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THE (2017)
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

October 2014

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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.

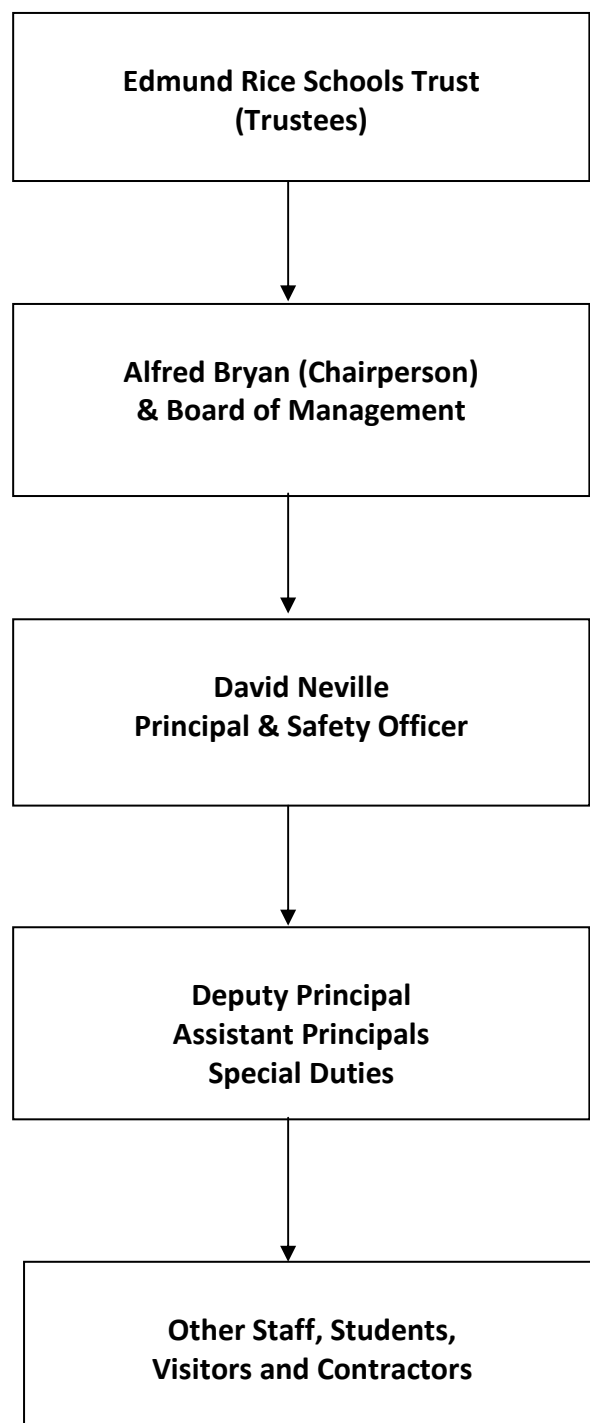
Document amendments / revisions are recorded below:

Issue Status	Date	Amendment/Revision
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
Safety Statement Update 3	December 2017	Risk Assessment Revision
Next Update Due	December 2018	

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Safety Management Hierarchy Of
Coláiste Choilm CBS (2017)

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. This hierarchy constitutes the safety management responsibility structure pertaining to Coláiste Choilm CBS.



Safety Statement of
Coláiste Choilm CBS (2017).

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 safety training, managing proper emergency planning, facilitating safety consultation, provision of personal protective equipment when necessary and 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 _____ 2017

**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 staff members and others (eg; contractors and visitors), are made aware of and comply with the Safety Statement and arrangements for safety management.

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 of the designated Safety Officer for **co-ordinating** health and safety 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 (Damien Burke) 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.
- Collate safety information relating to hazardous 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 (**David Neville**) 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 therein.

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 any significant works 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:

Contractor Name	Nature of work	Signature

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**
- **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 identification
- Accident and incident investigation
- Monitoring workplace practices
- Safety consultation
- Provision of safety information and hazard warning signage
- Provision of personal protective equipment (PPE)
- Implementing the risk control recommendations in this Safety Statement

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 Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require 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 Health & Safety Authority refer to 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

5.8(a) - Incident of Assault on Staff Members

In accordance with the Department of Education and Skills scheme for leave of absence following assault (**Circular Letter 0061/2017**), Coláiste Choilm CBS has the following procedure to be followed in the event of an assault of any staff member.

