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MEÁN SCOIL NAOMH IOSAIF

ST. JOSEPH'S
SECONDARY SCHOOL

Safety Statement

Date staff consulted:	August 2016
Date parents consulted:	September 2016
Date students consulted:	September 2016
Date ratified at B.O.M. meeting:	
Date for Review:	Annually

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1.0 School Policy Statement

The Board of Management of St. Joseph’s Secondary School recognises its duty to comply with all safety legislation, including the *Safety, Health and Welfare at Work Act 2005* and the *Safety, Health and Welfare at Work (General Applications Regulations) 2007*. This statement represents the Board of Management’s commitment to safety and health in our workplace and sets out our policy on the manner in which the safety, health and welfare at work of all its employees, students, contractors and visitors will be secured and managed. The Board of Management accepts responsibility for people and workplaces under their control and will integrate safety and health into everyday management activities.

The Board of Management of St. Joseph’s Secondary School also recognizes that employee co-operation and involvement is vital to ensure that we all get the best possible results from this program me. The Board of Management expects all its employees and students to recognize that they have a duty to follow the guidelines of health and safety policies, procedures and practices and to do everything feasible to prevent harm or injury to themselves and others.

To ensure the highest standards of safety, health and welfare the Board of Management undertake to monitor the school’s performance. This policy, and the organisation and arrangements currently in place will be reviewed at least annually.

I want to give my full backing to this and assure all employees of the Board of Management’s support in working to provide a safe and healthy environment.

Signed: _____

Date: _____

Chairperson of the Board of Management

2.0

Organisation

2.1 Organisation of the School

The Management of the School:

The school operates under the terms of current legislation, the regulations of the Department of Education and Science and under a form of management set out in a document known as the “Deed of Trust”. This deed provides for the following management structures:

Trustees of St Joseph’s Secondary School:

The trustees of St. Joseph’s Secondary School are CEIST and the Sisters of Mercy. The trustees shall hold the trust property upon trust for the purpose of the school established with the object of providing a comprehensive system of post-primary education open to all the children of the community, combining instruction to academic and practical subjects and ongoing education for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the community.

The Board of Management:

The Board of Management consists of the Principal, John O Donovan of the school together with eight members nominated as follows:

Four members nominated by the Trustees

Two parents of children who are pupils of the school

Two teachers from the staff of the school

The Board of Management concerns itself with all matters pertaining to school policy: education policy, finance, premises and equipment, selection and appointment of staff, and religious worship and instruction.

The following are members of the present Board Of Management

Mrs. Michael Rosney (Chairperson), Mr Michael McCarthy, Ms Marguerite Purtill, Mrs. Breda Lyons, Mrs. Mary Molyneaux, Mr. Paddy Holly, Ms. Fiona Healy, Mr. Gavin Daly

1.	Mr. John O'Donovan	Permanent	Principal
2.	Ms. Anne Cummins	Permanent	Deputy-Principal
3.	Ms. Maria O' Donovan	Permanent	AP 1
4.	Ms. Linda Lynch	Permanent	AP 2
5.	Ms. Eilís O' Boyle	Permanent	
6.	Ms. Anna Maria Mulvihill	Permanent	
7.	Ms. Joanne Gallagher	Permanent	
8.	Ms. Clare Mulvihill	CID	
9.	Ms. Anna Nealon	Permanent	
10.	Mr. Gavin Daly	Permanent.	AP 1
11.	Mr. Charles Dalton	CID	
12.	Ms. Michelle Costello	Permanent	
13.	Ms. Fiona Healy	CID	
14.	Ms. Marina Mulvihill	CID	AP 1
15.	Ms. Aine Donovan	CID	
16.	Mr. Thomas Ladden	CID	
17.	Ms. Alice O Riordan	CID	
18.	Ms. Aisling Murphy	CID	
19.	Mr. Jeremiah O Brien	CID	
20.	Ms. Orla O Sullivan	Permanent	
21.	Ms. Mary Stenson	CID	
22.	Ms Rachel Kelly	CID	
23.	Mr Carroll Purtill	RPT	
24.	Ms Helen Fallon	RPT	
25.	Ms Siobhan Slattery	RPT	
26.	Mr Michael O Halloran	RPT	
27.	Mr James Kenny	RPT	Guidance Councillor
28.	Ms Patricia Duggan	RPT	
29.	Mr Derek O Carroll	RPT	
30.	Ms. Patricia Byrne	S.N.A.	
31.	Ms. Geraldine Brosnan	S.N.A.	
32.	Ms Margaret O Sullivan	S.N.A.	
33.	Ms. Fiona Keane	S.N.A.	
34.	Ms. Nicola Kissane	S.N.A.	

2.2 Health and Safety Organisational Chart

Board of Management



John O'Donovan
Principal

Linda Lynch
Safety Officer

Safety Committee

All Employees

All Students

3.0

Responsibilities

3.0 Responsibilities

Introduction

Management of health and safety is integrated into the school's existing management structure. Employees at all levels have responsibility for health and safety commensurate with the level of their general responsibility. Individuals who have responsibility to oversee and implement safety policy in St. Joseph's Secondary School are specifically named in this document.

3.1 The Board of Management

The Board of Management is ultimately responsible for occupational health and safety management and performance in the school. The Board is aware of the duties imposed on themselves, the school and its employees by health and safety legislation.

The Board of Management will at each of its meetings include occupational health and safety on its agenda, reviewing performance for the previous period and dealing with any key issues that have been brought to its attention.

The Board will on an annual basis, review occupational health and safety policies and performance in the school.

This will include a review of:

- the achievement of objectives set for the previous year;
- the approval of objectives set for the coming year;
- formulating the Occupational Health and Safety Plan, designating responsibilities, method and timescales for achieving each objective;
- any major issues that arose during the previous period or are likely to arise during the coming period.

This review will be based on a report from the Principal and the Safety Officer of the school. The board will be responsible for ensuring that adequate financial and physical resources are provided to deal adequately with occupational health and safety issues as they arise.

The board may be requested or request to review specific issues during the year as the need arises.

3.2 The Principal

The Principal, John O'Donovan, has executive responsibility for the day-to-day management and co-ordination of all occupational health and safety matters in the school in accordance with the health and safety policy agreed by the Board of Management. He is responsible for the following:

- liaising with the Board of Management on policy issues and any problems in implementing the health and safety policy;
- providing an annual report to the Board of Management in respect of occupational health and safety. The report will set out the achievement of objectives for the previous year, set out objectives for approval for the coming year and make a general comment on the performance of the health and safety management, policies and procedures within the school;
- ensuring that suitable and sufficient arrangements exist to identify all foreseeable significant risks and the measures necessary to eliminate or reduce them to an acceptable level;
- ensuring that routine inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare;
- chairing the school Health and Safety committee;
- ensuring that all services to buildings including all firefighting and fire prevention equipment are well maintained;
- ensuring that all statutory examinations and inspections of facilities and equipment are carried out and that records are maintained;
- carrying out statutory reporting of accidents;
- ensuring that teachers and any person given specific duties, are aware of their responsibilities; are given sufficient information, training and time to perform their duties, and their activities are coordinated and monitored;
- ensuring that there are adequate arrangements for communication and consultation between staff, managers and others who may visit the workplace;
- devising and adequately resourcing a timely programme of training to cover induction of staff, manual handling, representatives of employee safety and any other health and safety training needs identified;
- where required, ensuring specific risk assessments are carried out and maintained, and bringing the significant findings to the attention of those who may be adversely affected;

- ensuring that comments from staff on potential hazards are acted upon to remove or reduce the hazard to an acceptable level;
- keeping abreast of the duties imposed on themselves, the school and its employees by health and safety legislation;
- ensuring an interest in and enthusiasm for health and safety matters is promoted throughout the school and a good personal example is set.

3.3 Deputy Principal

The Deputy Principal, Anne Cummins, assumes the responsibilities of the Principal in safety and health matters in the absence, for any reason, of the Principal. In the day-to-day running of the school the Deputy Principal has the following responsibilities:

- keeping abreast of the duties imposed on the school and its employees by health and safety legislation;
- insisting that sound and safe working practices are observed at all times;
- ensuring that safety precautions are accounted for when employing outside contractors;
- being familiar with fire drills and evacuation procedures;
- arranging a suitable Rota for teachers to attend safety training courses;
- arranging for supervision of external playing grounds and arrange random patrols of grounds within the site perimeter in conjunction with the Principal.

3.4 Teachers

Teachers are responsible for the day-to-day management of health and safety of their classroom and other areas affected by their teaching. Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of the teachers of St. Joseph's Secondary School include the following:

- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- carrying out routine inspections (each term) to ensure the classroom/work area is adequate as regards health, safety and welfare and passing on this information to the Safety Officer;

- ensuring that equipment, furniture and the work environment, are suitable for the tasks undertaken and the needs of the individual, and they are adequately maintained;
- to report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- ensuring that any measures identified as necessary by the risk assessments are fully implemented as soon as is reasonably practicable;
- investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure;
- adequately supervising, instructing, informing and training students to enable them to participate in school activities safely;
- wearing and insisting that all students wear personal protective clothing/equipment and apparel when needed;
- participating in inspections and the Health and Safety Committee, if appropriate;
- bringing any problem that is outside the remit or authority of the teacher to the Principal's attention;
- taking a full and active part in all training programs for safety that the school organises;
- actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that students are aware of evacuation procedures.

3.5 Special Needs Assistants

Special Needs Assistants have responsibilities for the students in their care *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of the Special Needs Assistants of St. Joseph's Secondary School include the following:

- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- ensuring that equipment, furniture and the work environment, are suitable for the tasks undertaken and the needs of the individual;

- to report to the teacher without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- following manual handling procedures if lifting students;
- taking a full and active part in all training programs for safety that the school organizes;
- actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that the students in their care are aware of evacuation procedures.

3.6 Supervisors

Teachers and other staff who supervise, have responsibilities for the students prior to school starting and during breaks. *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of those supervising in St. Joseph's Secondary School include the following:

- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- ensuring the level of supervision is suitable for the activities students are involved in and the age and the maturity of the students;
- enforce rules of conduct that are outlined in the school's Code of Behaviour;
- ensure students do not enter areas that are out of bounds during the break times;
- investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure;
- ensuring students involved in accidents receive first aid or medical attention as required;
- keeping order in the canteen, car park and outside area;
- actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses.

3.7 Clerical Staff

Safety, Health and Welfare at Work Act 2005 outlines the general duties of employees. The responsibilities of the clerical staff are outlined below:

- actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses;

- carrying out routine inspections (each term) to ensure the office is adequate as regards health, safety and welfare and passing on this information to the Safety Officer;
- maintaining a list of emergency numbers;
- reporting any defects in office equipment to the Principal as soon as possible;
- taking reasonable care for her own safety, health and welfare and that of any other person who may be affected by her acts or omissions while at work.

3.8 Cleaning Staff

Cleaning staff have responsibility for the general cleanliness and hygiene of the school. *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. As such in respect of occupational health and safety they have specific responsibilities to:

- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarize themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- attend to spillages immediately and to barricade the area until completely dry;
- dispose of rubbish as soon as possible to avoid build up;
- avoid leaving trailing cables. If this is necessary use a notice to the effect that cleaning is in progress;
- ensure all mats and carpets are properly laid and uncrumpled.

3.9 Canteen Staff

The canteen staff have responsibility for food storage and hygiene in the canteen. *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. As such in respect of occupational health and safety they have specific responsibilities to:

- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;

- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarize themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- ensure the canteen is run by HACCP principles;
- ensure scrupulous cleanliness is maintained at all times. A ‘clean as you go’ approach should be adopted.

3.10 Temporary Employees

Temporary workers directly employed by St. Joseph’s Secondary School whether on a fixed term contract or not, will as regards health and safety be generally considered as employees. They will assume the duties and responsibilities commensurate with their role, as given in the preceding sections.

3.11 Safety Officer

Linda Lynch is the appointed Safety Officer. Her duties are outlined below:

- monitor all aspects of safety and health in the workplace;
- carry out periodic inspections to ensure that the safety programme is being carried out and advise the Principal on the implementation of this policy and on any revisions required;
- collate inspection forms and bring information to the attention of the Principal;
- co-operate and advise teachers and other employees on aspects of safety in the school;
- liaise with the safety committee on matters relating to health and safety; consult with the health and Safety Authority (HSA) when required; meet HSA inspectors on visits to the school when required;
- ensure that emergency procedures and contingency plans have been formulated in the event of a fire and instruct teachers and students on emergency procedures;
- ensure that all fire equipment is regularly inspected and fire drills are carried out;

- provide information for the safety of new employees, bring to their attention the safety statement and their own responsibilities to their employer;
- monitor the safety programme and its performance.

3.12 First Aiders

The responsibilities of occupational first aiders are to:

- participate in certificate and refresher training;
- where required, promptly administer first aid to any employee, student, contractor or visitor in accordance with knowledge and training;
- conduct periodic inspection and co-ordinate replenishment of company first aid supplies and equipment

3.13 Contractors and Subcontractors

It is the responsibility of all contractors to:

- ensure that all their employees comply with St. Joseph's Secondary School's safety rules and
- not to put at risk any of the employees or students of St. Joseph's Secondary School;
- promptly report all accident / incidents to the Principal;
- produce their safety statement to St. Joseph's Secondary School on request;
- carry appropriate insurance cover;
- take all safety precautions with systems of work, equipment, personal protection etc.;
- ensure all equipment and tools brought onto the school's premises be of sound construction and meet the statutory requirements applicable to these tools or equipment;
- cordon off the boundaries of the contractor's operation, where possible, and mark them with warning signs;
- provide emergency safety equipment, which may be required for their operation;
- follow strictly the permit to work system in force at the time of contract;
- comply with all relevant legal obligations in particular the provisions of the *Safety, Health and Welfare at Work Act, 2005*, the *Safety Health and Welfare (General Application) Regulations 2007* and the *Safety Health and Welfare (Construction Regulations) 2006*.

3.14 Health and Safety Committee

St. Joseph's Secondary School has established a school safety committee to facilitate and coordinate consultation between management and employees on school safety issues. The objectives of the committee are to keep under review general policy, organisation and arrangements to secure the health and safety of employees, students and others who may be affected by the school's activities. In fulfilling these objectives the committee have the following responsibilities:

- monitor health and safety standards and performance throughout the school and keep under review the implementation and effectiveness of the health and safety policy;
- carry out workplace inspections and implement corrective action;
- consider alterations and / or additions to the safety statement;
- examine the accident records, with special consideration for any recent accidents or dangerous occurrences;
- discuss any health and safety issues arising and make recommendations for risk assessment improvements as considered necessary;
- monitor the provision of training to ensure it meets the staffs' needs, is of suitable and sufficient quality;
- assess adequacy of information, instruction and training programmes and consider any areas where additional training is desirable;
- identify and promote topics of general interest on safety and health e.g. special activities such as safety week or safety promotion on selected topics;
- identify changes in the workplace that may have a substantial effect on health and safety.

The committee includes teaching and non-teaching members of staff and should meet once a term. The Principal (or his nominated deputy) acts as chairperson at committee meetings.

4.0

Policies and Procedures

4.0 Policies and Procedures

Introduction

This part of the policy provides details of St. Joseph's Secondary School's general arrangements for health and safety.

It is the school's policy to bring arrangements to the attention of all employees and other relevant parties.

Typical issues included are:

- emergency arrangements for fire evacuations including alarm types, escape routes, assembly points and general instructions;
- arrangements for first aid, including location of first aid facilities; arrangements for reporting accidents and other incidents; arrangements for reporting defects and hazards;
- the names of any persons given special duties or responsibilities;
- information about any special risks and the arrangements for their control.

4.1 Advice and Assistance

Staff can obtain advice and assistance on health and safety matters from the Health & Safety Officer – Linda Lynch, the Safety Representative – Thomas Ladden, the Principal – John O Donovan or from the Safety Committee.

4.2 Accident, Ill Health and Near Miss Reporting

It is the policy of St. Joseph's Secondary School to comply with all statutory requirements regarding the reporting of incidents, accidents and dangerous occurrences. All accidents, whether they result in injury or not, and ill health that may be associated with work, must be reported, recorded and where appropriate, investigated.

Internal Reporting of Accidents/Incidents and Accident Investigation

- All accidents must be reported by the teacher or other employee to the Principal using the School Accident Report Form. The Principal (or the Deputy Principal, in his absence) must be notified of the accident before the end of the school day.
- The Accident Investigation Report, Witness Report Form and the Injured Party Report Form must be completed by the teacher or other employee and given to the Principal as soon as possible but not later than one week after the accident.

- The detail required when carrying out an accident report is directly related to the severity of the accident.
- The teacher or other employee should carry out an investigation as soon as possible after the incident.
- Written reports from witnesses and the injured party should be obtained even if first aid or medical assistance is not required. Witnesses should be interviewed and statements taken as soon as possible after the incident.
- The scene should be preserved until the investigation is complete.
- Materials and equipment associated with the accident should be collected and retained, where practical. It may be vital to establish the condition of the equipment later.
- Photographs and drawings should be used as necessary.
- In the case of road traffic accidents, where the accident results in damage to the vehicle only, accident details must be provided on an accident report form.
- Where road traffic accidents results in injury to an employee, student or member of the public the details of the accident must be reported.
- Our obligation to report extends not only to employees and students but also to non- employees such as visitors, contractors, service engineers, recreational users, or trespassers etc. who are injured on the premises.

Duties of the Principal

When an incident or accident is reported, the Principal will then:

- contact the specific teacher or employee in order to establish the level of investigation conducted and decide whether further investigation is necessary;
- notify the Health and Safety Authority and/or the State Claims Agency using the correct forms and procedures outlined below;
- monitor the process of investigation, reporting and action in order to ensure that the necessary response times are met;
- ensure the appropriate corrective action is implemented.

Reporting to the Health and Safety Authority

Accidents

Legislation requires that certain accidents and dangerous occurrences at work be notified to the Health and Safety Authority on approved forms.

The responsibility for reporting of accidents or dangerous occurrences that are covered by the legislation lies with the Principal.

Completed forms, which are now web-based <http://www.hsa.ie> should be returned to the Health and Safety Authority in compliance with the legislation. Copies of the form should be retained in the school for inspection by the Health and Safety Authority Inspectors.

The legal requirement to report accidents is an external requirement and does not affect or change in any way the other internal accident reporting procedures.

Notification is required when:

- a. A work accident causes the death of an employee – immediate notification.
- b. A work accident prevents an employee from performing his or her normal work for more than three consecutive days. (This does not include the day of the accident)
- c. An accident arising from a work activity causes death or injury to a non-employee e.g. student, passers – by, visitors etc.

In the above cases, Form IR1 must be used to notify the Health and Safety Authority of the accident. Where an accident has resulted in death, the scene of the accident must remain undisturbed until an Inspector from the Health and Safety Authority has inspected it. The scene should be disturbed only if necessary to ensure the safety or health of persons remaining at the scene.

Dangerous Occurrences

A list of dangerous occurrences is set out on Form IR3. In the event of a dangerous occurrence, the Principal must inform the Health and Safety Authority using Form IR3 as soon as possible.

Dangerous occurrences should be notified by post after the event, provided a death has not occurred. In the event of death, the procedure outlined above for the reporting of accidents to the Health and Safety Authority should be followed.

Maintenance Accidents Records

The Principal must keep a record of accidents or dangerous occurrence reported, for a period of ten years after their occurrence. A copy of the approved form sent to the Health and Safety Authority and any other relevant documentation will suffice.

Reporting of Accidents/Incidents to the State Claims Agency

Under the *National Treasury Management Agency (Amendment) Act, 2000*, State authorities are obliged to report adverse incidents promptly to the State Claims Agency and to facilitate any subsequent investigation. In particular, Section 11 of the Act provides that a State authority is obliged to:

- report any adverse incident to the Agency as soon as may be;
- furnish to the Agency relevant information in relation to the incident;
- preserve relevant evidence;
- permit the Agency to investigate the incident in such manner as it considers appropriate.

The State Claims Agency should be notified immediately in the event of a fatality or a serious injury. Otherwise, the following are guidelines as to the type of incidents, which should be reported: (If in doubt phone Gemma Darcy 01 –6640869)

- Injuries requiring medical attention by a doctor or attendance at a hospital, this includes students, employees, visitors, members of the public, contractors etc.;
- Where a school employee is absent from work or a student is absent from school for any period of time and the absence is directly attributable to a work-related activity (this includes circumstances where the absence occurs some time after the incident);
- No Days Lost, however injury was sustained;
- Where the State authority becomes aware of an incident (involving personal injury) on its premises involving a visitor, recreational user or trespasser;
- Where a state vehicle is involved in a road traffic accident;
- Where the property of a third party has been damaged as a result of the activities of an employee of a State authority.

When an accident has occurred the teacher or other employee should notify the Principal (or in absence the Deputy Principal) who will notify the State Claims Agency. The State Claims Agency may be contacted during business hours at 01-6640900 or otherwise at its 24 hour emergency telephone number 087 - 6537360

4.3 Auditing and Inspections

The Board of Management recognizes its obligation to put in place an annual programme of hazard auditing, which encompass all of the School's plant, procedures and organization. In carrying out this duty the Board may employ the services of professionals, to advise on, or carry out risk assessments and hazard audits where it is recognized that they do not have the necessary in-house competence.

From these annual hazard audits, where hazards have been identified and assessments of the associated risks have been completed, control measures will be implemented. This is done in a structured, formal and scheduled manner referred to as an Annual Occupational Health and Safety Plan

In conjunction with the annual hazard audits, teachers in their designated classrooms and caretakers in the general-purpose areas are responsible for carrying out daily, weekly and once a term inspection

4.4 Cash Handling

Employees who have responsibilities for collecting cash should bring the money to the office as soon as possible after collection. If cash is to be stored on the premises it should be stored in the safe in the office. Employees responsible for lodging cash should vary their routine for lodgement. Employees should not resist if theft is the obvious motive for an attack.

4.5 Communication and Consultation

The Board of Management is committed to meeting its obligations under Chapter 3 part 4 of the *Safety, Health and Welfare at Work Act, 2005*, on consultation with and participation of our employees. The Board recognises that employee involvement is an important cornerstone of a successful school safety program.

Various channels exist for employee contact, from direct communication, via Safety Coordinator or Safety Representative or from minutes of meetings or notice boards, etc. The School Safety Committee consists of a cross section from management, teachers and other employees. Meetings are held once a term and employees assist in the development, review and revision of safety policies and procedures.

The school recognises the employees' right to appoint a Safety Representative to represent them in consultations with management on safety issues. The school will co-operate with the Safety Representative in:

- providing information necessary for safety;
 - advising the representative when an inspector is touring the place of work;
- facilitating the representative in the discharge of his/her functions; allowing time off for training.

4.6 Contractors

The school has responsibilities in regard to the safe management of contracts providing building, engineering and other services. The activities of contractors working for St. Joseph's Secondary School are strictly controlled at all times

4.7 Dignity and Diversity at Work

St. Joseph's Secondary School strives to create an environment that is inclusive of all persons, where its employees and students are free to perform their work without sexual harassment and bullying from other school members. In accordance with the *ACCS, ASTI, IMPACT and the TUI Code of Practice for Dealing with Complaints of Bullying and Harassment of Staff in the Community and Comprehensive Schools* the following outlines St. Joseph's Secondary School's policy on bullying and sexual harassment of employees. A separate policy in the Code of Discipline deals with bullying and harassment of students.

Definition of Bullying and Harassment

Bullying/harassment can be defined as a destructive and malicious attempt to target a particular individual or individuals.

It should not be confused with workplace inter-personal conflicts which may, in themselves, be damaging and stressful, but which do not necessarily constitute bullying. It should not be confused with the reasonable conduct of their responsibilities by school management staff. It should not be confused with industrial relations difficulties, which should be handled using the appropriate industrial relations procedures.

Bullying and harassment is behaviour that is unprovoked, unwelcome, persistent and is intimidatory or offensive to the recipient. It can take the form of verbal, physical or psychological attack and can be openly aggressive or subtle, on line or on mobile phones. Generally, bullying and harassment is taken to mean repeated and persistent behaviour. The impact of bullying and harassment can be devastating; it can affect a person's work performance, health and personal life outside of work.

Bullying/harassment is frequently perceived to be a problem between someone in management and staff. However, bullying or harassment can occur between any members of staff. A "bully" may pick on one person or may turn his/her attention onto a group; a "bully" may bully a colleague or someone senior to him/her. Groups can bully other groups. While the following examples of bullying and harassment are not exhaustive, it is important to be mindful of the fact that if a person behaves inappropriately to another and the victim can make a case that injury has been caused, then in such instances there is a case for harassment.

Bullying/harassment can include:

- Using open aggression, threats, shouting, abuse or obscenities towards a colleague;
- Horseplay, offensive gestures and unwanted physical contact;
- Derogatory or offensive nicknames;
- Subjecting a colleague to constant humiliation, sneering, ridicule or using a person as a constant butt of jokes;
- Maligning or spreading malicious gossip about a colleague;
- Subjecting a colleague to unreasonable scrutiny with persistent unwarranted criticism about minor matters;

Undermining a person's authority or work achievements;
Removing – for no justifiable reason – areas of work responsibilities from an individual;
Setting impossible and unreasonable objectives for an employee, or constantly changing the work requirements without telling him/her and criticising or reprimanding him/her for not meeting these objectives or requirements;
Deliberately withholding information which an employee needs to do his/her job effectively;
Shunning or marginalizing a colleague, excluding him/her from discussions, decisions, etc. or refusing to deal with him/her in the workplace;
Deliberately blocking another staff member's development.

What is Sexual Harassment?

Sexual Harassment is a pattern of behaviour that is unwanted, unsolicited and offensive to the recipient. Such behaviour fails to respect the dignity of others and impacts upon the employee in the workplace. It is a pattern of behaviour that any reasonable person finds hostile, intimidating or humiliating. The intent of the alleged perpetrator shall not be relevant in determining whether the behaviour is acceptable.

Sexual harassment implies that the unwanted behaviour is being imposed on an individual who finds it hostile, intimidating or humiliating. It is the impact of the conduct on the recipient and not the intent of the accused person that determines whether the behaviour is acceptable. It should not be confused with normal social interaction involving mutually acceptable behaviour. Sexual harassment may occur between men and women or between members of the same sex.

Following on from this definition sexual harassment in a school context can include the following:

Non-verbal sexual harassment: unwelcome uses or displays of sexually suggestive or pornographic pictures and calendars, leering or offensive gestures, written or electronic communications of a sexual nature.

Verbal sexual harassment: unwelcome sexual advances, unwelcome pressure for social contact, sexually suggestive jokes, whistling, unwelcome sexually offensive remarks or innuendo of a sexual nature based on a person's sexual orientation, offensive communication (phone, texts, internet etc.) of a sexual nature.

Physical sexual harassment: unwelcome physical contact, groping, pinching, petting, unnecessary touching, unwelcome fondling or kissing.

This code of practice is designed to deal with cases of sexual harassment coming within the categories of non-verbal sexual harassment, verbal sexual harassment, and physical sexual harassment as set out above. It is not designed to deal with those cases coming under the category of physical sexual assault that would, if proven, amount to criminal wrongdoing.

Procedures for Dealing with Complaints of Bullying, Harassment and Sexual Harassment in St. Joseph's Secondary School:

Purposes of Complaints Procedure

- To provide a fair, consistent and expeditious mechanism to process complaints of bullying, harassment or sexual harassment against staff.
- To do so in a manner that affords all concerned full rights in accordance with natural justice.
- To outline the principles for the employer, the staff member and their representatives in the event of complaints of bullying, harassment or sexual harassment being made against staff.

Specifically this procedure may be utilised:

- To investigate complaints of bullying/harassment/sexual harassment made by staff against other members of staff.
- To investigate complaints of bullying/harassment/sexual harassment made by staff against holders of management responsibility.
- To investigate complaints of bullying/harassment/sexual harassment made by holders of management responsibility against staff.

