

***Master Copy***

***THE (2014)***  
**SAFETY STATEMENT**

***of***

**Coláiste Choilm CBS**

**in accordance with the legal requirements of  
The Safety, Health & Welfare at Work Act, 2005  
&  
The General Application Regulations, 2007**

**Originally Formulated in**

*March 2006*

**Updated in**

*September 2011*

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**Compiled and updated by**

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This report is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards, including a risk assessment to the attention of Coláiste Choilm CBS. Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection. The report is advisory and management of Coláiste Choilm CBS must make the final decisions.

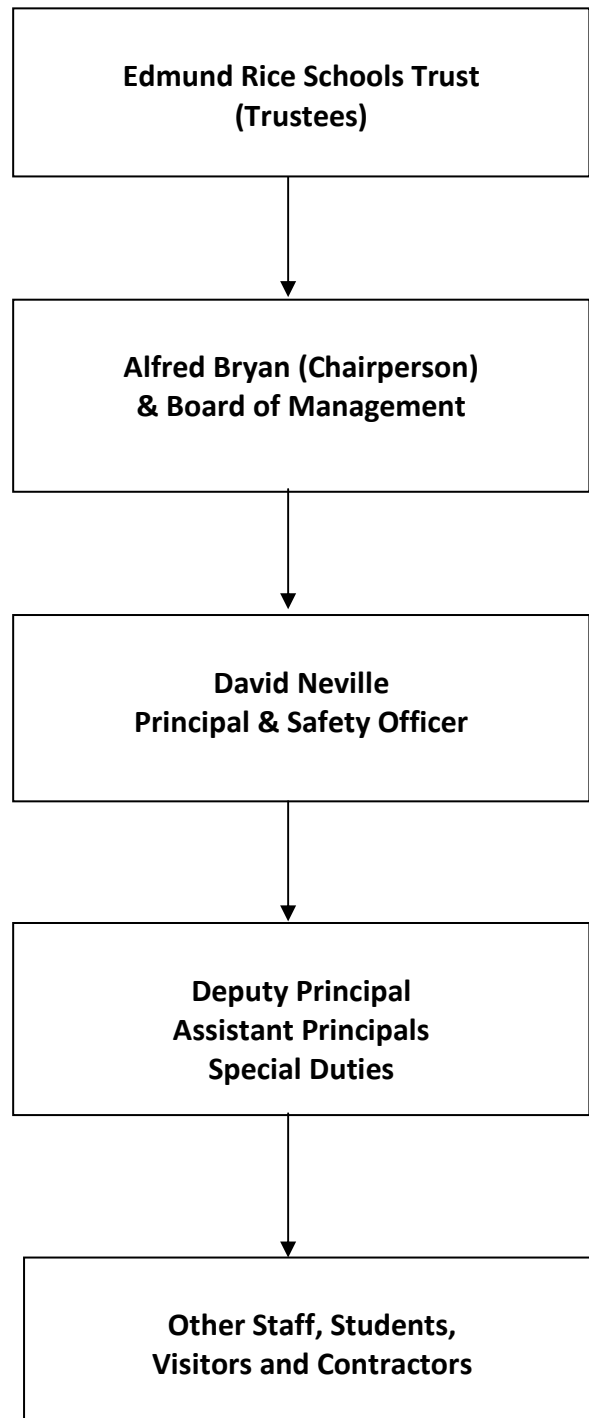
Document amendments / revisions are recorded below:

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Safety Statement Formulation	March 2006	N/a
Safety Statement Update 1	September 2011	Risk Assessment Revision
Safety Statement Update 2	October 2014	Risk Assessment Revision
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**Safety Management Hierarchy Of**  
**Coláiste Choilm CBS (2014)**

Safety is everyone's responsibility. All staff members have obligations under The Safety, Health & Welfare at Work Act, 2005, and accordingly management recognise their own further obligations to promote and manage safety in the workplace. The hierarchy constitutes the safety management responsibility structure within Coláiste Choilm CBS.



## **Safety Statement of Coláiste Choilm CBS (2014).**

***To each staff member, student, contractor, and visitor:***

### **1.0 - General Policy Statement:**

This document sets out the Safety Policy of Coláiste Choilm CBS and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members, and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our operations. School management will endeavour to achieve these objectives by providing adequate training, managing proper emergency planning, full consultation, provision of personal protective equipment when necessary and reasonably safety conscious (competent) staff.

Safe working is a condition of employment. Every staff member at Coláiste Choilm CBS must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at Coláiste Choilm CBS.

It is our intention to review this Safety Statement in the light of experience and developments at Coláiste Choilm CBS. Staff and others are encouraged to put forward any suggestions for improving the Safety Statement.

