**HEALTH AND SAFETY STATEMENT**

**St. Mary’s Charleville**

**September 2021**

1. SCHOOL PROFILE

* The school caters for approximately 280 students. There is a teaching staff numbering in the late-twenties, with 3 SNA’s and ancillary staff of 5 individuals.
* The majority of the school is confined to one building.
	+ There is one individual building separate from the main building which contains 3 classrooms. There are also 2 storage units close to this building.
	+ There is a PE hall which is a 2 storey building with 2 dressing rooms downstairs and a mini gym upstairs.
	+ Car parking facilities are on a tarmac surface at the front of the building and to back of the building.
	+ A play area with 2 basketball courts is on the western side of the main building.
	+ There is a dressing room with showers and toilets alongside the play area, which is located in the gym.
	+ An adjoining grassed field with goal posts and nets to one side is located on the western side of the main building.

2. RESOURCES

* Location of First Aid kits:
	+ 1 in Staffroom.
	+ 1 each in both Science laboratories
	+ 1 in Art room.
	+ 2 available to take to matches etc.
* Fire-fighting:
	+ Fire alarm system.
	+ Science laboratory (powder extinguisher × 2) + fire blanket X2
	+ Art room (foam extinguisher).
	+ Staff room (CO2 extinguisher).
	+ Computer room downstairs (CO2 extinguisher).
	+ Canteen (powder extinguisher + fire blanket).
	+ Fire hose (water) – corridor next to main office and opposite northern entrance to main hall.
* Emergency lighting.
* Intruder alarm and external lights.
* Internal and external CCTV.
* Also in Science Laboratory:
	+ Chemical spill kit.
	+ Safety goggles.
	+ Eye wash station.
	+ Gloves.
	+ Gas and mains electricity cut-off switches.
	+ Fume extraction cupboard.
	+ Fume extraction system in chemicals store.
* Also in Art Room:
	+ Safety goggles.
	+ Electricity cut off switch.
	+ Dust masks.
	+ Safety posters and warning signs.
	+ 2 fire extinguishers (1 foam and 1 powder)
	+ 1 fire blanket
	+ 3 pop stops (kill switches)
	+ Fire exit

3. HEALTH AND SAFETY MANAGEMENT STRUCTURE

ROLES AND RESPONSIBILITIES

1. BOARD OF MANAGEMENT:
	* Has overall responsibility for Health and Safety matters in the school and shall comply with its legal obligations as employer under the 2005 Act.
	* Shall receive the Health and Safety report from the safety committee, should one be in place.
	* Shall review all risk assessments made.
	* Shall review / update the safety statement at least annually, and when changes that might affect workers’ safety and health occur, in light of the Safety Committee’s (should one be in place) report and recommendations.
	* Shall agree actions required and allocate resources where necessary.
	* Shall identify short-, medium- and long-term priorities.
	* Shall ratify safety and health decisions.
	* Shall sign off on the safety and health policy and safety and health statement.
2. PRINCIPAL:
* Shall convene meetings of the safety committee (should one be in place), a minimum of one per school term.
* Shall take necessary actions on foot of agreed safety committee (should one be in place) decisions.
* Shall ensure that required protocols for fire drills, accident reporting etc. are fulfilled.
* Shall respond to safety and health reports, events and issues.
* Shall brief staff on safety and health and report on issues as required.
* Shall conduct a comprehensive walk-through inspection of the Plant – to include all equipment and furniture – along with the safety representative as per agreed schedule.
* Shall keep a record of all issues pertaining to health and safety, including the nature of the issue and any preventative / corrective actions taken.
* Shall report to the Board of Management on Safety and Health issues.
1. SAFETY OFFICER:

(Mr. Gerard O’ Donovan appointed as part of Assistant Principal duties as of September 2019)

* + Shall represent the employees in consultations with Management on matters of safety, health and welfare at the place of work.
	+ Shall conduct safety and health inspections alongside Principal as per agreed timetable.
	+ Shall make verbal or written representations on the employees’ behalf.
	+ Shall participate in investigations of accidents or dangerous occurrences.
	+ Shall liaise with Health and Safety Authority when required.
1. SAFETY COMMITTEE (should one be in place):
	* To include the Principal, Safety Officer and a number of other individuals as selected from amongst the employees.
	* Shall assist in the drafting and reviewing of the Health and Safety statement, risk assessments, policies and procedures.
	* Shall establish a program for the year, e.g. risk assessments, walk-through inspections, fire drills etc.
	* Shall assess training needs, for both established requirements (First Aid, fire etc.) and new or special requirements, e.g. new equipment.
	* Shall agree necessary corrective actions in response to risk assessments.
2. STAFF:
	* Shall comply with all statutory obligations on employees as designated under the 2005 Act.
	* Shall monitor their classroom / immediate work area and ensure that it is safe and free from fault or defect and that equipment is safe before use; in the case of specialist rooms, such as the science and technology rooms, relevant teachers shall conduct regular inspections of their working area.
	* Shall note and report (to the Principal or Safety Officer) any matter they regard to be a safety issue (e.g. slippery surfaces, damaged electrical appliances, worn electrical cables, sharp or protruding objects that may lead to injury etc.).
	* Shall complete risk assessments as appropriate to them as requested by the Board of Management and cooperate with school management and the Safety Committee (should one be in place) in the implementation of the safety statement.
	* Shall ensure that risk assessments are carried out for new hazards, e.g. new machines, new chemical products etc.
	* Shall inform pupils of the safety procedures associated with individual subjects, e.g. science, technology, physical education etc.
	* Shall follow incident reporting procedure as required, i.e. reporting of accidents, “near misses” and dangerous occurrences.
3. OTHER SCHOOL USERS:
* Other school users, e.g. pupils and other visitors, shall comply with school regulations and instructions relating to health and safety.
1. CONTRACTORS:

*Where the school calls on the services of a smaller contracting company or a single contractor, with the work not exceeding 30 days or 500 person-days:*

* Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.
* The school shall make available the relevant parts of the safety statement to any contractors working in the school on behalf of the school.
* The school shall provide the contractors with school regulations and instructions relating to safety and health.
* Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
* The school and contractors shall cooperate with each other and coordinate their activities in order to prevent risks to safety and health at work.
* It shall be the responsibility of the Board of Management to ensure that any contractor appointed is competent and suitably qualified.
* The Principal and the contractor shall meet before any project commences to ensure that communication links are established and maintained throughout the duration of the contract.
* The contractor should advise the Principal of the likely duration of the work and any possible hazards, and how these will be addressed; the contractor shall provide the Principal in advance of commencement of the work with a copy of their safety statement to include any relevant risk assessments for the project.
* The Principal shall advise the contractor about necessary precautions that need to be considered, in particular if the work is being carried out during school time.
* School employees shall be informed of the work being carried out and of the impact it will have on school activities, including any necessary changes that may be made.

*Where substantial building work is to be done, lasting more than 30 days or 500 person-days*:

* The Board of Management shall take on the responsibility of “the client”.
* The client shall:
	+ Appoint, in writing and before design work starts, a Project Supervisor for the Design Process (PSDP).
	+ Appoint in writing, and before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources.
	+ Cooperate with the project supervisors and supply any necessary information.
	+ Notify the HSA of the appointment of the PSDP on approved form AF1 “*Particulars to be notified by the Client to the Health and Safety Authority before the design process begins*”.
	+ Retain and make available the safety file for the completed structure – the safety file contains information on the completed structure that will be required for future maintenance or renovation.
* The PSCS further develops the safety and health plan for the construction stage of the project. This includes coordinating appropriate health and safety arrangements on site to prevent accidents occurring, e.g. keeping vehicles and people apart
* Prior to carrying out any construction work the Board of Management shall familiarise themselves with their legal health and safety responsibilities as clients as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2006.

4. RISK ASSESSMENTS

* A formal risk assessment shall consist of the following steps:
	+ Hazards shall be identified.
	+ The potential for harm of the risk shall be evaluated.
	+ Control measures shall be put in place.
* Formal risk assessments shall be carried out, in the main, by the Principal in conjunction with the Safety Officer.
* A record, either written or electronic, shall be kept of the results of these assessments.
* In specialist situations, for example the science or technology rooms, formal risk assessments shall be carried out by a competent teacher.
* Control measures shall be put in place to ensure that the risk of an incident or accident from an identified hazard is reduced or eliminated; matters requiring urgent attention shall be addressed with due haste.
* Where appropriate, employees shall be consulted on these control measures and how they may be affected by them.
* If new equipment etc. presents a new hazard to the work environment or notably alters the current system of work, a revised risk assessment shall be carried out.
* Risk assessments shall be reviewed by the Principal and Safety Officer or Safety Committee (should one be in place) periodically to monitor progress on any issues that have been identified.

5. FIRE SAFETY

* An emergency evacuation plan shall be in place. The details of the plan shall be communicated to all parties and shall be on display. The plan shall account for persons with disabilities and special needs.
* Fire assembly points shall be identified and marked. Directional signals shall be displayed throughout the school to guide people out of the building in the most efficient way.
* All fire exits shall be kept clear. A minimum of two fire drills shall be held per year.
	+ These drills will be monitored for efficiency and timing.
	+ The success of the evacuation plan will be reviewed after each drill.
* Firefighting equipment shall be available. All fire-fighting installations and equipment shall be inspected as per legal requirements.

6. FIRST AID

* The school shall have an appropriate number of occupational First-Aiders on the premises.
* Employees shall be made aware of the identities of the First-Aiders and the location of First Aid kits.
* All appropriate equipment etc. shall be made available to the First-Aiders.
* All First Aid kits shall be fully compliant with legislation and guidance.
* It shall be the duty of the Safety Representative to check that the kits are appropriately stocked and up-to-date.

7. ACCIDENTS AND DANGEROUS OCCURRENCES

* All accidents and near misses / dangerous occurrences shall be recorded.
* The Board of Management shall report specific incidents as required to the Health and Safety Authority.
* A log shall be made available in the staff room (next to the First Aid kit) where employees shall record the details of any incidents that they have been part of.
	+ The specific details required in this log shall be made clear to the employees.
* In the case of a serious event, the employee shall also make a verbal report directly to the Principal.
* The Principal shall review the log on a weekly basis.
* All incidents reported shall be investigated by the Principal.
* Where required, corrective action shall be taken and a record made of these interventions.
* All details of these events and actions taken shall be made available to the Board of Management and the Safety Committee (should one be in place).

