St. Patrick’s N.S.

Drumshanbo,

Co. Leitrim.

Roll No: 19423J

**Health and Safety Statement**

**Risk Assessment 2024**

**Reviewed: September 2024**

**Ratified:**

**Full review: 2027**

**Health, Safety and Welfare Statement**

**Including Risk Assessment**

St. Patricks National School,

Drumshanbo,

Co. Leitrim.

N41PY61.

Phone number: 071 9641755

**Document History**

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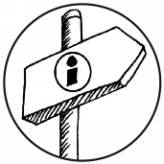
**HEALTH SAFETY & WELFARE STATEMENT**

**INCLUDING RISK ASSESSMENTS**

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## PART A – SAFETY STATEMENT AND APPENDICES

## SECTION 1 – HEALTH AND SAFETY POLICY

I / WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.

### 1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

**As an employer I / we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines my / our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.**

**HEALTH AND SAFETY POLICY**

We, the staff and BOM, of St. Patrick’s N.S. are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

* Work activities are managed so as to ensure the safety, health and welfare of our employees
* The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
* Identified protective and preventive measures are implemented and maintained
* Improper conduct likely to put an employee’s safety and health at risk is prevented
* A safe place of work is provided, which is adequately designed and maintained
* A safe means of access and egress is provided
* Safe plant and equipment are provided
* Safe systems of work are provided
* Risks to health from any article or substance are prevented
* Appropriate information, instruction, training and supervision are provided
* Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
* Emergency plans are prepared and revised
* Welfare facilities are provided and adequately maintained
* Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

*Signed:*  **Ruth McLoughlin**  *Date:*

*Position:* **Principal**

*Signed:*  **Martin McGowan** *Date:*

*Position:* **Chairperson**

### 1.1 – SCHOOL COMPANY INFORMATION

KEY ACTIONS

**Input relevant details relating to the school name, address and any relevant contact details.**

|  |  |
| --- | --- |
| **SCHOOL INFORMATION** | |
| **School Name** | St. Patrick’s National School |
| **School Address** | Drumshanbo,  Co. Leitrim.  N41 PY61 |
| **Roll Number** | 19423J |
| **Principal**  **Deputy Principal** | Ruth McLoughlin  Orla Walsh |
| **School Phone Number** | (071) 9641755 |
| **Email** | stpatricksnsdrumshanbo@gmail.com |
| **Website** | Stpatricksnsdrumshanbo.ie |
| **Other Contact / Social Media** | Parents’ Association Facebook |

## SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

* ROLES AND RESPONSIBILITIES
* COMPETENCE AND TRAINING REQUIREMENTS
* CONSULTATION AND PARTICIPATION
* THE SAFETY REPRESENTATIVE
* CONTRACTORS’ RESPONSIBILITIES
* VISITORS
* ACCIDENT REPORTING AND INVESTIGATION
* EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
* WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
* PERSONAL PROTECTIVE EQUIPMENT
* PREGNANCY AT WORK
* YOUNG PERSONS
* WORK-RELATED STRESS AND DIGNITY AT WORK

### 2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

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

#### EMPLOYER’S RESPONSIBILITIES INCLUDE:

* Manage and conduct work activities so as to ensure the safety and health of employees and others affected
* Prevent improper conduct likely to put an employee’s safety and health at risk
* Provide a safe place of work, which is adequately designed and maintained
* Provide safe means of access and egress
* Provide safe plant, equipment and machinery
* Provide safe systems of work, e.g. operating procedures
* Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
* Provide appropriate information, instruction, training and supervision, taking into account the employee’s capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
* Provide suitable protective clothing and equipment where hazards cannot be eliminated
* Prepare and revise emergency plans and designate staff to take on emergency duties
* Provide and maintain welfare facilities
* Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

#### EMPLOYEE’S RESPONSIBILITIES INCLUDE:

* Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
* Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
* Co-operate with your employer in relation to safety, health and welfare at your place of work
* Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
* Report any defects in equipment, unsafe activities or deficiencies in safety procedures
* Use any protective clothing and equipment that has been provided for your safety
* Attend any training as required by your employer
* Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
* Do not engage in improper conduct or behaviour that is likely to endanger your own or other’s safety, health and welfare while at work
* Do not be under the influence of intoxicants as they may endanger your own or other’s safety, health and welfare
* Do not interfere with, misuse or damage anything that may affect anyone’s safety, health and welfare.

#### 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

**We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:**

* We shall identify responsible persons who will take responsibility for various tasks, e.g. induction, inspections and training
* We shall brief them on these tasks and their responsibilities
* We shall record the names of such nominated persons
* We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1.**

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

### 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

**Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.**

Competence is determined by knowledge, training and experience and, as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

* Fire warden training
* First-aid training
* Manual handling training
* Training on the use of firefighting equipment
* Induction training
* Machine-specific training.

We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.

#### 2.1.1 – INDUCTION TRAINING

KEY ACTIONS

**Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at our workplace.**

Induction training will include the following information:

* Specific hazards associated with the workplace and the controls that are in place
* Workplace rules
* Roles and responsibilities
* Emergency procedures and first-aid arrangements.

When inductions have been completed, then we shall complete **Form 1.1 Induction Register** in **Appendix 1.** Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.

### 2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

**We recognise that employee participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.**

TOP TIPS

We will consult with all relevant employees:

* When new risk assessments are being carried out or revised
* When there is a change, update or modification to a particular work process
* When new machines or processes are introduced
* When new substances or materials are introduced.

Furthermore, should any of our employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.

### 2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

**Our employees may select and appoint a safety representative. Alternatively, they can report any worries or concerns regarding Health and Safety to the principal themselves. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.**

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

* Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between her and the employer that is based on the nature and extent of the hazards in the place of work
* Being given access to information that relates to the safety, health and welfare of employees
* Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
* Being given the opportunity to receive appropriate health and safety training to help her perform the function of a safety representative
* Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is:

*Ruth McLoughlin School Principal.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### 2.4 – CONTRACTORS’ RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

**All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.**

**Contractors carrying out work must:**

* Be competent to carry out the work
* Have adequate resources to carry out the work
* Provide copies of their own:
  + Safety statement
  + Insurance
* Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
* Report to the designated person on arrival at our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in our workplace.

**Form 1.5 – Responsible Persons Task Register** in **Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.

### 2.5 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

KEY ACTIONS

**Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, we will:**

* Practice good housekeeping, including:
  + Keeping walkways clear
  + Cleaning up spills immediately
* Restrict access to hazardous areas
* Prevent visitors from using equipment or machinery
* Ensure appropriate safety signs and notices are displayed
* Ensure safe walkways and access routes are maintained
* Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

* Conduct themselves in a safe manner at all times
* Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

### 2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

**If an accident or incident occurs in our place of work or in the course of our work activities which has affected employees or a third party, we will:**

* Ensure that all accidents and dangerous occurrences are recorded.
* Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
* Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
* Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
  + Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
  + Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
* Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,

Health & Safety Authority,

Metropolitan Building,

James Joyce Street,

Dublin 1.

