

SAFETY STATEMENT

COLÀISTE PHOBAL ROS CRÈ

Address: Corville Road, Roscrea, Co. Tipperary

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1.0 MANAGEMENT OF HEALTH AND SAFETY

1.1 Statement of Health and Safety Policy

Coláiste Phobal Ros Cré is a well-equipped, co-educational college, delivering a wide range of subjects and programmes to post primary and PLC adult students. We are committed to meeting student needs in a caring, learning environment.

Student needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, the Parents and Friends of Coláiste Phobal Ros Cré, the Student Council and staff contribute towards the development of curriculum programmes and school policies.

Our dedicated teachers use a variety of methodologies - team-teaching, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff. Communication between school and home is further enhanced through the Student Diary, which has sections dealing with progress, attendance and behaviour.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. We currently have 717 students.

It is the policy of the Coláiste Phobal Ros Cré to comply with

The Safety, Health and Welfare at Work Act, 2005

The Safety, Health and Welfare at Work (General Application) Regulations, 1993

And any other regulations or amendments that are applicable to our business.

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

It is the policy of the Coláiste Phobal Ros Cré to ensure that adequate consultation takes place between the Board of Management and employees, on all health and safety related matters, employees are encouraged to notify the Principal of identified hazards in the workplace.

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

Signed_____

Date_____

Gerard O'Brien

Principal

(Signed on behalf of the Board of Management)

2.0 ORGANISATION AND RESPONSIBILITIES

Organisational Arrangement:

Principal: Gerard O'Brien

Deputy Principal: John J. Haugh

Assistance Principal(s): Mary Maher
Tom McGrath
Càit Leyne
Seamus Dennison
Willie Malone
Pat Coonan
Michael Maunsell
Seamus Mullaney
Mary McGrath
Seamus Costello
Joan Ward
Patricia Connelly

Safety Co-ordinator: Liam O'Mahony

Employees:

Caretaker -

Board of Management

2.1 Vocational Education Committee:

The Board of Management has overall responsibility for Safety, Health and Welfare within Colaiste Phobal Ros Crè this includes;

- (a) It will be the duty of the Vocational Education Committee to issue funding for each school on request as far as is reasonably practicable.

2.2 Board of Management/Principal: Gerard O'Brien (The Principal's responsibilities rests with the Deputy Principal and then to the Assistant Principals when higher management is absent)

The Principal is responsible for ensuring that staff under his control, are made aware of and comply with the Safety Statement and arrangements for carrying it out.

The Principal must;

- (b) Knowing the appropriate statutory requirements affecting the schools operations e.g. Safety Health and Welfare at Work Act 2005, General Application Regulations 1993, and all other relevant legislation and amendments, Having regard to the Principles of Prevention stated in Schedule 3 of the Safety Health and Welfare at Work Act 2005 (See Appendix I). This will be achieved by regularly reviewing the legislation and meetings reviewing safe working practices with employees, contractors, students and parents. We will consult with various bodies such as the Health and Safety Authority, Safety Consultants etc on pertinent Health and Safety matters.
- (a) Liaise with the Board of Management on any pertinent health and safety matters.
- (b) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- (c) Identify safety training needs and ensuring that appropriate training is provided in a form and manner, which is understood by employees.
- (d) Ensure that a programme is in place for inspections and maintenance of plant and equipment.
- (e) Be aware of all identified hazards throughout the school and ensure specific measures are taken to reduce the risks associated with these hazards.
- (f) Ensure that all employees are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- (g) Ensure that good housekeeping standards are maintained.
- (h) Ensure that Accident Report Forms are completed thoroughly and promptly for all incidents / accidents and near misses involving employees and students. Obtain and file accident investigation reports, when necessary, ensure accident reports have been filed with the Health and Safety Authority.
- (i) Monitor the activities of visitors and contractors on the premises to ensure their safety.

2.3 Employees

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

- (a) All employees are required to co-operate fully with all provisions taken by the Coláiste Phobal Ros Cré, for ensuring their safety, health and welfare and the safety, health and welfare of other employees, the pupils, contractors and visitors.
- (b) All employees are required to immediately report all incidents / accidents and dangerous occurrences to the Principal.
- (c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- (d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- (e) All employees must make themselves available for any talk, meeting or fire drill that may be organised by the school.
- (f) All employees must read through each risk assessment included in this Safety Statement, which affects their work, and comply with the safety procedures written in them.
- (g) Do not try to use, repair or maintain any equipment or machinery or any substance or process hazardous to health for which they have not received full instruction or training.
- (h) Employees if reasonably required by the will submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.

3.0 PUPILS / VISITORS & CONTRACTORS

3.1 Pupils / Visitors & Contractors

Coláiste Phobal Ros Cré will ensure, as far as is reasonably practicable, the safety of Students (day and night), visitors and contractors while on the premises;

- (a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- (b) All fire evacuation procedures; signage will be in place and fire exits clearly marked.
- (c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.
- (d) A list of all visitors, or contractors on the premises will be kept at reception, in case of an emergency evacuation.
- (e) If it is necessary for a student to leave the school for any reason during the course of the school day, a prior letter of explanation must be given to the Principal, before the student will be allowed to leave the school. The student will also sign out prior leaving the premises.

3.2 Duties of Contractors

All contractors e.g. window cleaners etc, employed by the Coláiste Phobal Ros Cré will comply with the following duties:

- (a) Co-operate with the Board of Management, to ensure safety is maintained and relevant statutory provisions are met.
- (b) Contractors will complete the attached questionnaire before they are deemed qualified for the works.
- (c) Contractors must provide the Board of Management with a legislative approved Safety Statement and Method Statement before work commences on the school grounds. This documentation will be held on file with the School Principal.
- (d) Provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- (e) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- (f) Contractors must complete all required inspections on their own equipment.
- (g) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- (h) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- (i) All plant, or equipment brought onto the grounds of Coláiste Phobal Ros Cré must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

HEALTH AND SAFETY INDUCTION CHECKLIST (For Contractors & Suppliers)

Name: _____ **Company Name:** _____

Area of Work _____ **Date:** _____

This checklist must be completed for all contractors & Suppliers carrying out work for the company. When induction is completed, the relevant box should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The contractor & Supplier and person providing the induction should both sign the form and keep a copy.

1. Safety Information Obtained	Yes	No	Comments
1. Contractor's insurance policies must be submitted for examination prior to work commencing.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have Contractors provided their Safety Statement and / or a Method Statement prior to the commencement of work.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Provided training and education as necessary to ensure that employees under their control are competent to carry out their work safely.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you issued your employees with the correct Personal Protective Equipment to ensure they can carry out their work safely	<input type="checkbox"/>	<input type="checkbox"/>	
2. Risk Assessments & training	Yes	No	Comments
1. Have you communicated the safety rules for Contractors/Suppliers as stated in the company policy?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you indicated the specific hazards associated with the work area the contractors are working in?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do they know the name and contact number of a company employee to report safety issues to?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have they been made aware of emergency contacts numbers?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is all plant brought onto our premises in good working order	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

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3. Emergencies and Fire Arrangements	Yes	No	Comments
1. Has personnel been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you explained where the fire assembly point is?			
3. Have you explained where the fire extinguishers are positioned?	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
4. Accidents and hazard reporting	Yes	No	Comments
1. Have you explained the incident / accident and hazard reporting procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you pointed out the location of the nearest Emergency Telephone?	<input type="checkbox"/>	<input type="checkbox"/>	
5. First Aid	Yes	No	Comments
1. Have you pointed out the location of the nearest first aid box and told them who the local first-aiders are?	<input type="checkbox"/>	<input type="checkbox"/>	
6. List here any further company precaution to be put in place to ensure the safety and health of the Contractor/Supplier while carrying out work e.g. restricting areas of work etc			
Declaration			
<p><i>I certify that the above Health and Safety induction subjects have been explained:</i></p> <p>Induction conducted by: _____ Date _____</p> <p>(please include job title)</p> <p>Contactor/Supplier signature: _____ Date _____</p>			

Site: _____

[illegible]

4.0 TRAINING FOR EMPLOYEES

4.1 Training for Safety

It will be the duty of the safety co-ordinator to identify the training needed for employees within the school. They will then apply to the V.E.C for the necessary funding to carry out the required training. A copy of application will be held on file.

Coláiste Phobal Ros Cré will provide such training as required by Section 8(g) and 9 of the 2005 Act to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- (a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required;
- (b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position;
- (c) The Safety Representative will receive the necessary training as recommended by the Health and Safety Authority to carry out his/her role effectively;
- (d) Under the General Applications Regulations 1993 a first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

4.2 Records of Training

Training Records will be maintained by the safety co-ordinator and will contain the following information:

- Date of instruction or exercise
- Duration
- Name of instructor
- Name of person receiving instruction
- Nature and content of instruction

4.3 Induction Training

All staff employed by the Coláiste Phobal Ros Cré will receive induction training on commencement of employment.

Induction Training will include the following:

- School Policies / Risk Assessments as outlined in the Safety Statement
- Location of Fire Fighting Equipment and Emergency Evacuation Procedure
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures etc.

HEALTH AND SAFETY INDUCTION CHECKLIST

Name: _____ **Job Title:** _____

Area of Work _____ **Start date:** _____

Initial induction should be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The new employee and person providing the induction (principal) should both sign the form and keep a copy.

1. Health and Safety Policy & information	Yes	No	Comments
1.1 Has Contents of the Safety Statement been explained to the employee and the location of a copy for reference been explained?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Have they been given a copy of the Staff Handbook?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Do they know who to report safety issues to?	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Have they been made aware of emergency contacts numbers?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Have they been told where the nearest Health and Safety Notice Board is?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Risk Assessments & training	Yes	No	Comments
2.1 Have you informed the new employee of H&S risk assessments relating to their work and safe systems of work that must be followed?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Have the H&S training needs of the new employee been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Have you arranged for them to receive instruction / training on safe manual handling of loads, if their work requires this?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 If they are to use equipment or machinery, have they been shown how to use it safely, and what the safety features are?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Has the appropriate Personal Protective Equipment been issued to employees and have they received instruction in safe and correct use and storage	<input type="checkbox"/>	<input type="checkbox"/>	

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3. Emergencies and Fire Arrangements	Yes	No	Comments
3.1 Has the new employee been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Have you explained where the fire assembly point is?	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 Have you explained where the fire extinguishers are positioned, how they operate and what type of fires they are suitable for extinguishing?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Security procedures	Yes	No	Comments
4.1 Have you explained the schools security procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Accidents and hazard reporting	Yes	No	Comments
5.1 Have you explained the incident / accident and hazard reporting procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Have you pointed out the location of the nearest Emergency Telephone?	<input type="checkbox"/>	<input type="checkbox"/>	
6. First Aid	Yes	No	Comments
6.1 Have you pointed out the location of the nearest first aid box and told them who the local first-aiders are?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Personal Protective Equipment	Yes	No	Comments
7.1 Have you informed them of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	<input type="checkbox"/>	<input type="checkbox"/>	
8. List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new employee:			
Declaration			
<p>I certify that the above Health and Safety induction subjects have been explained:</p> <p>Induction conducted by: _____ Date _____</p> <p>(please include job title)</p> <p>Employee signature: _____ Date _____</p>			

TRAINING REGISTER

[illegible]

Safety Recommendation

The principal must apply to the V.E.C for training in Manual Handling for all employees.

Action Taken: _____

By Whom: _____

Date: _____

Safety Recommendation

Ensure staff induction trainings carried out is specific to the schools premises and ensure all trainings are fully documented and recorded.

Action Taken: _____

By Whom: _____

Date: _____

5.0 ACCIDENT INVESTIGATION AND REPORTING POLICY

5.1 Introduction

All accidents should be reported to the appointed safety co-ordinator and Principal. The Safety Co-ordinator will then in turn;

- Investigate the possible cause, or condition that triggered the accident
- Determine any contributing circumstances, and then
- Take positive action to remove, or modify the cause to avoid similar accidents from occurring in future.
- The Safety Co-ordinator will record all accidents and records kept on file for 10 years.

A copy of the accident report will be attached to the Irish Public Bodies

5.2 The Accident Reporting Form

Coláiste Phobal Ros Cré will keep accident report forms in two separate files. One file will contain accident report forms, which will record any incidents, or accidents the pupils are involved in. The second file will contain accident report forms recording accidents and incidents with potential for injury to staff.

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

An accident that leads to a student been absent from school may be reportable, if the accident arises out of, or is in connection with work.

The Dangerous Occurrence Form (IR3 form) will be sent to the HSA, where a Dangerous Occurrence arises, as specified in the *12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 1993*.

5.3 Accident Report Procedure

On discovery of and accident or incident

- Determine the status of the incident

Minor incident

- Determine if there has been an injury
- If injured person is walking, bring the injured person to 1st Aid
- Record the incident

Medium incident

- Determine if there has been an injury
- If injured person is walking, take to 1st Aid
- If injured person is not walking, summon 1st Aid
- Record and investigate the incident

Major incident

- Notify the office
- Call Emergency Services
- Evacuate the premises if necessary
- Secure the accident scene
- Record and investigate the incident where practicable

It is important that all accidents, incidents and near misses are reported to the School Principal at once following the occurrence.

It is the duty of all members of staff to contact the trained Occupation First Aider immediately following an accident.

An Accident Report must be completed by the Safety Co-ordinator in conjunction with the staff present as soon as possible following an incident / accident.

Details, which should be included, are:

1. Date and time of accident
2. Description of accident
3. Specific location
4. Name, Address & Contact Details of the Person Injured
5. Injuries caused
6. Damage caused
7. Cause of accident
8. Name of Witnesses
9. Accounts from other witnesses
10. Statements signed and dated
11. Condition of area
12. Description of any equipment involved
13. Name of teacher/ s on duty
14. Name and position of person completing report
15. Corrective action taken or proposed, and
16. Signature of person completing report

A section on the report will be completed by the person who administered first aid, including the description on injury, treatment given, if the emergency services were called and any other relevant information.

Coláiste Phobal Ros Cré will follow the stated procedure in the event of an injury to a student. The parents / guardians / next-to-kin will be contacted by a staff member as soon as possible. If time permits, instructions concerning intervention and action to be taken should be sought from the parents / guardians/ next-to-kin. If parents/next-to-kin cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/next-to-kin and seek medical assistance.

ACCIDENT CHECKLIST

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

ACCIDENT REPORT BOOK

1.NAME AND ADDRESS OF STUDENT/EMPLOYEE:

2. SIGNATURE OF PERSON MAKING THIS ENTRY. IF THE ENTRY IS MADE BY SOME PERSON ACTING ON BEHALF OF THE INJURED PERSON, THE ADDRESS AND OCCUPATION OF SUCH MUST BE GIVEN.

3. DATE WHEN ENTRY MADE: _____

4. DATE AND TIME OF ACCIDENT:

5. PLACE WHERE ACCIDENT HAPPENED: _____

6. CAUSE AND NATURE OF INJURY:

WHEN FIRST AID ADMINISTERED AND BY WHOM: _____

6.0 FIRST AID

Part IX of the Safety, Health and Welfare at Work (General Application) Regulations 1993 concerns first aid at work. Each employee will be made aware by the Safety Co-ordinator of the names of the occupational first aiders and the location of the first aid equipment.

First Aid kits are available in all practical rooms, canteens, staff room and sport facilities. All Kits are updated and regularly checked by designated teachers in these areas. The Safety Co-ordinator has an overall stock of first aid items and will replenish the kits when requested by the relevant teacher.

A list of contact numbers for the personnel to be contacted in the event of an emergency will be kept in the school office and staff canteen. Parent's contact numbers are kept in the Principal's office.

6.1 Nominated First Aiders

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

1. _____
2. _____
3. _____

Safety Recommendation

At the time of compilation of this document there was no appointed first aider. It is advised that 3 no. employees complete the adequate Occupational First Aid course. On appointing the employees to be trained in first aid ensure one will be on the premises for night classes.

