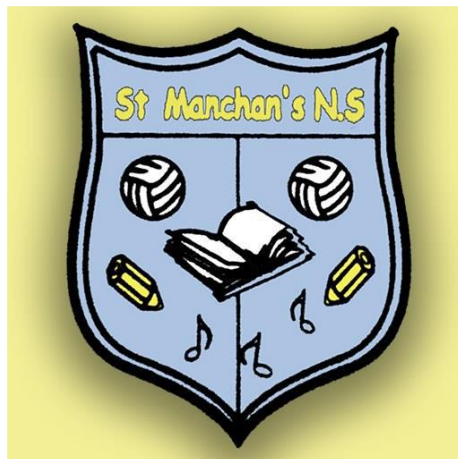


Safety Statement & Risk Assessment



ST. MANCHAN'S NS

1st December 2024

Safety Statement

Including Risk Assessment

SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

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SECTION 1 – HEALTH AND SAFETY POLICY

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



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

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

HEALTH AND SAFETY POLICY

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

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

Signed: _____ *Maeve Heslin* _____ Date: 1/12/2024

Position: *Principal*



1.1 – BUSINESS / COMPANY INFORMATION

KEY ACTIONS

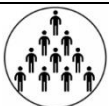
Input relevant details relating to the business / company name, address and any relevant contact details.

| BUSINESS / COMPANY INFORMATION | |
|---------------------------------------|-------------------------------|
| Business / Company Name | St. Manchan's National School |
| Business / Company Address | Mohill, Co. Leitrim. N41X762 |
| CRO Number | |
| Principal | Maeve Heslin |
| Phone Number | 071 9631774 |
| Email | Mohillns@gmail.com |
| Website | Stmanchan.ie |
| Other Contact / Social Media | |

SECTION 2 – SAFETY ARRANGEMENTS

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

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



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

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

EMPLOYER'S RESPONSIBILITIES INCLUDE:

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

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

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



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

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

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

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



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

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

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

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

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



2.1.1 – INDUCTION TRAINING

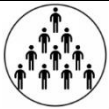
KEY ACTIONS

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

Induction training will include the following information:

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

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



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

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

TOP TIPS

We will consult with all relevant employees:

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

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



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

Our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.

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

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

The functions of our safety representative include:

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

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

Our safety representative is:



2.4 – CONTRACTORS' RESPONSIBILITIES

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

KEY ACTIONS

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

Contractors carrying out work must:

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

FURTHER INFORMATION

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

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



2.5 – VISITORS

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

KEY ACTIONS

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

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

Visitors are required to:

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



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

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

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

FURTHER INFORMATION

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

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

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

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

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

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

FIRE AND EVACUATION

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

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

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

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

FIRST AID

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

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

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

VIOLENCE / ROBBERY

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

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

FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

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

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

| WELFARE FACILITIES | DETAIL AS NECESSARY |
|--|--|
| Toilet facilities (separate male and female if required) | <i>2 staff toilets available Male toilet facilities near front of school</i> |
| Washbasins and washing facilities (hot and cold water and soap) | <i>Supplied</i> |
| Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat | <i>Staff room available and monitored.</i> |
| Potable drinking water | <i>In all classrooms</i> |
| Facilities to take shelter from the elements | <i>Yes</i> |
| Facilities to dry clothing and suitable changing areas for nature of the work | <i>Washer/ Dryer in staffroom if needed</i> |
| | |



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

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

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

We will ensure that:

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

We expect our employees to:

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

FURTHER INFORMATION

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



2.10 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is

breastfeeding, We will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following;

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

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

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

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



2.11 – YOUNG PERSONS

KEY ACTIONS

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

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:

- o Their lack of experience, maturity or awareness of risk
- o Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
- o The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register** in **Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

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

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

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

| TYPICAL INDUCTION TOPICS | | | | |
|--|---|------------|-----------|------------|
| PURPOSE | TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK. | | | |
| NO. | RECOMMENDED TOPICS TO BE DISCUSSED | YES | NO | N/A |
| 1. | The qualifications and experience of workers to be inducted have been checked (where required) | | | |
| 2. | Employees have been briefed on equipment in the workplace | | | |
| 3. | PPE is available and worn as required: <ul style="list-style-type: none"> • Safety glasses • Safety footwear • High-visibility clothing • Ear protection • Other..... | | | |
| 4. | Emergency procedures and location of: <ul style="list-style-type: none"> • Assembly point and evacuation route • Closest medical facility • Contact details of emergency services • Provisions for emergency communications | | | |
| 5. | <ul style="list-style-type: none"> • The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment | | | |
| 6. | Location of firefighting equipment, e.g. fire extinguishers and hose reels | | | |
| 7. | Names and contact details of the Health and Safety representative(s) | | | |
| 8. | Location of welfare facilities (including toilets and drinking water) | | | |
| 9. | Accident reporting procedures | | | |
| 10. | Question and answer session | | | |
| NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE | | | | |
| PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: | | | | |

| RESPONSIBLE PERSONS TASK REGISTER | | | |
|--|--|--|------------------|
| NO. | TASKS (NON-EXHAUSTIVE) | RESPONSIBLE PERSON (WHERE REQUIRED) | SIGNATURE |
| 1. | Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all | | |
| 2. | Person responsible for managing and co-ordinating work activities | | |
| 3. | Ensuring records are maintained | | |
| 4. | Ensuring forms and registers are collected and filled out as required | | |
| 5. | Ensuring safety data sheets are available and appropriate control measures are in place | | |
| 6. | Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence | | |
| 7. | Ensuring risk assessments are carried out and updated as necessary | | |
| 8. | Ensuring the upkeep and maintenance of welfare facilities | | |
| 9. | Ensuring the upkeep of the first-aid box and ordering of first-aid supplies | | |
| 10. | Co-ordinating and managing training requirements | | |
| 11. | Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities | | |
| 12. | Ensuring young persons risk assessments are carried out when necessary | | |
| 13. | Ensuring pregnancy-at-work risk assessments are carried out when necessary | | |
| 14. | Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc. | | |

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

| EMERGENCY CONTACT INFORMATION | | | |
|---|---|-------------------|---|
| BUSINESS/COMPANY NAME | St. Manchan's NS | | |
| ADDRESS | Convent Lane, Mohill, Co. Leitrim N41 X762 | | |
| PREMISES CO-ORDINATES | | N | W |
| CONTACT DETAILS | | | |
| NAME | ROLE | PHONE NUMBER | |
| | | | |
| | | | |
| | | | |
| EMERGENCY SERVICES CONTACT DETAILS | | | |
| SERVICE | ADDRESS | PHONE NUMBER | |
| DOCTOR | Mohill Primary Care | 071 9631497 | |
| FIRE/GARDAÍ/AMBULANCE | | 999 OR 112 | |
| UTILITY AND SERVICE PROVIDERS | | | |
| ELECTRICITY (ESB NETWORKS) | 1850 372 999 (24HR) | | |
| GAS NETWORKS IRELAND | 1850 20 50 50 (24HR) | | |
| IRISH WATER | 1890 278 278 | | |
| HEALTH & SAFETY AUTHORITY | 1890 289 389 | | |
| | | | |
| ASSEMBLY AREA | 4 th , 5 th , 6 th , Ms Barrows Class, Office staff- Front of school Junior Infants to 2 nd class, SET – Playground at rear of school | | |
| EMERGENCY CO-ORDINATOR(S) | NAME Maeve Heslin | PHONE 071 9631774 | |