### 2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

**We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:**

* Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
  + Fire
  + Explosion
  + Accidents/injuries
  + Robbery
  + Chemical spills
* Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
* Ensuring that emergency procedures are included in the workplace induction training
* Designating where employees are needed to implement our emergency plans and procedures
* Providing the equipment and training needed
* Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

* Location of firefighting equipment and means to raise the alarm
* Location of assembly point(s)
* Evacuation drills and fire warden(s)
* Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

* GO IMMEDIATELY TO THE NEAREST EXIT
* DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
* DO NOT STOP TO COLLECT PERSONAL ITEMS
* GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
* DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the workplace and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

* At least one adequately stocked and accessible first-aid kit will be provided
* We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
* We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
* Contact details and directions to the nearest doctor or hospital will be available / displayed
* We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMERGENCY CHECKLIST (NON-EXHAUSTIVE)** | | **YES** | **NO** | **N/A** |
|  | Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)? | *✓* |  |  |
|  | Are employees aware of the plans and procedures? | *✓* |  |  |
|  | Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden? |  | *✓* |  |
|  | Are evacuation plans and emergency contact information on display? |  | *✓* |  |
|  | Are exits well marked, kept clear at all times and emergency lighting/signage in place? | *✓* |  |  |
|  | Have you held an evacuation drill in the last six months and kept a record of this? | *✓* |  |  |
|  | Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)? | *✓* |  |  |
|  |  |  |  |  |

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery / violence, for example:

* Keep calm and make no sudden movements
* Do what the offender asks
* Memorise as many details about the offender as possible, e.g. height, clothing, features
* Note the direction and method of escape, e.g. car, motorbike, on foot
* Notify the Gardaí as soon as it is safe to do so
* Provide first aid to victims
* Lock outside doors until emergency services arrive.

FURTHER INFORMATION:

* A ‘Fire Safety Checklist’ is available in the ‘Learn More’ section of our website or via hsa.ie
* A reference to a copy of the procedures for specific emergencies in the workplace will be included in this section as follows:

**Action Plan for Autism Classes**

**Click Link Below – Appendix E**

[**https://www.stpatricksnsdrumshanbo.ie/wp-content/uploads/2023/09/Appendix-E-Action-PLan-For-Autism-Classes.docx**](https://www.stpatricksnsdrumshanbo.ie/wp-content/uploads/2023/09/Appendix-E-Action-PLan-For-Autism-Classes.docx)

### 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

* Toilet facilities
* Canteen and food preparation areas
* Changing areas
* Adequate ventilation, temperature and lighting
* Interior walls, floors and traffic routes that are maintained in good condition and kept clean
* Fire detection and fire-fighting equipment
* Emergency routes and exits
* Pedestrian and traffic management systems.

|  |  |
| --- | --- |
| **WELFARE FACILITIES** | **DETAIL AS NECESSARY** |
| Toilet facilities (separate male and female if required) | *Student’s use of toilets is monitored by each class teacher using a simple tracking system where the student takes a coloured card and proceeds to the toilet. The colour card must be returned to its designated location before the next student can use the toilet. The layout of the toilets allows for use by all genders including gender fluid pupils.* |
| Washbasins and washing facilities (hot and cold water and soap) | *Supplied and maintained in all areas and toilets* |
| Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat | *Fully functioning, well maintained sizeable and regularly cleaned staff canteen.* |
| Potable drinking water | *Potable water is supplied from all taps within the confines of the school. This water has been tested and tests show that water is of good quality and is drinkable.* |
| Facilities to take shelter from the elements | *Yes* |
| Facilities to dry clothing and suitable changing areas for nature of the wor | *Yes – in classrooms on radiators* |
|  |  |

### 2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

**Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our employees. Where required, typical PPE could include:**

* Eye protection
* Hearing protection
* Gloves
* Safety footwear
* High-visibility clothing
* Respiratory protection, e.g. mask.

**We will ensure that:**

* Adequate and suitable PPE is provided
* The suitability of the PPE for the job is assessed
* PPE is maintained, used and replaced as recommended by the manufacturer’s instructions
* Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
* Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used
* We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.

**We expect our employees to:**

* Use PPE correctly
* Report any defects or damage to PPE immediately
* Participate in any training or instruction provided on PPE
* Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.

### 2.10 – PREGNANCY AT WORK

KEY ACTIONS

**As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following;**

* Make sure that a specific risk assessment for that employee is undertaken**\***, taking account of any medical advice that the employee has received
* Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
* If a risk cannot be eliminated or reduced to an acceptable level, then:
  + Adjust the working conditions or hours of work or both; or
  + If this is not possible, provide alternative work; or
  + If this is not possible, grant the employee health and safety leave
* We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

**Form 2.5 Responsible Persons Register** in **Appendix 2** can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.

### 2.11 – YOUNG PERSONS

KEY ACTIONS

**We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:**

* Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
* Put in place all required control measures identified by the risk assessment, taking account of:
  + Their lack of experience, maturity or awareness of risk
  + Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
  + The physical and psychological capacity of the young person
* Make sure the recommended working hours are not exceeded for young persons
* **Form 1.5 Responsible Persons Register** in **Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

### 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

**As an employer we will, so as far as is reasonably practicable, ensure that:**

* No employee’s workload is so great that he or she will have to consistently work overtime
* No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not ‘get along’
* No employee has to work in an environment which is unsafe and in which there are risks of accidents
* Employees are trained so they can do their jobs effectively and safely
* Everyone knows what his or her core job is
* That a ‘Dignity at Work Policy’ is in place that outlines procedures with regard to addressing bullying and harassment at work.

**FURTHER INFORMATION**

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the ‘Learn More’ section of our website see link below:

[**Learn More: Prevention & Management of Bullying & Harassment (Code of Practice)**](https://www.hsa.ie/eng/workplace_health/bullying_at_work/codes_of_practice/)

## APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

### APPENDIX 1 – FORMS AND RECORDS

#### FORM 1.1 – INDUCTION REGISTER

|  |  |  |  |
| --- | --- | --- | --- |
| INDUCTION REGISTER | | | |
| NO. | **NAME** | **DATE INDUCTED** | **SIGNATURE** |
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#### FORM 1.2 – TYPICAL INDUCTION TOPICS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TYPICAL INDUCTION TOPICS | | | | |
| PURPOSE | TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK. | | | |
| NO. | **RECOMMENDED TOPICS TO BE DISCUSSED** | **YES** | **NO** | **N/A** |
|  | The qualifications and experience of workers to be inducted have been checked (where required) | *✓* |  |  |
|  | Employees have been briefed on equipment in the workplace | *✓* |  |  |
|  | PPE is available and worn as required:   * Safety glasses * Safety footwear * High-visibility clothing * Ear protection * Other…………………………………….. |  |  | *✓* |
|  | Emergency procedures and location of:   * Assembly point and evacuation route * Closest medical facility * Contact details of emergency services * Provisions for emergency communications | *✓* |  |  |
|  | * The location of the first-aid facilities/kits * Names of the first aiders and where to obtain treatment | *✓* |  |  |
|  | Location of firefighting equipment, e.g. fire extinguishers and hose reels | *✓* |  |  |
|  | Names and contact details of the Health and Safety representative(s) | *✓* |  |  |
|  | Location of welfare facilities (including toilets and drinking water) | *✓* |  |  |
|  | Accident reporting procedures | *✓* |  |  |
|  | Question and answer session |  |  | *✓* |
| NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE | | | | |
| PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: | | | | |