Action Taken: _____

By Whom: _____

Date: _____

Each first aider will be responsible for the maintenance of appropriate first aid supplies and recording the first aid administered in the accident book kept in the office.

An accident report must also be completed with the details of the injuries sustained and the treatment administered.

The first aiders will receive refresher training within 3 years, before their certificate expires.

The first aider will in turn ensure all employees are aware of the general first aid procedures e.g. recovery position e.t.c for use in emergencies or when the appointed first aider is absent

6.2 *Emergency Action Plan*

Ideally, a separate action plan (doctors number to call, specific procedure to follow e.t.c) devised by a student's doctor should be available for those students who may require emergency assistance e.g. severe asthma attack, epileptic seizure, diabetic coma etc.

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

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

6.3 *Infectious Disease*

The parents must notify the Principal immediately, if a student is diagnosed with meningitis, measles or chicken pox etc.

The Principal will issue a warning notice to the staff and to parents of all the students in the school, of the outbreak and possible risk of infection.

The sick child must not return to the school until a letter is forwarded to the Principal, from their GP, stating that there is no risk of cross infection.

FIRST AID DETAILS

LOCATION OF FIRST AID BOX	NAME OF TRAINED FIRST AIDER	CONTACT DETAILS/ ROOM NUMBER
1.	1.	
2.	2.	
3.	3.	
4.		
5.		

Coláiste Phobal Ros Cré

FIRST AID KIT

The following is a list of recommended supplies, which should be contained in First Aid Boxes and Kits:

MATERIALS	FIRST AID KIT	FIRST AID BOX		
	1-5 Persons	6 – 25 Persons	25- 50 Persons	Over 50 Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage Attached)	-	-	2	2
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Non-medicated Wound Dressings (approx 10 x 8 cm)	-	-	6	8
Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx 13 x 9 cm)	1	1	2	4
Extra Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx 28 x 17.5 cm)	-	-	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears (Scissors)	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash	1	1	2	2

NOTES

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

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml. and should not be re-used once the sterile seal is broken. At least 900ml. must be provided. Eye bath / eye cups / re-fill containers should not be used for eye irrigation.

7.0 CONSULTATION FOR EMPLOYEES

7.1 Safety Representative

The nominated Safety Representative is: _____

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

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

It will be the duty of the Safety Representative to;

- After the given of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represent.
- Make oral, or written representations to the Board of Management/Principal on matters of safety, health and welfare at work, on behalf of the employees.
- Make representations to HSA inspectors.
- Investigate accidents and dangerous occurrences.
- Receive relevant advice and information from inspectors on matter of safety, health and welfare at work.

Safety Recommendation

At the time of compilation of this document there was no appointed Safety Representative. It is advised that staff is charged with appointing a Safety Representative to take account of safety considerations on behalf of staff and to make representations to management.

Action Taken: _____

By Whom: _____

Date: _____

7.2 Safety Co-Ordinator

The nominated Safety Co-ordinator is: **Liam O'Mahony**

The Safety Co-ordinator is selected in accordance with *Section 18 of the Safety, Health and Welfare at Work Act 2005*.

It is the duty of Safety Co-ordinator to do the following;

- After the given of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he represent.
- Make oral or written representations to North Tipperary VEC on matters of safety, health and welfare at work, on behalf of the employees.
- Make representations to HSA inspectors.
- Investigate accidents and dangerous occurrences.
- Receive relevant advice and information from inspectors on matter of safety, health and welfare at work

7.3 Violence and Aggression

Colàiste Phobal Ros Crè will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. Colàiste Phobal Ros Crè will investigate any reports, or complaints made by employees, or other persons affected.

7.4 Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 1993*.

Colàiste Phobal Ros Crè provides adequate toilets and means for taking meals or rest breaks for employees.

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

7.5 Pregnant Employees

Colàiste Phobal Ros Crè will take all necessary steps to comply with the *Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2000*.

- Employees should inform the Board of Management if they are pregnant, as early as possible in the pregnancy.
- The Board of Management should identify those aspects of the work process that may place the mother, or child at risk.
- Steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

7.6 Stress

Colàiste Phobal Ros Crè will take all necessary steps, to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels.

Employees must approach the Principal if suffering from excessive stress levels; measures may be taken internally to relieve their workload and to identify the origin of the stress. A policy relating to complaints of stress will be put in place.

7.7 Harassment and Bullying

Coláiste Phobal Ros Cré is committed to providing a workplace free from harassment and bullying (working in conjunction with the Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work).

Refer to the Code of Behaviour.

Harassment, or bullying by any member of the staff, regardless of status, will not be tolerated. Victimisation of the complainant, and the alleged accused, or an employee, who gives evidence, will be subject to disciplinary action.

Coláiste Phobal Ros Cré will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race, or membership of the traveller community.

Coláiste Phobal Ros Cré will deal with any allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

7.8 Alcohol and Drug Policy

Coláiste Phobal Ros Cré will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings. Any member of staff that is taking prescription drugs that may interfere with their work should inform the Principal.

Any student found to be taking, or under the influence of drug and / or alcohol will be subject to disciplinary action, as determined by the Coláiste Phobal Ros Cré.

Refer to the Code of Behaviour

7.9 Smoking Policy

Coláiste Phobal Ros Cré will comply with the Tobacco Act 2004. Smoking is not permitted in any of the school buildings.

8.0 PURCHASING

8.1 Purchasing Policy

It is the policy of the Board of Management of Coláiste Phobal Ros Cré to take health and safety into consideration when purchasing equipment, goods or services, and to ensure that the required standards are met prior to such purchases being made.

The Principal of Coláiste Phobal Ros Cré must be consulted on any purchasing decision made, which may have implications for health and safety.

9.0 FIRE SAFETY

9.1 Fire Safety Policy

Coláiste Phobal Ros Cré will comply with the Fire Services Act 1981,
The Safety, Health and Welfare at Work 2005 Act,
The Building Control Act 1990,
The Building Regulations 1997 and associated regulations.

Suitable fire fighting equipment is available in designated area of the school. Fire drills must be carried out twice yearly with the assistance/guidance of a local fire officer; results are recorded and held on file with management. Fire alarm systems are in place. Alarms are monitored and maintained on a regular basis. Emergency lighting is provided in all required areas to indicate 'Emergency Exit'.

Emergency evacuation information is posted up in the back of each classroom door, to ensure all students and staffs are aware of the procedure and assembly point in the event of a fire. Assembly points are located in the basketball courts and the hurling field.

Teachers will carry out personal roll call in the morning prior class commence. In the afternoon random spot checks may be also carried out.

Any disabled personnel's will have an assistant which will be available to provide help in an event of an emergency.

Training of Staff In Emergency Procedures

The Safety Co-ordinator in the school will ensure all staff/students/contractors and nighttime students are fully aware of the procedure to be implemented in the occurrence of an emergency.

The nominated Safety Co-ordinator should be given appropriate instruction and training on the duties assigned in emergency procedures. This will include such things as;

- Checking specific areas such as toilets for occupancy
- Insuring all persons have left the buildings
- Assisting any disabled persons in exiting the building
- Notifying the emergency services
- Notifying visitors of the emergency and of the procedures to follow
- Closing doors/windows and other openings prior to exiting the building
- Notifying the Principle of the emergency
- Liaison with the fire services with a view to providing relevant information
- Ensure the second fire alarm system is activated when the first alarm system is sounded.

Safety Recommendation

At the time of compilation of this document there was no appointed Fire Warden. It is advised that a minimum number of 6 staff (including caretaker) will be trained in the relevant duties of the Fire Warden.

Action Taken: _____

By Whom: _____

Date: _____

Fire Safety Register shall include:

- Training of personnel, certificates etc.
- Evacuation drills, times dates etc.
- Fire hazard audits, weekly checks carried out by the elected fire warden and checks that have been carried out by specialist contractors.
- Regular checks will include:
 - Fire Alarm
 - Escape Routes
 - Signage
 - Fire Protection Equipment, extinguishers, hose reels, smoke detectors, break glass units etc.

All fire doors must be unlocked, easily opened, open outwards in the direction of travel, be fitted with door closers.

Maintenance of:

- Water supply
- Hydrants
- Electrical Supply
- Fire Alarms
- Fire Doors
- Equipment (including electrical and gas appliances)
- Fire Protection Equipment
- Fire Suppression Equipment

Safety Recommendation

Fire hydrants should be re-highlighted to ensure that they are all clearly visible

Action Taken: _____

By Whom: _____

Date: _____

Coláiste Phobal Ros Cré

Safety Recommendation

Staff sign in / out procedure must be put in place for purposes of fire drill information.

Action Taken: _____

By Whom: _____

Date: _____

FIRE WARDEN CHECKLIST

Description	Yes	No	Action Required
All emergency exit routes to be clear and unobstructed			
Fire Fighting Equipment Serviced in the last 12 months			
All fire extinguishers and fire blankets in place at designated area			
Are combustible materials stored in designated areas			
All emergency evacuation lighting clearly visible and in good working order			
The fire drill being carried out every 6 months			
All new employees inducted to understand fire safety procedures			
All emergency contact numbers are posted clearly			

Carried out by; _____

Date; _____

FIRE

Fire Prevention

- Don't hand clothing over or near heating equipment.
- Don't let paper, oily rags or other rubbish accumulate.
- Don't smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, not open tins or buckets.
- Don't overload electric sockets – 'one socket one plug'.
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

Fire Precautions

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

Fire Extinguishers

- Water (red) – use on paper, wood and solid flammable.
- CO₂ (black) – use on liquids, gases and electrical fires.
- Foam (cream) – use on flammable liquids.
- Powder (blue) – use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

Actions to Take in the Event of Fire

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

EMERGENCY PROCEDURE

Realising Fire

When you hear the alarm, please don't panic.

Switch off any equipment you may be using but don't put yourself at risk.

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

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

Discovering Fire

If you discover fire, smoke, chemicals etc, you should raise the alarm.

Use the break glass system around the building.

Ring the Fire Brigade (see Emergency Contact Numbers).

If you have been trained in fire safety you may be able to fight the fire until the emergency services arrive, but what ever you do, **don't be a hero**.

EMERGENCY CONTACT DETAILS

	Name	Contact No./Room No.
First Aider		
Caretaker		
Hospital		
Doctor		
Fire Brigade		999/112
Garda		
ESB	Supply failure/emergencies	1850 37 29 99
Priest		
Bord Gáis	Emergency Supply	1850205050
Health & Safety Authority		01 6620400

METHODOLOGY OF RISK ASSESSMENTS

Risk assessments have been carried out at Colàiste Phobal Ros Crè, Roscrea, Co. Tipperary the following risk assessments highlight the hazards that can occur, preventative measures to control the hazard, and in turn reduce the risk of causing harm.

In order to prioritise the level of risk associated with identified hazards the following method will be used:

The identified hazards will be evaluated in accordance with their probability and severity, and classified in the categories indicated below.

Probability (P) (of harm occurring)	1. Improbable	close to zero probability
	2. Remote	unlikely but conceivable
	3. Possible	may occur, could well occur
	4. Probable	may occur several times, not surprising, occurs frequently, to be expected, likely

Severity (S) (if it does occur)	1. Negligible	minor injuries
	2. Minor	injury with short term effect
	3. Severe	major injury or disability or ill health with long- term effect, single fatality
	4. Extreme	multiple fatalities

PROBABILITY	SEVERITY			
	1. Negligible	2. Minor	3. Severe	4. Extreme
1. Improbable	–	–	D	C
2. Remote	–	D	C	B
3. Possible	D	C	B	A
4. Probable	D	B	A	A

Risk categories / conclusions

- A: Hazard must be avoided (or the level of risk reduced significantly and reliably by controls)
B: Hazard should be avoided (or the level of risk reduced significantly and reliably by controls)
C: Risk to be controlled as far as reasonably practicable
D: Risk is controlled as far as reasonably practicable
–: No control measures necessary

Risk controls:

Risk controls which may be considered are (generally in descending order of effectiveness):

- enclosure, isolation, barriers, guarding, segregation, reduced-time exposure
- safe systems of work, training, supervision
- written procedures
- information, instruction, warnings, signs, labels
- personal protective equipment (PPE)

Note: after application of control measures, the risk level should be reduced to a “D” otherwise the foreseen measures for controlling the risk must clearly be described.

NOTE

The risk assessment has been designed whereas the precautions and controls have been identified in place throughout the premises and will be maintained on a continuous basis.

The recommendations / actions required are points identified on the day of the visit which were not in place but needs to be implemented as soon as possible.

10.0 GENERAL PREMISES - RISK ASSESSMENTS

10.1 Main Entrance – Risk Assessment

Hazards

- Fire
- Slips, trips and falls

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The entrance to the school can be used as an adequate means of access to and exit from the school, in the event of an emergency.
- If a spill occurs, it will be cleaned up immediately, to minimise the risk of someone slipping on it.
- There are rubber mats at the doorway for the pupils to wipe their feet and prevent slip, trip, and falls in wet weather.
- In keeping with the Building Regulations, 1997, access ramps for disabled people at the front entrance must be maintained and free of obstructions at all times.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

10.2 Reception – Risk Assessment

Hazards

- Fire
- Slips, trips and falls
- Equipment hazards

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- A list of emergency contact numbers is kept at the reception desk
- Adequate means of access to and exit from the reception, in the event of an emergency is through the main entrance to the school.
- If a spill occurs in front of the reception area, it will be cleaned up immediately, to minimise the risk of someone slipping on it.
- All power, phone and equipment cables and extension cables are positioned so as to avoid risks of falls.

Safety Recommendation

- Use cable ties or other suitable means to eliminate risks of trips due to trailing leads.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

10.3 Access and Egress to all areas of the School – Risk Assessment

Safe access and egress to all areas of the school must be maintained at all times, for employees, pupils and contractors on the premises.

Hazards

- Obstruction of access routes, emergency exits
- Slips, trips and falls

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Obstructions in the corridors, stairways, doorways, etc. are to be avoided as far as is reasonably practicable. However, if for some reason an obstruction has to take place, it must be kept to the absolute minimum and all staff and pupils warned about obstruction. This practice must only be allowed in emergency situations, and must be clearly marked.
- All access and egress points must be maintained in a clean and tidy condition and remain adequately illuminated at all times.
- Clear and unobstructed access must be available at all times to emergency exits and the fire extinguishers.

Safety Recommendation

- Wide stairs provides access to the student canteen area. There is a handrail to each side, a mid rail should also be provided.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>
--

10.4 Slips / Trips and Falls – Risk Assessment

Hazard

- Personal injury to staff, pupils, contractors

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions and Controls

- Coláiste Phobal Ros Cré will try to maintain a high standard of housekeeping. Cleaners clean after school hours on a regular basis.
- All floors should be clean and slip resistant.
- All spillages during the school day must be cleaned up immediately and temporary signage put in place, to indicate the hazardous area.
- Students are prohibited from running in the corridors.
- Lighting levels will be maintained. Employees will report broken fittings, failed bulbs etc., and they will be repaired, or replaced.
- Staff will ensure as far as possible that no items are stored on the floors, to cause a trip hazard.
- Slips, trips or collisions with upright stilts/foundation near training pitches. Restrict access by sheeting off area. Limited access to area can be provided e.g. small door. If sheeting is not feasible minimum protection requires highlighted signage on wall at head height

Safety Recommendation

- Slip, trip and falls hazards exists due to pupils leaving school bags along corridors, etc. Staff must try and enforce the use of lockers and to supervise the storage of bags as much as possible.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

10.5 Fire Precautions – Risk Assessment

Hazards

- Inability of employees to deal with emergency evacuation
- Inadequate fire fighting equipment
- Blocked fire escape routes

Risks

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- Fire directional signs are conspicuously located throughout the school indicating the fire escape routes and exits.
- Fire fighting equipment includes; fire extinguishers and hose reels that are located in some of the classrooms and along the corridors of the school.
- Student's roll call will be carried out by the designated teacher in charge of the class before 9.30am.
- Fire blankets, CO2 and powder fire extinguishers are mounted in the kitchens.
- Hose reel provided in both floors of the school.
- Fire hydrant (hi –vis painted) located to the front and rear of the school, will be checked regularly by the local authority. I.e. Flow and pressure checks.
- Fire fighting equipment will be maintained and regularly serviced
- All staff must ensure that fire escape routes and fire exits be maintained and kept clear at all times.
- In the event of an emergency evacuation, the teachers will bring the attendance records to the assembly points to account for the pupils present.
- The Fire Register should contain details of all fire equipment, inspections and maintenance arrangements.

