety check to be carried out before every use</li> <li>Defective equipment to be decommissioned or repaired</li> <li>Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals</li> <li>Caretakers when using chemicals must do so safely and in line with manufacturer's guidance</li> <li>SDS sheets are available and retained for each chemical being used</li> <li>Handling and storage of chemicals are per manufacturer's instructions</li> <li>Caretakers will monitor hazard reporting logbook (Book of Job) in staffroom and will note and date all actions taken in relation to reported hazards and defects in the building</li> <li>Any tools or equipment used by the caretakers must be in good working order and stored safely after work each day</li> <li>Adhere to the special precautions listed in the operator's manual when using power driven machinery, especially when re-fueling</li> <li>Mowers to be maintained and serviced annually</li> </ul>	3x3	Caretaker
<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5    Trivial risk        Acceptable 6-10   Medium risk       Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June 2023		<u>Assessor:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	13. Stairways	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Staff, students and visitors</b>  <b><i>Missing a step Slipping, tripping or falling down the stairs</i></b>	Accessing a classroom or other area in the school via the stairways	<ul style="list-style-type: none"> <li>The stairways and landings throughout the school are covered in non-slip material</li> <li>The steps and nose runners are slip/trip resistant</li> <li>Stair covering is maintained and replaced as necessary</li> <li>All stairs are well lit complimented with a light switch on the top and bottom of the stairs</li> <li>Lighting levels on stairwells will be similar to those in corridors,</li> <li>All stairs are equipped with a handrail that extends the full length of each stairs</li> <li>The handrails are securely fastened</li> <li>The circumference of the handrail is no greater than 170mm allowing for easy grip</li> <li>No doors open on to a step</li> <li>All staff and students are encouraged to grip the handrail when using the stairs</li> <li>Running or climbing more than one step at a time is strictly forbidden</li> <li>Schoolbags, equipment, furniture, chairs, plastic bags, or any combustible material may not be left in corridors or under/near stairways</li> <li>The top and bottom steps of every flight of stairs are marked with a contrasting strip (white strip)</li> </ul>	3 X 4	<p>Safety signage to be displayed at each stair well cautioning of the potential risk of falling down the stairs</p> <p>Staff and students using stairways should do so in single file, going up on the wall side and down by the rail</p> <p>Nothing to be stored in stairway areas or under stairwells</p> <p>Overcrowding at top of stairways to be monitored</p>	Board of Management Principal and staff
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk    Requires monitoring 11-15 Severe risk    Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	14. Kitchen/Catering Area	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Kitchen and catering</b>  <b>Burns, Scalding Slips, trips and falls, Food poisoning</b>	Working in the kitchen, carrying out catering activities	<ul style="list-style-type: none"> <li>• Kitchen/catering area locked at all times when not in use</li> <li>• Staff working in kitchen catering area aware of Safety Statement</li> <li>• Good hygiene practice must be observed when working in the kitchen, the kitchen must be free from obstruction</li> <li>• Ensure that all kitchen appliances are used and maintained in accordance with manufacturers' instructions</li> <li>• Trailing cables and moving parts of equipment must be safely controlled</li> <li>• Agreed safe working procedures must be followed when using kitchen equipment. Students to be supervised if using equipment</li> <li>• Always plug electrical appliances from the mains before cleaning or servicing</li> <li>• Spillages must be cleaned immediately. Kitchen staff must use PPE provided i.e. gloves, aprons, etc.</li> <li>• Good manual handling techniques must be observed when lifting, pushing/pulling or carrying heavy loads</li> <li>• Adequate ventilation and lighting to be maintained in area</li> <li>• Safety and hygiene signage to be posted throughout the kitchen</li> <li>• Safety guards must remain in place when using equipment and any defects found must be repaired or removed from use immediately</li> <li>• Firefighting equipment (extinguisher and fire blanket) must be easily accessible and employees trained appropriately</li> <li>• First Aid box to be available which is appropriately stocked and easily accessible</li> <li>• All employees working in the kitchen/dining area must have adequate training in safe food handling. The training given must comply with HSE guidelines</li> <li>• Steps to be used when accessing shelves or heights</li> <li>• Adequate supervision in place to monitor serving areas</li> </ul>	3 X 3	Annual review of catering arrangements.  Hazard Analysis and Critical Control Points (HACCP) system to be implemented for food hygiene in kitchen  Safety and hygiene signage to be visible in kitchen area  .	Principal and canteen staff
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	15. Gym/Sportshall.	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Staff and students</b>  <b>The blocking of access ways with equipment, furniture etc.</b>  <b>Poor housekeeping practices.</b>  <b>Wet slippery or broken flooring along access route</b>	Working/using gym facilities and the PE area	<ul style="list-style-type: none"> <li>Gym is locked at all times when not in use.</li> <li>Safety policy and rules apply for participation in PE classes</li> <li>Emergency Evacuation procedures clearly visible in gym</li> <li>All storage areas, doors and access points into the gym must be kept clean and free of clutter at all times</li> <li>All floor surfaces should be kept in a clean undamaged condition, free from tripping/slipping hazards</li> <li>PE furniture and equipment should be sturdy and of good quality and any defective furniture to be removed from use</li> <li>Safe manual handling techniques to be used when lifting moving or re-arranging equipment etc.</li> <li>Ensure that there is safe access and egress for staff, students and members of the public at all times within the PE area.</li> <li>Good housekeeping practices must be strictly adhered to</li> <li>Appropriate signage must be in place to alert pedestrians of restricted access particularly when cleaning is in progress</li> <li>The inspections and cleaning rota systems in place for the gym and equipment must be reviewed regularly</li> <li>Appropriate PE gear must be worn when participating in PE classes</li> <li>Students must not be left unsupervised when carrying out PE activities in gym, badminton or squash courts</li> <li>Spectators and reserve players must be positioned at a safe distance from the area of play during game or activities</li> <li>First Aid box to be available and easily accessible</li> <li>The Principal must ensure that all persons engaged in supervising PE activities are competent in all safe systems of work referred to in this Safety Statement</li> <li>Adequate controls and safeguards are in place for use of gym by other bodies</li> </ul>	3 X 3	<p>All furniture (tables, chairs, etc.) and unused equipment to be removed from gym and dressing rooms when in use</p> <p>All damaged/broken equipment to be removed from gym areas immediately</p> <p>Ongoing maintenance programme for gym area and grounds</p> <p>High standard of housekeeping to be maintained when gym is in use</p>	PE staff, caretakers and Principal
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely cause exposure the hazard	16. Staffroom	Risk Rating	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
Slips and trips, Hot surfaces, Using electrical appliances	Recreation in the staff room  School policies not being adhered to	<ul style="list-style-type: none"><li>Safe access and egress must be maintained throughout the room</li><li>Electrical appliances to be visually checked for safe use</li><li>Appliances to be used in line with manufacturer's instructions</li><li>Personal or other items are not to be stored along aisles or floors</li><li>The control measures listed for fire safety, maintenance, electricity and any other pertinent safety measures in this Safety Statement must be strictly adhered to at all times</li></ul>	3 X 3		Board of Management and staff
Using welfare facilities	Lack of supervision  Not adhering to school policies	17. Welfare Facilities	3 X 1	Active monitoring required	Caretakers and cleaning staff
		Controls <ul style="list-style-type: none"><li>Safe access and egress must be maintained at all times and rubbish must be removed daily.</li><li>Furniture and equipment to be maintained in good condition.</li><li>Welfare Facilities must be checked and cleaned on a regular basis</li></ul>			
Unauthorised parking on school grounds  Driving through and parking in pedestrian areas	Lack of supervision  School policies not being adhered to	18. Car Parking and Pedestrians Routes	3 X 4	Active monitoring required  Designated visitor parking area near main office	Board of Management, Principal and caretakers
		Controls <ul style="list-style-type: none"><li>Parking areas/pedestrian routes to be well marked and signposted at all times and housekeeping to be kept to a high standard in these areas. Students and visitors have restricted access to parking areas</li><li>Passageways to be kept in good condition and any defects found must be rectified as soon as is practicable</li><li>Ensure that motor vehicles, or other equipment do not block, pose a risk of contact or impede safe movement to staff, students and other persons particularly in yard areas</li><li>Emergency exits must be kept clear of obstructions and clearly displayed at all times. Emergency lighting and essential firefighting equipment must be maintained as per regulations</li></ul>			
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
Assessment Date: June 2023			Assessor's Name: SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	19. Visual Display Units (VDU's)	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Staff (especially administration staff)</b>  <i>Repetitive strain, injuries/work related upper limb disorders (WRULDS), eye strain, back pain</i>	Working with VDU's	<p>Board works with staff to ensure compliance with necessary regulations taking account of:</p> <ul style="list-style-type: none"> <li>○ Position of the monitor with regards to lighting and distance</li> <li>○ Height of work desk</li> <li>○ Type of chairs provided for the task – adjustable and ergonomically designed with footstools where necessary</li> <li>○ Position of keyboard and mouse pad to allow for adequate support for the hands and arms.</li> </ul> <ul style="list-style-type: none"> <li>▪ Monitors with poor image quality or flickering screens will be repaired or replaced</li> <li>▪ Only software suitable for the requirements of the job will be used.</li> <li>▪ Staff who experience difficulties with strain or glare should report these to the Principal or the Board of Management</li> <li>▪ Eye screening/eye tests will be offered to staff (using VDU'S on a continuous basis – more than 1 hour per day) in line with the regulations at no cost to the individual and where protective glasses are required on the recommendation of an optometrist; these will be provided on the basis of the Board of Management paying a subvention towards the cost of the glasses</li> </ul>	3 X 3	Active monitoring required	Board of Management and Principal
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		



Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	20. All classrooms	Risk Rating	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Staff, students and visitors</b>  <i>Tripping, slipping, injury, falling, poor lighting, damaged/broken chairs or desks, etc.</i>	Classroom teaching	<ul style="list-style-type: none"> <li>• Staff responsible for their immediate work environment</li> <li>• Staff to check and monitor that classrooms and work areas are safe and free from faults or defects</li> <li>• All classrooms will be maintained in line with best design and improved when resources become available</li> <li>• All classrooms will be locked when not in use</li> <li>• Staff ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others</li> <li>• Any damage to rooms or equipment to be reported immediately and recorded in caretaker's repair notebook (Book of Job)</li> <li>• Caretakers will ensure that repairs to floors, desks, walls, and chairs are carried out as quickly as possible</li> <li>• Rooms cleaned appropriately and rubbish removed daily</li> <li>• Staff and students advised to place bags in a safe area</li> <li>• Lighting will be maintained to achieve suitable lighting levels</li> <li>• All spillages to be cleaned up immediately</li> <li>• Staff ensure students follow and comply with safe procedures</li> <li>• All equipment is checked to ensure it is safe before use</li> <li>• Staff insist that all in their charge wear protective clothing and use protective equipment where necessary</li> <li>• Students are informed of the safety procedures for subjects</li> <li>• Staff encourage safe working practices in their own area at all times</li> <li>• Books and equipment are suitably stored in all rooms</li> <li>• Child Protection Guidelines will be followed by all staff</li> <li>• Portable electrical equipment that may be prone to wear, tear or damage should receive a Portable Appliance Testing (PAT) by a competent person and records maintained of same</li> <li>• Never use or stand on a chair or table to work at height (opening windows, putting up posters, starting data projector, etc.)</li> </ul>	3 X 3	<p>Notices used to highlight safety issues or safeguards</p> <p>Trolley available to staff for moving heavy loads</p> <p>Windows and electrical equipment to be inspected routinely by caretakers or suppliers</p> <p>Remote controls available for all data projectors</p> <p>Active and ongoing programme of maintenance – all broken or damaged equipment or furniture to be removed from rooms</p>	Board of Management, teaching staff and caretakers
<u>Risk Level Calculation</u>		<u>Risk Level Action</u>			
(a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality		1-5 Trivial risk      Acceptable			
(b) Likelihood of event      1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		6-10 Medium risk      Requires monitoring			
		11-15 Severe risk      Requires immediate further action and control			
		16-25 Emergency risk      Halt activity and review immediately			
<u>Assessment Date:</u> June 2023		<u>Assessor's Name:</u> SKC Management			