#### FORM 1.3 TRAINING REGISTER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TRAINING REGISTER | | | | | |
| **NO.** | **NAME** | **TRAINING TYPE** | **TRAINER** | **SIGNATURE** | **DATE** |
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#### FORM 1.4 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

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| --- | --- | --- | --- | --- | --- |
| PERSONAL PROTECTIVE EQUIPMENT REGISTER | | | | | |
| NAME | **COMPANY** | **TYPE OF PPE RECEIVED** | **TRAINING RECEIVED** | **SIGNATURE** | **DATE** |
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#### FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

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| --- | --- | --- | --- |
| RESPONSIBLE PERSONS TASK REGISTER | | | |
| NO. | **TASKS (NON-EXHAUSTIVE)** | **RESPONSIBLE PERSON (WHERE REQUIRED)** | **SIGNATURE** |
|  | Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all | *Ruth McLoughlin* |  |
|  | Person responsible for managing and co-ordinating work activities | *Ruth McLoughlin* |  |
|  | Ensuring records are maintained | *Ruth McLoughlin* |  |
|  | Ensuring forms and registers are collected and filled out as required | *Ruth McLoughlin* |  |
|  | Ensuring safety data sheets are available and appropriate control measures are in place | *Ruth McLoughlin* |  |
|  | Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence | *Ruth McLoughlin &*  *Louise Brennan* |  |
|  | Ensuring risk assessments are carried out and updated as necessary | *Ruth McLoughlin &*  *Louise Brennan* |  |
|  | Ensuring the upkeep and maintenance of welfare facilities | *Ruth McLoughlin* |  |
|  | Ensuring the upkeep of the first-aid box and ordering of first-aid supplies | *Julie Durkin* |  |
|  | Co-ordinating and managing training requirements | *Ruth McLoughlin* |  |
|  | Ensuring the upkeep and maintenance of the premises and co-ordination of contractors’ activities | *Ruth McLoughlin* |  |
|  | Ensuring young persons risk assessments are carried out when necessary | *All Staff* |  |
|  | Ensuring pregnancy-at-work risk assessments are carried out when necessary | *Ruth McLoughlin* |  |
|  | Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc. | *Ruth McLoughlin* |  |

### APPENDIX 2 – EMERGENCY INFORMATION

#### FORM 2.1 – EMERGENCY CONTACT INFORMATION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EMERGENCY CONTACT INFORMATION | | | | | | | |
| BUSINESS/COMPANY NAME | **St. Patrick’s National School** | | | | | | |
| ADDRESS | **Drumshanbo**  **Co. Leitrim** | | | | | | |
| PREMISES CO-ORDINATES | **N41 PY61** | | **N** |  | | | **W** |
| CONTACT DETAILS | | | | | | | |
| NAME | **ROLE** | | | | | **PHONE NUMBER** | |
| Ruth McLoughlin | **Principal** | | | | | **(086)4078943** | |
| Orla Walsh | **Deputy Principal** | | | | | **(087) 6500790** | |
| Caroline Flynn | **Secretary** | | | | | **(086)1953546** | |
| EMERGENCY SERVICES CONTACT DETAILS | | | | | | | |
| SERVICE | **ADDRESS** | | | | | **PHONE NUMBER** | |
| DOCTOR | **(071) 9641105** | | | | | **INSERT** | |
| FIRE/GARDAÍ/AMBULANCE | **(071) 9641002** | | | | | **999 OR 112** | |
| UTILITY AND SERVICE PROVIDERS | | | | | | | |
| ELECTRICITY (ESB NETWORKS) | | **1850 372 999 (24HR)** | | | | | |
| GAS NETWORKS IRELAND | | **1850 20 50 50 (24HR)** | | | | | |
| IRISH WATER | | **1890 278 278** | | | | | |
| HEALTH & SAFETY AUTHORITY | | **1890 289 389** | | | | | |
|  | |  | | | | | |
| ASSEMBLY AREA | | **INSERT**  **Carpark** | | | | | |
| EMERGENCY CO-ORDINATOR(S) | **NAME**  **Ruth McLoughlin** | | | | **PHONE**  **(086) 4078943** | | |

### APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

#### FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM | | | | | | | |
| **PART A – DETAILS OF INJURED PERSON** | | | | | | | |
| **NAME** |  | | | **PHONE** | |  | |
| **ADDRESS** | | | | |  |  | | --- | --- | | **EMAIL** |  | | **PPS NUMBER** |  | | **DATE OF BIRTH** |  | | **AGE** |  | | **POSITION** |  | | | | |
| **EMPLOYMENT TYPE** | | | | FULL TIME | | PART TIME | OTHER |
| **OCCUPATION** | EMPLOYEE | | CONTRACTOR | | MEMBER OF THE PUBLIC | | OTHER |
| **OUTCOME** | INJURY | | NEAR MISS | | FATALITY | | OTHER |
| **PART B – DETAILS OF INJURY AND TREATMENT** | | | | | | | |
| **TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)** | |  | | | | | |
| **CAUSE OF INJURY (E.G. FALL, MACHINE)** | |  | | | | | |
| **PART OF BODY INJURED** | |  | | | | | |
| **AGENT (E.G. POOR LIGHT)** | |  | | | | | |
| **FIRST AID** | YES | | NO | | **FIRST AIDER** | |  |
| **TREATED BY DOCTOR?** | **DOCTOR’S NAME** | |  | | **ADDRESS** | |  |
| **HOSPITALISED?** | **HOSPITAL NAME** | |  | | **ADDRESS** | |  |
| TREATMENT RECEIVED? | | | | | | | |
| **PART C – DETAILS OF ACCIDENT OR INCIDENT** | | | | | | | |
| **DATE** |  | | | **TIME** | |  | |
| **LOCATION** | | | | | | | |
| **DESCRIPTION OF ACCIDENT/INCIDENT** | | | | | | | |
| **OTHER INFORMATION AVAILABLE?** | WITNESS | | CCTV | | PHOTO/VIDEO | | OTHER |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)** | | | | | | | | | | | | |
| **NAME** |  | | | | | **PHONE** | |  | | | | |
| **ADDRESS** | | | | | | |  |  | | --- | --- | | **EMAIL** |  | | **PPS NUMBER** |  | | **DATE OF BIRTH** |  | | **AGE** |  | | **POSITION** |  | | | | | | | |
| **SAFE PASS NUMBER AND EXPIRY DATE** | | |  | | | **CSCS DETAILS** | |  | | | | |
| **WITNESS STATEMENT TAKEN?** | | | | | | | | | | YES | | NO |
| **PART E – KEY FINDINGS OF INVESTIGATION** | | | | | | | | | | | | |
| LIST | | | | | | | | | | | | |
| **PART F – ACTIONS TO PREVENT REOCCURRENCE** | | | | | | | | | | | | |
| ACTION | | | | | | | BY WHOM | | | | DATE | |
|  | | | | | | |  | | | |  | |
| **PART G - ITEMS ATTACHED** | | | | | | | | | | | | |
| SKETCHES | | CERTIFICATION OF PLANT ETC. | | | PHOTOGRAPHS/VIDEO | | RISK ASSESSMENTS | | | | TRAINING RECORDS | |
| YES NO | | YES NO | | | YES NO | | YES NO | | | | YES NO | |
| DETAIL OTHER ITEMS/USEFUL INFORMATION | | | | | | | | | | | | |
| **PART H – OTHER INFORMATION** | | | | | | | | | | | | |
| ACCIDENT INVESTIGATED BY | | | |  | | | POSITION | |  | | | |
| PHONE | | | |  | | | EMAIL | |  | | | |
| SIGNED | | | |  | | | DATE | |  | | | |

### APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

**Section 1** contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

**Section 2** gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

**Section 3** If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

**Section 4** details the first-aid measures you need to take in case of an accident while using the chemical.

**Section 5** gives specific information on fighting a fire caused by the chemical.

**Section 6** details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

**Section 7** contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

**Section 8** gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

**Sections 9, 11** and **12** provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

**Section 10** contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

**Section 13** explains how the chemical should be disposed of correctly.

**Section 14** contains information relating to the transportation of the chemical.

**Section 15** contains the details of the classification of the chemical as given on the label.

**Section 16** gives any other information relevant to the chemical, e.g. training advice.

## PART B – RISK ASSESSMENT AND ACTION LIST

**RISK ASSESSMENT**

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

* WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
* EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
* WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
* WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
  + THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
  + A NEW RISK ASSESSMENT WILL BE CARRIED OUT
  + THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

**ACTION LIST**

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

* ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
* ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
* FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE ‘MANAGE ACTION LIST’ AND COMPLETE IT ONLINE.

**PART B1 – RISK ASSESSMENTS**

**Completed Risk Assessments**

|  |
| --- |
| 1. Electricity |
| 1. Fire |
| 1. Slips, Trips and Falls |
| 1. Manual Handling |
| 1. Chemicals |
| 1. Work at Height |
| 1. Workplace Transport |
| 1. Display Screen Equipment |
| 1. Maintenance |
| 1. Driving for Work |
| 1. Costume, Hair and Make up |
| 1. General Equipment |
| 1. Heating Ventilation and Air Conditioning Systems |
| 1. Knives and Sharp Objects |
| 1. Lone Working |
| 1. Low Light Environment |
| 1. Manually Operated Hand Tools |
| 1. Noise |
| 1. Office Equipment |
| 1. Outdoor Work |
| 1. Props |
| 1. Provision of Training |
| 1. Radon |
| 1. Rehearsals |
| 1. Sitting for Long Periods |
| 1. Standing for Long Periods |