Issues to which these procedures do not apply:

- Complaints of bullying/harassment/sexual harassment made by staff against students. Such complaints will be treated in accordance with the appropriate student code of discipline/behaviour and/or other agreed codes of practice.
- Matters of the professional competence of teachers which cannot be dealt with at school level or which are referred to the Department of Education and Science for investigation under the terms of circular letter 43/85 or other existing arrangements. Anonymous complaints.
- Frivolous and vexatious complaints, which do not impinge on the work of the staff member.
- Complaints that are the subject of legal proceedings.

Complaints of bullying/harassment made by student(s) against a staff member do not fall within the remit of these procedures. Such complaints will be dealt with under appropriate guidelines or other agreed codes of practice.

Note: Claims of harassment under the nine grounds set out in the *Employment Equality Act, 1998*, may be taken under the provisions of that Act. Section 32 of the Act defines these grounds as follows:

Age	Disability	Sexual Orientation
Race	Family Status	Marital Status
Sex	Religion	Membership of the Travelling Community

Claims of sexual harassment as defined under the terms of Section 23 of the *Employment Equality Act, 1998* may be taken under the provisions of relevant sections of that Act.

Informal Procedures

Stage I

1.1. A staff member who feels that he/she may have been bullied harassed or sexually harassed should immediately ask the person harassing them to stop. It may be

possible and sufficient for the employee concerned to explain clearly to the person engaging in the unprovoked conduct that the behaviour in question is unwelcome, that it offends them, or makes them uncomfortable and that it interferes with their work. A person who wishes to make a complaint (hereafter referred to as the complainant) should make an appointment and discuss the matter with the staff member (hereafter referred to as the subject of the complaint) with a view to resolving the complaint.

- 1.2. In circumstances where it is too difficult or embarrassing for an individual to do this on his/her own behalf, an alternative approach would be for an initial approach to be made by a sympathetic colleague. Ideally this should result in a cessation of this unacceptable behaviour. It is very important for the recipient of unwanted behaviour to keep notes, detailing times and dates of incidents of bullying/harassment/sexual harassment and request eyewitnesses, if any, to note them also.
- 1.3. If the matter is unresolved at the stage 1.2, the complainant should approach the Deputy Principal, who will endeavour to resolve the complaint through an informal process as in stage 1.2. If the Deputy Principal is the subject of the complaint then the Principal or the designated staff member should be approached. The procedure at stage 1.3 should be concluded within 5 working days of the reporting of the matter to the Deputy Principal, designated staff member or the Principal.

Formal Procedures Stage II

- 2.1 If the issue is not resolved at stage I, the complainant should lodge the complaint in writing with the Principal. The Principal shall investigate an allegation of bullying/harassment/sexual harassment. Where the Principal is a party to the complaint, the Deputy Principal or the designated staff member shall investigate an allegation. The Principal, the Deputy Principal or the designated staff member shall be responsible on behalf of management for investigating any complaint of bullying/harassment/sexual harassment and recommending action.
- 2.2 Investigations of any complaint of bullying/harassment/sexual harassment will be handled with sensitivity and with due respect to both the complainant and the subject of the complaint. It is understood that all complaints will be investigated with minimum delay. The Principal, the Deputy Principal or designated staff member should acknowledge and note that the complaint has been received by dealing with matters as follows:
 - (a) supply the staff member complained of with a copy of the written complaint and invite his/her written response;
 - (b) arrange meeting(s) with the parties to the complaint either separately or jointly with a view to resolving the complaint. Such meeting(s) should normally take place within ten working days of the receipt of the written complaint as specified in 2.1.
- 2.3 The complainant and the subject of the complaint may each be accompanied by a colleague or another person (non-legal) of his/her choice. The discretion to afford

representation by ACCS, ASTI, IMPACT or TUI to either party rests with the relevant trade union/school management association.

2.4 The Principal, the Deputy Principal or the designated staff member shall convey the outcome of these discussions/investigations in writing to the parties to the complaint within three working days of the meeting(s) referred to in 2.2(b). The Principal, the Deputy Principal or the designated staff member may:

Indicate whether or not the matter has been resolved to the satisfaction of all parties or whether his/her findings are inconclusive.

Where the findings are inconclusive then the school's internal investigations end and the parties to the complaint shall be so advised.

Uphold the complaint on the basis of the available evidence. Notification to both parties shall include reference to the right of the subject of the complaint to appeal the decision to uphold the complaint.

Deem the complaint unfounded. Notification to both parties shall include reference to the right of the complainant to appeal the decision to reject the complaint.

2.5 Where the Principal, the Deputy Principal or the designated staff member deems a complaint of bullying/harassment/sexual harassment to be valid or to be unfounded and malicious, he/she shall furnish a report to the Chairperson of the Board of Management. The report may include a recommendation to the Board of Management that it may consider disciplinary action.

Stage III

- 3.1 a) All documentation in respect of the complaint shall be furnished to the Board of Management. The Board of Management will convene to consider any documents/reports forwarded for its attention.
- b) The subject of the complaint may be accompanied and represented by a colleague or another person of his/her choice. The discretion to afford representation by ACCS, ASTI, IMPACT or TUI to either party rests with the relevant trade union/school management association. The subject of the complaint shall be afforded an opportunity to make a formal presentation of his/her case to the Board of Management.
- c) The complainant may be accompanied and represented by a colleague or another person of his/her choice. The discretion to afford representation by ACCS, ASTI, IMPACT or TUI to either party rests with the relevant trade union/school management association. The complainant shall be afforded an opportunity to make a formal presentation of his/her case to the Board of Management.
- d) The Board of Management is entitled to seek appropriate advice in the course of any investigation in accordance with normal procedures.
- e) All meeting/hearing(s) of the Board of Management will normally take place within 15 working days of the receipt of the Principal's/ Deputy Principal's Report.
- f) When the Board of Management has completed its deliberations, the Board's decision, together with any recommended disciplinary sanctions

should be conveyed in writing to the subject of the complaint and the complainant within 6 working days of the decision being taken. Notification to both the complainant and the subject of the complaint will advise the right to appeal to a Forum.

Proposed disciplinary sanctions may include:

- (i) An oral warning
- (ii) A written warning
- (iii) A final written warning
- (iv) Withholding/refusal of an increment(s)
- (v) Demotion
- (vi) Suspension
- (vii) Dismissal

Generally, the steps in the procedure would be progressive (e.g. oral warning, written warning, a final warning etc.). However, there may be instances where more serious action is warranted at an earlier stage. A staff member may be suspended on full pay pending the outcome of an investigation into an alleged case of bullying/harassment/sexual harassment. Written warnings as in (f) (ii) will be placed on a staff member's record and may be removed after an agreed specified period of time with the employee advised accordingly. All other warnings/sanctions by the Board of Management per (f) (iii), (iv), (v), (vi) and (vii) will be placed permanently on the staff member's record/file. Disciplinary action will be taken in accordance with the relevant legislation, collective agreements, contracts and terms and conditions of employment.

Stage IV

- 4.1.1 The Board of Management will afford an opportunity to both the complainant and the subject of the complaint to appeal the report and/or recommendations of the Board of Management to a Forum. The Forum, which shall be composed of two members from a national panel, agreed between ACCS, ASTI, IMPACT and TUI.
- 4.1.2 The complainant and the subject of the complaint may be accompanied and represented by a colleague or another person (non-legal) of his or her choice. The discretion to afford representation by ACCS, ASTI, IMPACT or TUI rests with the relevant trade union/school management association.
- 4.2 The Forum will formally consider the report and/or recommendations of the Board of Management and make a decision to ratify, reject or amend the report and/or its recommendation(s).
- 4.3 Any proposed disciplinary sanctions will be processed in accordance with existing teacher trade union/school management association agreements and relevant legislation.
- 4.4 The decision of the Forum shall be final and shall be communicated to all the parties concerned.

Protection and Support

Staff shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliation against a member of staff for complaining about bullying/ harassment/sexual harassment is considered a disciplinary offence. A malicious complaint made by a staff member will be treated as misconduct under the disciplinary procedures.

Assistance in the Event of Bullying/Harassment/Sexual Harassment

Every effort will be made to assist if they so wish, persons who are victims of bullying/harassment/sexual harassment to deal with the problem and where it is requested, the services of a counsellor will be made available by the Board of Management. Persons who bully/harass/sexually harass others may be requested to attend counselling to prevent further incidences occurring. The Board of Management may make access to such counselling available.

At all stages of the Complaints Procedure a clear record should be kept of:

The investigation undertaken

All communications to/by the complainant, the subject of the complaint, the Deputy Principal, the Principal, the Board of Management and the Forum.

The steps and all decisions taken.

Where a complaint has been rejected or deemed unfounded, a statement to that effect shall conclude the record in the personal file of the complainant. All records in relation to a rejected/unfounded complaint shall be removed from the personal file of the subject of the complaint. A statement of the outcome of the investigation will conclude all other files. Where a statement of the outcome of the investigation confirms the allegation to be true then the statement of outcome shall be placed on the file/record of the person against whom the investigation upheld the complaint.

4.8 Drugs and Alcohol

Scope of Policy

The following outlines St. Joseph's Secondary School's policy on drugs and alcohol in the workplace for employees. A separate Substance Abuse Policy deals with students.

For the purpose of this policy the term drugs will be defined as all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances. This policy does not refer to tobacco use, which is dealt with separately.

Introduction

Alcohol and other drugs affect concentration, co-ordination and performance. It is recognised that the effects of alcohol and other drugs may spill over from ones private life into the workplace resulting in inefficiency, accidents and absenteeism. St. Joseph's Secondary School recognises its employees as its most valuable resource and is committed to providing a working environment, which is a healthy and safe one for the entire school population. This policy should be seen in the context of the promotion of health, safety and welfare of all employees of St. Joseph's Secondary School.

Principles

The Board of Management of St. Joseph's Secondary School recognises the desirability of promoting the health and well being of employees by:

- (a) encouraging a healthy lifestyle through preventing the development of alcohol and other drug related problems;

- (b) offering assistance to employees who need it to overcome problems caused by alcohol or drug misuse.

Aims

This policy aims to:

1. raise awareness of the risks of alcohol and other drug related problems;
2. promote the health and well being of employees;
3. minimise problems at work arising from the effects of alcohol and other drugs;
4. identify employees with possible alcohol and drug related problems at an early stage;
5. encouraging employees with alcohol and other drug related problems to seek help from an appropriate source for intervention and treatment if necessary.

Policy Statement

This policy applies equally to all staff.

St. Joseph’s Secondary School is an alcohol-free area, except for designated staff and parent functions where prior notice is given to the Principal/Board of Management or for specific class use.

Employees shall be alcohol and drug free while on duty.

After work functions and other social events are outside the remit of this policy.

Intervention

Employees are encouraged to seek assistance on a voluntary basis. However, a problem may become apparent due to the observances of a colleague or the Principal/Deputy Principal. No one characteristic identifies someone with an alcohol or drug related problem but the following are indicators, especially if occurring in combination or over a period of time:

	Unkempt appearance
Absenteeism	Frequent borrowing of money
Accidents and unusual incidents	Hand Tremor
Fluctuating work performance	Smelling of alcohol
Fluctuations in concentration and energy	Excessive sweating
Late returns to work	Unreliability
Unpredictable mood changes	Aggression or irritability
Poor co-operation with colleagues	
Confusion or drowsiness	

Procedure

Observation of behaviour may lead you to believe that there is a problem. Signs, as those mentioned above, may be evident but do not automatically assume that the problem is drink/drug related but if the problem persists, it should be further looked into.

The Principal/Deputy Principal should only deal with work-related issues and not try to diagnose the personal problem.

Where the Principal/Deputy Principal identifies a work performance or behaviour as an indication of a possible alcohol or drug related problem then, the Principal/Deputy Principal should raise this with the employee and make them aware of the availability of local support services and of the Employee Assistance Service for teachers.

The decision to seek help will be the responsibility of the individual staff member and refusal to do so will not influence any present or future promotion or disciplinary procedures.

St. Joseph's Secondary School will endeavour to ensure that any employee who seeks help will be treated with discretion and in confidence.

Employees will be given the same sick leave and the same protection and employment rights as other employees with ill-health problems. Time off will be given for the treatment or other specialist help or aftercare provided appropriate certification is submitted.

If work-related problems persist, the normal disciplinary procedures will be activated specifically in relation to these issues. The employee will be entitled to representation and due process.

Alcohol and Drug Awareness

St. Joseph's Secondary School encourages a healthy and sensible approach to alcohol and drugs for the whole school population. Through subjects such as Social Personal and Health Education the school aims to provide education/training opportunities to the whole school population:

- to increase awareness of responsible drinking;
- to increase knowledge of the risks associated with alcohol and drug misuse;
- to increase awareness of early signs of alcohol and drug dependency.

This will be done through:

- A. Specific school projects e.g. Alcohol Awareness Week
- B. Provision of appropriate information
- C. Staff development courses

Co-ordination of policy

The successful implementation and establishment of this policy is the responsibility of all employees of St. Joseph's Secondary School. However overall co-ordination and responsibility lies with the Principal.

4.9 Electrical Safety

St. Joseph's Secondary School provides regular periodic testing of portable appliances and fixed installations. Work on electrical equipment is restricted to the supplier or authorised competent contractors. Staff are prohibited from using their own electrical equipment on school premises other than under exceptional circumstances and then only with the prior approval of management.

4.10 Emergency and Fire Arrangements

Fire Precautions

St. Joseph's Secondary School recognises the need for constant vigilance with regard to the risks posed by fire in the workplace. A fire safety programme is in place to (a) guard against

the outbreak of fire, and (b) ensure as far as reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

Fire Safety Programme:

The Fire Safety Programme incorporates arrangements for:

1. the prevention of an outbreak of fire through the establishment of day to day fire prevention practices;
2. the instruction and training of staff;
3. the holding of fire and evacuation drills;
4. informing the school community of the procedures to be used in the event of a fire or other emergency;
5. the maintenance of escape routes;
6. the provision of adequate fire protection equipment and systems and their inspection and maintenance;
7. the provision of assistance to the fire brigade;
8. a fire safety register;
9. Fire Safety Officer - Linda Lynch.

1. Fire Prevention

Rubbish and waste materials are not allowed to accumulate; such materials are removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.

Flammable liquids, gases and other potentially dangerous substances are limited to small quantities, handled with extreme care, and stored in labelled suitable containers in designated suitable storage areas.

Smoking is strictly prohibited.

Electrical and gas appliances and associated fittings are checked on a regular basis and defects remedied as soon as possible. Defective items are rendered unsafe until repairs are carried out.

Cookers, extractor fans, filters, air ducts and machinery are regularly cleared of oil, grease and dust. A competent person carries out servicing regularly.

Care is taken when using candles in the Prayer Room and they are not left burning unsupervised.

Service contractors and outsiders engaged to work on the premises are informed of the relevant requirements.

Care is taken to ensure that students are not permitted to enter areas other than those to which they are intended to have access, except where an emergency situation requires them to do so to escape from the building.

The premises are inspected each evening after students have vacated it to remove any potential fire hazard.

2. Staff Training

All staff are given training and instruction in relation to the following:

- the fire prevention measures;
- the emergency procedures, and fire and evacuation drills devised for the premises;
- the evacuation of students, paying special attention to those that are disabled;
- the arrangements for the provision of assistance of the fire brigade;
- fire control techniques including:
 - the use of fire extinguishers, fire blankets and hose reels;

- closing doors (including those fitted with self closers) and windows to inhibit fire spread;
- shutting off electricity, fuel supplies and ventilation systems where applicable;
- The layout of the building/site including:
 - escape routes;
 - location of alarm call points;
 - location of fire fighting equipment;
 - location of assembly points.

Particulars of training should be entered in the Fire Safety Register.

3. Fire and Evacuation Drills

Fire and evacuation drills are carried out twice annually in compliance with safety regulations. They are held at varying times of the day and at least one drill each year should simulate conditions where one or more of the escape routes are obstructed by smoke. These drills are announced before hand only to senior staff. The recommended time for clearing a building is 2¹/₂ minutes. The Safety Officer and Safety Committee formally evaluate each drill and reports to the Board of Management on:

- date and time of the drill;
- time it took to fully evacuate the building;
- issues identified, actions required to rectify issues and individuals responsible.

Evacuation Arrangements

In the event of an emergency situation or drill arising, each teacher is responsible for his/her safety and the students under his/her control.

Posted on the notice board in each room in the school are:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;
- the assembly point number to which classes and teachers evacuate

All staff are requested to familiarise themselves with the above directives for each of the rooms they are teaching in. At the beginning of each term each teacher should highlight these directives with each of her/his class groups.

At the start of each class a roll should be taken to identify who is absent.

In the case of an emergency, or a drill, the teacher should direct students (Special Needs Assistants will aid students in their care) to the appointed assembly point. The assembly point for each year group is named on the fire notice.

Teachers (who are not timetabled for class at that time) and other school staff should assist in the evacuation and then evacuate to the nominated staff room assembly point, where the Principal/Deputy Principal/Secretary will take a roll call.

Students leaving the school premises during the school day should report to the secretary's office prior to leaving to ensure they are noted as absent in the case of an emergency.

Staff leaving the school premises during the school day are advised to inform a colleague that they are leaving.

If the alarm sounds prior to the start of first class or during breaks teachers should:

- Go to your assigned area- i.e. the corridor your classroom is on.

- Assist in the safe & orderly evacuation to the various fire assembly points.
- Proceed to the assembly point and call the roll of your group.
- Notify the Fire Safety Officer of the name of any missing student.
- Remain until notified to return.

If you discover a fire:

Raise the alarm and alert the office to inform the emergency services.

Emergency services can be contacted by dialling '999' or '112'; incident details and full address should be provided. Fire brigade may require telephone number to ensure it is not a hoax. It is not necessary to actually call the fire brigade during a drill or other exercise.

Alert other staff.

Evacuate the building/area to the assembly points as given on the fire notices posted in each room.

An individual who has received training and is not involved in evacuating a class may tackle the fire with an appropriate type of fire extinguisher if they are confident that they can do so without endangering themselves or others. Only one extinguisher should be used before leaving the building whether the fire has been extinguished or not, since remaining longer could be dangerous. Evacuate the building using nearest available escape route.

Assemble at the designated assembly point.

Assist the fire brigade on arrival.

On hearing an alarm or other warning:

When a fire alarm is heard the teacher should inform the class that the fire drill is now operating. The class should also be informed of the appropriate exit to use.

After all students have left the room, the teachers should follow after them.

Close all doors and windows as areas are vacated, checking that nobody is left behind. Leave all belongings and school bags. Where relevant the teacher should ensure that all electricity, ventilation system and gas in the room is turned off.

After the class has left the building the teacher should move up to the front of the line and set a brisk walking pace to the appropriate assembly points.

Go directly to the designated assembly point. Do not congregate at the building exits.

Students should be instructed to keep in single file as they make their way to the designated assembly point..

Each student must shout 'here' when his/her name is called out.

Information from the roll call should be passed to the Fire Safety Officer

Staff and Students will remain at the assembly point until the 'all clear' is given by the fire brigade officers (or in case of a drill the Fire Safety Officer)

4. Informing the Public

When functions, musicals, evening classes or supervised study etc. are held on the school premises, participants are made aware of the safety procedures that apply in the event of a fire or other emergency. This takes the form of the fire notices (posted in each room) and announcements.

5. Escape Routes

Escape routes outside as well as inside the premises are kept unobstructed and immediately available for use.

Escape routes are clearly indicated and adequately lit.

Fire resisting doors; smoke stop doors and exit doors are maintained in a useable and fault free condition.

Exit doors are capable of being readily opened at all times while people are on the premises.

Floor coverings and mats are fixed or laid so that people will not slip or trip on them during an evacuation.

External areas at or near exits are to be kept free of vehicles and other obstructions to allow unimpeded escape to a place of safety.

6. Inspection and Maintenance of Fire Protection Equipment

Adequate fire protection systems and equipment are provided on the premises. All equipment is to be inspected and maintained as outlined below and all data relating to the inspection, testing and maintenance of fire protection systems and equipment is to be recorded in the Fire Safety Register.

Fire Extinguishers

All fire extinguishers are to be inspected on a monthly basis. Thomas Ladden in the general areas and teachers who have fire extinguishers in their rooms are responsible for carrying out a monthly visual inspection of fire extinguishers to ensure; all pins and seals are in place, the gauge shows full charge i.e. is in the green 'full zone', and the equipment is mounted, serviced, accessible and undamaged.

Any extinguisher that fails the inspection should be reported to the Principal and immediate arrangements made with the contractor – Apex Fire Ltd. to replace it.

Each year a service engineer from Apex Fire Ltd. carries out a more thorough examination of extinguishers (In accordance with *I.S. 291: 1986- Use, Siting and Maintenance of Portable Fire Extinguishers* and *B.S. 5306 Part 3: 1985- Fire Extinguishing Installations and Equipment on Premises*). The date of inspection is to be noted on a durable adhesive label fixed to the extinguisher.

Hose Reels

The Safety Officer should inspect hose reels on a monthly basis to ensure that the inlet valve, glands, tubing and shut – off nozzle are sound and free from leaks; that the outlet nozzle is not choked, and that none of the moving parts are seized.

Each year a service engineer from Apex Fire Ltd is to completely run out the hose and subject it to operational water pressure to ensure that the hose is in good condition and that all couplings are watertight. A flow test should be carried out to ensure that a discharge of 30 litres/min is achieved.

Fire Hydrants

The Safety Officer is to inspect Fire Hydrants on a monthly basis to ensure that there are no obstructions impeding access and that hydrant indicator plates are in position.

Maintenance of Fire Hydrants should be carried out at least once per year in accordance with *BS 5306: Part 1: 1976 (1988)*.

Emergency Lighting

A weekly inspection by the Safety Officer is to be made to ascertain that every lamp in the system is lighting and the main control panel is indicating normal operation.

A service engineer is to inspect and test procedures quarterly as described in *I.S. 3217:1989*.

Fire Detection and Alarm System

The Safety Officer is to check every day to ascertain that the panel indicates normal operation.

Once a week, outside normal school hours, at least one trigger device should be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm.

A service engineer is to inspect and test procedures quarterly as described in *I.S. 3218:1989*.

Any fault found is to be reported to the Principal, recorded in the Fire Safety Register and action should be taken to correct it.

7. Assisting the fire brigade

The following measures should be taken by the Fire Safety Officer to assist the fire brigade in its response to a fire or other emergency:

Access routes should be kept clear for use by fire appliances.

The Fire Safety Officer should meet the officer-in-charge of the fire brigade and provide information on:

- The number and location of persons still on the premises
- The location of the fire
- Any special hazards, e.g. chemicals, gas tank and cylinders etc.
- Entry points to the building
- Available water supplies

The Fire Safety Officer should make a copy of the plan of the premises available to the officer-in-charge of the fire brigade. This plan clearly indicates the location of escape routes, fire fighting equipment, gas, electricity shut off devices, the control panel for fire detection and alarm system, installations such as fuel tanks, boiler house and areas of high risk such as the science labs, technology rooms etc.

Oil pipelines and gas mains should be shut off when the alarm is raised. Electricity should be shut off if requested by the officer-in-charge of the fire brigade.

8. Record Keeping

The Principal or Fire Safety Officer keeps a Fire Safety Register to record all fire safety matters. The register is kept on the premises at all times and is made available for inspection by any authorised officer of the fire authority. The following data is recorded in the register:

The name of the Fire Safety Officer (and those nominated to deputise for him).

The details of specific duties that have been assigned to staff.

The details of instruction and training given to staff, and by whom.

The date of each fire and evacuation drill, the names of staff taking part and the type of exercise held.

The type, number and location of fire protection equipment and systems, along with brief comments on the results of the checks and the actions taken (and by whom) to remedy defects.

The details of all fire incidents and false alarms that occur and the action taken.

Emergency Escape of Gas:

When not in use the gas isolating valves should be closed at all times. In the event of a gas leak the following actions should be taken:

The first person becoming aware of it shall raise the alarm and ensure the building is evacuated as per evacuation arrangements outlined above.

Do not switch on or off any electric device in or near the area affected as both actions can generate a spark.

Turn off the gas supply by closing the isolating valve.

Open windows and external doors to ventilate the area.

Alert the secretary to inform the emergency services. Emergency services can be contacted by dialling '999' or '112'; incident details and full address should be provided. Fire brigade may require telephone number to ensure it is not a hoax.

4.11 Employee Assistance Service

Vhi Corporate solutions, an external provider, have been contracted by the Department of Education and Science to deliver an Employee Assistance Service (EAS). Through the EAS, confidential counselling services are available to teachers whose positions are funded by the Department of Education and Science, their spouses or partners, their dependents above the age of 16 and mother/father where appropriate. The purpose of the EAS is to provide teachers and their immediate family members with easy access to confidential counselling and to assist in coping with the effect of personal and work related issues. The EAS can help with issues in any of these areas:

- Work related issues
- Family issues
- Emotional concerns
- Relationship difficulties

The following counselling services are available from a range of professional counsellors and psychotherapists:

- Face to Face counselling – based upon a short term model of up to six counselling sessions
- Single session or short term structured telephone counselling

Access to the service is through the freephone number – 1800 411 057 (24 hours a day / 365 days a year) or email – eam@vhics.ie.

4.12 Expectant and Nursing Mothers

Management acknowledges their statutory responsibility to provide a safe environment to employees and students who are pregnant, or have recently given birth. In accordance with the *Safety, Health & Welfare (Pregnant Employees) Regulations, 2000* (Regulation 3) a pregnant employee of St. Joseph's Secondary School must notify management of her condition '*as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition*'. In fulfilling legal obligations, there may be a need for temporary adjustment of duties, rest facilities etc. to ensure that employees are not exposed to ill health

in any way. Pregnant students are also encouraged to inform the school of their condition such that an appropriate risk assessment may be carried out.

4.13 External Locations

St. Joseph's Secondary School is responsible for some external areas such as pitches, courts and car parks. Where applicable, arrangements for clearing snow, safe access and egress, response to spillages etc. form part of the duties of the Board of Management.

4.14 First Aid

The school is committed to providing sufficient first aid facilities to personnel based on an assessment of needs and as required by the *Safety, Health and Welfare at Work (General Regulations), 2007*.

First aid equipment is available in the Secretary's Office and in all the specialised rooms. Usage of consumable items must be reported to the Safety Officer so that adequate stocks are maintained at all times. The user of any first aid consumable is responsible for reporting item and quantity used. All accidents must be reported on the school accident reporting form.

All injuries of a minor nature should be reported to the Principal, recorded on an accident report form treated with a mild antiseptic and adequately protected against further injury or infection.

First aid will not be administered:

- To the eyes for any traumatic injury, except where chemical has entered the eye.
- To employees/students who have ingested chemicals.

Injuries requiring such treatment shall be referred to a medical doctor or causality immediately.

In the event of a serious accident:

- Notify a first aider immediately.
- If there is risk of further injury, move injured person.
- Call for immediate medical assistance - local doctor and ambulance.
- Notify the Principal or Deputy Principal.
- On arrival of ambulance, establish the location of the hospital and appoint a suitable person to travel with the injured person.
- Notify family of injured person and if required arrange for transport of them to the hospital.
- The employee needs to gather all information immediately about the accident and what lead up to it.
- Obtain witness statements; write them down as they are given.
- Complete accident investigation form and check with the Principal.
- If Health and Safety Authority and/or the State Claims Agency are to investigate the site, do not move anything unless further serious risks have to be avoided.

4.15 Hazardous Substances

The Board of Management is responsible for carrying out risk assessments of hazardous substances brought onto the premises and taking any necessary action required by the *Safety Health and Welfare at Work (Chemical Agents), 2001*.

Risk assessments must be carried out on all chemical substances presently in use in St. Joseph's Secondary School and their Safety Data Sheets (SDS) made available.

If a new chemical substance is being considered for a specific purpose or project, prior to ordering, a SDS must be required of the vendor or may be available from http://physics.slss.ie/ph_materialsafetydata.html. From the information on the SDS an informed decision can be made as to the suitability of the chemical for use in St. Joseph's Secondary School.

On the arrival of a new chemical a risk assessment must be performed and recorded and procedures put in place for the safe use of the new substance.

All involved employees must be given access to the risk assessment & SDS's and informed of the controls in place.