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

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

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

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

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

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

ACTION LIST

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

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

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

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Manual Handling
5. Chemicals
6. Work at Height
7. Workplace Transport
8. Display Screen Equipment
9. Employees New to the Job
10. Indoor Air Quality
11. Pregnant, Post-Natal and Breastfeeding Employees
12. Administration of Medicine in Schools
13. Behaviours of Concern
14. Cleaning
15. Coffee Machine / Cafe Boiler
16. Cooking
17. Dishwasher / Glass Washer
18. Goal Posts
19. Grill / Griddle
20. Heating Systems
21. Knives and Sharp Objects
22. Ladder (Straight /Extension)
23. Lawn Mower
24. Legionnaire's Disease
25. Litter Picking
26. Lone Working
27. Managing Asbestos in Buildings
28. Manual Handling of People
29. Microwave
30. Noise
31. Office Equipment
32. Oven / Hob
33. Power Hand Tools
34. Radon
35. School Car Park
36. School Events
37. School Trips and Off-Site Activities
38. School Visitors
39. Stepladders (A-Frame)
40. Strimmer / Brushcutter
41. Vermin

- 42. Violence / Aggression / Theft
- 43. Water Boiler (Unpressurised)

| Hazard: Electricity | |
|---|-----------------|
| Current Controls | Actioned |
| All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician | Yes |
| Electrical installations are checked regularly by a competent qualified electrician <i>Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i> | Yes |
| Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards | Yes |
| Enclosures / covers are in place to prevent contact with live electrical equipment / parts | Yes |
| Damaged extension leads are repaired or removed from use | Yes |
| Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations | Yes |
| Work on live electrical equipment is avoided where reasonably practicable <i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person</i> | Yes |
| Fire extinguishers that are suitable for fighting electrical fires are provided | Yes |
| All circuits supplying socket outlets are protected by an RCD <i>Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace</i> | Yes |
| Operation of the RCD is tested regularly in accordance with the manufacturer's instructions <i>A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment</i> | Yes |
| Electrical equipment and fittings are suitable for the work environment | Yes |

| | |
|---|------------|
| Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested | Yes |
| Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person | Yes |
| <p>Electrical cable reels are uncoiled during prolonged use and when using high-power items</p> <p><i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Fire | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily</p> <p><i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i></p> | Yes |
| <p>Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly</p> <p><i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i></p> | Yes |
| <p>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</p> <p><i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i></p> | Yes |
| <p>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p> | Yes |
| <p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p> | Yes |
| <p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p> | Yes |
| <p>Emergency evacuation procedures are in place</p> <p><i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i></p> | Yes |
| <p>Fire drills are held regularly</p> | Yes |

| | |
|---|-------------------|
| <p>Appropriate signs are in place</p> <p><i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic</i></p> | <p>Yes</p> |
| <p>Additional Controls or Information</p> | |
| | |

| Hazard: Slips, Trips and Falls | |
|---|-----------------|
| Current Controls | Actioned |
| Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided <i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i> | Yes |
| Problem stairs and steps are identified and extra precautions are in place <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i> | Yes |
| Pedestrian routes are slip resistant, kept clear and clean and are properly maintained <i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i> | Yes |
| Slippery surfaces have been identified and have been replaced, treated or improved <i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i> | Yes |
| Floors around entrances are slip resistant when wet <i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i> | Yes |
| Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i> | Yes |
| Suitable slip resistant footwear is provided and worn where necessary <i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. 'Watch your Step—Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i> | Yes |
| Adequate lighting is provided and is appropriate for the work being carried out <i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i> | Yes |
| Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i> | Yes |
| Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards | Yes |

| | |
|---|--|
| | |
| Additional Controls or Information | |
| | |

| Hazard: Manual Handling | |
|---|--------------------------------|
| Current Controls | Actioned |
| <p>Each manual handling task is assessed and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p> | Yes |
| <p>Task is organised to allow the use of mechanical aids to avoid or reduce the need for manual handling</p> <p><i>Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records</i></p> | Yes |
| <p>Task is organised so that handling is carried out between waist and shoulder height</p> <p><i>Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level</i></p> | Yes |
| <p>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used</p> <p><i>Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg</i></p> | Yes |
| <p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p><i>Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances</i></p> | Yes |
| <p>Bending, twisting and unstable postures are avoided</p> <p><i>Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures</i></p> | Yes |
| <p>Employees receive relevant manual handling training where necessary</p> <p><i>The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor</i></p> | No (See action list) |
| Additional Controls or Information | |
| | |

| Hazard: Chemicals | |
|--|--------------------------------|
| Current Controls | Actioned |
| <p>A list (inventory) of all chemicals used in the workplace has been prepared</p> <p><i>It is recommended that out-of-date chemicals or chemicals no longer in use are removed and disposed of by a chemical disposal company. This is because while these chemicals remain in the workplace they will continue to be a hazard that needs management</i></p> | Yes |
| <p>Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified</p> <p><i>A Safety Data Sheet (SDS) is a document to be provided with all hazardous chemicals. It gives information on the chemical hazards, advice on safe handling/use/storage & emergency measures in case of an accident/spillage. Cosmetics do not require an SDS</i></p> | Yes |
| <p>Employees are trained in the safe use of chemicals</p> | No (See action list) |
| <p>The number of employees and the exposure to chemicals is assessed and minimised</p> | Yes |
| <p>Less hazardous chemicals are used where possible</p> | Yes |
| <p>Adequate ventilation is provided</p> | Yes |
| <p>A wash hand basin, soap and disposable towels/hand dryer are available</p> | Yes |
| <p>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</p> <p><i>Consider the risk of spillage or leakage during storage and if an outer container or bund should be in place to contain the chemical</i></p> | Yes |
| <p>Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet</p> | Yes |
| <p>Chemicals or chemical products used in the workplace are checked for the presence of restricted chemicals</p> <p><i>Chemicals with a high risk to human health or environment may be restricted under REACH legislation. Restrictions can be placed on use, manufacturing, and / or placement on the market</i></p> | Yes |
| <p>Chemical restriction conditions are followed as appropriate</p> | Yes |