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	21. Administration	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Shredder</b>  Lacerations to fingers	Shredding paper	<ul style="list-style-type: none"> <li>Never put fingers or objects other than paper into the shredder feed opening unless the machine was designed for the material</li> <li>Feed paper smoothly into the shredder. Never force paper into a shredder.</li> <li>Shred paper in small quantities to avoid jamming</li> <li>If the shredder motor overheats, turn the paper shredder off and allow the motor to cool for about 15 minutes before using again</li> <li>Always turn off before removing and emptying the waste box or cleaning the paper shredder</li> <li>Always turn off and unplug the power source before cleaning the paper shredder or removing jams.</li> </ul>	3 X 2	Active monitoring required	Office staff
<b>Photocopier</b>	Photocopying	<ul style="list-style-type: none"> <li>The upkeep of the photocopier is maintained and regularly inspected</li> <li>Working at the photocopier is for short duration only</li> <li>Students are not allowed unauthorised access to photocopier machine</li> <li>Only authorised and trained staff members are allowed maintain the machine</li> </ul>	3 X 2	Active monitoring required	Office staff
<b>Storage of monies</b>	Burglary /theft	<ul style="list-style-type: none"> <li>Electronic banking used for most payments and transfers of monies</li> <li>Agreed procedures for collection of monies and provision of receipts</li> <li>Procedures in place for daily storage and transfer to bank</li> <li>An agreed maximum amount to be kept in school overnight is set by Board of Management (never over a weekend)</li> <li>Procedures for refunds communicated in writing to parents/guardian</li> <li>Clear instructions given to school staff in case of burglary</li> <li>Door control mechanism to control the internal access doors of the entrance lobbies operated via the office</li> <li>A panic alarm point shall be provided linked to the intruder alarm system</li> </ul>	3 X 3	Consideration be given to having a fob system for access control and door entry in administration areas	Board of Management, office staff
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	22. Science Laboratories and Storage Areas	Risk Rating	Action Items	Person(s) Responsible and action implementation
		Controls			
<b>Security of the laboratories</b>	Students accessing rooms	<ul style="list-style-type: none"> <li>The laboratories are always locked when not in use and students are not allowed into the science rooms unsupervised</li> <li>Ongoing maintenance to keep rooms at a high standard</li> </ul>	4 X 2	Separate key to chemical storeroom	Teaching staff and caretaker
<b>Staff and/or students injured while carrying out experiments</b>	Carrying out experiments	<p>Agreed and approved Health and Safety Rules apply when using the laboratories and the following would apply during experiments:</p> <ul style="list-style-type: none"> <li>Students work in small groups</li> <li>There is no unnecessary movement around the science labs</li> <li>Students are not allowed to use dangerous chemicals. Instead their use is demonstrated by the teacher</li> <li>Students are always well-supervised during experiments</li> <li>Students are well-instructed in the use of apparatus</li> </ul>	4 X 2		Teaching staff
<b>Contact with chemicals</b>	Using chemicals	<ul style="list-style-type: none"> <li>Chemicals are stored in special areas which are locked. These areas are accessible to teachers only</li> <li>Experiments involving dangerous chemicals are only carried out in the fume cupboard. The fume cupboard is serviced and maintained</li> <li>Eye protection (e.g. goggles) are used during all chemistry experiments</li> <li>Chemicals that are prohibited for use in a school setting will be removed</li> <li>List of safety instructions displayed in prominent position in labs</li> <li>Up to date Chemical inventory with Safety Data Sheets (SDS) for each chemical is maintained by staff</li> </ul>	4 X 3	All unused and dangerous chemicals to be disposed	Board of Management, Principal and teaching staff
<b>Fire</b>	Working with flammable substances	<ul style="list-style-type: none"> <li>Staff are not currently trained in how to use the fire extinguishers and fire blankets available in each laboratory</li> <li>The school fire protection system is checked annually by the installer</li> </ul>	4 X 2		Teaching staff
<b>Electricity and Bunsen Burner Glass Ware</b>	Working with laboratory equipment	<ul style="list-style-type: none"> <li>Safety shutoff detectors/valves in each room tested regularly and serviced annually</li> <li>Bunsen burner rubber tubing is checked for 'cracks' before each use</li> <li>Glassware and storage vessels are checked for 'star' cracks before use</li> <li>Waste chemicals, broken glassware, etc. are properly disposed of</li> </ul>	4 X 2		Teaching staff and Principal
<u>Risk Level Calculation</u>			<u>Risk Level Action</u>		
(a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality			1-5    Trivial risk      Acceptable		
(b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely,			6-10   Medium risk      Requires monitoring		
			11-15   Severe risk      Requires immediate further action and control		
			16-25   Emergency risk    Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	23. Information Technology Rooms	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Room</b>	Carrying out IT activities	<ul style="list-style-type: none"> <li>The information technology rooms are always locked when not in use and students are not allowed into the rooms unsupervised. All access points into the room must be kept clean and free of clutter at all times</li> <li>All floor surfaces should be kept in a clean undamaged condition. Furniture should be sturdy and of good quality</li> <li>The teacher must ensure that all persons engaged in activities are supervised when using IT equipment</li> <li>All IT equipment is maintained in line with manufacturer's requirements</li> </ul>	3 X 2	Ongoing maintenance  AUP in place	Teachers, cleaning staff, caretaker and IT providers
<b>Visual Display Units (VDU's)</b> Repetitive strain, eye strain, back pain	Working for long periods at a poorly designed work station	<ul style="list-style-type: none"> <li>Each work station must take account of:</li> <li>Position of the monitor with regards to lighting/ distance ○ Height of the work desk</li> <li>Adjustable ergonomically designed chair</li> <li>Position of mouse and adequate support for hands/ arms</li> <li>Students who experience difficulties with glare, eye strain or poor work station design should be allowed to take a short rest pause from class</li> </ul>	3 X 2	All broken or damaged equipment to be removed from rooms	Teachers
<b>Tripping, slipping, falling</b>  Trailing cables, badly arranged furniture, bags, etc.	Working in an area of poor housekeeping	<ul style="list-style-type: none"> <li>All pedestrian routes will be maintained in line with best design</li> <li>Storage is provided for facility equipment and personal belongings of staff</li> <li>Ceilings, floors, walls and the general décor will be maintained in line with best practice</li> <li>Any damage to infrastructure must be reported immediately to the Principal</li> <li>Repairs will be carried out as quickly as possible</li> <li>Lighting will be maintained to achieve suitable lighting levels.</li> </ul>	3X 2	Good House Keeping	Board of Management
<b>Fire</b>	Using faulty electrical appliances	<ul style="list-style-type: none"> <li>The school fire prevention, protection and evacuation policy must be strictly adhered to</li> <li>Teachers are trained in how to use the CO2 fire extinguishers in the rooms</li> <li>The school fire protection system is checked annually by the installer</li> </ul>	4 X 2	All unused and obsolete equipment to be removed	Teaches, caretaker and Principal
<u>Risk Level Calculation</u>			<u>Risk Level Action</u>		
(a)	Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5	Trivial risk	Acceptable
(b)	Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk	Requires monitoring
	(c) Risk Rating = (a) X (b)		11-15	Severe risk	Requires immediate further action and control
			16-25	Emergency risk	Halt activity and review immediately