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| --- | --- |
| **Hazard: Electricity** | |
| **Current Controls** | **Actioned** |
| All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician | **Yes** |
| Electrical installations are checked regularly by a competent qualified electrician  *Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information* | **Yes** |
| Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards | **Yes** |
| Enclosures / covers are in place to prevent contact with live electrical equipment / parts | **Yes** |
| Damaged extension leads are repaired or removed from use | **Yes** |
| Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations | **Yes** |
| Work on live electrical equipment is avoided where reasonably practicable  *Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person* | **Yes** |
| Fire extinguishers that are suitable for fighting electrical fires are provided | **Yes** |
| All circuits supplying socket outlets are protected by an RCD  *Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace* | **Yes** |
| Operation of the RCD is tested regularly in accordance with the manufacturer's instructions  *A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment* | **Yes** |
| Electrical equipment and fittings are suitable for the work environment | **Yes** |
| Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested | **Yes** |
| Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person | **Yes** |
| Electrical cable reels are uncoiled during prolonged use and when using high-power items  *Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled* | **Yes** |
| **Additional Controls or Information** |  |
|  |  |
|  |  |
| **Hazard: Fire** | |
| **Current Controls** | **Actioned** |
| Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily  *Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking* | **Yes** |
| Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly  *You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records* | **Yes** |
| Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area  *Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied* | **Yes** |
| Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly  *Emergency lights have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens* | **Yes** |
| Fire extinguishers are accessible, kept in good working order and inspected regularly  *Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More* | **Yes** |
| Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers | **Yes** |
| Emergency evacuation procedures are in place  *Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help* | **Yes** |
| Fire drills are held regularly | **Yes** |
| Appropriate signs are in place  *Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic* | **Yes** |
| **Additional Controls or Information** |  |
|  |  |
|  |  |
| **Hazard: Slips, Trips and Falls** | |
| **Current Controls** | **Actioned** |
| Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided  *Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used* | **Yes** |
| Problem stairs and steps are identified and extra precautions are in place  *Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps* | **Yes** |
| Pedestrian routes are slip resistant, kept clear and clean and are properly maintained  *Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting* | **Yes** |
| Slippery surfaces have been identified and have been replaced, treated or improved  *e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked* | **Yes** |
| Floors around entrances are slip resistant when wet  *Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping* | **Yes** |
| Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry  *Remove wet floor signs when floors are dry* | **Yes** |
| Suitable slip resistant footwear is provided and worn where necessary  *Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. ‘Watch your Step–Choosing Slip-resistant Footwear’ Info Sheet is in Learn More* | **Yes** |
| Adequate lighting is provided and is appropriate for the work being carried out  *Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building* | **Yes** |
| Spills are cleaned up immediately and absorbent materials and warning signs are available  *Use absorbent material to soak up spills. Have these materials near areas where spills are likely* | **Yes** |
| Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards | **Yes** |
| **Additional Controls or Information** |  |
| All entrance matting is changed weekly under contract with an external provider. The change frerquency will be reviewed where risks are identified that indicated a greater frequency of change is required espcially on occasions where there is unusually wet weather or chnges in pedestrian traffic flow.  Cleaning and maintenance staff will be responsible foir ensuring that floors are maintained in a reasonle slip free condition.  One area that they required to monitor is the floor surface beside all main entrances to the school to identify if footwear marks are clearly visible on fl;oors well beyond the matting and entrance areas.  If this is identiofied then the entrance point on question may require more frequent matting chenges or larger matting for this particular area.  This will be monitored by the vice principal in consultation with cleaning and maintence staff. |  |
|  |  |
| **Hazard: Pupil / Person Handling & Assisting** | |
| **Current Controls** | **Actioned** |
| Each manual & Person handling task is assessed and measures put in place where needed to avoid or reduce the risks  *Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour* | **Yes** |
| Task is organised to allow the use of mechanical aids to avoid or reduce the need for manual handling  *Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records* | **Yes** |
| Task is organised so that handling is carried out between waist and shoulder height  *Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level* | **Yes** |
| Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used  *Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg* | **Yes** |
| Work is planned to prevent handling over long distances or frequent repetitions  *Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances* | **Yes** |
| Bending, twisting and unstable postures are avoided  *Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures* | **Yes** |
| Employees receive relevant manual handling training where necessary  *The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor* | **Yes** |
| **Additional Controls or Information** |  |
| Designated teaching and support staff have attended additional training on 16/02/2023 covering patient assisting, handling & moving skills. This training focused on the safe use of mobile lifting hoists, in combination with slide sheets and wheelchairs / walkers especially in locations such as the wet room / bathroom areas. This is in keeping with managements commitment to complying with regulation 69 of the manual handling regulations and to the principles of prevention aimed at removing risks at source e.g. new and better equipment. A clear Focus on these principles can be seen in the approved staff training document entitled; Client with Duchenne Muscular Dysthrophy rev05; Subsection 1.4.2 assisting Michael into Activity Chair / Pace Walker.  Due to the significant risks posed to student safety / the welfare and staff safety specifically our special needs assistants (SNAs) it is in keeping with our principles of injury / incident prevention that there are sufficient numbers of trained staff available at all times to provide seamless care to students with special needs especially in light of the schools current red card action system which is detailed in the schools “**Action Plan for the Junior Autism Class”**.  In this regard, there are normally 5/6 children / students in the Autism class at any given time and a recent risk assessment / analysis has identified foreseeable scenarios where there may only be two SNAs available in this area at which point the red card system will be implemented as a risk reduction measure where an incident occurs involving one of the children. In scenarios where staff are ill then there may only be two or possibly one SNA available in the entire school at that time.  The red card system will reduce the risk to safety & health, but due to a medium to high level of risk, which needed to be reduced further in order to comply with current H&S legislation and the BOM’s duty of care to children and staff, an application for an additional SNA was made under the NCSE Exceptional Review Ticket and was submitted following this Health and Safety Risk Assessment. We were granted one more SNA. We used to have three SNAs in mainstream and this came under the category of a Health & Safety Critical factor in terms of the provision of adequate supervision of children, thence the number was increased to four SNAs in mainstream. We now have enough personnel to help in a red card situation.    There was also an overlapping need for at least two SNAs to be always available (no exceptions) to use the patient handling equipment (Hoists etc) and following our exceptional review we now have sufficient numbers of trained staff to use this equipment safely.  Therefore we have reduced the risk factor that is also critical to safety & health and which had been placed on our priority action list. **See part B2 below for action list.** |  |
|  |  |
| **Hazard: Chemicals** | |
| **Current Controls** | **Actioned** |
| A list (inventory) of all chemicals used in the workplace has been prepared | **Yes** |
| Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified  *A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage. Cosmetics do not require an SDS* | **Yes** |
| Employees are trained in the safe use of chemicals | **Yes** |
| The number of employees and the exposure to chemicals is assessed and minimised | **Yes** |
| Less hazardous chemicals are used where possible | **Yes** |
| Adequate ventilation is provided | **Yes** |
| A wash hand basin, soap and disposable towels/hand dryer are available | **Yes** |
| All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations  *Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical* | **Yes** |
| Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet | **Yes** |
| **Additional Controls or Information** |  |
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| **Hazard: Work at Height** | |
| **Current Controls** | **Actioned** |
| Work at height is avoided where possible | **Yes** |
| Appropriate barriers or work equipment are used to prevent falls where work at height cannot be avoided | **Yes** |
| Work at height activities are planned and supervised | **Yes** |
| Safe access to work at height area is provided  *Avoid any gaps that employees have to step across and could fall through* | **Yes** |
| The use of ladders is avoided or they are used only for light work of short duration  *Ladders must be in good condition, used on a firm level surface and tied at the top or stabilised at the bottom. The work must be light and should not take longer than 30 minutes* | **Yes** |
| Work equipment including step ladders and hop-ups and stairas for roof space access are inspected regularly and any defects found are reported to management and equipment is taken out of service and clearly marked by the person finding the defect as “**not to be used”.** | **Yes** |
| Materials are not stored at height or they are secured  *Consider where materials are stored and how to safely retrieve them. Make sure you complete the 'Racking and Storage' risk assessment where relevant* | **Yes** |
| Training is provided to employees on using equipment for work at height including stairas, step ladders. | **Yes** |
| **Additional Controls or Information** |  |
| The Principal has put plans in place to secure the services of a competent contractor to install a safe means of access to attic spaces (Stira with integral grab hand rail & possibly remote control operation).  The attic spaces are to be used for storage of less bulky less heavy items.  A price for the job has been sought. |  |
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| **Hazard: Workplace Transport** | |
| **Current Controls** | **Actioned** |
| Entry to the workplace is directed and controlled  *Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates* | **Yes** |
| All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted | **Yes** |
| All routes are kept free of obstructions and any permanent obstructions are marked and protected as necessary | **Yes** |
| People and vehicles are kept apart  *Separate vehicle and pedestrian entrances, footpaths and / or marked walkways can be used* | **Yes** |
| All work areas are well lit | **Yes** |
| High visibility vests / jackets are provided and worn by people who work near vehicles | **Yes** |
| Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading | **Yes** |
| Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed | **Yes** |
| A person is appointed to supervise vehicle activities on site | **Yes** |
| **Additional Controls or Information** |  |
| Delivery of Bulk LPG will be done after school hours where feasible to reduce the consequences of potential LPG leak or fire.  All deliveries must be supervised by a designated member of staff who will be provided with the necessary training related to LPG hazards and they will also be provided with the necessary PPE (High visibility jacket / wet weather clothing).  The gas tanks have locked fencing around them to dissuade anybody from being too close to them. |  |