| | |
|--|------------|
| <p>Check the ECHA website to see if the chemical you are using is restricted https://echa.europa.eu/information-on-chemicals</p> | |
| <p>Restricted chemicals are removed or replaced with alternative techniques / methods or with less harmful chemicals where possible https://www.echa.europa.eu/substitution-to-safer-chemicals</p> | Yes |
| <p>Chemicals and chemical products are checked to determine whether they need a REACH Authorisation <i>The aim of Authorisation is to promote the substitution of such hazardous substances with less hazardous substances or technologies. The authorisation list can be found at https://echa.europa.eu/authorisation-list</i></p> | Yes |
| <p>REACH Authorisation is in place or your use is covered by your suppliers authorisation <i>Ask your supplier if a REACH Authorisation is in place and if your use is covered https://www.hsa.ie/eng/your_industry/chemicals/legislation_enforcement/reach/svhcs_and_authorisation/</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Work at Height | |
|--|-----------------|
| Current Controls | Actioned |
| <p>Work at height is avoided where possible</p> <p><i>Work at height is working in a place where a person could be injured by falling from it, even if it is at or below ground level. Examples include using a ladder, kick stool or stepladder to reach high shelves or it might involve working on a roof</i></p> | Yes |
| <p>Appropriate barriers or work equipment are used to prevent falls where work at height cannot be avoided</p> <p><i>Risk assessments on podium steps, ladders, scaffolding etc are available within the browse hazard function of BeSMART.ie</i></p> | Yes |
| <p>Where falls cannot be prevented, work equipment which minimises the risk of injury is used</p> | Yes |
| <p>Equipment that protects all employees who work at height is used instead of equipment that only protects one employee at a time</p> | Yes |
| <p>Work at height activities are planned and supervised</p> | Yes |
| <p>Work areas / platforms at height are stable, strong and have a 1m high parapet or double handrails</p> | Yes |
| <p>Safe access to work at height area is provided</p> <p><i>Avoid any gaps that employees have to step across and could fall through</i></p> | Yes |
| <p>The use of ladders is avoided or they are used only for light work of short duration</p> <p><i>Ladders must be in good condition, used on a firm level surface and tied at the top or stabilised at the bottom. The work must be light and should not take longer than 30 minutes</i></p> | Yes |
| <p>Work equipment is inspected regularly and any defects found are repaired</p> <p><i>All equipment for work at height has to be examined either every 6 or 12 months by a competent person</i></p> | Yes |
| <p>Materials are not stored at height or they are secured</p> <p><i>Consider where materials are stored and how to safely retrieve them. Make sure you complete the 'Racking and Storage' risk assessment where relevant</i></p> | Yes |
| <p>Work areas at height are kept clear of loose materials and materials are prevented from falling</p> | Yes |

| | |
|--|--------------------------------|
| | |
| Training is provided to employees on using equipment for work at height | No (See action list) |
| Personal Protective Equipment is provided and employees are trained in its use | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Workplace Transport | |
|---|-----------------|
| Current Controls | Actioned |
| Entry to the workplace is directed and controlled <i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i> | Yes |
| All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted | Yes |
| All routes are kept free of obstructions and any permanent obstructions are marked and protected as necessary | Yes |
| People and vehicles are kept apart <i>Separate vehicle and pedestrian entrances, footpaths and / or marked walkways can be used</i> | Yes |
| Vehicle reversing is eliminated, where possible <i>A one way system can be used. See 'Workplace Transport Safety - Reversing Vehicles' in 'Learn More' for more information</i> | Yes |
| All work areas are well lit | Yes |
| Loading and unloading is carried out in a designated area away from overhead obstructions <i>Contact with overhead electricity lines can kill. Don't allow high reach vehicles to load or unload near them</i> | Yes |
| High visibility vests / jackets are provided and worn by people who work near vehicles | Yes |
| Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading | Yes |
| Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed | Yes |
| A person is appointed to supervise vehicle activities on site | Yes |
| Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions | Yes |

| | |
|---|------------|
| <i>Manufacturer's and operator's manuals supplied with every vehicle should always be kept and consulted for information on use, servicing and maintenance of the vehicle. Vehicle servicing will help prevent breakdowns and keep it in a safe working condition</i> | |
| All works vehicles have working amber beacons / hazard lights and reversing alarms | Yes |
| Dangerous parts of vehicles are guarded <i>An unguarded power take off (PTO) is very dangerous as clothing or limbs can get caught in it as it turns</i> | Yes |
| Raised vehicle bodies are securely propped using a prop designed to carry the vehicle weight | Yes |
| Vehicles are suitable for the work and the load, are not overloaded and all loads are secured | Yes |
| Forklift and tailboard goods lift are serviced regularly in accordance with the manufacturer's instructions and are examined every 12 months <i>12 month examination must be done by a competent person. Components may need to be cleaned before servicing or examination and any defects found must be fixed promptly. If you have a forklift, make sure you complete the 'Forklift' risk assessment</i> | Yes |
| A defect reporting system is in place and defects are dealt with promptly | Yes |
| Drivers check vehicles daily before use and report any problems <i>Driver Walk-Around Check Sheets, e.g. Forklift Operator Pre-Checks, etc are available in 'Learn More'</i> | Yes |
| Keys are not left in unattended vehicles | Yes |
| Working at height on vehicles is avoided where possible and proper access equipment is provided and maintained where required | Yes |
| Stop blocks or chocks are used when tipping materials | Yes |
| Drivers are carefully selected and are supervised by a nominated person | Yes |
| All drivers are instructed, trained and authorised to drive workplace vehicles | Yes |