If training, information, supervision and instruction in the use of the control measures are needed, these must be undertaken before work with the substance can go forward.

Management must insure that third party contractors provide assessments for hazardous materials they bring on site and satisfy good environmental practice, including consideration of the ultimate disposal of the materials.

4.16 Manual Handling

Risks to staff from manual handling activities are eliminated or reduced through the provision of good task and workplace design, the provision of mechanical aids where appropriate, and the provision of information and training to those staff whose work involves significant manual handling.

4.17 Mould

Moulds are a part of the natural environment and can begin growing indoors when spores land on wet surfaces. Exposure to moulds does not necessarily present a health problem but some people are sensitive to moulds and could suffer an allergic reaction as a result of exposure. Exposure to moulds can trigger or worsen asthma conditions in people; exposure can also have irritant effects on the eyes, skin, nose, throat and lungs. People with weakened immune systems may be more vulnerable to infections by moulds. Moulds can also produce mycotoxins, however research on the health effects of exposure to the toxins is ongoing.

The key to the prevention of mould growth is to eliminate all sources of moisture. Information on the management, maintenance and cleaning of mould growth is available on the State Claims Agency website.

4.18 Noise

St. Joseph's Secondary School considers potential noise levels in the selection of equipment and the design of work environments. The technologies rooms and other possible significantly noisy environments are identified and assessed and appropriate precautions advised.

4.19 Occupational Health and Safety Plan

From the annual hazard audit and in collaboration with the Safety Officer and the Safety Committee, the Board of Management will draw up an Occupational Health and Safety Plan. The plan should include the designated responsibilities, method and timescales for achieving each objective. The Board of Management will take the appropriate action to provide the necessary supports (including appropriate resources) to allow these objectives to be fulfilled. The Board may prioritise the resources available to ensure that they are addressing issues of prime concern (breaches of statutory duties, high risk hazards, issues likely to give rise to claims etc.) The plan will be reviewed at regular intervals throughout the academic year and where necessary be amended to reflect changes in the school e.g. change in staff members.

4.20 Personal Protective Equipment

St. Joseph's Secondary School recognises that where there is a risk to the health, safety and welfare of their employees and students that cannot be controlled by technical or organisational measures, Personal Protective Equipment (PPE) is provided and maintained. The type of PPE provided for specific activities will be decided only after suitable and sufficient risk assessment has been conducted.

Management are responsible for ensuring that employees and students are trained in the use, care and maintenance of PPE.

4.21 Record Keeping

Maintaining records of things done for reasons of health and safety is essential and in some instances a legal requirement. The Principal is responsible for keeping these records.

4.22 Risk Control

In selecting controls the following hierarchy should be adopted.

1. Elimination
2. Substitution
3. Enclosure
4. Guarding
5. Safe systems of work
6. Supervision
7. Training/Information
8. Personal protective equipment (PPE)

All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice. Risk assessments are particularly important in the practical subjects. Activities including the use of hazardous chemicals or machinery, field trips, science based practicals/ demonstrations /research projects, hazardous physical manipulations, maintenance of hazardous machinery, etc, require rigorous risk assessments with carefully documented and implemented controls. Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant teacher with the Principal/ Board of Management and put into effect and the relevant deadline listed in the Occupational Health and Safety Plan. Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals.

Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of St. Joseph's Secondary School to require that the activity cease or the area close.

4.23 Safety Statement

In accordance with the obligations placed on employers by the *Safety Health and Welfare at Work Act, 2005*, St. Joseph's Secondary School have prepared a safety statement based on an identification of hazards at the workplace. Risk assessments are routinely carried out and control arrangements and resources are detailed in the statement. The safety statement is brought to the attention of all employees and third parties as necessary. Employees will be asked to sign a form stating they have read the statement and fully understand all the details therein. St. Joseph's Secondary School plan to review the safety statement at least once annually in order to consider new legislation, code of practices etc. If new working equipment, procedures, work practices, chemicals, materials or renovations etc. are introduced then the safety statement needs to be reviewed to take these into account.

4.24 School Bags

The use of school bags creates risks for both students, as they may do damage to their backs due to their weight, and for other school personnel, as the storage of school bags can block passageways and become a tripping hazard.

There are three common school bag designs, namely the rucksack, shoulder strap bag and the sports bag. The rucksack design is the most efficient when it is worn correctly on the back and not over one shoulder. It is important that the straps are a good fit.

When carrying a schoolbag students should remember to:

- Strap both handles of the bag on your shoulders if possible. Stand and walk with a straight back.
- If your back is not straight, your school bag is too heavy and you could be doing damage to your back.
- Take care and be aware of others in the vicinity when removing your school bag from your back.
- Don't stand for long periods with your school bag on your back.

Students should also be reminded that it is not necessary to bring all books for all subjects every day and they should be encouraged to plan their requirements for each day.

St. Joseph's Secondary School is committed to making efforts to alleviate the problem of heavy school bags and school bag storage issues. It recognises that the provision of marked storage areas and lockers is essential to alleviate the hazard and is providing both.

4.25 Smoking

In compliance with the *Public Health (Tobacco) (Amendment) Act 2004* regarding smoking in workplaces, smoking is strictly forbidden in the premises and on the grounds of St. Joseph's Secondary School. Employees and students failing to comply with directive will be subject to disciplinary action.

4.26 Specialised Classrooms

Art Room	Woodwork
Home Economic	Science Labs

Specialised classrooms each have specific hazards, which are unique to these rooms. These rooms should be locked when the room is not in use. Classes in other subjects should not be taught in these rooms. If a specialised teacher is absent, the substitute teacher must be fully aware of the hazards in the room as well as the controls in place to deal with these hazards. If the substitute teacher is not trained in the specialised area then classes should be supervised elsewhere.

4.27 Statutory Inspections of Machinery and Equipment

Statutory inspections of machinery and equipment are arranged and monitored by management. A register of all plant under the school's control is maintained.

4.28 Stress

What is Work-related Stress?

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressure within the working environment.

“Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other” (Professor Tom Cox, Institute of Work, Health and Organisation).

Each individual employee member brings into the school their own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another. However, some workplace factors inevitably lead to stress, such as poor communications, role ambiguity, career stagnation, low participation in decision-making, conflict, etc.

Effects of Stress

The effects of stress differ from individual to individual. The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes. A person will often experience stress in a number of ways. When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability, reduced attention span and memory impairment. Irritability due to stress can create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

Introduction

St. Joseph's Secondary School is committed to a healthy workforce by placing value on both physical and mental health. The Board of Management acknowledges that stress problems have many causes, including in the workplace and the outside world. The Board of Management recognises that factors, which may lead to increased work-related stress for teachers, special needs assistants, ancillary staff, the Deputy Principal and the Principal, include unruly students, exam time, whole school inspections, subject inspections, work over load etc. It is also recognised that domestic factors (housing, family problems and bereavement) may also add to levels of stress experienced by our employees. The Board is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place. This policy applies to all employees in St. Joseph's Secondary School.

Aims

Our policy aims to:

- encourage staff well-being within St. Joseph's Secondary School and discourage the stigma attached to stress;
- raise awareness of ill health associated with stress, its causes and associated factors;
- to reduce as far as is reasonably practicable within the confines of a school environment the sources of stress;
- enhance the factors within St. Joseph's Secondary School that reduce the risk of stress;
- educate staff in techniques for coping with pressure and stress; provide systems of support and make sure they are well publicised; encourage staff to get help at an early stage;
- make sure there is confidentiality for those who want help.

Procedures

Unruly students have been recognised of one of the major sources of stress for teachers. St. Joseph's Secondary School recognises this and has in place a Pastoral Care Team to assist teachers with dealing with the behavioural problems of some students. Teachers should avail of the assistance that is provided to them by the Class Teachers, Year Heads, the Deputy Principal and the Principal etc.

Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed and staff are consulted and involved in policy development and review.

The Board of Management ensures that each employee's role and responsibilities are clearly defined. The Board also provide each member of staff with a copy of the School Plan, which outlines all school policies.

High priority is given to staff training and the Board of Management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable. The Board is also committed to promoting the professional development of its employees and will consider requests for financial support from teachers, special needs assistants and ancillary staff to undertake and complete relevant courses of study.

The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential. Numerous school development committees exist for staff to participate in.

Two members of staff are part of the Board of Management – Ms Fiona Healy and Mr. Gavin Daly.

The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.

It is school practice to make sure that staff take time to review and celebrate positive achievements.

Social occasions for staff are organised throughout the school term to give staff a chance to relax and socialise with each other outside of the workplace.

The Department of Education, through Vhi Corporate Solutions, has provided a confidential counselling service for teachers, where counselling sessions can be availed to deal with work-related stress. (1800 411 057).

If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal will deal with the issues concerned.

As an employee how can I cope with stress at work?

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions.

Employees can use some of the following techniques for coping with stress at work:

Manage Your Work Load

- Set priorities
- Manage time effectively
- Set limits to work and draw boundaries
- Define problems precisely
- Break work up into manageable units
- Recognise your own worth

Develop Skills

Improve communication
Be more assertive
Make decisions
Plan your time – including your free time
Decide your career goals
Avail of training opportunities

Maintain Physical Fitness

Eat a sensible diet
Have sufficient rest
Decide on some agreeable form of exercise and make it a habit
Develop interests outside work

4.29 Training

St. Joseph's Secondary School recognises that training is one of the most effective ways of making sure that employees are competent and effective in maintaining a safe working environment. Therefore we provide ongoing safety training programs to meet the needs of employees at all levels of the organisation. Training initiatives include:

- formal classroom training (using presenters from within and external to the organisation);
- on the job instruction and safety meetings.

Management and the Safety Committee mainly identify training requirements. All employees are required to co-operate with the training programs provided. Training provided should include:

- safety induction for all new staff
- as appropriate, manual handling, first aid, fire safety, VDU use and
- basic health and safety training to ensure those responsible for health and safety are equipped to undertake their duties and responsibilities.

Induction Training Policy

The objective of this policy is to ensure that trainees/new employees starting with the school are introduced to the premises, safety/evacuation procedures, rules, regulations, their immediate work environment and colleagues in compliance with all legal and contractual obligations. All staff are provided with the School Plan and Handbook, which outlines all the school's policies. This induction training applies to all permanent, temporary and contracted employees of St. Joseph's Secondary School. Trainees include college students on temporary work experience. Members from subject departments continually monitor their progress to ensure they follow safe work practices and procedures. Employees are also encouraged to be attentive to new employees and ensure their compliance with all safety procedures. All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety statement.

Formal Training:

Subject of Training	Who requires training
<p>Induction training for all new employees including: Agreed means for consultation to identify hazards and assess and eliminate or control risks. Identify to whom hazards are reported. Systems of work, safe work procedures, communication methods, emergency and first aid responsibilities and procedures. Effective use and maintenance of personal protective equipment Where to find the emergency plan, risk assessments and other information relating to health and safety. Understanding the health and safety framework and responsibilities of individuals within it. Incident and accident reporting. Premises layout, amenities.</p>	<p>All new employees</p>
<p>First Aid: Certified first aid training</p>	<p>Representatives from those involved in coaching, specialist subjects, supervising, or those who frequently go on school trips should be trained in first aid.</p>
<p>Training to oversee arrangements for evacuation & emergency procedures: Evacuation concepts and principles Fire prevention procedures Use of fire extinguishers, fire blankets etc. Evacuation procedures and roles</p>	<p>All employees</p>
<p>Training For Safety Officer and Safety Representative: Importance of health and safety consultation and systematically managing health and safety Consultation requirements under the <i>Safety Health and Welfare at Work Act, 2005</i> Effective communication techniques Requirements for the health and safety management system Practical application of risk management Continuous improvement of health and safety system</p>	<p>Safety Officer Safety Representative</p>
<p>Manual Handling: Training in manual handling techniques Correct use of mechanical aids Team lifting</p>	<p>All employees</p>

4.30 Violence

Scope of Policy

The Board of Management of St. Joseph's Secondary School is committed to the continuance of a school characterised by mutual respect, free from threat or intimidation.

To this end dangerous, threatening, aggressive or violent behaviour (hereafter called violent behaviour), whether verbal or physical, is not permitted in the school or among the school community. A separate policy on Discipline in School deals with students.

Introduction

During the course of their work school staff may be at risk in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or visitors. Violent behaviour is categorised as acts against people or property.

Principles

The Board of Management of St. Joseph's Secondary School recognises its duties to: provide

- a safe environment for employees and other persons present in the school; minimise the risk of assaults on teachers / Principal / Deputy Principal or other staff employed in the school;
- support staff that have been assaulted or threatened with assault; and ensuring that appropriate action is taken to safeguard against a recurrence.

Preventative Measures

Policies on violence go hand in hand with policies in relation to bullying, harassment, discipline etc. These policies need to be reviewed frequently to identify and resolve weaknesses to lessen the threat of violence.

Communication between home and school should be frequent, open and positive. In this context policies and procedures in relation to visits to the school, meeting with teachers, school discipline, complaint procedures etc. should be circulated to parents/guardians.

Parents /visitors who wish to have a consultation with a class teacher should make a prior appointment with the relevant teacher. In urgent cases where a prearranged appointment is not appropriate, parents should, in the first instance, report to the school secretary.

All visitors are required to report to the school secretary's office. Signs displayed within the school grounds and premises outline this.

The school has an alarm system that is monitored.

The key holders should not visit the school without Gardaí assistance if called upon at night.

Video surveillance equipment has been installed to help deter violent acts.

Steps to be followed in the Event of an Assault

In the event of an assault, a staff member should not try to resist if cash or goods are the obvious motive for the attack. Depending on the circumstances and the level of training, the member should endeavour to calm down the assailant and seek assistance as quickly as possible.

The incident should be immediately reported to the Principal/Deputy Principal.

Where necessary, immediate medical assistance should be sought. Debriefing is essential as soon as possible after the event. Employees are entitled to time off work and counselling if needed.

The matter should be reported to the Gardaí, where appropriate. The staff member who was assaulted would normally make this report.

The details of the incident should be recorded. The information recorded should include personal details (name, age, occupation) of the victim and assailant where available, description of what happened, why did it happen, when and where it happened, description of any injuries sustained and weapons used, what procedure failed. Situations in which staff members have been intimidated or threatened with physical violence should also be recorded. Reports should be made to the Health and Safety Authority and the States Claims Agency as required.

The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board of Management should take place. The Board should consider notifying its legal advisors and insurance company of the incident as appropriate.

Where an assault is by a pupil the matter should be dealt with in accordance with the school's Policy on Discipline in School.

Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment in order to assess the pupils' social and emotional needs and to determine how these can be best met.

Where a parent/guardian or visitor commits the assault, the Board of Management should immediately instruct the person in writing not to make direct contact with the staff member/school pending full consideration of the matter. Subsequently the Board of Management should correspond with the parent/guardian or visitor stating:

- that it considers the assault unacceptable;
- what action the Board of Management intends to take;
- outlining what pre-conditions should be met before access to the school is restored.

Where a staff member commits the alleged assault, the Board of Management should immediately instruct the member in writing not to make direct contact with the victim pending full consideration and investigation of the matter. The question of suspension may also need to be considered prior to further action/disciplinary measures being taken.

4.31 Visitors

Visitors must report to reception and sign in on entering the premises and sign out on exiting. Host employees are responsible for the safety and conduct of visitors and for informing them of local welfare facilities, emergency procedures and any specific risks.

4.32 Waste Management

All waste is segregated at source and recycled where possible. Local Authority approved waste contractors are engaged for waste removal and recycling. In cases where employees cannot safely dispose of waste chemicals, specialist hazardous waste disposal firms must be consulted with, such as Indaver Ireland 01-2804534; Cedar 01-4010250; Reagecon 061-4722622; or other hazardous waste disposal companies listed in the Golden Pages.

4.33 Welfare Facilities

St. Joseph's Secondary School shall ensure that adequate welfare facilities are provided on the premises for all staff and students. Adequate toilet facilities are provided and maintained in a good clean hygienic condition. Adequate washing facilities (including hot water where necessary) and washing and drying materials/equipment are provided and maintained.

4.34 Work Experience

Work experience is an integral part of several courses, LVCP and TY. It usually involves students working in a place of employment under the supervision and guidance of a mentor. Prior to any placement being made, the course organisers, should discuss the safety policy of the workplace with the employer and students should be made aware of the potential hazards in the workplace. Students who wish to gain work experience on construction are obliged to have a 'Safe Pass' certificate.

5.0

Risk Matrix

Hazard Severity Rating		
Description	Category	Mishap Definition
Slight	1	Minor injury, occasional illness, or system damage
Serious	2	Severe injury, occasional illness, or system damage
Major	3	Death or system loss

Likelihood of Occurrence Rating		
Description	Level	Mishap Definition
Low	1	Seldom
Medium	2	Frequently
High	3	Certain or near certain

Risk Rating = Severity x Likelihood	
Risk Rating	Action
1/2	Low priority
3/4	Medium Priority
6	High Priority
9	Urgent Action

6.0 Risk Assessments

6.1 Art Room

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.1.1 Hazard –General Housekeeping

Persons at Risk: Teachers, students, other school personnel and visitors.

Risk: Slip/trips and falls. Unauthorised access or unsupervised students can cause injury.

Rating of Risk: 6 – High Priority

Persons Responsible: Anna Nealon

Resources Required:

- Provision of safe systems of work.
- Adequate training and supervision.
- Good waste control arrangements in place.
- School bag storage area.

Protective and Preventative Measures:

The art room door is locked when the room is not in use.

Classes in other subjects are not taught in the art room.

Where theory classes are taught in the art room, all equipment and materials present are made safe.

Practical work is not allowed to commence or continue without the supervision of an art teacher. The teacher never leaves the room unattended during class time.

Students are taught from the very first class in first year to use the equipment without endangering themselves or others and essential practical techniques are carefully demonstrated.

When involved in pottery classes, hair needs to be tied up and loose fitting clothing or jewellery should not be worn.

Any cuts or open wounds are protected from foreign objects.

Adequate washing facilities are provided, with suitable sinks; clean, running, hot and cold or warm water; soap or other cleaning agents; and drying facilities.

Students should not eat, drink or apply make up in the art room.

Flooring is inspected frequently and if it is in a state of disrepair it is reported to management.

Keep floors free of obstruction, dry and free from slippery materials. Work equipment should be stored off floors and kept in tidy condition.

Movement of students during classes is kept to a minimum.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

Problems with lighting must be reported to a caretaker for immediate repair.

Sufficient bins are provided for rubbish, and they are emptied regularly.

Ensure that the following fire signage is posted on the door:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;
- the assembly point number to which classes and Teachers evacuate.

Additional Control Measures required to reduce the risk:

All materials and equipment not in use in the art room should be disposed of.

Extra storage is needed.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Broken and unstable shelving unite should be disposed of.

6.1.2 Hazard –Paints, Inks, Glues & Glazes

Persons at Risk: Teachers and students.

Risk: Respiratory problems or toxic poisoning.

Rating of Risk: 2– Low Priority

Persons Responsible: Anna Nealon

Resources Required:

- Provision of safe systems of work.
- Good waste control arrangements in place.
- Low hazard substances.
- Inventory.
- Hand Washing Facilities

Protective and Preventative Measures:

- Only low hazard paints, inks, glues and glazes should be used.
- Control the allocation of small quantities of glaze materials to students and only leadless glazes should be used. All glazes containing lead should be disposed of safely and replaced with leadless glazes.
- Students should refrain from eating and drinking while engaging in art projects.
- Student should wash hands thoroughly when finished working.
- Clean up spills when they occur. Have students work on paper for easy clean up.
- Dispose of unlabeled containers. Keep liquids in tightly covered, clearly marked containers.
- Keep storeroom in order and label all supplies.
- Make sure that materials and containers will not fall off shelves.
- Keep a complete inventory of all art materials used. This should be an annual activity.
- Look for information about toxicity on all product labels.
- Wash hands and arms thoroughly after working with glaze.

6.1.3 Hazard –Sharp Tools

Persons at Risk: Teachers and students.

Risk: Cuts and stabs caused by working sharp tools

Rating of Risk: 2– Low Priority

Persons Responsible: Anna Nealon

Resources Required:

Provision of safe systems of work.

First Aid

Protective and Preventative Measures:

Sharp objects should be stored in a safe location and counted before being handed out to students and on return at the end of class.

Students should be taught how to use sharp tools correctly and supervised when using them.

The teacher only uses the guillotine.

6.1.4 Hazard – Electricity

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Contact with electrical currents can result in fatal shock, muscle contractions and burns. It could also lead to fire or explosion.

Rating of Risk: 6 – High Priority

Persons Responsible: Anna Nealon

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare at Work (General Application) Regulations, 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Key operated emergency isolator

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live.

All electrical equipment should be switched off at night. In exceptional cases where equipment must be left on a notice advising this fact should be attached.

Leads or plugs should be replaced immediately when they show signs of damage.

Attempts to repair electrical equipment (plugs, fuses, etc.) should not be made unless the teacher is competent to do so. Faulty equipment or appliances must be taken out of use immediately and report it to the caretakers. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Appliances used in the art room include a hair dryer, iron, batik pots, and bench wheel. All electrical equipment should be checked regularly (at least once per year) by a competent person to ensure that its case is earthed and not live, the cable is satisfactory and the plug is not broken or damaged.

Trailing cables can be dangerous. The connections leads should be short or use cable covers where cables are a trip hazard.

Only one plug should be in each socket the use of multi-adaptors should be avoided.

Other than basic electrical repairs within the teacher's capabilities, such as changing a plug or a fuse, only qualified electricians are permitted to carry out any electrical work on the premises or maintenance work on electrical equipment.

6.2

Canteen

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.2.1 Hazard –General Safety

Persons at Risk: Kitchen Staff

Risk: Slip/trips and falls. The hazard is usually caused by someone leaving loose materials / objects on floors or pedestrian walkways, poor housekeeping, wet floors, spillages or floor covering in a state of disrepair.

Rating of Risk: 4– Medium Priority

Persons Responsible: Canteen Staff

Resources Required:

- Provision of safe systems of work.
- Training and supervision
- Good waste control arrangements in place.
- First Aid Box

Protective and Preventative Measures:

- The flooring in the kitchen needs to be replaced with non-slip suitable flooring.
- Wear footwear with non-slip soles. Smooth rubber soles are dangerous.
- Wear aprons or overalls to cover low open pockets that might catch saucepan handles.
- Hair needs to be tied up and loose fitting clothing or jewellery should not be worn in case they might catch in moving equipment.
- Use oven mitts when handling hot dishes.
- Use carts/trolleys to move heavy loads.
- Use lids on containers of liquids being carried.
- Any cuts or open wounds should be protected from foreign objects.
- Flooring should be inspected frequently and if it is in a state of disrepair report it to management. Spilled materials must be cleared up immediately.
- Adequate light and ventilation are essential in the kitchen. Problems with lighting or ventilation must be reported to the caretakers for immediate repair
- Utensils should only be stored in the racks or drawers provided.
- Utensils should be cleaned and put away after use.
- Grease should be cleaned regularly from stovetops, hoods and walls.
- Rubber gloves should be worn while cleaning.
- No attempt should be made to clean any equipment until it is cool.
- Empty cans and food containers should be promptly removed.
- Dry rubbish must be stored so that it does not cause a fire hazard.
- Hands should be washed thoroughly and often before handling food and dishes.
- Doors and drawers should be closed immediately after use.
- Keep floors free of obstruction, dry and free from slippery materials. The floor should be regularly mopped to minimise slipping hazards. A "Wet Floor" sign should be used when floor is wet

Broken crockery and glass should never be handled with bare hands. It should be swept up with a brush and dustpan. A puncture-proof container must be used for the disposal of broken crockery and glass.

There should be adequate space for sorting and storing crockery and glassware before and after washing.

Ensure that sufficient bins are provided for rubbish, and are they emptied regularly.

Food safe 'Friendly systems' cleaning products are used.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Work equipment should be stored off floors and kept in tidy condition.

Canteen area is supervised by teachers and access at busy times is controlled by the teachers on duty.

Each year group has a specific time for going to the canteen at lunch time.

6.2.2 Hazard –Hot Equipment, Food, Liquid or Steam.

Persons at Risk: Kitchen Staff

Risk: Burns and scalds from hot equipment, food, liquid or steam.

Rating of Risk: 2 – Low Priority

Persons Responsible: Canteen Staff

Resources Required:

Provision of instruction and training,
Safe systems of work
Potholders, oven mitts.
First Aid

Protective and Preventative Measures:

Hot substances should be handled with care.
The cooking areas must be kept clear.
Handles must not overhang stoves or shelves.
All pots, pans, kettles or pipes must be considered hot before handling.
Dry cloths or potholders should be used when handling hot utensils. Aprons are not to be used for this purpose.
Food should be cooked in a minimum of water.
Pots and kettles should never be filled to the top.
Do not wear bracelets or other dangling jewellery that could get caught in handles.
Ensure that floors should be maintained so as to avoid tripping hazards.
The carry of hot liquids/materials should be avoided if there is a risk of spillage/splash.
In the event of a burn or scald seek help from the First Aider.

6.2.3 Hazard – Exposure to contaminated food or infectious material. (Pathogens)

Persons at Risk: All employees, students and visitors.

Risk: Food poisoning.

Rating of Risk: 2– Low Priority

Persons Responsible: Canteen Staff

Resources Required:

- Provision of instruction and training in food hygiene.
- Safe systems of work and adequate supervision.
- HACCP
- Routine inspections.

Protective and Preventative Measures:

The running of the kitchen follows clear HACCP principles.

Scrupulous cleanliness must be maintained at all times. A ‘clean as you go’ approach should be adopted.

Fridges have temperature control devices. It must be ensured that they are working at all times and that chilled food is stored <5°C and frozen below -18°C.

Fridge should be cleaned down and the freezer should be defrosted and cleaned down on a regular basis.

Food products must be adequately spaced to allow air movement and proper cooling. Raw and high-risk food should be separated.

Hands should be washed thoroughly and often before handling food and dishes.

Hands must be washed after eating or visiting the rest room.

Persons with open sores, wounds or infectious diseases should not be allowed to handle food. All injuries and illnesses must be reported to the person in charge.

Colour coded chopping boards should be used for handling meat, (raw/cooked) vegetable and salad foodstuffs.

Be familiar with 10 most common causes of food poisoning:

- Food prepared too far in advance.
- Food stored at room temperature.
- Cooling food too slowly prior to refrigeration.
- Not reheating food to high enough temperature.
- Use of cooked food contaminated with bacteria.
- Under cooking meat and poultry.
- Not thawing frozen meat and poultry for sufficient time.
- Cross contamination from raw to cooked foods.
- Storing hot food below 63°C.
- Infected food handlers.

6.2.4 Hazard – Electrical Appliances

Persons at Risk: All employees, visitors and contractors.

Risk: Electric shock, burns, scalds, cuts and fire.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Canteen Staff

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare At Work (General Application) Regulations, 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Emergency isolator for each installed appliance.

Fire blanket and extinguisher.

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name, CE marking and its electrical ratings.

Sufficient numbers of sockets are available in the kitchen; over loading sockets by using adaptors is a fire hazard.

Plugs and sockets to be properly fitted and suitable fuses used, e.g. 13 amp fuses for appliances with a loading up to 2.9kW, as this covers most 'non-fixed' appliances.

Constant exposure to heat and steam damages wiring. Electrical appliances, flexes, plugs and sockets should be visually inspected regularly for signs of damage wear or defective operation.

Don't drag an appliance by the flex or pull on the flex to remove a plug from the socket.

Don't handle plugs or switches when your hands are wet; dry them first.

Faulty equipment or appliances must be taken out of use immediately and report it to the caretakers. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Do not carry out electrical repairs – this is strictly a job for electrical contractors.

Always read the manufacturer's instructions carefully before using a new appliance and keep the instructions for reference.

Maintain appliances in clean and tidy condition. Don't clean or wash any appliance while it is still plugged in. Isolate machine electricity and allow equipment to cool before cleaning.

The manufacturer's recommendations and instructions must be followed at all times.

Electric Cookers:

Always make sure the oven and cooker top is clean. If not, clean them thoroughly and safely. Residue grease and food can catch fire.