Safety Recommendation

- A minimum number of 6 staff (including caretaker) must be trained in the relevant duties of the Fire Warden.
- Fire hydrants should be re-highlighted to ensure that they are all clearly visible
- Staff sign in / out procedure must be put in place for purposes of fire drill information.
- Repair requires to fire doors at the mid corridor section in the first floor (new block)

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____
By whom: _____
Date: _____

10.6 First Aid – Risk Assessment

Hazards

- Inadequate training / knowledge
- Insufficient first aid equipment

Risks

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- Copies of the certification will be kept by the Principal.
- A list of the First Aiders will be posted beside the first aid boxes.
- The first aid box must be checked on a regular basis and restocked.
- If at any time an employee removes a component from the First Aid box, it is vitally important they notify the First Aider, so they can replenish stocks.

Safety Recommendation

- It is advised that 3 no. employees to complete the adequate Occupational First Aid course. On appointing the employees to be trained in first aid ensure one will be on the premises for night classes.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

10.7 Toilets – Risk Assessment

Hazards

- Slips, trips and falls
- Cuts and lacerations
- Access and egress

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- An adequate number of sanitary conveniences and washbasins with hot and cold water are provided in the school building.
- All toilet facilities provided are adequately ventilated, lighted and maintained in a clean and hygienic condition.
- In addition to the normal cleaning schedule, all blockage, leaks and spillages are alleviated and attended to, as soon as is reasonably practicable.
- All toilet furnishings and fittings must be of sound construction, adequate strength and free from patent defect.
- All damaged toilet furnishings and fittings must be adequately repaired, so as to be safe and without risk to safety, health or hygiene, or if beyond repair, they will be taken out of service and discarded.
- An adequate supply of hand drying facilities, toilet paper and waste disposal bins are supplied and maintained in all toilets.
- All wall units must be securely fixed to the wall.

Safety Recommendation

- For fire safety, switched electric hand dryer located in toilets should be directly wired in, remove switches.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

10.8 Cleaning Operations – Risk Assessment

Hazards

- Slips, trips and falls
- Manual handling injuries
- Misuse of chemicals

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- An inventory of cleaning chemicals stored on the premises must be kept and updated as necessary.
- The Material Safety Data Sheets should be kept near where the chemicals are used for reference.
- The cleaners will put up warning signage when the floors are wet.
- The cleaners provide and wear their own appropriate protective clothing e.g. overalls gloves, non-slip footwear.
- The cleaners will ensure that the equipment is in good condition and is properly cleaned and stored after use e.g. mops, brushes, buckets, etc.
- The cleaners will be instructed to report to their Supervisor if they ever discover sharps e.g. contaminated needles during cleaning operations. The Supervisor will inform the Principal immediately. The cleaners must use a syringe kit to pick up, remove and dispose of the syringe / needle.

Safety recommendation

- Cleaners store beside the lift must be secured/locked at all times. A lock needs to be fitted.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

10.9 Security – Risk Assessment

Hazards

- Unauthorised access
- Violence and aggression
- Robbery

Risks

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- The keyholders will ensure that all access and egress points are fully secured, and the alarm is set after school hours.
- 3 CCTV alarm systems and external lighting are in place and maintained.
- Employees must avoid confrontation, or tackling intruders, they are instructed that the emergency services must always be contacted.
- Employees must be familiar with the procedure in dealing with intruders and know where alarm activation points and emergency contact numbers are.
- Employees should always maintain awareness of emergency exits and means of egress from the school.
- Only small amount of money will be dealt with in the school at any time.

Safety Recommendation

- Security fencing must be erected along boundary areas to help restrict / eliminate unauthorised access.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

10.10 Electrical Equipment – Risk Assessment

Hazards

- Electric shock
- Tripping
- Fire

Risks

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- All fixed electrical installations are designed, installed, operated and maintained to prevent electrical danger.
- Electrical equipment owned by the Coláiste Phobal Ros Cré is installed and maintained by a competent electrician.
- Working areas will have sufficient power sockets outlets and be arranged so as not to have the need for cables trailing across floors, or the use of extension cables.
- If an accident occurs, or somebody gets an electric shock, switch the equipment off and disconnect from the power supply.
- Any broken, ineffective, or damaged electrical equipment, such as loose connections and frayed cables must be reported to the Principal immediately.
- Ensure that there is clear access to switchboards, in case isolation is required in an emergency.

Risks Assessment

Controls in Place; P1 x S4 R=C

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>
--

10.11 Manual Handling – Risk Assessment

Hazards

- Inability to assess degree of risk.
- Muscle strains and sprains of arms, back or legs.
- Physical injuries from a falling load.

Risks

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- Employees must ensure strenuous manual handling is avoided.
- Staff must assess loads prior to manual handling and reduce the risk of injury as far as possible. During assessing the load the access route must be free from slip, trip hazards, only light loads will be carried up the stairs.
- The caretaker, or employees involved in repetitive lifting will receive manual handling training if required.

Safety Recommendation

- The principal will apply to the V.E.C for training in Manual Handling for all employees.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>
--

10.12 Shelving – Risk Assessment

Hazards

- Falling objects
- Inadequate access
- Repetitive strain injury

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- All shelving throughout the school must be of sound construction, adequate strength and free from patent defect.
- Items stored on shelving must be placed in such a manner so that they will remain stable.
- Shelving must never be overloaded with materials. Where warping occurs, the shelving must be replaced.
- Safe and free access to shelving must be provided and maintained at all times.
- The manual handling of loads on to, or down from shelving must be carried out in accordance with the Manual Handling Regulations, 1993.

Risks Assessment

Controls in Place; P1 x S4 R=C

Action Taken: _____

By whom: _____

Date: _____

11.0 SCHOOL ROOMS - RISK ASSESSMENTS

11.1 General Classrooms – Risk Assessment

Hazards

- Slips, trips and falls
- Inadequate maintenance of tables and chairs

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The classrooms will be kept as tidy as possible to prevent slip, trip and fall hazards during school hours. The classrooms are cleaned on a regular basis.
- In the classrooms where the floor tiles are missing, they will be replaced and repaired to prevent slip, trip and fall hazards.
- All damaged tables and chairs will be adequately repaired, or taken out of service, as soon as is reasonably practicable, and discarded.
- When other equipment is been set up in the classrooms e.g. television and video, the cables and extension cables are positioned so as to avoid risks of falls, as far as possible.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.2 Staff Room – Risk Assessment

Hazards

- Slips on wet floors
- Burns
- Electricity
- Cuts

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Spillages of water etc. should be cleaned up immediately. The kitchen floor should only be washed when the area is not occupied.
- Warning notices must be displayed when washing the floor areas.
- All portable electrical appliances must be suitably electrically tested on a regular basis. Staff is prohibited from bringing into the work environment electrical devices, unless these have been suitably electrically tested.
- Each individual must clean up after himself or herself, use the bins provide and wash down surfaces used.
- The dishwasher must never be opened, while it is in operation.
- Smoking is only allowed in designated areas.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

COMPUTER ROOM – RISK ASSESSMENT

11.3 Computer Room – Risk Assessment

Hazards

- Slips, trips and falls
- Fire
- Unauthorised access

Risks Assessment

No Controls; P2 x S3 R=B

Safety Precautions and Controls

- All power cables are positioned so as to avoid risks of falls.
- There is a carbon dioxide extinguisher mounted in the computer room in the event of fire.
- The computer room is kept locked at all times. Students are not allowed in unsupervised.
- Software in place for protection from unauthorised sites
- Ensure that electrical sockets are not overloaded and housekeeping is kept in good order with in the rooms.
- Students spend approximately 2 hours a week on computers
- Ensure adequate lighting and ventilation is provided prior commencement of class.
- Teacher must ensure students are comfortable in their chair, desk, etc. prior commencement of class.
- Teachers must ensure student are instructed how to sit and type properly.
- Where students may use the computers for over a period of an hour, encourage them to;
 - Take several breaks (20-30sec) from using the monitor
 - Blink and focus on objects 3 or more meters from the screen for few seconds.
 - Do simple exercise.
- Windows must fitted with blinds and drapes or other light control devices, to prevent glare on computer screens.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

ART ROOM (ROOM No. 9 + No. 8) – RISK ASSESSMENT

11.4 Art Room – Risk Assessment

Hazards

- Slips, trips and falls
- Unauthorised access to kiln

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The art teacher will ensure that the pupils tidy around the floor at the end of each art class.
- The arts teacher will ensure that all paints and materials are stored safely on shelving in the storeroom, adjacent to the Arts room.
- The room containing the kiln is kept locked at all times when not in use for teaching purposes.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.4.1 Kiln– Risk Assessment

Hazards

- Burns
- Cuts and lacerations
- Inadequate ventilation

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions and Controls

- Heat insulated gloves must be worn when placing, or removing pottery from the kiln.
- The art teacher removes the pottery from the kiln and it is left in an area to cool down before it is handled.
- The art teacher will wear protective gloves when removing broken clay from the kiln.
- The kiln must have an interlocking system, which ensures that the kiln cannot be opened while firing the clay.
- Maintenance of the kiln will be carried out by competent personnel.

Risks Assessment

Controls in Place; P3 x S2 R=C

Action Taken: _____

By whom: _____

Date: _____

11.4.2 Use of Chemical Substances (fabric dyes, PVA glue, beeswax, paints, white spirits, etc)

Hazards

- Inhalation of fumes, vapours and gases
- Ingestion through mouth
- Slips, trips from spillage

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

Coláiste Phobal Ros Cré will comply with *the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001* when involved in the purchase, use, and storage of chemicals;

- Chemicals will be used in well-ventilated areas.
-
- Appropriate personal protective equipment will be worn by persons using chemicals e.g. gloves, overalls etc.
- Smoking is prohibited in the science laboratories.
- The art teachers will clean up spillages immediately, in accordance with the MSDS's.
- Chemicals must never be mixed unless agreed with the subsequent manufactures.
- Containers must never be left exposed; they must be covered with lids on at all times and empty containers must be disposed of, in an appropriate manner.
- All chemicals should be adequately labelled.
- The art teachers will have access to the Material Safety Data Sheets (MSDS) for all chemicals or substances used / stored in the art room. These provide detailed information on each substance used.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

11.4.3 Storage of Chemicals in the Art Room – Risk Assessment

Hazards

- Unauthorised access
- Fire
- Chemical spillage

Risks Assessment

No Controls; P4 x S4 R=A

Safety Precautions and Controls

- The chemical store is kept locked and access restricted to staff/teachers only.
- An inventory will be kept on chemicals stored in the classroom. The chemicals will be surveyed annually and any chemicals that are obsolete, or show signs of decomposition will be discarded.
- Chemicals should be stored in a ventilated area.
- Chemicals must never be mixed unless agreed with the subsequent manufactures.
- Empty containers must be disposed of in an appropriate manner.
- Containers must never be left exposed; they must be covered with lids on at all times.
- All chemicals should be adequately labelled.
- Smoking in, or near the storage area is prohibited.
- Suitable warning and prohibition signs should be erected warning of the danger and restricted access.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.4.4 Sharp Objects – Scissors, Stanley knife blades, scaples, etc-Risk Assessment

Hazards

- Cuts/Lacerations

Risks Assessment

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- Sharp objects should never be placed in areas where they can't be easily seen and accessed by students.
- Knives that have been resharpened until they are very narrow should not be used and should be discarded. Blades in this condition can snap during use and can potentially pass through protective clothing.
- Never use a steel to sharpen blades unless it has a hand guard
- Never walk around with sharp objects in your hand unless the blade is suitably covered.
- Always pick up knives, scissors, etc by the handle.
- Any defects should be reported and any sharp objects in poor condition should be discarded.
- Sharp objects should be drawn away from the body when in use.
- Sharp objects should be stored in a protected place.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.4.5 Electrical Appliances i.e. electric irons, etc. – Risk Assessment

Hazards

- Electric shock
- Injury due to Burns
- Fire

Risks Assessment

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- All students must be instructed and supervised in the safe use of electrical appliances.
- Electrical appliances must be serviced and maintained by a competent person.
- All appliances must be thoroughly inspected prior to use.
- Electrical tools must only be used for the purpose for which it was designed.
- Cables, plugs and connectors must be in good condition and free from cracks, breaks and exposed wires.
- Always follow the manufacturer's instructions.
- A residual current circuit breaker (RCCB) must be used at the socket or mains
- Electrical appliances must never be used while the operator is standing in water.
- Electric cables and extension cables must be laid out in a neat and tidy fashion to avoid tripping hazards and becoming damaged

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

METALWORK ROOM – RISK ASSESSMENT

11.5 Metalwork Rooms (Room No. 2 + Room No. 27) - Risk Assessment

Hazards

- Unauthorised access
- Fire
- Chemical spillage

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- Students will be supervised in this room at all times, and the door locked after use.
- Students will be instructed on the safe use of the machines.
- Organisation of classes and students in metal work room should be managed by the teacher in charge particularly relating to maintaining safe working areas around machinery and equipment.
- Adequate Personal Protective Equipment must be worn when using the various tool, e.g. face masks, goggles, hand protection etc
- All chemicals used in this room must be accompanied with their specific Material Safety Data Sheet and the teacher familiar with its contents e.g. varnishes etc.
- The room will be well illuminated at all times when in use and well ventilated
- Ensure the rear Emergency Exit is kept clear at all times.

Safety Recommendation

- In situations, where it is not practicable to reduce noise levels, Coláiste Phobal Ros Cré must ensure that a competent person carries out a noise assessment on each machine. A re-assessment to be carried out where noise levels are likely to have increased, either as a result of the introduction of new tool/machinery or operation practices.
- Any changes to layout of the metal work room with regards to machinery and equipment in particular, should be carried out in accordance with a preliminary design assessment.

Risks Assessment

Controls in Place; P1 x S4 R=C

Action Taken: _____

By whom: _____

Date: _____

11.5.1 Band Saw – Risk Assessment

Any teacher/student approaching or moving around the machine, while in operation, may be in danger of suffering serious injury through entanglement or by coming in contact with the blade. There is also high risk of noise produced by this machine. The Band Saw is therefore regarded as presenting a high risk if the prescribed control measures are not adhered to.

Hazards

- Contact with blade
- Entrapment
- Electrocution
- Noise
- Fire

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- All students will be educated to use the band saw in a safe manner and only students supervised by the teacher may operate the saw.
- The teacher must carry out the required pre-operational checks on the saw.
- It is the duty of the metal teacher to advise the principal of any repairs necessary to the saw.
- No person, even the teacher, is permitted to approach the dangerous moving parts of the machine while it is cutting.
- The operator should stop the machine if anyone has to move close to the cutting area for any reason.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- Following maintenance, the teacher must ensure that all relevant machine guards have been replaced and secured.
- Adequate warning signs should be placed at strategic points around the saw while in operation.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.5.2 Welding / Brazing – Risk Assessment

Hazards

- Fire
- Eye injury
- Burns
- Fumes
- Manual handling

Risks Assessment

No Controls; P4 x S4 R=A

Safety Precautions and Controls

- Only students under the direct supervision of a teacher will use welding equipment
- Assessments of risks to health from welding, cutting or burning operations must be available before work commences. No painted metal will be cut or welded until advice is obtained from the Safety Supervisor on precautions required.
- Suitable goggles or face shields must be worn during welding, cutting or burning operations.
- Ensure adequate fire precautions are available before class commences and take care that any location adjacent especially below the work area is monitored for possible fires. Check the classroom following completion of work for any possible smouldering debris.
- Check and maintain the fire equipment regularly.
- Ensure all equipment is in good condition and that all connections are correctly made to ensure that no gas leaks into the classroom
- Store equipment and gas cylinders correctly when not in use.
- Ensure good ventilation during class operations.
- If acetylene bottles are lying on either side they must not be used for at least 3 hours after being put upright.
- Never use a flame for testing for leaks.
- Flashback arresters must be fitted and maintained to all fuel gas regulators.