| | |
|--|------------|
| | |
| Driver's handbook is provided | Yes |
| Driver operates vehicle at appropriate speed | Yes |
| Seatbelts, where provided, are worn at all times | Yes |
| Forklift truck drivers are trained | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Display Screen Equipment | |
|--|-----------------|
| Current Controls | Actioned |
| <p>An assessment of individual workstations is carried out</p> <p><i>A trained assessor should conduct an assessment of the employee's workstation on site or by video link if working from home. Assessment should look at workstation, chair, screen, lighting etc. See practical guidance on DSE/Working from Home in Learn More</i></p> | Yes |
| <p>Work tasks are varied to ensure that employees are not working at their computers for long periods of time</p> <p><i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i></p> | Yes |
| <p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p><i>Give instruction to employees on how to maintain a good computer workstation set up e.g. advise employees to change posture frequently and show them how to adjust their seating</i></p> | Yes |
| <p>Employees who use computers are made aware of their right to eye tests</p> <p><i>The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Employees New to the Job | |
|--|-----------------|
| Current Controls | Actioned |
| <p>Risk assessments in the workplace consider vulnerable workers, including those new to a job</p> <p><i>For more information on vulnerable workers see "Vulnerable Workers Information Sheet" available from Learn More</i></p> | Yes |
| <p>Induction training is provided before starting work and records are kept</p> <p><i>Training should cover employee roles and responsibilities and company policies and procedures, including emergency plans, name and contact details of the safety representative, and location of welfare facilities</i></p> | Yes |
| <p>Information, instruction and training is provided on the hazards present in the workplace and the controls in place to protect health and safety</p> <p><i>Information, instruction and training must be provided in a language and manner that the employee understands. Consider simple language, visual aids e.g. photos of hazards or a walk around of the workplace to point out and explain hazards / controls</i></p> | Yes |
| <p>Adequate supervision is provided</p> <p><i>Supervisors / managers / employers should support and encourage those new to a job to raise health and safety concerns</i></p> | Yes |
| <p>Employees and safety representatives are consulted on health and safety matters in the workplace including how best to protect those new to a job</p> <p><i>Employers have a legal duty to consult with employees on health and safety to help prevent accidents and ill-health. For more information see https://www.hsa.ie/eng/enterprise_and_employee_supports/safety_representatives/</i></p> | Yes |
| <p>Issues affecting those new to the job are brought up and addressed with employees</p> <p><i>A safety committee includes employees from different departments in the organization who are responsible for identifying potential workplace hazards, developing strategies to mitigate or eliminate them, and promoting a safety culture in the workplace</i></p> | Yes |
| <p>The system for reporting accidents, incidents and near-misses is communicated to those new to a job</p> <p><i>Employers must report all fatal accidents at work to the HSA. Workplace accidents where an employee is unable to carry out their normal work duties for three or more consecutive days, excluding the day of the accident must also be reported</i></p> | Yes |
| Additional Controls or Information | |
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| Hazard: Indoor Air Quality | |
|--|-----------------|
| Current Controls | Actioned |
| <p>Indoor air quality is assessed by a suitably qualified person and specific pollutants are identified and controlled</p> <p><i>Expertise required depends on the ventilation method and type of work activities. Assessment may include measuring carbon dioxide, and if below 1000 ppm, it's likely that the room is suitably ventilated</i></p> | Yes |
| <p>Suitable ventilation is provided</p> <p><i>Air Conditioning is not a ventilation method, it recirculates room air. If opening windows / doors, temperatures should not drop below minimum working temperatures. For more information, see 'Code of Practice for Indoor Air Quality' in Learn more</i></p> | Yes |
| <p>Ventilation systems are maintained, cleaned and repaired according to the manufacturers specifications</p> <p><i>Ensure vents are not blocked or obstructed. 'Code of Practice for Indoor Air Quality' is also available at https://www.hsa.ie/eng/publications_and_forms/publications/codes_of_practice/code_of_practice_for_indoor_air_quality.html</i></p> | Yes |
| <p>Sources of air pollution (contaminants) are managed</p> <p><i>Consider pollution sources when selecting a ventilation method. Outside pollution may enter the workplace. Outdoor air quality near you can be found at www.airquality.ie</i></p> | Yes |
| <p>The number of people is appropriate to the room size</p> <p><i>In an office, 4.65 square meters should be available per person (including desk and chair space). In other areas, 11.3 cubic meters should be available per person</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Pregnant, Post-Natal and Breastfeeding Employees | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Employees are briefed to notify their employer when they are pregnant, post-natal or breastfeeding</p> <p><i>For more information, see 'Guidance on Pregnancy at Work' available from learn more 'Publications' https://www.besmart.ie/learn-more/other-business</i></p> | Yes |
| <p>A risk assessment is carried out for each pregnant, post-natal and breastfeeding employee</p> <p><i>'Pregnancy Risk Assessment Template Fillable Form' is available in Learn more or https://www.hsa.ie/eng/workplace_health/sensitive_risk_groups/pregnancy_risk_assessment_template.pdf</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Administration of Medicine in Schools | |
|--|-----------------------|
| Current Controls | Actioned |
| <p>A school policy on administration, storage of medicines and medical devices is in place</p> <p><i>Go to www.Tusla.ie to find out more information</i></p> | Yes |
| <p>Staff are trained on the safe administration and storage of each medication and training records are kept</p> <p><i>Specific training is provided on each individual student's requirements including the condition, symptoms, medication, required dosage and the frequency and manner of administration</i></p> | Yes |
| <p>Written consent to administer medication is obtained from the parent or guardian</p> <p><i>This should include detailed instructions from the parent / guardian on the safe administration of the medication, emergency contact information and Patient Information Leaflet</i></p> | Yes |
| <p>A system to cross-check medication before administration is in place</p> | Yes |
| <p>Medication is stored securely and only accessible to authorised people</p> <p><i>Refer to Patient Information leaflet for storage instructions</i></p> | Yes |
| <p>Sharps are disposed of appropriately and emergency procedures are in place</p> <p><i>Dispose of needles in a sharps bin, do not overfill. Ensure bin is collected by a certified disposal provider. For further information refer to the 'HSE / HPSC Guidelines for the Emergency Management of Injuries' in Learn More</i></p> | Not Applicable |
| <p>Individual student's medication is clearly labelled</p> | Yes |
| <p>A written record of dates, times and types of medication administered to each student is kept</p> | Yes |
| <p>A procedure is in place to deal with a medication error</p> | Yes |
| Additional Controls or Information | |
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| Hazard: Behaviours of Concern | |
|--|---|
| Current Controls | Actioned |
| A school policy for managing behaviours of concern is in place and reviewed regularly | Yes as part of Code of Behaviour |
| Staffing numbers are appropriate and lone working is avoided where possible | Yes |
| Student's support plans are followed where appropriate | Yes |
| Training is provided to employees on how to deal with behaviours of concern and advice is sought, where necessary | Yes |
| All incidents are recorded and reviewed | Yes |
| Support facilities are available to employees in the event of an incident | Yes |
| In the event of an incident, emergency procedures are in place for behaviours of concern and communicated to staff | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Cleaning | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Employees are given information on the cleaning activities to be carried out and are trained in safe cleaning and good hygiene procedures</p> <p><i>'Safety in Contract Cleaning' guidance document, with information on chemical and biological hazards, is available in 'Learn More'</i></p> | Yes |
| <p>Trolleys are provided and used where needed</p> <p><i>Regularly check trolleys/carts and maintain them in good condition. Make sure you complete the 'Manual Handling' risk assessment</i></p> | Yes |
| <p>Furniture is suitably arranged or fitted with casters/glides for ease of movement where possible</p> | Yes |
| <p>Suitable gloves are provided and worn</p> <p><i>Make sure the gloves are suitable for the task e.g. if handling chemicals or dealing with body fluids</i></p> | Yes |
| <p>Equipment used for cleaning is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Portable electrical equipment that could be subject to wear and tear should be inspected and tested</i></p> | Yes |
| <p>Safe practices are in place for the use of cleaning equipment and employees are instructed to adjust equipment as required</p> <p><i>Consider the equipment: its weight, ease of movement, where it is stored, adjustable wand/handle, avoiding bucket lifting if possible etc. Rotate tasks to alter physical position where possible. Make sure you complete the 'Manual Handling' risk assessment</i></p> | Yes |
| Additional Controls or Information | |
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| Hazard: Coffee Machine / Cafe Boiler | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Machine is installed, used and maintained by a competent person in accordance with the manufacturer's instructions and manufacturer's manual is available</p> <p><i>If the machine generates steam it must have suitable safety devices and a pressure gauge fitted and an identification mark and safe working limits displayed</i></p> | Yes |
| <p>Suitable protective devices are fitted to steam generating machines and adjusted by a competent person and kept in good condition</p> <p><i>Safety valves should be located so that they discharge to a safe place. These devices should be included in a preventative maintenance programme</i></p> | Yes |
| <p>Employees are trained in the use of the machine and operator's manual is available</p> <p><i>Employees should be given information about the safe operation of the equipment and action to identify and deal with abnormal or emergency situations</i></p> | Yes |
| <p>Power to the machine is switched off before any maintenance work is carried out</p> | Yes |
| <p>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>A preventative maintenance programme should be put in place for machines with steam generation, including checking for signs of problems. The machine should be depressurised before maintenance</i></p> | Yes |
| <p>Machines with steam generation are examined at least every 14 months by a competent person and records are kept</p> <p><i>Records: Report of examination before first use, every 14mths & after repair; keep a register of equipment with dates of last test. Records kept at workplace/with equipment. Advice on contents of report and a template register are available in Learn More</i></p> | Yes |
| Additional Controls or Information | |
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| Hazard: Cooking | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Equipment provided for cooking is used and maintained according to the manufacturer's instructions</p> <p><i>The instruction manual that comes with every piece of equipment should be available and it should be consulted for information on correct use, cleaning and maintenance of the equipment</i></p> | Yes |
| <p>Equipment provided is checked before use, defects are promptly reported and unsafe equipment is taken out of use</p> <p><i>Check for visible defects and that safety devices are in place and working e.g. safety interlock of a food mixer/processor ensuring the machine will not start unless the bowl cover is in position; processor feed chutes & pusher devices provided & used etc</i></p> | Yes |
| <p>Employees are instructed to only use equipment that they know how to correctly and safely use</p> | Yes |
| <p>Power to equipment is turned off before cleaning and repair/servicing is only carried out by competent persons</p> | Yes |
| <p>Loose clothing, dangling jewellery and unsecured long hair are avoided when using equipment with moving parts</p> | Yes |
| <p>Items which could catch fire are kept clear of flames and hot surfaces</p> | Yes |
| <p>Care is taken when placing and moving hot objects or liquids around the kitchen and heat resistant gloves are provided and worn</p> <p><i>Organise work to minimise the amount and distances hot items are carried. Check that handles of pots and pans are secure and do not project beyond the edge of hob/range. Ladles or spoons should not be left in saucepans on hotplates/rings</i></p> | Yes |
| <p>Spills and broken glass or crockery are cleared up immediately</p> <p><i>Use a dustpan and brush or vacuum to clear up broken glass/crockery</i></p> | Yes |
| <p>Metal is never placed in a microwave and containers used are suitable for use in the microwave</p> | Yes |
| <p>Good hygiene practices are used when handling raw meat</p> <p><i>Wash hands after handling raw meat and clean work surfaces thoroughly</i></p> | Yes |
| Additional Controls or Information | |
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| Hazard: Dishwasher / Glass Washer | |
|---|--------------------------------|
| Current Controls | Actioned |
| <p>Machine is installed, used and maintained in accordance with the manufacturer's manual</p> <p><i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information re use, cleaning and maintenance of the equipment.</i></p> | Yes |
| Hot water cycle stops automatically if door is opened | Yes |
| Employees are trained in the use of the dish/glass washer and operator's manual is available | Yes |
| Warning signs are in place | No (See action list) |
| Baskets are not overloaded | Yes |
| Additional Controls or Information | |
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| Hazard: Goal Posts | |
|--|-----------------|
| Current Controls | Actioned |
| Goals are manufactured to the appropriate standards and are CE marked <i>Standards include EN 748:2013+A1:2018 Soccer Goals, EN 750:2004 Hockey Goals, IS 356:2007 and 357:2007 other goal types. Homemade goals should not be used</i> | Yes |
| Goals are assembled, used, maintained according to the manufacturer's instructions <i>Written instructions for assembly, installation, use, storage and maintenance are available, and goals are used as intended, e.g. indoor goals are not used outdoor</i> | Yes |
| A system for inspection of goals is in place and records are kept | Yes |
| Reported defects are dealt with promptly and unsafe equipment is taken out of use | Yes |
| Incorrect use is prevented <i>Observe and follow any warning labels attached to the goal</i> | Yes |
| Goals are secured according to the manufacturer instructions before use | Yes |
| Portable goals are stored securely when not in use | Yes |
| Additional Controls or Information | |
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| Hazard: Grill / Griddle | |
|---|-----------------|
| Current Controls | Actioned |
| Grill / griddle is installed, used and maintained in accordance with the manufacturer's manual | Yes |
| Employees are instructed on the safe operation of the grill / griddle | Yes |
| Grill / griddle is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Regularly check for obvious signs of wear, tear and damage of electrical cords and plugs, gas controls etc</i> | Yes |
| Grill / griddle is turned off and allowed to cool before cleaning or maintenance work <i>Make sure any gas jets are kept clear</i> | Yes |
| Heat resistant gloves are provided and worn | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Heating Systems | |
|--|-----------------|
| Current Controls | Actioned |
| Heating system is installed and maintained by a competent person in accordance with the manufacturer's instructions | Yes |
| Only trained employees maintain and examine heating systems and operators manuals are available | Yes |
| Equipment is kept in good working order, safety devices are fitted, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Faulty wires or damaged electrical components should be fixed as quickly as possible by a competent person</i> | Yes |
| Boiler flue / chimney is appropriately designed and maintained to ensure gases are released to the outside and can disperse safely <i>A competent person should check the effectiveness of any flue or chimney</i> | Yes |
| Steam boilers are thoroughly examined by a competent person every 14 months and records are kept <i>Records: Report of examination before first use, every 14mths & after repair; keep a register of equipment with date of last test. Records kept at workplace / with equipment</i> | Yes |
| Heating fuel is stored appropriately <i>Oil tanks are bunded, have isolation valves, kept in a well-ventilated area, maintained and protected from vehicles / vandalism. Smoking / naked flames are prevented. Complete the 'Liquefied Petroleum Gas' risk assessment, if appropriate</i> | Yes |
| Heating units and heating fuel are secure and only accessible to authorised employees <i>Tanks and hoppers are locked. Entering a wood chip hopper is considered a confined space. Complete the 'Confined Space' risk assessment, if appropriate</i> | Yes |
| Suitable ventilation is provided in the heating unit storage area <i>Consider using a carbon monoxide alarm where relevant (e.g. in boiler room) and maintain it in good working order. To consider room ventilation, complete the 'Indoor Air Quality' risk assessment</i> | Yes |
| Accessible hot pipework is lagged as required | Yes |
| Adequate tanker and delivery driver access is provided for fuel deliveries <i>Fuel delivery vehicle can enter the premises safely and reversing of vehicle is avoided or minimised. Delivery driver can safely access fuel storage tank / hopper</i> | Yes |