Signed \_\_\_\_\_

Date \_\_\_\_\_ 2014

**Alfred Bryan,  
Chairperson,  
Coláiste Choilm CBS.**

## **Organisation and Responsibility.**

### **2.0 - Organisation.**

The organisation of work practices in Coláiste Choilm CBS will be such that optimum conditions are in place for the successful arrangements to be made for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act, 2005. These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

### **2.1 - Responsibilities.**

Safety begins at senior management with each level accountable for the level below. The following responsibilities attach to the management structure of Coláiste Choilm CBS, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work from an operational perspective, rests ultimately with the Board of Management.

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

The Board shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be reasonably implemented.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
- Estimate budget requirements for implementation of the safety management programme in Coláiste Choilm CBS.
- Monitor health and safety performance in Coláiste Choilm CBS.
- Include health and safety on the Board's meeting agenda.
- Prioritise actions on health and safety issues where resources are required.
- Ensure actions are taken regarding health and safety obligations.
- Ratify this Safety Statement.

#### **The Principal – David Neville**

The Principal typically shall:

- Take a direct interest in the health and safety policy and positively support any person whose function it is to coordinate and implement this policy.

- Demonstrate a safety commitment by taking active steps to be aware of the safety record of the school and issue any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Periodically appraise the effectiveness of the Safety Statement.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any valid health and safety matter highlighted by staff members.
- Ensure that all staff held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that risk assessments have been completed for the school.

#### **The Deputy Principal – Cathal Boyle**

The Deputy Principal is responsible for ensuring that the staff members and others, are made aware of and comply with the Safety Statement and arrangements for its implementation.

The Deputy Principal typically shall:

- Be fully familiar with the school's Safety Statement and ensure it is brought to the attention of all staff members.
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident.
- Consider representations about health and safety from staff members.
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary.
- Show through personal behaviour, that only the highest standards of safety are acceptable.
- Review all incident/accident reports in conjunction with the Principal

### **The Safety Officer – David Neville**

The level of responsibility for health and safety, of the safety officer, extends to all areas of the premises at Coláiste Choilm CBS. Typically the responsibilities include:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations in this Safety Statement.
- Review the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establish a consultative process with staff members.
- Deal directly with the safety representative (if elected) and act upon any representations where reasonably practicable.
- Inform all staff of relevant safe work practice methods.
- Arrange a review of the Safety Statement periodically.
- Ensure that all staff members receive adequate safety training, instruction and information appropriate to their tasks.
- Ensure that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Provide and source safety information relating to substances, materials, or equipment being used in the school.

### **Assistant Principals and Special Duties Teachers**

Their main functions are to;

- Assist with the day-to-day management of health & safety in accordance with this Safety Statement.
- Demonstrate an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Be accountable to the Principal for any breach or omission regarding safety & health matters within their remit.



- Assist in drawing up & reviewing departmental health & safety procedures.
- Assist with regular health & safety inspections of their appointed department/area, making reports to the Principal on issues identified and ensuring that required corrective action is carried out.
- Convey health & safety information received to appropriate personnel.
- Be aware of their statutory obligations (staff duties) and the best available safe working practices and methods of training, which they should apply.
- Ensure all injuries are reported and recorded.

## **2.2 Staff Member Responsibilities.**

There is also a responsibility on staff members to ensure health and safety at work. **Section 13** of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on staff members while at work. These are;

- To take reasonable care of their own health and safety and that of other staff members who may be affected by their acts or omissions.
- To cooperate with their employer on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.
- To report to management without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger health and safety.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action may lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To cooperate with, and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, prescribed drugs with known side effects, and alcohol)

Coláiste Choilm CBS additionally requires each staff member to immediately report to the safety officer any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

### **3.0 Co-operation.**

#### **3.1 - Staff Members.**

In addition to the above obligations, staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. Coláiste Choilm CBS has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless *each staff member* co-operates fully by observing the above requirements and by following safe work practice methods. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement. New and revised documentation may be produced after certain time periods and these will be distributed, made readily available or posted on notice boards as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated.

Each staff member is expected to read the Safety Statement of Coláiste Choilm CBS and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

#### **3.2 - Contractors.**

Contractors may be provided at pre-contract stage with a copy of this Safety Statement. They will be required to sign the documents to indicate that they have read and understood them. They must perform their work in accordance with the terms of this Safety Statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices. The contractor has permission to distribute this Safety Statement to its workforce.

Contractors may also be required to submit their own Safety Statement at the pre-contract stage for examination. It will be examined by *the responsible person* in Coláiste Choilm CBS and if such documentation does not reflect safe work practices, as is applicable to the contract work intended, then Coláiste Choilm CBS can direct the contractor to amend the Safety Statement before any contract work commences.