Leave of absence under the aforementioned scheme may be granted to a teacher who is unable to perform his/her duties due to a physical injury following an assault in the course of the teacher's duties and during approved school activities. In such an event the following protocol should be adhered to;

1. Seek medical assistance (or First Aid) where necessary. The contact number for the school doctor (Dr Greenan) is (01) 840 1389.
2. The incident must be immediately reported to the Principal (David Neville) and/or the Deputy Principal (Cathal Boyle) along with the designated Safety Officer (David Neville).
3. Such an incident will be recorded in an Accident/Incident Report form.
4. If such an event becomes a notifiable incident (as per section 5.8 on previous page) then Coláiste Choilm CBS will notify the Health & Safety Authority accordingly.
5. Where deemed appropriate, all such occurrences will be notified to the Gardai (Swords Garda Station contact number is 01 – 666 4700).

On an ongoing basis, Coláiste Choilm CBS will endeavour to ensure that all appropriate safeguards have been put in place to protect persons at risk and to prevent such an occurrence of assault, in so far as is reasonably practicable.

For further specific details on this policy please refer to the Department of Education and Skills scheme for leave of absence following assault (**Circular Letter 0061/2017**) available from the Principal.

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 in the rear visitor car park.
See nearest evacuation notices in each area for further specific details.**

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 Risk Control Actions.

6.1 - Risk Assessment Methodology

The risk assessment process that Nascon employs in determining a workplace risk profile involves the following:

- Identifying the significant hazards present in the workplace
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 26 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

2. Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches
- Extraction ventilation

4. Administrative Solutions:

These are the management strategies that can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures.

For example:

- Safe systems of work that reduce the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs and provision of appropriate training
- Information/instruction (signs, handouts)

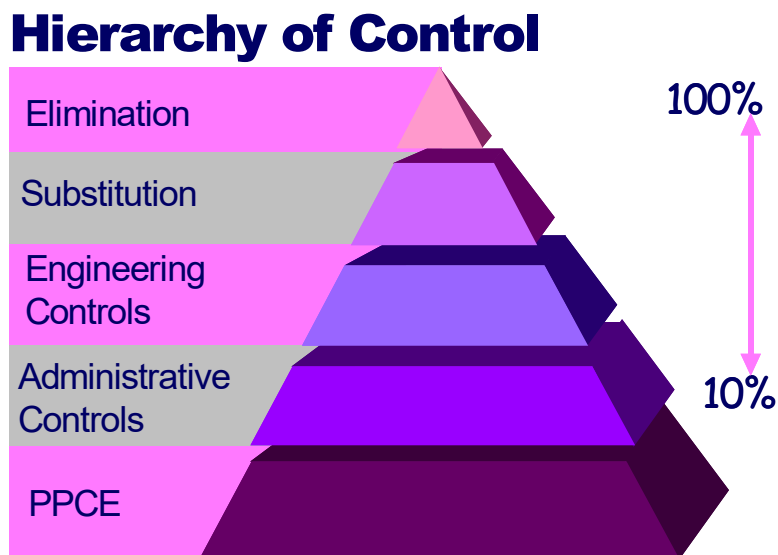
5. Personal Protective Equipment & Clothing:

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.



6.1 - Risk Assessment Methodology (BS 8800 Rating System)

The risk assessment methodology that Nascon uses in determining a risk profile is as follows:

All Risk Assessments provide a risk rating evaluation along with each hazard. By doing so, management can immediately see the hazards that need to be addressed urgently.

There is a formula for assessing each risk rating and is as follows:

$$\text{Risk Rating} = \text{Frequency of hazard} \times (\text{Maximum probable loss} + \text{Probability of occurrence})$$

From this type of quantitative evaluation, a list of priorities for risk control can be established, and used as a basis to allocate resources.