8. TRAINING

* The need for training and instruction in safety and health issues shall be linked with the results of risk assessments.
* An annual health and safety training plan shall be formulated by the Principal and the Safety Committee, should one be in place, at the start of each school year.
* The plan shall include:
	+ A formal process to identify the health and safety training needs of each group within the school community.
	+ The provision to all individuals of safety training necessary to enable them to carry out their duties as identified in the risk assessments and as set out in the safety statement.
* A record of those who attended training sessions shall be kept.
* A schedule of dates when refresher training falls due shall be kept.

9. COMMUNICATION AND CONSULTATION

* The Board of Management shall ensure that the health and safety statement shall be brought to the attention of its regular employees, including caretakers, cleaners and other non-teaching staff, at least annually, or following any amendments to the statement.
* The safety statement shall be brought to the attention of any newly recruited employees upon commencement of employment; this to include building evacuation procedure, identities of First Aiders and the Safety Officer.
* The safety statement shall be brought to the attention of any persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g. contractors carrying out work at the school.
* All pupils, parents / guardians and other visitors to the school shall have access to the safety statement.
* All staff shall be made aware of the content of the safety statement, safety policies and procedures, risk assessments, minutes of Safety Committee meetings, results of audits and performance reviews.
* The communications process shall allow for and encourage employees to bring safety, health and welfare matters to the attention of Management.

10. MEASURING PERFORMANCE

* The Board of Management shall measure, monitor and evaluate the performance of the health and safety management system to make sure that:
	+ It meets legislative requirements.
	+ It matches up to the health and safety objectives as set out in the safety statement.
* School management, working with the Safety Representative and Safety Committee, should one be in place, shall establish structures and procedures to monitor the school’s health and safety performance.
	+ This is to ensure that planned actions contained within the school’s health and safety plan have actually taken place or where they have not that they are in fact scheduled to be addressed.
* Periodic inspections and necessary maintenance shall be carried out by competent persons on equipment such as fire safety installations, extraction systems etc.
* The Safety Committee, should one be in place, will also check that the safety statement is being implemented and will note any issues arising.

11. REVIEW

1. The safety statement shall be reviewed by the Principal, Safety Officer and Safety Committee, should one be in place, on an annual basis.
2. In carrying out this review, feedback from the school community, significant incidents and / or accidents that have occurred, new regulatory and legislative requirements and other relevant developments shall be taken into account.
3. The safety statement shall be revised as necessary in light of the review and evaluation process; all members of the school community shall be informed of the full contents of the revised safety statement.

12. RATIFICATION

13. SIGNED

The purpose of the Safety, Health & Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees in the workplace.  The Act applies to employers and employees in all types of work and embraces all of their activities.

The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee’s co-operation necessary to achieve this purpose. In response to this requirement and to raise safety awareness at management and employee levels, the school has prepared this safety statement covering all aspects of the school's safety management programme, employee co-operation and deals comprehensively with the school’s safety policies in respect of all its operations and activities.

This Safety Statement outlines how St. Mary’s Charleville shall satisfy the requirements of the Safety, Health and Welfare at Work Act, 2005 – Section 19 Risk Assessment and Section 20 Safety Statement in relation to management of employee and student health and safety and the identification of hazards and assessment of risks in the workplace.  Breaches of the safety provisions in this Safety Statement will result in action appropriate under the School’s Disciplinary Procedure and/ or Teacher’s Handbook.

It is the policy of St. Mary’s Charleville to comply fully with the Safety, Health and Welfare at Work Act, 2005 to ensure so far as is reasonably practicable the safety, health and welfare of all employees, students and any other persons at our place of work.

St. Mary’s Charleville commits to provide appropriate instruction, training and supervision to employees in relation to their safety, health and welfare at work. This Safety Statement is a plan to minimise the risk of injury and ill-health at this place of work. St. Mary’s Charleville shall also comply with all other legislation applicable to our activities e.g. the Safety, Health and Welfare at Work (General Application) Regulations (SI 299 of 2007), and any relevant Educational Sector guidance, so far as is reasonably practicable.

It is also the policy of the St. Mary’s Charleville to protect, so far as is reasonably practicable, persons not employed by school who may be affected by our activities.  In particular, the safety of the students is a priority while they are under the care of the school. In pursuance of the general statement of safety policy, the Principal and Board of Management will provide and maintain a safe place of work, safe equipment and safe systems of work.  We shall carry out a detailed hazard identification exercise, risk assessment and implement control measures as required.  Resources shall be made available as necessary.

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others. It is the policy of the Principal and Board of Management to consult all employees on matters of health and safety and employees are hereby notified of the school policy and are encouraged to comply with their duties under the 2005 Act to notify management of identified hazards in the workplace.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the Safety Statement. This safety statement shall be available on the server at the school and in hard copy. It is the policy of St. Mary’s Charleville to strive for continuous improvement, especially in relation to all aspects of health, safety and welfare in the workplace. St. Mary’s Charleville seeks to continually promote safety awareness among our pupils, staff and parents.

**Board of Management**

The Board of Management is in overall control of the health, safety and welfare of all personnel employed by the St. Mary’s Charleville and its pupils. Therefore the Board of Management is responsible for the establishment and maintenance of an effective policy on health, safety and welfare at work.

Some of the Board of Management’s responsibilities include

* To manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of employees and students.
* To provide systems of work that are planned, organised, performed, maintained and revised in a safe manner
* To manage and conduct work activities so as to prevent improper conduct or behaviour likely to put the health and safety of employees or students at risk (e.g. horseplay, bullying).
* Obtaining the services of a competent person when required for ensuring the safety, health and welfare at work of employees and students.
* Ensuring that the appropriate staff and resources are made available to meet the requirements of this safety policy.
* Providing and maintaining a place of work which is safe to work in and which has safe means of access and egress.
* Taking the safety of employees and students into account when carrying out risk assessments, and putting relevant preventative measure in place where necessary.
* Providing employees and students with suitable welfare facilities.
* Ensuring that the School Safety Policy is established and current.
* Ensuring that the safety policy is understood at all levels in the organisation by engaging in communication, consultation and training.
* Provide employees with all necessary instruction, supervision and training to ensure their safety, health and welfare at work. This should include information on any hazards identified in risk assessments, protective measures in place, and the identity of safety representatives.
* Ensuring that instruction and training is provided in a form manner and language that is reasonably likely to be understood, and reviewed periodically to reflect new or changed risks.
* Allowing employees time off work (without loss of remuneration) to attend relevant training relating to safety, health and welfare at work.
* Ensuring that any measures taken relating to safety, health and welfare at work do not involve financial cost to employees.
* Periodically auditing and assessing the policy and its effectiveness. This assessment will be carried out where applicable with the assistance of an external safety advisor.
* Ensuring that the safety management system is operating as described in this document.
* Ensuring that adequate plans and emergency procedures are in place and revised as necessary.
* Ensuring the safety statement is brought to the employee’s attention on commencement of employment, following any amendments and at least annually.
* Ensuring accidents and dangerous occurrences are reported to the HSA or the relevant government designee and the safety representative.
* Ensuring that individuals, not employed by the school (e.g. students, visitors, members of the public), are not placed at any risk to their safety, health or welfare by the undertakings of St. Mary’s.
* The Board of Management shall delegate specific responsibilities to the Principal.

**St. Mary’s Charleville Principal**

The Principal is responsible for the day to day operation of St. Mary’s. The Principal’s duties include:

* Managing and conducting activities so as to minimise the risk to the health and safety of all employees, pupils, visitors and contractors.
* Ensuring that the safety management system is operating as described in this document.
* Ensuring that adequate plans and emergency procedures are in place and revised as necessary.
* Ensuring the St. Mary’s Charleville Safety Statement is brought to the employee’s attention on commencement of employment, following any amendments and at least annually.
* Ensuring accidents and dangerous occurrences are investigated and, where necessary, reported to the H.S.A.
* Ensuring that individuals, not employed by the St. Mary’s Charleville (e.g. pupils, contractors, visitors, members of the public), are not placed at any risk to their safety, health or welfare by the undertakings of the school.
* Setting a personal example regarding health and safety in St. Mary’s.
* Day-to-day management of health and safety issues at the St. Mary’s Charleville.
* Ensuring relevant health and safety issues communicated to relevant personnel in the St. Mary’s Charleville.
* Ensuring safety inspections are completed, as outlined in the Safety Statement
* Ensuring safety training needs are regularly analysed for the St. Mary’s Charleville personnel
* Liaising with the Board of Management in respect of health and safety issues at the St. Mary’s Charleville.

**Employees**

Section 13 of the Safety, Health and Welfare at Work Act of 2005 outlines the general duties of employees in matters related to safety, health and welfare at work.

* Comply with the relevant statutory provisions as appropriate and take reasonable care to protect his / her safety, health and welfare and that of any other person at work who may be affected by their acts or omissions at work.
* Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
* If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.
* Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or other person to comply with the relevant statutory provisions, as appropriate.
* Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
* Attend such training and as appropriate, undergo such assessment as may reasonably be required by his or her employer, or as may be prescribed relating to safety health and welfare at work, or relating to the work carried out by the employee.
* Having regard to his or her training and instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing equipment.
* Report to his or her employer or to any other appropriate person, as soon as reasonably practicable-

*i) Any work being carried on or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person.*

*ii) Any defect in the place of work, systems of work, any article or substance which might endanger the safety, health and welfare at work of the employee or that of any other person*

*iii) Any contravention of the relevant statutory provisions which may endanger the safety health and welfare at work of the employee or that of any other person, of which he or she is aware.*

* Employees shall not misrepresent himself / herself to an employer with regard to their level of training

**Responsibilities of persons in control of places of work**

Any person who has control of a non-domestic place of work, which has been made available as a place of work to anyone other than his / her employees, must ensure that the place of work, the means of access to and egress from it and any article or substance provided in the place of work, are safe and without risk to health.

**Hazard Control**

Where hazards cannot be removed it is necessary to secure the safety of employees and others by putting in place hazard control measures to reduce the risk inherent in each identified hazard to an acceptable level.  This shall take account of standards laid down by EU directives, National Acts, Regulations, Codes of Practice, Guidelines, British and Irish Standards and custom and best practice within the Educational Sector.