Contractors should assume responsibility for health and safety relating to their work practices and procedures and this shall be incorporated into a signed contract prior to work commencing.

Contractors working on our school premises are obliged to carry out their duties in accordance with the requirements of The Safety, Health & Welfare at Work Act, 2005, and as such assume responsibility to work in a non-negligent manner while on the premises of Coláiste Choilm CBS. We may also ask for a copy of the Contractors Safety Statement and a Method Statement for any work to be carried out:

<b>Contractor Name</b>	<b>Nature of work</b>	<b>Signature</b>

#### **4.0 Consultation and Information.**

##### **4.1 - Safety Representative & Safety Committee.**

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative.

**Currently, the safety representative elected is Damien Burke**

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not during official investigation of an accident).
- Consult with the HSA Inspector.
- Make representations to the *responsible person* (ie; Safety Officer).
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of the employer's statutory obligations.
- Inspect the workplace subject to agreement.
- Time off as may be reasonable in order to acquire information and training on matters of safety, health and welfare.

##### **4.1(a)- Health & Safety Committee**

Formed as a standing Health & Safety Committee, its function is to serve as a forum for raising health and safety matters, and seeking solutions to these. It may also serve a function in the promotion, co-ordination and review of health and safety training, as well as in the annual review of the Safety Statement. It is intended that this committee will meet once per term, or more often if necessary. The members of the committee are

**David Neville (Principal)**  
**James Purdue (Caretaker)**  
**Sinead Hynes (Staff)**

**Cathal Boyle (Deputy Principal)**  
**Damien Burke (Safety Rep)**

#### **4.2 – Safety Information.**

Information in the form of fire orders, evacuation plans, warning signs, and posters are displayed in hard copy and are also available in electronic format. Information relating to substances, materials, or equipment being used in the workplace is available through the safety officer.

#### **4.3 - Availability of the Safety Statement.**

Each staff member has access to this Safety Statement and is given the opportunity to practice safe working methods. The Safety Statement of Coláiste Choilm CBS is available for inspection, by request, from the **Safety Officer (David Neville)**.

A staff copy will be made available for examination by staff. All staff who have read the document are asked to indicate this by placing their signature on the signature list (see Section 8.0).

## **5.0 Resources and Policy.**

### **5.1 – Personnel Resources.**

Considerable time resources have been expended by the management of Coláiste Choilm CBS in implementing the health and safety policy documented in this Safety Statement. Use of the hazard identification and risk assessment process, along with the notice of accident form and the notice of dangerous occurrence sheet are further resources allocated towards successful management of this policy. Other resources include extensive consultation with staff members, and provision of First Aid training to relevant personnel, where appropriate.

- **There are a group of staff are trained in Emergency First Aid (with re-training planned for November 2014)**
- **There is also a defibrillator (AED) located outside main office with a number of staff trained in its use. (A list of trained personnel is contained within the AED kit)**

### **5.2 Maintenance Resources.**

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in the fabric of Coláiste Choilm CBS over the years and it is planned to continue such progress into the future.

### **5.3 – Safety Training.**

Training is being provided at Coláiste Choilm CBS on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (eg; time, materials, equipment, etc.).

### **5.4 - Other Resources.**

Other potential resources that may be committed to controlling hazards are those required for-

- Completing safety audits
- Hazard control implementation
- Accident & incident investigation
- Monitoring workplace practice
- Safety representative consultation
- Provision of safety information
- Display of hazard warning signs
- Provision of personal protective equipment (PPE)

## 5.5 – Bullying and Harassment Policy

The management of Coláiste Choilm CBS is committed to a policy to treat all its staff members equally in line with published Equal Opportunity Policies and the Code of Practice on Workplace Bullying 2007. Harassment and bullying is behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Bullying and harassment are not new and nor is the behaviour which they describe. What is perhaps “new” is the use of the words in the context of work and the recent recognition of the adverse effect of such behaviour on the victim and the organisation in which s/he may work. Harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

### **Definition of Harassment & Bullying:**

**Harassment** occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

**Sexual harassment** is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc for refusal of sexual behaviours

**Bullying** is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Examples of bullying include:

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the workplace.
- Non verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse

- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleagues personal belongings, etc.

### **Cyber Bullying and Privacy Requirements**

Circulating, publishing or distributing (including on the internet) material associated with Coláiste Choilm CBS activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, Coláiste Choilm CBS reserves the right to suspend or expel a student or students where it considers the actions warrant such sanctions.

### **COMPLAINTS PROCEDURE:**

#### *Informal:*

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person, or feels that these incidents are of a serious nature they should approach the Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaints procedure.

#### *Formal:*

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and Management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

### **RESPONSIBILITY**

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management have a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner. It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity.