Risk Rating Priority Table

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 Awareness	Maintain awareness of the 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).
- The risk ratings given to each hazard are based on a risk profile **without** any of the risk control actions implemented.

6.2 - Specific Hazard Identification & Risk Assessment

Coláiste Choilm CBS (2017)

Construction Studies

Specific Hazards

Associated Injury / Damage Risk

Improvement Option

Risk Rating

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 Awareness

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

Construction Studies			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
<p>5- Use of machinery – specifically</p> <ul style="list-style-type: none"> • Record Power Spindle • Draper Pillar Drill (guarded) • Record Power Band Saw (guarded) • Sedgewick Mortiser • Mabo Sander (extraction) • Cascade Circular Saw (guarded) • Axminster Grinders (guarded) <p>* Last service record is Jan 2014</p>	<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. Last service record is Jan 2014. These records must be kept for 5 years.</p>	<p>Medium</p>

Construction Studies			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
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
9- Eye wash out of date (since Feb 2016)	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

Science Rooms			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Gas system use	Explosion or fire from gas leakage	Ensure gas system is checked on a regular basis by competent personnel (approved RGII contractor), and ensure isolation switches are accessible	Medium
2- Chemical use and storage <ul style="list-style-type: none"> • Chemical storage is generally good 	Poisoning, burns, unconsciousness, explosion from exposure to corrosives, irritants, flammables, etc	Keep all chemicals <u>locked away in approved chemical cabinets</u> when not in use. Adhere to information given on Material Safety Data Sheets (MSDS), including disposal guidance. Supply adequate first aid cover. Refer to Appendix 9 for guidance on chemical incompatibilities when storing (do not store in alphabetical order)	Medium
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	Ongoing Awareness

Science Rooms continued...			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
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- No eye wash facilities immediately evident in rooms where chemicals are used	Failure to treat minor injuries effectively	Locate first aid eye wash station in an easily accessible and visible area in rooms where chemicals are used	Low - Medium
8- Staff / student behaviour in practical studies rooms	Burns, chemical splashes, fire, cuts and grazes	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
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

General Purpose Classrooms			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Electrical extensions (or double adapters) in use	Fire or electrocution from overload	<p>Ensure power demand never exceeds supply.</p> <p>Check cable regularly for any damage and ensure all extensions / adaptors are fused.</p> <p>Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained</p>	Medium
2- Congestion in classroom (schoolbag storage issues)	Trips and falls	<p>All bags should be stored underneath desks or kept in lockers.</p> <p>Ensure all access/egress routes are free from obstruction. Provide adequate classroom supervision.</p>	Low - Medium
3- Changing high ceiling lights (in rooms on upper floor)	Falls causing fractures, concussion, etc	<p>Utilise a mobile scaffold for safe access to heights.</p> <p>If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold option.</p> <p>Preferably arrange competent contractors to complete this task.</p>	Medium - High

Technology Room			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
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 (September 2013)	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 continued...			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
<p>5- Use of machinery – specifically</p> <ul style="list-style-type: none"> • Record Power Spindle • Draper Pillar Drill (guarded) • Scheppach Band Saw (no emergency stop fitted)* • Record Power Planer (no extraction)* • Scheppach Sander (extraction) • Scroll Saws (some unguarded)* • RPM Mortiser • Axminster Mini Lathe (interlocked) • Powercraft Bench Grinder (unguarded and freestanding)* • Vacuum Former 1210 	<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. Never ever remove guards while a machine is operable.</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>* Install emergency stop on Scheppach Band Saw and extraction system on Record Power Planer.</p> <p>* Install adjustable guarding on exposed Scroll Saws and Powercraft Bench Grinder. Secure Powercraft Bench Grinder to a fixed bench position.</p>	<p>High*</p> <p>* (reduces to medium risk rating if issues highlighted in bold are addressed)</p>

Computer Room			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
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
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 test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness
4- Defective flooring at rear of Computer Room (base of old partition)	Trips and falls	Ensure the floor surface is level throughout all access and egress routes in this room.	Low - Medium