Risks Assessment

Controls in Place; P3 x S3 R=B

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

11.5.3 Oxy / Acetylene compressed Gas Bottles – Risk Assessment

Hazards

- Fire
- Eye injury
- Burns
- Fumes
- Asphyxiation
- Explosion
- Manual handling

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions and Controls

- Only students under the direct supervision of the metal teacher may operate the Oxy / Acetylene set
- All attachments are tested, certified in good condition and securely fitted to the Oxy / Acetylene Set
- No modification is made to the equipment without the manufacturers' approval.
- The main storage of compressed gas cylinders is in a level, fire resistant area, which is well ventilated and dry.
- Storage areas are located away from sources of ignition or excessive heat such as steam or hot water pipes, boilers or open flames.
- Use a hand truck to transport cylinders. Do not drag, roll or slide cylinders. When transporting always leave valve protection caps on cylinders until they are secured and ready to be used.
- Appropriate personal protective equipment goggles, face shields, gloves and safety boots to be worn at all times
- The pressure gauge is frequently checked. When work is finished, always turn off the cylinder valve first and then the regulator. The pressure gauges should be brought back to zero.
- Acetylene cylinders are always stored upright.
- The Oxy / Acetylene set must be tested and certified prior to use
- Ensure adequate protection is provided to protect others in the class from the work by the use screens etc.
- Ensure adequate fire precautions are available before class commences and take care that any location adjacent especially below the work area is monitored for possible fires.
- Check the work area following completion of class for any possible smouldering debris.
- Check and maintain the equipment regularly.
- A notice of the dangers arising from the use of Oxy / Acetylene set and the precautions to be taken should highlighted and explained to all students.
- If acetylene bottles are lying on their side they must not be used for at least 3 hours after being put upright.

Safety Recommendation

- Flashback arresters must be fitted and maintained to all fuel gas regulators.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.5.4 ARC Welding – Risk Assessment

Hazards

- Fire
- Eye injury
- Burns
- Fumes
- Asphyxiation
- Explosion
- Manual handling

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- The disconnect switch must be open before plugging or un-plugging any arc welding equipment.
- When the class is completed, roll up cables, pick up electrode stubs, pieces of plate, scrap, etc. and remove or suitably store them.
- Before leaving the classroom where welding has taken place the area will be inspected to make sure that there is no danger of fire.
- Check cables for damage and have repairs carried out on any defective cables before work commences.
- Never use electrical conduits for earthing purposes. Make sure the earth clamp is properly secured.
- Do not attempt to change the polarity switch when the equipment is under load.
- Never strike an arc on any type of gas cylinder.
- Protection/guarding are put in place to shield this area from other persons in the vicinity of the classroom.

Safety Recommendation

- Safety screens are to be used when welding to deflect any glare

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.5.5 Lathe – Risk Assessment

Hazards

- Risk of injury as a result of entanglement
- Risk of serious eye injury as a result of contact with hot swarf or sparks
- Risk of eye injury as a result of tool breakage because of failure or ineffective cooling of the cutting tool
- Risk of injury as a result of impact with a flying work piece due failure to secure firmly into the chuck
- Manual Handling
- Risk of eye injuries, dermatitis or other skin disorders
- Risk of slips, trips or falls across waste build up on or around the lathe
- Risk of serious or fatal injury as a result of inadvertent

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- All students operating the lathe must be under the direct supervision of the metalwork teacher to operate it.
- The centre lathe is checked for defects before use
- The lathe is fitted with a chuck guard to prevent entanglement. The chuck guard is fitted with an electrical interlock switch to prevent the chuck from rotating when the guard is open
- The chuck guard cannot be closed until the chuck key is removed. The chuck guard is fitted with an electrical interlock switch to prevent start up when it is open
- Students and teachers will wear eye protection and overalls at all times when operating the centre lathe
- The lathe work piece and cutting tool will have an adequate supply of cooling fluid at all times
- The work piece will be securely tightened into the lathe chuck at all times before starting the lathe
- Material Safety Data Sheets (MSDS) are available to teachers at all times
- The lathe and surrounding area is kept clean at all times
- The teacher should stop the lathe and replenish with cutting fluid if levels are low
- Under no circumstance must any object be placed on the lathe cross slides or on the tail stock
- The centre lathe must be isolated and locked off from its power supply before maintenance work is carried out. All maintenance work is to be authorised by the metal teacher.
- All swarf must be cleaned from the lathe by brush after use or at the end of the working day by the teacher.

Risks Assessment

Controls in Place; P3 x S3 R=D

Action Taken: _____ _____ _____ _____
By whom: _____
Date: _____

11.5.6 Bench Grinder

Hazards

- Contact with moving parts
- Entanglement
- Ejection
- Electrocution
- Noise
- Burns
- Fire

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The students will be educated to use the machine in a safe manner and only supervised students may operate the grinder
- Eye protection to be worn at all times by both teacher and students.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- Adequate personal protective equipment will be worn to guard against ejected objects, hot swarf etc.
- No person, even the teacher, is permitted to approach the dangerous moving parts of the machine while it is in operation.
- Rest plate to be fitted and used at all times.
- In exceptional circumstances, when a student is present to operate the machine, a teacher may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine.
- The operator should stop the machine if anyone has to move close to the grinding area for any reason, taking account of draw down time unless brakes are fitted.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- Emergency stop 'mushroom head' button is fitted.
- The teacher must carry out the required pre-operational checks on the machine.
- Adequate warning signs should be placed at strategic points around the grinder while in operation.
- Following maintenance, the teacher must ensure that all relevant machine guards have been replaced and secured.
- The machine should be subject to a planned and recorded maintenance programme.
- Adequate lighting must be ensured to decrease the risk of stroboscopic effects.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.5.7 Pillar Drills– Risk Assessment

Hazards

- Contact with moving parts
- Entanglement
- Electrocution
- Noise
- Ejection
- Fire

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The students will be educated to use the machine in a safe manner and only supervised students may operate the drill.
- Adequate lubricating cutting compounds will be used at all times, the level of the coolant must be checked prior to the start of each working shift.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- No person, even the metal teacher, is permitted to approach the dangerous moving parts of the machine while it is in operation.
- In exceptional circumstances, when a student is present to operate the machine, a teacher may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine.
- The emergency brake must be placed in its correct operating position before starting the drill
- Emergency stop ‘mushroom head’ button in adequate working order at all times and checked and verified prior to the start of each class.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- Following maintenance, the teacher will ensure that all relevant machine guards have been replaced and secured.
- Suitable and adequate P.P.E. such as eye protection and ear protection will be used by students and teacher(s) exposed to this machine while in operation, to guard against being struck or burned by ejected objects.
- A Material Safety Data Sheet should be available to ensure awareness of the chemical components and precautions necessary when using this substance
- The teacher must carry out the required pre-operational checks on the drill.
- Drill bits to be mounted squarely and securely and checked by the teacher before use.
- Drilled materials must be securely clamped to the drill table before drilling commences.
- The operator should stop the machine if anyone has to move close to the drilling area for any reason. Adequate warning signs should be placed at strategic points around the drill while in operation.
- The machine should be subject to a planned and recorded maintenance programme.
- Adequate lighting must be ensured to decrease the risk of stroboscopic effects.

Risks Assessment

Controls in Place; P2 x S2 R=D

Coláiste Phobal Ros Cré

Action Taken: _____

By whom: _____

Date: _____

11.5.8 Compressors – Risk Assessment

Hazards

- Burst pipe
- Airborne particles
- Excessive noise

Risks

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- All students must be instructed and supervised by the teacher in the safe use of compressed air and all its associated uses.
- The teacher must carry out routine maintenance, cleaning and lubrication on all compressors
- Horseplay involving compressed air can result in serious consequences and must not be tolerated.
- A safe system of work should be in place for the use of compressors.
- Compressed air must never be used to clean dust from clothing, benches, etc.
- Owing to the likelihood of high velocity airborne particles, safety goggles must be worn while working with compressed air.
- Suitable and adequate Personal Protective Clothing e.g ear defenders, must be worn while operating with compressed air.

Risks

Controls in Place; P1 x S4 R=C

Action Taken: _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____

11.5.9 Power Hack Saw– Risk Assessment

Hazards

- Contact with moving parts
- Entanglement
- Electrocution
- Ejection
- Noise
- Fire

Risk

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- All students are made aware of the hazards relating to the machine and the manner in how it is to be used safely.
- The spring-loaded blade guard will be operational at all times.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- The saw must be mounted on a firm level surface.
- Materials must be clamped appropriately not hand held.
- When the machine is not in use, precautions will be taken to ensure that it is fully immobilised.
- Following maintenance, the teacher will ensure that all relevant machine guards have been replaced and secured.
- Sockets, protected by Earth Leakage Circuit Breakers (ELCB's) will be provided.
- Electric cables must be protected from damage at all times.
- Suitable and adequate P.P.E. must be used by students and teachers exposed to this machine while in operation.
- The teacher must carry out the required pre-operational checks on the machine.
- Adequate warning signs should be placed at strategic points around the saw while in operation.
- All blade replacements are to be carried out by a competent person and new blades must be secure and safe.

Risk

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>
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11.5.10 Guillotine – Risk Assessment

Hazards

- Slips, trips or falls across raw material or waste build up
- Serious back and other associated injuries to employees as a result of lifting heavy steel plate to be cut
- Serious foot injuries as a result of falling cut offs or falling raw material
- Hand injury to employees as a result of contact with the guillotine blade or whilst placing hands under material clamps

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The rear of the guillotine and the area around the guillotine are kept tidy at all times. The guillotine is cleaned down after use
- All waste is placed into a suitable bin in order to keep the area tidy
- All employees are trained in manual handling. All employees are encouraged to use the correct manual handling techniques shown to them at all times.
- All raw materials are stored on a suitable rack before use. All raw material to be cut is placed on the guillotine rack to facilitate cutting
- The guillotine is fitted with permanent guards to prevent access to the cutting blade.
- Guards are kept in place at all times
- The guillotine is operated using a foot pedal control
- The guillotine is isolation and lock off from its power supply before any maintenance work is carried out

Risks Assessment

Controls in Place; P2 x S2R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>
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11.5.11 Forging Machine – Risk Assessment

Hazards

- Contact with moving parts
- Flying hot scale or other debris
- Entanglement
- Noise
- Burns, exposure to flames or hot surfaces
- Fire

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- All students should be provided with adequate information and instructions on safe operating procedures. In particular the teacher must be informed of the hazards and emergency procedures associated with the machine.
- Ensure that emergency stops so that they are readily seen and can be conveniently accessed by all operator/students positions.
- Substantially shroud any mechanical foot pedal or foot switch to prevent accidental activation.
- Provide oil swabs, or hand die lube spray devices or scale removers (if required). Make these devices long enough to enable the students to reach within the vicinity of the die without placing a hand or arm between the dies.
- Provide a barrier, where practicable, to stop flying hot scale from striking the operator.
- Provide personal protective equipment, such as, eye protection, leather gloves Protective clothing.
- Use tongs of sufficient length to keep the operator clear of the danger areas of the plant and check them periodically for their condition.
- Ensure the press is installed or anchored to prevent subsequent movement from its location.
- Inspect all tools prior to use to ensure that they are fit for purpose.
- When dies are being changed or maintenance is being performed on press, ensure that:
 - The energy source to a forging press is locked out and the flywheel is at rest before work begins.
 - All power supply, e.g. hydraulic, pneumatic, electrical, is shut down and locked out, rendering the cycling controls inoperable.
 - The hydraulic or pneumatic pumps and power apparatus of the forging press are locked out and tagged

Risks Assessment

Controls in Place; P1 x S3 R=D

Action Taken: _____ _____ _____ _____ _____
By whom: _____
Date: _____

11.5.12 Vacuum Former – Risk Assessment

Hazards

- Hot Surfaces
- Rotating equipment
- Electric shock
- Noise
- Fire
- Pneumatic ram

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- All students will be educated to use the vacuum former in a safe manner and only students supervised by the teacher may operate the machine.
- The teacher must carry out the required pre-operational checks on the saw.
- Always wear adequate eye protection when operating this machine.
- Make sure heating element hood is pushed back before raising platen.
- Ensure students are aware to keep hands and fingers away from the heating element and element hood area.
- Always ensure the machine is switched off before making adjustments to the machine
- Ensure that all control handles are set in the off position and the table control handle is set in the down position before turning on the machine
- Ensure hands and body are clear of the machine bed (the bed rises and can trap you in the machine) before turning on the machine
- Always return the heater draw back to the safe position before and after operating the vacuum former

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

11.5.13 Strip Heater – Risk Assessment

Hazards

- Burns
- inhalation (solvents, airborne plastic particles and fumes)
- moving parts
- explosion (over-pressurised plastic blow forming).

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions and Control

- The teacher will use the strip heater in a safe manner and only students authorised by the teacher may operate the saw. Students will be made aware of the safe procedure for operating strip heater and the hazards involved.
- All guards should be correctly adjusted and securely fixed before beginning operations.
- Caution should be used when strip heaters is being used for bending plastic. Appropriate personal protective clothing should be worn by anyone handling heated and superheated plastics and equipment
- All combustible flammable materials should be kept clear of all heating devices.
- Toxic fumes given off by heated and superheated plastics, such as PVC, are a health hazard. Adequate ventilation of the area used for this process should be provided.
- Dust from certain plastics may be harmful if inhaled and may cause irritation to the skin and eyes. Machine should be fitted with dust-extraction equipment where it is considered appropriate.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.5.14 *Milling Machine – Risk Assessment*

Hazards

- Entrapment
- Flying particles
- Rotating parts
- Changing tools
- Manual handling
- Maintenance

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions & Controls

- Students to be instructed and trained in the use of, and possible dangers associated with specific equipment as well as precautions, which must be observed.
- Students will be trained in the selection and use of personal protective equipment by their teachers
- Care will be taken to ensure that any trailing leads do not pose a trip hazard.
- Machine and surrounding area should be cleaned and any hazardous materials disposed of in a safe manner
- Provision for those involved in the activity, where relevant, of appropriate personal protective equipment for eyes, face, body, breathing as appropriate.
- Ensure that the milling machine has a start/stop button within easy reach of the operator.
- Ensure that the work piece and cutter are mounted securely before taking a cut.
- Mount work in a vise that is bolted or held magnetically to the table.
- Move table as far as possible from cutter while setting up work to avoid injuring your hands.
- Keep cutters sharpened correctly and in good condition.
- Do not attempt to mount, measure or adjust work until cutter is completely stopped.
- Do not use an excessively heavy cut or feed as it can cause the cutter to break. The flying pieces could cause serious injury.
- Do not leave machine unattended while it is running.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____

11.5.15 Bench Saw – Risk Assessment

Hazards

- Contact with moving parts
- Entrapment
- Electrocution
- Noise
- Fire

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The teacher will instruct the students in the safe use of the machine and only students authorised and supervised by teacher may operate the saw.
- The teacher must carry out the required pre-operational checks on the machine.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- No other person is permitted to approach the dangerous moving parts of the machine while it is in operation.
- In exceptional circumstances, when a student is present to operate the machine, a teacher may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine.
- The operator should stop the machine if anyone has to move close to the cutting area for any reason.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- The machine should be subject and recorded to a planned maintenance programme.
- Following maintenance, the teacher must ensure that all relevant machine guards have been replaced and secured.
- Dedicated sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. The teacher, at the start of each shift, must test the ELCB.
- Electric cables must be protected from damage at all times.
- All blade replacement to be carried out by the teacher and new blades to be ensured to be secure and safe.
- Suitable and adequate P.P.E. must be used by students/teacher exposed to this machine while in operation.