**Please refer also to the “Dignity in the workplace” Code of Procedures (S.I. No. 208/2012) which covers bullying and harassment.**



## **5.6 - Pregnant Employee Policy**

The Management of Coláiste Choilm CBS adheres to the provision of The General Application (Pregnant Employee) Regulations, 2007.

These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out.

### **The following hazards must be considered:**

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant staff member must not be exposed to these hazards unless the hazards are adequately controlled.

### **Adequate control means:**

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the staff member's health and safety.

### **These safeguards include:**

- Changing the type of work, working hours, etc.
- Moving the staff member to other safe work.
- Access to a rest area if necessary.

If these safeguards are not possible then the staff member must be granted safety and health leave. This is paid leave, which continues until either the condition change or else the pregnant staff member becomes eligible for paid maternity leave.

## 5.7 - Stress Management Policy

Coláiste Choilm CBS adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

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

Certain causes of stress in the workplace can include:

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

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

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

Coláiste Choilm CBS may utilise the following methods of Managing Stress:

- Ensure that Management is aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Invite staff members to consult with school management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.

Where management are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions, where reasonably practicable.

## 5.8 - Accident/Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by Coláiste Choilm CBS. (See Appendix 6 for further details on information required).

Accident/incident investigations will be carried out and the purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All staff members are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by School Management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

The General Application Regulations (Part 10 of 1993) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- An accident resulting in the death of a staff member.
- An accident resulting in the absence of a staff member for more than 3 working days (not including the day of the accident).
- An accident to any person not at work caused by a work activity, which causes loss of life or requires medical treatment (e.g. member of the public).
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury (for categories of dangerous occurrences that require reporting to The HSA refer to [www.hsa.ie](http://www.hsa.ie)).

Management of Coláiste Choilm CBS is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be done without delay, by fax, telephone or online to the Health & Safety Authority.

H.S.A. contact details:

The Health & Safety Authority  
The Metropolitan Building,  
James Joyce Street,  
Dublin 1.  
Tel. No. (01) 6147000  
[www.hsa.ie](http://www.hsa.ie)

## 5.9 - Emergency Procedures Policy

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures as appropriate. The names of fire wardens/deputy fire wardens (when/if appointed) will be displayed in appropriate locations.

New staff will receive basic information in fire safety. This may include the following:

- Policy on smoking, electrical equipment etc.
- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting any disabled people, visitors and others during evacuation
- Location of and use of fire extinguishers as appropriate.

**The Assembly Points are at designated locations along the rear perimeter fence**

### *List of Emergency phone numbers*

Ambulance		999	
Fire Brigade		999	
Gardai		999 or 112	
ESB		1850-372 999	
Gas (Leaks etc)		1850-205 050	
Doctors:	Dr. Greenan	8401389	
Clergy:	Fr. Niall Mackey	8403400	St. Finians
	Fr. John McNamara	8401188	Brackenstown
	Fr. Cyril Mangan	8403378	St. Columcilles
Garda Station Swords		6664700	
Poison Information			
Beaumont Hospital		8379964	8379966

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, staff can stop work and immediately leave the place of work and proceed to a place of safety, as per Section 11 of The Safety, Health and Welfare at Work Act (2005).

## 5.10 - Lone Working Policy

A Lone Worker is defined as 'any staff member who works alone without close or direct supervision or contact with work colleagues'. Where employees have to work alone, personal safety is a priority consideration and Coláiste Choilm CBS extends its duty to ensure that lone workers are made aware of all necessary steps to avoid putting themselves at risk either from the work itself or the work environment.

People who work by themselves without close or direct supervision are found in a range of situations throughout the school. In the majority of instances where employees are required to undertake normal work activities alone, the job does not entail any significant risks to the lone worker. However, due to the difficulties, which may be experienced if a problem does occur Coláiste Choilm CBS, require lone working employees to be aware of the following safety precautions –

- Contact the designated contact person in the event of any incident, accident or other safety issue arising out of the course of normal work activities.
- Lone workers must be medically fit (certified by medical practitioner) to work alone, and should notify the designated contact person of any condition that may compromise their safety whilst working alone (eg; diabetic, epileptic, etc).
- Employees should be able to operate all fire fighting devices in accordance with standard fire safety training procedures, and know where the designated emergency assembly point is for the premises.
- Lone workers should be aware of where the First Aid facilities are located on site, and have an awareness of how to contact, and location of, the nearest medical centre, if required.
- Carry a mobile phone at all times as a primary source of communication.
- Be aware of any panic button systems, CCTV coverage or alarm mechanisms installed on site. Furthermore, a list of local numbers for nearby Hospitals, Gardai, Fire Services, Ambulance Service and Taxi Service should be available.
- Be aware of the robbery and violence prevention procedures contained within Appendix 9 of this Safety Statement.
- Lone workers should call, email or text the designated contact person at the end of lone working activities to verify that no health and safety issues have arisen.