Where it is reasonably practicable the school commits itself to dealing with identified hazards by use of the following General Principles of Prevention as per the Safety Health and Welfare at Work Act 2005:

1. The avoidance of risk.

2. The evaluation of unavoidable risk.

3. The combating of risks at source.

4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.

5. The adaptation of the place of work to technical progress.

6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.

7. The giving of priority to collective protective measures over individual protective measures.

8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.

9. The giving of appropriate training and instructions to employees.

**Safety Induction and Training**

St. Mary’s Charleville is committed to providing appropriate health and safety training for all personnel applicable to their function within the organisation.  The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency procedures in place.

**St. Mary’s Charleville Employees**

New employees shall receive orientation and induction training. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required.

Training in the role of safety representative is also be provided as required. Prior to starting a new activity an employee will be advised of the hazards, risks and control measures that are in place by their manager. Training will also be given on the job in specialised areas where personnel may require the skills to ensure the high level of safety is maintained. These specialised areas may include:

* First Aid training.
* Manual Handling.
* Emergency Evacuation Procedures.
* Fire Extinguisher Training.
* Safe Ergonomics at Display Screen Equipment workstations.

Special needs or other on-going training will be provided to staff as required pending funding through capitation.

**Contractors**

In order to meet our obligations for the safety and health of our staff and contractors, contractors shall:

* Report to the St. Mary’s Charleville Caretaker who manages Contractors at the school
* Supply an up to date Company Safety Statement or Method Statement specifically for work to be carried out at the St. Mary’s Charleville
* Obtain permits for work if required
* Provide adequate instruction, supervision and training to persons under their control.
* Know and understand the provisions of this policy.
* Ensure that any operatives under their control or employed have knowledge of this policy.
* Ensure that equipment, tools and systems of work must meet the standards required by the Safety, Health & Welfare at Work Act, 2005 and safety and health standards generally.
* Not modify, alter or otherwise interfere with any workplace, equipment or materials for which they have responsibility or use, unless authorised by the liaison person or other designated personnel in charge of their contract.
* Not use the school’s equipment or seek the assistance of staff without the approval of the appropriate liaison person.
* Arrange for suitable welfare facilities, first aid and equipment to be provided for their employees, unless other arrangements have been made on their behalf.
* Keep all workplaces, for which they are responsible, clean and tidy and free from obstruction, all shall be cleared of debris as the work progresses.
* Provide personal protective equipment appropriate to the activity to be carried out.
* Provide information and co-operate fully with regard to Safety Health and Welfare at Work Act and General Application Regulations and all other statutory provisions.
* Report any accidents or near miss incidents to the liaison person without delay and co-operate in any subsequent investigation of the accident or incident.
* Bring to the attention of anyone else who may be affected by it, any process or use of materials, which may endanger health and safety while at work.
* Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
* Contractors must get the consent of the St. Mary’s Charleville before engaging persons other than their direct employees on site.
* Contractors must ensure that their Managers, Supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
* Contractors must produce evidence when requested showing that appropriate Employer’s Liability and Public Liability insurance is in place.

**Work Equipment**

Hazardous machinery or equipment, particularly those with sharp / rotating / cutting hazards must only be used by authorised employees who are competent persons.

All work equipment (e.g. vacuum cleaners, lawnmower, saws, printers, computers, photocopiers etc) used by school employees and contractors shall:

* Comply with the relevant legislation/standards (e.g. CE, EN IS/BS etc…)
* Be suitable for the task
* Have operation and maintenance manuals or other relevant documentation available to users
* Be properly maintained to the manufacturers requirements or to industry best practice requirements
* Be replaced or repaired when defects are found
* Not be modified or changed in such a way as to cause a hazard to users (e.g. the removal of guards etc)
* Not be misused or abused in such a way as to cause a hazard to users (e.g. inappropriate storage or usage)
* Supplied with the appropriate Personal Protective Equipment (where required)

Students should only use equipment if authorised, trained in its use and appropriately supervised.

**Maintenance of Safety Equipment**

Maintenance of safety equipment shall be conducted to statutory requirements under Irish and European legislation and/or to the manufacturer's requirements.

Such work and safety equipment shall include, as a minimum:

* Fire prevention equipment
* Emergency lightingand emergency exits
* All fixed electrical installations and equipment
* All servers and fixed computer systems
* All portable electrical equipment3
* Office equipment
* Display screen equipment
* Cleaning equipment

**Handling of Hazardous Substances**

The only hazardous substances used at the school on a daily basis are cleaning and maintenance agents used by housekeepers and caretaker, and chemicals used under supervision in the science laboratories. Where substances hazardous to health are used in the workplace, the following arrangement will be made:

* Information on the handling of hazardous substances
* Material Safety Data Sheets (MSDS) for all chemicals used should be kept at the school where available
* Safety in Laboratory Book
* Correct labelling
* Use of Personal Protective Equipment

Hazardous substances may include:

* Cleaning agents
* Polishes
* Paints
* Small amounts of petrol for the lawnmower

Chemicals used in the science laboratories include:

|  |  |  |  |
| --- | --- | --- | --- |
| Acetic Orcein | Agar nutrient no. 3 and tablets | Aluminium Ammonium Sulphate | Aluminium Chloride |
| Aluminium Oxide | Aluminium Powder | Aluminium Sulphate | Amino Acids |
| Ammonia Solution | Ammonium Chloride | Ammonium Ethanoate | Ammonium Ethandioate |
| di-Ammonium Hydrogen Orthophosphate | Ammonium Iron (II) Sulphate | Ammonium Iron (III) Sulphate | Ammonium Molybdate Solution |
| Ammonium Nitrate | Ammonium Sulphate | Ammonium Sulphide | Ammonium Thiocyanate |
| Barium Chloride | Barium Nitrate | Barium Peroxide | Beef Extract Powder |
| Benedict’s Solution | Benzene-1, 2, 3-Triol | Benzoic Acid | Bicarbonate Indicator |
| Bismuth Chloride | Boric Acid | Bromine | Bromethane |
| Bromothymol Blue | Buffer Tablets | t-Butyl Alcohol | Calcium Carbide |
| Calcium Carbonate | Calcium Chlorate | Calcium Chloride | Calcium Hydroxide |
| Calcium Sulphate | Calcium Turnings | Charcoal | 2-Chloro-Methyl Propane |
| Citric Acid |  | Copper Carbonate | Copper Citrate |
| Copper Nitrate | Copper Oxide | Copper Powder and Filings | Copper Sulphate |
| Copper Red Stain | Cresol Red Stain | Crystal Violet Stain | Crude Oil |
| Cyclohexane | Decon 90 | 1, 6-Diaminohexane | DI (Dodecanoyl) Peroxide |
| Dcpip Redox Tablets | Edta-Sodium Salt | Enzymes | Erichrome Black  |
| Ethanal | Ethanamide | Ethanedioic Acid | Ethanoic Acid |
| Ethanol | Ethoxyethane | Fehling’s Solution No. 1 | Fehling’s Solution No. 2 |
| Flourscein Sodium | Gelatine | D-Glucose | Glycerol |
| Graphite | Hexanedioyl Chloride | Hydrochloric Acide | Hydrogen Peroxide |
| Hydroxylamine Hydrochloride | Indicators and Dyes | Iodine | Iron (III) Chloride |
| Iron Filings (Fine and Course) | Iron (III) Oxide | Iron (III) Sulphate | Lead Acetate Papers |
| Lead Bromide | Lead Ethanoate | Lead Foil | Lead Nitrate |
| Lead Oxide | Lead Shot | Leishman’s Stain | Litmus Papers |
| Liquid Parffin | Lithium Chloride | Magnesium Nitrate  | Magnesium Sulphate |
| Mercury | Mercury (II) Oxide | Mercury (II) Sulphate | Methanal |
| Methanoic Acid | Methanol | Methyl Beneyne | Methylene Blue |
| Methyl Orange | Methyl Cellulose | Methyl Blue | Methyl Red |
| Nickel Chloride | Nitric Acid | Octane | Orcein |
| Paraffin Wax | Pentane | Pepsin | Pepton |
| Phenolphatalein | Phenylamine Sulphate | Phenylethene | Phenylhydrazine Hydrochloride |
| Phosphoric Acid | Phosphorous (Red) | Phosphorous Phosphorous (V) Oxide | Phosphorous Pentachloride |
| Phosphorous Trichloride | Potassium Bromide | Potassium (V) Chloride | Potassium Chromate |
| Potassium Hexacyanoferrate (III) | Potassium Hexacyanoferrate (II) | Potassium Hydroxide | Potassium Iodate (V) |
| Potassium Iodide | Potassium Manganate (VII) | Potassium Metal | Potassium Nitrate |
| Potassium Tartrate | Propanone | Propan-2-OL | Silica Gel |
| Silicone Oil | Silver Nitrate | Soda Lime | Sodium Borohydride |
| Sodium Carbonate | Sodium Citrate | Sodium Dichromate | Sodium Dithionite Sodium Hydrosulphite |
| Sodiumthanoate | Sodium Hydrogen Carbonate | Di Sodium Hydrogen Orthophosphate  | Sodium Hydrosulphite |
| Sodium Hydroxide | Sodium Iodite | Sodium Nitrate | Sodium Nitrite |
| Sodium Persulphate | Sodium Sulphate | Sodium Sulphite | Sodium Tartrate |
| Sodium Thiosulphite | Starch Powder | Starch Iodite Paper | Strontium Nitrate |
| Sulpher | Sulpher Dioxide | Sulphuric Acid | Thymol Blue |
| 1, 1, 1-Trichloroethane | Turmeric Paper | Universal Indicator | Urea |
| Water Culture Tablets | Zinc Carbonate | Zinc Oxide | Zinc Powder |
| Zinc Sulphate |  |  |  |

Special care will be taken with the storage of chemicals to prevent unauthorised access by students in particular. Chemicals are stored in their original (or suitable) containers, labelled appropriately and used according to manufacturer’s recommendations. Training and information shall be provided to any personnel involved in the use of hazardous substances in the workplace as per the requirements of the Safety Health and Welfare at Work (Chemical Agents) Regulations, 2001 and associated Code of Practice, 2007.