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| **Hazard: Display Screen Equipment** | |
| **Current Controls** | **Actioned** |
| An assessment of individual workstations is carried out  *A trained assessor should conduct an assessment of the employee’s workstation on site or by video link if working from home. Assessment should look at workstation, chair, screen, lighting etc. See practical guidance on DSE/Working from Home in Learn More* | **Yes** |
| Work tasks are varied to ensure that employees are not working at their computers for long periods of time  *Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork* | **Yes** |
| Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards  *Give instruction to employees on how to maintain a good computer workstation set up e.g. advise employees to change posture frequently and show them how to adjust their seating* | **Yes** |
| Employees who use computers are made aware of their right to eye tests  *The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment* | **Yes** |
| **Additional Controls or Information** |  |
| DSE assessments status to be reviewed for office desks and teacher classroom desk layout where needed. |  |
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| **Hazard: Maintenance** | |
| **Current Controls** | **Actioned** |
| Only trained and authorised employees carry out maintenance work  *Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks. It should not be assumed that all specially skilled maintenance employees have full knowledge of all your machinery and equipment* | **Yes** |
| Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate  *Maintenance which involves welding, work at height or a confined space requires special precautions. Make sure you complete the Work at Height risk assessment as needed. See Code of Practice 'Working in a Confined Space' in Learn More for more information* | **Yes** |
| Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences  *Most asbestos-containing materials were installed in buildings between the 1960s and the mid 1980s with asbestos cement in use until 2000. See 'Safety with Asbestos' Information sheet in Learn More for more information* | **Yes** |
| Maintenance employees are aware of all external gas, water and electricity cut off points  *Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points* | **Yes** |
| Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts  *Isolation may be by removing the plug from the socket but more steps may be required to prevent accidental / unintended start-up of a machine e.g. isolator locked in the off position and tested.* | **Yes** |
| Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete  *Machinery must not to be returned to use until all guards are in place* | **Yes** |
| Machine adjustments, when parts are moving, are only carried out by maintenance employees and only when machine is at slow speed or under hold-to-run control  *Care should be taken when testing equipment after repairs or maintenance* | **Yes** |
| Work areas are cordoned off to exclude unauthorised access where necessary | **No**  (See action list) |
| Storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly | **No**  (See action list) |
| Hazardous areas are locked when not in use | **Yes** |
| Appropriate PPE is worn by maintenance employees and they have received training in its use | **Yes** |
| External maintenance workers report to a designated person | **Yes** |
| Tools used for maintenance are in good working order and properly guarded where necessary  *Badly maintained tools are a potential source of accidents* | **Yes** |
| **Additional Controls or Information** |  |
| Contractor co-ordination / contractor control Policy to be reviewed and updated. |  |
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| **Hazard: Driving for Work** | |
| **Current Controls** | **Actioned** |
| Employees have a full drivers licence, are competent, authorised and experienced and are familiar with the vehicle  *Valid driving license is carried and is appropriate to the vehicle being driven and any equipment being towed. Refer to the Road Safety Authority, www.rsa.ie, for information on licencing and other requirements for vehicles and towed machinery on the road* | **Yes** |
| Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use  *Vehicle should be fully serviced and insured for business use. Servicing it as per the manual will help keep it in safe working order and prevent breakdowns. Keep the manual in the vehicle and consult it for information on use, checks and maintenance* | **Yes** |
| A driving for work policy is in place and is communicated to all employees who drive for work  *For more information on a driving for work policy see driver's handbook and guidelines in 'Learn More'. The policy should cover all vehicle types driven for work purposes. Vehicles must never be operated by persons under the influence of alcohol or drugs* | **Yes** |
| The use of hand held equipment is not allowed while driving  *Holding a mobile phone while driving, sending SMS/MMS messages or emails even if the phone or device is held in a cradle, are not allowed* | **Yes** |
| Employees are trained in safe driving practices  *Drivers should do a quick walk around of the vehicle prior to driving e.g. check fuel level, tyres, wipers, washers, lights, indicators, warning devices, load security. See Walk-Around Check Sheets, posters and information in 'Learn More'* | **Yes** |
| Safe practices and suitable aids are used for reversing and aids are kept in good working order  *Improve the driver's ability to see around the vehicle / load where required by providing extra aids such as convex mirrors or CCTV. Refer to the Workplace Transport Safety Reversing Vehicles guidance in 'Learn More' for more information* | **Yes** |
| Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions  *During daylight hours it is recommended to take a 15 minute break after 2 hours of driving. In the hours of darkness it is recommended to take rest breaks more frequently, about every 1.5 hours* | **Yes** |
| Records are kept of drivers' licences, authorisation, training, collisions, incidents, vehicle checks, maintenance, NCT / DOE and insurance | **Yes** |
| Vehicles are parked safely and legally. All staff cars are reversed into carparking spaces at the lower end of the carpark and completely away from children.  *Vehicles should not be parked in such a way that they are liable to cause an obstruction to traffic or others e.g. vulnerable road users, pedestrians, cyclists or motorcyclists* | **Yes** |
| Work equipment carried in the vehicle is secured for travel | **Yes** |
| Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained  *Make sure employees know how to deal with incidents and to whom and how they must be reported. Breakdown cover and a breakdown kit, containing warning triangle, torch, high visibility clothing, fire extinguisher and first aid kit, should be provided* | **Yes** |
| In the event of breakdown the vehicle is safely stopped, hazard warning lights are activated and warning triangle is used where appropriate  *On motorways and high speed roads employees should exit the vehicle by the non-traffic side, remain clear of the vehicle and not attempt repairs. Warning triangle should not be used on motorways* | **Yes** |
| **Additional Controls or Information** |  |
| Driving for work will usually constitute teachers and staff attending meetings and educational events / seminars and our driving safely for work policies will focus on these type of activities. Most administrative duties can now be performed online or by phone and this is preferred by management where reasonably practicable. |  |
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| **Hazard: Costume, Hair and Make up** | |
| **Current Controls** | **Actioned** |
| Costumes are appropriately designed and fitted  *Costumes should where possible not impede movement, vision, breathing or hearing or cause injury, unnecessary discomfort or difficulty during costume changes* | **Yes** |
| Employees are given adequate instruction and rehearsal time to become used to their costumes | **Yes** |
| Costumes and hair/make up equipment are kept in good condition and good hygiene practices are in place  *e.g. Equipment for individual use or disposable equipment* | **Yes** |
| Laundering, cleaning and disinfection procedures are in place as required | **Yes** |
| Make up is used, applied and stored in accordance with the manufacturer's instructions | **Yes** |
| Hair styling tools are inspected regularly, stored correctly and are switched off when not in use  *Keep electric leads of styling equipment clear of water and heat* | **Yes** |
| Employees are asked to report any problems, adverse reactions or irritation due to costumes or make up | **Yes** |
| Reported defects/issues are dealt with promptly | **Yes** |
| **Additional Controls or Information** |  |
| This hazard related to times of the years when school plays and events are being arranged / planned. |  |
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| **Hazard: General Equipment** | |
| **Current Controls** | **Actioned** |
| Equipment is used and maintained in accordance with the manufacturer's instructions | **Yes** |
| Equipment is maintained in good condition, reported defects are dealt with promptly and unsafe equipment is taken out of use  *A regular visual inspection of equipment should be carried out to check for defects* | **Yes** |
| Employees are trained in the safe operation of equipment | **Yes** |
| **Additional Controls or Information** |  |
| Weekly H&S inspection carried out by each teacher on aorta basis. H&S Inspection form template can be accessed in appendix to this Health & Safety Statement. |  |
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| **Hazard: Heating Ventilation and Air Conditioning Systems** | |
| **Current Controls** | **Actioned** |
| All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions  *Equipment should be serviced regularly by a competent person and records kept* | **Yes** |
| Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available | **Yes** |
| Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions | **Yes** |
| Accessible hot pipework is lagged as required | **Yes** |
| Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use  *Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order* | **Yes** |
| **Additional Controls or Information** |  |
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| **Hazard: Knives and Sharp Objects** | |
| **Current Controls** | **Actioned** |
| Use of knives and sharp objects is minimised and they are stored safely | **Yes** |
| Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained  *Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas* | **Yes** |
| Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use | **Yes** |
| Knives or sharp object used are suitable for the job  *Typical catagories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction* | **Yes** |
| PPE is provided and worn as required | **Yes** |
| **Additional Controls or Information** |  |
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| **Hazard: Lone Working** | |
| **Current Controls** | **Actioned** |
| The number of lone workers is kept to a minimum | **Yes** |
| Means of communication is provided  *Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work* | **Yes** |
| Contact numbers are readily available for use in an emergency and an alarm is provided where relevant  *Emergency services and emergency contact persons should be on speed dial. Consider using agreed emergency code words to alert the contact person* | **Yes** |
| Employees are trained on lone working procedures  *e.g. Procedures on frequency of contact with base, HQ or a nearby colleague etc, how to handle conflict situations and the threat of violence, emergency procedures, set call in times, locking and securing the workplace* | **Yes** |
| Procedures are in place should a lone worker fail to return or make contact at agreed time  *e.g. Try to contact lone worker, inform senior manager, inform An Garda Siochana* | **Yes** |
| Physical barriers are provided where practical where there is an increased threat of violence  *Physical separation from other areas e.g. coded doors, wide desk or screen for reception / cash desk, table between employee and visitor* | **Yes** |
| **Additional Controls or Information** |  |
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| **Hazard: Low Light Environment** | |
| **Current Controls** | **Actioned** |
| As much lighting as possible is used at all times  *Provide as much light and definition as possible e.g. safety lighting, LED's, glowtape, lighting to outline hazard areas, blue/brown outs instead of blackouts when possible and minimise blackouts in length & number* | **Yes** |
| Unnecessary movements of employees are kept to a minimum during times of no or low light | **Yes** |
| Guide lighting is provided along main access routes | **Yes** |
| Employees are provided with torches as required  *e.g. Ushers, Stage Manager* | **Yes** |
| **Additional Controls or Information** |  |
| The lighting levels in Sensory and Relaxation rooms can sometimes have relatively low level lighting and staff/pupils will be made aware of the increased risks of tripping / falling and the need to allow eyes to adjust when transitioning from areas of normal lighting levels to lower lighting levels. |  |
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| **Hazard: Manually Operated Hand Tools** | |