Risks Assessment

Controls in Place; P2 x S2 R=D

Safety Recommendation

- The bench saw must not be used until adequate safety guards are fitted to prevent entanglement.

Action Taken: _____ _____ _____ _____ _____
By whom: _____
Date: _____

WOODWORK ROOM / CONSTRUCTION STUDIES – RISK ASSESSMENT

11.6. Woodworking Room (Room No. 1 and No. 26) - Risk Assessment

Hazards

- Unauthorised access
- Fire
- Chemical spillage

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Students will be supervised in this room at all times, and the door locked after use.
- Organisation of classes and students in wood work room should be managed by the teacher in charge particularly relating to maintaining safe working areas around machinery and equipment.
- Students will be instructed on the safe use of the machines.
- Adequate Personal Protective Equipment must be worn when using the various tool, e.g. face masks, goggles, hand and hearing protection etc
- All chemicals used in this room must be accompanied with their specific Material Safety Data Sheet and the teacher familiar with its contents e.g. varnishes etc.
- The room will be well illuminated at all times when in use and well ventilated especially during sanding operations and when using of the Circular Saw.
- Fire equipments will be maintained and checked prior classes.
- All machines in the woodwork room are isolated when not in use and key is operated by the teacher.
- All machines are adequately fitted with emergency stops and guarding as required.

Safety Recommendation

- Room No. 1** - Access to the attic sector over the room by means of a ‘stira’ stairs. Access to the attic should be discouraged or preferably eliminated. Edge protection must be provided around the opening in the attic.
- The room is small and there is general lack of space, particularly the Panel Saw which takes a lot of room to operate. Larger facility would be preferable.
 - In situations, where it is not practicable to reduce noise levels, Coláiste Phobal Ros Crè must ensure that a competent person carries out a noise assessment on each machine. A re-assessment to be carried out where noise levels are likely to have increased, either as a result of the introduction of new tool/machinery or operation practices.
 - Any changes to layout of the woodwork room with regards to machinery and equipment in particular, should be carried out in accordance with a preliminary design assessment.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____
By whom: _____ Date: _____

11.6.1 Panel Saw – Risk Assessment

Hazards

- Contact with moving parts
- Hand or body injury
- Entrapment from the moving bits during operation
- Lack of maintenance and safe working practice.
- Noise
- Eye Injury

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The teacher will use the panel saw in a safe manner and only students authorised by the teacher may operate the saw.
- The spring-loaded blade guard must be operational at all times.
- No other person is permitted to approach the dangerous moving parts of the saw while it is in operation.
- Dust extractor is provided to the panel saw.
- The operator should stop, if anyone has to move close to the cutting area for any reason.
- The teacher will carry out the required pre-operational checks on the saw
- All blade guards to be present and in working order
- It is the duty of the operator to advise the principal of any repairs necessary to the tool.
- Trailing leads to be kept behind cutting blade at all times.
- When the saw is not in use, precautions must be taken to ensure that its blade is fully immobilised.
- Following maintenance, the teacher will ensure that all relevant moving parts have been replaced and secured.
- Appropriate Eye protection to be worn at all times during operation
- Hearing protection is worn by teachers and students at all times.
- The saw should be subject to a planned and recorded maintenance programme.
- All blade replacement to be carried out by a competent person and new blades to be ensured to be secure and safe
- Adequate warning signs should be placed at strategic points around the saw while in operation.

Coláiste Phobal Ros Cré

Safety Recommendation

Room No. 26 Guarding have been removed i.e. the crown guard and riving knife had been removed. These must never be removed, unless to change the blades. They must never be left off.

Risks Assessment

Controls in Place; P1 x S4 R=C

Action Taken: _____

By whom: _____

Date: _____

11.6.2 Band Saw– Risk Assessment

Hazards

- Contact with blade
- Entrapment
- Electrocution
- Noise
- Fire

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- All students will be educated to use the band saw in a safe manner and only students supervised by the teacher may operate the saw.
- The teacher must carry out the required pre-operational checks on the saw.
- Hearing protection is worn by teachers and students at all times.
- It is the duty of the metal teacher to advise the principal of any repairs necessary to the saw.
- No person, even the teacher, is permitted to approach the dangerous moving parts of the machine while it is cutting.
- The operator should stop the machine if anyone has to move close to the cutting area for any reason.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- Following maintenance, the teacher must ensure that all relevant machine guards have been replaced and secured.
- Adequate warning signs should be placed at strategic points around the saw while in operation.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.6.3 Scroll Saw / Fret Saw – Risk Assessment

Hazards

- Contact with moving parts
- Hand or body injury
- Entrapment from the moving bits during operation
- Lack of maintenance and safe working practice.
- Noise
- Eye Injury

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions & Controls

- Ensure that all students are thoroughly familiar with the operation of scroll saws and supervised at all times when in operation.
- The teacher must carry out the required pre-operational checks on the saw.
- Ensure wiring codes and recommended electrical connections are followed and that machine is properly grounded.
- Make "release" cuts before cutting long curves.
- Always wear eye protection (safety glasses or a face shield).
- Hearing protection is worn by teachers and students at all times.
- Stop the machine before removing debris pieces from the table.
- Always keep hands and fingers away from blade.
- Check for proper blade size and type.
- Hold material firmly and feed into blade at a moderate speed.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

11.6.4 Lathe– Risk Assessment

Hazards

- Entrapment
- Flying particles
- Rotating parts
- Contact with coolant
- Changing tools
- Manual handling
- Slippery Surfaces
- Maintenance

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions & Controls

- The teacher will use the lathe in a safe manner and only students authorised by the teacher may operate the lathe.
- It is the duty of the teacher to advise the principal of any repairs necessary to the lathe.
- The teacher must ensure that all cutting tools and machine components are secure at all times.
- An adequate supply of coolant or cutting fluid must be available at all times.
- The lathe are must be kept free of obstructions at all times. Parts, components must not be allowed to gather on the tailstock, guides, headstock, or waste tray.
- No other person is permitted to approach the lathe whilst it is in operation.
- The operator should stop the lathe if anyone has to approach the lathe for any reason.
- The lathe should be subject and recorded to a planned maintenance programme.
- All personnel should be trained in safe manual handling techniques
- Suitable and adequate P.P.E., in particular safety boots and eye protection, must be worn at all times.
- Protective gloves must be worn at all times.
- The chuck key must be removed from the chuck when not in use.
- The chuck guard must be put in place every time the lathe is turned on. Where possible the chuck guard must be protected with an electrical interlock switch to prevent inadvertent start-up of the lathe.
- The lathe must be isolated from its power source during maintenance activities. The company isolation and lockout procedure must be strictly adhered to at all times.
- The lathe must be isolated from its power source when not in use.
- Electric cables must be protected from damage at all times.
- The teacher must carry out pre-operational checks on the lathe.

Risks Assessment

Controls in Place; P2 x S2 R=D

Coláiste Phobal Ros Cré

Action Taken: _____

By whom: _____

Date: _____

11. 6.5 *Hand Tools – Risk Assessment*

Hazards

- Sharp edges
- Flying objects
- Defective tools

Risk Assessment

No Controls; P2 x S3 R=C

Safety Precautions and Controls

- All students using hand tools must be adequately instructed in their safe use by the teacher.
- When selecting the tool for the job in hand, the correct type, size and weight of the tool should be considered.
- The cutting edges of tools should be kept sharp and when not in use they should be protected by a suitable cover.
- All hand tools must be maintained in a safe condition and discarded and replaced when found to be unsafe for use.
- Suitable and adequate personal protective equipment must be worn if required, to protect from the hazards associated with each individual tool being used.

Risk Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.6.6 Pillar Drills– Risk Assessment

Hazards

- Contact with moving parts
- Entanglement
- Electrocution
- Noise
- Ejection
- Fire

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The students will be educated to use the machine in a safe manner and only supervised students may operate the drill.
- Adequate lubricating cutting compounds will be used at all times, the level of the coolant must be checked prior to the start of each working shift.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- No person, even the metal teacher, is permitted to approach the dangerous moving parts of the machine while it is in operation.
- In exceptional circumstances, when a student is present to operate the machine, a teacher may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine.
- The emergency brake must be placed in its correct operating position before starting the drill
- Emergency stop ‘mushroom head’ button in adequate working order at all times and checked and verified prior to the start of each class.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- Following maintenance, the teacher will ensure that all relevant machine guards have been replaced and secured.
- Suitable and adequate P.P.E. such as eye protection and ear protection will be used by students and teacher(s) exposed to this machine while in operation, to guard against being struck or burned by ejected objects.
- A Material Safety Data Sheet should be available to ensure awareness of the chemical components and precautions necessary when using this substance
- The teacher must carry out the required pre-operational checks on the drill.
- Drill bits to be mounted squarely and securely and checked by the teacher before use.
- Drilled materials must be securely clamped to the drill table before drilling commences.
- The operator should stop the machine if anyone has to move close to the drilling area for any reason. Adequate warning signs should be placed at strategic points around the drill while in operation.
- The machine should be subject to a planned and recorded maintenance programme.
- Adequate lighting must be ensured to decrease the risk of stroboscopic effects.

Risks Assessment

Controls in Place; P2 x S2 R=D

Coláiste Phobal Ros Cré

Action Taken: _____

By whom: _____

Date: _____

11.6.7 Planer- Risk Assessment

Hazards

- Contact with moving parts
- Entrapment
- Electrocution
- Noise
- Fire
- Dust

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- The teacher will instruct in the safe use of the machine and only students authorised and supervised by the teacher may operate the planer
- The teacher must carry out the required pre-operational checks on the machine prior to use.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- No person, even the teacher, is permitted to approach the dangerous moving parts of the machine while it is in operation.
- In exceptional circumstances, when a student is present to operate the machine, a teacher may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine.
- The operator should stop the machine if anyone has to move close to the work area for any reason. Adequate warning signs should be placed at strategic points around the planer while in operation.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- The machine should be subjected to a planned maintenance programme.
- Following maintenance, the teacher must ensure that all relevant machine guards have been replaced and secured.
- The planer must operate only on 110-v supply.
- Dedicated sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. The teacher, at the start of each class, must test the ELCB.
- Electric cables must be protected from damage at all times.
- Handling of live electric cables is not permitted.
- All personnel's exposed to this machine while in operation must use suitable and adequate P.P.E i.e. eye and hearing protectors
- Dust emissions must be controlled, as far as is reasonably practicable, and when necessary personnel must use suitable and adequate respiratory protection.

Risks Assessment

Controls in Place; P2 x S2 R=D

Coláiste Phobal Ros Cré

Action Taken: _____

By whom: _____

Date: _____

11.6.8 Chop Saw– Risk Assessment

Hazards

- Contact with moving parts
- Entanglement
- Electrocution
- Ejection
- Noise
- Fire

Risk

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- The teacher will instruct and advise in the safe use of the machine and only students authorised and supervised by the teacher may operate the saw.
- The teacher must carry out the required pre-operational checks on the machine.
- The spring-loaded blade guard must be operational at all times.
- It is the duty of the teacher to advise the principal of any repairs necessary to the machine.
- The saw must be mounted on a firm level surface.
- Materials must be clamped appropriately not hand held.
- Adequate warning signs should be placed at strategic points around the saw while in operation.
- When the machine is not in use, precautions must be taken to ensure that it is fully immobilised.
- The machine should be subject to a planned and recorded maintenance programme.
- Following maintenance, the teacher must ensure that all relevant machine guards have been replaced and secured.
- Sockets, protected by Earth Leakage Circuit Breakers (ELCB's) must be provided. The teacher should periodically test the ELCB.
- Electric cables must be protected from damage at all times.
- All blade replacements are to be carried out by a competent person and new blades must be secure and safe.
- Suitable and adequate P.P.E. must be used by workers exposed to this machine while in operation. E.g. Safety goggles and hearing protectors

Risk

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____
By whom: _____
Date: _____

11.6.9 Belt Sander – Risk Assessment

Hazards

- Risk of serious injury to employees as a result of sanding belt breakage due using the sander incorrectly, using damp sanding belts or over tightening of the sanding belt
- Risk of serious eye injury to employees as a result of hot sparks entering the eye
- Risk of serious respiratory disorder to employees as a result of breathing in fumes given off during the sanding process
- Manual Handling
- Risk of serious hand injury to employees as a result of finger, hand or arm contact with the rotating sanding belt

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- All students operating belt sander must be instructed and advised in the safe use of the machine by the teacher prior use.
- Only the teacher is permitted to change the sanding belt
- Eye protection must be worn at all times by operators of the sander
- Face masks or other suitable respiratory protection must be worn at all times by operators of the sander
- All students are encouraged to use the correct manual handling techniques shown to them
- The tool stand is placed in the correct position before use. Gloves are worn by operators at all times

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
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SCIENCE ROOM - RISK ASSESSMENTS

11.7 Science Room (Room No. 4, 5 and 46) – Risk Assessment

Hazards

- Inadequate knowledge of hazards
- Lack of signage
- Inadequate supervision
- Inadequate layout of laboratories
- Release of gas
- Fire
- Explosion
- Non wearing of PPE
- Unauthorised access

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Organisation of classes and students in the science room should be managed by the teacher in charge particularly relating to maintaining safe working areas around machinery and equipment.
- Science teachers will teach the students about safety considerations when working with chemicals and equipment used in school science room. The teachers will convey the correct procedures for use, storage, handling and disposal of chemicals. Teachers will ensure that the instruction of students in safety procedures is a feature of every introductory lesson on a new process, or topic. The teachers will give clear demonstrations and warnings at the commencement of each lesson.
- Notices are displayed in work areas indicating guidelines on safe working practices, including student responsibilities when working with chemicals.
- The pupils will be under constant supervision while in the science labs.
- The layout of school laboratories and associated storage area ensures that supervision of students is not inhibited.
- Working space and travelling ways between the workbenches are large enough to permit easy movement to and from working areas. Travelling ways should be kept free of obstruction with free access to room exits maintained at all times.
- There are fire extinguishers and fire blankets in the science labs.
- The teacher has access to the trip switch to stop the supply of gas to the workbenches at all times.
- The teacher will ensure that all pupils wear the necessary personal protective equipment while working with chemicals i.e. lab coat, goggles, gloves etc.
- The science room are kept locked at all times when not in use for teaching purposes.
- Students should clean the work area and wash hands thoroughly before leaving the room. Hand washing facilities to be maintained at all times
- Teacher will ensure all switches for gas, water and electricity will be shut off at the end of each class.
- A 'Gas Pressure Proving System' is put in place which allows gas connections to be fitted with emergency cut off. A key for the cut off mechanism is held by the teacher.

Coláiste Phobal Ros Cré

Safety Recommendation

- Ensure MSDS are available and followed for all chemicals used.
- Any changes to layout of the science room with regards to machinery and equipment in particular, should be carried out in accordance with a preliminary design assessment.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

11.7.1 Use of Chemical Substances – Risk Assessment

Hazards

- Inhalation of fumes, vapours and gases
- Ingestion through mouth
- Slips, trips from spillage

Risks Assessment

No Controls; P4 x S3 R=A

Safety Precautions and Controls

Coláiste Phobal Ros Cré will comply with *the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001* when involved in the purchase, use, and storage of chemicals;

- Chemicals will be used in well-ventilated areas.
- Appropriate personal protective equipment will be worn by persons using chemicals e.g. gloves, overalls etc.
- Smoking is prohibited in the science laboratories.
- The science teachers will clean up spillages immediately, in accordance with the MSDS's.
- Chemicals must never be mixed unless agreed with the subsequent manufactures.
- Containers must never be left exposed; they must be covered with lids on at all times and empty containers must be disposed of, in an appropriate manner.
- All chemicals should be adequately labelled.