**School Safety Precautions for the Science Laboratories**

* Do not enter a laboratory without your teacher
* Do not handle or use any equipment substances or solutions unless permitted to do so by your teacher
* Pupils must stand while performing laboratory work.  Stools and chairs should be put under the benches
* Tidy away books and bags that are not being used
* Long hair must always be tied back
* Eye protection must be worn as instructed to do so
* Do not eat, drink or taste anything in the laboratory
* Gas taps must be turned off after use
* When performing an experiment, make sure that you have read through it thoroughly.  Make sure that you know exactly what materials, solutions etc to use and how to perform the experiment correctly
* Any substance accidently taken into the mouth must be spat out immediately and the mouth washed with plenty of water
* Always walk, never run in the laboratory
* All accidents however small must be reported
* Any chemicals spilled on the skin or clothing must be washed off with plenty of water
* Always wash hands after practical work and before and after going to the toilet

**Sample Page from Safety in Laboratory Book**

****

**Welfare**

In accordance with the Safety, Health and Welfare at Work Act, 2005 St. Mary’s Charleville provides welfare facilities for employees and students.

These consist of:

* Facility to boil water (for staff) and take meals
* Provision of drinking water
* Arrangements for ensuring high standards of hygiene
* Adequate sanitary conveniences with arrangements to maintain a high standards of cleanliness and hygiene

**Smoking Policy**

Smoking in the workplace is prohibited by enclosed workplace smoking ban under the Public Health (Tobacco) (Amendment) Act, 2003 and the Tobacco Smoking (Prohibition) Regulations, 2004, which came into force on the 29th March 2004.

Students are not permitted to smoke on school grounds.

**Drugs and Alcohol**

In line with the Education Act, 1998 and the Education (Welfare) Act, 2000, the school provides a platform for education on alcohol, tobacco and drugs.  Procedures are in place for dealing with situations related to these substances. St. Mary’s Charleville does not accept the possession, use or supply of any drugs or alcohol by students on school grounds or during school activities with the exception of legitimate use of drugs for medicinal purposes.  Breaches of these rules will be dealt with using St. Mary’s Charleville Drugs and Alcohol Policy. As per the Safety Health and Welfare at Work Act 2005, school employees must ensure that they are not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.  Further guidance is provided in the Teachers’ Handbook.

**Provision of Occupational First Aid trained personnel**

As per the requirements of the Safety Health and Welfare at Work (General Application) Regulations, 2007, St. Mary’s Charleville provide arrangements for occupational first aid. An appropriate number of personnel are trained in first aid. The name(s) of the designated first aid personnel are listed in the emergency arrangements section of this document and shall be displayed locally in the staff room.

**Provision of First Aid Equipment**

As per the requirements of the Safety Health and Welfare at Work (General Application) Regulations, 2007 and Guidelines on First Aid at Places of Work 2008, The St. Mary’s Charleville will provide adequate first aid equipment and supplies.

First aid boxes are replenished approximately every three months. Information regarding the provision of first aid equipment and supplies shall be communicated to the employees and the safety representative, if applicable. All first aid treatments provided must be recorded on the accident form.

**First Aid Box contents as per the guide**

|  |  |
| --- | --- |
| **MATERIALS** | **FIRST AID BOX CONTENTS** |
| **1-10 PERSONS** | **11-25 PERSONS** | **26-50 PERSONS** |
| Adhesive Plasters | 20 | 20 | 40 |
| Sterile Eye Pads (No. 16)(Bandage Attached) | 2 | 2 | 4 |
| Individually Wrapped Triangular Bandages | 2 | 6 | 6 |
| Safety Pins | 6 | 6 | 6 |
| Individually Wrapped Sterile Unmedicated Wound Dressing Medium (No.8) (10x8 cms) | 2 | 2 | 4 |
| Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13x9 cms) | 2 | 6 | 8 |
| Individually Wrapped Sterile Unmedicated Wound Dressing Extra Large (No. 3) (approx. 28x17.5 cms) | 2 | 3 | 4 |
| Individually Wrapped Disinfectant Wipes | 10 | 20 | 40 |
| Paramedic Shears | 1 | 1 | 1 |
| Pairs of Examination Gloves | 5 | 10 | 10 |
| Sterile water where is no running water | 1x500mls | 2x500mls | 2x500mls |
| Pocket face mask | 1 | 1 | 1 |
| Water based burns dressing Small (10x10cm) | 1 | 1 | 1 |
| Water based burns dressing Large  | 1 | 1 | 1 |
| Crepe bandage 7cm | 1 | 2 | 3 |

**Accidents and Incidents**

* All accidents must be reported immediately and details must be recorded on the St. Mary’s Charleville Accident Report Form and kept on file by the Deputy Principal.
* The Principal, on behalf of the Board of Management will notify the Health and Safety Authority of all reportable accidents involving St. Mary’s Charleville personnel using form IR1 (online via the HSA website).
* All dangerous occurrences (as per the requirements of the Safety Health and Welfare at Work Act 2005) shall be reported to the HSA using Form IR3. Accidents involving contractor personnel will be investigated by the contracting company in consultation with a designated person from St. Mary’s Charleville and a report shall be provided to the St. Mary’s Charleville Board of Management.

St. Mary’s will ensure that the following details are recorded as soon as possible following each accident, incident, near miss or ill-health report where ever it should occur:

1. Location.
2. Name of individual.
3. Date of accident, incident, near miss or ill-health report.
4. Employment description.
5. Description of accident, incident, near miss or ill-health report.
6. Severity of injury or ill health.
7. Root cause and contributory factors.
8. Suggested controls (short-term and/or long-term).

The main purposes of accident investigation shall be to prevent the recurrence of similar incidents or injuries in the future. St. Mary’s Charleville shall hold records on file of each accident, incident, near miss or ill-health report.

When an accident involving injury occurs, the procedure below must be followed:

The Principal must be notified immediately. The Principal or other nominated persons must take charge of the proceedings as follows:

1. Observe the accident location and status of the injured person.

2. If there is a risk of further injury move injured person to safety.

3. See that the first aid is administered as required by a competent person.

4. Call for immediate medical assistance from the Medical Centre, Charleville, who is part of the Rapid Response Team for this region or emergency services if required.

5. If an ambulance is called make sure the exact location is given and that an ambulance can access the area as near as possible to the injured person.

6. Establish location of hospital and appoint a suitable person to travel with the injured person.

7. Notify the family of the injured person and if required arrange for transport of them to hospital.

8. Gather all information immediately about the accident and what led up to it.

9. Obtain witness statements. Write these down as they are given.

10. Complete the Accident Report Book and IR1 Report Form (see appendices). Check with the Board of Management before sending to the HSA as required.

11. Take sketches /photographs of the area where the accident happened.

12. If the HSA are to inspect the site and location of the accident, the scene is to be preserved and nothing moved unless further serious risks have to be avoided. Take note of the measures which were taken.

13. The Board of Management should then notify the insurance company and seek guidance on further reports, investigations and position of the school.

14. The accident is to be investigated until the root cause and contributing factors have been identified. Once identified, corrective actions must be put in place to prevent re-occurrence.

**Bullying - General Duties**

According to the Safety Health and Welfare at Work Act 2005 employers have a responsibility for ‘managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare at work of his or her employees at risk’, while employees have a responsibility ‘not engage in improper conduct or behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person’

The HSA has published the following non-exhaustive list as examples of types of bullying behaviour:

* Exclusion with negative consequences
* Verbal abuse/insults
* Physical abuse
* Being treated less favourably than colleagues
* Intrusion – pestering, spying or stalking
* Menacing behaviour
* Intimidation
* Aggression
* Undermining behaviour
* Excessive monitoring of work
* Humiliation
* Withholding work-related information
* Repeatedly manipulating a person’s job content and targets
* Blame for things beyond the person’s control.

**Compliance with Bullying Code of Practice**

St. Mary’s Charleville intends to comply with the HSA “Code of Practice for Employers and

Employees on the Prevention and Resolution of Bullying at Work 2007”, which requires an employer to:

* Consider whether bullying at work is likely to be a hazard, the extent of risk involved and what preventive measures are necessary.
* Put in place a Bullying Prevention Policy, which adequately addresses the risks that have been assessed. The policy should be clear in how it will measure implementation. (Where bullying has been identified as a risk, this policy must be referenced or included in the Safety Statement).
* Provide appropriate training and development at all levels but particularly for line manager roles;
* Ensure clarity of individual and department goals, roles and accountabilities;
* Ensure access to relevant competent and supportive structures both internal and external.

St. Mary’s has an anti-bullying policy in place that is located in the Teachers Handbook and Roll Book.  The policy outlines the procedures to be followed if a member of staff or a student is being bullied.

**Informal Complaint**

An employee who believes he or she is being bullied should where possible, indicate directly to the person complained of that behaviour in question is unacceptable.  In circumstances where the complainant finds it difficult to approach the person complained of directly, he or she should seek help and advice from a “contact person” nominated by the employer under the Bullying Prevention Policy, or another colleague or trade union / staff representative.A contact person is a person given authority by the employer to act as an initial facilitator where bullying is being alleged.  The Contact Person role is a voluntary role of facilitation to act as the first point of contact for someone who believes that he or she is being treated in a bullying manner.  He/she has a listening brief and is a reference point for the complainant, and he/she could, for instance, provide the complainant with a copy of the policy, outline the routes available and explain the roles of personnel involved.  The Contact Person does not get involved in any other way in the complaints procedure and is not an advocate for either party.

The contact person for this school is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stress**

St. Mary’s Charleville shall adhere to all aspects of theSafety, Health and Welfare at Work Act, 2005*,* which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

In the HSA Publication – ‘Work Related Stress – A Guide for Employers (2002)’, stress can be broadly defined as *‘… the negative reactions people may have to aspects of their environment. Work related stress simply refers to those reactions due to pressures within the working environment…’*

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Causes of stress in the workplace:

* Faulty work organisation
* Poor working relationships
* Poor communication at work
* Ill-defined work roles
* Highly demanding tasks
* The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

* Identification of potential problems
* Assessment of risks
* Implementation of safeguards
* Monitoring the effectiveness of safeguards.

St. Mary’s Charleville aims to be proactive in the reduction / management of sources of workplace stress. To this end St. Mary’s Charleville willutilise the following methods of managing stress:

* St. Mary’s Charleville shall establish an environment whereby employees who are subject to occupational stressors are encouraged to make the Board of Management aware of these issues. The first port of call should be the school Principal.
* St. Mary’s shall actively look for symptoms of work-related stress during completion of risk assessments and take appropriate steps to deal with any identified causes
* Ensure that St. Mary’s Charleville Board of Management is aware of the potential causes of stress and of the early warning signs
* Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
* Where St. Mary’s Charleville Board of Management  are aware that a specific employee workload, or the conditions of their work are deemed particularly stressful, appropriate measures should be taken, so far as is reasonably practicable, to eliminate or minimise the stress.