Risk assessments for Coláiste Choilm CBS have been completed and are contained within this Safety Statement. Lone workers must make themselves aware of any identified hazards in their working area that may pose a significant safety risk and thus, seek prior clearance from the designated contact person to work alone where necessary.

**The designated contact person is David Neville**

## **6.0 Hazard Identification, Risk Assessment, and Improvement Options.**

## 6.1 - Risk Assessment Methodology (Scoring System)

$$(\text{Likelihood (L)} \times \text{Severity (S)}) = \text{Risk Rating (RR)}$$

**Priority Table**

Likelihood	Severity		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very likely	3	6	9

**Severity Table**

Slightly Harmful	Harmful	Very Harmful
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temp Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Severely life shortening disease Fatal disease Head injuries Eye injuries

**Action Priority Table**

Current Risk Rating	Action Priority
High (9)	Immediate
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all ‘higher risk ratings’ are addressed
Low (1) or (2)	At management discretion
Ongoing	Continue current risk management strategy

- Due to the varying nature of different organisations, it will be a management responsibility to dictate exact timeframes on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (eg; accident/incident analysis).

## **6.2 - Specific Hazard Identification & Risk Assessment**



<b>Coláiste Choilm CBS (2014)</b>			
<b>Construction Studies</b>			
<b>Specific Hazards</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Option</b>	<b>Risk Rating</b>
1- Potential lack of awareness of mains isolation switch operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Ongoing
2- Use of varnishes, flammable spirits, etc.	Fire, burns, inhalation of fume / vapour	Use the personal protective clothing (PPE) as directed in the Material Safety Data Sheets. Ensure fire extinguishing devices are convenient	Medium
3- Manual handling of heavy items (large projects, raw materials, etc.)	Back injuries, cuts, abrasions	Ensure all relevant staff are trained in safe manual handling techniques. Provide handling aids where appropriate. Keep weights below 15kgs if possible. Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout)	Medium
4- Noise from machinery and powered equipment	Long term damage to hearing of staff	Staff in technology rooms should have periodic audiometry tests and always wear hearing protection during machine operations that are above 80dBA (decibels)	Medium - High

<b>Construction Studies</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
<p>5- Use of machinery – specifically</p> <ul style="list-style-type: none"> <li>• Record Power Spindle</li> <li>• Draper Pillar Drill (guarded)</li> <li>• Record Power Band Saw (guarded)</li> <li>• Sedgewick Mortiser</li> <li>• Mabo Sander</li> <li>• Cascade Circular Saw (guarded)</li> <li>• Axminster Grinders (guarded)</li> </ul>	<p>Cuts, lacerations, abrasions, eye injuries, electric shock, entanglement, etc.</p>	<p>Encourage vigilance among users and ensure manufacturer’s safety information is conveyed and understood by all machine users</p> <p>Provide adequate supervision when machines are in use and ensure all guards and emergency stop buttons are operable.</p> <p>Isolation switches must be conveniently located (with signage) and appropriate protective clothing and equipment used.</p> <p>Never ever remove guards while a machine is operable (eg: Circular Saw)</p> <p>All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years.</p>	<p>Medium</p>

<b>Construction Studies</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
6- Use of powertools and handtools	Impact injury, cuts, lacerations and entanglement	Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use. Powertools should be at 110 volt if not on a power circuit controlled by RCD's.	Medium - High
7- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing
8- Staff / student behaviour in practical studies rooms	Burns, splashes, fire, cuts, grazes ,etc	Refer all staff / students to the Practical Room Rules as highlighted in Appendix 9 and seek signature in each case	Ongoing

<b>Science Rooms</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Gas use	Explosion from leaks	Have gas system checked on a regular basis by competent personnel, and ensure isolation switches are accessible	Medium
2- Chemical use and storage <ul style="list-style-type: none"> <li>• Some hazardous chemicals stored openly in Prep room (eg: Sodium Hydroxide)</li> </ul>	Poisoning, burns, unconsciousness, explosion from exposure to corrosives, irritants, flammables, etc	<p>Keep all chemicals locked away in a chemical cabinet when not in use. Adhere to information given on Material Safety Data Sheets (MSDS), including disposal guidance. Supply adequate first aid cover. Refer to appendices for guidance on chemical incompatibilities when storing.</p> <p>Keep hazardous chemicals contained in approved bunded cabinets in the Prep Room</p>	Medium - High
3- Experimental science work	Explosions, poisoning, cuts lacerations, fire, fumes, etc	All experimental work must be supervised, correct instruction given and safety measures followed (available first aid, fire control, protective equipment, etc)	Medium
4- Potential lack of awareness of mains isolation switch operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Medium