Keep pot handles turned inward, away from the edge of the stove. Don't wear long, loose sleeves that can hang over the stove while hot.

During use do not touch hot surfaces such as the glass door, top or sides of cooker.

Food Processor

Never overfill the bowl with hot liquids.

Use pusher to feed material down chute – not hand.

Never use machine with broken lid, feed chute or electrical interlock.

When cleaning machine unplug it first.

Care should be taken when cleaning and changing blades.

Kettle

Unplug electric kettles before filling it and make sure that the water covers the element.

Deep Fat Fryer

Never use a fryer without ensuring that it contains enough oil to cover the thermostat.

Never leave fryer unattended whilst it is switched on.

Switch off the power when frying is finished.

Do not refill pan with oil whilst the apparatus is still alight.

All fryers should be equipped with thermostats for user temperature control.

All fryers should be equipped with automatic cut outs (to operate at 200°C), so arranged as to cut off the heat source in the event of thermostat failure.

Extract ducting, grease traps and filters should be cleaned frequently in order to maintain them in the event of fire.

To reduce spitting and boiling, food should be dry before immersion into hot oil or fat.

Avoid over loading food basket.

Before the fryer is cleaned, it should be turned off and isolated and the oil / fat allowed to cool.

In the event of fire isolate the fryer and smother the fire using the fire blanket provided or tackle the fire from a safe distance using a carbon dioxide fire extinguisher.

Toaster

Don't try to release jammed toast from the toaster while it is still plugged in.

Don't put foreign objects in the toaster.

Fridge/freezer

Exercise care when placing/removing food products

Blenders

If the blades get stuck, unplug the appliance before removing the ingredients that block the blades.

Never overfill the blender with hot ingredients

Liquidiser

Ensure lid is firmly in place before use.

Hand Mixer

Do not wash unit under running water while plugged in.

Do not immerse in water.

Ensure that long hair, ties etc. do not hang over the appliance when in use.

Pressure Cooker

Check and maintain pressure cooker regularly.

Pay close attention to the safety valve.

Microwave

The microwave must always be attended when in use.

Never operate oven when empty.

Defective seals or door may cause microwave leakage and exposure to microwaves.

Report any defects for immediate repair.

Use only microwave-safe cookware in the microwave - never tinfoil or anything metal.

Use oven gloves.

Do not attempt to tamper with the microwave's "fail safe" mechanism, which shuts off the power when the door is opened or prevents the door from opening when the oven is operating.

Electric Carving Knife

Use carving board.

Keep hands away from blades.

Avoid water.

Commercial Dishwasher:

Rinse off dishes in sink before loading the tray in the machine.

When the cycle is finished be careful opening the door, as steam will be released. Leave dishes to cool before unloading.

Wear gloves when loading detergent.

6.3

Computer & Technical Graphics Rooms

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.3.1 Hazard – General Housekeeping

Persons at Risk: Teachers and students.

Risk: Slips, trips, falls, collisions or struck by falling or protruding objects. Falling when opening/closing windows.

Rating of Risk: 2– Low Priority

Persons Responsible: Gavin Daly, Tom Ladden & All teachers

Resources Required:

- Provision of safe systems of work.
- Instruction, training and supervision.
- Good waste control arrangements in place.
- Steps

Protective and Preventative Measures:

Rooms should be locked when the rooms are not in use. Only authorised students should be allowed into the computer room.

All equipment should be located so as to avoid risks of falls or collisions. Sources of obstructions are to be removed immediately.

Floors should be maintained so as to avoid tripping hazards. If an employee notices flooring in a state of disrepair, this should be reported to a caretaker immediately for repair.

Desks, chairs, display units and other furniture should be inspected regularly for their stability and state of repair. If found unsuitable, this should be reported to a caretaker for repair or replacement.

If equipment is not being used or out of order, the caretakers should be informed and it should be removed for disposal or repair.

If access is required to a height, use steps in a safe manner.

Trailing cables are avoided, but if necessary they need to be ramped and protected to avoid possible tripping hazards.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

Food or drink should not be consumed in these rooms.

Movement of students during classes should be kept to a minimum.

Problems with lighting must be reported to a caretaker for immediate repair

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Work equipment should be stored off floors and kept in tidy condition.

Ensure that the following fire signage is posted:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;
- the assembly point number to which classes and teachers evacuate.

6.3.2 Hazard - Visual Display Units

Persons at Risk: Teacher and students.

Risk: There is little medical evidence to suggest that the use of a VDU will result in either short or long-term defects on an operator's health. VDU's are not in themselves hazardous but unsafe methods of using the equipment can result in physical (musculoskeletal) problems, visual fatigue and mental stress.

Rating of Risk: 2– Low Priority

Persons Responsible: Gavin Daly, Tom Ladden & All teachers

Resources Required:

Information, instruction and training on safe use of VDU's.

St. Joseph's Secondary School is committed to complying with the *Safety Health & Welfare at work (General Application) Regulations 2007*.

Protective and Preventative Measures:

The use of VDU's is limited. Students or teachers do not spend prolonged periods on computers, however it is important that each teacher/student using a VDU needs to arrange the chair and workstation to ensure each individual adopt a technique of good posture and movement.

The VDU's have detachable keyboards and tilt/swivel facilities on the screen.

The keyboards are tiltable and separate from the screen to allow the user to find a comfortable working position, which avoids fatigue in the arms or hands. There must be sufficient space in front of the keyboard to provide support for the hands and arms of user. Work desk or surfaces should have a sufficiently large, low reflective surface and allow for a flexible arrangement for the screen, keyboard, documents and related equipment.

Desks and screens should be arranged where possible to avoid glare on screen.

If a user notices drifting, flickering or jittering images he/she should report it for servicing or replacement.

Maintenance of the server is restricted to the contractor

6.3.3 Hazard – Electricity

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Contact with electrical currents can result in fatal shock, muscle contractions and burns. It could also lead to fire or explosion.

Rating of Risk: 3– Medium Priority

Persons Responsible: Gavin Daly, Tom Ladden & All teachers

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare at Work (General Application), 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live.

Circuit breakers of the residual current device (RCD) type, tripping on 30 mA, should be used on all electrical socket supply circuits in classrooms.

All electrical equipment should be switched off at night. In exceptional cases where equipment must be left on a notice advising this fact should be attached.

Leads or plugs should be replaced immediately when they show signs of damage.

Attempts to repair electrical equipment (plugs, fuses, etc.) should not be made unless the teacher is competent to do so. Faulty equipment or appliances must be taken out of use immediately and report it to the caretakers. These should be put in a secure place and labelled 'do not use' until attended to by a competent person. (This does not include computers with software problems)

All electrical equipment should be checked regularly (at least once per year) by a competent person to ensure that its case is earthed and not live, the cable is satisfactory and the plug is not broken or damaged.

Trailing cables can be dangerous. The connections leads should be short or use cable covers where cables are a trip hazard.

Only one plug should be in each socket the use of multi-adaptors should be avoided.

Other than basic electrical repairs within the teacher's capabilities, such as changing a plug or a fuse, only qualified electricians are permitted to carry out any electrical work on the premises or maintenance work on electrical equipment.

6.4

General Assembly Areas

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.4.1 Hazard –General Housekeeping

Persons at Risk: Teachers, students, other school personnel, contractors and visitors

Risk: Slip/trips and falls. The hazard is usually caused by someone leaving loose materials / objects on floors or pedestrian walkways, poor housekeeping, wet floors, spillages or floor covering in a state of disrepair.

Rating of Risk: 3– Medium Priority

Persons Responsible: Supervising Teacher

Resources Required:

- Provision of safe systems of work.
- Good waste control arrangements in place.
- Supervision
- Adequate lighting throughout the workplace.
- Provision of lockers and school bag storage areas.

Protective and Preventative Measures:

General areas should be kept clean and tidy at all times.

Corridors should be dry and free from obstruction at all times. Where floors are wet as a result of cleaning operations, warning signs should be erected to that effect. Cleaning mainly takes place outside of school hours.

If you come across a spill, it should be cleaned up immediately. The area should be highlighted or blocked off; someone should stay at the point of spillage until it is cleaned up.

All internal areas and passageways should be adequately lit. Defects in flooring and lighting must be repaired immediately.

All light fittings, windows will be regularly cleaned and broken light bulbs replaced. Used light bulbs should be appropriately disposed of.

Refuse bins should be emptied as frequently as necessary to prevent build up of rubbish.

All waste shall be properly cleared away daily.

Rubbish and waste paper/plastic should be picked up from the floor area, as created.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Floor mats used at all doorways /walkways shall be of the non-slip variety with self-adhesive strips fitted.

Storage and stacking of goods must be done in specifically designated places and located in such a manner as to minimise the hazards of goods falling.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

Goods should not be placed in overhead locations, such as on top of lockers and ledges over doors where they can fall and strike persons below.

Cleaning of wet floor areas shall be conducted with care.

When cleaning areas of corridors, stairways or floors ensure that caution signs are in position. When using any cleaning materials, which may pose a hazard, protective clothing shall be supplied and used e.g. gloves.

Any signs of vermin (droppings, actual sightings etc) should be reported to the caretakers at once and vermin control company, Pest Control, requested to carry out a more thorough check.

6.4.2 Hazard – Cleaning Storage

Persons at Risk: Caretakers, cleaning staff and other school personnel.

Risk: Common hazards associated with storage and racking include head, body, eye and/or foot injuries as a result of falling objects from racks or accidental impact with goods protruding over the edge of a rack. Other associated hazards include untidy housekeeping, storage blocking pedestrian access routes and manual handling. Spillages.

Rating of Risk: 2 – Low Priority

Persons Responsible: Cleaners & all Teachers

Resources Required:

- Provision and regular inspection of safe racking installation.
- Information instruction and training on safe storage, manual handling
- Provision of adequate lighting.
- Regular inspection of storage areas.

Protective and Preventative Measures:

Storerooms should be locked when not in use and students should not be allowed access to the storage rooms.

Ensure contents on the higher levels are stable and secure. Stacking must be maintained at safe and stable heights.

Do not keep flammable liquids in the general store. They must be kept in a protected store.

Care must be taken with lifting goods in and out of storage areas.

Always store chemicals as manufacturers advise, e.g. away from heat, sunlight and foodstuffs.

When handling substances, especially concentrates, gloves must be worn. Skin contact with detergents and cleaners should be avoided.

When diluting concentrates always add the concentrated liquid to the water, not the water to the concentrate.

Cleaning chemicals should be stored in their original container must never be transferred into other containers such as milk or soft drink bottles.

The caretakers should check storage arrangements periodically for stability and take corrective measures where necessary.

6.5

General

Classrooms

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.5.1 Hazard –General Housekeeping

Persons at Risk: Teachers, students, other school personnel and visitors.

Risk: Slip/trips and falls. The hazard is usually caused by someone leaving loose materials / objects on floors or pedestrian walkways, poor housekeeping, wet floors, spillages or floor covering in a state of disrepair. Fall from height when opening/closing windows.

Rating of Risk: 3 –Medium Priority

Persons Responsible:

All Teachers

Resources Required:

- Provision of safe systems of work.
- Good waste control arrangements in place.
- Adequate lighting throughout the workplace.
- Routine Inspections.

Protective and Preventative Measures:

Inspect flooring frequently and if it is in a state of disrepair report it to management/caretakers.

Keep floors free of obstruction, dry and free from slippery materials.

Movement of students during classes should be kept to a minimum.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

Problems with lighting must be reported to a caretaker for immediate repair

Ensure that sufficient bins provided for rubbish, and they are emptied regularly.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Work equipment should be stored off floors and kept in tidy condition.

If equipment is not being used or out of order, the caretakers should be informed and it should be removed for disposal or repair.

Desks, chairs, and other classroom furniture should be inspected regularly for their stability and state of repair. If found unsuitable, this should be reported to a caretaker for repair or replacement.

Ensure that the following fire signage is posted:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;

- the assembly point number to which classes and teachers evacuate.

6.5.2 Hazard – Electricity

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Contact with electrical currents can result in fatal shock, muscle contractions and burns. It could also lead to fire or explosion.

Rating of Risk: 3 –Medium Priority

Persons Responsible:

All teachers

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare at Work (General Application), 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live.

Circuit breakers of the residual current device (RCD) type, tripping on 30 mA, should be used on all electrical socket supply circuits in classrooms.

All electrical equipment should be switched off at night. In exceptional cases where equipment must be left on a notice advising this fact should be attached.

Leads or plugs should be replaced immediately when they show signs of damage.

Attempts to repair electrical equipment (plugs, fuses, etc.) should not be made unless the teacher is competent to do so. Faulty equipment or appliances must be taken out of use immediately and report it to the caretakers. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

All electrical equipment should be checked regularly (at least once per year) by a competent person to ensure that its case is earthed and not live, the cable is satisfactory and the plug is not broken or damaged.

Trailing cables can be dangerous. The connections leads should be short or use cable covers where cables are a trip hazard.

Only one plug should be in each socket the use of multi-adaptors should be avoided.

Other than basic electrical repairs within the teacher's capabilities, such as changing a plug or a fuse, only qualified electricians are permitted to carry out any electrical work on the premises or maintenance work on electrical equipment.

6.6 Gym & Outside Sports Areas

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.6.1 Hazard –General Housekeeping

Persons at Risk: Teachers, students and visitors.

Risk: Slip/trips and falls. Unauthorised or unsupervised use of gym equipment can result in injuries. Blocked exits and fire fighting equipment.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Supervising teachers

Resources Required:

- Provision of safe systems of work.
- Training and supervision
- Good waste control arrangements in place.
- Adequate lighting throughout the workplace.

Protective and Preventative Measures:

Games should not be allowed to commence or continue without the supervision of a teacher.

Students are taught from the very first class in first year to use the equipment without endangering themselves or others and essential practical techniques are carefully demonstrated.

When involved in physical education, suitable clothes and shoes should be worn.

Flooring should be inspected frequently and if it is in a state of disrepair report it to management. Spilled materials must be cleared up immediately.

Adequate light and ventilation. Problems with lighting must be reported to a caretaker for immediate repair

Students using pitches must remove outdoor footwear before entering changing areas.

School and sports bags should be stored so that they do not become a tripping hazard or block exit routes.

Ensure that sufficient bins are provided for rubbish, and are they emptied regularly.

Teachers must inform their students and any visiting teams of the Emergency Plan and locations of the fire alarms, the fire exits and alternative routes from the gym.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

A fully stocked first aid kit must be readily available in the gym.

Ensure that the following fire signage is posted:

- clear instructions on what to do in the event of an emergency situation;

- a map highlighting the routes to take to evacuate the building;
- the assembly point number to which classes and Teachers evacuate.

6.6.2 Hazard –Sports Equipment

Persons at Risk: Teachers, students and visitors

Risk: Cuts, abrasions injury form projectiles.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Supervising teacher

Resources Required:

Provision of safe systems of work.

Good waste control arrangements in place.

Adequate lighting throughout the workplace.

Protective and Preventative Measures:

Before using sports equipment the teacher/coach must ensure it is safe for use e.g. no sharp edges, cracks or splinters and that it is size, mass and strength appropriate.

All balls must be properly inflated and appropriate to the activity.

No homemade equipment should be used.

If students are permitted to bring their own equipment, teachers/coaches must ensure it is in good working order and suitable for personal use.

Students are taught how to use sports equipment properly and are to be adequately supervised by trained authorised staff.

Equipment should be securely stored when not in use and safely stacked.

Good housekeeping is needed in the storage area, and the area should be kept clean and tidy.

A planned inspection and maintenance routine needs to be put in place with testing where appropriate for the type of equipment.

Defective items are to be removed from the area or locked away where possible and marked clearly to indicate they should not be used.

Students should be restricted from participating in sport if they are not wearing the necessary personal protective equipment.

6.6.3 Hazard – Participating in Sports

Persons at Risk: Teachers, students and visitors.

Risk: Slips, trips, contact injuries, falls.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Supervising teacher

Resources Required:

Provision of safe systems of work.

Good waste control arrangements in place.

Adequate lighting throughout the workplace.

Irish Sports Council – *Code of Ethics for Good Practice in Children’s Sport, 2001.*

First Aid kits.

Protective and Preventative Measures:

Activities undertaken should be suitable for the ability, age and experience of the participants.

Prior to students participating in any sport or activity, teachers/coaches need to be made aware of the medical background and the physical limitations of their students. This includes knowledge of students with heart disorders, asthma, epilepsy, diabetes, severe allergies etc.

A student should not participate in sport if, owing to an injury or ill health, participation might lead to harm.

A student must be fit to play in the position in which he/she is selected.

In organising matches and training sessions, it is necessary to ensure that players are evenly matched, in terms of size, skill and experience.

Teachers/ coaches should not participate as a player in training or class as they will not be able to adequately supervise the game and may injure a much smaller player.

Prior to teaching the skills of the activity, the teacher/coach must outline the possible risks, demonstrate how to minimise the risks and set out procedures and rules for safe play.

Prior to playing sport the teacher should provide students with a programme of basic warm up exercises appropriate to the exercise that is being undertaken.

Students must wear appropriate clothing for P.E. classes and sports activities. Ill-fitting clothing, scarves, jewellery, hard-soled shoes and socks without shoes can inhibit movement and possibly cause injury during active movement. Long hair should be tied back.

If wearing glasses, eyeglass straps and/or shatterproof lenses may be needed for some activities.

For all indoor activities walls must not be used as finishing lines or turning points. A line can be designated in advance of the wall.

Supervision is essential at all times when students are involved in sports. Where specialised sports are played expert supervision and instruction is required. The more dangerous the activity and the more vulnerable the person undertaking the activity, the more care that must be taken by the teacher/coach.

If particular maneuver in a sport is inherently dangerous then the teacher should ensure that a modified version of the sport is played where there is no need for this maneuver to be practiced e.g. the rugby tackle replaced by 'tip rugby'.

Prior to commencing outdoor activities the weather needs to be considered where the conditions are such that they render an otherwise safe activity hazardous.

Teachers involved in teaching PE and coaching teams should be trained in first aid.

6.6.4 Hazard – Basketball Courts, Football Courts & Pitches

Persons at Risk: Teachers, students and visitors.

Risk: Slips, trips, contact injuries, falls.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Supervising teacher

Resources Required:

Provision of safe systems of work.

Good waste control arrangements in place.

Adequate lighting throughout the workplace.

State Claims Agency – Goal Post Safety in Schools document.

Protective and Preventative Measures:

Football pitches & courts and basketball courts must be kept free from debris and obstructions and provide suitable footing.

Goal posts should be suitable and adequately maintained in accordance with the State Claims Agency – Goal Post Safety in Schools document..

Holes and severely uneven surfaces should be filled in and repaired.

Students should wear appropriate sport wear and footwear.

Students should be supervised when participating in outdoor sports. Where specialised sports are played expert supervision and instruction is required.

6.7

Home

Economics

Room

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.7.1 Hazard –General Kitchen Safety

Persons at Risk: Teachers, students and other school personnel.

Risk: Slip/trips and falls. The hazard is usually caused by someone leaving loose materials / objects on floors or pedestrian walkways, poor housekeeping, wet floors, spillages or floor covering in a state of disrepair. Unauthorised or unsupervised use of equipment can result in injuries. Most kitchen injuries are the result of using sharp objects.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Maria O Donovan and Siobhan Slattery

Resources Required:

- Provision of safe systems of work.
- Training and supervision
- Good waste control arrangements in place.
- “Wet Floor” sign
- First Aid

Protective and Preventative Measures:

The Home Economics room door should be locked when the room is not in use.

Where theory classes are taught in the Home Economics room, all equipment and materials present should be made safe.

Practical work should not be allowed to commence or continue without the supervision of a Home Economics teacher. The teacher should never leave the room unattended during class time.

Students are taught from the very first class in first year to use the equipment without endangering themselves or others and essential practical techniques are carefully demonstrated.

Rules of our kitchen are prominently displayed and each student receives a copy. Special training and supervision is given when students are using sharp utensils such as knives. Students are taught from the start how to use these correctly.

When involved in cookery classes, hair needs to be tied up and loose fitting clothing or jewellery should not be worn.

Any cuts or open wounds should be protected from foreign objects.

Adequate washing facilities should be provided, with suitable sinks; clean, running, hot and cold or warm water; soap or other cleaning agents; and towels.

If flooring is in a state of disrepair it will be reported to management. Spilled materials must be cleared up immediately.

Utensils should only be stored in the racks or drawers provided.

Utensils should be cleaned and put away after use.

Grease should be cleaned regularly from stovetops, hoods and walls.

Rubber gloves are available to be worn while cleaning

No attempt should be made to clean any equipment until it is cool.

Empty cans and food containers should be promptly removed. Dry rubbish must be stored so that it does not cause a fire hazard.

Hands should be washed thoroughly and often before handling food and dishes.

Doors and drawers should be closed immediately after use.

Broken crockery and glass should never be handled with bare hands. It should be swept up with a brush and dustpan. A puncture-proof container must be used for the disposal of broken crockery and glass.

There should be adequate space for sorting and storing crockery and glassware before and after washing.

Movement of students during classes should be kept to a minimum.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

Ensure that sufficient bins are provided for rubbish, and are they emptied regularly.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Work equipment should be stored off floors and kept in tidy condition.

Ensure that the following fire signage is posted:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;
- the assembly point number to which classes and teachers evacuate.

6.7.2 Hazard –Hot Equipment, Food, Liquid or Steam.

Persons at Risk: Teachers and students.

Risk: Burns and scalds from hot equipment, food, liquid or steam.

Rating of Risk: 2 – Low Priority

Persons Responsible: Maria O Donovan, Siobhan Slattery

Resources Required:

Provision of instruction and training,
Safe systems of work
Potholders, oven mitts.
First Aid Box

Protective and Preventative Measures:

Hot substances should be handled with care.

The cooking areas must be kept clear.

Handles must not overhang stoves or shelves.

All pots, pans, kettles or pipes must be considered hot before handling.

Dry cloths or potholders should be used when handling hot utensils. Aprons are not to be used for this purpose.

Pots and kettles should never be filled to the top.

Do not wear bracelets or other dangling jewellery that could get caught in handles.

Ensure that floors should be maintained so as to avoid tripping hazards.

The unnecessary movement of hot liquids/materials should be avoided if there is a risk of spillage/splash.

In the event of a burn or scald seek help from the first aider.

6.7.3 Hazard – Exposure to contaminated food or infectious material. (Pathogens)

Persons at Risk: Teachers and students.

Risk: Food poisoning.

Rating of Risk: 1 – Low Priority

Persons Responsible: Maria O Donovan, Siobhan Slattery

Resources Required:

- Provision of instruction and training in food hygiene.
- Safe systems of work and adequate supervision.
- Routine inspections.

Protective and Preventative Measures:

Hygiene and HACCP principles are part of the curriculum for students.

Scrupulous cleanliness must be maintained at all times. A ‘clean as you go’ approach should be adopted.

Ingredients for home economic practicals are ordered on a weekly basis and unused fresh produce is disposed of at the end of the week.

Students bringing fresh produce to use in class place produce in fridge at the start of the school day.

Fridges have temperature control devices. It must be ensured that they are working at all times and that chilled food is stored <5°C and frozen below -18°C.

Fridge should be cleaned down and the freezer should be defrosted and cleaned down on a regular basis.

The fridge is mainly used to store fresh produce for use in practical classes. It is also used to store cooled produce from Home Economics classes that students will collect before the end of the school day.

Food products must be adequately spaced to allow air movement and proper cooling. Raw and high-risk food should be separated.

Hands should be washed thoroughly and often before handling food and dishes.

Hands must be washed after eating or visiting the rest room.

Persons with open sores, wounds or infectious diseases should not be allowed to handle food. All injuries and illnesses must be reported to the teacher.

Colour coded chopping boards should be used for handling meat, (raw/cooked) vegetable and salad foodstuffs.

6.7.4 Hazard –Electricity

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Fatal shock, muscle contractions, burns and fire.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Maria O Donovan, Siobhan Slattery

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare At Work (General Application)*, 2007 and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Key operated emergency isolator.

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name, CE marking and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live

Sufficient numbers of sockets are available in the home economics room; over loading sockets by using adaptors is a fire hazard.

Plugs and sockets to be properly fitted and suitable fuses used, e.g. 13 amp fuses for appliances with a loading up to 2.9kW, as this covers most 'non-fixed' appliances.

Constant exposure to heat and steam damages wiring. Electrical appliances, flexes, plugs and sockets should be visually inspected regularly for signs of damage wear or defective operation.

Don't drag an appliance by the flex or pull on the flex to remove a plug from the socket.

Don't handle plugs or switches when your hands are wet; dry them first.

Faulty equipment or appliances must be taken out of use immediately and report it to a caretaker. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Other than basic electrical repairs within the teacher's capabilities, such as changing a plug or a fuse, only qualified electricians are permitted to carry out any electrical work on the premises or maintenance work on electrical equipment.

Always read the manufacturer's instructions carefully before using a new appliance and keep the instructions for reference.

6.7.5 Hazard –Appliances

Persons at Risk: Home Economics Teachers, students and other school personnel.

Risk: Electric shock, burns, scalds, cuts and fire.

Rating of Risk: 3 - Medium Priority

Persons Responsible: Maria O Donovan, Siobhan Slattery.

Resources Required:

Compliance with part VIII of the *Safety Health & Welfare At Work (General Application)*, 2007 and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Key operated emergency isolator.

Fire Extinguishers and Blankets.

Protective and Preventative Measures:

Students should not operate the kitchen appliances unless they have received basic training in the skills and knowledge required for the job.

Ensure that guarding is in position and working effectively prior to operating.

If any appliance or guarding is defective, take it out of use and report it to the caretakers. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Maintain appliances in clean and tidy condition. Don't clean or wash any appliance while it is still plugged in.

Pay attention to the job you are doing – do not be distracted or disturb others.

Do not wear loose clothing or jewellery that could become entangled in moving machine parts. Tie up long hair.

All guards or other safety devices are to be kept in good working order and checked regularly.

A competent electrician only must provide electrical supplies and services.

The manufacturer's recommendations and instructions must be followed at all times.

Electric Cookers:

Always make sure the oven and cooker top is clean. If not, clean them thoroughly and safely. Residue grease and food can catch fire.

Keep pot handles turned inward, away from the edge of the stove. Don't wear long, loose sleeves that can hang over the stove while cooking.

Use oven gloves when taking food in or out of the oven.

During use do not touch hot surfaces such as the glass door, top or sides of cooker.

Stand back from oven door to avoid heat blast.

Food Processor

Never overfill the bowl with hot liquids.
Care should be taken when cleaning blades.

Kettle

Unplug electric kettles before filling it and make sure that the water covers the element.

Deep Fat Fryer

Never use a fryer without ensuring that it contains enough oil to cover the thermostat.
Never leave fryer unattended whilst it is switched on.
Switch off the power when frying is finished.
Do not refill pan with oil whilst the apparatus is still alight.
All fryers should be equipped with thermostats for user temperature control.
All fryers should be equipped with automatic cut outs (to operate at 200°C), so arranged as to cut off the heat source in the event of thermostat failure.
Extract ducting, grease traps and filters should be cleaned frequently in order to maintain them in the event of fire.
To reduce spitting and boiling, food should be dry before immersion into hot oil or fat.
Avoid over loading food basket.
Before the fryer is cleaned, it should be turned off and isolated and the oil / fat allowed to cool.
In the event of fire isolate the fryer and smother the fire using the fire blanket provided or tackle the fire from a safe distance using a carbon dioxide fire extinguisher.

Toaster

Don't try to release jammed toast from the toaster while it is still plugged in.
Don't put foreign objects in the toaster.

Fridge/freezer

Exercise care when placing/removing food products

Washing Machine

Ensure machine is on a level platform.
Do not over load.
Drain hoses should be regularly checked and maintained.

Tumble Dryer

Ensure the dryer is not left on overnight.
Clean the filter after use.

Blenders

If the blades get stuck, unplug the appliance before removing the ingredients that block the blades.
Never overfill the blended with hot ingredients

Liquidiser

Ensure lid is firmly in place before use.

Hand Mixer

Do not wash unit under running water while plugged in.

Do not immerse in water.

Ensure that long hair, ties etc. do not hang over the appliance when in use.