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| <p>Areas around boiler and heating system are kept clear</p> <p><i>Combustible material (e.g. waste, cardboard, books) is not kept in the boiler room or the immediate area around the fuel storage tank</i></p> | <p>Yes</p> |
| <p>Emergency procedures and safety signs are displayed, fire extinguishers available</p> <p><i>Complete the 'Fire' risk assessment</i></p> | <p>Yes</p> |
| <p>Additional Controls or Information</p> | |
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| Hazard: Knives and Sharp Objects | |
|--|-----------------|
| Current Controls | Actioned |
| Use of knives and sharp objects is minimised and they are stored safely | Yes |
| Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i> | Yes |
| Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use | Yes |
| Knives or sharp object used are suitable for the job <i>Typical categories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i> | Yes |
| Blades are kept sharp and replaced as needed | Yes |
| PPE is provided and worn as required | Yes |
| Additional Controls or Information | |
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| Hazard: Ladder (Straight /Extension) | |
|---|--------------------------------|
| Current Controls | Actioned |
| <p>Work is only carried out from a ladder when the job is of short duration and low risk</p> <p><i>The work must be light, non-repetitive and should not take longer than about 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold tower, MEWP</i></p> | Yes |
| <p>Ladder is suitable for the work to be carried out</p> <p><i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i></p> | Yes |
| <p>Ladder is checked before use, and unsafe ladders are taken out of use</p> <p><i>Ladders should never be painted</i></p> | Yes |
| <p>Ladder is regularly inspected by a competent person and records are kept</p> <p><i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i></p> | Yes |
| <p>Extension ladders overlap as per the manufacturer's instructions and locking devices are used</p> | Yes |
| <p>Employees are trained in the safe use of ladders</p> | No (See action list) |
| <p>Work is not carried out near overhead electricity lines</p> <p><i>Ladders must not be used close to overhead lines / there must be a safe clearance distance. Refer to the 'Code of Practice for Avoiding Danger from Overhead Lines' in Learn More</i></p> | Yes |
| <p>Ladder is set up on a firm level base, leaning at a suitable angle and secured against slipping or moving</p> <p><i>It is recommended that the ladder is angled at 75degrees (1 in 4). Avoid side on work and over-reaching, move the ladder as necessary</i></p> | Yes |
| <p>Non-conductive ladders are used for electrical work</p> | Yes |
| <p>Ladders used for access are tied at the top and extend 3 rungs above the landing point unless a suitable handhold is provided</p> | Yes |
| <p>Moving vehicles and pedestrians are kept away from ladders when in use</p> | Yes |
| <p>3-points of contact are maintained at all times when using a ladder</p> | Yes |