<b>Science Rooms continued...</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
5- Hazardous biological substances	Infections, adverse reactions	Adhere to procedural recommendations, use required protective equipment and maintain adequate hygiene after handling	Low
6- Accessing high shelves	Slips and falls, back or muscle strain	Never store heavy items above shoulder height and ensure all highly stored items are secure. Provide secure access facilities (pedestals, steps, etc)	Medium
7- Awareness of isolation switches operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Medium
8- Staff / student behaviour in practical studies rooms	Burns, splashes, fire, cuts, grazes ,etc	Refer all staff / students to the Laboratory Rules and Risk Assessment as highlighted in Appendix 9 and seek signature in each case	Medium
9- Some fire extinguishers do not have sign over wall hook stating type of extinguisher (eg, foam, water, etc)	Confusion in an emergency on what type to use.	Signs should be displayed above each extinguisher in accordance with the Safety Signs at places of work Regulations, 2007.	Medium

<b>Science Rooms continued...</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
10- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold option. Preferably arrange competent contractors to complete this task.	Medium - High
11- No eye wash facilities immediately evident	Failure to treat minor injuries effectively	Locate first aid box (with eye wash facilities) or an eye wash station in an easily accessible and visible area	Low - Medium
12- Fire extinguishers not serviced within past 12 months (no service record) in some Science Labs	Failure to operate correctly in event of fire	Ensure all extinguishing units are serviced on an annual basis by a qualified fire equipment maintenance contractor, and staff trained in their use	Medium - High

<b>General Purpose Classrooms</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Electrical extensions (or double adapters) in use	Fire or electrocution from overload	Ensure power demand never exceeds supply. Check cable regularly for any damage and ensure all extensions / adapters are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained	Medium
2- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing
4- Congestion in classroom (schoolbag storage issues)	Trips and falls	All bags should be stored underneath desks or kept in lockers. Ensure all access/egress routes are free from obstruction. Provide adequate classroom supervision.	Low - Medium
5- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold option. Preferably arrange competent contractors to complete this task.	Medium - High

<b>Technology Room</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Use of powertools and handtools	Impact injury, cuts, lacerations and entanglement	Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use. Powertools should operate at 110 volt (through transformer) if not on a power circuit controlled by RCD's.	Medium - High
2- Noise from machinery and powered equipment	Long term damage to hearing of staff	Staff in technology rooms should have periodic audiometry tests and always wear hearing protection during machine operations that are above 80dBA (decibels)	Medium - High
3- Manual handling of heavy items (large projects, raw materials, etc.)	Back injuries, cuts, abrasions	Ensure all relevant staff are trained in safe manual handling techniques. Provide handling aids where appropriate. Keep weights below 15kgs if possible. Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout)	Medium
4- Eye wash in First Aid box out of date (since 2002)	Eye infection	Replace eye wash stocks with a fresh batch and maintain a regular check on all first aid supplies for items that have "best before" or "use by" dates	Medium



Technology Room			
Specific Hazard	Associated Injury / Damage Risk	Improvement Suggestion	Risk Rating
<p>5- Use of machinery – specifically</p> <ul style="list-style-type: none"> <li>• Record Power Spindle</li> <li>• Draper Pillar Drill (guarded)</li> <li>• Scheppach Band Saw (<b>no emergency stop fitted</b>)*</li> <li>• Record Power Planer (<b>no extraction</b>)*</li> <li>• Ryobi Chop Saw (guarded)</li> <li>• Scheppach Sander</li> <li>• Scroll Saws (guarded)</li> <li>• RPM Mortiser</li> <li>• Axminster Mini Lathe (interlocked)</li> </ul>	<p>Cuts, lacerations, abrasions, eye injuries, electric shock, entanglement, etc.</p>	<p>Encourage vigilance among users and ensure manufacturer’s safety information is conveyed and understood by all machine users</p> <p>Provide adequate supervision when machines are in use and ensure all guards and emergency stop buttons are operable.</p> <p>Isolation switches must be conveniently located (with signage) and appropriate protective clothing and equipment used.</p> <p><b>Never ever remove guards while a machine is operable.</b></p> <p>All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years.</p> <p><b>* Install emergency stop on Scheppach Band Saw and extraction system on Record Power Planer</b></p>	<p><b>High*</b></p> <p>* (becomes medium risk rating if issues highlighted in bold are addressed)</p>

<b>Computer Room</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- No immediate isolation switches evident (for electrical equipment)	Inability to terminate electrical fires, arcing or sparking from electrical equipment	Install isolation switches linked to electrical mains supply and display signs highlighting switch location and operation.	Medium
2- Trailing electrical cables around teachers desk	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips	Medium
<b>Art Room</b>			
1- Manual handling of heavy items (large projects, heavy craft pieces, etc.)	Back injuries, muscle strain, ligament damage, falls, abrasions	Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible.  Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout)	Medium
2- Hanging artwork at height or accessing high shelves	Slips and falls	Never store heavy items above shoulder height.  Provide secure access facilities (pedestals, steps, etc).	Medium