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	24. Music Room	Risk Rating	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Staff, students, visitors</b>  <b>Tripping over and bumping into music equipment, objects falling, manual handling injuries,</b>	Teaching and moving around room	<ul style="list-style-type: none"> <li>The music room will be maintained in line with best design and improved as resources become available</li> <li>Any damage to the room or equipment must be reported immediately to the class teacher</li> <li>Lighting will be maintained to achieve suitable lighting levels</li> <li>Teaching staff must ensure students follow and comply with safe procedures when using equipment</li> <li>All equipment is checked to ensure it is safe before use</li> <li>Teacher must ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others</li> <li>Teacher must insist that all in their charge use required protective equipment (i.e. ear protection) where necessary</li> <li>Teacher to encourage safe working practices in the music room at all times</li> <li>The music room should be kept clean and all unused equipment should be removed out of the music room</li> <li>Electrical sockets must not be overloaded and a safe method of providing electricity should be provided for all electrical equipment</li> <li>All portable devices must be PAT tested</li> <li>Noise assessment will be undertaken if noise exposure levels are deemed to be too high</li> <li>Materials will be stored must be at a convenient height to prevent over stretching and staff are not permitted to use school furniture or equipment to stand, climb or work at height</li> <li>Staff must inform the Principal of any manual handling difficulties they encounter</li> </ul>	3 X 3	Good housekeeping practices will be observed at all times	Teacher, caretakers and Board of Management
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	22. Science Laboratories and Storage Areas (continued)	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
General issues including hazardous substances, housekeeping and storage	Staff accessing and working labs and stores	<ul style="list-style-type: none"> <li>Items not being used will be placed into correct storage keeping walkways and doors free from clutter and potential hazards</li> <li>Good housekeeping procedures will be implemented by staff</li> <li>Fan in lab store is maintained in line with manufacturer's requirements</li> <li>Obsolete items and unused equipment will be removed from the labs and store rooms</li> <li>Storage and preparation surfaces are examined regularly to ensure that they are easy to clean, impervious, impermeable and in good condition</li> <li>Storage shelves and units are checked regularly to ensure that they are kept in a safe working condition</li> <li>Items are not stored above head height to allow for ease of handling by staff</li> <li>Doorways are kept free of equipment and rubbish at all times</li> <li>Regular laboratory inspections are conducted by staff along with an annual safety check – items of concern are reported to the Board of Management</li> <li>The following principles must be followed in the safe use of chemicals:               <ul style="list-style-type: none"> <li>Use the <b>safest</b> chemical possible for the job to be done ○ <b>Read</b> the label and safety sheet</li> <li>Take <b>special measures</b> prescribed and know emergency measures in case of accident</li> <li>Avoid <b>inhalation</b> of vapours and dusts ○ Prevent contact with <b>eyes</b></li> <li>After contact with chemicals, <b>clean</b> yourself and your working clothes ○</li> </ul> </li> <li>Dispose of used chemicals as recommended by manufacturer               <ul style="list-style-type: none"> <li>Staff or students should not eat or drink when using chemicals. Hands and exposed skin must be thoroughly washed and dried following use of chemicals</li> </ul> </li> <li>First Aid boxes, spill kits to be available and easily accessible</li> <li>Additional safety information is available to staff in the manual entitled "<i>Aspects of Safety in Science Laboratories in Second Level Schools</i>"</li> </ul>	4 X 3	<p>Additional ventilation in the room for the chemicals.</p> <p>Broken stools and table tops to be removed</p>	Board of Management , Principal and teaching staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5    Trivial risk      Acceptable 6-10   Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	25. Art Room	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>General</b>  <b>Storage of hazardous materials</b>  <b>Wire Work</b>  <b>Cutting</b>	Working in art room	<ul style="list-style-type: none"><li>• The art rooms will be locked at all times when not in use</li><li>• Safety procedures and rules apply for participation in art classes</li><li>• Any damage to the room or equipment must be reported immediately to the teacher</li></ul>	3 x 3	Class safety rules in place	Teacher, caretakers and Principal
	Handling/ storing materials with a hazardous symbol	<ul style="list-style-type: none"><li>• Materials such as white spirit, varnish and paint brush cleaning solutions and any material carrying a hazardous symbol will be stored securely in a separate cupboard</li><li>• There is restricted access to all hazardous materials</li><li>• Used white spirits are collected in an appropriate vessel and are handed to the teacher for safe disposal. This requirement applies to any other liquid or substance that might cause harm to the environment</li></ul>	3 X 3		
	Disposal of hazardous materials and substances	<ul style="list-style-type: none"><li>• Demonstration of safe practice will be undertaken before work commences</li><li>• Use of wire cutters will be restricted and safe use demonstrated beforehand</li></ul>	3X 3		
	Students carrying out wire work activities	<ul style="list-style-type: none"><li>• Appropriate instruction will be given by staff before students use any cutting device</li><li>• Cutting work will be supervised as appropriate and protective equipment such as cutting mats will be used</li><li>• Knives and other sharp implements will be stored in a secure area and all equipment lent out is accounted for at the end of a lesson</li></ul>	4X 1		
	Students carrying out cutting activities	<ul style="list-style-type: none"><li>• Students are not permitted to remove cutting instruments from room.</li></ul>	3 X 3		
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5    Trivial risk      Acceptable 6-10   Medium risk    Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	26. Art Rooms (continued)	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
Electrical Equipment	Staff/students using electrical equipment e.g. Glue guns, laminators etc.	<ul style="list-style-type: none"><li>Electrical equipment will only be used if it has been checked by the art teacher</li><li>Students will only use electrical equipment if it is appropriate, if guidance has been given and if they are being supervised by a teacher</li><li>Trailing wires will be secured to prevent tripping</li><li>All portable devices must be PAT tested</li></ul>	3 X 3	Ensure that the area is maintained so that all items are stored safely	Teacher, caretakers and Principal
Fire	Outbreak of Fire	<ul style="list-style-type: none"><li>The school fire prevention, protection and evacuation plan as outlined in this Safety Statement must be fully implemented by staff and students</li><li>Firefighting media must be readily available in the art room</li></ul>	3 X 3	On-going good housekeeping required	
Mixed Media work	Using materials	<ul style="list-style-type: none"><li>Objects and materials used should be deemed safe by the teacher responsible for the lesson. First Aid kit available and maintained</li></ul>	3 X 2		
Tidying up	Using materials	<ul style="list-style-type: none"><li>Tidying up at the end of art lessons will be done in an orderly way and under instruction of the teacher responsible for the lesson</li><li>The production of dust will be avoided by wiping down surfaces with damp towels or sponges</li></ul>	3 X 2		
<u>Risk Level Calculation</u>			<u>Risk Level Action</u>		
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality		1-5 Trivial risk	Acceptable	
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable		6-10 Medium risk	Requires monitoring	
			11-15 Severe risk	Requires immediate further action and control	
			16-25 Emergency risk	Halt activity and review immediately	
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		



Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	27. External Areas	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Entrances, paths, yard areas, traffic, CCTV, pitch, playing courts, housekeeping key control and storage of equipment,</b>  Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Staff, students or visitors (including unauthorised) entering the school	Fob system for access control and door entry to the school All pathways, road surfaces and manhole covers will be maintained as part of an ongoing maintenance programme within the school Appropriate signage will be displayed at entrances, yards and playing fields to discourage unauthorised use of facilities. It is important to state that any person accessing the grounds or using the facilities does so at their own risk All staff and parents will be advised about the need to drive slowly in school grounds. Signage/warnings will be placed at entrances to alert drivers to slow down. Speed restriction signage in place Signage will be displayed at the main entrance to make motorists aware of cyclists and pedestrians using and exiting the school grounds Signage stating that CCTV cameras are in operation will be displayed prominently around the school grounds and within the main building. These signs will be in line with the requirements of the Data Protection Commissioner. CCTV policy in place Electrical and gas service boxes will be maintained and monitored for damage Students will dismount from their bicycles and walk to bicycle storage area on entry to the main school grounds School gates will be tied back so that they cannot swing open during school hours	4 X 3	Consideration should be given to having a designated parking area for visitors near to the main entrance  Additional speed limit signage/warnings to be placed at entrance to alert drivers to slow down – speed limit should be set at 10kph per hour	Board of Management, staff, caretakers, students and visitors
<b>Risk Level Calculation</b> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<b>Risk Level Action</b> 1-5 Trivial risk      Acceptable 6-10 Medium risk      Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk      Halt activity and review immediately		
<b>Assessment Date:</b> June 2023			<b>Assessor's Name:</b> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	28. External Areas (continued)	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Paths, roadways, traffic, speeding, CCTV, pitch, playing courts</b>  Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Staff, students or visitors (including unauthorised) entering the school	<ul style="list-style-type: none"> <li>All equipment (portable goalposts, etc.) will be removed from playing pitch after use</li> <li>All foreign objects (rubbish, stones, glass, plastic bottles, etc.) will be removed from play areas prior to use. Areas subject to regular inspection and PPE must be worn when cleaning is in progress</li> <li>All outside spaces will be cleaned and no inappropriate items will be stored in any spaces between buildings</li> <li>Main goal posts must be inspected for signs of deterioration on a regular basis</li> <li>All fencing around the pitch/grounds must be free from any gaps/holes, must stand upright and rigid. All damage should be reported to the Principal</li> <li>All repairs to fencing must be carried out by a competent person</li> <li>Lawnmower, if used, must have safe guarding in place to protect against blades or moving parts. Guards must not be removed unless maintenance is being carried out by a competent person. Machine must be switched off and plug disconnected before any cleaning, maintenance or repair is being carried out. All maintenance/repair must be carried out by competent person at regular intervals in accordance with manufacturer's instructions. PPE must be worn when using lawnmower and it must be operated by competent staff only</li> </ul>	<div>4 X 3</div> <div>4 X 4</div>	Active and constant housekeeping required around school grounds  Portable goalposts and equipment to be removed and put in storage when not in use.	Board of Management, staff, caretakers, students and visitors
<b>Risk Level Calculation</b>			<b>Risk Level Action</b>		
(a)	Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5 Trivial risk	Acceptable	
(b)	Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10 Medium risk	Requires monitoring	
(c)	Risk Rating = (a) X (b)		11-15 Severe risk	Requires immediate further action and control	
<b>Assessment Date:</b> June 2023			<b>Assessor's Name:</b> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	29. Out of School Activities	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Day Outings</b>  Inadequate preparation for school trips/outings	Accident or incidents, students being separated from the main group	<ul style="list-style-type: none"> <li>Approval sought for outings in line with agreed school policy</li> <li>An adequate number of teachers/supervisors will travel with students</li> <li>A list of all those travelling (including a head count) will be made before departure and before the return journey by the trip organiser</li> <li>The contact details of the trip organiser along with supervisors' contact details will be provided to all those travelling</li> <li>Safety instructions detailing emergency procedures (including emergency phone numbers) will be issued to all students</li> <li>The Principal, and/or Deputy Principals will be informed with regards to safety of the type, location and duration of the trip</li> <li>Adequate First Aid equipment will be brought on the trip</li> </ul>	4 X 2		Board of Management, class teachers, Principal, Deputy Principals
<b>Vehicle Failure</b>	Transporting staff/students	<ul style="list-style-type: none"> <li>Transport companies engaged by the school will be expected to supply qualified drivers and vehicles fit for purpose</li> <li>The driver will carry out a visual inspection of the vehicle prior to start up. This will include tyres, lights, wipers and other safety features for obvious defects</li> <li>The Principal, will consider any extra staff training which might be necessary to improve safety precautions, e.g. Certificate of Professional Competence (CPC) training, training for special needs students, emergency evacuation of the vehicle, etc.</li> <li>Students will be directed to enter and exit the bus in single file. They will remain in their seats (with seat belts on) while in transit</li> <li>Students will be requested to follow the instructions of the driver</li> <li>Students must never be allowed to distract the driver</li> </ul>	4 X 2		Transport provider and Principal
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5 Trivial risk      Acceptable 6-10 Medium risk    Requires monitoring 11-15 Severe risk    Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	29. Out of School Activities (Continued)	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>School trips abroad</b>  Inadequate preparation for a tour to a foreign country	Accident or injury, students being separated from the main group, illness, theft, etc.	<ul style="list-style-type: none"> <li>▪ Prior approval of the Board of Management must be sought before the trip is undertaken.</li> <li>▪ All participants will be made aware of the potential hazards involved in tour by the tour organiser/tour committee</li> <li>▪ At all times teachers should be on constant alert to identify foreseeable hazards and safety issues</li> <li>▪ The wearing of appropriate clothing and footwear is essential</li> <li>▪ Water, drinks, food should be carried at all times in order to maintain energy/hydration levels</li> <li>▪ Throughout the duration of the tour, teachers should carry a First Aid kit as well as the medications required by students in the group</li> <li>▪ There should be a designated First Aid responder in the party; all teachers/leaders should be provided with a comprehensive and up-to-date list of students and their medical/dietary needs. This list should be compiled before departure.</li> <li>▪ A signed medical authorisation form/permission slip should be completed by all parents /guardians to deal with hospital emergencies</li> <li>▪ All participants should be encouraged to report any feelings of illness/ anxiety at an early stage to their teachers (a "buddy system" amongst students might assist in this)</li> <li>▪ The concept of Health, Safety and Welfare should be widely discussed with teachers, students, parents/guardians before (e.g. at any Information Evening held) and during the tour itself to raise awareness and share responsibility</li> </ul>	4 X 2	Advice should be obtained from the tour company on the safety approval regimes governing any activity centres to be visited and the regulations governing safety of accommodation	Board of Management, tour organisers and Tour Company
<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable			<u>Risk Level Action</u> 1-5    Trivial risk      Acceptable 6-10   Medium risk    Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	30. Office Spaces	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
		Controls			
<b>Staff, students, visitors</b>  <b>Assault, tripping, falling, fire, etc.</b>	Staff working in office spaces	<ul style="list-style-type: none"> <li>All offices will be locked at all times when not in use</li> <li>Child Protection Guidelines will be followed by staff using offices</li> <li>Data and confidential information will be stored securely and in line with relevant guidelines</li> <li>Any damage to the room or equipment must be reported immediately</li> <li>All equipment is checked to ensure it is safe before use</li> <li>Office spaces should be kept clean and all unused equipment should be removed</li> <li>Electric heaters in room will be maintained and used in line with manufacturer's guidelines</li> <li>Lighting will be maintained to achieve suitable lighting levels</li> <li>All spillages to be cleaned up immediately</li> <li>Electrical sockets must not be overloaded and the use of extension leads should be avoided</li> <li>Adequate care and appropriate precautions should be taken when meeting with students, parents and visitor</li> <li>Exposure to chemical agents should be avoided</li> <li>All office areas should have appropriate glass viewing panels</li> <li>Staff are not permitted to use school furniture or equipment to stand, climb or work at height</li> </ul>	3 X 3	Consideration should be given to having a fob system for access control and door entry to all offices where confidential data is stored	Board of Management and staff
<u>Risk Level Calculation</u>  (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5    Trivial risk      Acceptable 6-10   Medium risk     Requires monitoring 11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June 2023			<u>Assessor's Name:</u> SKC Management		