Pressure Cooker

Check and maintain pressure cooker regularly.

Pay close attention to the safety valve.

Microwaves

The microwaves must always be attended when in use.

Use only microwave-safe cookware in the microwave - never tinfoil or anything metal.

Use oven gloves.

Do not attempt to tamper with the microwave's "fail safe" mechanism, which shuts off the power when the door is opened or prevents the door from opening when the oven is operating.

Electric Carving Knife

Only the teacher uses the electric carving knife

Use carving board.

Keep hands away from blades.

Avoid water.

6.7.6 Hazard – Exposure to irritating detergents.

Persons at Risk: Home Economics Teachers and students

Risk: Skin and Eye Burns, Dermatitis, Skin Irritations, Asthma, Breathing Problems,

Rating of Risk: 2 – Low Priority

Persons Responsible: Maria O Donovan, Siobhan Slattery

Resources Required:

Compliance with the *Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001*.

Provision of instruction and training.

Safe systems of work and adequate supervision.

Risk assessments and routine inspections.

Protective and Preventative Measures:

Always follow carefully any instructions on detergent containers.

When handling substances, especially concentrates, gloves should be worn.

Check that rubber gloves are free from holes, tears or thin patches. If any of these faults are present ask for replacements immediately. Tell if you experience any irritation or allergy from the gloves you have used.

Skin contact with detergents and cleaners should be avoided.

When diluting concentrates always add the concentrated liquid to the water, not the water to the concentrate.

Cleaning chemicals must never be transferred into other containers such as milk or soft drink bottles.

Cleaning chemicals should never be mixed together. Some contain chemicals based on chlorine, and some contain acid; if the two are mixed together, they give off toxic chlorine gas.

Cloths should be kept for their own separate purposes and should be replaced frequently.

If cleaning chemicals are accidentally splashed onto your skin or eyes, always wash with plenty of water or eye wash. Seek medical advice.

Only use chemicals in well-ventilated areas. Open the window.

Always clean up any spills on floors and work surfaces immediately.

Always store chemicals as manufacturers advise, e.g. away from heat, sunlight and foodstuffs.

Seek medical assistance immediately if you experience any adverse reaction to substances such as headaches, nausea or skin complaints.

6.8

Off-Site

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.8.1 Hazard – Day Trips / Sports Trips

Persons at Risk: Teachers and students.

Risk: Injuries from playing sports, travel accidents, fire in host's facilities, lost party member or attack.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Organiser of the trip.

Resources Required:

First Aid

Phone numbers and details of local medical centre

Mobile Phone

Protective and Preventative Measures:

Ensure that there is adequate supervision for the number of students participating in the event. A minimum of two teachers should participate in any day trip. There should be at least one adult of each gender in mixed parties.

Organise guidelines and procedures for transport, its maintenance, journey plans, and checks on things like seatbelts, tyres, first-aid kits, etc, due to the fact that most deaths/injuries are a result of car accidents. On coaches students should be seated and belted at all times. No standing or kneeling should be permitted.

Have researched and obtained phone numbers of local medical centres – doctors, dentists before travelling.

Those travelling who have specific medical conditions/requirements need to inform the organisers. A medical form and consent form needs to be completed by parents and held by the leader throughout trip.

At the destination, the host should be asked about any health and safety issues e.g. evacuation procedures and supervisors and students should be informed of such.

When travelling ensure there is a person nominated at the school as the contact person. The school contact should be kept updated with developments. The school contact should also be the person who parents contact for updates.

If an accident/incident occurs:

If no-one is physically injured:

Make a careful check of all individuals (students & staff) in party. If you suspect that there may be shock or delayed shock ask the advice of authorities present (police, paramedics, etc.) and if desirable take individuals concerned to hospital for a check-up.

Phone the school contact with exact details of what happened, what your plan is and arrange regular update phone times.

The school contact should phone parents and the Principal to inform them of the details and when next updated information will be provided.

If member(s) of party are injured:

Ensure that a competent member of staff accompanies any injured to hospital.

Ensure that the rest of the party follow to hospital for check up or for shock.

Ascertain, at the appropriate time the extent of injuries and the release time of the uninjured and those with minor injuries.

Phone the school contact with details of what happened, names of injured (and injuries), what your plan is and arrange regular update phone times.

The school contact is to immediately alert the Principal and the Chairperson of the Board of Management. Refer to Critical Incident Policy.

The Principal is to inform parents about the incident and injured/uninjured and extent of injuries known.

The school should consider inviting parents to school for updates, counselling and joint decisions.

6.8.2 Hazard – School Tours

Persons at Risk: Teachers and students.

Risk: The main causes of death, injury and illness among travellers, particularly those in developing countries, are accidents, diarrhoea, malaria, respiratory infections and skin cancer. Fire in the building, attack or disturbance by intruder, lost party member are other hazards to be considered.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Teachers/Principal organising and supervising the trip

Resources Required:

- Preparation before, support during and return after trip abroad.
- Competent travel health advice, training, information and good management support.
- Insurance.
- Adequate supervision.
- Preplanning, risk assessments.
- Contact phone number/ mobile phone.

Protective and Preventative Measures:

Most school tours are to other developed/European countries, but it is still necessary to do a thorough risk assessment of the country of destination and the individual students; seek information from the Department of Foreign Affairs and other schools who have visited this country.

Preparation before for all trips and support during and after is essential.

Adequate supervision is essential, to aid this each teacher should be given responsibility for 8-10 students. This grouping should be used throughout the trip in all administrative situations.

Participants need to receive competent travel health advice, information and vigilance training.

When organising accommodation those organising the trip need to specify requirements as condition of booking accommodation and check during pre visit:

- There are automatic fire alarms on each floor and in public areas, which can be heard inside rooms.
- There are serviced fire extinguishers available on each floor and in public areas.
- All fire exits are clearly marked.
- There is more than one exit from upper floors of the building.
- A walk through fire practice takes place on arrival.
- A signing in/out book is used at reception for staff and pupils to ensure registration of whole party after an evacuation of the building.
- Ensure the hotel is locked at night or that there is a night porter on duty.
- Ensure that all windows are securely shut from the inside.
- If windows lead onto balconies, ensure that staff or the most reliable pupils occupy these rooms.

- If a room is designated as a fire exit, ensure staff occupies it.
- If other guests share the accommodation insist on sole occupancy of the floor and have designated staff rooms at the entrance of the corridor.

Organise guidelines and procedures for transport, its maintenance, journey plans, and checks on things like seatbelts, tyres, first-aid kits, etc, due to the fact that most deaths/injuries are a result of car accidents. On coaches students should be seated and belted at all times with no standing or kneeling is permitted.

Before travelling phone numbers of local medical centres – doctors, dentists should be researched and obtained.

Those travelling who have specific medical conditions/requirements need to inform the organisers. A medical form and consent form needs to be completed by parents and held by the leader throughout visit. Dietary and health requirements need to be forwarded to accommodation.

If travelling on long haul flights, to avoid DVT, stand up regularly, drink plenty of water and perform leg-stretching exercises.

When travelling ensure there is a person nominated at the school as the contact person. Keep the school contact updated with developments. School contact should also be the person who parents contact for updates.

If travelling to developing countries;

Check with the Department of Foreign Affairs for country security guidance and disease status.

Ensure that those travelling receive medical advice and the vaccinations required.

Develop security guidelines and procedures for travel to high-risk environments. Pre-planning and emergency contingency tactics are vital. Seek advice and facilitation from a recognised security expert or organisation, and check insurance cover.

Be careful about what you eat, never drink the local water and wash all uncooked food in bottled water.

If an accident/incident occurs:

If no-one is physically injured:

Make a careful check of all individuals (students & staff) in party. If you suspect that there may be shock or delayed shock ask the advice of authorities present (police, paramedics, etc.) and if desirable take individuals concerned to hospital for check-up.

Phone school contact with exact details of what happened, what your plan is and arrange regular update phone times.

School contact to phone the Principal and parents to inform them of the details and when next updated information will be provided.

If member(s) of party are injured:

Ensure that a competent member of staff accompanies any injured to hospital.

Ensure that the rest of the party follow to hospital for check up or for shock.

Ascertain, at the appropriate time the extent of injuries and the release time of the uninjured and those with minor injuries.

Phone the school contact with details of what happened, names of injured (and injuries), what your plan is and arrange regular update phone times.

The school contact is to immediately alert the Principal and the Chairperson of the Board of Management. Refer to Critical Incident Policy.

The Principal is to inform parents about the incident and injured/uninjured and extent of injuries known and to note if any parents intend to travel immediately to the hospital.

The school should consider inviting parents to school for updates, counselling and joint decisions.

6.9

Offices

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.9.1 Hazard - Visual Display Units

Persons at Risk: Employees using VDU's.

Risk: There is little medical evidence to suggest that the use of a VDU will result in either short or long-term defects on an operator's health. VDU's are not in themselves hazardous but unsafe methods of using the equipment can result in physical (musculoskeletal) problems, visual fatigue and mental stress.

Rating of Risk: 4 – Medium Priority

Persons Responsible: Office staff

Resources Required:

Information, instruction and training on safe use of VDU's.

St. Joseph's Secondary School is committed to complying with the *Safety Health & Welfare at work (General Application) Regulations 2007*.

Protective and Preventative Measures:

The use of Visual Display Units is in accordance with the *Safety Health & Welfare at Work (General Application) Regulations 2007*.

Each employee using a VDU needs to adjust and arrange the chair and workstation to ensure each individual adopt a technique of good posture and movement. If experiencing any discomfort, either visual or muscular, speak to the Principal.

The VDU's have detachable keyboards and tilt/swivel facilities on the screen.

The keyboards are tiltable and separate from the screen to allow the user to find a comfortable working position, which avoids fatigue in the arms or hands. There must be sufficient space in front of the keyboard to provide support for the hands and arms of user. Work desk or surfaces should have a sufficiently large, low reflective surface and allow for a flexible arrangement for the screen, keyboard, documents and related equipment.

Workstations, chairs and computer equipment must all be suitably adjusted in order to maintain a safe elbow working angle 90°. Desks and screens should be arranged where possible to avoid glare on screen.

Document holders, footrests, anti-glare screens, local lighting are available if required.

Every employee who habitually uses a VDU has a right to an eye test, if required. New employees are entitled to pre-employment eye tests.

If a user notices drifting, flickering or jittering images he/she should report it for servicing or replacement.

If using the computer for prolonged periods, rest breaks should be taken before the onset of fatigue in order to recuperate, and, when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length.

Short, frequent breaks are more satisfactory than occasional, longer breaks e.g. a 5/10-minute break after 50/60 minutes is likely to be better than a 15 minute break every 2 hours. If possible, breaks should be taken away from the screen. Informal breaks, i.e. time spent on other tasks, not involving screen work appear, from study evidence, to be more effective in relieving visual fatigue than formal rest breaks. Maintenance of the server is restricted to service engineers from the contractor.

Additional Control Measures required to reduce the risk:

A glass-viewing panel is needed on the door in the Principal's Office.
Office furniture should be arranged to ensure easy egress in case of emergency.

6.9.2 Hazard – Untidiness/Poor Housekeeping

Persons at Risk: Office employees, other school personnel, contractors and visitors.

Risk: Slips, Trips, Falls, Collisions

Rating of Risk: 2 - Low Priority

Persons Responsible:

Office staff

Resources Required:

- Provision of safe systems of work.
- Good waste control arrangements in place.
- Adequate lighting throughout the workplace.
- First Aid Facilities
- Steps

Protective and Preventative Measures:

Adequate office space should be allocated for the working personnel.

All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc. All office equipment should be located so as to avoid risks of falls. Sources of obstructions are to be removed immediately.

Employees are required to ensure that there is a good standard of tidiness and housekeeping in their work areas. The main office should not be used as a dumping area for the school. All unnecessary items should be removed or disposed of as seen fit.

Equipment that is not necessary for the day to day running of the offices should be removed to allow for more working space.

Floors should be maintained so as to avoid tripping hazards. If an employee notices flooring in a state of disrepair, this should be reported to a caretaker immediately for repair.

Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.

Filing cabinet drawers must be closed immediately after use. Filing cabinets that do not have interlocking drawers should be replaced.

Desks, chairs, display units and other office furniture should be inspected regularly for their stability and state of repair. If found unsuitable, this should be reported to a caretaker for repair or replacement.

If access is required to a height, use steps in a safe manner. All items stored above head level shall be stored properly to prevent falling.

Trailing cables are avoided, but if necessary they need to be ramped and protected to avoid possible tripping hazards.

6.9.3 Hazard – Electricity

Persons at Risk: Office employees, other school personnel, contractors and visitors.

Risk: Fatal shock, muscle contractions, burns and fire.

Rating of Risk: 3 – Medium Priority

Persons Responsible:
Office Staff

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare At Work (General Application) Regulations, 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live.

The photocopiers require regular servicing and maintenance. They should be located in a well-ventilated area.

Sufficient numbers of sockets should be made available in all offices; over loading sockets by using adaptors is a fire hazard. If necessary use an additional multi-plug socket block.

Plugs and sockets to be properly fitted and suitable fuses used, e.g. 13 amp fuses for appliances with a loading up to 2.9kW, as this covers most 'non-fixed' appliances.

Electrical appliances, flexes, plugs and sockets should be visually inspected regularly for signs of damage wear or defective operation.

Don't drag an appliance by the flex or pull on the flex to remove a plug from the socket.

Avoid 'spaghetti-junction' type cable connections behind computer equipment. Keep power cables separate from other connecting cables.

Faulty equipment or appliances must be taken out of use immediately and report it to a caretaker. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Do not carry out electrical repairs – this is strictly a job for competent personnel or contractors.

Do not introduce unapproved electrical appliances to your work area e.g. radios, heaters etc. If charging mobile phone ensure charger is plugged out when finished.

All electrical equipment should be switched off before leaving the offices in the evening. In exceptional cases where equipment must be left on a notice advising this fact should be attached.

Always read the manufacturer's instructions carefully before using a new appliance and keep the instructions for reference.

Never permit loose electric cables across walkways.

6.10

Outside

Premises

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.10.1 Hazard–Car Parks & General Areas

Persons at Risk: All employees, students, parents, visitors and contractors.

Risk: The hazards associated with the car park include: accidental impact with moving vehicle, inadequate lighting or poor maintenance resulting in slips and falls.

Rating of Risk: 6–HighPriority

Persons Responsible: Supervising teacher

Resources Required:

Speed restrictions in place.

Vehicle spacing and design in compliance with standards for car parks.

Road direction markings

Protective and Preventative Measures:

Do not drive at excessive speeds.

Markings and signage should be used to inform car drivers of parking areas and speed limits.

Ensure external lighting is maintained and that a reasonably uniform luminance is achieved in the external area.

Make sure that car lights are switched on if driving in darkness hours.

Remain clear of reversing vehicle.

Clear signage is needed for visitors, to inform them to report to the main office and indicating where it is.

All external walkways and footpaths should be kept free from obstruction and maintained in a suitable condition.

All staff to reverse into car parking spaces

Additional Control Measures required to reduce the risk:

If cars do not slow down, using ramps should be considered.

The school is built on a height and students tend to sit on the walls. This should be prevented.

Student Parking:

In the interests of Health and Safety, students are not permitted to park on school grounds. Free, on street parking is available adjacent to the school.

Parent Parking:

At the start and end of the schooldays, parents are asked to drop their children outside the school gate.

6.10.2 Hazard – Oil Tanks

Persons at Risk: Teachers, students, other school personnel and visitors

Risk: Leaking tank can be a serious fire and environmental hazard

Rating of Risk: 4– Medium Priority

Persons Responsible: Supervising teacher

Resources Required:

Regular inspection and annual service by competent contractor.
Bunding.

Protective and Preventative Measures:

The boilers must be serviced annually to ensure that they are operating safely and efficiently and that emissions of flue gases are kept to a minimum.

A thorough service should also include a tank check. Pipe work and fittings should be checked for signs of damage or leaks.

Oil tank enclosures should be locked.

Before and after each fill, inspect the vent and fill pipes and the tank's bottoms for leaks and spills, as they may not be evident until a change in volume occurs.

Keep debris clear, so you can see under the tanks and easily detect any leaks.

Isolation systems should be adequately designed to ensure leakage of fuel does not occur. Double block and bleed valves on fuel lines should be considered. Reliance should never be placed upon single valves for isolation.

Bunding – an enclosure inside which an oil tank can be located which is capable of holding the contents of the tank plus 10% needs to be considered, so as to prevent oil damaging the environment in the event of a leakage or spillage.

In the event of an oil spillage:

- Cease pumping (if pumping).
- Notify the main office, the Principal and Fire Brigade/Environmental Protection Association if their services are required.
- Shut off all tank outlet valves.
- Ensure there are no naked flames in the vicinity of spillage.
- Use recommended oil absorbent.
- Management should take the necessary corrective action to prevent recurrence.

6.10.3 Hazard –Gas Cylinder

Persons at Risk: Teachers, students, other school personnel and visitors

Risk: Leaking cylinders can be a serious fire and explosive hazard

Rating of Risk: 4– Medium Priority

Persons Responsible: Supervising teacher

Resources Required:

Regular inspection and annual service by competent contractor.

Protective and Preventative Measures:

Ensure that the gas cylinder is located in a safe place and has all the necessary safety devices to protect the cylinder and the pipe work and appliances attached to them.

Ensure there are adequate arrangements for inspection and maintenance of the cylinder and its equipment.

Don't let anyone work on the installation unless they are suitably trained and competent to do the work.

Don't let anyone smoke or have any electrical equipment, vehicles, or other sources of ignition near the installation. Make sure the "No Smoking" signs and any other notices are maintained.

Make sure that any aboveground pipe work from the cylinder to the point of use is protected against accidental damage and is properly supported. For underground piping, make sure you know the route it takes, and avoid putting anything in the ground, which may damage the pipe work.

Report any equipment failure or damage to your supplier without delay, and ask them for advice about what you should do.

IF A FIRE OR LEAK OCCURS

1. Dial 999 to call the fire brigade.
2. Activate fire evacuation procedures.
3. If it is safe to do so, turn off all gas appliances.
4. If you think that you have a gas leak, or that a gas appliance is not working properly, call the gas supplier so they can come and make safe.
5. If the leak is indoor, open doors and windows and evacuate the area.
6. Do not switch any lights or electrical equipment on or off, as this may cause a spark.
7. A leak in the gas piping can be stopped by closing the manual outlet valve on the cylinder, but only do this if you can approach the valve safely.

Fire fighting

Don't try to put out a fire involving gas - leave it to the fire brigade. It is safer to evacuate everyone from the area. An overheated cylinder can explode.

If you have fire-fighting equipment for use on paper, wood, rubbish, etc., make sure that you know how to use it, and that it is maintained regularly. Don't try to use it on burning

gas. A fire involving grass, rubbish, etc. can be tackled with a fire extinguisher **IF IT IS SAFE TO DO SO.**

Always call the fire brigade first. If the fire is near the cylinder or its pipe work, or if you can't put it out quickly - leave it.

6.10.4 Hazard – Maintenance activities

Persons at Risk: Caretakers and other school personnel.

Risk: Maintenance activities may involve various hazardous activities such as electrical repairs and hand / power tools, use of ladders, using hazardous substances, manual handling or working alone.

The main hazards associated with the use of hand tools are:

Sharp edges /blades, defective tools or parts thereof.

The main hazards associated with portable electric tools are:

Electric shock or contact with the moving part of the tool.

The main hazards associated with using hazardous substances are:

Fire, burns, skin irritations, allergies, asthma, dermatitis, long-term damage to health.

The main hazards associated with manual handling are:

Lifting, pushing, pulling or manoeuvring loads and weights resulting in strains or sprains of arms, back or legs or foot injuries.

Rating of Risk: 4– Medium Priority

Persons Responsible: Relevant teacher/staff member

Resources Required:

Personal Protective Equipment.

Machinery and equipment is subject to routine inspection.

Safety Data Sheets.

Manual handling training

Provision of instruction and training,

Safe systems of work.

Mechanical devices (trolleys, pallet loaders) provided.

Risk assessments and routine inspections.

Mobile phone.

Protective and Preventative Measures:

Caretaker's storerooms should be locked when not in use and access should be prohibited to students.

All employees and / or contractors involved in maintenance work must use suitable and appropriate personal protective equipment provided.

Avoid working alone where possible.

Any hazardous work must be conducted in pairs. If necessary a risk assessment involving a job hazard analysis must be undertaken.

A communication system for persons working alone is in place.

Hand tools and Power Tools

In relation to the use of hand and power tools the following points should be observed:

The correct type, size and weight of tool should be selected for the job and attention should be paid to any manufacturer's instructions.

Defective or unsuitable tools can cause accidents and as such proper maintenance is critical. Grease and dirt should be regularly cleaned off.

The cutting edges of tools should be kept sharp and protected when not in use.

Handles of equipment should be smooth finished and maintained in good condition.

When work with a hand tool is completed the tool should be stored in the appropriate toolbox or other designated storage area so as not to present a falling or tripping hazard.

Employees using hand tools must have knowledge and understanding of the hazards involved and the necessary precautions to be taken to reduce the risks.

Cables, plugs or connectors should be in good condition and free from cracks, breaks or exposed wires.

The manufacturer's instructions for the operation of the tools must be followed.

Portable tools must operate only on 110V power supply.

A residual current circuit breaker (RCCB) should be used at the socket or mains even if the power supply is 110V.

Portable electric tools should only be used for their designed purpose.

Cables must not be allowed trail on the floor, least of all in water. Apart from additional tripping hazards associated with trailing cables, unprotected cables can be damaged causing a short circuit.

In addition to the visual inspection by the employee prior to use, portable electrical tools should be subject to an annual inspection and maintenance programme carried out by a competent electrician.

Hazardous substances

Always be familiar with the risk associated with the substance in use – if necessary obtain full details including safety and emergency procedures from the manufacturer's Safety Data Sheet.

Avoid inhalation or skin contact with all hazardous substances.

Only use hazardous substances in a well-ventilated environment. When painting ventilate room to minimise inhalation of solvent vapours, especially if using paint removers.

Do not hand clean with paint solvents or thinners. Wear barrier creams.

If using a hazardous substance ex. weed killers, insecticides, pesticides use the appropriate protective equipment without fail such as, gloves, overalls, face or eye protection, respiratory equipment etc., (as advised in the Manufacturers' Safety Data Sheet).

Wash hands after using.

Do not spray in windy conditions or where passers by may be affected.

Ensure that all hazardous substances are clearly labelled.

Hazardous substances must be stored in the smallest quantities in a safe designated area and in a safe manner. Never store chemicals together that have a hazardous reaction if mixed e.g. bleaches and detergents. (Alkalis and Acids)

In case of contact with eyes, skin or mucus membranes, splash with copious amounts of water, seek medical attention immediately and refer to the Safety Data Sheet for emergency treatment.

Always report any incidences of contact with chemicals / hazardous substances.

Machinery Equipment

Do not operate any machinery or equipment unless you have received basic training in the skills and knowledge required for the job.

Ensure that guarding is in position and working effectively prior to operating any machine or equipment.

If any defective machinery, equipment or guarding is noticed, advise management immediately.

Maintain machinery and equipment in clean, tidy condition and free from congestion.

Keep the floor area around the machine/equipment free from obstructions.

Pay attention to the job you are doing – do not be distracted or disturb others.

Do not wear loose clothing that could become entangled in moving machine parts.

Wear safety boots when using lawnmowers. Stone pick grass area before mowing.

Do not clean or adjust a machine part while in motion.

Lubrication or other maintenance work should be carried out with the power isolated.

If appropriate, use suitable protective equipment, e.g. hand and / or eye protection, when using hazardous equipment.

All guards or other safety devices are to be kept in good working order and checked regularly.

Safety guards should be checked after any modifications to machinery.

Should a machine be operated with a guard or safety device removed to enable fault diagnosis, extreme caution (e.g. no loose fitting clothes) must be taken and management should be advised of the proposed repair work well in advance. Warning notices should be placed at any access point and unguarded machine parts should not run any longer than necessary or be left unattended for any reason.

A competent electrician must only provide electrical supplies and services.

The manufacturer's recommendations and instructions must be followed at all times.

Manual Handling

Staff should receive training in manual handling. The following safety procedures should be observed.

Do not lift any load in excess of your own lifting capacity – always use mechanical devices such as pallet loader / trolleys as an alternative.

Observe correct body posture, i.e. face the load and keep back straight.

Assess the size, shape, weight and gravity of load to determine if assistance is required – either mechanical or a two person lift.

Take firm grip with palms of both hands.

Feet apart with leading foot in direction of travel to allow follow through to prevent hands reaching out excessively.

Keep load as close to body as possible.

Crouch and lift with straight back (not upright) raising head and keeping chin in at the same time.

Wear safety gloves and/or safety footwear as appropriate.

Working at heights

Only use ladders for a short duration job. Ensure they are suitable for the task.

Ensure ladder is safe and sound and strong enough for the role. Report defective ladders and do not use them.

Ladders must be placed on firm ground and secured at the top and footed at the bottom. Protect base of ladder with signs if others are in the vicinity.

Do not go higher than 9m with a ladder. If used for access the ladder must protrude at least 1.6m above the step off point. Never go higher than the third from last rung. Place at a safe angle approximately 75° .

Use both hands to climb and descend the ladder and never lean out when on ladder. Never have more than one person on the ladder at any time. Place the ladder adjacent to the task to avoid twisting.

6.11

Science

Laboratories

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.13.1 Hazard – Chemical Use & Storage

Persons at Risk: Science Teachers, Students, Other Personal in the School

Risk: Fire, burns, skin irritations, allergies, asthma, dermatitis, long-term damage to health.

Rating of Risk: 9- Urgent Action

Persons Responsible: Michelle Costello, Jeremiah O Brien

Resources Required:

Compliance with *Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001* and *Safety, Health and Welfare at Work (Carcinogens) Regulations 2001*
Provision for all science teachers of Department Education & Science documents – *Safety in School Science* and *Safety in the School Laboratory*.
Provision of Safety Data Sheets for all chemicals on site.
Provision of instruction and training on safety precautions and the safe handling of Chemicals.
Safe systems of work and adequate supervision.
Provisions of PPE including gloves, eye protection and respirators.
Risk assessments and routine inspections.
First Aid Facilities.

Protective and Preventative Measures:

General:

A detailed list of all chemicals and quantities in the labs should be made. A list of all chemicals and their quantities that are out of date or that are not being use should be drawn up to arrange for safe disposal.

Always be familiar with the risk associated with the substance in use –obtain full details including safety and emergency procedures from the manufacturer’s Safety Data Sheet. Information on chemicals used in the Labs can also be obtained in the *Safety in the School Laboratory – Disposal of Chemicals* or of the website http://physics.slss.ie/ph_materialsafetydata.html

Avoid inhalation or skin contact with all hazardous substances.

Only use hazardous substances in a well-ventilated environment.

Use the appropriate protective equipment without fail such as, gloves, face or eye protection, respiratory equipment etc., (as advised in the Manufacturers’ Safety Data Sheet).

Storage:

Only authorised persons should have access to the chemical store, which should be locked when not in use.

The chemical store should be well ventilated; this includes forced ventilation from floor to ceiling.

Chemicals should not be stored in shelves above eye level. If chemicals have to be stored above this level it should be restricted to smaller bottles and steps should be provided.

Avoid floor chemical storage, if possible.

Shelves should have anti-roll off lips and should not be overcrowded. A chemical should not be hidden behind a larger container. Containers should not be stacked upon each other. Chemicals should be returned to the storage area immediately after use.

Chemicals should not be stored in fumecupboards while the cupboard is designated for other purposes.

Fire, smoke or heat detectors should be fitted.

The organisation of storage of chemicals should be simple and straightforward and in such a way as to minimise possible hazards.

Chemicals should be stored in groups and the presses/shelves labelled and colour coded to prevent incompatible chemicals from being near neighbours.

Red – Flammable Storage

Grey – General Chemicals, no particular storage hazard

Blue – Toxic or health hazard

Yellow – Oxidising Chemicals

Green – Corrosive Alkaline

White – Corrosive Acids

Chemicals should be stored in the manufacturer's containers or other appropriate containers. They must be clearly labelled in each case with the chemical name of the contents and the appropriate hazard warnings signs.