Art Room			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Manual handling of heavy items (large projects, heavy craft pieces, etc.)	Back injuries, muscle strain, ligament damage, falls, abrasions	<p>Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout)</p>	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
3- Use of glues / hot wax	Exposure to harmful vapours, burns	<p>Adequate supervision must be in place when using any glues or hot wax. Appropriate protective gloves should be worn during use of these substances. First aid supplies should have burn relief ointment / spray.</p>	Low - Medium
4- Use of blade cutters	Cuts lacerations	<p>Use spring retractable blade cutters and advise users to always cut away from themselves (not towards oneself).</p> <p>Always maintain a count of blades issued and returned.</p>	Low - Medium

Corridors and Common Areas			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Movement of students during class change over and break times	Impact and congestion	Implement a one-way system as much as is reasonably practicable and ensure all areas are monitored on a consistent basis (supervision or CCTV)	Medium
2- Use of electrical floor polisher and scrubber	Trips, falls, entanglement, electric shock, etc	<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>	Low - Medium
3- Leaking roof into main locker area (downstairs)	<p>Damage to electrical equipment, walls and ceilings</p> <p>Slips and falls</p>	<p>Source of leaks should be detected and remedial work completed. Damp proof the affected areas.</p> <p>All electrical systems contaminated need to be checked by competent electrician for damage and re-commissioning.</p> <p>Ensure adequate ventilation and heating during winter months</p>	Medium - High

Corridors and Common Areas continued			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
4- Slippery floors when wet or damp	Slips and falls	Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary. Use warning sign when floors are slippery	Medium
5- No toe-board along base of handrail on stairway landings	Items on floor getting kicked to lower levels (accidentally or otherwise)	Install toe-board along the exposed gaps at base of handrail	Low - Medium
6- Lift release in event of emergency	Persons becoming trapped in lift for prolonged periods	Designated staff should be instructed by the lift servicing agents on the manual release procedures (where appropriate). Hard copy of the lift manual release procedure should also be kept on site. A procedure for dealing with persons trapped in lift should be in place and communicated to all relevant personnel.	Low
Library			
3- Evidence of dampness inside main doorway	Damage to electrical equipment, walls and ceilings. Slips and falls.	Source of leaks should be detected and remedial work completed. Damp proof the affected areas. All electrical systems contaminated need to be checked by competent electrician for damage and re-commissioning.	Medium - High

General Offices			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Prolonged 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. Display warning signage.	Low - Medium
3- Photocopier “non-routine” use (changing toner, unblocking, etc)	Carbon monoxide from toner. Fire if heat accumulation 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

General Offices continued...			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
4- 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
5- 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
6- 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
7- Portable electric heater use	Fire, trips and falls (over cable)	Should not be left unattended when powered on. Keep heater away from combustibles. Keep all vents free from obstruction and power cables away from access routes	Medium
8- Use of Guillotine	Cuts and lacerations	Ensure guards are in place at all times and fingers are not near blade area. Store guillotine with blade closed.	Low

Sports Hall			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Support bolts and climbing frame equipment, etc	Bolt failure, equipment collapse	Ensure support bolts are checked for any damage or fatigue on a regular basis. Base of climbing frame should be covered in soft padding mats while in use.	Medium
2- Emergency lighting units are unguarded from impact in sports hall	Electric shock Light fittings falling (from impact with basketball, football, etc)	Provide impact guarding around emergency lighting units to protect 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. Preferably arrange competent contractors to complete this task.	Medium - High
6- Incorrect use of weights and other gym exercise equipment	Back, muscle injury	Only allow use under adequate supervision and after proper training and instruction	Low - Medium

Staff Room			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Photocopier “non-routine” use (changing toner, unblocking, etc)	Carbon monoxide from toner. Fire if heat accumulation 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
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- No carbon dioxide extinguisher evident	Inability to deal with minor electrical fires (eg: photocopier, computers)	Install convenient carbon dioxide fire extinguishers in accordance with IS/EN391. Contact fire maintenance contractor for further details on this standard.	Medium - High
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