**Critical Incidents**

A critical incident could be “an incident or sequence of events that overwhelms the normal coping mechanisms of the school, and disrupts the normal running of the school”. Critical incidents may involve students, staff, the school or the local community**.**  Guidelines have been prepared to be followed in the event of a critical incident occurring.  This is outlined in the Critical Incident Plan.  Staff will react to an incident quickly to maintain control and return the school to normality as soon as possible.

**Pregnant employees**

All female staff are required to advise St. Mary’s Charleville Secondary School, in writing, should they become either pregnant or a “new” mother (that is a woman who has given birth within the last six months and who is breast-feeding).  On receipt of this notification the school shall review the risk assessments relevant to that persons work. To this end a competent person will complete a formal pregnancy risk assessment. For any risks to which the pregnant or new mother is potentially exposed, and which represent additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the woman’s medical advisors (GP or anti-natal / post-natal team). Following action to reduce the risk, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be re-assigned to other work for which the risks are assessed as not significant. If it is not possible to reassign the worker to work without significant risk to themselves, or the unborn child, she shall be placed on paid Health and Safety leave until she ceases to be a pregnant or new mother, or suitable alternative work may be found. When Health and Safety leave is being granted the employee will be issued with the required certificate.

**Fire**

The building is equipped with a fire alarm system. This is maintained and tested as per Irish Standards (IS 3218) by a contract company (Stalwart Security).  The fire alarm system is monitored by an alarm monitoring company. The building is equipped with emergency lighting for use during power failures and emergencies.  This shall be maintained and tested as per Irish Standards (IS 3217).  Emergency lighting is tested every three months by a contract company. The building is supplied with an appropriate number and type of fire extinguishers and maintained by a contract company. In the event of an activation of the fire alarm, it is the policy of the school to evacuate and assemble in their class groups in the Basketball courts near the school pitch. Fire safety awareness is communicated to employees during training.

**Evacuation**

In the event of a fire personnel are to leave the building immediately with their class by the nearest fire exit. The following procedure developed by the school should be followed.

* Remain calm
* Take a roll – note the names of absentees, take a quick head count and double check the number in class
* Switch off all electrical appliances and close the windows in the classroom
* Check your fire exit point and assembly point and inform your pupils
* Strict silence should be observed during evacuation
* All books and bags must be left in classroom.  The classroom must be closed but not locked
* Put two most reliable students in charge at the rear and lead class to assembly point
* At the assembly point, take roll call and count students
* Under no circumstances should students leave the assembly point until they are told it is safe to do so
* Teachers may not re-enter until they are told it is safe and they have designated responsibility of their class to another teacher if required
* Teachers that do not have class are required to check that no pupil stays in the toilets or locker areas
* When the all clear is given by the Fire Officer or other responsible person, lead students back to class

Fire evacuation familiarisation drills shall take place at regular intervals – one per term.

The Emergency Evacuation Plan shall be reviewed and updated as necessary.

**Emergency Details**

|  |  |
| --- | --- |
| **Emergency Contact** | **Contact Information** |
| **School Address** | ST. MARY’S CHARLEVILLESmith’s Road, Charleville, Co. Cork.Tel : 063-81877 |
| **Medical Emergency** | Emergency dial 999 or 112**Charleville Health Centre 063-89454** |
| **Fire** | Dial 999 or 112 |
| **Occupational First Aid** | All staff have attended a basic first aid course on August 2018Principal or Deputy Principal |
| **Defibrillator Trained Personnel** | All teaching staff have received Defibrillator training |
| **Fire Extinguisher Trained Personnel** |  |
| **Key Holders** | Caretaker : Joe Dolan, CaretakerDeputy Principal Principal :  |
| **Other:** | School Secretary |

**Consultation**

The Board of Management is in overall control of the school.  As the safety, health and welfare of school employees and the students is the day to day responsibility of the Principal, safety is of utmost importance at Board of Management meetings.  The Board of Management meetings must take into consideration all contributions relating to the safety, health and welfare of employees and staff made by the Principal, Safety Representatives or others.

**Safety Representative**

Employees can, from amongst their number, appoint a Safety Representative (or Representatives) to represent them in matters of health, safety and other related issues at the workplace (Section 25 of the Safety, Health and Welfare at Work Act, 2005).

The safety representative is entitled to the following:

* The information necessary to ensure safety in the school.
* The right to be informed by the school when a HSA inspector enters the place of work to carry out an inspection.
* Accompany the inspector on a tour of inspection if this is practicable.
* Make representations to inspectors on safety matters.
* Investigate accidents and dangerous occurrences as long as the Safety Representative does not interfere with the statutory obligation of any other person.
* Investigate complaints and hazards.
* Receive advice and information from inspectors.

Employee safety representative may make representations to management at any time concerning working conditions, which are considered by employees to be unsafe or injurious to health. The school will inform the Safety Representative when a Health and Safety Inspector arrives to carry out an inspection, if this is practicable. The school shall afford the safety representative such time off from his / her duties as may be reasonable having regard to all the circumstances without loss of remuneration, to enable him / her to acquire the knowledge necessary to discharge his/ her functions as a Safety Representative. Arising from the discharge of his/ her functions, the Safety Representative shall not be placed at any disadvantage in relation to his/ her employment. A Safety Representative has been elected and received training in their role.

**Other Consultation Mechanisms**

* Display of emergency contact information in the workplace
* Include safety as a permanent topic at Board of Management and Staff meetings
* Use of school notice board to communicate to employees and students
* Establishment of a safety committee
* Consider teaching students about safety at home and at school

**Monitoring and Auditing**

St. Mary’s Charleville implements a system of pro-active regular safety inspections of the school’s premises and activities.

* School areas are monitored on an ongoing basis for safety by the St. Mary’s Charleville caretaker.
* Inspections and certification as required under the regulations shall be carried out by competent persons (Stalwart Security) and copies kept on file by the St. Mary’s Charleville.
* Under section (13) of the Safety, Health and Welfare at Work Act, 2005, employees are obliged whilst at work to report without delay any defects or unsafe practices which might endanger safety or health.

**Safety Statement Review**

This safety statement shall be available on the server at the school and in hard copy.  It shall be brought to the attention of new employees on commencement of employment and all other employees at least annually. This Safety Statement shall be reviewed and amended as appropriate on a routine basis or reviewed immediately as a result of the following:

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

**Identification of Hazards**

The identification of hazards and assessment of risk in the workplace is a requirement of the Safety, Health & Welfare at Work Act, 2005 (Section 19 (1)). In addition to this, Section 20(1) of the act clarifies the requirement of an assessment in writing to be included in the Safety Statement. The school is committed, so far as is reasonably practicable, to identify all foreseeable hazards in the workplace (using risk assessments) and that our employees shall be informed of the dangers and the appropriate controls.

**Risk Assessments**

A risk assessment can be defined as a detailed examination of a particular work place, machine, specific equipment, department, area or process, which could harm a person. It seeks to ensure that every potential hazard is properly identified and action is taken to correct faults. Specific risk assessments examining in more detail those dangers discovered in the general risk assessments will be necessary. Risk assessments shall be carried out periodically (reviewed on an annual basis) and also if changes in work systems or equipment occur.

Records of risk assessments shall be located in Risk Assessment Section of this document.

**Hazard identification and risk assessment methodology**

Where practicable St. Mary’s Charleville commits itself to the elimination of hazards, and will carry out safety audits to assess the risk to safety and health of its employees and students. St. Mary’s Charleville also commits itself to control those risks to an acceptable level so far as is reasonably practicable.  This approach will take into account normal good practice within the Education sector and the standards and guidelines where these are available.

**Hazard**

A hazard is "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work, contractors or visitors".

**Hazard Identification**

A systematic examination of all aspects of the premises and sites is undertaken to identify hazards in the actual circumstances of operation of the business.

**Risk**

A risk is taken to mean "the potential of the hazard to cause harm in the actual circumstances of use".

**Risk Assessment Methodology**

A risk assessment is based on the linking of the probability of occurrence with the severity of loss and /or injury.  When the safety audit identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss.  A safety audit assesses the risk of each hazard by ranking according to the categories described below prior to the implementation of control measures.

**HIGH (H):**

***Possibility of fatality, serious irreversible injury or significant loss, violation of statutory regulation.****Immediate control is necessary, justifying special maintenance activity.  Hazards which are assigned a high (H) risk are to be dealt with on a priority basis.  Where it is not reasonable or practicable to immediately eliminate the hazard as recommended, the appropriate controls are put in place, or will be put in place shortly.*

**MEDIUM (M):**

***Unlikely though conceivable possibility of fatality, serious injury to a worker or significant material loss.  Possibility of minor injury to a large number of people.*** *Control can be accommodated within normal maintenance activity.*

**LOW (L):**

***Reversible minor injury or material loss.****Control can be deferred until all other more serious hazards have been dealt with or until the machinery or building is being replaced/altered.*

**Risk assessment section**

**Identified Hazards**

The following foreseeable hazards have been identified as relevant to St. Mary’s Charleville activities:

* Car Park
* School Buildings
* Prayer Room
* Corridors
* Classrooms
* Woodwork/Art Room
* Reception
* Photocopiers
* Guidance Councillor Room
* Science Preparation Room
* Science Laboratories
* Principal and Vice Principal’s Office
* Caretakers Store Room
* Housekeepers Store Room
* Canteen
* Sports Field
* Computer Rooms
* Staff Room
* Sports Hall
* Pregnant Employees
* Manual Handling
* Lighting, Heating and Ventilation
* Biological Hazards
* Fire
* Maintenance
* Radon
* School Trips

**Unforeseeable Hazards**

Unforeseeable hazards will be identified by the on-going vigilance of the school personnel and visiting safety auditors. Once identified, a risk analysis of the hazard will be carried out, a safe system of work determined and work will not progress unless and until all relevant personnel have been informed of the hazard and the precautions necessary for safe operation.

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Car Park | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Dropping and collecting students**Volume of trafficMoving vehicles | Risk of vehicle collisionRisk of students / staff being knocked down and injured | See comments | LowLow |
| **Access and Egress**Parked cars obstructing access and egress routes | Risk of students walking out in front of carsRisk of emergency vehicles being unable to access school | Pedestrian crossing provided on school groundsSee comments | MediumHigh |
| **Comments:**Car park spaces should be clearly painted on the groundDo not park cars where they could obstruct emergency vehiclesDo not park cars on where they obstruct the movement of pupils from the new to the old building (happens at St. Mary’s Charleville Primary School closing times)Erect speed limit signage  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** School Buildings | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Access Egress**Blocked, locked or inadequate exits Falling off the stage/steps at musical.Knocking out teeth by holding the recorder incorrectly (this has happened in another school) although we are phasing out recorder playing.Sound levels in the music room when listening to music have to be watched. | Risk of being trapped in building in the event of emergencyRisk of panic or confusion if exit routes are inadequate. | School doors open at 8am.  Students must stay in Canteen until class begins at 8.50Clear access and egress routes are maintained at all times     School equipment and furniture is not situated so as to impede access and egress routes. All designated fire exits unobstructed to allow adequate emergency access and egress. All emergency exits can be easily opened Fire drills are carried out once per termTripping over microphone leads at musical events - large mats to cover these. | Low |
| Poorly signed emergency exits | Risk of panic or confusion in an emergency  | All access and egress routes are appropriately signedAll emergency exit routes are illuminated with emergency lighting.  | Low |
| Poor housekeeping along escape routes e.g. materials left on the floor, frayed mats or slippery floors | Slips, trips and falls leading to injury | Good housekeeping standards are maintained in corridors and classrooms | Low |
| **Comments:**Emergency exit on the corridors and hall should open outwards in the direction of escape.Ensure emergency exit in sports hall does not become obstructed by sports equipment |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007I.S. 3217 Code of Practice for Emergency LightingBuilding Regulations 2006 – Technical Guidance Documents B |
| **Area of Risk Assessment:** School Buildings | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Unauthorised****Access/Egress**Unauthorised personnel entering the school building | Risk of disruption or danger to staff and students | Access through the main door has controlled accessPersons coming onto the school premises must sign in at Reception.Visitors are provided with a visitors badge to wear prominently while on school groundsCCTV is used to monitor school which is monitored in Reception, canteen and corridor outside Principal’s ofice.Parents / visitors can only meet teachers by arranging a meeting prior to arrival | Low |
| Students leaving the school without permission | Risk of injury or danger to students | Students can only leave school outside of normal finishing time if parents or guardians collect them or alternative arrangements have been madeStudents must sign out at Reception if leaving before the end of the school day | Low |
| **Comments:**Unauthorised access is possible through the door near the staff room |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** School Buildings   | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Accessing flat roofs**Unprotected edgesFalling objects | Risk of falling from a height leading to injuryRisk of tools or equipment falling from roof leading to injury to persons below | Only authorised personnel (maintenance/contractors) are permitted to access the roofCaretaker controls access to the roof | Medium |
| Fragile roof surface | Risk of falling through roof lights leading to injury to the person and structural damage | Only authorised personnel (maintenance/contractors) are permitted to access the roofAccess to the roof is restricted during class time | Medium |
| Comments: Ensure contractors carrying out any roof work are competent and provide method statements for works being carried outEnsure contractors carrying out any roof work secure ladders to prevent children accessing the roof  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Religion Prayer Room   | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| Risk of flammable materials catching fireRisk of burns | Two emergency escape routes providedEmergency exit signage in place above doorsBreak glass units and fire alarm sounders providedEmergency risk map and emergency procedure erected on the back of doors | Low |
|  |
| **Comments:**Emergency exit should have push bar in place of key lockEnsure heaters are visually inspected before use and taken out of service if defectiveEnsure regulators (device connecting hose to cylinder) has a working on-off switch Gas cylinders should be returned if they are not in use for long periodsRoom must be adequately ventilated if using gas heater |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |
| **Area of Risk Assessment:** Corridors   | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Obstructed exit routes**School bags,  other school equipment and bins obstructing corridorsLockers | Risk of tripping over bags leading to injuries  | All corridors are maintained in a tidy conditionStudents are provided with lockers which must be used to store personal belongingsAny personal equipment that does not fit in locker is stored on top of themBins are located in areas that will not obstruct exits or exit routes | Low |
| **Trip hazards –** frayed carpets, mats**Slip hazards** – polished floors | Risk of slipping tripping or falling leading to injuries | Carpets on corridors are all in good conditionFloors are not highly polished to make them slipperyMats are provided inside doors for wet weather | Low |
| **Bump hazards**Windows opening outward onto corridorsOpen lockers | Risk of head injury from bumping into open windows or open lockers | Students and teachers ensure there is no-one outside windows before opening themStudents are required to keep lockers locked when not in use | Low |
| **Comments:**Ensure door to external stairs is unlocked during school opening hours |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Corridors   | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Fire** | Fires leading to smoke inhalation, burns or other injuryPanic and confusion | All corridors are of appropriate width to allow safe evacuation in an emergencyCorridors are equipped with smoke detection and emergency lighting at ceiling levelCorridors are equipped with dry powder fire extinguishers located at intervals along corridorsBreak glass units and alarm sounders are located at intervals along corridors | Low |
| **Comments:**Remove tables on corridor which reduce width of emergency exit route to below required width in Building RegulationsEmergency exit signs showing the word “EXIT” must be replaced by a signboard without text Ensure lux levels of emergency lighting is sufficient to allow safe evacuation in an emergency |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007Building Regulations 2006 – Technical Guidance Documents BIS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing. |
| **Area of Risk Assessment:** Classrooms   | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Housekeeping**Schoolbags stored on the ground near desksTrailing cables from computers, overhead projectors and televisions | Risk of trips and falls leading to injury | Schoolbags are kept under the desks by studentsCables are managed so not to run along the floor of classrooms | Low |
| **Defective furniture**Damaged chairs and tables in classrooms | Risk of injury to students | Defective chairs and tables are identified and taken out of service immediatelyAnti-tilt chairs are used in most classrooms | Low |
| **Use of electrical equipment –** overhead projectors, computers, electric heaters | Electric arcing or electric shock Fires leading to smoke inhalation, burns or other injuryPanic and confusion | Electrical installation is maintained by a competent personPlugs and cables are visually inspected before use and if frayed or damaged are not usedDefective equipment is taken out of service immediatelyAll electrical equipment is turned off and unplugged at the end of each school dayFire detection and emergency exit signage is provided in some classroomsElectrical equipment is only maintained by external contractors  | Low |
| **Comments:**Consider obtaining the services of a competent person to inspect all portable appliance being used in the school (electrical appliance with a lead and a plug)Fire alarm and emergency lighting are inspected to ensure alarm is audible and emergency lighting is sufficient to allow safe evacuationEmergency exit signs showing the word “EXIT” must be replaced by a signboard without text  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing.ETCI Guidelines |

|  |  |
| --- | --- |
| **Area of Risk Assessment:**  Canteen | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of electrical equipment –** cookers, electric heaters, microwaves | Electric arcing or electric shock Fires leading to smoke inhalation, burns or other injury | Students are supervised when using electrical equipmentElectrical equipment is checked for defects prior to use and are not used if damaged or defectiveElectrical equipment is only maintained by external contractors  | Low |
| **Cooking –** fire, hot surfaces | Risk of burns, asphyxiation, panic and confusion | Cookery rooms are equipped with fire blanket and CO2 fire extinguisherEmergency evacuation procedure and fire risk map on doorFire detection in upstairs cookery roomGas monitor installed in upstairs cookery roomExtractors installed over cookers in upstairs cookery roomStudents provided with aprons and oven mits for handling hot surfaces | Medium |
| **Hygiene and Welfare**Preparing food - Bacteriae.g. Salmonella or Listeria | Infection- food poisoning from contact with bacteria | Cookery rooms provided with hygienic areas for preparing food Students attend HASIP Course before working in kitchenStudents and staff clean hands before preparing food | Low |
| **Comments:**Install fire detection in cookery roomHome Economics teachers should be trained in First Aid |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |
| **Area of Risk Assessment:**  Reception | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of display screen equipment - two work stations**Using computers in offices  | Eye strain, Fatigue, Headache, Back Pain, Repetitive Strain Injury | Adequate natural and artificial lighting provided.  Blinds provided to control ambient lightAdequate natural ventilation providedSufficient space provided at work station to allow employees to move around and change positionsFixed and portable heaters provided in offices | Low |
| **Use of electrical equipment** – computers, electric heaters | Fire leading to smoke inhalation, asphyxiation, burns | Fans on computers are not overheated.  Sockets are not overloadedCombustible materials are not stored close to heatersBreak glass unit provided and fire alarm sounder providedEmergency exit sign in place1 x 2kg CO2 fire extinguisher in place in office and outside at fire pointElectrical equipment is only maintained by external contractors Defibrillator provided with a list of trained personnel | Low |
| **Comments:**Ensure personnel who use display screen equipment habitually receive Display Screen Equipment trainingOffer eyesight tests to all staff who habitually use Display Screen Equipment – more than one continuous hour per dayEnsure appropriate chair is provided for staff using display screen equipment.  Chair should have adjustable seat and back.Install smoke detection and fire screen on hatchEnsure fire action notice is filled inEnsure fire alarm zone charts are available at fire alarm panelEnsure defibrillator is returned to its official location |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing. |