Safety Recommendation

- The science teachers will have access to the Material Safety Data Sheets (MSDS) for all chemicals or substances used / stored in the laboratories. These provide detailed information on each substance used.
- Ensure adequate bunding for all hazardous substances is in place.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____
By whom: _____
Date: _____

11.7.2 Storage of Chemicals in the Science Room – Risk Assessment

Hazards

- Unauthorised access
- Fire
- Chemical spillage

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- Hazardous substances / chemicals are kept in a steel cabinet in the adjoining store.
- An inventory will be kept on chemicals stored in the classroom. The chemicals will be surveyed annually and any chemicals that are obsolete, or show signs of decomposition will be discarded.
- Chemicals should be stored in a ventilated area.
- Chemicals must never be mixed unless agreed with the subsequent manufactures.
- Empty containers must be disposed of in an appropriate manner.
- Containers must never be left exposed; they must be covered with lids on at all times.
- All chemicals should be adequately labelled.
- Smoking in, or near the storage area is prohibited.
- Suitable warning and prohibition signs should be erected warning of the danger and restricted access.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.7.3 Handling Glassware and Equipment – Risk Assessment

Hazards

- Broken glass
- Cuts

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions and Controls

- Ensure students are aware to never handle broken glass with bare hands. Use a brush and dustpan to clean up broken glass. Place broken glass in the designated glass disposal container.
- Examine glassware before each use. Never use chipped, cracked, or dirty glassware
- Ensure all students are instructed in the safe use of each equipment.
- Do not immerse hot glassware in cold water. The glassware may shatter.

Risks Assessment

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

11.7.4 Heating Substances i.e. hot plates, small oven, etc. – Risk Assessment

Hazards

- Fire
- Explosion
- Burns

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Students must not operate a hot plate by themselves. Use of hot plate is only allowed in the presence of the teacher.
- Take care that hair, clothing, and hands are a safe distance from the hot plate at all times.
- Heated glassware remain very hot for a long time. They should be set aside in a designated place to cool, and picked up with caution. Use tongs or heat protective gloves if necessary.
- Ensure students must never look into a container that is being heated.
- Do not place hot apparatus directly on the laboratory desk. Always use an insulated pad. Allow plenty of time for hot apparatus to cool before touching it.
- Ovens will undergo regular documented inspections and any noted defects corrected. All maintenance will be carried out by a competent person.
- Fire equipments must be maintained and inspected regularly.
- Flammable materials or liquids must not be kept close to the hot plate.
- The teacher must ensure that the appliance is switched off after use.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.7.5 Fume Cupboard – Risk Assessment

Hazards

- Inadequate use of Fume cupboard
- Inhalation of fumes, vapours and gases

Risks Assessment

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- Ensure the fume cupboard is operational and there is an airflow. Listen and feel for air movement - this should be obvious with the sash in its lowest position.
- Check for obvious surface contamination. Clean if necessary, to avoid adverse reactions with the chemicals in use.
- Position equipment, apparatus, and materials in the centre and back of the cupboard to minimise disturbance to airflow. Where practical, place everything within the cupboard before starting operations.
- Use the sash position to your advantage –
 - Fully open, to provide access for setting up equipment,
 - Partially open, to a comfortable work height when handling the material inside the cupboard,
 - Lowered as far as is practicable, when the process is in operation and your intervention is no longer required.
- Any accidental spill of chemicals should be cleaned up immediately (i.e. as soon as it is safe to do so).
- After use safely dispose of laboratory waste
- Ensure Clean and decontaminate the fume cupboard after use
- After use lower the sash to minimise the waste of tempered air. A fume cupboard should remain on for at least 20 minutes after the process/activity has finished and hot plates have cooled. This is to ensure that all airborne contaminants have been exhausted. Some cupboards may need to be left on.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
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HOME ECONOMICS ROOM – RISK ASSESSMENT

11.8 General Hazards in the Home Economic Room (Room No. 18 and 48) - Risk Assessment

Hazards

- Inadequate knowledge of hazards in the kitchen
- Fire
- Cuts / lacerations from knives, broken glass
- Slips on wet or greasy floors
- Burns from hot surfaces, or heated product
- Faulty electrical appliances

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The Home Economics teachers will inform the pupils of the dangers/ hazards that can occur while cooking in the kitchen. The teachers will instruct and supervise the pupils while the cooking classes are in progress.
- Organisation of classes and students in the home economic room should be managed by the teacher in charge particularly relating to maintaining safe working areas around machinery and equipment.
- There are fire blankets, CO2 and powder fire extinguishers mounted in the kitchens.
- All cooking equipment, hoods, filters and ducts will be kept free of grease accumulation.
- Knives should be stored in the knife block provided, or drawers, or other designated storage areas when not in use.
- Knives should be kept sharp and provided with suitable handles in good condition.
- All glass breakages should be cleaned up immediately. Broken glass must be disposed of in a closed container and not placed in plastic rubbish bags.
- Spillages of water, oil, grease etc. should be cleaned up immediately. The kitchen floor should only be washed, when the area is not occupied.
- Oven gloves must be worn when handling hot equipment. Due care must be taken of others in the kitchen area, who may come in contact with the hot equipment, or food product.
- All portable electrical appliances must be suitably electrically tested on a regular basis. Employees are prohibited from bringing into the work environment electrical devices, unless these have been suitably electrically tested.
- All pupils and teachers working in the kitchen must wear protective overalls.
- Hob and washing facility within the Home Economic room are fitted to be wheelchair accessible which allows the level to be lowered and raised as required.

Safety Recommendation

- Any changes to layout of the Home Economic room with regards to large appliances and equipment in particular, should be carried out in accordance with a preliminary design assessment.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____
By whom: _____
Date: _____

11.8.1 Gas/Electric Ovens - Risk Assessment

Hazards

- Fire
- Explosion
- Burns

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precaution and Controls

- The pilot light should be working and easily visible.
- There must be a cut off valve device installed to the gas supply system.
- Ovens will undergo regular documented inspections and any noted defects corrected. All maintenance will be carried out by a competent person.
- The teacher will instruct the pupils not to leave handles of pots/saucepans hanging over the hob edge.
- Oven gloves, or dry cloths must be worn, if removing hot substances from hob / oven.
- Fire blankets are mounted on the wall in the kitchens.
- A 'Gas Pressure Proving System' is put in place which allows gas connections to be fitted with emergency cut off. A key for the cut off mechanism is held by the teacher.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____
By whom: _____
Date: _____

11.8.2 Refrigerator - Risk Assessment

Hazards

- Inadequate temperature control
- Cross contamination

Risks Assessment

No Controls; P2 x S2 R=D

Safety Precautions and Controls

- The doors of the refrigerators must be adequately closed after use.
- The Home Economics teacher must check the temperatures of the fridges regularly.
- All foods must be adequately covered/packed and segregated in compliance with food hygiene practices e.g. raw and cooked meats.
- The fridge units must be included in the cleaning programme; all spillages must be cleaned up as soon as possible.
- Only competent contractors may service the fridge's including temperature control, and structural maintenance etc.

Risks Assessment

Controls in Place; P1 x S1 R= -

Action Taken: _____

By whom: _____

Date: _____

11.8.3 Knives-Risk Assessment

Hazards

- Cuts/Lacerations
- Cross infection

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- All knives must be of suitable size and design for the class task.
- Knife blades should be kept sharp never use blunt blades.
- Knives that have been re-sharpened until they are very narrow should not be used and should be discarded. Blades in this condition can snap during use and can potentially pass through protective clothing.
- Never use a steel to sharpen blades unless it has a hand guard
- Never walk around with a knife in your hand unless the blade is suitably covered.
- Always pick up knives by the handle.
- Any defects should be reported any knives in poor condition should be discarded.
- Knives should be drawn away from the body when in use.
- Knives should be stored in a protected place e.g. magnetic rack when not in use.
- Knives should never be placed in areas where they can't be easily seen and accessed by students.

Risks Assessment

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.8.4 Dishwasher / Washing machine - Risk Assessment

Hazard

- Burns/scalds
- Electric shock
- Chemical spills

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- The dishwasher/washing machine must never be opened, while it is in operation.
- The dishwasher/washing machine must never be overloaded.
- Maintenance must be carried out by a competent electrician.
- Material Safety Data Sheets should be available for all cleaning agents used in the dishwasher/mashing machine.

Risks Assessment

Controls in Place; P1 x S1 R= -

Action Taken: _____

By whom: _____

Date: _____

11.8.5 Sewing Machine – Risk Assessment

Hazards

Eye injury

Injury due to needle handling

Electrical Hazard

Risks Assessment

No Controls; P3 x S3 R=B

- Ensure sewing machines is stored and locked away when not in use.
- Teachers should be aware to ensure that specific direction (precautions) is given to students pertaining to sewing machine.
- Remove needle from machine when not in use.
- Avoid leaving sharp sewing item out while not in use such as pins, needles, scissors, seam rippers etc.
- Provide a permanently attached guard on each sewing machine that:
- Prevents the operator's fingers from passing under the needle.
- Allows the needle to be conveniently threaded without removing the guard.
- Teacher will inspect guards, needles and work areas prior use.
- Students must be instructed on the reasons for guards and the importance of correct fitting
- Teacher will follow a system of switching off power when carrying out adjustments and needle changing

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

11.8.6 Microwave Ovens - Risk Assessment

Hazards

- Burns
- Radiation

Risks Assessment

No Controls; P2 x S3 R=C

Safety Precautions and Controls

- Microwave ovens will undergo regular documented inspections and any noted defects will be reported to the Principal. All maintenance will be carried out by a competent person.
- Radiation leak checks will be carried out by a competent person.
- Microwaves must be cleaned after use, to ensure spillages do not impede the door closing.
- The seal around the door should always be intact.

Risks Assessment

Controls in Place; P1 x S1 R= -

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

MUSIC ROOM – RISK ASSESSMENT

11.9 Music Classroom – Risk Assessment

Hazards

- Slips, trips and falls
- Inadequate maintenance of equipments
- Faulty electrical equipment

Risks

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- The classroom will be kept as tidy as possible to prevent slip, trip and fall hazards during school hours.
- All facilities will be checked prior to class to ensure that housekeeping standards are maintained.
- Electrical equipment will be positioned, to prevent trailing cables. Any cables crossing the floor will be tacked down.
- Damaged electrical equipment will be removed and repaired as necessary.
- All musical instruments and other items will be stored so as to prevent slips, trips and falls
- All access/egress routes must be kept clear at all times.

Risks Assessment

Controls in Place; P2 x S1 R= -

Action Taken: _____

By whom: _____

Date: _____

12.0 SCHOOL SPORTS FACILITIES- RISK ASSESSMENTS

12.1 Gym - Risk Assessment

Hazards

- Inadequate Supervision
- Slip, trips and falls

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

- When the court is used for basketball, badminton, volleyball, etc. the PE instructor will always be present to supervise the pupils.
- All equipment to be maintained in good condition.
- All areas must be free of slip, trips and falls hazards.
- Equipment is properly stored.
- Exits must be free of obstructions, properly marked, and correctly illuminated. Exit doors swing in the direction of egress
- A supervisory school employee is always present when the weight room is in use.
- Ensure students are aware not to drop or throw weights. Return all weights to storage racks after use.
- Do not leave equipment lying around the weight room where someone could trip over it. Always use the collars that prevent weights from falling off the barbells.

Safety Recommendations

- Some housekeeping issues in the storage areas of the gym is to be addressed.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

12.2 Use of trampoline – Risk Assessment

Hazards

- Falls
- Body injuries i.e. neck, arms, legs face and head
- Lack of supervision

Risks Assessment

No Controls; P3 x S4 R=A

Safety Precautions & Controls

- Ensure safety nets or crash mats are placed on floor prior students using trampoline.
- Ideally there should be a safe fall zone completely around the trampoline of at least 2.5 metres.
- Before and after each use, check there are no holes or damage to the frame, and that the leg braces are locked in place.
- Ensure all students know the risks of not using the trampoline properly - always bounce in the middle, never jump off, stand back when someone else is using it and never go under the trampoline when it's in use.
- Remove all jewellery, watches, necklaces or clothing that could catch.
- Don't have more than one person on at once.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

12.3 Gymnastic – Risk Assessment

Hazards

- Falls from vaulting horse
- Strain or sprain injuries
- Lack of supervision

Risks Assessment

No Controls; P3 x S3 R=B

Safety Precautions & Controls

- Make sure students wear all the required safety gear every time he or she competes or practices. Gymnasts may need wrist guards and hand grips; special footwear and pads may also be required.
- Equipment should be in good condition and spaced far enough apart to avoid collisions.
- Floors should be padded, and mats should be secured under every apparatus.
- Safety harnesses should be used when your student does new or difficult moves
- PE Supervisor should be present during practice.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

12.4 Equipment Storage - Risk Assessment

Hazards

- Unauthorised access

Risks Assessments

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- The equipment store is kept locked and access restricted to authorised personnel only.
- Housekeeping must be maintained at all times.

Risk Assessments

Controls in Place; P2 x S2 R=D

<p>Action Taken: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>By whom: _____</p> <p>Date: _____</p>

12.5 Changing Rooms- Risk Assessment

Hazards

- Slips, Trips and Falls
- Cuts and Lacerations
- Access and Egress
- Disease
- Lighting
- Damaged Surfaces

Risks Assessments

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- An adequate number of sanitary conveniences and washbasins with hot and cold water are provided on the premises.
- All toilet facilities provided will be adequately ventilated, lighted and maintained in a clean and hygienic condition.
- All toilet facilities provided will be maintained to a standard so as to be safe and without risk to safety, health and hygiene.
- In addition to the normal cleaning schedule, all blockage, leaks and spillage will be alleviated and attended to as soon as is reasonably practicable.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

13.0 PHYSICAL ACTIVITIES & EXCURSIONS - RISK ASSESSMENTS

13.1 Physical Education – Risk Assessment

Hazards

- Inexperienced instructors
- Inadequate supervision
- Inadequate instruction to students

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

- Physical Education teachers are all qualified to provide the level of instruction required.
- All sporting activities commence with a series of warm up and warm down exercises.
- The physical education teachers should be in attendance at all times, whilst the hall is been used for PE
- Students will be warned of the risks involved in carrying out activities incorrectly and also of any potential harm involved in the use, or incorrect use of equipment.
- The teacher will insist the appropriate safety equipment will be used and suitable clothing worn by all students, when participating in sporting activities. Landing mats must be used for gymnastics.
- The Principal should inform the teachers if there is any student in the group who suffers from asthma, or some other medical condition, who may need to take medication before exercising.
- Any student who participates in sport is medically fit. A student who is obviously not in good health for the activity should not be allowed, or expected to participate.

Risk Assessments

Controls in Place; P2 x S2 R=D

Safety Recommendation

- It is advised that each P.E teacher has significant knowledge of general first aid procedures

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____

13.2 *Sporting Activities / Excursions – Risk Assessment*

Sports activities include games held on the school grounds outside normal school hours and at other venues and school excursions.