<b>Art Room continued...</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
<p>3- Use of kiln (not fully enclosed and no fire extinguishers convenient)</p>	<p>Fire, burns, carcinogen (from refractory ceramic lined kilns), ceramic fume harmful by inhalation</p>	<p>Provide <b>adequate enclosure around kiln</b>, use suitable heat resistant clothing if handling hot items.</p> <p>Ensure extinguishers are convenient and that ceramic lining of kiln is not damaged. Never leave combustible on top of kiln</p>	<p>Medium - High</p>
<b>Corridors &amp; Toilets</b>			
<p>1- Movement of students during class change over and break times</p>	<p>Impact and congestion</p>	<p>Implement a one-way system as much as is reasonably practicable and ensure all areas are monitored on a consistent basis (supervision or CCTV)</p>	<p>Medium</p>
<p>2- Use of Comac electrical floor polisher and scrubber</p>	<p>Trips, falls, entanglement, electric shock, etc</p>	<p>Only use the polisher when floor area to be polished is vacant. Do not allow the electrical cord to become a trip hazard.</p> <p>Never place feet or hands near rotating parts, and follow manufacturers safety instructions at all times.</p> <p>Check electric cables for damage or fatigue before each use.</p>	<p>Low / Medium</p>

<b>Offices</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Visual Display Unit (computer) use	Eye strain, repetitive strain injury, headaches, back and neck pain, etc. (only if exposure is sufficient: e.g. hours of continuous use on a daily basis)	All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up / layout.  Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines	Low - Medium
2- Use of shredder	Entanglement	Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Use warning sign.	Low - Medium
3- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing
4- Photocopier use (changing toner / unblocking / etc)	Carbon monoxide from toner. Fire if heat build up is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure	Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening	Low - Medium

<b>Offices continued...</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
5- Electrical extensions (or double adapters) in use	Fire or electrocution from overload	Ensure power demand never exceeds supply. Check cable regularly for any damage and ensure all extensions / adaptors are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained	Medium
6- Accessing high shelves	Slips and falls, back or muscle strain	Never store heavy items above shoulder height and ensure all highly stored items are secure. Provide secure access facilities (pedestals, steps, etc)	Medium
7- No panic button available at reception	Staff subject to verbal or physical threat (without alarm notification back-up)	Install panic button linked to alarm system (monitored or otherwise)	Medium

<b>Sports Hall</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Hoist cables for basketball nets, climbing equipment, etc	Hoist failure, equipment collapse	Ensure hoists are load tested on an annual basis by a competent contractor. Check for any cable damage or climbing frame fatigue on a regular basis.	Medium
2- Emergency break glass units are unguarded from impact in sports hall	Electric shock, socket damage (from basketball, football, etc)	Provide guards around sockets against forceful impact	Medium
3- Manual handling of heavy items (sports / gym equipment, furniture, etc.)	Back injuries, cuts, abrasions	Ensure all relevant staff are trained in safe manual handling techniques. Provide handling aids where appropriate.	Medium
4- Nosing covers missing on some steps on stairway to balcony/games area	Slips and falls	Replace missing nosing covers to maintain a uniform step on the entire stairway	Low - Medium
5- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold option. Preferably arrange competent contractors to complete this task.	Medium - High

<b>Staff Room</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Photocopier use (changing toner / unblocking / etc)	Carbon monoxide from toner. Fire if heat build up is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure	Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening	Low - Medium
2- Microwave use	Burns, scalds, etc	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Allow a cooling off period before using any consumables microwaved.	Medium
3- Use of water boiler	Burns, scalds (from accidental impacts or congested nozzle)	Ensure nozzle does not become calcified and that it is de-scaled on a regular basis.	Low / Medium
4- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold option. Preferably arrange competent contractors to complete this task.	Medium - High
5- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing

<b>Canteen Area</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Cookers, ovens, etc	Burns, fire, electric shock	Encourage vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance (anything with a plug) testing (PAT).	Medium
2- Microwave use (located at average head height)	Burns, scalds, etc	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Allow a cooling off period before using any consumables microwaved.	Medium
3- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing
4- Electrical extension cable hanging in mid air behind vending machine	Stress on electrical cable and plug connections	Secure extension to wall behind vending machine or use a longer cable	Low