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| <i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i> | |
| Additional Controls or Information | |
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| Hazard: Lawn Mower | |
|--|--------------------------------|
| Current Controls | Actioned |
| The lawn mower is used and maintained in accordance with the manufacturer's instructions <i>Maintain the safety guards/safety features/safety and instruction labels provided</i> | Yes |
| Employees are trained to operate the lawn mower and the operator's manual is available | Yes |
| The lawn mower is maintained in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use | Yes |
| Fuel for the lawn mower is properly stored, only approved containers are used and care is taken when adding fuel to the lawn mower <i>Ensure the engine is off & cool when refuelling, do not refuel indoors, do not overfill & clean up spills. Do not start petrol-fuelled mowers indoors or in an area where there has been a recent spill. Allow machine to cool before storing</i> | Yes |
| The mower is only used in suitable conditions and suitable precautions are taken depending on the work area <i>Check area for objects; Do not mow in wet (slippy) grass or use electric mower in wet conditions; Consult the operator's manual if mowing uneven or sloped ground</i> | Yes |
| Machine adjustments or repairs are never carried out while the engine is running <i>Always turn off the mower and wait for the blades to stop completely before removing the grass catcher, unclogging the discharge chute, adjusting the blades, or crossing gravel paths, roads, or other areas</i> | Yes |
| Eye, hearing and foot protection is provided and worn where necessary | Yes |
| People are kept clear of the lawn mower and passengers are not carried on ride-on mower(s) | Yes |
| Moving the mower in a backwards direction is avoided wherever possible and if done, blades are disengaged where possible <i>Keep electric mower cord out of the cutting path</i> | Yes |
| The blade(s) of ride-on mowers are allowed to stop completely before the operator dismounts and the mower is stored safely with keys removed | Yes |
| Ride-on mowers are fitted with a roll bar | No (See action list) |

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| Additional Controls or Information | |
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| Hazard: Legionnaire's Disease | |
|---|-----------------|
| Current Controls | Actioned |
| <p>The water system is designed, maintained and audited to minimise the possible spread of infection</p> <p><i>Cooling systems and towers should be routinely monitored, maintained and cleaned. Consult the 'Information sheet on legionnaires disease' and 'Controlling legionnaires disease in Health Care settings' in Learn More for more detailed information</i></p> | Yes |
| <p>Water temperatures in the water system are maintained outside of the 20 - 50 degrees Celsius range</p> <p><i>Cold water systems should be kept at a temperature below 20 degrees C. Hot water should be stored at 60 deg C and distributed so that it reaches a temperature of 50 deg C within 1 minute at the water outlets. Water temperatures should be regularly checked</i></p> | Yes |
| <p>Where water stagnation occurs or water use is low, flushing procedures are used at water outlets</p> <p><i>e.g. showers that are seldom used</i></p> | Yes |
| <p>Water cisterns and water storage tanks are kept covered, clean and free from debris</p> | Yes |
| <p>A named, competent person is assigned to manage and monitor control measures where necessary</p> | Yes |
| <p>Where there is a risk of scalding, a means of controlling the water temperature at the point of use is fitted</p> <p><i>e.g. thermostatic mixing valves that are properly fitted, maintained and routinely checked to make sure they are working effectively</i></p> | Yes |
| Additional Controls or Information | |
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| Hazard: Litter Picking | |
|--|---|
| Current Controls | Actioned |
| Litter picker or grabber is always used for collecting litter which is then placed in appropriate bin or bag | Yes |
| Safety boots, gloves and high-vis vest/jacket are always worn | Yes |
| If dangerous litter is found, it is left undisturbed and reported to a supervisor | Yes |
| Dangerous litter is collected by trained and authorised employees wearing suitable gloves and disposed of in a sharps bin <i>e.g. Have sharps bin/kit available with tweezers</i> | Yes |
| Sharps bins are collected by a licensed contractor | No (See action list) No sharps in school |
| Employees are trained to cover all cuts with a waterproof plaster/bandage before starting work | Yes |
| Employees are trained to thoroughly wash their hands before eating, drinking or smoking | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Lone Working | |
|---|--------------------------------|
| Current Controls | Actioned |
| The number of lone workers is kept to a minimum | Yes |
| Means of communication is provided <i>Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work</i> | Yes |
| Contact numbers are readily available for use in an emergency and an alarm is provided where relevant <i>Emergency services and emergency contact persons should be on speed dial. Consider using agreed emergency code words to alert the contact person</i> | Yes |
| Employees are trained on lone working procedures <i>e.g. Procedures on frequency of contact with base, HQ or a nearby colleague etc, how to handle conflict situations and the threat of violence, emergency procedures, set call in times, locking and securing the workplace</i> | No (See action list) |
| Procedures are in place should a lone worker fail to return or make contact at agreed time <i>e.g. Try to contact lone worker, inform senior manager, inform An Garda Siochana</i> | Yes |
| Physical barriers are provided where practical where there is an increased threat of violence <i>Physical separation from other areas e.g. coded doors, wide desk or screen for reception / cash desk, table between employee and visitor</i> | Yes |
| Where relevant, lone workers are provided with any necessary background information <i>e.g. Information about the area, previous experiences, client history</i> | Yes |
| Additional Controls or Information | |
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| Hazard: Managing Asbestos in Buildings | |
|--|-----------------|
| Current Controls | Actioned |
| Buildings are surveyed by a competent person and a written register of the condition and locations of ACMs is available <i>For further information on surveys and competent persons see https://www.hsa.ie/eng/your_industry/chemicals/legislation_enforcement/asbestos/asbestos_introduction/asbestos_surveys/</i> | Yes |
| Asbestos surveys / registers are available to employees, contractors and other relevant people <i>Employees and building contractors are aware of the presence, location and condition of ACMs on the premises See the 'Asbestos Safety for Tradespeople' eLearning course available from www.hsalearning.ie</i> | Yes |
| Inspection procedure by competent person is in place for checking condition of ACMs <i>ACMs do not necessarily need to be removed. ACMs already present do not pose a risk to health if they are not damaged, disturbed or releasing fibres but their condition must be regularly checked</i> | Yes |
| Before demolition, refurbishment maintenance or construction the RDAS is checked | Yes |
| Construction, maintenance or repair work is stopped immediately if additional ACMs are suspected or identified | Yes |
| ACMs are only removed by trained or specialist asbestos contractors <i>14 days before removal, a work plan and notification must be sent to the HSA (for high-risk ACMs). Refer to 'Practical Guidelines on ACM Management and Abatement' in Learn More</i> | Yes |
| After removal, a clearance certificate is obtained before returning to the building or removal area, and records are kept <i>This is required for all work notified to the HSA and some lower-risk tasks</i> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Manual Handling of People | |
|---|--------------------------------|
| Current Controls | Actioned |
| <p>Each client's mobility needs are determined, and all moving and handling tasks have been assessed and where necessary, control(s) put in place</p> <p><i>Control measures can include use of handling aids and safe handling techniques. Take account of the Client's mobility needs, working environment etc. See guidance document 'Caring with Minimal Lifting' in Learn More</i></p> | Yes |
| <p>Workplace has adequate space and the environment is suitable for client movements</p> | Yes |
| <p>Appropriate handling aids are made available and used where required and employees are trained in their use</p> <p><i>Ensure the correct equipment is used e.g. size and type of sling and hoist. See 'Guidance on Safety with Mobile Patient Hoists and Slings in Healthcare Establishments' Information sheet' in Learn More</i></p> | Yes |
| <p>Employees involved in moving and handling tasks receive appropriate 'People Handling Training' from a trained instructor and records are kept</p> | No (See action list) |
| <p>Handling equipment is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use until repaired</p> | Yes |
| <p>Lifting equipment is used and maintained in accordance with the manufacturer's manual</p> | Yes |
| <p>Hoists and slings are examined by a competent person at least every 6 months and a report of thorough examination is kept</p> <p><i>Form GA1 - Report of Thorough Examination is available in Learn More</i></p> | Yes |
| Additional Controls or Information | |
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| Hazard: Microwave | |
|---|-----------------|
| Current Controls | Actioned |
| Microwave is used and maintained in accordance with the manufacturers manual | Yes |
| Metal is never placed in the microwave | Yes |
| Reported defects are dealt with promptly and unsafe equipment is taken out of use | Yes |
| Containers used are suitable for use in the microwave | Yes |
| Heat resistant gloves/cloths are provided and used when handling hot containers | Yes |
| Additional Controls or Information | |
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| Hazard: Noise | |
|---|-----------------------|
| Current Controls | Actioned |
| <p>Noisy areas/activities have been identified, and ways to reduce levels and exposure have been considered</p> <p><i>Working in a noisy environment can lead to noise induced hearing loss. Generally, if you have to raise your voice to be heard by somebody 2 metres away then you should measure noise levels and take action to reduce exposure</i></p> | Yes |
| <p>Warning signs are displayed in the workplace</p> <p><i>Warning signs should be clearly visible at entrances to noisy work areas and beside noisy equipment</i></p> | Not Applicable |
| <p>Employees are advised of the risks from exposure to noise</p> <p><i>Where the daily noise exposure levels are high and cannot be reduced, health surveillance should be provided to employees</i></p> | Yes |
| <p>Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment</p> <p><i>The hearing protection provided should protect against the type of noise in the workplace and employees must be trained how to use it correctly</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Office Equipment | |
|--|-----------------|
| Current Controls | Actioned |
| Office equipment is used in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment</i> | Yes |
| Power sockets are not overloaded <i>Overloading sockets can cause electrical fires</i> | Yes |
| Power supply is turned off when clearing shredder jams and emptying bags | Yes |
| Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder | Yes |
| Guillotine is only used when the guard is in place | Yes |
| Guard is engaged when guillotine is not in use | Yes |
| Cabinet drawers and doors are kept closed when not in use | Yes |
| Only one filing cabinet drawer can be opened at a time to prevent tipping | Yes |
| Shelves are not overloaded | Yes |
| Adequate lighting, ventilation and heating are provided | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Oven / Hob | |
|---|-----------------|
| Current Controls | Actioned |
| Oven/hob is installed, used and maintained in accordance with the manufacturer's instructions | Yes |
| Handles of pots/pans are secure and they do not project beyond the edge of the hob or range | Yes |
| Ladles or spoons are not left in saucepans on hotplates or rings | Yes |
| Heat resistant gloves are provided and used | Yes |
| Oven is not used if the fan guard is not in place | Yes |
| Reported defects are dealt with promptly and unsafe equipment is taken out of use | Yes |
| Bottom-hinged oven doors are not left open | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Power Hand Tools | |
|--|-----------------|
| Current Controls | Actioned |
| Power hand tools are used and maintained in accordance with the manufacturer's manual and safety devices are in good working order | Yes |
| Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts | Yes |
| Tool adjustments are not made while moving parts are in motion | Yes |
| Employees are trained in the correct use of the power hand tools and the operator's manuals are available | Yes |
| Sufficient clear work space is provided and work pieces are secured where necessary | Yes |
| Loose clothing, jewellery and unsecured long hair are avoided when using power hand tools | Yes |
| PPE is provided and worn when required <i>Refer to the manufacturer's instructions. Respiratory Protection may be needed depending on the task. Make sure you complete the 'Wood Dust' or 'Construction Dust' risk assessments where relevant</i> | Yes |
| Electrical hand tools of greater than 110 volts are not used on construction sites or in damp locations | Yes |
| Tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Tools should be checked, kept clean and serviced as per the specific manufacturer's instructions</i> | Yes |
| Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person | Yes |
| Vibration dampening is provided on powered hand tools where appropriate <i>Keep tools in good condition so that they operate more smoothly and with less vibration</i> | Yes |