| **Current Controls** | **Actioned** |
| Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use | **Yes** |
| Employees are informed of the possible risks when using the hand tools | **Yes** |
| Adequate lighting is available | **Yes** |
| Bench vice is provided and used in workshops as required | **Yes** |
| PPE is provided and worn as required | **Yes** |
| **Additional Controls or Information** |  |
| The above risks only apply to maintenance staff & contractors / care taker where it is necessary to use hand tools and power tools. Teaching staff and support staff will not be required to use hand tools / powered tools and will be instructed to contact the caretaker / relevant maintenance person if tasks requiring tools arise.  Management will ensure that all maintenance work is performed under an appropriate method statement which is approved by them. |  |
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| **Hazard: Noise** | |
| **Current Controls** | **Actioned** |
| Noisy areas/activities have been identified, and ways to reduce levels and exposure have been considered  *Working in a noisy environment can lead to noise induced hearing loss. Generally, if you have to raise your voice to be heard by somebody 2 metres away then you should measure noise levels and take action to reduce exposure* | **Yes** |
| Employees are advised of the risks from exposure to noise  *Where the daily noise exposure levels are high and cannot be reduced, health surveillance should be provided to employees* | **Yes** |
| Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment  *The hearing protection provided should protect against the type of noise in the workplace and employees must be trained how to use it correctly* | **Yes** |
| **Additional Controls or Information** |  |
| Noise level sampling in the classrooms and activity areas will be conducted during the academic year 2023. |  |
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| **Hazard: Office Equipment** | |
| **Current Controls** | **Actioned** |
| Office equipment is used in accordance with the manufacturer's manual  *Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment* | **Yes** |
| Power sockets are not overloaded  *Overloading sockets can cause electrical fires* | **Yes** |
| Power supply is turned off when clearing shredder jams and emptying bags | **Yes** |
| Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder | **Yes** |
| Guillotine is only used when the guard is in place | **Yes** |
| Guard is engaged when guillotine is not in use | **Yes** |
| Cabinet drawers and doors are kept closed when not in use | **Yes** |
| Only one filing cabinet drawer can be opened at a time to prevent tipping | **Yes** |
| Shelves are not overloaded | **Yes** |
| Adequate lighting, ventilation and heating are provided | **Yes** |
| **Additional Controls or Information** |  |
| It is recognised that all classrooms also act as office space for each teacher and as such will be treated as office spaces. These spaces are provided with suitable stand-alone air-conditioning units which are monitored by a competent member of staff and are maintained in accordance with manufacturers manual / instructions. See further information and images below: |  |
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| **Hazard: Outdoor Work** | |
| **Current Controls** | **Actioned** |
| Employees are informed of the importance of protection from the sun, sun cream is available and over-exposure to the sun is avoided  *Educate and encourage employees to self-check skin for signs of skin cancer. Inform them about the Sun Smart Code and to keep covered up e.g. clothing, hat, sunglasses, sun cream* | **Yes** |
| Suitable measures are put in place when working in bad weather  *Consider how bad weather affects the work and if the work should stop temporarily. A place to shelter and to dry work clothes should be provided. Protection in cold weather includes layering of clothing and taking frequent, short breaks in warm areas* | **Yes** |
| A First Aid box is available | **Yes** |
| A relevant vaccination programme is in place and is offered to employees  *Diseases can develop from contact with body fluids, sewage, soil, stagnant water etc, so where there is a risk and a vaccine exists it should be offered* | **Yes** |
| **Additional Controls or Information** |  |
| A portable weather-proof First Aid Kit is available for all outdoor activities and is carried by a designated member of staff when students and staff are outside especially when teachers are supervising walks along the route encompassing the school; (See link to video of walking route referred to here),    [**Visual Records and Proof of Onsite Risk Assessments Walk-Through**](https://www.dropbox.com/scl/fo/mc6nl9qlnrkqpkmt82wl1/h?dl=0&rlkey=9fsanqicogr6du0okuzu6x8bp)  Staff Members will be trained in first aid procedures and clinical guidelines, every two years. |  |
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| **Hazard: Props used for school Plays / Drama Events** | |
| **Current Controls** | **Actioned** |
| Props that could come in contact with employees or others are secured where possible | **Yes** |
| Materials used for props are suitable  *e.g. no rough edges, chips, loose materials. Any paints, dyes, adhesives or solvents used in the construction, repair or maintenance of props must be allowed to dry completely before the prop is used* | **Yes** |
| Specialised props are used and maintained in accordance with the manufacturer's instructions | **Yes** |
| Props are suitable for their intended use and for the user | **Yes** |
| Props are kept in clean condition and particular care is taken with props used for eating and/or drinking | **Yes** |
| Users of props are given adequate information and instruction, and training where necessary  *e.g. Training on the use of a specialised prop* | **Yes** |
| Users are asked to report any problems, adverse reactions or irritation due to props | **Yes** |
| Reported defects/issues are dealt with promptly | **Yes** |
| **Additional Controls or Information** |  |
| Management recognise that props referred to in this hazard section could foreseeably involve items used during school plays / events at various times of the year; Christmas, Easter, Ramadan, St Patricks day, St Brigid's day e.t.c.  Staff will also refer to our Tours / Events policy 2019 Rev01 and can be accessed at link below:  [Tours / Events Policy 2019 Rev01](https://www.dropbox.com/scl/fi/lc1iiaqeazlnkbqosfqxd/Tours-Events-2019-Rev01.docx?dl=0&rlkey=glshnwt83l8ycztk76iwv0zar) |  |
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| **Hazard: Provision of Training** | |
| **Current Controls** | **Actioned** |
| Trainers familiarise themselves with the layout of the premises prior to commencing training  *Employees check the locations of emergency exits, fire alarm call buttons, fire fighting equipment and emergency procedures* | **Yes** |
| Trainers check emergency exits are unobstructed and available for use prior to commencing training | **Yes** |
| Trainer provides course details, including location and duration, to employer or other relevant person | **Yes** |
| If using someone else's equipment, trainer inspects it before use, reports unsafe equipment and does not use until repaired  *Check socket, plugs and leads of electrical equipment for damage, fraying, signs of scorching, or loose connections* | **Yes** |
| Trailing cables are avoided | **Yes** |
| External training areas are checked to ensure they are fit for purpose.  *Check for access, obstructions, vehicle movement and pedestrians. Other vehicle movement and movement of pedestrians should be avoided while training is ongoing* | **Yes** |
| Plant and machinery used for training purposes has a current certificate of examination, where necessary, is checked before use, fit for purpose and if unsafe, is taken out of use | **Yes** |
| Trainees are supervised at all times when operating plant or equipment | **Yes** |
| **Additional Controls or Information** |  |
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| **Hazard: Radon** | |
| **Current Controls** | **Actioned** |
| Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required  *Check the radon map to find typical radon levels in your area, by going to Environmental Protection Agency website, www.radon.ie* | **Yes** |
| Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested  *Reference levels for workplaces are 300Bq/m3 and 200Bq/m3 for long stay residential units. Refer to www.radon.ie for more detailed information* | **Yes** |
| Measures taken to reduce the radon level are maintained to ensure they remain effective  *Measures may include increased under floor ventilation, increased indoor ventilation, sealing of cracks and gaps in the floor and around service entry points* | **Yes** |
| **Additional Controls or Information** |  |
| The school is in a medium to high risk area in relation to the likelihood of the presence of radon and therefore poses a certain level of risk of lung cancer over a prolonged period of time especially for teachers and support staff. It is therefore recommended as part of the action plan arsing out of their risk assessment that the manegment contact the EPA who will provide radon sensors that can be placed in specific locations inside th building, These sensipres are simple an portable and will be left in place for three months. Following which, they will be sent back to the EPA who will issue a report of actual radon levels inside the school premises. It is especially important to do this for the new extension to the existing building. |  |
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| **Hazard: Rehearsals** | |
| **Current Controls** | **Actioned** |
| Suitable venue with adequate space is provided for rehearsals  *From the beginning of the rehearsal process the set design features could be marked/taped off on the floor to scale* | **Yes** |
| Rehearsals are performed under work lights until they can be done safely in performance lighting  *Give warning when reducing lighting e.g. shouting "going to black" before lights go out* | **Yes** |
| Adequate time is allowed in the rehearsal schedule for all production elements to be safely undertaken  *e.g. stage combat sequences, performer flying, atmospheric effects, remotely operated machinery, costume changes, scene changes. Make a note on the relevant rehearsal schedule and callboard. Rehearse the communication systems to be used* | **Yes** |
| Onstage movements, entrances and exits are well choreographed and rehearsed | **Yes** |
| Employees are informed of any changes to props and are given adequate instruction and rehearsal time to become used to props  *Rehearsal props should be provided when the performance prop is not available and it should be as close as possible in size, weight and shape* | **Yes** |
| Technical rehearsals are supervised by a competent person | **Yes** |
| **Additional Controls or Information** |  |
| Set / play equipment removal may cause electrocution, crushing, falls, back strain and may result in burns, fractures, cuts, lacerations, back injury or other serious injuries to you, your employees and / or visitors. Management will ensure that a method statement is produced detailing who is responsible for setup and removal of sets and stage equipment to ensure that the this is done in a safe and co-ordinated manner with the correct equipment including manual handling & lifting equipment. |  |
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| **Hazard: Sitting for Long Periods** | |
| **Current Controls** | **Actioned** |
| Suitable seating is provided  *Chairs must be stable and users should be able to adjust the back rest and seat height to suit their own requirements* | **Yes** |
| Employees are informed of how to adjust seating and the benefits of making these adjustments  *Users manual should be available* | **Yes** |
| Work area is set up to avoid over reaching or awkward posture and leg space area is kept clear | **Yes** |
| Defects in equipment are dealt with promptly and unsafe equipment is taken out of use | **Yes** |
| Posture / position is changed as often as possible  *Where possible have periodic changes in work routine / tasks to allow for short breaks from sitting* | **Yes** |
| Suitable room temperature is provided for sitting work  *A temperature of 18C - 23C is recommended for office workers but must be at least 17.5C* | **Yes** |
| **Additional Controls or Information** |  |
| A competent member of staff or external consultant will be assigned to monitoring office set-up and teacher desk set-up and ergonomic conditions.  This person will also be a point of contact for staff to report issues early relating to the use of desks, office chairs and computer screens. All teachers and SNAs have a good quality support chair and an appropriate desk at which they work. | Yes |
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| **Hazard: Standing for Long Periods** | |
| **Current Controls** | **Actioned** |
| Suitable seating is provided where appropriate | **Yes** |
| Rotation/break periods are provided  *Rotating employee tasks reduces the likelihood of muscle fatigue* | **Yes** |
| Suitable footwear is worn  *Consider the use of anti-fatigue mats on e.g. concrete/stone floors* | **Yes** |
| **Additional Controls or Information** |  |
| All staff will be informed of the benefits of alternating between sitting and standing postures / positions during the working day where the activities allow for this. | Yes |
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**PART B2 – ACTION LIST**