## **Appendices**

Critical Incident Plan - p71

Risk Assessment for Pregnant Employees - p82

Accident Report Form - p90

Principles of Safe Lifting / Manual Handling - p91

Form IR1 - p92

Safety Statement Review - p93

Child Safeguarding Statement - p94

Hazard and Risk Assessment Template - p95

## **Critical Incident Plan - St Kieran's College**

St Kieran's College aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times. The Board of Management understands that a "critical incident" can mean an especially difficult time for the school community as there will not have been occasion to prepare for the event. The Board of Management, in consultation with the Principal, has drawn up a Critical Incident Management Plan.

The aim is to establish a Critical Incident Management Team to steer the development as well as the implementation of this plan. The response to any critical incident follows the guidelines published in the document: "Responding to Critical Incidents – Advice and Information Pack for Schools" - published by the National Educational Psychological Service.

<https://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/Responding%20to%20Critical%20Incidents.pdf>

### **Critical Incident**

It is understood that a critical incident is any event where the immediate emotional, physical or social safety/welfare of our school community is gravely affected. Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include but are not limited to:

- The death of a member of the school community through accident, violence, suicide or suspected suicide, or other unexpected death;
- An intrusion into the school;
- An accident involving members of the school community;

- The disappearance of a member of the school community;
- Serious damage to the school environment through fire, flooding, vandalism etc.

The aim of the C.I.M.P. (Critical Incident Management Plan) is to help school management and staff to react quickly and effectively in the event of a critical incident, thus enabling a sense of control and ensuring that appropriate support is offered to students and staff. A good plan should facilitate a return to normality within the school community without undue delay. Systems have been put in place in our school to help to build resilience amongst both staff and students. These include measures to address both the physical and psychological safety of the school community.

### **Physical Safety**

In accordance with the school's Health and Safety Policy:

- Evacuation plan formulated
- Fire drills as part of the school routine
- Fire exits and extinguishers are frequently checked
- Supervision in school yard and corridors prior to first formal class of the day, during morning break, during lunch break and for a period after the final class of the day



## **Psychological Safety**

- SPHE is offered as part of the school curriculum
- CAIRDEAS, the school's First Year Induction Programme, helps new students to cope with the transition to post-primary school
- The school's Pastoral Care Team have a system in place which aims to support the needs of all members of the school community. An implicit part of this system is the facility whereby staff may refer students to the School Chaplain or the Guidance Counsellor for assistance and support. Students perceived to be at risk may be referred to appropriate outside agencies.
- The School Chaplain(s) and the Guidance Counsellors are available to staff and students
- Staff are familiar with the Child Protection Guidelines and Procedures
- Staff are informed in the area of suicide awareness and some are trained in interventions with suicidal students
- Staff are informed about how to access support for themselves in times of need
- The school has developed links with a range of external agencies
- The Student Council provides a forum for the airing of student viewpoints
- Students are encouraged to become involved in a wide range of extra- curricular activities
- The school's Anti-Bullying policy is supported by students, teachers and parents

## Critical Incident Management Team

St Kieran's College has set up a *Critical Incident Management Team* made up of the following personnel:

- The President
- The Principal
- The Deputy Principals
- The School Secretary
- The School Chaplain
- The Guidance Counsellor
- The C.I.M.T. may co-opt other members of staff to assist them, should this be deemed necessary.

### Roles

**Team Leader:** Alerts the team members to the crisis and convenes a meeting; coordinates the tasks of the team; liaises with the BOM, DES, NEPS, SEC, liaises with the bereaved family if necessary.

**Garda Liaison:** Liaises with the Gardaí; ensures that information about deaths or other developments is checked out for accuracy before being shared.

**Staff Liaison:** Leads briefing meetings for staff on the facts as known; outlines the routine for the day; advises staff on the procedures for the identification of vulnerable students; provides materials for staff (from critical incident folder); keeps staff updated as the day

progresses; is alert to vulnerable staff members and makes contact with them individually; advises them of the availability of the EAS and gives them the contact number.

**Student Liaison:** (a number of people may be required) Alerts staff (appropriately) to vulnerable students; provides materials for students; keeps records of students seen by external agency staff; looks after setting up and supervision of “quiet room” where agreed.

**Parent Liaison:** Visits the bereaved family with the team leader; arranges parent meetings, where appropriate, and may facilitate such meetings; ensures that sample letters are on the school system and ready for adaptation; sets up room for meetings with parents; maintains a record of parents seen; provides appropriate materials for parents.

**Community Liaison:** Maintains up to date lists of contact numbers (Parents’ Association representatives, emergency support services, etc.); liaises with agencies in the community for support and onward referral; is alert to the need to check credentials of individuals offering support.

**Media Liaison:** In advance of an incident, will consider issues that may arise - e.g. students being interviewed, photographers on the premises and the appropriate response; in the event of an incident, will liaise where necessary with the SEC and relevant teacher unions and so on; will draw up a press statement, give media briefings and interviews (as agreed by school management).

**Administrator:** Maintains up to date telephone numbers of parents/guardians, teachers and other staff members, emergency services; takes telephone calls and notes those that need a response; ensures that templates are on the school system ready for adaptation; prepares and sends out letters, emails, text messages; photocopies materials needed; maintains records.

Role	Name
Team Leader	Principal
Garda Liaison	Principal/President/Deputy Principals
Staff Liaison	Principal/Deputy Principals
Student Liaison	Chaplain/Guidance Counsellor /Year Heads
Parent Liaison	Chaplain/Guidance Counsellor /Year Heads
Community/Media Liaison	Principal/President/Deputy Principal
Administrator	School Secretary

## Short Term Actions – Day 1

Task	Name
Gather accurate information. Who, what, when, where?	Principal/Deputy Principal/Year Head/ Chaplain/Guidance Counsellor
Convene a CIMT meeting-specify time & place	Principal
Contact external agencies	Principal/Deputy Principal/Chaplain/ Guidance Counsellor
Arrange supervision for students	Deputy Principals
Hold staff meeting, agree schedule for the day	Principal
Compile a list of vulnerable students	Chaplain/Guidance Counsellor/Year Head
Inform students, close friends and vulnerable students who may need to be told separately	Chaplain/Guidance Counsellor/Year Head
Draft a media statement	Principal/Deputy Principals
Draft a letter to parents - if appropriate	Principal
Make contact with the affected family/ families	Principal/Chaplain/Guidance Counsellor/ Year Head
Meet with CIMT to review the day and plan following day	Principal

## Medium Term Actions Day 2

It is sometimes the case that the first day following an incident is quite calm as people may be in shock. Day 2 may be a day when more support is needed as the news begins to sink in. It is advisable that the CIMT continues to meet each day until the school returns to normal functioning.

Meet with CIMT and other agencies where appropriate to review what has been done to date and outline agenda for the	Principal
Meet with the staff to update on any new information and outline schedule for the day. Also give an opportunity for	Principal

## Follow Up

Follow-up is the work carried out in the weeks, months and years following a critical incident. The goal of follow-up is to help the school community cope with the impact of the event in the longer term and to monitor those individuals with ongoing difficulties. The school may also decide to review the critical incident policy and plan memorials.