|  |  |
| --- | --- |
| **Area of Risk Assessment:**  Photocopying outside staff room room | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of photocopier****Ozone:** gas produced during the high voltage electrical discharge in photocopiers and laser printers | Mild irritation to the eyes, the upper respiratory tract | Normal concentration of ozone around photocopier is highly unlikely to pose a health risk, however, a fan has been located in the photocopying room to aid the ventilation in the room | Low |
| **Intensive light when photocopier is in use** | Risk of mild eye irritation  | Cover must be down when photocopier is in use | Low |
| **Maintenance / Clearing paper jams**Contact with chemicals such as toner | Risk of electrocution or jammed fingersRisk of skin irritation | Photocopiers are switched off before attempting to extract jammed paper.  | Medium |
| **Comments:**The manufacturer's recommendations for cleaning, as well as filter and brush replacements should be diligently followed.A maintenance log should be kept for the photocopier Avoid contact with surfaces that can be very hot and wash hands immediately after paper removal |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |
| **Area of Risk Assessment:**  Guidance Councillor Room | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of electrical equipment** – heater, shredder and printer | Electrical arcing or electric shockFire leading to smoke inhalation, asphyxiation, burnsRisk of cuts and lacerations when using shredder  | Combustible materials are not stored close to heatersStudents are not permitted to use equipmentElectrical equipment is only maintained by external contractors  | Low |
| **Use of display screen equipment - two work stations**Using computers in offices  | Eye strain, Fatigue, Headache, Back Pain, Repetitive Strain Injury | Adequate natural and artificial lighting provided.  Blinds provided to control ambient lightAdequate natural ventilation providedSufficient space provided at work station to allow employees to move around and change positionsFixed and portable heater provided in offices | Low |
| **Comments:**Ensure personnel who use display screen equipment habitually receive Display Screen Equipment trainingOffer eyesight tests to all staff who habitually use Display Screen Equipment – more than one continuous hour per dayEnsure appropriate chair is provided for staff using display screen equipment.  Chair should have adjustable seat and back. |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:**  Science Preparation Rooms | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Handling Hazardous Chemicals** | Health hazards from handling and use of hazardous substances | Preparation room is restricted to teachers who are appropriately trained Vinyl gloves, safety glasses and lab coats are provided for handling chemicalsNatural and artificial ventilation provided | Medium |
| Storingincompatible materials together | Risk of fire spread  if storing oxidisers with flammable chemicals | Chemicals are stored in their original containers and labelled appropriatelyIncompatible chemicals are not stored togetherGas sniffer alarms installed in preparation roomsSafety in the Laboratory booklet and Safety data sheets provided for all chemicals in the preparation room | Low |
| **Comments:**Install emergency lighting and smoke detection in preparation rooms |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |
| **Area of Risk Assessment:**  Science Laboratories | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Unauthorised access to the science laboratories** | Risk of injury as a result of inexperienced students handling chemicals | Science laboratories are locked and students cannot enter until teacher opens themStudents are not left unattended in the laboratory | Low |
| **Conducting Science experiments** – inexperienced students | Health risks associated with handling various chemicals in the laboratory | Students are supervised at all times in the science labsStudents are made aware of specific rules in place for the science labChemicals are appropriately labelledStudents are provided with safety glasses and gloves if required.  Any defective personal protective equipment is removed and taken out of use immediatelyFirst aid box provided in science laboratories | Medium |
| **Fire or gas leak** | Risk of burns or  asphyxiation  | Fire blanket, CO2 and Foam fire extinguishers and sand provided in laboratoriesGas sniffer unit in place which alarms if increased levels of gas are detected | Low |
| **Comments:**Ensure science teachers are trained in first aid or a list of trained first aiders is provided in the laboratoryEnsure first aid kit is appropriately stockedInstall smoke detection |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 291 The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers |

|  |  |
| --- | --- |
| **Area of Risk Assessment:**  Principal and Vice Principal’s Office | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of electrical equipment** – heater, shredder, kettle, microwave, fridge, computers and printers | Electrical arcing or electric shockFire leading to smoke inhalation, asphyxiation, burnsRisk of cuts and lacerations when using shredder  | Combustible materials are not stored close to heatersSmoke detection and alarm sounder in placeGas monitor in place which alarms when gas levels increaseFirst aid box provided in Deputy Principal’s officeElectrical equipment is only maintained by external contractors  | Low |
| **Use of display screen equipment - two work stations**Using computers in offices  | Eye strain, Fatigue, Headache, Back Pain, Repetitive Strain Injury | Adequate natural and artificial lighting provided.  Blinds provided to control ambient light on windowsAdequate natural ventilation providedSufficient space provided at work station to allow employees to move around and change positionsFixed and portable heater provided in offices | Low |
| **Comments:**Do not store material (boxes, files) on the ground.  Improve housekeeping to stop material becoming a trip hazardEnsure personnel who use display screen equipment habitually receive Display Screen Equipment trainingOffer eyesight tests to all staff who habitually use Display Screen Equipment – more than one continuous hour per day |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing. |
| **Area of Risk Assessment:**  Caretaker’s Room | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| Electrical fuse box | Risk of electrocution or fire | Electrical installation is inspected and maintained by a competent person | Low |
| **Storage and use of chemicals –** paints, oils, lubricants, oil, cleaning agentsUnauthorised access to chemicals | Storage of combustible material could promote the growth and spread of fireUnauthorised access could lead to injury or damage to health | All chemicals are stored in original or appropriately labelled containers in designated storage areasIncompatible chemicals are not stored together | Low |
| **Housekeeping –** Storage of material on the ground or at high levels | Risk of trips or falls leading to injury | See comments | Medium |
| **Manual handling –** lifting, carrying, putting down, supporting any load  | Risk of injury, in particular to the back, crushed fingers or toes | Heavy material is not stored at high level | Medium |
| **Comments:**Ensure washing machines are not left unattended when in operationEnsure door to caretakers room is locked when not in useImprove the standard of housekeeping in the roomEnsure caretaker receives manual handling training |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:**  Housekeeping Store Room | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Washing Machines –** Unattended washing machinesHandling washing powder | Risk of fire Risk of skin or respiratory irritation | See comments Washing powder is stored in its original container | MediumLow |
| **High level storage –** over-reaching for material stored on shelves | Risk of falling from a height or being hit by falling objects | Heavy materials are not stored at high levels | Low |
| **Comments:**Ensure housekeeping personnel are capable of reaching materials stored on shelves safely.  Provide steps with handhold if requiredInstall smoke detection Ensure housekeeping personnel receive manual handling training |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |
| **Area of Risk Assessment:**  Canteen Areas | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Unsupervised students**Unruly students, violence, horseplay and bullying | Risk of injury to students | Canteen is supervised when students are there for 15 minutes before school starts and 15 minutes after schoolCanteen is monitored by CCTV | Low |
| **Fire** | Risk of asphyxiation, burns, panic and confusion | Smoke detection and break glass units in placeEmergency spotlights and fire alarm sounders on the wallsEmergency exits appropriately signedFire drills carried out at least once per term to familiarise students with escape routesAll flooring is maintained in good condition to prevent it becoming a trip hazard | Low |
| **Comments:** |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing. |