Hazards

- Inadequate supervision

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

- An adequate number of teachers will be assigned to supervise the sports activity, or school excursions, which will vary depending on the number of students.
- Students who participate in school teams, or who go on school excursions should have the written permission of a least one parent / guardian. The school will provide information to the parents concerning transport, venue and supervision arrangements.
- When an accident occurs either at the school, or at another venue, the Accident Policy is followed.
- When students leave the school grounds for a sporting event, or a school excursion, where possible, the principal and parents are to be notified of any emergency that occurs.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

13.3 Students on Work Experience – Risk Assessment

Hazards

- Inadequate supervision

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

- The Principal will ensure that the student on work experience will be supervised at all times.
- Permission slips will be obtained from the parent / guardians of the students before they commence work experience.
- A teacher from Coláiste Phobal Ros Cré will visit or contact each student during her work placement.
- Students will be instructed to contact the school immediately if they have any problems, or are unhappy while on work experience. The Principal will investigate any complaint from a student on work experience immediately.

(Please see Appendix III and IV – Procedure for Work Experience)

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
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14.0 KITCHEN - RISK ASSESSMENTS

*All personnel working in this area must be aware and adhere to Coláiste Phobal Ros Cré's hygiene policy in the preparation, cooking and storing of food.
A first aid box is kept in the kitchen and stocked as required.*

14.1 General Kitchen – Risk Assessment

- Cuts from knives, broken glass
- Slips on wet or greasy floors
- Burns from hot surfaces or heated product
- Electrical faults
- Inadequate handling of chemical agents
- Inadequate lighting
- Trailing cables
- Contamination

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

Knives

Knives should be stored in the knife block provided, or drawers, or other designated storage areas when not in use.

Knives should not be left on the edge of counters or on worktops.

Knives should be kept sharp and provided with suitable handles in good condition.

Damaged knives should be repaired or replaced as necessary.

Broken Glass

All glass breakages should be cleaned up immediately.

Care must be taken when handling broken glass.

Broken glass must be disposed of in a closed container and not placed in plastic rubbish bags.

Floors

Spillages of water, oil, grease etc. should be cleaned up immediately. The kitchen floor should only be washed when the area is not occupied.

Warning notices must be displayed when washing the floor areas.

Hot Surfaces

Oven gloves must be worn when handling hot equipment. Due care must be taken of others in the kitchen area who may come in contact with the hot equipment or product

Electricity

Employees must not interfere with the electrical systems.

All portable electrical appliances must be suitably electrically tested on a regular basis.

Employees are prohibited from bringing into the work environment electrical devices, unless these have been suitably electrically tested.

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Chemical Agents

All chemicals used within the kitchen must be included in a suitable chemical agents assessment.

Ensure suitable personal protective equipment is available and used by staff when handling chemicals.

All staff handling chemicals must be provided with suitable information and instruction on the handling and use of those chemicals.

Ensure all spillage of chemicals are cleaned up immediately.

Do not mix chemicals together which are not compatible.

Ensure a Material Data Safety Sheet is obtained for each chemical and is easy accessible.

Smoking

Employees will be prohibited from smoking in the kitchen at all times.

Lighting

Adequate lighting will be provided in the kitchen and will be regularly maintained.

Cables

All cables will be fixed to the wall where possible. Cables should not be run across the floor causing a trip hazard.

Shelving

Shelving must never be overloaded with any items or goods, to such an extent, as may be likely to cause collapse or failure.

The manual handling of loads on to, or down from shelving must be carried out in accordance with the Manual Handling Regulations, 1993.

Dry Food Storage

The shelving in the kitchen is to be kept clean and well maintained. Dry foods must be safely stacked on the shelving.

Goods must be stored at least .2metres off the floor.

The shelf life of the foods should be checked regularly.

Good housekeeping practices must be adhered to in this area; all spillages must be cleaned up as soon as possible.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____

By whom: _____

Date: _____

14.2 Slips /Trips and Falls – Risk Assessment

Hazard

- Back injuries
- Bruising
- Fractures

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

- All areas must be cleaned; all wet surfaces must be marked with warning signs.
- All surfaces must be maintained in good condition at all times.
- Lighting levels must be maintained, broken fittings; failed bulbs etc will be repaired, or replaced as necessary.
- Ensure that no loose items are stored on the floor to cause a trip hazard.
- All spillages must be cleaned up as soon as possible and signage erected to prevent a trip hazard.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

14.3 Double Chip Pan (2) – Risk Assessment

Hazard

- Fire
- Burns

Risk Assessments

No controls in Place; P3 x S4 R=A

Safety Precautions and Controls

- A competent person will carry out any maintenance work.
- Pilot lights must be regularly checked.
- Employees will change oil on a regular basis.
- A fire blanket is mounted on the wall nearby.
- Chip pan will be switched off when not in use; and will not be left unattended when in use.
- Care is required when cleaning. Make sure the equipment is first switched off. Allow unit oil to cool. Drain oils into container - ensure that this is big enough to contain the quantity being drained. Clean up any spillages immediately. Use protective clothing i.e. gloves.
- Always lower food slowly into fryer and ensure oil covers thermostat.
- Don't ever leave the fryer unattended
- In the event of a chippan fires, never use water. This will cause a fireball.

Risk Assessments

Controls in Place; P2 x S3 R=C

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

14.4 Gas Hob & Oven

Hazard

- Fire
- Burns / Scalds

Risk Assessments

No controls in Place; P3 x S4 R=A

Safety Precaution and Controls

- The cover panel must be in place on the gas hob, when in use.
- All gas appliances will undergo regular documented inspections and any noted defects corrected. All maintenance will be carried out by a competent person.
- Never leave handles of pots/saucepans hanging over the edge.
- Oven gloves, or dry cloths must be worn/used if hot substances are being removed.
- A fire blanket must be mounted on the wall beside the oven.
- The gas oven must be turned off when not in use.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

14.5 Refrigeration Units

Hazards

- Falling objects
- Cross contamination

Risk Assessments

No controls in Place; P2 x S4 R=B

Safety Precautions and Controls

- A Temperature Record Sheet must be filled out every hour, which records the temperature of each refrigeration unit. These checks ensure that they are at the correct temperature and that the thermostats are working efficiently.
- Personnel must ensure that the doors are adequately closed after use.
- All foods must be adequately covered/packed and segregated in compliance with food hygiene practices e.g. raw and cooked meats.
- All food produce must be dated and a designated person must ensure that stock rotation takes place.
- The fridge units must be included in the cleaning programme.
- Only competent contractors may service the refrigeration units including temperature control, and structural maintenance etc.

Risk Assessments

Controls in Place; P1 x S1 R= -

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

15.0 OFFICES – RISK ASSESSMENTS

15.1 Office Areas– Risk Assessment

Hazards

- Slips, trips and falls
- Equipment hazards

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

The following must be observed in all office areas:

- All equipment and power, phone and equipment cables are positioned, so as to avoid risks of falls.
- Adequate means of access to and exit from the school is provided, including adequate means of escape in the case of fire (which are clearly marked).
- Passageways will be kept free from obstruction.
- All tripping hazards (e.g. loose, upturned or damaged tiles) must be reported to the Principal immediately.
- Safe means must be used when accessing heights. Suitable steps are provided and must be used. Under no circumstances may employees use files, boxes or swivel chairs as a means of access.
- All shelving must be of safe construction and must never be overloaded.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

15.2 Ergonomic Design of Workstation – Risk Assessment

Hazards

- Poor ergonomic design leading to muscle strain and stress.
- Staff altering design of workstation

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

- All workstations are designed to provide a suitable ergonomic layout for the work activity in question.
- Staff must not alter the ergonomic design of workstations, without consent from the Principal.
- Staff suffering discomfort as a result of the layout of their workstation etc. must inform the Principal.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

15.3 Visual Display Units (VDU) – Risk Assessment

Hazards

- Back strain;
- Upper limb and neck pain and discomfort;
- Eye fatigue.

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

Users should be aware of the following precautions to ensure risks are minimised:

- The area in front of the keyboard is sufficient to provide support for the hands of the operator.
- Document holders should be arranged, to minimise frequent head and eye movement.
- If required, footrests will be provided.
- All operators are provided with adjustable height and back support chairs.
- Desks and screens are arranged where possible, so that any bright lights are not reflected in the screen.
- Blinds are provided to cut out all unwanted light.
- Operators are encouraged to take rest breaks from working with VDU's and change their work activity.
- A vision test will be carried out in order to ensure the operator has adequate sight with, or without optical aids.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

15.4 Office Machinery – Risk Assessment

Hazards

- Electrocution
- Burns
- Fire
- Chemicals

Risk Assessments

No controls in Place; P2 x S3 R=C

Office equipment in use includes photocopying machines, computers and printers.

Safety Precautions and Controls

Risks are minimised by observation of the arrangements and controls set out below.

Installation of Machines

- Machines should be positioned in well-ventilated areas away from doorways.
- The main isolating switch should be accessible at all times.
- The manufacturer's manual should be available at the location of each machine.

Minor Repairs

- Minor repairs, such as removing blockages from the photocopier, may be carried out by staff, where clear instructions exist and the action presents no hazard.
- Whilst machines may be fitted with interlocking systems to prevent electrocution, they should still be switched off and unplugged before gaining access to the interior.
- Care is needed to avoid hot surfaces. Under no circumstances should staff use screwdrivers, or any other article to tamper with the inside of machines.

Major Faults

- Major faults including any electrical faults, frayed wires etc. must be reported immediately to the Principal.
- No attempt should be made by staff to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.

Maintenance

- Appropriate personnel will carry out basic maintenance of machines. This includes replenishment of toner and silicone oil.
- Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn.
- The first aider should be called in the event of accidental inhalation, swallowing, or entry to eyes.

Light Intensity

Photocopiers are provided with light covers to avoid exposure to high intensity light. Staff should ensure that covers are in place when copies are made.

Chemicals

- The use of chemicals within office areas is minimal.
- Chemicals include toner for the copier and general cleaning materials.

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- Labels and instructions for use should be followed at all times and, where necessary, Material Safety Data Sheets will be obtained, reviewed, and maintained on file.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____

15.5 Filing Cabinets – Risk Assessment

Hazards

- Trapped beneath a falling cabinet.
- Fingers trapped between a drawer and cabinet.
- Tripping over, or running into open drawers.

Risk Assessments

No controls in Place; P2 x S3 R=C

Safety Precautions and Controls

Risks are minimised by staff observing the following safe practices:

- Store heavier items in the bottom drawer.
- Start with the bottom drawer when setting up files, or after moving cabinet.
- Never open more than one drawer at a time.
- Use drawer handles when opening cabinets.
- Always close file drawers after use.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
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16.0 GENERAL SCHOOL MAINTENANCE WORK– RISK ASSESSMENTS

16.1 Maintenance Work – Risk Assessment

Hazards

- Inadequate training
- Non use of personal protective equipment
- Poor housekeeping

Risk Assessments

No controls in Place; P2 x S4 R=B

Safety Precautions and Controls

- The caretaker carries out all the maintenance work required around the school. He is experienced, and has received instruction in all activities of his work.
- The caretaker is supplied with the necessary personal protective equipment required.
- The caretaker must wear the necessary personal protective equipment e.g. using gardening equipment, when working with chemicals etc.
- The caretaker will practice good housekeeping. All hand tools and equipment must be disconnected and stored in the workshop after each working day.
- The caretaker must report any defects in equipment, and or accidents to the Principal.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

16.2 Use of Hand Tools e.g. shears– Risk Assessment

Hazards

- Sharp edges
- Flying objects
- Defective tools

Risk Assessments

No controls in Place; P2 x S4 R=B

Safety Precautions and Controls

- The cutting edges of tools should be kept sharp and when not in use they should be protected by a suitable cover.
- All hand tools must be maintained in a safe condition and discarded and replaced when found to be unsafe for use.
- Tool handles should be of a smooth finish and free from patent defect. And should be kept clean and free from grease and dirt.
- When not in use tools should be stored in the appropriate toolbox or crib, so as not to present a tripping, or falling hazard.
- Suitable and adequate personal protective equipment must be worn, to protect from the hazards associated with each individual tool being used.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

16.3 Lawnmower – Risk Assessment

Hazards

- Entanglement
- Contact with moving parts
- Chemicals
- Maintenance

Risks

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- Caretaker must wear a minimum personal protective equipment of steel toe capped boots.
- Under no circumstances is the caretaker to alter or interfere with any parts of the machinery in question.
- All maintenance must be performed by competent person and safety checks must be performed prior to the machine recommencing work.
- Care must be taken when refuelling the mower this process must be performed in a well-ventilated area. The fuel must be kept in an appropriate container and stored in an appropriate secure place.
- Under no circumstances should an operator place their foot or hands close to the blade while the mower is in operation.
- Care must be taken when working on slopes, hills and gradients as the mower may become unbalanced.

Risk Assessments

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

16.4 Strimmers – Risk Assessment

Hazards

- Inadequate training
- Exposed Blades
- Inadequate tag out system
- Inadequate Personal Protective Equipment

Risks

No Controls; P3 x S2 R=C

Safety Precautions and Controls

- A tag out system must be in place whereby if the operator takes his hand off the power the blades should stop.
- Personal Protective Equipment must be worn such as a Hi Visibility vest and Steel Toe capped boots.

Risks

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

16.5 Hand Sprayers - Risk Assessment

Hazards

- Contact with chemical substance
- Manual Handling injury

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Care must be taken when refilling the sprayer container, all operators must be aware of the contents of the chemical's Material Safety Data Sheet and abide by the Safety Precautions and Controls stated e.g. adequate Personal Protective Equipment, storage etc.
- Caretaker will carry out spraying operation outside school hours or between break times.
- The sprayer must never be filled up too much for the operator.
- The caretaker must stand up wind from the spraying to decrease the likelihood of exposure from the chemical substance.
- The caretaker must ensure that hands are washed prior to eating, drinking or smoking.
- If pesticide product labels have become unreadable or faded, the pesticide should be disposed of safely. Local waste regulation authorities can give advice on acceptable disposal routes, including details of local companies offering such services, where it makes it too heavy and uncomfortable

Safety Recommendation

- Need to ensure MSDS Sheets are available for use of hazardous substances

Risks

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ By whom: _____ Date: _____
--

16.6 Use of Ladder – Risk Assessment

Hazards

- Fall from Height
- Not securing the ladder properly.
- Unsafe use of ladder (over-reaching, sliding down, etc.).
- Using ladder where a safer method should be provided.
- Using ladder with a defect.
- Unsuitable base to ladder.
- Insufficient handhold at top of ladder or at stepping off position.
- Insufficient foothold at each rung.
- Ladder at unsuitable angle, swaying, springing, etc.
- Insufficient overlap of extension ladders.

Risks

No Controls; P3 x S3 R=B

Safety Precautions and Controls

- Ladders will only be only considered where the use of other more suitable work equipment such as towers scaffolds is not appropriate.
- Ladders must only be used as a work place for light work that is low risk and of short duration (ladders are not suitable where they are in one position for 30minutes or more)
- A handhold must be available for both climbing the ladder and in the work position
- The person and anything they are taking up should not exceed the highest load stated on the ladder.
- Ladders with a defective rung must not be used.
- Ladders must be in good condition and of adequate length and strength for the work in progress.
- Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing place. It is recommended that ladders be placed at an angle of 1:4.
- Place ladders on a firm level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders should be positioned so that over reaching is not necessary and when working from the ladder; persons should not stand on the top three rungs.
- All extension ladders must over-lap at least four rungs at every extension point .

Safety Recommendation

- At the time of compilation of this document there was Step ladders in some areas were left in areas accessible to students – ensure all ladders are locked away when not in use.

Risks

Controls in Place; P2 x S2 R=D

Action Taken: _____ _____ _____ _____ _____
By whom: _____
Date: _____

APPENDIX I

PRINCIPLES OF PREVENTION

General Principles of Prevention

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

APPENDIX II

EMPLOYEES SIGNAGE FORMS

EMPLOYER: Colàiste Phobal Ros Crè;

I Confirm that:

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

NAME (Block Capitals): _____

SIGNATURE: _____

DATE: _____

NAME (Block Capitals): _____

SIGNATURE: _____

DATE: _____

NAME (Block Capitals): _____

SIGNATURE: _____

DATE: _____

NAME (Block Capitals): _____

SIGNATURE: _____

DATE : _____

APPENDIX II

COLÀISTE PHOBAL ROS CRÈ POLICY

ENROLMENT POLICY

The school follows the curricular programmes prescribed by the Department of Education & Science in accordance with Section 9 and 30 of the Education Act 1998.