- Meet with appropriate staff to review the list of affected staff and students. Identify who will be responsible for follow-up
- Discuss referral procedures and when an onward referral may be indicated
- Prepare for the return of bereaved student(s)
- Discuss what the school will do in memory of the student(s). A representative from the school should liaise with the deceased person's family regarding the memorial
- Discuss what to do with respect to events in the school the deceased person may have been involved in
- Mark the school's calendar in advance with the anniversary date. Anniversaries may trigger emotional responses in students or staff and they may need additional support at this time. The school may decide to acknowledge the anniversary and should link with the family on any proposed commemoration

- Evaluate the school's response to the incident and amend the Critical Incident Management Plan appropriately - What went well? Where were the gaps? What was most/least helpful? Have all necessary onward referrals to support services been made? Is there any unfinished business?

## **Consultation and Communication Regarding the Plan**

- All staff members were consulted and their views canvassed in the preparation of this policy and plan. Students and parent representatives were also consulted and asked for their comments.
- Our school's final policy and plan in relation to responding to critical incidents has been presented to all members of staff.
- Each member of the critical incident management team has a copy of the plan.
- All new and temporary staff will be informed of the details of the plan by the Head of Teacher Induction.
- The plan will be reviewed and updated regularly.



Emergency Contact List	
<b>Garda, Kilkenny</b>	056 7775000
<b>Hospital</b>	056 7785000
<b>Fire Brigade</b>	056 7794400
<b>Local GP's - Ayrfield Medical Centre Castle Gardens</b>	056 7721320 056 7765891
<b>NEP's Psychologist</b>	056 7760200
<b>Priest - Fr D Ryan</b>	056 7721086
<b>State Examinations Commission</b>	906442700

## Risk Assessment for Pregnant Employees

*"A staff member should notify her employer of her condition as soon as possible after it occurs"* (Reg.148), to \*enable the school to comply with Part 6 Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Name	Date of assessment
Date of birth	Due date
Assessors name	Reassessment date

The following is a list of hazards that may affect new and expectant mothers. The assessor completing this form will discuss each item with the expectant mother and indicate if any of these hazards are present in the work environment, providing details and documenting what corrective measures must be taken. If you have a specific problem with your work and/or environment, it should be indicated during the assessment. You will be asked to read the document and sign that you agree with the contents.

Please note that circumstances may change during your pregnancy that will alter this risk assessment. If this occurs, please contact the Principal and request a further risk assessment.

Section 1: The Working Environment	Hazard		Actions/Comments
	Yes	No	
Are there space constraints preventing good posture?			
Is it necessary to reach over or around obstacles?			
Are there: Steps			
Slopes			
Uneven surfaces			
Spillages			
Rubbish or Clutter			
Trip hazards			
Machine hazards			
Is the working environment:			
Too hot			
Too cold			
Too humid			
Poorly lit			
Poor visibility			
Poor hygiene			
Odorous			
Is protective clothing provided?			
Are rest facilities available?			

Section 2: Biological hazards	Hazard		Actions/Comments
	Yes	No	
Is there likely exposure to Biological hazards?			
<b>If No, proceed to Section 3</b>			
Is this in the form of Virus?			
Is this in the form of Bacteria?			
Is this agent included in risk groups 2, 3, 4 of the Biological Agents Regulations?			
Is PPE required/provided?			
<u>Is there possible exposure to:</u> *Toxoplasma?			
Is there possible exposure to **Rubella virus?			
Is the pregnant employee immunised against these?			

\* Toxoplasmosis is an infection you can get from a microscopic parasite called *Toxoplasma gondii*. It's risky during pregnancy because the parasite may infect the placenta and your unborn baby. Experts estimate that about half of toxoplasmosis infections are caused by eating raw or undercooked infected meat, but you can also get the parasite by eating unwashed contaminated produce, drinking contaminated water, or handling contaminated soil, cat litter, or meat and then touching your mouth, nose, or eyes.

\*\*Rubella (German measles) is an infectious disease that is most dangerous to your baby if you catch it during the first 16 weeks of pregnancy. Rubella is transmitted by coughs and sneezes, and is very contagious. Being immune to rubella ensures that your baby is very unlikely to be affected if you come into contact with the infection.

Section 3: Chemical Agents	Hazard		Actions/Comments
Does the task involve regular exposure to chemicals?	Yes	No	
<b>If No, proceed to section 4</b>			
Is there exposure to:			
Lead or lead derivatives?			
Carcinogens?			
Mercury/mercury derivatives?			
Antimitotic drugs?			
Carbon monoxide?			
Are any chemicals listed in the Chemical Agent Regulations?			
Is the SDS available for each chemical?			
Are there substances labelled:			
R40: possible risk of irreversible effects			
R45: may cause cancer			
R46: may cause heritable genetic damage			
R61: may cause harm to the unborn child			
R63: possible risk of harm to the unborn child			
R64: may cause harm to breastfed babies			
Is PPE required/provided?			

<b>Section 4: Physical Agents</b>			
<b>Shock/Vibration or Movement</b>			
Does the task involve regular exposure to shock/vibration?			
<b>If No proceed to Ionising Radiation</b>			
Sudden blows?			
Excessive movement?			
Hammer or vibrating			

**Ionising Radiation**

Is there exposure to potential source of *Ionising radiation?			
<b>If No , proceed to Non-ionising Radiation</b>			
Is this in liquid/solid/dust state?			
Are dose limits monitored?			
Are they below statutory limits?			
Is there a possibility of radioactive contamination?			

**Non-Ionising Radiation**

Is there exposure to potential source of **Nonionising radiation?			
<b>If No, proceed to Noise</b>			
Is there exposure to electromagnetic fields and waves?			
Is there exposure to optical radiation?			
Is there exposure to an excessively noisy environment?			
<b>If No, proceed to Section 5</b>			

Does the noise level exceed 85dB (A)?			
Is noise monitoring carried out?			
Is PPE required/provided?			
Is PPE worn as required?			
Does the PPE meet with EU standards?			

\***Ionizing radiation** is high-frequency radiation that has enough energy to remove an electron from (ionize) an atom or molecule. Ionizing radiation has enough energy to damage the DNA in cells, which in turn may lead to cancer. Gamma rays, x-rays, some high-energy UV rays, and some subatomic particles such as alpha particles and protons are forms of ionizing radiation.

\*\***Non-ionizing radiation** is low-frequency radiation and includes electromagnetic fields emitted from computers, microwave communication systems, microwave ovens, power lines, cellular phones, household appliances, heating pads and warming blankets, airport screening devices for metal objects etc. These types of radiation are not known to increase cancer risk.