<b>Boilers (x 2)</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing
2- Servicing of boiler	Explosion, fire	Only competent boiler maintenance personnel should be used for servicing boiler equipment. Seek contractor Safety Statement and Method Statement prior to work commencing.	Medium
3- Gas sensor (operability)	Failure to operate in event of gas leak	Ensure gas sensors are checked / tested regularly.	Medium
4- Storage of flammable / combustible material in this area	Fires, explosion, burns, vapour exposure (increased fire load in building)	All flammable material / liquids must be stored in a designated secure location, away from heat sources and with adequate fire extinguishing systems in place. Any liquids stored must have bunding or spill kits available for use.	Medium

<b>Outside Area</b>			
<b>Specific Hazard</b>	<b>Associated Injury / Damage Risk</b>	<b>Improvement Suggestion</b>	<b>Risk Rating</b>
1- Use of pressure power washer (for cleaning windows and wheelie bins)	Electric shock Water injection injury Eye injury	Ensure equipment is properly earthed and insulated. The trigger should not lock into the 'on position' and eye protection should be worn. All cuts/grazes must be covered with a water-proof bandage.	Medium
2- Moving the soccer goalposts on playing fields	Muscle strain, back injury	A design should be used which allows for dismantling and ease of movement (eg: wheels). In any event, the guidelines on goalpost safety must be referred to at all times (See separate policy).	Medium - High
3- Use of ladders (for painting, roof access, etc)	Falls, death	Always use a ladder that complies with European Standard EN131 or British Standard 2037 for industrial or trade grade ladders. Check the ladder for any loose screws, hinges or rungs. Every ladder should be placed on a firm, level surface.  Always reposition the ladder closer to the work when necessary (do not overstretch). Always ask someone to hold the ladder while climbing. Stay in the centre of the ladder, and always hold the side rails with both hands	Medium - High

Outside Area continued...			
Specific Hazard	Associated Injury / Damage Risk	Improvement Suggestion	Risk Rating
<p>4- Icy conditions in winter months</p>	<p>Slips and falls</p>	<p>Maintain supply of salt to be applied to external thoroughfares during such conditions</p>	<p>Medium</p>
<p>5- Some drains along the footpath adjacent the school building are not level with the footpath surface (drop into drain)</p> <ul style="list-style-type: none"> <li>• At corner of building beside playing fields</li> </ul>	<p>Trips and falls causing ankle or leg injuries</p>	<p>Drains should be raised (using pebble stone or grates) to the same level as the adjoining footpath, particularly in areas of high pedestrian footfall.</p>	<p>Medium - High</p>

Overall Fire Safety			
Specific Hazard	Potential Injury or Damage Risk	Improvement Option	Risk Rating
1- Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills at least twice yearly	Ongoing
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	Ensure that designated 'fire wardens' are trained in the use of such equipment on a 2 yearly basis. Contact fire maintenance contractor prior to each annual service to schedule a demonstration session.  <b>The Fire Maintenance Contractor could provide this training when discharging 20% of the total extinguishers each year (full unit discharge is a legal requirement under the fire standard IS/EN3.)</b>	Medium - High
3- Potential lack of awareness of mains isolation switch operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Medium

### **General Emergency Access / Egress Guidelines**

- Ideally, there should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- Ideally, all escape routes should be wide enough to permit all staff and students to leave the school building within 2.5 minutes.
- All escape corridors, lobbies, stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Any lift shafts, hoists, etc should be closed by fire resisting doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

## **7.0 - Revision of Safety Statement**

## 7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of Coláiste Choilm CBS will be reviewed periodically by the responsible person (Safety Officer) in consultation with any required external expertise.
- 7.2 Representations made by staff members through the safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of the Health and Safety Authority, and such revisions will be arranged by the Safety Officer or competent external advisors.
- 7.4 The responsible person will audit each workplace annually prior to review of the Safety Statement
- 7.5 The responsible person will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.
- 7.6 Specific training and other safety needs will be reviewed by the responsible person in consultation with management, as may be necessary.

7.7 THIS SAFETY STATEMENT IS DUE FOR REVIEW / UPDATE IN  
**October 2015.**

This Safety Statement has been formulated for Coláiste Choilm CBS, by Icon Projects under the provisions of The Health, Safety and Welfare at Work Act, 2005.

The Safety Statement is a documentation of Coláiste Choilm CBS commitment towards health and safety in the workplace. It lays down the safety policy of Coláiste Choilm CBS (including hazard identification, risk assessment, and control options).

The recommendations will not completely prevent accidents occurring but will significantly reduce the likelihood of a risk arising. To this nature, Icon Projects cannot accept responsibility for accidents that may occur due to unforeseeable circumstances.

## Format - Icon Projects (2014)

**8.0 – Staff Member Declaration**

I have read the Safety Statement and understand my obligations and duties therein (*See Section 2.2 – Staff Member Responsibilities*). I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

Name	Date	Name	Date