| Additional Controls or Information | |
|---|--|
| | |

| Hazard: Radon | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required</p> <p><i>Check the radon map to find typical radon levels in your area, by going to Environmental Protection Agency website, www.radon.ie</i></p> | Yes |
| <p>Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested</p> <p><i>Reference levels for workplaces are 300Bq/m³ and 200Bq/m³ for long stay residential units. Refer to www.radon.ie for more detailed information</i></p> | Yes |
| <p>Measures taken to reduce the radon level are maintained to ensure they remain effective</p> <p><i>Measures may include increased under floor ventilation, increased indoor ventilation, sealing of cracks and gaps in the floor and around service entry points</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: School Car Park | |
|--|-----------------|
| Current Controls | Actioned |
| <p>A traffic management plan is in place and communicated to employees and car park users</p> <p><i>This might include information about signage, road markings, walkways, one-way system or turning area, reverse parking policy</i></p> | Yes |
| <p>Pedestrian routes / parking areas are clearly marked and appropriate lighting and signs are in place</p> <p><i>Pedestrians and vehicles are kept apart e.g. a pedestrian-only entrance</i></p> | Yes |
| <p>Designated areas for drop off and collection of students are in place</p> <p><i>https://garda.ie/en/about-us/our-departments/office-of-corporate-communications/news-media/rsa-school-gate-risk-guide-8-21.pdf</i></p> | Yes |
| <p>Designated areas for deliveries and collections are in place</p> | Yes |
| <p>A safe place is available for students to wait before school opens or after closing</p> | Yes |
| <p>Drop off and pick up times are staggered</p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: School Events | |
|--|--|
| Current Controls | Actioned |
| <p>A school policy for events is in place</p> <p><i>This should include for example, the maximum crowd size, person(s) with overall responsibility for event safety, protocol for pre-event safety announcements</i></p> | <p>No (See action list)</p> |
| <p>Emergency procedures for events are in place</p> <p><i>Employees are trained on roles, responsibilities, duties during an emergency at an event</i></p> | <p>Yes</p> |
| <p>A safe means of access and egress is provided to the event location</p> <p><i>Emergency escape routes are unobstructed (e.g. by chairs / equipment) and clearly displayed with signage / lighting</i></p> | <p>Yes</p> |
| <p>All new electrical installations and all extensions at the venue are tested and certified as safe, by a competent qualified electrician and checked regularly</p> <p><i>Make sure you complete the 'Electricity' risk assessment</i></p> | <p>Yes</p> |
| <p>All emergency equipment at the venue is working and is checked at regular intervals</p> <p><i>Make sure you complete- the 'Fire' risk assessment</i></p> | <p>Yes</p> |
| <p>Problem stairs and steps are identified and extra precautions are in place and trailing electrical leads are prevented</p> <p><i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i></p> | <p>Yes</p> |
| Additional Controls or Information | |
| | |