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| **Hazard** | **Control Required** | **Assigned To** | **Action By** | **Complete & Date Completed** |
| **Maintenance** | Work areas are cordoned off to exclude unauthorised access where necessary | Principal | June 30th | Yes |
| **Maintenance** | Workshop or storage areas used by maintenance staff / other employees are adequately lit, free from trip hazards and items are stored properly | Principal | June 30th | Yes |
| **Supervision Levels** | The red card system will reduce the risk to safety & health but a medium to high level of risk still remains, which needs to be reduced further to comply with legislation and the BOM’s duty of care to children and staff.  Currently we have three SNAs and this comes under the category of a Health & Safety Critical factor in terms of the provision of adequate supervision of children / students, thence this number will need to increase to five SNAs.  There is also an overlapping need for at least two SNAs to be available at all times (no exceptions) to use the patient handling equipment (Hoists etc) and currently there are times when it is foreseeable that there are / will be insufficient numbers of trained staff to use this equipment safely.  This has be rectified following an SNA exceptional review and an additional person has been appointed. | Principal | June 30th | Yes |
| **Access to storage areas at height (Roof space)** | The principal has put plans in place to secure the services of a competent contractor to install a safe means of access to attic spaces (Stira with integral grab hand-rail & possibly remote control operation).  The attic spaces are to be used for storage of less bulky less heavy items. | Principal | June 2024 | Yes |
| **Internal Lighting levels** | During the recent risk assessment walk-through, two light fittings in the main circulation area / space were not working. | Principal | September 2023 | Yes |
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**St. Patrick’s National School**

**Health and Safety Statement 2024**

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**Ratification of policy for St. Patrick’s NS**

**Martin McGowan**

**Chairperson Date**

**Ruth McLoughlin**

**Principal Date**