|  |  |
| --- | --- |
| Area of Risk Assessment: Woodwork/Art Room | **Affected persons: Staff, students, members of the public** |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Unauthorised access to the woodwork rooms** | Risk of injury as a result of inexperienced students handling power tools | Woodwork rooms are locked and students cannot enter until teacher opens themStudents are not left unattended in the woodwork rooms | Low |
| **Conducting Science experiments** – inexperienced students | Health risks associated with handling various sharp powered tools and hand tools | Students are supervised at all times in the woodwork roomsStudents are made aware of specific rules in place for the woodwork roomsEquipment is appropriately labelled and safely storedStudents are provided with safety glasses and gloves if required.  Any defective personal protective equipment is removed and taken out of use immediatelyFirst aid box provided in the woodwork rooms | Medium |
| **Fire or gas leak** | Risk of burns or  asphyxiation  | Fire blanket, CO2 and Foam fire extinguishers and sand provided in laboratoriesEmergency power out switch | Low |
| **Comments:**Ensure woodwork teachers are trained in first aid or a list of trained first aiders is provided in the woodwork roomEnsure first aid kit is appropriately stockedInstall smoke detection |
|  |
| **Fire** | Risk of asphyxiation, burns, panic and confusion | Fire drills carried out at least once per term to familiarise students with escape routesAll flooring is maintained in good condition to prevent it becoming a trip hazard | Low |
| **Dust, Fumes and vapours from paints** | Risk of asphyxiation or nausea | Extractor fan in place to remove vapours and fumesWindows can be opened to improve ventilationStudents are monitored at all times when using paints or other chemicals | Low |
| **Saws and cutting                 Risk of serious                 Follow directions on woodwork room safety booklets which outline haw all equipment should be s****Equipment lacerations        lacerations                        safely used.** |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 291 The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers |
| Detailed safety manuals in rooms outlining safe practice for operation of all equipment and detailing the hazards and risks associated with each item of equipment. |
| **Area of Risk Assessment:** Sports Field  | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of sports ground and playground**Physical Education and competitionHorseplayUneven surfaces | Slips trips, fallsStrains and sprainsBone fracture / dislocationEye injury | All sports activities are supervised by teachers and other appropriately trained personnelFirst aid kits available in the schoolJewellery must be removed before commencing PE or other sports activities | Low |
| **Comments:**Ensure correct manual handling techniques are used when carrying P.E. equipment to the sports field area |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007  |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Computer Rooms | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Lighting, heating and ventilation**Poor lightingExcessive heatPoor ventilation  | Eye strainFatigue | Natural and artificial lighting is provided and is adequate for the roomsBlinds provided to control ambient lightNatural ventilation provided through windows | Low |
| **Ergonomics**Students sharing computersInappropriate chairs |  Back pain as a result of poor posture  |  See comments | Medium |
| **Fire**Overloaded socketsLack of ventilation at computer fans | Risk of electrical over-loading Overheating of computer terminals could lead to fire | Maintenance of installations and equipment is carried out by an electrical  contractorLeads, cables and sockets are visually inspected and any defects reportedAny defective equipment is taken out of service immediatelyFans on computers are not obstructed | Medium |
| **Comments:**Ensure an appropriate number and type of chairs are provided for students in classDo not overload electrical socketsRoom should be equipped with smoke detection and emergency lightingIntermittant leak from roof is being repaired. |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing. |
| **Area of Risk Assessment:** Staff Room | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Hygiene and Welfare**Preparing and taking meals - Bacteriae.g. Salmonella or Listeria | Infection- food poisoning from contact with bacteria | Staff room provided with hygienic areas for preparing and taking meals Staff clean up themselves after breaks and the staff room is cleaned each evening by cleaning personnelAn adequate supply of cool, safe drinking water is available in the school | Low |
| **Electrical Equipment**Toaster, electric grill, microwave, cooker, dishwasher, fridge, coffee machine, radio and computers | Electric arcing  Fires and explosions leading to smoke inhalation, burns or other injuryPanic and confusion | Smoke detection installed and inspected regularlyBreak glass units and fire alarm system in place and inspected regularly by contract company Electrical equipment is only maintained by external contractors CO2 fire extinguisher and fire blanket provided – All personnel made aware of their evacuation routes and assembly point Fire drills carried out at least twice a year.   | Medium |
| **Use of welfare facilities –** staff toiletsPoorly maintained facilities  | Risk of infection,  illness or injury from contact with poorly maintained facilities | Regularly cleaned sanitary facilities provided including soap for washing A well-stocked first-aid box is provided  | Low |
| Comments:  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing.IS 291 The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** School Sports Hall | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Physical Education Activities**Physical Education and competitionHorseplaySlippery surfaces | Slips trips, fallsStrains and sprainsBone fracture / dislocationEye injuryRisk of health problems | All sports activities are supervised by teachers and other appropriately trained personnelFirst aid kits available in the schoolJewellery must be removed before commencing PE or other sports activitiesStudents are required to advise teachers if they are feeling unwellStudents with health conditions for ensuring they have appropriate medication / inhalers etc | Low |
| **Fire****Obstructed exits** | Risk of smoke inhalation, asphyxiation, burns | Electrical isolation switch in placeBreak glass units provided at each emergency exit1 x 5kg fire extinguisher and fire hose providedEmergency spot lights provided | Medium |
| **Manual handling of physical education equipment** | Risk of injury in particular to the back | Balls and other sports equipment stored on shelves | Medium |
| **Comments:**Ensure correct manual handling techniques are used when carrying P.E. equipment to the class area.  Staff should ensure they act responsibly and use good judgment when asking students to assist with gym equipment - never ask students to lift / push / pull loads that they can reasonably foresee could cause an injury.  Always supervise students during manual handling activitiesDo not obstruct the two emergency exit doorsEnsure fire alarm for the sports hall is checked for faultsEnsure first aid kit is available and adequately stocked |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007IS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing.IS 291 The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers |
| **Area of Risk Assessment:**  Upstairs Weights and Gym  | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Use of gym equipment –** weight machines, punch bag etc | Risk of injury, broken bones, strains and fractures, fainting | Students are only permitted to use gym equipment under supervisionEquipment is placed back in appropriate storage area after useEquipment is used only for its intended purpose | Medium |
| **Biological hazards** | Risk of infection | Gym equipment is wiped down with towel after use | Low |
| **Housekeeping – equipment left around the floor** | Risk of slips, trips and falls | Students must return equipment to storage area after useDesignated areas for sports equipment | Medium |
| **Comments:**Staff should ensure they act responsibly and use good judgment when asking students to assist with gym equipment - never ask students to lift / push / pull loads that they can reasonably foresee could cause an injury.  Always supervise students during manual handling activitiesEnsure operation manuals for exercise equipment are available and students are instructed in safe use  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Pregnant Employees | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Teaching** –Standing for long periods | Fatigue, back pain | All female staff are required to advise the St. Mary’s Charleville principal, in writing, should they become either pregnant or a “new” mother  | Low |
| **Cleaning** –  Use of chemical cleaning agents | Risk of chemicals causing harm to the mother or unborn child | All chemicals are appropriately labelled and risks to health identified | Low |
| **Science Class**Use of chemicals during science class | Risk of chemicals causing harm to the mother or unborn child | Safety Data Sheets are provided in booklet form in the Science Preparation Rooms and are consulted before use.Chemicals that could be harmful to an unborn child are not used by pregnant employees or students | Low |
| Comments: Ensure pregnant staff have a chair to sit and rest |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding EmployeesSafety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and Associated Code of Practice 2007 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Manual Handling | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Manual handling of loads** Removing or placing school equipment on shelves or storage areasRearranging desks and chairsMoving equipment around the schoolsLifting PE equipmentLifting water containers for cooler | Falling objects striking people Risk of injury in particular to the back | Staff are advised not to lift any heavy objects and not to ask students to lift heavy objectsHeavy objects are not stored at high level  | Medium |
| Comments: Ensure staff receive manual handling trainingStaff should ensure they act responsibly and use good judgment when asking students to assist with gym equipment - never ask students to lift / push / pull loads that they can reasonably foresee could cause an injury.  Always supervise students during manual handling activities. |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 4 of Part 2: Manual Handling of Loads |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Lighting, Heating and Ventilation | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Lighting, Heating and Ventilation in buildings**Inadequate lighting for work tasksInadequate working environment temperatures.Inadequate ventilation / fresh air | Eye strainFatigueHeadache | All classrooms have natural and artificial light Heating system in place to ensure a sufficient work area temperature.  Portable electric heaters are provided in some classroomsNatural ventilation and room size adequate  in areas designed for teaching activities.  All windows can be opened | Low |
| Comments:  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007  |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Biological Hazards | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Rodents in classrooms and school grounds**Leptospirosis from rat urine | Contact with leptospirosis bacteria could cause severe illness and lead to Weil’s Disease | School buildings are cleaned daily and a high standard of housekeeping is maintainedBins are stored at the rear of the school – waste is collected weekly Contract company retained to control rodents in school | Low |
| **Comments:** |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007  |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Fire | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Fire resulting from**Use of electrical equipment – Kettle, toaster, microwave**,** portable heaters, computers, printers, photocopiers | Electric arcing  Fires and explosions leading to smoke inhalation, burns or other injuryPanic and confusion | Smoke detection and emergency lighting installed in all areas of the school and inspected regularlyBreak glass units and fire alarm system in place and inspected regularly by contract company Fire extinguishers and hose reels provided Emergency exits are appropriately signed All personnel made aware of their evacuation routes and assembly point Fire drills carried out at least twice a year.  Sign in/sign out books are used to ensure all visitors are accounted for  | Medium |
| Smoking | Smouldering cigarettes could lead to fire | Smoking is not permitted indoors as per legislation | Low |
| **Comments:**Ensure all electrical equipment is turned off and unplugged at the end of each school dayConsider training key personnel in the use of fire extinguishersEnsure combustible materials are stored in appropriate locations.  Do not store material under stairs used as part of emergency exit routes |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 Fire Services Act 1981I.S. 291 The Use, Siting, Inspection and Maintenance of Portable Fire ExtinguishersIS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing.Public Health (Tobacco) (Amendment) Act 2004 |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Fire | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| Storage of fuels and other chemicals –petrol, cleaning agents, maintenance chemicals, science chemicalsStorage of combustible materials under stairs | Storage of combustible material could promote the growth and spread of fireUnauthorised access to chemicals | All chemicals are stored in original or appropriately labelled containers in designated storage areasIncompatible chemicals are not stored together | Medium |
| Poorly maintained boiler | Risk of fire as a result of poor maintenanceRisk of injury as a result of incompetent personnel carrying out maintenance  | All maintenance work is carried out by external contractor and annual inspection is carriedBoiler rooms have vented doorsDoors can only be opened by authorised personnelBoiler room for main school is equipped with a dry powder automatic extinguisher Fire point contains a break glass unit and a CO2 fire extinguisherBoiler room is sealed off from main building | Low |
| **Comments:**Ensure all hot pipework is appropriately laggedEnsure safety data sheet is provided by supplier for all chemicals used at the schoolEnsure caretakers room and other chemical storage areas are locked when not in useDo not store combustible materials under stairs used on escape routes |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 Fire Services Act 1981I.S. 291 The Use, Siting, Inspection and Maintenance of Portable Fire ExtinguishersI.S. 3217 Code of Practice for Emergency LightingIS 3217 Code of Practice for Emergency Lighting IS 3218: Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing.Public Health (Tobacco) (Amendment) Act 2004 |
| **Area of Risk Assessment:** Maintenance | **Affected persons:** Staff – in particular care-taker, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Maintenance**Electrical systems, heating system, plumbingIncompetent contractorsPoor standard of work | Risk of injury to staff, children or others as a result of unsafe work practicesRisk of electrocution or fire from poorly installed or maintained electrical installation or equipment | St. Mary’s Charleville Secondary School maintenance personnel do not attempt to carry out specialist trade maintenance tasksExternal contractors carry out specialist trade maintenanceAsbestos survey has been carried out and no Asbestos was found in school | Low |
| Storage and use of maintenance equipmentGardening chemicals e.g. fertilizersMaintenance chemicals e.g. paint, oil, petrol for lawnmower    | Risk of students / unauthorised personnel accessing maintenance equipmentRisk of skin, eye or respiratory irritationRisk of dermatitis | All maintenance equipment is stored in a designated caretakers room and an external building All chemicals are stored in original or appropriately labelled containers.  Incompatible chemicals are not stored togetherAny defective equipment is taken out of service immediatelyCaretaker is aware of precautions to be taken when handling and using chemicals | Low |
| Changing high level light bulbs | Falls from height | Step ladders are provided for changing light bulbsContractors are hired to change high level bulbs which require the use of mobile elevated work platform  | Medium |
| Comments: Ensure contractors provide method statements for tasks being carried outEnsure contractors/caretakers are made aware of the need to be extra vigilant when carrying out tasks due to the presence of young people Ensure contractors report to caretaker before starting work and on completion of the workEnsure ladders used by maintenance personnel are of an appropriate standard and inspected before each useEnsure ladders used by maintenance personnel are of appropriate height and distance from work site to prevent users overreaching  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 ETCI GuidelinesEN131 - Ladders |

|  |  |
| --- | --- |
| **Area of Risk Assessment:** Radon | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Radon**Lack of awareness as Radon is a colourless, odourless, tasteless radioactive gas |  Radon is a carcinogen and can cause lung cancer | Buildings reviewed according to their age using a risk assessment approachA Radon survey was recently carried out four years ago and will be repeated if deemed necessary | Low |
| Comments:  |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007 Radiological Protection Act 1991 (Ionising Radiation) Order 2000 |
| **Area of Risk Assessment:** School Trips | **Affected persons:** Staff, students, members of the public |
| Activity/ Hazards | Risks | Control Measures | Risk Rating |
| **Taking students on school tours and educational outings**Lack of supervisionDisruptive students | Risk of students going missing or getting hurtRisk of injury  | Appropriate supervision is maintained at all times when off school property.  Any class group going off site will have at least two supervisorsFirst aid kit availableRoll call taken to ensure all students are accounted forCode of Behaviour in place for all school activities  | Medium |
| Comments: Any student who is deemed to be a risk to himself or other members of group will not be allowed to travel on school trips. |
| References:Safety, Health and Welfare at Work Act 2005Safety, Health and Welfare at Work (General Application) Regulations 2007  |