#### Visual Display Units (VDU)

Does the task involve use of a VDU?			
<b>If No, proceed to Shift Work</b>			
<b>Section 4: Physical Agents (Cont'd)</b>	<b>Hazard</b>		<b>Actions/Comments</b>
<b>Movement and postures</b>	<b>Yes</b>	<b>No</b>	
Does the task involve periods in excess of 1 hour at a time standing or sitting?			
Are chairs provided?			
<b>Movement and postures</b>			
Are anti-fatigue mats available?			
Are work areas restrictive/confined?			
Is there work at heights?			
Has an ergonomic assessment been completed?			
Has the operator been educated in the safe use of VDU's?			
<b>Shift Work</b>			
Are you involved with Night Shift?			
Are these shifts at regular times?			

**Manual Handling**

Does the task involve:			
Repetitive handling?			
Holding the load away from the trunk?			
Twisting/stooping or upward reaching?			
Is there slipping potential?			
If pushing or pulling, are hands above the shoulder or below the waist?			
Is the distance excessive?			
Does the load have to be handled up steps or slopes?			
Are mechanical aids used?			
Are there time restraints?			
Is the weight of the object:			
>5kgs in the seated position?			
>16kgs and handled in a working posture other than seated?			
Is the load:			
Bulky and awkward to grip?			
Slippery?			
Unevenly distributed?			
Difficult to grasp?			
Sharp with abrasive edges?			
Hot or cold?			
Likely to shift during handling?			



Section 5: Employees Comments	Yes	No	Comments
Are you satisfied with:			
Lighting levels?			
Working temperatures?			
Noise levels?			
Break/Rest periods?			
Rest Facilities?			
Timetabling arrangements?			
Have you received information and training in your job?			

# Accident Report Form

## St Kieran's College Secondary School

Name	
Class	

Date of accident	
Time of accident	am / pm

Please describe fully the location, circumstances and nature of the accident:

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

## **Principles of Safe Lifting**

1. Do not lift any load in excess of your own lifting capacity – always use mechanical devices such as trolleys as an alternative. Avoid lifting when a mechanical aid can be used.
2. Observe correct body posture, i.e. face the load and keep back straight.
3. Assess the size, shape, weight and gravity of load to determine if assistance is required – either mechanical or a two person lift.
4. Assess the route you plan to take, is it clear.
5. Take firm grip with palms of both hands.
6. Keep feet close to the load on the lift.
7. Feet apart with leading foot in direction of travel to allow follow through to prevent hands reaching out excessively.
8. Crouch and lift with straight back (not upright) raising head and keeping chin in at the same time. Lift through the leg muscles and not the back.
9. Keep load as close to body as possible and carry at waist height.
10. Do not have your view obscured by the load.
11. Only change direction with the feet not the load.
12. Put down in same manner.

***Wear safety gloves and/or safety footwear as appropriate***

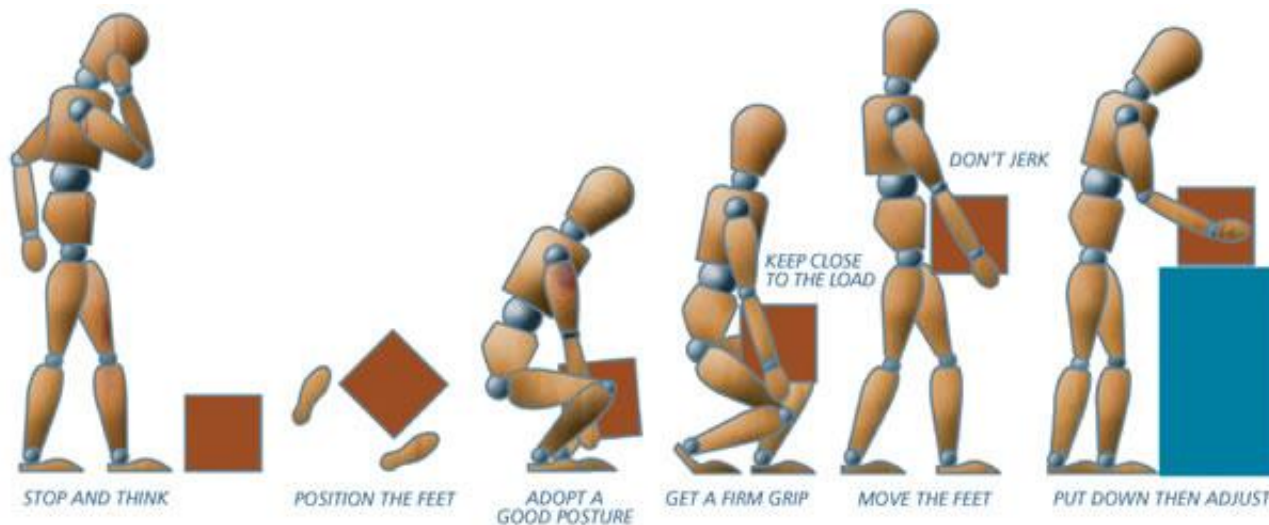
## Manual Handling Guidelines

Lifting weights that are too heavy or just lifting weights the wrong way, can result in permanent back damage. This damage can be immediate more likely; the back pain will show up over time. It is very easy to avoid this back damage. It just takes good practice and common sense.

Remember....

- Get a good grip; keep the load close to your body.
- Keep your back straight.
- Bend your knee; lift with your leg muscles not your back.
- If it is too heavy don't struggle, get help.
- If there is a lot of manual handling involved in your job obtain mechanical aids to reduce the risk of back injury.

The correct method of manual lifting is illustrated in the figure above. Use the strong leg- and thigh-muscles and maintain the natural shape of the spine throughout the lift.



## **Form IR1**

The Health and safety Authority requests that Form IR1 should be completed online.

Submitting details of accidents online

- Is faster than filling in a paper IR1 form and sending it in
- Allows the School Authorities to view all accidents that were reported online over the last year
- The School Authorities will obtain a confirmation receipt (email) for each accident reported
- The Principal will be sent a letter containing an approval code. This approval code will enable him to view all the accidents reported online over the past year.

The e-mail address for the Health and Safety Authority (HSA) is [www.hsa.ie](http://www.hsa.ie)

Alternatively the HSA may be contacted at: [1890289389](tel:1890289389).

## **Safety Statement Review**

The Safety Statement of Coláiste Bríde should be reviewed and amended as appropriate on a routine basis or reviewed immediately as a result of any of the following:

- Changes in circumstances within or to school structures
- Changes in the nature or operations of the school
- Any accident or dangerous occurrence
- Changes to risk assessments
- Significant changes to the details within the Safety Statement
- If the Safety Statement is no longer valid
- If a HSA inspector directs that the Safety Statement be amended

## **Child Safeguarding Statement**

Our current Child Safeguarding Statement is always available on our school website

[www.stkieranscollege.ie](http://www.stkieranscollege.ie)

**Hazard & Risk Assessment Template**

Hazard, Who may be affected & the Health effect it may cause	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5    Trivial risk        Acceptable 6-10   Medium risk      Requires monitoring 11-15 Severe risk       Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u>		<u>Assessor:</u>		



**End of Safety Document**