Staff Room continued...			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
5- Use of toaster (if timer is overset or contents get jammed)	Fire, or accidental activation of fire alarm system	<p>Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby.</p> <p>Never overset the timer for the product to be toasted and monitor while using.</p> <p>Keep toasters out from under storage cupboard or cabinet hoods.</p>	Low
6- Smoke detector efficiency	Failure to detect fire/smoke	<p>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 test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)</p>	Ongoing Awareness

Canteen Area			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Using cookers and ovens	Burns, fire, electric shock	<p>Ensure vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the power isolation switches are located.</p> <p>Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance testing (PAT).</p>	Medium
2- Microwave use (located over average shoulder height)	Burns, scalds, etc	<p>Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray.</p> <p>Allow a cooling off period before using any consumables microwaved.</p> <p>Locate microwave oven on counter level.</p>	Medium
3- Changing high ceiling lights	Falls from a height causing fractures, concussion, etc	<p>Utilise a mobile scaffold (or scissors lift) 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 or scissors lift option.</p> <p>Preferably get competent contractors (with secure access to height) to complete task.</p>	Medium - High

ASD Unit			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
1- Using cookers and ovens	Burns, fire, electric shock	<p>Ensure vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the power isolation switches are located.</p> <p>Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance testing (PAT).</p>	Medium
2- Microwave use	Burns and scalds Fire (obstructed vents)	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.	Low - Medium
3- Use of toaster (if timer is overset or contents get jammed)	Fire, or accidental activation of fire alarm system	<p>Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby.</p> <p>Never overset the timer for the product to be toasted and monitor while using.</p> <p>Keep toasters out from under storage cupboard or cabinet hoods.</p>	Low

ASD Unit continued...			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
4- Slippery floor (marmoleum surface) if wet from spillages around sink area	Slips and falls	<p>Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary.</p> <p>Use hazard warning sign when floors are slippery</p>	Medium
5- Changing high ceiling lights	Falls from a height causing fractures, concussion, etc	<p>Utilise a mobile scaffold (or scissors lift) for safe access to heights.</p> <p>If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option.</p> <p>Preferably get competent contractors (with secure access to height) to complete task.</p>	Medium - High
6- 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 test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness

Boilers (x 2)			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
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 and tested regularly (normally checked during servicing)	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

Outside Area			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
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	Ladders used should comply with European Standard EN131 or British Standard 2037 for industrial or trade grade ladders Ladders must be checked prior to use for any loose screws, hinges or rungs. All ladder users should be instructed in a correct standard operating procedure (SOP) for safe ladder use. Refer to Lone Working Policy in Section 5.10 of this document for further control requirements.	Medium - High

Outside Area continued...			
Specific Hazard	Associated Injury / Damage Risk	Risk Control Actions	Risk Rating
4- Icy conditions in winter months	Slips and falls	Maintain supply of salt to be applied to external thoroughfares during such conditions	Medium
5- Some drains along the footpath adjacent the school building are not level with the footpath surface (drop into drain) <ul style="list-style-type: none"> • At corner of building beside playing fields • Along side of building at playing fields 	Trips and falls causing ankle or leg injuries	Drains should be raised (using pebble stone or grates) to the same level as the adjoining footpath, particularly in areas of high pedestrian footfall.	Medium - High
6- Evidence of water damage to external façade over main entrance	Structural deterioration	The façade should be monitored for integrity on a periodic basis and source of water damage rectified.	Medium

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 Awareness
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	Continue to 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. The Fire Maintenance Contractor (National Safety Centre) 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.)	Ongoing Awareness
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	Ongoing Awareness

General Emergency Access & Egress Requirements

- 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 higher risk areas and 60 metres in lower risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape routes should be wide enough to permit all occupants to leave the school buildings in less than 2.5 minutes.
- All escape corridors and 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 should be enclosed by fire resisting doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all doors kept unlocked.

Risk Control Action Record

(Please photocopy for recording of improvement options undertaken in light of the risk assessment)

Area and Hazard Number	Person(s) Responsible for Improvement Options	Date Actions Completed

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 THIS SAFETY STATEMENT IS DUE FOR REVIEW / UPDATE IN
DECEMBER 2018.

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

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

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

Format - Nascon (2017)

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