In accordance with the Department regulations and the programmes and the rights of patron as set in the Education Act, and the funding and resources available, the school support the principle of:

- Inclusiveness – particularly with reference to the enrolment of students with disability or other special education need;
- Equality of access and participation of the school;
- Parental choice in relation to enrolment;
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

Applications are welcome from parent(s)/guardian(s) at any time. Parent(s)/guardian(s) make application to the school by completing and returning an application form. Application Forms/Prospectus are available from the school reception or can be forwarded upon request. The school also writes to local national schools annually informing them of our procedures and requesting they remind all prospective applicants to apply as soon as possible.

The following documents will be required during the application process:

- Application Form
- Student Profile Form
- Any Educational/Psychological Assessments/Reports.
- The Acceptance of The Code of Discipline Form, signed by parent(s)/guardian(s) and pupil.

Decisions in relation to application for enrolment are made by the Board of Management in accordance with the school policy.

The names of students for whom Enrolment Application forms have been returned will be enrolled/places on a waiting list. The board should have regard for any relevant Department of Education and Science guidelines in relation to class size or staffing provisions and/or any other requirements concerning accommodation, such as physical space or health and welfare of students.

ANTI – BULLYING POLICY

The school encourages the promotion of a learning, working and social environment where all students and staff work positively and harmoniously together. _____ believes that the school environment should give all students the freedom to do their work and study without having to suffer bullying or intimidation from a student or staff member. Bullying is not a trivial matter and can manifest itself on a regular basis in all shapes and forms. Bullying by a student on a fellow student, a staff member on a student, a student on a staff member or a staff member on another staff member will not be tolerated by the school.

Aim of this Policy

The aim of this policy is to eliminate all forms of bullying behaviour, to raise awareness of the effects of such behaviour on individuals and the learning/working environment and to promote a climate in which students and staff feel able to raise complaints of bullying without fear of victimisation.

Scope of the Policy

This policy statement applies only to areas of school operations and programmes. It applies to the conduct of all school student and staff members, as well as to the conduct of all vendors, contractors and sub-contractors under both the supervision and control of the school with respect to any conduct that arises out of a student's studies or employment at Colàiste Phobal Ros Crè

All student and staff should be aware that bullying, which affects the dignity of people, is unacceptable and can be grounds for disciplinary action. This policy applies where a student is alleged to have bullied another student, where a student is accused of bullying a staff member, where a staff member is accused of bullying a student or where a staff member is accused of bullying another staff member.

What is bullying?

Bullying is unwanted and unwelcome behaviour, which is persistent and repeated, is offensive or threatening to the recipient, is demeaning and downgrading of a person or which leaves the recipient isolated or vulnerable. It is important to note that all forms of bullying and intimidation must be repeated sufficiently often so that it can be said to have formed a behaviour pattern and are not isolated instances, which have occurred exceptionally.

Bullying creates an unpleasant and ineffective learning and working environment. It can destroy the self-esteem and health of student/workers and it is in everyone's interests to prevent and combat this behaviour. In addition to being a violation of schools policy, bullying is also actionable.

Types of Bullying.

Physical Aggression: includes pushing, punching, kicking and other forms of physical assault.

Damage to Property: results in damage to clothing, schoolbooks and other learning material, interference with or pilfering of contents of schoolbags etc.

Extortion: Demands being made for money often accompanied by threats. Victims may also be forced into theft on behalf of the bully.

Intimidation: Victims may be intimidated by use of aggressive body language and tone of voice.

Abusive Telephone Calls: The abusive anonymous telephone call is a form of intimidation and bullying.

Isolation: The isolation, exclusion, and/or ignoring of a victim by a group or individual, often accompanied by a campaign of writing insulting remarks either in the form of notes or graffiti.

Name Calling: Persistent name calling of a hurtful, insulting or humiliating nature, often referring to physical appearance or academic ability, and repeatedly directed at one individual.

Teasing: When good-natured banter extends to personal remarks about appearance, clothing, personal hygiene or involves references of an uncomplimentary nature to members of ones family, it assumes the form of bullying

Effects of bullying

The most serious effects of bullying are fear, anxiety and depression, which can lead to other serious consequences. To these may be added severe loss of confidence and low self-esteem. Bullying, like stress generally, has a detrimental effect because student/staff learning/working in a climate of fear and resentment do not reach their full potential.

Procedures for Dealing with Instances of Bullying Behaviour for Students

- All incidents of bullying will be recorded in an incident book, which will be retained in the school.
- Pupils will be informed that when they report incidents of bullying, they are acting responsibly.
- The class teacher will initially deal with incidents of bullying. Incidents which are of a serious nature, or which involve pupils from a number of classes may be referred to the principal.
- On being informed of an incident of bullying, the teacher dealing with it will first interview the victim/s and discuss the feelings, which the victim/s experienced because of the bullying behaviour. A follow-up interview will take place with the perpetrator/s and victim/s together. Having discussed the negative impact which bullying has on both victim/s and perpetrator/s, responsibility will be placed on all individuals within the group to resolve the difficulty and to take appropriate steps to ensure that it is not repeated.
- Subsequent meetings will take place to ensure that there is no repeat of bullying behaviour and in order to monitor the situation as deemed necessary.
- If the meetings fail to achieve an end to bullying behaviour, separate meetings between the teacher dealing with the problem and the parent/s of perpetrator(s) and victim(s) will take place to inform them of what has transpired, update them on the steps taken by the school, and to seek their support in arriving at a solution.

- In cases where individual pupils are repeatedly involved in incidents of bullying, either as perpetrators or victims, or in cases where serious incidents of bullying occur, parents will be informed and their support sought.

Procedures for Dealing with Instances of Bullying Behaviour for Staff

- Any employee who believes he or she has been bullied should address his or her complaint with the management, at the employee's election. The complaint may be made orally or in writing.
- Management who receives a complaint of bullying or who has reason to suspect bullying is occurring should notify the management immediately.
- Upon being informed of an allegation of bullying, the management will promptly investigate the matter.
- Upon the conclusion of the investigation, the school will determine its response. Thereafter, the principle will notify the employee of the outcome of the investigation and advise the employee whether corrective or preventative action has been or will be taken.
- Where determines that bullying has occurred; the Board of Management may take preventative, corrective, remedial and/or disciplinary action, up to and including termination of employment for employees who have engaged in bullying of another person or persons.
- The Board of Management will not penalise an employee for pursuing a claim of bullying or for co-operating in an investigation of bullying.

POLICY OF TOURS / OUTINGS

Tours will be arranged at the discretion of the class teacher;

Transport

The transport organiser of the tour will ensure that:

- Tenders are sought for all tours
- A form of transport, appropriate to the distance and the numbers travelling will be chosen.

The Bus Company / suppliers and driver accept the following conditions of hiring;

- The transport supplied will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for the outing. If the bus proves unsuitable a replacement will be supplied or money refunded.
- The driver will be used to dealing with students and have a thoroughly knowledge of and follow the itinerary and timetable of the tour. The driver is responsible for the safety of the students while travelling, but the teachers have the right to intervene if it felt the safety of the students is compromised.
- The group will have access to the bus for the full day.
- If the weather conditions are unfavourable, the group will have the use of the bus for sheltering or for eating lunch.
- The incidental consumption of food (snacking) and singing on the bus – at an acceptable level – will be at the discretion of the teacher in consultation with the driver.
- Buses will be left as they were found.

Supervision

Teachers will be extra vigilant when taking students out of the school. Special attention will be paid to road safety, behaviour on bus, risks posed by particular venues, etc.

Informing Parents/Students

Teachers will ensure that parents/students are given sufficient notice of:

- Itinerary and timetable
- Cost
- Special clothing necessary and packed lunch

ALCOHOL, TOBACCO & DRUG POLICY

Nicotine:

- The Board of Management will comply with the Tobacco Act 2004.
- Smoking is prohibited at all times on school premises.
- Pupils are prohibited from possessing cigarettes, tobacco, matches or lighters

Alcohol:

- Use of alcohol on school premises is not permitted.
- Possession of alcohol by pupils and staff is strictly forbidden at all times.
- Pupils/Staff will not be allowed to bring alcohol into the school or consume alcohol in school or during any school activities. If a teacher believes that a student is under the influence of alcohol, he/she will immediately inform the principal and consult on what action should be taken.
- Where a student comes to school under the influence of alcohol, parent will be called in to take them home.
- Students breaking these rules will be dealt with according to the school's disciplinary procedure.
- Any staff found to be taking alcohol will be subject to disciplinary proceedings.

Illegal Drugs:

- Use of illegal drugs is prohibited on school premises at all times.
- Illicit drugs found on the school premises will be locked away and the Garda contacted to dispose of them.
- Staffs are advised not to transport illicit substances at any time.
- If a teacher believes a student is under the influence of illicit drugs or solvents, he/she will immediately inform the principal and consult on what action should be taken.
- Where the school suspects trafficking of illicit drugs, an investigation will be carried out. Parents of any student involved will be informed. The advice and assistance of the Garda Juvenile Liaison Officer will be sought.
- Colàiste Phobal Ros Crè will expect parents to inform the principal or teacher if they suspect their child is taking drugs.
- Any staff found to be taking illicit drugs will be subject to disciplinary proceedings.

PREGNANT EMPLOYEES / STUDENTS

In the interests of their own health and safety and that of their unborn / nursing child all pregnant and breastfeeding employees and students are strongly encouraged to report their pregnancy / breastfeeding to the Principal as early as possible so that a *Pregnant Employee Risk Assessment* can be carried out.

The purpose of this risk assessment is to ensure that the working conditions of the employee or students do not pose a risk to her or her unborn / nursing child's health and safety. In the event that a pregnant employee or students working conditions are deemed to pose a risk either to her or her unborn or breastfeeding child's safety then the school will take all necessary steps so as to eliminate or minimise that risk.

Pregnant and breastfeeding employees and students should not work with hazardous agents (biological, chemical or radioactive) until a *Pregnant Employee Risk Assessment* has been carried out and it has been deemed safe to do so.

STUDENTS ON WORK EXPERIENCE/PLACEMENT

Work Experience can be defined as –

“as placement on an employers premises in which a student carries out a range of tasks or duties, more or less as would an employees but with an emphasis on the learning aspect of the experience”

Colàiste Phobal Ros Crè will do all that is reasonably practicable to ensure *student* are not placed in a working environment where there are significant risks to their health and safety.

Colàiste Phobal Ros Crè needs to be reasonably satisfied that placement providers have:

- **Systems** in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the *student* while under their control;
- **Competence** to manage health and safety in relation to the placement;
- **Supervision** of work experience by competent people.

The main duty to ensure the health and safety of student rests with the placement provider.

A Risk Assessment must be carried out prior to commencement of the work placement to identify any significant risks, so that control measures can be implemented to ensure ‘so far as reasonably practicable’ the Health, Safety and Welfare of the work placement candidate during their period of work experience. (see Appendix IV)

Student must not undertake work activities and are not exposed to any physical process or to biological chemical agents that have long term or hereditary effects on their health.

Colàiste Phobal Ros Crè will ensure that the placement provider/employer possesses relevant information about the student (for example about their health, learning disabilities, language difficulties, etc) so job descriptions/risk assessments/supervision, etc can be adjusted accordingly.

The placement providers must provide the student with instructions and training in health and safety in relation to any risks they are likely to be exposed to in the course of their visits.

Students will be instructed to contact the school immediately if they have any problems, or are unhappy while on work experience. The Principal will investigate any complaint from a student on work experience immediately.

DISCIPLINE POLICY

(Obtain from the principal)

APPENDIX IV

PROCEDURE FOR WORK EXPERIENCE

PROCEDURE TITLE **Procedure for Work Experience**

DATE OF ISSUE: _____

SIGNED BY: _____

PROCEDURE

Work Placement/Experience

In accordance with the policy statement to provide a safe learning and working environment for all staff and students, Colàiste Phobal Ros Crè will take all reasonable steps to secure the safety, health and welfare of students whilst participating in work experience activities.

Steps to be taken

1. The student carrying out the work/tasks will need to be identified and the person in charge should also be identified.
2. A sequence of work/task elements should be listed and a risk assessment completed for each of these elements.
3. The following items should be considered in the risk assessment process:
 - Safe access/egress and transport to/from
 - Any protection systems necessary
 - Protection for workforce involved
 - Protection for other workers adjacent
 - Protection for/from public
 - Signage
 - Emergency/Contingency Planning
 - Supervision
 - Training required for Personnel
 - Consultation measures for Personnel involved
 - Lone Working
 - Exposure to environmental conditions (weather, traffic, infection, ingestion, inhalation)
 - Contact with equipment/machinery/hazardous substances/people (violence)
 - Medical fitness of Personnel, known allergies.
 - Communication
 - Theft, Vandalism and Crime
4. Based on the hazard identification process and classification of risks, control measures will have to be listed, so that further protection from hazards involved is provided or managed.
5. A section will be allocated for “during the operation” so that emerging hazards as they arise may be documented and control measures implemented to deal with these

METHOD STATEMENT FOR WORK EXPERIENCE ACTIVITIES

Work Location

.....

Description of work/tasks:

.....
.....
.....
.....
.....

Statement of who will carry out works/tasks (including details of person in charge)

.....

Sequence of work elements

.....
.....
.....

Signed: _____

Date: _____

RISK ASSESSMENT

Exact Location:	Activity:	Date:	Date for Review:
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TASK / MACHINE	HAZARD IDENTIFICATION & RISK ASSESSMENT	RISK RATING (High, Medium or Low)	CONTROL MEASURE

HEALTH QUESTIONNAIRE

Name
Date of Birth
Male/Female

Do you suffer, or have you suffered in the past, from any of the following:

MEDICAL CONDITION	YES/NO	DETAILS
Asthma bronchitis or other lung problems		
Heart Disorders		
High Blood Pressure		
Seizures or fainting episodes		
Mental illness or depression		
Rheumatic fever		
Rheumatism or arthritis		
Digestive disorders		
Liver disease		
Kidney disease or urinary infections		
Diabetes		
Back problems/injuries		
Skin diseases		
Recurrent headaches or migraine		
Allergies		
Vision defects		
Bleeding Disorders		
Ear problems or hearing difficulties		
Injury from past accidents		
Major surgical operations		
Do you have a disability		
Do you have any other condition not listed above and if so, please give details		
Are you taking any medication		
If you are taking any medication, please name it and briefly state what it is used for		
Are you taking any illegal substances or drugs		
Do you smoke?		
If yes, how many a day?		
WOMEN		
Are you pregnant		
WOMEN		
Any gynaecological problems		

Next of kin details: _____ Contact no. in the event of
injury/illness: _____

BASIC HEALTH ASSESSMENT

In a very small number of cases, the ability of an individual to undertake work placement may be compromised by an existing medical condition. In such cases, specific control measures such as supervision may have to be introduced to allow the person to carry out the work safely. In order to assess these needs, and to ensure the school fulfils its legal Health and Safety obligations, it is necessary to ascertain any medical conditions which may seriously affect any individuals during work placement.

You are therefore asked to look at the attached questionnaire. If you respond with a yes to any of the medical conditions, you are asked to contact your medical practitioner who will advise you if any precautions are necessary for the type of work you are to undertake.

Medical Practitioners are bound by professional codes of conduct which precludes them from divulging any personal details. Hence all information will be treated in strict confidence.

I have read the attached health questionnaire and would confirm the following.

- 1) I am able to undertake all work experience duties.**
- 2) Any control measures specified my medical practitioner are listed below**

Control Measures:

SIGNED.....

DATED.....