Chemicals should not be stored in alphabetical order.

Chemicals should not be stored according to poorly chosen categories: all acids together or all organics together.

Store flammable liquids away from sources of heat and ignition. Ensure containers are securely closed and specifically designed for the purpose. They should be stored in a clearly labelled fire resistant steel cupboard with a metal tray of sufficient capacity to contain any spillage at floor level. Ensure flammable liquids are stored away from oxidising agents, particularly nitric acid, hydrogen peroxide and potassium manganate (VII) (potassium permanganate).

It is inadvisable to store large quantities, e.g. more than one litre, of volatile flammable liquids. The maximum volume of such liquids stored should not exceed 2.5 dm³.

Flammable material storage should be located as far as practicable away from escape doors.

Flammable solids e.g. Group I (Li, Na, K) and Group II (Be, Mg) metals and some hydrides (NaBH₄, LiAlH₄) should be stored separately in a different fireproof cabinet, if possible, with phosphorous being kept apart from flammable metals.

Corrosive substances burn skin and eyes and may also react with incompatible packaging or metals like storage racking. Store away from flammable liquids and gases, oxidising agents and organic peroxides.

Methanal is a class 3 carcinogen. Fumes of hydrochloric acid and methanal when mixed form the potent carcinogen chloromethoxychloromethane. These two chemicals should be stored in separate rooms.

Oxidising substances can assist other materials to burn rapidly. Most oxidisers are extremely reactive and should be kept away from flammable materials. Store with other

strong oxidising agents provided they are compatible. Organic peroxides should be stored separately from flammable, corrosive and toxic materials.

The main risk with toxic substances during storage is failure of containment. Consult label and safety data sheet for degree of toxicity. Store away from flammables and oxidising agents.

All explosive materials should be stored well away from other chemicals.

Samples of chemicals that have been prepared in the course of research should be stored in closed sample tubes or bottles and should be clearly labelled in such a way that they can be readily identified.

Fume Cupboard:

Only use the cupboard for chemical handling operations, do not use for storage.

Before using a fume cupboard ensure it is suitable for the proposed work and be familiar with its operation.

The extraction fan must be turned on prior to commencing work in the fume cupboards. Confirm it is working satisfactorily by fitting a 'tell-tale' ribbon to the bottom of the sash as an airflow indicator.

Handle or prepare chemicals with harmful vapours in a fume cupboard.

Set maximum height of sash at 400 mm above work surface or below the maximum shown.

Position apparatus so as to minimise disturbance to airflow.

Plan in advance for possible emergencies.

Do not sit at a fume cupboard, as this restricts movement in emergency. Do not queue up behind someone using a fume cupboard.

Clean up any spillages promptly and effectively.

Never leave any potentially hazardous experiment or process unattended.

When the experiment is completed allow the fan to run for at least 10 minutes to ensure that fumes have been cleared before raising the sash.

When the fumes have been cleared, and with the fan still on, raise the sash to the set-up position, put stoppers back on bottles and dismantle the apparatus.

Always tidy the fume cupboard at the end of the experiment. Return chemicals and equipment to their proper storage place. Remove all unwanted material, and if necessary decontaminate and clean the walls of the chamber.

Leave fume cupboards open when not in use.

Have the fume cupboards checked and certified on a regular basis. Check that minimum face velocity is 0.3 m/s (recommended for school laboratories). Ideally it should be > 0.5 m/s (BS).

Protect annealed glass by applying plastic safety film externally or replace it with safety glass.

Additional Control Measures required to reduce the risk:

Unused and potentially hazardous chemicals need to be identified and disposed of.

Chemicals should be stored in groups and the presses/shelves labelled and colour coded to prevent incompatible chemicals from being near neighbours.

Gas piping should not run through a chemical store, this piping should be redirected.

Non-sparking ventilation is needed. With switch outside store.

Fume cupboards need to be serviced/repaired.
Safety data sheets should be obtained for all chemicals

6.11.2 Hazard – Stock Control & Waste Disposal

Persons at Risk: Science teachers, students and other school personnel

Risk: Fire, burns, skin irritations, allergies, asthma, dermatitis, long-term damage to health.

Rating of Risk: 9 – Urgent Action

Persons Responsible: Michelle Costello, Jeremiah O'Brien

Resources Required:

- Compliance with *Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001* and *Safety, Health and Welfare at Work (Carcinogens) Regulations 2001*
- Provision for all science teachers of Department Education & Science documents – *Safety in School Science* and *Safety in the School Laboratory*.
- Provision of Safety Data Sheets for all chemicals on site.
- Provision of instruction and training on safety precautions and the safe handling of Chemicals.
- Safe systems of work and adequate supervision.
- Provisions of PPE including gloves, eye protection and respirators.
- Risk assessments and routine inspections.
- First Aid Facilities.
- Chemical spill clean up kit.

Protective and Preventative Measures:

Stock Control

- New stock should be date stamped on receipt and entered in a stock book (or computer database).
- The previous year's order should not be repeated without checking that there is less than one year's stock of each substance.
- Non-hazardous, stable and easily disposed of chemicals should be ordered in limited quantities (max. 5 years stock recommended).
- When ordering more hazardous materials and materials that may present difficulties in disposal, the quantities ordered should be kept to the necessary minimum (max. 2 years stock recommended).
- Damaged or peeling labels should be replaced immediately. Any stock that shows signs of deterioration or has lost its label must be disposed of by the recommended methods.
- A thorough term inspection of the chemical storage should be carried out. Disposal of out-of-date chemicals in storerooms, laboratory etc. should be undertaken.
- Reagent bottles must be clearly labelled.
- An excessive amount of waste material should not be allowed to accumulate.
- Wear appropriate personal protective equipment.

Waste Disposal

Chemical Waste

A list of all unwanted and out of date chemicals need to be drawn up, this needs to include the quantities of each chemical.

The Department of Education & Science document –*Safety in the School Laboratory-Disposal of Chemicals* should be referred to for information on the disposal of certain chemicals.

In cases where teachers cannot safely dispose of waste chemicals specialist hazardous waste disposal firms must be consulted with, such as Cedar 01-4010250; Reagecon 061-4722622; Indeavour Ireland 01-2804534 or other hazardous waste disposal companies listed in the Golden Pages. Contact other schools in the area for recommendations.

Biological Waste

Potentially infectious material e.g. agar does not leave the laboratories unless it is first sterilised in the autoclave.

The remains of all non-infectious products and dissected animals is placed in sealed plastic bags and then disposed of as normal waste.

Glass Waste

Damaged glassware should be rejected and disposed of appropriately by placing in a puncture-proof bin, which is labelled for broken glassware only. To avoid further injury it is always advisable to bring the bin to the broken glassware and not vice-versa.

Broken glass should never be handled with bare hands. It should be swept up with a brush and dustpan.

Caretakers and cleaners should be made aware that the puncture-proof bin is for glassware.

Additional Control Measures required to reduce the risk:

A thorough inspection of the chemical storage should be carried out. Disposal of out-of-date chemicals and those no longer in use in storerooms, laboratory etc. should be undertaken.

A chemical stock control system needs to be put into place.

A system needs to be put in place for chemical and broken glass disposal.

6.11.3 Hazard – Chemical Spillages

Persons at Risk: Science Teachers, Students, Other Personal in the School

Risk: Fire, burns, skin irritations, allergies, asthma, dermatitis, long-term damage to health.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Michelle Costello, Jeremiah O Brien

Resources Required:

Compliance with *Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001* and *Safety, Health and Welfare at Work (Carcinogens) Regulations 2001*
Provision for all science teachers of Department Education & Science documents – *Safety in School Science* and *Safety in the School Laboratory*.
Access to Safety Data Sheets for all chemicals on site.
Provision of instruction and training on safety precautions and the safe handling of Chemicals.
Safe systems of work and adequate supervision.
Provisions of PPE including gloves, eye protection and respirators.
Risk assessments and routine inspections.
First Aid Facilities.
Eye Wash
Chemical spill clean up kit.

Protective and Preventative Measures:

The following general rules can be applied to the extent necessary to deal with any spillage to reduce danger to the people involved or to the environment. These should be supplemented with advice from the chemical suppliers, Safety Data Sheets or from the relevant local authorities.

Each laboratory store should have a chemical spill clean up kit:

- A bucket of dry sand
- A bucket of absorbing agent
- A bucket of anhydrous sodium carbonate (for acid spills)
- Plastic dust pan and brush
- Heavy duty plastic bags
- Two warning notices.

Eliminate all sources of heat and ignition for all flammable materials and also for those that form more toxic substances on exposure to heat.

Wear suitable personal protective equipment.

If spill is toxic ensure that students leave the affected area, if teachers remain to help, ensure they are also adequately and suitably protected.

Liquid spills can be treated in several ways:

- (a) If small, absorb on paper towels and evaporate in a fume cupboard.

- (b) If large, absorb on sand, or chem-sorb (industrial absorbent for liquid spills), put into a covered container and remove for disposal.

Most solid materials should be swept up dry or mixed with dry sand before being swept up and placed in buckets for removal and subsequent disposal.

Following removal of the material from the site of the spillage, the area should be ventilated to remove any residual vapour and/or washed with water and soap or detergent to remove any traces of material.

Any contaminated personal or protective clothing should be thoroughly cleaned to remove all traces of contaminant. In some cases it may be necessary to discard contaminated clothing.

Each incident should be reported on an incident report form so that it can be thoroughly investigated to evaluate the cause of the spillage with a view to preventing further similar incidents and also to ensure that the instructions for handling such incidents are satisfactory. In the case of spillage onto the person, affected areas of the skin should be immediately treated with liberal quantities of water and any contaminated clothing removed. It is good practice to follow the initial water sluice by washing with soap and water. If necessary seek medical attention.

Spillage into the eyes should be well washed, either with water or some suitable eyewash. Entry of dangerous materials into the eyes should always be treated as a matter of concern with immediate medical examination.

Any person requiring emergency first-aid treatment, after initial treatment (preferably by a trained first-aider) should be brought to the Medical Centre who will advise if further hospital treatment is required. It is important that medical staffs are informed of the nature of the accident, the time at which it occurred and the chemicals involved.

For Mercury spillages refer to 'Safety in School Science' – Department of Education and Science, Chapter 3, page 34.

Additional Control Measures required to reduce the risk:

A chemical spill kit should be obtained.

A first aid kit and in date eyewash should be provided in a specific place with clear signage.

6.11.4 Hazard –General Housekeeping

Persons at Risk: Science teachers, students and other school personnel

Risk: Slip/trips and falls. The hazard is usually caused by someone leaving loose materials / objects on floors or pedestrian walkways, poor housekeeping, wet floors, spillages or using an unsafe means of access to heights. Unauthorised or unsupervised use of equipment can result in injuries.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Michelle Costello, Jeremiah O Brien

Resources Required:

- Provision of safe systems of work.
- Instruction, training and supervision.
- Good waste control arrangements in place.
- Adequate lighting throughout the workplace.
- Steps

Protective and Preventative Measures:

Standards of housekeeping and hygiene need to be even higher in laboratories than most other work situations because of all the potentially hazardous chemicals and microorganisms that may be in use there.

Laboratories should be locked when not in use.

Classes in other subjects should not be taught in the laboratories.

Where theory classes are taught in the science laboratories, all equipment and materials present should be made safe.

Practical work should not be allowed to commence or continue without the supervision of a science teacher.

All equipment and materials essential for each practical class should be assembled before the class begins so that it will be unnecessary for the teacher to leave the laboratory unattended.

Students are taught from the very first class in first year to use the equipment without endangering themselves or others and essential practical techniques are carefully demonstrated. Laboratory rules for students should be displayed in each laboratory

The teacher should test all experiments or demonstrations in advance in order to establish possible hazards before being performed with a class.

Food or drink should not be prepared, consumed or stored in laboratories or chemical storerooms.

Teachers and student should wash their hands regularly when working with chemicals or microorganisms and before leaving the laboratory.

Long hair should always be tied back.

Gloves should be worn when using corrosive or toxic chemicals. Eye protection should be worn during practical work or when advised by the teacher.

Keep the workbench clean at all times and free from chemicals and apparatus, which are not required.

Clean up after each stage of an experiment.

Keep floors free of obstruction, dry and free from slippery materials.

Movement of students during practical classes should be kept to a minimum.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

Mop up spillages on the bench or floor immediately, taking into account the nature of the spill.

All equipment not in use should be returned to its proper storage place, in a clean and working condition, reporting any faults and arranging for its repair.

Laboratory reagents and chemicals should be placed on the appropriate shelves or storage cabinets immediately after use, with their labels to the front.

Reagent bottles should always be cleaned if the contents have been spilled down the sides.

All chemicals and microorganisms should be clearly labelled and carry the appropriate international hazard symbol where necessary.

Ensure that all waste from the laboratory is disposed of in the approved manner.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Work equipment should be stored off floors and kept in tidy condition.

Ensure that the following fire signage is posted:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;
- the assembly point number to which classes and teachers evacuate.

6.11.5 Hazard – Glass

Persons at Risk: Science Teachers and Students

Risk: Cuts, abrasions, which may also provide a ready means for toxic substances and biological materials to enter the body.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Michelle Costello, Jeremiah O'Brien

Resources Required:

- Provision of instruction and training on safety precautions and the safe handling of glass.
- Safe systems of work and adequate supervision.
- Provisions of PPE including gloves and eye protection.
- First Aid Facilities.

Protective and Preventative Measures:

- Before using glassware check that it is scrupulously clean and free from defects.
 - Damaged glassware should be rejected and disposed of appropriately by placing in a puncture-proof bin, which is labelled for broken glassware only. To avoid further injury it is always advisable to bring the bin to the broken glassware and not vice-versa.
 - Store glass at a height where it can be reached without having to mount steps.
 - Store tall pieces of glass at the back and smaller ones in front.
 - Store heavy pieces of glassware on low shelves with lighter pieces on high shelves.
 - Store glass tubing and rods horizontally. No piece should protrude beyond the edge of the shelf.
 - Store droppers and pipettes upright in containers.
 - When carrying glass bottles and flasks by hand, support with one hand under the bottom - never carry by neck alone.
 - Broken glass should never be handled with bare hands. It should be swept up with a brush and dustpan.
 - Two types of commonly used glass found in laboratories are either soft glass or pyrex.
 - **Soft glass:** melting point 600 to 800°C; used in droppers, glass rods, tubing, bottles; workable with a bunsen burner; subject to attack by alkali; resists thermal shocks.
 - **Pyrex glass:** melting point 750 to 1100° C; used for beakers, flasks, and common glass equipment; requires an oxygen torch to be worked; withstands alkali; resists thermal shock.
- If undertaking any of the following laboratory operations the following practices should be followed to minimise hazards and thus avoid accidents:
- Flasks should not be supported by a retort clamp around the neck, but should be placed on cork rings or iso-mantles.

- Support of glassware in large assemblies must be carried out carefully and due allowance must be made for the expansion of glass if the apparatus is to be heated.
- Care must be taken when inserting glass tubing or thermometers into rubber bungs. The mistake is to bore too small a hole in the bung as a result of using a borer of the same size as the tubing. Breakage results very readily with resultant cuts of the hand if no protection has been used. A borer slightly larger than the tube or rod should be used, lubricated with soap or grease to facilitate cutting of the hole. The tube should be gently eased into the hole using a cloth or gloves to protect the hands. Always hold the glass at the active ends. The ends of tubing or rods should be fire-smoothed to avoid sharp edges.
- Stopcocks that have stuck in their barrels may be removed by the application of gentle heat or by lightly tapping the handle with the wooden end of a spatula with the thumb placed at the other side. Care should be exercised and gloves worn.

Additional Control Measures required to reduce the risk:

A clearly labelled puncture proof bin should be obtained for the disposal of glass.

6.11.6 Hazard – Gas

Persons at Risk: Science teachers, students and other school personnel

Risk: Inhalation, fire, explosion. Burns and scalds from Bünsen burners.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Michelle Costello, Jeremiah O Brien

Resources Required:

- Provision of safe systems of work.
- Instruction, training and supervision.
- Key operated gas-isolating controls.
- Gas leak alarm.

Protective and Preventative Measures:

Gas cut-offs have been fitted in each laboratory, which also contain gas-leak alarms.

The gas should be turned off in the laboratory when it is not in use.

Each laboratory has an isolation valve. Isolation for the demonstration room is in the preparation room behind the glass cabinet.

Ensure all workbench gas taps and appliances are in the OFF position before turning on the isolation valve. When class is over, all taps are to be in the OFF position before you turn isolation valve off.

Before turning ON the gas and using the workbench gas taps ensure they are not blocked with paper etc.

Bünsen Burners

When using Bünsen burners ensure all flammable substances are removed.

Make sure the rubber hoses are firmly attached, both at the gas outlets and at the burner.

Hold the gas lighter over the top of the Bünsen burner.

Do not have your face over the burner.

Turn up the gas flow until a gentle flow of gas can be heard.

Strike the gas lighter until ignition occurs.

When heating a substance over the flame, use a test tube holder if the test tube is being heated.

Point the open end away from yourself and others. Gently move the test tube back and forth over the flame so that it is heated evenly.

Bünsen burners, tripod stands or other equipment should be allowed to cool after use and before handling and putting away.

Check Bünsen tubing regularly and replace worn or perished rubber tubing.

6.11.7 Hazard – Electricity & Appliances

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Contact with electrical currents can result in fatal shock, muscle contractions and burns. It could also lead to fire or explosion.

Rating of Risk: 3 – Medium Priority

Persons Responsible: Michelle Costello, Jeremiah O'Brien

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare at Work (General Application), 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices have been incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Protective and Preventative Measures:

Electrical appliances include hotplates, heating elements, electronic balances, fans, computer equipment and dishwashers.

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live.

Adequate protection must be given to equipment, which is exposed to adverse conditions such as damp, dust, flammable atmospheres etc., or subject to risk of mechanical damage. Circuit breakers of the residual current device (RCD) type, tripping on 30 mA, should be used on all electrical socket supply circuits in the laboratory.

Plugs should comply to BS1363, be made of a durable material and contain an appropriate fuse (in accordance with the specifications of the equipment and normally not greater than 5A). In all cases fuses of the correct rating should replace blown fuses, e.g. in plugs, power packs or other items of equipment. For this purpose a range of fuses should be retained.

Plugs should be wired correctly.

Leads or plugs should be replaced immediately when they show signs of damage.

Faulty equipment or appliances must be taken out of use immediately and be put in a secure place and labelled 'do not use' until attended to by a competent person.

All mains operated equipment must be properly earthed or doubly insulated and installed according to the manufacturer's instructions.

Such equipment should have a pilot light to indicate when it is switched on.

All electrical equipment should be checked regularly (at least once per year) by a competent person to ensure that its case is earthed and not live, the cable is satisfactory and the plug is not broken or damaged.

Portable electrically operated equipment should be inspected at regular intervals and a record kept of inspections made. This equipment should be stored away when not in use. No electrical apparatus, lead or connection should be touched with damp or wet hands or when standing in water.

If equipment is to be opened for examination it must be disconnected from the mains.

Trailing cables are very dangerous. The connections leads should be short.

Only one plug should be in each socket the use of multi-adaptors should be avoided.

Don't handle plugs or switches when your hands are wet; dry them first.

Other than basic electrical repairs within the teacher's capabilities, only qualified electricians are permitted to carry out any electrical work on the premises or maintenance work on electrical equipment.

6.12

Staff Rooms

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.12.1 Hazard –Hot Equipment, Food, Liquid or Steam.

Persons at Risk: All employees and visitors.

Risk: Burns and scalds from hot equipment, food, liquid or steam.

Rating of Risk: 2 – Low Priority

Persons Responsible: All Staff

Resources Required:

Safe systems of work

First Aid

Protective and Preventative Measures:

Hot substances should be handled with care.

All kettles or pipes must be considered hot before handling and must be handled with due care.

Kettles should never be filled above the maximum mark.

Ensure that floors should be maintained so as to avoid tripping hazards.

In the event of a burn or scald seek help from the first aider.

6.12.2 Hazard – Exposure to contaminated food or infectious material. (Pathogens)

Persons at Risk: All employees and visitors.

Risk: Food poisoning.

Rating of Risk: 1 – Low Priority

Persons Responsible: All staff

Resources Required:

Routine inspections.

Weekly disposal of contents of fridge

Protective and Preventative Measures:

The fridge has a temperature control device. It must be ensured that it is working at all times.

Fridge should be cleaned down on a regular basis.

The fridge is mainly used to store milk for staff room usage, if you are storing foodstuff in the fridge don't forget to remove it at the end of the day or before its use by date.

The contents of the fridge are disposed of at the end of each working week.

Food products must be adequately spaced to allow air movement and proper cooling.

Scrupulous cleanliness must be maintained at all times.

Empty cans and food containers should be promptly removed.

Hands should be washed thoroughly and often before handling food and dishes.

6.12.3 Hazard –Electricity

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Fatal shock, muscle contractions, burns and fire.

Rating of Risk: 3 - Medium Priority

Persons Responsible:

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare at Work (General Application)*, 2007 Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Protective and Preventative Measures:

Electrical equipment used in the staff room includes boilers fridges microwaves dishwasher, toasters, kettles, computers and photocopiers.

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name and its electrical ratings.

Sufficient numbers of sockets are available in the staff room; over loading sockets by using adaptors is a fire hazard.

Plugs and sockets to be properly fitted and suitable fuses used, e.g. 13 amp fuses for appliances with a loading up to 2.9kW, as this covers most 'non-fixed' appliances.

Constant exposure to heat and steam damages wiring. Electrical appliances, flexes, plugs and sockets should be visually inspected regularly for signs of damage wear or defective operation.

Don't drag an appliance by the flex or pull on the flex to remove a plug from the socket.

Don't handle plugs or switches when your hands are wet; dry them first.

Unplug electric kettles before filling it and make sure that the water covers the element.

Don't try to release jammed toast from the toaster while it is still plugged in.

Don't clean or wash any appliance while it is still plugged in.

Avoid 'spaghetti-junction' type cable connections behind computer equipment. Keep power cables separate from other connecting cables.

Faulty equipment or appliances must be taken out of use immediately and report it to a caretaker. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Do not carry out electrical repairs – this is strictly a job for competent personnel or electrical contractors.

Always read the manufacturer's instructions carefully before using a new appliance and keep the instructions for reference.

6.12.4 Hazard – Untidiness/Poor Housekeeping

Persons at Risk: All employees and visitors.

Risk: Slips, trips, falls, collisions or struck by falling or protruding objects.

Rating of Risk: 2 – Low Priority

Persons Responsible: All Staff

Resources Required:

Provision of safe systems of work.

Good waste control arrangements in place.

Adequate lighting throughout the workplace.

Steps

Protective and Preventative Measures:

Staff are required to ensure that there is a good standard of tidiness and housekeeping and to clean up after themselves. Good hygiene standards are required and food and dirty utensils must not be left lying about.

Spilled materials must be cleared up immediately.

Broken crockery and glass should never be handled with bare hands. It should be swept up with a brush and dustpan. A puncture-proof container must be used for the disposal of broken crockery and glass.

There should be adequate space for sorting and storing crockery and glassware before and after washing.

Utensils should only be stored in the racks or drawers provided.

Utensils should be cleaned and put away after use.

Over doors must always be kept closed.

Teachers are required to ensure that there is a good standard of tidiness and housekeeping in their work areas. The staff room should not be used as a dumping area for the school. All unnecessary items should be removed or disposed off as seen fit.

All equipment should be located so as to avoid risks of falls or collisions. Sources of obstructions are to be removed immediately.

Floors should be maintained so as to avoid tripping hazards. If an employee notices flooring in a state of disrepair, this should be reported to a caretaker immediately for repair.

Desks, chairs, display units and other furniture should be inspected regularly for their stability and state of repair. If found unsuitable, this should be reported to a caretaker for repair or replacement.

If access is required to a height, use steps in a safe manner.

Trailing cables are avoided, but if necessary they need to be ramped and protected to avoid possible tripping hazards.

Replacing the water container in the dispenser is a two-person lift and manual handling techniques should be used.

6.13

Woodwork

Room

*Overall responsibility for health and safety in the school lies with the Board of Management. Other than what is reasonably expected in their job role, individuals named in the 'Persons Responsible' section should make the Principal aware if the other 'Protective and Preventative Measures' are not working or not in place.

6.13.1 Hazard –General Housekeeping

Persons at Risk: Woodwork teacher, students and other school personnel.

Risk: Slip/trips and falls. The hazard is usually caused by someone leaving loose materials / objects on floors or pedestrian walkways, poor housekeeping, wet floors, spillages or using an unsafe means of access to heights. Unauthorised or unsupervised use of equipment can result in injuries.

Rating of Risk: 3 - Medium Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

- Provision of safe systems of work.
- Instruction, training and supervision.
- Good waste control arrangements in place.
- Adequate lighting throughout the workplace.

Protective and Preventative Measures:

The woodwork room door is locked when the room is not in use.

Classes in other subjects should not be taught in the woodwork room.

Where theory classes are taught in the woodwork room, all equipment and materials present should be made safe.

Practical work should not be allowed to commence or continue without the supervision of a woodwork teacher.

All equipment and materials essential for each practical class should be assembled before the class begins so that it will be unnecessary for the teacher to leave the room unattended. Students are taught from the very first class in first year to use the equipment without endangering themselves or others and essential practical techniques are carefully demonstrated. Rules for students should be displayed in the room

The teacher should check all machinery in advance in order to establish possible hazards before being used by the class.

Food or drink should not be consumed in the woodwork room.

Long hair should always be tied back. Items of loose clothing, necklaces, chains, rings etc. should not be worn when operating any item of machinery.

Eye protection should be worn during all practical work or as the teacher dictates.

Keep the workbench clean at all times

Unused or unnecessary machinery should be removed to increase working space.

Keep floors free of obstruction, dry and free from slippery materials.

If substances spill, it must be cleaned up immediately using non-combustible absorbent material and these should be placed in a suitable container for disposal.

School bags should be stored so that they do not become a tripping hazard or block exit routes.

All equipment and tools not in use should be returned to its proper storage place, in a clean and working condition, reporting any faults and arranging for its repair.

Place refuse/scrap in bins provided. Ensure that all waste from the room is disposed of in the approved manner.

All access routes, walkways, emergency escapes and fire-fighting equipment must be kept free of materials, rubbish and obstructions of any type.

Work equipment should be stored off floors and kept in tidy condition.

Ensure that the following fire signage is posted:

- clear instructions on what to do in the event of an emergency situation;
- a map highlighting the route to take to evacuate the building;
- the assembly point number to which classes and teachers evacuate.

6.13.2 Hazard – Electricity

Persons at Risk: All employees, other school personnel, contractors and visitors.

Risk: Contact with electrical currents can result in fatal shock, muscle contractions and burns. It could also lead to fire.

Rating of Risk: 3 - Medium Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Design installation and maintenance of electrical installation undertaken by competent electrical contractors.

Compliance with the *Safety Health & Welfare at Work (General Application), 2007* and Electro-Technical Council of Ireland Rules.

Adequate protected devices should be incorporated into the installation such as, insulation, earthing, conductors and residual circuit breakers.

Key operated emergency isolator

Protective and Preventative Measures:

All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger.

Equipment must be suitably identified and marked, including the maker's name, CE markings and its electrical ratings.

Earthing and automatic disconnection of supply or other means must be provided to prevent danger from exposed parts becoming live. There is a key operated isolation switch for shut-off of all power, and a number of individual isolation switches. These main switches are clearly labelled.

Other than basic electrical repairs and maintenance within the teacher's capabilities, only qualified electricians are permitted to carry out any electrical work on the premises or maintenance work on electrical equipment.

Faulty equipment or appliances must be taken out of use immediately and report it to management. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

All interior wiring systems shall be grounded, and all electric sockets shall be wired with a three-wired grounded system and circuits fitted with RCD's. Residual current devices (30 milliamps maximum sensitivity) must protect circuits supplying sockets at voltages between 125 and 1,000 volts A.C.