| Hazard: School Trips and Off-Site Activities | |
|---|-----------------|
| Current Controls | Actioned |
| The trip or off-site activity is suitable for staff and students | Yes |
| Parents / Guardians provide written consent and information on any special requirements <i>Make sure you carry out the 'Administration of Medicine in Schools' risk assessment</i> | Yes |
| Staff and students are adequately prepared for the trip or off-site activity | Yes |
| Weather conditions are checked and are suitable | Yes |
| An adequate number of staff are present to supervise students <i>A head count of students is carried out regularly by trip supervisor, and students are made aware of what to do if separated from group</i> | Yes |
| Staff have a fully charged mobile phone and emergency phone numbers are available | Yes |
| A suitable means of transport is used <i>e.g. ensure the driver is qualified, insured, and the vehicle is maintained and fit for use. An adequate number of seats with working seatbelts are available</i> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: School Visitors | |
|--|-----------------|
| Current Controls | Actioned |
| <p>Visitors to the school are documented</p> <p><i>Visitors must report to a designated staff member. This may involve requesting the visitor's I.D, filling out a visitor's log and wearing of a visitor's badge</i></p> | Yes |
| <p>Visitors are made aware of school policies and procedures</p> | Yes |
| <p>Staff have been trained on the school's visitor policy or procedures</p> <p><i>Procedures could include dealing with unknown or uninvited visitors / aggressive or abusive visitors</i></p> | Yes |
| <p>Visitors are supervised by a member of staff when on site and students are never left unsupervised with a visitor</p> <p><i>Visitors are provided with information on how to report safeguarding or child protection concerns</i></p> | Yes |
| <p>Staff provide an adequate level of supervision to students</p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Stepladders (A-Frame) | |
|---|-----------------|
| Current Controls | Actioned |
| <p>Work is only carried out from a stepladder when the job is of short duration and low risk</p> <p><i>The work must be light and should not take longer than 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold towers, MEWPs</i></p> | Yes |
| <p>Ladder is suitable for the work to be carried out</p> <p><i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i></p> | Yes |
| <p>Stepladders are used as per the manufacturer's instructions</p> <p><i>Stepladders should not be used to support planks as part of a work platform</i></p> | Yes |
| <p>Employees are trained in the correct and safe use of stepladders</p> | Yes |
| <p>Stepladders are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Ladders / steps should never be painted</i></p> | Yes |
| <p>Stepladder is regularly inspected by a competent person and records are kept</p> <p><i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i></p> | Yes |
| <p>Non-conductive stepladders are used for electrical work</p> | Yes |
| <p>Stepladders are set up on a firm level base facing the work activity</p> | Yes |
| <p>Stepladders are never straddled and the top three steps are not used for standing</p> | Yes |
| <p>Moving vehicles and pedestrians are kept away from stepladders when in use</p> | Yes |
| <p>3-points of contact are maintained at all times when using a stepladder</p> <p><i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Strimmer / Brushcutter | |
|--|-----------------|
| Current Controls | Actioned |
| <p>The strimmer/brushcutter is used and maintained in accordance with the manufacturer's instructions</p> <p><i>Replace or tighten loose or damaged parts or guards in accordance with the manufacturer's instructions. Only fit replacement cutting heads specifically approved by the manufacturer for use with the machine</i></p> | Yes |
| <p>Employees are trained to operate the strimmer/brushcutter and the operator's manual is available</p> | Yes |
| <p>The strimmer/brushcutter is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> | Yes |
| <p>Adjustments, repairs or clearing of blockages are never done with the engine running</p> | Yes |
| <p>The strimmer/brushcutter is only used in suitable conditions and the area to be cut is checked for objects before use</p> <p><i>Use a brush cutter at ground level only. Keep electric strimmer/brushcutter cord out of the cutting path</i></p> | Yes |
| <p>Personal protective equipment and clothing is provided and worn as required</p> | Yes |
| <p>People are kept clear of the operating area of strimmer / brushcutter</p> | Yes |
| <p>Fuel for the strimmer/brushcutter is properly stored, only approved containers are used and care is taken when adding fuel to the machine</p> <p><i>Ensure the engine is off & cool when refuelling, do not refuel indoors, do not overfill & clean up spills. Do not start strimmer indoors or in area where there has been a recent spill. Secure the cutter to prevent fuel spillage and damage during transport</i></p> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Vermin | |
|--|-----------------|
| Current Controls | Actioned |
| Vermin eradication programme is in place where practical <i>Always use a tool or wear protective gloves when removing dead vermin</i> | Yes |
| Good housekeeping and storage arrangements are in place <i>Floors and work surfaces should be cleaned on a regular basis using detergents and / or disinfectants and vermin proof containers should be used for storage where practicable</i> | Yes |
| Good hygiene practices are in place | Yes |
| Contact with stagnant water, or water that may be contaminated, is avoided | Yes |
| PPE is provided and worn as required | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Violence / Aggression / Theft | |
|--|-----------------|
| Current Controls | Actioned |
| Security arrangements and systems are in place and in working order <i>e.g. CCTV, alarms, telephones, exits, visibility and control of access, shatterproof materials, reinforced glass. Where CCTV is used, erect signs that show it is in use to deter potential threats</i> | Yes |
| Lone working is avoided where possible | Yes |
| Secure cash handling systems are in place | Yes |
| Training is provided to employees on how to deal with aggression, threats and robberies <i>Inform employees if there are clients with a known history of violence / abuse and make sure they are aware of the arrangements in place, including how to share information with colleagues</i> | Yes |
| All incidents are recorded and reviewed <i>Discuss all incidents and seek specialist advice, e.g. from crime prevention Gardai, to decide on any improvements that can be made</i> | Yes |
| Support facilities are available to employees in the event of an incident | Yes |
| Procedures for cash handling and transit are in place <i>Vary cash transport times and locations. Transporting cash outside the workplace should be done by two people where possible</i> | Yes |
| Workplace is laid out to minimise vulnerable areas <i>e.g. Car parking areas should be well lit; waiting rooms where used have adequate seating, appropriate fixture and fittings and shatterproof materials</i> | Yes |
| Physical barriers are provided where there is an increased threat of violence <i>e.g. physical separation from other areas, wide desk or screen for reception / cash desk, table between employee and visitor</i> | Yes |
| Waiting visitors are kept informed where relevant <i>e.g. waiting areas with queuing system, information and signage</i> | Yes |
| Additional Controls or Information | |
| | |

| Hazard: Water Boiler (Unpressurised) | |
|--|-----------------|
| Current Controls | Actioned |
| Boiler is filled before turning on power | Yes |
| Boiler is not tilted to draw off hot liquid | Yes |
| Boiler is not allowed to boil dry or boil over | Yes |
| Other liquids are not heated in a hot water boiler | Yes |
| Pour distance is kept as short as possible | Yes |
| Drip tray is kept in position and emptied as required | Yes |
| Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use | Yes |
| Equipment is inspected periodically by a competent person and results of inspection are kept | Yes |
| Additional Controls or Information | |
| | |

Signed: Fr. Nigel Charles

Chairperson of the Board of Management

Date: 3/12/2024

Signed: Maeve Heslin

Principal

Date: 3/12/2024