In the event of a person coming into contact with live electricity; release victim from contact when current is off or by using some non-conducting material. Commence resuscitation procedures immediately if person receives a serious electric shock and send for medical assistance.

Never permit loose electric cables across walkways.

6.13.3 Hazard – Hand tools

Persons at Risk: Woodwork teacher and students

Risk: Cuts and scrapes, abrasions and serious accidents

Rating of Risk: 2 – Low Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Compliance with the *Safety Health & Welfare (General Application) Regulations, 2007.*

Provision of safe systems of work.

Instruction, training and supervision.

Personal Protective Equipment

Protective and Preventative Measures:

In relation to the use of hand and power tools the following points should be observed:

Be familiar with the tools you use. The correct type, size and weight of tool should be selected for the job and attention should be paid to any manufacturer's instructions.

Only use high quality tools that are in a good condition. Defective tools can cause accidents and should be reported to the teacher immediately. These should be put in a secure place and labelled 'do not use' until attended to by a competent person.

Grease and dirt should be regularly cleaned off.

The cutting edges of tools should be kept sharp and protected when not in use. Handles of equipment should be smooth finished and maintained in good condition. When work with a hand tool is completed the tool should be stored in the designated storage area so as not to present a falling or tripping hazard.

Students using hand tools must have knowledge and understanding of the hazards involved and the necessary precautions to be taken to reduce the risks.

Cables, plugs or connectors should be in good condition and free from cracks, breaks or exposed wires.

The manufacturer's instructions for the operation of the tools must be followed.

Portable tools must operate on a power supply not exceeding 125 V AC. Unsuitable tools should be replaced.

A residual current device (RCD) should be used at the socket or mains even if the power supply is 110V.

Portable electric tools should only be used for their designed purpose.

Cables must not be allowed trail on the floor, least of all in water. Apart from additional tripping hazards associated with trailing cables, unprotected cables can be damaged causing a short circuit.

In addition to the visual inspection by the teacher prior to use, the portable electrical tools will be subject to an annual inspection by a competent electrician.

6.13.4 Hazard – Storage

Persons at Risk: Woodwork teachers, students and other school personnel.

Risk: Common hazards associated with storage and racking include head, body, eye and/or foot injuries as a result of falling objects from racks or accidental impact with goods protruding over the edge of a rack. Other associated hazards include untidy housekeeping, storage blocking pedestrian access routes and manual handling.

Rating of Risk: 4 – Medium Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Compliance with the *Safety Health & Welfare at Work (General Application) Regulations, 2007*.

Provision and regular inspection of safe racking installation.

Information instruction and training on safe storage, manual handling

Supervision of safe system of work.

Provision of adequate lighting.

Regular inspection of workshop

Protective and Preventative Measures:

Storage is limited in the woodwork room; therefore any unused equipment, old projects etc. should be disposed of appropriately.

Large size projects create storage difficulties; projects should be limited in size.

Access to the store is limited to the teacher. Aisle ways must be kept clear. Goods must not be stored in such a manner as will block passageways, emergency exits or fire fighting equipment.

Ensure contents on the higher levels are stable and secure. Stacking must be maintained at safe and stable heights.

Gavin Daly & Tom Ladden will check storage arrangements periodically for stability and take corrective measures where necessary.

Report any defective lighting in the stores area to principal.

6.13.5 Hazard – Machinery

Persons at Risk: Woodwork teachers, students and other school personnel.

Risk: Cuts, electrocution, entanglement or sparks that could cause Fire.

Rating of Risk: 6- High Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Compliance with the *Safety Health & Welfare (General Application) Regulations, 2007.*

CE Marking

All start / stop controls clearly visible and identifiable and protected against inadvertent operation with stop controls having priority over start controls.

Information instruction and training on safe operating procedures must be given to all machine operators.

Machinery maintenance programme.

Adequate supervision.

Provision of adequate lighting for all work machines.

Suitable Workbenches.

Eye Protection BS EN 166:2002 Personal eye-protection for teachers.

Protective and Preventative Measures:

Do not operate machinery unless you have received basic training in the skills and knowledge required for the job and are operating the machinery and equipment under supervision or with the teacher's knowledge.

The main safe operating procedures and control measures for each of the machines should be prominently displayed.

Ensure that guarding is in position and working effectively prior to operating. Do not remove machine guards.

If the machine or guarding is noticed to be defective, advise the teacher immediately.

Maintain workbenches in a clean, tidy condition and free from congestion.

Keep the floor area around the machinery free from obstructions.

Pay attention to the job you are doing – do not be distracted or disturb others.

Do not wear loose clothing that could become entangled in moving machine parts.

Do not clean or adjust a machine part while in motion.

The teacher should carry out lubrication or other maintenance work with the power isolated.

Use suitable personal protective equipment, e.g. hand and / or eye protection, when using equipment. Wear goggles when operating workshop equipment. Students should be required to provide their own safety goggles/glasses – standard BS EN 166:2002.

Other than ordinary maintenance work within the teacher's capabilities, a competent electrician should provide any other electrical work or maintenance work on the equipment.

A preventative maintenance and service programme for fixed installations, machinery and equipment should be implemented.

Machinery that is not in use because it is no longer required; unsafe; beyond economical repair etc. should be removed. It increases clutter, reduces available space and increases the risk of someone using it inadvertently e.g. air compressor

If possible bought in pre-cut/pre-prepared woods should be used where possible to reduce the amount of machining.

The manufacturer's recommendations and instructions must be followed at all times.

Markings should be set down on the floor around machinery demarcating its safe operational area. This may require the relocation of machines.

Students should be prohibited from using the following machines:

Junior Cycle	Senior Cycle
Circular Saw (Locked out when not in use) Chop Saw Planer/Thicknesser Grinder Polisher Portable router Bandsaw	Circular Saw (Locked out when not in use) Chop Saw Planer/Thicknesser Grinder Polisher Bandsaw

The use of the circular saws, chop saw or planer/thicknesser by teachers, while students are in the room is prohibited. Preparatory work using the saw should be completed before class.

If machines cannot be repaired or upgraded to a safe standard then they must be replaced.

Risk assessments of each individual machine and recommendations for upgrading them to the appropriate safety standard follows.

Circular Saw

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Sedgwick	<p>CE Marking? Bottom Guard in Place? Top (Crown Guard) in place? Riving Knife (Securely Fixed)? Riving Knife (3-8 mm from blade)?</p> <p>Riving Knife (<25 mm below blade)? Rip fence installed? Braking time (<10 seconds)? Inadvertent Restarting Prevented? Appropriate stop/start controls? Electrical Isolation (E. Stop)? Lock of mechanism in place?</p> <p>Securely fixed to floor? Directly wired to power source? Location/Space appropriate? Extension table provided? Extraction provided?</p> <p>Because of the high risk associated with the use of this machine, school policy should strictly prohibit its use while students are in the workshop.</p>			<p>Riving knife needs to be adjusted so that it does not exceed 8mm from the blade at bench level. Distance must be between 3-8mm</p> <p>9 seconds.</p> <p>A mechanism should be installed so that the machine can be locked 'off' to prevent unauthorised use.</p> <p>Markings should be set down on the floor demarcating a safe operational area.</p>

Circular Saw

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Hitachi Saw	<p>CE Marking? Bottom Guard in Place? Top (Crown Guard) in place? Riving Knife (Securely Fixed)? Riving Knife (3-8 mm from blade)? Riving Knife (<25 mm below blade)? Rip fence installed? Braking time (<10 seconds)? Inadvertent Restarting Prevented? Appropriate stop/start controls? Lock of mechanism in place?</p> <p>Securely fixed to floor? Directly wired to power source?</p> <p>Because of the high risk associated with the use of this machine, school policy should strictly prohibit its use while students are in the workshop.</p>			<p>A mechanism should be installed so that the machine can be locked “off” to prevent unauthorised use.</p> <p>Moveable</p>

Planer/Thicknesser

Machinery / Process	Risk	Yes	No	Recommendations/Comments
Sedgwick	<p>CE Marking?</p> <p>Bottom Guard in place?</p> <p>Top guard (bridge guard) in place?</p> <p>Braking/run down time (<10 Seconds)?</p> <p>Inadvertent Restarting Prevented?</p> <p>Appropriate stop/start controls?</p> <p>Electrical Isolation (E. Stop)?</p> <p>Lock off mechanism in place?</p> <p>Securely fixed to the floor?</p> <p>Directly wired to power source?</p> <p>Location/Space appropriate?</p> <p>Extraction Provided?</p> <p>Because of the high risk associated with the use of this machine, school policy should strictly prohibit its use while students are in the workshop</p>			<p>6 seconds.</p> <p>A mechanism should be installed so that the machine can be locked “off” to prevent unauthorised use.</p> <p>Markings should be set down on the floor demarcating a safe operational area.</p>

Bandsaw

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Scheppach Basato 5-2	<p>CE Marking? Top blade guide in place and adjusted? Top blade guard in place? Braking/run down time (<10 Seconds)? Inadvertent Restarting Prevented? Appropriate stop/start controls? Electrical Isolation (E. Stop)? Securely Fixed to the floor?</p> <p>Directly wired to power source?</p> <p>Can work be securely fixed? Location/Space appropriate?</p> <p>Extraction Provided?</p>			<p>3 seconds</p> <p>The machine must be securely fixed to floor. All electrical leads must be secured into position. Temporarily wired machines must be plugged in as close to the power source as possible to prevent cables trailing across machines or becoming trip hazards.</p> <p>Markings should be set down on the floor demarcating a safe operational area.</p> <p>A local/integral system or a centralised extraction system should be installed at a suitable number of extraction points. The unit should be regularly checked for leaks and blockages. Refer to the DES Circular M45/01: Wood Dust Extraction Systems in Second Level Schools.</p>

Wood Lathes

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
2 Record Power	CE Marking? Drive mechanism guarded? Inadvertent Restarting Prevented? Appropriate stop/start controls? Electrical Isolation (E. Stop)? Securely fixed (floor or bench)? Directly wired to power source? Location/Space appropriate? Appropriate turning tools available and in use?			Missing on one Missing on one The machine must be securely fixed to floor/bench All electrical leads must be secured into position. Temporarily wired machines must be plugged in as close to the power source as possible to prevent cables trailing across machines or becoming trip hazards. The safe operational area around the machine should be demarcated.

Morticers

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Multico	CE Marking? Drive mechanism guarded? Is the chuck appropriately guarded? Inadvertent Restarting Prevented? Appropriate stop/start controls? Securely fixed to floor? Can work be securely fixed? Directly wired to power source? Location/Space appropriate?			The machine must be securely fixed to floor. The safe operational area around the machine should be demarcated.

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Record Power WRM 200	<p>CE Marking?</p> <p>Drive mechanism guarded?</p> <p>Is the chuck appropriately guarded?</p> <p>Inadvertent Restarting Prevented?</p> <p>Appropriate stop/start controls?</p> <p>Securely fixed to floor?</p> <p>Can work be securely fixed?</p> <p>Directly wired to power source?</p> <p>Location/Space appropriate?</p>			<p>Install a fixed (removable only with the use of a tool) guard.</p> <p>Install a fixed (removable only with the use of a tool) chuck guard.</p> <p>The machine must be securely fixed to floor.</p> <p>All electrical leads must be secured into position. Temporarily wired machines must be plugged in as close to the power source as possible to prevent cables trailing across machines or becoming trip hazards.</p> <p>The safe operational area around the machine should be demarcated.</p> <p>The positioning of this machine is restricting access to the fire extinguisher</p>

Sanding Machine

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
AJH	<p>CE Marking?</p> <p>Drive mechanism guarded?</p> <p>Inadvertent restarting prevented?</p> <p>Appropriate stop/start controls?</p> <p>Electrical Isolation (E. Stop)?</p> <p>Securely fixed to floor/bench?</p> <p>Directly wired to power source?</p> <p>Are work rests fitted, with a gap<3mm between the edge of the work rest and the wheel?</p> <p>Is the maximum speed of spindle clearly marked on the machine?</p> <p>Is there appropriate warning and information notice?</p>			<p>All electrical leads must be secured into position. Temporarily wired machines must be plugged in as close to the power source as possible to prevent cables trailing across machines or becoming trip hazards.</p> <p>1400</p> <p>An appropriate notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them should be prominently displayed close to the grinder.</p>

	<p>Location/space appropriate?</p> <p>Extraction provided?</p>		<p>Markings should be set down on the floor demarcating the safe operational area.</p> <p>A local/integral system should be installed at a suitable number of extraction points. The unit should be regularly checked for leaks and blockages. Refer to the DES Circular M45/01: Wood Dust Extraction Systems in Second Level Schools.</p>
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Pillar Drill

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Fox	CE Marking? Drive mechanism guarded? Chuck properly guarded? Spindle and drill tip appropriately guarded? Inadvertent Restarting Prevented? Appropriate stop/start controls? Electrical Isolation (E. Stop)? Securely Fixed to the floor? Can work be securely fixed? Directly wired to power source? Location/Space appropriate?			<p>The machine must be securely fixed to floor/bench</p> <p>All electrical leads must be secured into position. Temporarily wired machines must be plugged in as close to the power sources as possible to prevent cables trailing across machines or becoming tripping hazards.</p>

Grinding Machine/Abrasive Wheel

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
AJH	<p>CE Marking?</p> <p>Guarding of wheels and spindles?</p> <p>Eye shields appropriate and in place?</p> <p>Inadvertent restarting prevented?</p> <p>Appropriate stop/start controls?</p> <p>Electrical Isolation (E. Stop)?</p> <p>Securely fixed to floor/bench?</p> <p>Directly wired to power source?</p> <p>Are work rests fitted, with a gap < 3mm between the edge of the work rest and the wheel?</p> <p>Is the maximum speed of spindle clearly marked on the machine?</p> <p>Is there appropriate warning and information notice?</p> <p>Location/space appropriate?</p>			<p>Operator does not directly hold tools when sharpening.</p> <p>Not applicable to these machines – Goggles are worn.</p> <p>Not relevant with these machines</p> <p>1500</p> <p>An appropriate notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them should be prominently displayed close to the grinder.</p>

Grinding Machine/Abrasive Wheel

Machinery/ Process	Risk	Yes	No	Recommendations/Comments
Creusen Basic Table Mounted	<p>CE Marking?</p> <p>Guarding of wheels and spindles?</p> <p>Eye shields appropriate and in place?</p> <p>Inadvertent restarting prevented?</p> <p>Appropriate stop/start controls?</p> <p>Electrical Isolation (E. Stop)?</p> <p>Securely fixed to floor/bench?</p> <p>Directly wired to power source?</p> <p>Are work rests fitted, with a gap < 3mm between the edge of the work rest and the wheel?</p> <p>Is the maximum speed of spindle clearly marked on the machine?</p>			<p>A 'stop/start' switch must be mounted on the machine. The stop control must have priority over the start control. Normally this is in the form of separate buttons of which the stop is larger.</p> <p>All electrical leads must be secured into position. Temporarily wired machines must be plugged in as close to the power sources as possible to prevent cables trailing across machines or becoming tripping hazards.</p>

	<p>Is there appropriate warning and information notice?</p> <p>Location/space appropriate?</p>			<p>An appropriate notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them should be prominently displayed close to the grinder.</p>
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6.13.6 Hazard – Hazardous Substances

Persons at Risk: Teachers, students and other school personnel.

Risk: Dermatitis/skin contact, eye contact, inhalation, flammable material may assist in fire and explosion

Rating of Risk: 6 - High Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Procedures established for safe handling use and storage of solvents and chemicals.

Access to safety Data Sheets.

Compliance with the *Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001*.

Supervision of safe systems of work.

Provision and enforcement when considered necessary of the use of personal protective equipment.

Maintenance and routine inspection of control measures.

Protective and Preventative Measures:

Always be familiar with the risk associated with the substance in use – if necessary obtain full details including safety and emergency procedures from the manufacturer's Safety Data Sheet.

Avoid inhalation or skin contact with all hazardous substances.

Only use hazardous substances in a well-ventilated environment.

When using a substance, use the appropriate protective equipment without fail such as, gloves, overalls, face or eye protection, respiratory equipment etc., (as advised in the Manufacturers' Safety Data Sheet).

Ensure that all hazardous substances are clearly labelled.

Hazardous substances must be stored in the smallest quantities in a safe designated area and in a safe manner. Never store chemicals together that have a hazardous reaction if mixed e.g. bleaches and detergents. (Alkalis and Acids)

In case of contact with eyes, skin or mucus membranes, splash with copious amounts of water, seek medical attention immediately and refer to the Safety Data Sheet for emergency treatment.

Always report any incidences of contact with chemicals / hazardous substances.

6.13.7 Hazard – Manual Handling

Persons at Risk: Teachers, students – those involved in manual handling

Risk: Lifting, pushing, pulling or maneuvering loads and weights resulting in strains or sprains of arms, back or legs or foot injuries.

Rating of Risk: 4- Medium Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

- Compliance with the *Safety Health & Welfare At Work (General Application), 2007*.
- Provision of instruction and training.
- Safe systems of work and adequate supervision.
- Mechanical devices (trolleys).
- Risk assessments and routine inspections.
- Safety Footwear.

Protective and Preventative Measures:

The following safety procedures should be observed:

- Do not lift any load in excess of your own lifting capacity – always use mechanical devices such as trolleys as an alternative. Avoid lifting when a mechanical aid can be used.
- Observe correct body posture, i.e. face the load and keep back straight.
- Assess the size, shape, weight and gravity of load to determine if assistance is required – either mechanical or a two person lift.
- Asses the route you plan to take, is it clear.
- Take firm grip with palms of both hands.
- Keep feet close to the load on the lift.
- Feet apart with leading foot in direction of travel to allow follow through to prevent hands reaching out excessively.
- Crouch and lift with straight back (not upright) raising head and keeping chin in at the same time. Lift through the leg muscles and not the back.
- Keep load as close to body as possible and carry at waist height.
- Do not have your view obscured by the load.
- Only change direction with the feet not the load.
- Put down in same manner.
- Wear safety gloves and/or safety footwear as appropriate.

Additional Control Measures required to reduce the risk:

- All teachers involved in manual handling should be provided with manual handling training.
- Purchasing pre-cut/pre-prepared materials should be considered to reduce the amount of manual handling.

6.13.8 Hazard – Noise

Persons at Risk: Teachers

Risk: Exposure to high noise levels for 8 hours daily could result in personal hearing impairment /Tinnitus over a period of time.

Rating of Risk: 4 – Medium Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Provision of safe systems of work.

Instruction, training and supervision.

Provision of Hearing Protection:

EN352-1, SNR30dB – Ear Muffs

EN352-1, SNR32dB – Ear Muffs

EN353-2, SNR30dB – Ear Plugs

EN353-2, SNR32dB – Ear Plugs

Compliance with *Safety, Health and Welfare at work (General Application) Regulations, 2007*

Protective and Preventative Measures:

Noise should be reduced to as low a level as reasonably practicable by methods other than the use of personal hearing protection.

When teaching students about the use of hand tools, small groups should be allowed practice at a time to reduce the noise levels.

Purchasing of machinery policy includes consideration of noise risk.

Equipment and machinery must be in good working order otherwise they may contribute to the noise level.

Personal hearing protection should be issued to teachers working at times where noise exceeds the Lower Exposure Action Value – 80dB(A)

Where noise exceeds the Upper Exposure Action Value - 85dB(A), the use of personal hearing protection is mandatory.

The Exposure Limit Value - 87dB(A) – daily noise exposure is not to be exceeded for any employee – immediate action required.

Teachers should be adequately trained in the proper fitting use and care of hearing protection and are fully aware of the risks and safety measures.

Where noise for using certain machinery or hand tools reaches (or exceeds) the Upper Exposure Action Value recognised safety signs to identify the hazard zones should be displayed.

Additional Control Measures required to reduce the risk:

A noise survey needs to be conducted to determine employee's noise exposure and to decide on control measures.

Audiometric testing should be made available for teachers exposed to Lower Exposure Action Level or above.
Hearing protection should be provided.

6.13.9 Hazard – Dust

Persons at Risk: Teachers and students

Risk: Respiratory problems

Rating of Risk: 4 – Medium Priority

Persons Responsible: Gavin Daly & Tom Ladden

Resources Required:

Provision of safe systems of work.

Instruction, training and supervision.

Provision of Respiratory Protection:

EN 149 FFP3 – Disposable Respirator

Filter to EN 143-P3 fitted to either a half mask to EN140 or a full-face to EN

136 – Re-Usable Respirator

Compliance with the *Safety, Health and Welfare at Work (Chemical Agents)*

Regulations, 2001 and the *Safety, Health and Welfare at Work (Carcinogens)*

Regulations, 2001

Protective and Preventative Measures:

The dust extraction system needs to be inspected and examined regularly by a competent person. Proper checks measuring the capture velocity and the efficiency of the dust extraction system need to be carried out at least once every fourteen months.

Similar checks for capture velocity need to be performed on the portable dust collection units to ensure they are operating at design capacity.

The use of hardwoods and MDF should be stopped. This may be achieved by substituting hardwoods and MDF with softwoods or other manufactured boards. In the interim, the appropriate controls must be implemented e.g. local exhaust ventilation, personal protective equipment etc.

Exposure levels of wood dusts should not exceed the Occupational Exposure Limit Values (OELV) and it should be reduced to as low a level as is technically possible (Soft/Hard Wood Dust OELV $5\text{mg}/\text{m}^3$ – 8 hour reference period). Hardwood and MDF dusts (containing hardwood particles) are classified as carcinogenic and MDF dust (not containing hardwood particles) is a suspected carcinogen due to its formaldehyde content

The school should consider purchasing pre-cut/pre-prepared materials, to be used where possible to reduce the amount of machining. This has multiple benefits in reducing teacher's exposure to noise and dust.

Additional Control Measures required to reduce the risk:

Respiratory protection needs to be worn when using hardwoods and MDF.

7.0

Appendices

7.1 Relevant Legislation

Safety, Health and Welfare at Work Act, 2005
Safety, Health and Welfare at Work (General Application) Regulations 2007
Safety Health & Welfare (Construction) Regulations, 2006
Safety, Health and Welfare at work (Asbestos) Regulations, 2006
Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001
Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001
Safety Health & Welfare (Construction) Regulations, 2001
Fire Services Act, 1981
Occupiers Liability Act, 1995
European Communities (Machinery) Regulations, 2001
European Communities (Low Voltage Electrical Equipment) Regulations 1992 and 1994.
European Communities (Protection of Workers) Exposure to Noise Regulations 1990
Safety, Health and Welfare at Work (Pregnant Employee) Regulations, 2000
Public Health (Tobacco) (Amendment) Act 2004

This is a selection of health and safety legislation relevant to this workplace. Copies of this and other legislation can be downloaded of the Government website at <http://www.irishstatutebook.ie> or can be ordered from Government Publications, phone +353 (0) 1 6476834/7, fax +353 (0) 1 6476843.

7.2 Extracts from Legislation

Safety, Health and Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 General Duties of Employer

8 (1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(2) Without prejudice to the generality of *subsection (1)*, the employer's duty extends, in particular, to the following:

- (a) managing and conducting work activities in such a way as to ensure, so far as reasonably practicable, the safety health and welfare at work of his or her employees;
- (b) managing and conducting work activities in such a way as to prevent, so far as reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- (c) as regards the place of work, ensuring, so far as reasonably practicable –
 - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
 - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- (d) ensuring, so far as reasonably practicable, the safety and prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- (e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as reasonably practicable, safe and without risk to health;
- (f) providing and maintaining facilities and arrangements for welfare of his or her employees at work;
- (g) providing the information, instruction, training and supervision necessary to ensure, so far as reasonably practicable, the safety, health and welfare at work of his or her employees;

- (h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under *section 19* or when preparing a safety statement under *section 20* and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in *Schedule 3*;
 - (i) having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as reasonably practicable, the safety, health and welfare at work of his or her employees;
 - (j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
 - (k) reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under *section 33*, as appropriate,
 - (l) and obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as reasonably practicable, the safety, health and welfare at work of his or her employees.
- (3) Any duty imposed on an employer under the relevant statutory provisions in respect of any of his or her employees shall also apply in respect of the use by him or her of the services of a fixed-term employee or a temporary employee.
- (4) For the duration of the assignment of any fixed-term employee working in his or her undertaking, it shall be the duty of every employer to ensure that working conditions are such as will protect the safety, health and welfare at work of such an employee.
- (5) Every employer shall ensure that any measures taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees.

Safety, Health and Welfare at Work Act 2005
Part 2 Chapter 2 Section 13 & 14 General Duties of Employee

13 (1) An employee shall, while at work –

- (a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person,
- (c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
- (d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
- (e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
- (f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employees,
- (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
- (h) report to his or her employer or to any appropriate person, as soon as practicable –
 - i. any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
 - ii. any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
 - iii. any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of

training as may be prescribed under *subsection (1) (f)*.

14. – A person shall not intentionally, recklessly or without reasonable cause –

- (a) interfere with, misuse or damage anything under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- (b) place at risk the safety, health or welfare of persons in connection with work activities.

7.3 General Classrooms Safety Inspection Report (Monthly)

Inspection Carried out by: _____ Date: _____

Hazard Classification: A = Major; B = Moderate; C = Minor

Area/Equipment	Details of Non-Conformance	Hazard class A, B or C
<p>Satisfactory</p> <p>Housekeeping</p> <p>Appropriate Lighting</p> <p>Floor in good condition</p> <p>No protruding objects or potential hazards such as extension cords or improper grounding</p> <p>Aisle widths and other paths of travel are assessable especially with regards to entrance and exit</p> <p>Emergency procedures are clearly posted on the door</p> <p>Shelves are secured to the wall and appropriate for load</p> <p>Furniture is in good repair</p> <p>Light fixtures securely mounted, in good condition and clean</p> <p>Equipment is secure and in good condition</p> <p>Operational Fire alarm system</p> <p>Other</p>		

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.4 Science Laboratories Safety Inspection Report (Monthly)

Inspection Carried out by: _____ Date: _____

Hazard Classification: A = Major; B = Moderate; C = Minor

Area/Equipment	Details of Non-Conformance	Hazard class A, B or C
<p>Restricted areas clearly marked</p> <p>Appropriate Chemical Management</p> <p>Stored in chemical families</p> <p>Safe storage facilities (acid cabinets, flammable cabinets, secure and lipped shelving, no chemicals above eye level etc.)</p> <p>All chemicals labelled with hazards, date of purchase etc.</p> <p>Current chemical inventory list</p> <p>Disposal arrangements</p> <p>Lab rules posted</p> <p>Emergency procedures are clearly posted on the door</p> <p>Personal Protective equipment provided and in a good state of repair</p> <p>Class sizes appropriate for the room space and activities</p> <p>Functioning sink and eye wash station</p> <p>Fire extinguishers with current inspections</p> <p>Fire blanket easily assessable</p> <p>Appropriate ventilation for lab</p>		

and storeroom
Heavy items stored
on lower shelves
Chemical spill kit
easily assessable
First Aid kit stocked
and readily
assessable
Safety Data sheets for
each chemical
Master shut off
valves for water, gas
and electricity
assessable and in
working order
Other

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.5 Art Room Safety Inspection Report (Monthly)

Inspection Carried out by: _____ Date: _____

Hazard Classification: A = Major; B = Moderate; C = Minor

Area/Equipment	Details of Non-Conformance	Hazard class A, B or C
<p>Number of students appropriate for activities</p> <p>Art materials handled, stored and disposed of properly</p> <p>Guarded equipment and tools are stored securely when not in use</p> <p>Spills are cleaned immediately</p> <p>Proper clean up after activities</p> <p>Personal Protective equipment provided and in a good state of repair</p> <p>Emergency procedures are clearly posted on the door</p> <p>Fire extinguishers with current inspections</p> <p>Proper ventilation for activities</p> <p>Heavy items stored on lower shelves Storage area neat and clean</p> <p>First Aid kit stocked and readily assessable</p> <p>Master shut off valves for water, gas and electricity assessable and in working order</p> <p>Safe and unblocked means of entering and exiting</p> <p>Other</p>		

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.6 Computer Room Safety Inspection Report (Monthly)

Inspection Carried out by: _____ Date: _____

Hazard Classification: A = Major; B = Moderate; C = Minor

Area/Equipment	Details of Non-Conformance	Hazard class A, B or C
<p>Electrical cords are in good repair and do not obstruct aisles</p> <p>Furniture appropriate for computer use</p> <p>Emergency procedures are clearly posted on the door</p> <p>Fire extinguishers with current inspections</p> <p>Storage area neat and clean</p> <p>Safe and unblocked means of entering and exiting</p> <p>Other</p>		

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.7 Home Economics Room Safety Inspection Report (Monthly)

Inspection Carried out by: _____ Date: _____

Hazard Classification: A = Major; B = Moderate; C = Minor

Area/Equipment	Details of Non-Conformance	Hazard class A, B or C
<p>Cooking units are clean and free from grease</p> <p>Appropriate ventilation for activities</p> <p>Gas and electrical shut off valves are readily assessable</p> <p>Wires, plugs and connectors are in good working order</p> <p>Number of students are appropriate for activities</p> <p>Kitchen rules clearly posted</p> <p>Emergency procedures are clearly posted on the door</p> <p>Hand washing signs and proper hand washing techniques are clearly posted</p> <p>Fire extinguishers with current inspections</p> <p>Storage area neat and clean</p> <p>Safe and unblocked means of entering and exiting</p> <p>Other</p>		

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.8 External Safety Inspection Report (Monthly)

Inspection Carried out by: _____ Date: _____

Hazard Classification: A = Major; B = Moderate; C = Minor

Area/Equipment	Details of Non-Conformance	Hazard class A, B or C
<p>Parking Areas Car park lighting working and appropriate Surface in good repair Fire lanes appropriately marked and kept unobstructed Appropriate traffic control for school grounds</p> <p>Building entrances/exits Emergency exits unlocked from the inside at all times Ramps at appropriate rise and slope Fire doors free of unauthorised door openers Handrails and guardrails where required Side walks well maintained and free of obstacles Directions for exiting the building in case of emergency are clearly posted Downspouts are directed away from walking surfaces and building foundations</p>		

**Building Structure No
foundation
problems, cracks or
deterioration of
structural support
Roof in good repair
Landscaping near
building does not
obstruct access**

Other

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.9 General Office Inspection Report:

1.0	HOUSEKEEPING	Y/N
1.1	Is the overall condition of room/area tidy with surplus items stored away safely?	
1.2	Are heavy items stored at an appropriate height for ease of manual handling?	
1.3	Are passageways, especially emergency exits, kept free of obstruction?	
1.4	Are floor coverings damaged or worn so as to be a tripping hazard?	
1.5	Are there trailing cables, which are likely to be a tripping hazard?	
1.6	Are filing cabinets anchored and interlocked (only 1 drawer opens at a time)?	
1.7	Are sufficient bins provided for rubbish, and are they emptied regularly?	
1.8	Are kettles, coffee machines, etc., securely fixed to avoid risk of scalds?	
1.9	Are areas cleaned regularly?	
1.10	ANY OTHER HOUSEKEEPING OBSERVATIONS	
2.0	ELECTRICAL SAFETY	
2.1	Are all plugtops and sockets in good condition (Insulating tape / broken plug tops / loose sockets etc are unacceptable)	
2.2	Are all electrical leads / cables free from obvious damage (no exposed cores / frayed cables/ burn marks)	
2.3	Are electrical repairs carried out by trained and competent personnel only?	
2.4	Are there any multi-point adapters in use?	
2.5	ANY OTHER ELECTRICAL SAFETY OBSERVATIONS	
3.0	FIRE SAFETY	
3.1	Are fire exits & escape routes accessible and unimpeded	
3.2	Is a fire drill conducted at least annually?	
3.3	Do all personnel know where fire extinguishers are located	
3.4	Are all flammable materials stored securely in appropriate locations?	
3.5	Do all staff know the alternative escape routes in the event of fire?	
3.6	Are the escape routes clearly marked?	
3.7	ANY OTHER FIRE SAFETY OBSERVATIONS	
4.0	VDU ERGONOMICS	
4.1	Are all chairs in use at VDU stations fully adjustable (Height adjustable, backrest height adjustable, backrest tiltable)	
4.2	Do staff take regular breaks from display screen work (min 5 minutes in each hour)	
4.3	Is there adequate space underneath desks to swivel knees 90 degrees in each direction	

4.4	Are windows fitted with blinds to eliminate glare			
4.5	Where chairs have armrests are these adjustable			
4.6	Is the temperature in the office 17.5 degrees or above			
4.7	Are headphones provided for staff who spend extended time on the phone			
4.8	ANY OTHER VDU SAFETY OBSERVATIONS			
5.0	MANUAL HANDLING			
5.1	Are staff who routinely lift / Push / Pull loads trained in correct manual handling techniques			
5.2	Are ladders, kickalongs available to access higher shelving/storage space?			
5.3	Are trolleys / other manual handling aids available to transport loads			
5.4	Are heavy items stored at an appropriate height for ease of manual handling?			
5.5	ANY OTHER MANUAL HANDLING OBSERVATIONS			
6.0	EMERGENCY PREPAREDNESS			
6.1	Is a member of staff trained in occupational First Aid			
6.2	Is the First Aid box located in a prominent position – With contact details for First Aid Treatment			
6.3	Are all staff aware of what to do in the event of an emergency (requiring First Aid / Spotting a fire etc)			
6.4	Is the Security Response Number prominently displayed for staff working out of hours?			
6.5	ANY OTHER OBSERVATIONS			
	REMEDIAL MEASURES REQUIRED			
	List Issues For Rectification in order of Priority	Required Action	Responsible Person	Before What Date?

Copies Sent to:	Corrective Action has been taken
1	Signed:
2	Principal:
3	Date:

7.10 Emergency Numbers

Garda Station	068 27104
Listowel Garda Station	068 21000
Tralee Garda Station	066 7122022
Fire Station	999/112
Doctors office	068 27104
Pharmacy	068 27437
Fr.Sean Hanafin	068 27102/087 2935969
Fire and Security Alarm	07 2575837
Sea and Cliff Rescue	068 27695/086 501817
Principal	086 0424212
Deputy Principal	086 8900025
Child Protection	066 7121566

7.10 Internal Accident Report Form

Injured Party Details:

Surname:

First Name:

Address (School Name):

D.O.B:

Sex: Male/Female

Date of Accident:

Date Accident Reported:

Status (Please tick appropriate box):

Employee Student Visitor Contractor

Other (Please Specify): _____

Accident /Dangerous Occurrence Categorisation:

Where appropriate, more than one box in each section may be ticked.

Type of Accident	Tick	Main Agent Which Caused Accident
Injured/Damaged by a person		_____
Struck by/contact with		
Caught in/under		
Slip/trip/fall		
Sharps		
RTA/Crash		
Exposure to substances		
Manual handling		
Property Damage		

Type of Injury	Tick	Parts of Body	Tick
Fatality		Head (except eyes)	
Bruise		Eyes	
Concussion		Face	
Internal Injury		Neck, Back, Spine	
Abrasion/Graze		Chest, Abdomen	
Fracture		Shoulder	
Sprain		Upper Arm	
Torn Ligaments		Elbow	
Burns		Lower Arm/Wrist	
Scalds		Hand	
Frostbite		Finger (one or more)	
Injury not ascertained		Hip Joint, Thigh, Kneecap	
Trauma		Knee Joint	
Occupational Disease		Lower Leg	
Other (Please Specify)		Ankle	
_____		Foot	
_____		Toes (one or more)	
_____		Multiple Injuries	
_____		Trauma, Shock	
		Other (Please Specify)	

Consequences	Result	Anticipated Absence
Fatal Non Fatal	Sick Leave Excused Light Duty Medicine	1- 3 days 4 – 7 days 8 – 14 days More than 14 days

Detailed Description of Accident/Dangerous Occurrence

Give a full description of:

- (a) The work/ activity being carried out when the accident occurred.
- (b) The equipment in use (if any).
- (c) Detail how the accident occurred.

Attach:

- (a) Injured party's report
- (b) Witness list (Level of detail required will vary depending on the severity of the accident).
- (c) Witness statements (Level of detail required will vary depending on the severity of the accident).
- (d) Sketch or photograph of the scene, equipment etc. where appropriate.

Signed: _____

Date: _____

Safety Officer

Signature: _____

7.11 List of First Aid Box Contents

Materials	Main First- Aid Box Content	First- Aid Contents Specialist Rooms And School Trips.
Adhesive Plaster	80	40
Sterile Eye Pads (Bandage Attached)	8	4
Individually wrapped triangular bandages	12	12
Safety Pins	12	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 x 8cms)	16	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 x 9cms)	8	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5cms)	8	4
Individually Wrapped Wipes	20	10
Paramedic Shears	1	1
Pair of Latex Gloves	4	2
Sterile Eye Wash	4	2
Burn Cream	1	-













7.12 Colour Codes for Chemicals

Chemical Name	Storage Group
Copper (II) Sulfate	Grey
Copper (II) Sulfate Anhydrous	Grey
Copper Electrodes	Grey
Copper Turnings	Grey
Copper wire (bare 22 swg)	Grey
Cyclohexane	Red
Decon 90	Grey
Detergent	Grey
Dyes, Water Soluble, Red & Blue	Grey
EDTA Disodium Salt	Grey
Ethanal	Red
Ethanedioic Acid (Oxalic Acid)	White
Ethanoic Acid	Red
Ethanol 95% (Industrial Methylated Spirits)	Red
Ethyl Benzoate	Red
Ethyl Ethanoate	Red
Fehling's Solution No. 1	Grey
Fehling's Solution No. 2	Green
Glass Wool	Grey
Glucose - Anhydrous	Grey
Glycerol	Grey
Heptane	Red
Hexane	Red
Hydrochloric Acid	White
Hydrochloric acid-Ampoules (box)	White
Hydrogen Peroxide - 100 vol	Yellow
Indicator paper box (selection)	Grey
Iodine	Yellow
Iron (II) Sulfate	Grey
Iron (III) Chloride	Grey
Iron tablets (packet)	Grey
Lard	Grey
Lauroyl Peroxide	Yellow
Lead Bromide	Blue
Lead Electrodes	Grey
Lead Ethanoate	Blue
Lime Water (Calcium Hydroxide)	Green
Lithium	Red
Lithium Chloride	Grey
Litmus Powder	Grey
Lycopodium Powder	Grey
Magnesium Carbonate	Grey
Magnesium Powder	Red
Magnesium Ribbon	Red
Magnesium Sulfate	Grey
Manganese Dioxide	Grey
Manganese Sulfate Dihydrate	Grey

Chemical Name	Storage Group
Methanal (Formaldehyde Solution)	Blue
Methanoic Acid (Formic Acid 90%)	White
Methanol	Red
Methyl orange powder	Grey
Methylated Spirits	Red
Methylbenzene (toluene)	Red
Nichrome Wire	Grey
Nitric Acid	Yellow
Octane	Red
Paraffin - liquid	Red
Paraffin - Light	Red
Pentane	Red
Petroleum Ether (40/60)	Red
Petroleum Jelly	Red
Phenothalien solid	Grey
Platinum Wire	Grey
Poly(chloroethene) -PVC	Grey
Poly(ethene) (low density)	Grey
Poly(ethene)(high density)	Grey
Polypropene	Grey
Polystyrene (Poly(phenylethene))	Grey
Polytetrafluoroethene (PTFE)	Grey
Potassium Bromide	Grey
Potassium Chloride	Grey
Potassium Chromate	Blue
Potassium Dichromate, crystalline	Blue
Potassium Hydroxide	Green
Potassium Iodate	Yellow
Potassium Iodide	Grey
Potassium Metal	Red
Potassium Nitrate	Yellow
Potassium Permanganate	Grey
Potassium Permanganate -Ampoules (box)	Grey
Potassium Sodium Tartrate	Grey
Potassium Thiocyanate	Grey
Propan - 1 - ol	Red
Propan - 2 - ol	Red
Propanal (propionaldehyde)	Red
Propanone	Red
Silver Nitrate	Yellow
Sodium Carbonate - Anhydrous	Grey
Sodium Carbonate - Hydrated	Grey
Sodium Chloride	Grey
Sodium Dichromate - Crystalline	Blue
Sodium Ethanoate	Grey
Sodium Hydrogencarbonate	Grey
Sodium Hydroxide	Green

Chemical Name	Storage Group
Sodium Hydroxide - Ampoules	Green
Sodium Hypochlorite Solution	Yellow
Sodium Metal in paraffin	Red
Sodium Sulfate	Grey
Sodium Sulfite	Grey
Sodium Thiosulfate	Grey
Solochrome Black	Grey
Sphere poly:pk/100 25mm	Grey
Starch - soluble	Grey
StrontiumChloride	Grey
Styrene (Phenylethene)	Red
Sugar	Grey
Sulfur - Fine Powder	Grey
Sulfuric Acid	White
Tin Plate or Foil (25 mm ²)	Grey
Trimethylpentane, 2, 2, 4, (iso-octane)	Red
Universal Indicator Solution	Grey
Urea	Grey
Vinegar	Grey
Wooden Splints (100 Pack)	Grey
Zinc Carbonate	Blue
Zinc Electrodes	Grey
Zinc Granulated	Grey
Zinc Powder	Grey

7.13 Guidelines for storing Dangerous and Reactive Substances:

	Flammable 	Explosive 	Toxic 	Radioactive 	Oxidizer 	Harmful 
Flammable 	+	-	-	-	-	+
Explosive 	-	+	-	-	-	-
Toxic 	-	-	+	-	-	+
Radioactive 	-	-	-	+	-	-
Oxidizer 	-	-	-	-	+	O
Harmful 	+	-	+	-	O	+

Instructions for Use:

Read the symbols on the left hand column against those on the top column.

+ Substances which can be stored together

O Subject to special precautions these substances can be stored together i.e. substances should be segregated by using special spill trays.

- Substances that cannot be stored together

N.B. Acids should be stored separately

7.14 Laboratory Rules For Students:

DO NOT enter the laboratory without permission.

DO NOT use any equipment unless permitted to do so by the teacher. Make sure you know exactly what you are supposed to do. If in doubt, ask the teacher.

Long hair **MUST** always be tied back securely. **ALWAYS** wear eye protection when instructed to do so. **ALWAYS** check that the label on the bottle is **EXACTLY** the same as the material you require. If in doubt, ask the teacher.

DO NOT eat, drink or taste anything in the laboratory or any food brought into the laboratory.

Any substance accidentally taken into the mouth must be spat out **IMMEDIATELY** and the mouth washed out with plenty of water before reporting to the teacher.

Any cut, burn or other accident **MUST** be reported at once to the teacher.

Any chemical spilled on the skin or clothing **MUST** be washed at once with plenty of water and reported to the teacher.

Always **WASH** your hands after practical work.

7.15 Technology Workshop Rules For Students

SAFETY GLASSES/GOGGLES

EVERYONE MUST WEAR SAFETY GLASSES WHEN INSTRUCTED TO DO SO BY THE TEACHER!

CLOTHES AND HAIR

IF YOU HAVE LONG HAIR, TIE IT UP.

DO NOT WEAR LOOSE CLOTHING.

REMOVE ALL JEWELRY.

WEAR APPROPRIATE SHOES. Wear shoes that provide sure footing.

SAFE CONDUCT

NO HORSEPLAY. Maintain a serious attitude when working with and around machines.

Be aware of what is happening around you. For example, be careful not to bump into someone working near you.

Concentrate on what you are doing.

Do not hurry. If you catch yourself rushing, slow down.

Do not rush speeds and feeds or you may damage your part, the tools, or the machine.

MACHINING

IF YOU DO NOT KNOW HOW TO DO SOMETHING - ASK!!

DO NOT OPERATE A MACHINE UNLESS THE TEACHER IS PRESENT.

WEAR SAFETY GLASSES.

BEFORE YOU START THE MACHINE:

- **Study the machine. Know which parts move, which are stationary, and which are sharp.**
- **Double-check that your work piece is securely held.**
- **Remove chuck keys and wrenches.**

DO NOT LEAVE MACHINES RUNNING UNATTENDED!

KEEP HANDS AWAY FROM THE CUTTING AREA. Do not attempt to removal material while the cutter is rotating

DO NOT OVERREACH. Keep proper footing and balance.

DISCONNECT EQUIPMENT FROM ELECTRICAL SERVICE BEFORE ADJUSTING OR CHANGING CUTTERS, BLADES, OR BITS.

KEEP THE WORK AREA CLEAN AND ORDERLY.

REPORT ALL INJURES TO THE TEACHER IMMEDIATELY.

7.16 Rules of our Kitchen

Cleanliness is essential

Personal Hygiene

Wash hands

Remove Jewellery

Protect your clothes

Wear non-slip shoes

Cover cuts

Good practice at all times please!!!

Kitchen Hygiene

Clean surfaces (Keep work area cleaned down at all times)

Clean cooker, fridge and sink

Clean up and wash-up as you go!

Always return CLEAN dishes, utensils and equipment to the correct location

Use clean cloths

Wipe up spills

Remember to empty your bin!!!

Food Hygiene

Store correctly

Don't over handle!!!!

Cook Accurately

Present attractively

FIRE and SAFETY policies must be obeyed at all times

GAS and ELECTRICITY must be approached with respect and maturity at all times.

7.17 Classroom Hazard Prevention

EXTENSION CORDS may only be used to provide temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after use. If cords run across the floor from overhead projectors, TVs, etc., they should be unplugged when not in use.

TV/AV CARTS AND EQUIPMENT must be in good operating condition and roll with ease. TVs and other large equipment must be secured to the cart.

FIRE EXTINGUISHERS must be fully charged and mounted on the wall where access to them is unobstructed. Do not place or hang materials on or in front of the fire extinguisher or fire alarm pull station. Do not store ANYTHING within 36" of a fire extinguisher, fire alarm, or other life safety equipment.

DECORATIVE PAPER must be limited to approximately 20 percent of the wall space in each room. Do not cover electrical switches, outlets, alarms, electrical panels, or other life safety equipment. Do not hang anything from the ceiling, light fixtures, or from wall to wall. Do not cover windows or doors with paper.

OVERHEAD STORAGE (on bookcases, cabinets, etc.) must either be secured or removed so objects can't fall and cause injuries.

ELECTRICAL PANELS in classrooms or storage rooms must remain closed. Do not cover them with combustible material such as paper or cloth. Electrical panels must have a 36" clearance and clear access to the panel must be maintained. Do not store ANYTHING within 36" of an electrical panel.

ACCESS TO EXITS must be maintained at all times. Do not block front or back doors of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathways to exit doors must be as wide or wider than the door itself. Carts, students' desks, cabinets, etc. should not impede evacuation in an emergency.

HOUSEKEEPING rules require that all areas of the classroom be maintained in a neat, orderly manner and be free from any condition that would create a fire, life safety, and/or emergency evacuation hazard.

HEATERS & VENTILATION are maintained by maintenance personnel. Do not block or cover heater access doors or air vents with paper or other combustible materials. Do not store ANYTHING within 36" of a heater or other ventilation unit.

7.18 Maintenance and Servicing of Workshop Machinery and Equipment

Item	Internal Staff	External contractors	Relevant Legislation/Standard
Machinery	<p>Before use check to ensure that</p> <ul style="list-style-type: none"> • all guards and covers are in place • there are no visible faults on the machine • all fixed tools are secured properly • all sockets, plugs and cables free from damage • there are no signs of non-standard joints or over heating • there are no exposed wires showing on entry to plug or equipment <p>Faults should be recorded in a logbook. Ensure any previous faults have received attention.</p>	Annually	In compliance with the Manufacturer's Instructions
Portable Power Tools	<p>Before use check to ensure that</p> <ul style="list-style-type: none"> • all guards and covers are in place • there are no visible faults on the machine • all sockets, plugs and cables free from damage • there are no signs of non-standard joints or over heating • there are no exposed wires showing on entry to plug or equipment <p>Faults should be recorded in a logbook. Ensure any previous faults have received attention.</p>	Annually	BS 4163:2000 (H&S for design and technology in schools and similar establishments – code of practice)
Hand Tools	Check once per term to ensure tools are free from damage		BS 4163:2000 (H&S for design and technology in schools and similar establishments – code of practice)
Hot Work Equipment	Before use	Annually	Ref to HSG 118, Electrical Safety in Arc Welding
Compressed air		Annually	Health and Safety Authority recommend an annual service by a competent person.
Local Extraction Ventilation	Minimum once per term check on filters	14 months	BS 4163:2000 (H&S for design and technology in schools and similar establishments – code of practice)
Electricity	Quarterly test of Residual Current Devices (RCD's)	Every 5 years	ETCI 'National Rules for Electrical Installation'
Gas		Annually	Gas Safety (Installation & Use) Regulations, 1998 (UK)

7.19 IR1 and IR3 Forms

FORM OF NOTICE OF ACCIDENT

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

DETAILS OF INJURED PERSON

Name:	Date of birth:	Sex:	Is the injured person: <input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part Time <input type="checkbox"/> Self-employed <input type="checkbox"/> A Trainee <input type="checkbox"/> A Family Member <input type="checkbox"/> A Member of Public
Address:	Nationality:	Length of Service: Years Months	
	RSI Number:	Date of Accident:	
Occupation:	Time of starting work:	Normal time of finishing work:	

EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone Number:(2) (+STD Code)	
Address of Head Office:(1)	Nature of Business:	
Address of establishment where injured person was based if different from (1) above:	Approximate no. employed at establishment:	Approximate total no. employed by business:
If accident did not occur at the establishment address state where:		

TYPE OF WORK AND WORK ENVIRONMENT

What type of work was the injured person doing at the time of the accident? (e.g. Iron founding, harvesting, word-processing): _____

Where was the injured person at the time of the accident? (e.g. inside buildings, underground, field, public road, shop etc.) _____

CIRCUMSTANCES OF THE ACCIDENT (An "agent" may be another person, an animal, a substance, equipment or other item)

Briefly describe what the injured person was doing at the time of the accident identifying the agent involved:

Briefly describe the departure from normal, including the agent involved:

Briefly describe the action leading to the injury including the agent which actually caused the injury:

Details of the Injury

Indicate type of injury (tick one box only) <input type="checkbox"/> Bruising, contusion <input type="checkbox"/> Concussion <input type="checkbox"/> Internal injuries <input type="checkbox"/> Open wound <input type="checkbox"/> Abrasion, graze <input type="checkbox"/> Amputation <input type="checkbox"/> Open fracture (i.e. bone exposed) <input type="checkbox"/> Closed Fracture <input type="checkbox"/> Dislocation <input type="checkbox"/> Sprain, torn ligaments	<input type="checkbox"/> Suffocation, asphyxiation <input type="checkbox"/> Gassing <input type="checkbox"/> Drowning <input type="checkbox"/> Poisoning <input type="checkbox"/> Infection <input type="checkbox"/> Burns, scalds, frostbite <input type="checkbox"/> Effects of radiation <input type="checkbox"/> Electrical injury <input type="checkbox"/> Injury not ascertained <input type="checkbox"/> Other	Indicate part of the body most seriously injured (tick one box only) <input type="checkbox"/> Head, except eyes <input type="checkbox"/> Eyes <input type="checkbox"/> Neck <input type="checkbox"/> Back, spine <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Shoulder, upper arm, elbow <input type="checkbox"/> Lower arm, wrist <input type="checkbox"/> Hand <input type="checkbox"/> Fingers, one or more	<input type="checkbox"/> Hip joint, thigh, knee cap <input type="checkbox"/> Knee joint, lower leg, ankle area <input type="checkbox"/> Foot <input type="checkbox"/> Toes, one or more <input type="checkbox"/> Extensive parts of the body <input type="checkbox"/> Multiple injuries <input type="checkbox"/> Other
--	--	---	--

CONSEQUENCES OF THE ACCIDENT

Fatal <input type="checkbox"/>	Date of resumption of work if back	Year Month Day	Anticipated absence if not back	4-7 days <input type="checkbox"/>	8-14 days <input type="checkbox"/>	More than 14 days <input type="checkbox"/>
Non Fatal <input type="checkbox"/>						

DETAILS OF NOTIFIER

Notifier: Employer/Self Employed Person in control of workplace Person Providing Training Other Date: _____

Address and telephone number for acknowledgement/clarification if different from (1) & (2) above: _____

Signature: _____ Position: _____

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR1

9744

INSTRUCTIONS

1. DETAILS, AS PRESCRIBED OVERLEAF, MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY IN RESPECT OF THE FOLLOWING TYPES OF INCIDENT:-

- (a) an accident causing loss of life to any employed or self-employed person if sustained in the course of their employment,
- (b) an accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident,
- (c) an accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment,

2. THE FOLLOWING CATEGORIES OF PERSON ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- (a) employers in the case of the death or injury of employees at work,
- (b) persons providing training in the case of the death or injury of a person receiving training for employment,
- (c) self employed persons in relation to accidents to themselves,
- (d) persons in control of places of work in relation to:
 - (i) the work related death or injury of a person not at work,
 - (ii) the death of a self employed person,
- (e) the next of kin in the event of the death of a self employed person at a place of work under that person's control.

3. HOW TO COMPLETE THE FORM

The person reporting the accident must only tick one space in each section where option boxes are provided.

Date of Birth:

If date of birth of injured person is not available please enter approximate age.

Employment Status:

Indicate 'Part-Time' if average hours worked are less than 120 per calendar month, enter 'Full-Time' if they exceed this.

Occupation:

If the injured person is an employee or self employed please give sufficient detail to differentiate for example between electricians and fitters or between a nurse or nurses aide.

Economic Activity:

The main economic activity being undertaken, e.g. manufacture of computers, road haulage, joinery installation, take away restaurant.

Work Process and Work Environment:

This space should indicate the work process carried out by the injured person at the time of the accident and where the injured person was when he/she was injured. Below, two examples are given of how to answer.

1. Harvesting Field
2. Welding Workshop inside building

Circumstances of the Accident

A precise description of the event is to be given under the following three headings:

- a. What the injured person was doing at the time of the accident and for example what person was being attended to, what animal, substance or item was involved or what tool or machine was being used.
- b. What went wrong at the time of the accident. Describe what happened identifying any person, animal, equipment, substance or item involved.
- c. How the person was injured and the person, animal, equipment, substance or item causing the injury.

Below, two examples are given of the minimum contents of answers.

- Example 1**
1. The injured person was **walking** on a **floor**.
 2. He/She **tripped** over a **hose-pipe**.
 3. He/She **struck** his/her head against a **table**.

- Example 2**
1. The injured person **assisted a patient** on the way to the bathroom.
 2. The **patient stumbled**.
 3. While **supporting** the **patient** to prevent a fall the injured person's back was strained.

Details of the Injury

'Open Wound' includes cuts, lacerations, severed tendons, nerves and blood vessels. 'Burns' includes chemical burns. 'Effects of radiation' includes effects of X-rays, ultraviolet, welding light etc. Forms of injury which are not closely defined such as shock, heatstroke, cardiac arrest should be classified "other". "Electrical Injury" includes any injury or condition directly due to electric shock.

Consequences of the Accident

If injured worker has not yet resumed work please indicate anticipated duration of absence.

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: web_info@hse.ie

NOTE: THESE FORMS CAN BE PHOTOCOPIED

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)	
Address of Head Office:	Date of Incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at establishment:	Approximate total no. employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other	Date:
Address and telephone number for acknowledgement/clarification if different from above:	Signature: Position:

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR3

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: web_info@hsa.ie

NOTE: THESE FORMS CAN BE PHOTOCOPIED

INSTRUCTIONS

Where a dangerous occurrence of the kind named below, which is not reportable by reason of death of injury, occurs an employer/self employed person must, as soon as practicable, send a written report in the form overleaf to the Health and Safety Authority.

1. The collapse, overturning, or failure of any load-bearing part of:
 - (a) any lift, hoist, crane, derrick or mobile powered access platform;
 - (b) any excavator; or
 - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquified flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:-
 - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material; or
 - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:-
 - (a) the bursting, explosion or collapse of a pipe-line or any part thereof;
 - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
 - (i) overturns; or
 - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.(2) Any incident involving a vehicle carrying a dangerous substance by road, where there is-
 - (a) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
 - (b) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE.