Coláiste Cholmcille

Health, Safety & Welfare Statement and Policy



2024-2025

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2023-2024

Mission Statement

Coláiste Cholmcille is a community which respects the individual's rights and self-worth and aims to provide a happy and safe environment in which the individual may achieve her/his spiritual, academic and personal potential in order to develop all positive aspects of the individual and the community. Our Characteristic Spirit document states:

"The school is a caring and welcoming one, endeavouring to promote a culture of good relationships where people thrive and grow".

The core values of Coláiste Cholmcille are respect, fairness and personal growth. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach their full potential in a calm, caring and creative environment.

Respect refers to the consideration shown towards a person or object based on their abilities, qualities, achievements, or inherent worth. It involves acknowledging and valuing the rights, feelings, and perspectives of others. Respect is crucial in CCBS because it nurtures a positive and inclusive environment, fosters healthy relationships, and contributes to the overall personal and social development of all stakeholders.

Fairness refers to the quality of making judgments that are free from discrimination, favoritism, and bias. It involves treating all individuals equitably, recognising their rights, and providing equal opportunities. It is grounded in principles of equality, transparency, and

impartiality and is essential in CCBS because it builds trust, encourages positive behavior, enhances motivation, and develops ethical values. By fostering a fair environment, we can ensure that all stakeholders can succeed and thrive.

Personal Growth refers to the ongoing process of developing and improving oneself through experiences, learning, and self-reflection. It involves enhancing various aspects of one's life, including emotional, intellectual, and social capabilities. Personal growth is about striving to reach one's full potential, fostering self-awareness, and continually seeking to be a better version of oneself and is a core value at CCBS because it enhances self-awareness, encourages lifelong learning, builds resilience, improves emotional intelligence, fosters independence, boosts achievement, promotes positive relationships, supports a positive school culture, and prepares students for future success.

Section 1 : Safety Statement

It is the policy of Coláiste Cholmcille to promote standards of health and safety within the workforce which will lead to avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved. This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of the school in relation to the management of health and safety. The School is committed to managing and conducting activities in such a way as to ensure, so far as reasonably practicable, the safety, health and welfare of all staff and strives for continual improvement of safety management systems to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising for any work activity.

This will be achieved by the following (so far as reasonably practicable):

- The provision of a safe place of work, including safe access and egress:
- The provision of safe plant and equipment:
- The provision of safe systems of work;
- The provision of welfare systems;
- The provision of appropriate information, instruction, training and supervision;
- The provision of emergency plans and procedures:
- Determining and implementing appropriate preventive and protective measures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority:
- Obtaining, where necessary, the services of a competent person to advise on health and safety.

The arrangements for achieving these objectives are set out in the main body of this Safety Statement. The School is also committed to managing and conducting work activities in such a way as to prevent, so far as reasonably practicable, any improper behaviour (including bullying/ harassment) likely to put the safety, health or welfare at work of their employees, students or members of the public at risk. The

Principal has overall responsibility for health and safety within the school. Staff share a responsibility with management to ensuring their own safety while at work.
This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the college to discharge its responsibilities under law. Coláiste Cholmcille is committed to upholding the standards outlined in this Safety Statement. Sufficient resources both financial and otherwise will be made available. All staff are made aware of and have access to this Safety Statement. The Statement will be made available to third parties where appropriate. Staff are encouraged to put forward suggestions for improvement of this document. The safety Statement will be reviewed annually.

Signed:_ _____ Date: _____

Chairperson Board of Management

Date:

_____

Signed:_ _____

Principal

Section 2: Organisational Structure.

2.1 School Profile

Coláiste Cholmcille is located on College Street, Ballyshannon, Co. Donegal. It currently has a teaching staff of 60 people, 3 PME student teachers, 12 SNA, 3 secretaries, 9 caretakers/cleaning staff and 2 canteen staff. At present there are 666 students enrolled in the school.

This policy has been written in compliance with the requirements of the Safety, Health and Welfare Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such, the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This safety statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of Coláiste Cholmcille aims to ensure a safe working environment at all times for both staff and students and to improve our safety standards, where possible. This can only be achieved by the persistent efforts of us all. **Responsibility for health and safety rests with all staff at all levels within the school.** This Safety Statement will be revised on an ongoing basis by the Health and Safety Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

The Coláiste Cholmcille working copy of the Safety Statement will be located in the principal's office and on the school website at www. ccbs.ie. It will be available for viewing by any employee. A copy of the Safety Statement will also be left in the staff room and emailed to all staff. The Safety Statement will be introduced to all new employees at their induction training.

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management and employees alike to consider safety a joint responsibility. The safety and health of all Coláiste Cholmcille employees is an important objective of the school. Each of us at all levels of the school must cooperate to ensure that safe working becomes an instinctive habit. We will achieve and maintain the highest possible standard of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. If a safety concern is not properly addressed, you are asked to bring it to the attention of the Safety Representative. As well as periodic safety inspections, the Health and Safety Representative with the assistance of the members of staff will complete a thorough safety inspection of the school area on an annual basis. This will provide an ongoing upgrade of safety awareness in the school and will provide the information necessary to upgrade and maintain the Safety Statement. In order to increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement

Health and Safety Management Breakdown.



Board of Management.



Principal/Deputy Principals



Health and Safety AP11

Teachers	**Support Services**	**Contractors**
Year Heads	Administration	Security Monitoring
Tutors	Caretakers	Electrician
Subject Convenors	Cleaning staff	Waste removal
		Other

Section 3: Duties and Responsibilities.

3.1 Board of Management.

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the school. They will meet on a periodic basis to discuss health and safety issues within the school. Specifically, they will:

- Arrange for the appointment of a Health and Safety Representative (AP11) from within the staff.
- Support the principal in role as the 'day to day manager" of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Ensure that safety rules and procedures are adequately communicated to staff.

3.2 **Principal/Deputy Principals**

The School Principal is responsible for the planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that these are taken into account in planning, administration and maintenance activities and in organising work generally.

Our Principal, Ms Cora Fagan, has the ultimate responsibility for the co-ordination of health and safety management in the school. The School Principal is responsible for ensuring that staff are given sufficient information and training to do their jobs effectively and that work targets are realistic and do not compromise health and safety requirements. She is also responsible in ensuring that staff are given adequate support to make the correct decisions on health and safety issues and that the standards described in this Safety Statement are met in a practical manner. She will ensure that:

- An up-to-date signed Safety Statement is in place and the Safety Policy is on display. The Safety Statement is brought to the attention of,and understood by all employees. That the statement is regularly reviewed and amended as necessary and any changes are brought to the attention of all employees.
- Safety is a prime consideration in all planning.
- Adequate funds, materials, equipment and human resources are budgeted to meet safety requirements.
- Proper corrective action is taken when required.
- The safety of visitors and contractors is adequately protected.
- Appropriate inductions are given to all new and temporary staff and contractors.
- Adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing and training in the use of the equipment and training in the evacuation procedure.
- A minimum of at least two evacuations are carried out each year.
- Monitor the competence of all members of staff under the control of BOM to carry out their work safely and follow procedures. The principal shall ensure all staff are fully aware of the hazards in their job to themselves and others
- Responds to all queries from staff in relation to health and safety.
- Accident records are maintained.
- All statutory registers, notices and documents are maintained and available for inspection.
- Contractors are engaged in accordance with the company policy and that the contractors ' approval form is completed in all cases.
- Procure advice and assistance wherever necessary from the Health and Safety Authority. Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

3.3 Health and Safety Representative.

Mr John McLoone, Special Duties Post Holder with responsibilities for Health and Safety, advises and assists management and staff on health and safety matters. His duties are outlined as follows:

1. Assist in the examination of Health & Safety Legislation as it applies to the school.
2. Assist, monitor and up-dating of the Health & Safety statement and plan.
3. Developing schedule of implementation in conjunction with the Principal.
4. Monitoring health and safety on entrance and exit from School.
5. Conduct Fire/evacuation drill.
6. Source and installation of signage.

The Health and Safety Representative works in collaboration with staff members in coordinating the Safety, Health and welfare issues within the Safety Statement. The Health and Safety Representative:

- Be fully familiar with the School's Safety Statement.
- Reviewing and updating School's Safety Statement.
- Complete a safety inspection of the school on an annual basis.
- Ensure that adequate First Aid provisions and arrangements are in place.
- Providing advice to members of the school on matters of occupational health and safety and in particular advising the principal on the formulation and revision of the School's Safety Statement.
- Ensuring that accidents and near misses are reported and investigated.
- Disseminating health and safety information and reports to appropriate members of staff and students.
- Identifying members of the school for appropriate health and safety training events. Monitoring in the school that:
- A high standard of housekeeping is maintained;
- Adequate precautions are taken regarding any special existing or new hazard; Adequate precautions are taken regarding any changes to be made;
- **Plant and equipment are maintained as required by any relevant statutory provisions;**
- Staff and students are suitably informed, instructed and trained;
- Adequate health and safety records are maintained where appropriate, i.e. as required by the relevant statutory provisions or by the school or safety statement;
- Personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used:
- Systems are set up and maintained to check the health and safety facilities such as firefighting equipment are provided and maintained in a readily usable condition.
- Report without delay, any health and safety issues or concerns to the Board of Management.

3.4 Teaching Staff.

All Teaching Staff are responsible for health and safety performance and standards in respect of those activities, which are within his/her control. All Teachers are responsible for creating a genuine safety culture within the School.

Teaching staff will ensure:

- Take a direct interest in health and safety
- They read and understand the Safety Statement and carry out their work in accordance with its requirements
- Regularly inspect their area in a walk through inspection to ensure the standards in both safety and hygiene are complied with. Reporting of concerns/ observations back to senior management.
- He/she keeps their classrooms in a neat and tidy fashion, in order to minimise the risk of accidents. Special attention must be given to trailing cables, wet spots on the floor, spillages and the storage of students' bags and belongings

- The follow the manufacturers/suppliers instructions in the use of any material/equipment he/she is required to use in the course of his/her teaching.

- Student work is displayed/stored in such a manner that it does not constitute a fire risk

- They are aware of the location of all emergency exits and fire points; to be able to recognise the fire alarm sounded and to be familiar with the evacuation procedures to be followed in the case of an emergency

- They cooperate with the Principal and the Person with responsibility for Health and Safety matters.

- They ensure that all school protocols are followed for school trips/excursions

- They comply with all school policies e.g. anti-bullying etc.

3.5 Caretakers/Cleaners.

The responsibilities of cleaners/caretakers are:

- To read and understand the Safety Statement and carry out their work in accordance with their requirements

- To carry out routine inspections of the building and the grounds ensuring that all floor area are free from spillage and any obstructions that might lead to accidents.

- To maintain the security of the buildings and grounds.

- To carry out regular inspections of all fire escape routes, fire points and alarms and report any defects immediately

- To ensure that all supplier/manufacturer instructions are followed when using chemicals and equipment.

- To report immediately any defects of plant or machinery.

- To look for and suggest ways of eliminating hazards.

- To wear protective clothing and carry out their work in a safe manner

- To report any accident, however minor, to the Principal immediately

3.6 All Employees:

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.

- Ensure that they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.

- Co-operate with their employer or any other person as appropriate
- They must not engage in improper conduct or behaviour (including bullying/harassment}.
- Attend all necessary training.
- Use safety equipment and clothing provided, or other items provided for their safety, health and welfare at work.

Report to the Principal as soon as practicable:

(i) Any work which may endanger the health and safety of themselves or others.

(ii) Any defect in the place of work, systems of work, articles or substances

(iii) Any breach of health and safety legislation of which he/she is aware of.

Employees must not:

(i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.

(ii) Place anyone at risk in connection with work activities.

(iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons at work.

Additionally, members of Staff must:

- Read and understand the Schools Safety Statement.
- Report any accident or damage to management as soon as possible.
- Know the procedure in the event of a fire.
- Suggest any ways of eliminating hazards
- Inform management if pregnant.
- Heed all caution and warning signage on site.

All Employees continued:

- Clean up their area or assist in tidying up their area to maintain clear work area and maintain high standards of housekeeping and hygiene.
- Not attempt to move or lift heavy articles so heavy as likely to cause injury
- Adhere to all school safety rules and requirements.

3.7 Visitors

It is the responsibility of all visitors to the school to;

- Co-operate with the School in respect to all matters relating to health and safety • Take note and obey all safety signage when necessary

- Obey all safety instructions given by the School Staff.

Section 4: Safe Working Arrangements.

4.1 Resources.

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. Coláiste Cholmcille will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of its employees and pupils as well as others who may be affected by its operations and activities. Management will provide resources for its ongoing monitoring of health and safety in the school and for the provision of health and safety information and training to all staff. Health and safety considerations are incorporated in annual estimates for running of the school.

The following resources and welfare arrangements have been dedicated:

- The Board of Management with the assistance of the School Principal and the Health and Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities.

- Coláiste Cholmcille will provide each new employee, on commencement of employment, with necessary information and guidelines on the basic safety knowledge they require before they begin work.

- A number of teachers /staff are trained in first aid.

- Fully stocked First Aid kits for use in any accidents are available on site.

- Fire-fighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk.

- Various signs are place throughout the school and external areas to provide directional information, emergency exits, and fire-fighting equipment and identification of any hazards.

- Various welfare facilities are provided by the school:
    - The provision of staff room facilities and toilets.
    - The provision of First Aid boxes.
    - The liaison with insurance companies.
    - The notification of reportable accidents to the Health and Safety Authority.
    - The provision and testing of fire-fighting equipment/maintenance of fire register.
    - The provision of adequate and suitable personal protective equipment.

- The investigation and management of any alleged incidents of harassment or bullying in the workplace.

  Maintenance Request Form

4.2 Records:

The Safety Representative will record any safety training provided. The School will keep health and safety training records detailing the following:

- Names(s) of employees trained;
- Date of training and amount of time taken;
- Training details;
- Signature(s) of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.

4.3 Training:

The school shall provide the following training as appropriate:

- Safety induction to all staff.
- As appropriate VDU Assessor, manual handling and fire safety; and
- Management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

4.4 Safety Induction:

All new personnel receive induction training. Employees will be provided with an induction briefing covering the following:

- Showing the employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities.
- Explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they appear at the time.
- Explaining the fire and evacuation procedure and the location of assembly points.
- Training the new employee in any relevant risk assessments.

4.5 Safety Consultation;

A general obligation is placed under every employee under Section 25 and 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his/her employees on matters of health and safety. It is the policy of Coláiste Cholmcille to consult with their employees on matters of health and safety to encourage a teamwork strategy for safety and to carry this out through regular communications with all staff. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees. The Board of Management is responsible for consulting with,and providing appropriate information to the workforce on all pertaining to safety, health and welfare.

4.6 First Aid Kits and defibrillators

There are adequate first aid kits throughout the school that are clearly marked.

There are first aid kits in all of the specialist rooms (Home Economics, Art, Science, P.E, Woodwork, Metalwork, Principal/Deputy Principals' office, main office, staffroom, caretakers' store)

First aid kits are supplied with all necessary equipment and are checked regularly to ensure supplies are adequate.

Contents of first aid kits

40 adhesive plasters

4 sterile eye pads

6 safety pins

2 sterile eye wash

2 pairs of latex gloves

10 individually wrapped wipes

16 various size sterile un-medicated wound dressings.

Water based burns dressings – large and small.

Defibrillators are located in the Sports Hall and in the School Building beside the main office. Staff have been trained in the use of these.

4.7 Report of Accidents and Dangerous Occurrences.

All accidents, resulting in injury, however slight, must be reported immediately to the School Principal. An accident report form must be completed in relation to the incident giving details of the incident. If an accident at the place of work or related to a place of work or activity, causes loss of life to a person or disables any person any person for more than three calendar days not including the day of the incident from performing his/her duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3. The school principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority. If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

4.8 Fire

The most dangerous hazard in the School is the risk of a fire and so all the necessary precautions are taken to ensure that this is prevented from ever happening. Fire Extinguishers, fire hoses and fire blankets are dispersed throughout the School and are checked on a regular basis for insurance purposes

- Fire Drills are held each term organised by the Health and Safety Representative, these are timed and a report made up and all information is recorded in a fire register, which is left on the premises and is available for inspection at any time.
- The fire bell is loud enough so that all students in all classrooms can hear it. Providing and maintaining escape routes and exits are unlocked, operational and free from obstruction.
- All staff are aware of the nearest exit to their classroom, all staff have received a map of all the fire points and exits in the school and procedures to follow in a fire drill so that they can familiarise themselves with it
- All new staff are informed on their first day of emergency exits on the school premises

Fire Extinguishers

There are adequate fire extinguishers throughout the school and these are checked and serviced once a year by. Training on how to use these fire extinguishers have been given to staff and this will occur on an ongoing basis.

Action in the event of a fire

Clear everyone from the immediate vicinity of the fire except for those authorised to engage in fire fighting

1. Sound the alarm

2. Alert staff in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.

3. Make sure the premises are cleared of employees, students and visitors. Close doors. See that no unauthorised person enters the building.

4. Employees and students should not delay in their departure to collect belongings and should assemble at the assembly points for each year outside Mercy Hall.

5. Roll call on vsware should be taken for all classes.

6. No one returns to building until given all clear to do so.

4.9 Gas.

The main hazards associated with gas are:

a) Fire and possible explosion

b) Carbon monoxide poisoning from gas, which is not burnt properly.

If you smell gas:

- Do not use any naked flame
- Do not use your mobile phone in the vicinity of a gas leak.
- Do not switch the lights or other electrical equipment on or off.
- Check whether it is coming from a pilot or burner. If so, turn the burner off. If not turn the supply off where it enters the room or at the meter.
- Open doors and windows to get rid of the gas and leave open until the leak has stopped and any build-up of gas has been dispersed.
- Report leak immediately to the principal.
- Do not turn gas back on until the leak has been traced and repaired.

A Gas maintenance service agreement is in place for one annual inspection and preventive maintenance of the system.

4.10 Places of Public Assembly:

Coláiste Cholmcille holds events such as Parent Teacher meetings, Open Evening, Christmas Fairs, musicals etc. For such events, additional care is advocated, bearing in mind that the public may not be familiar with the grounds and building. Hazards include fire, crowd access/egress general tripping, falling.

In order to minimise hazards outlined above the following measures shall be adapted for such events:

- All places used for such events shall have adequate means of escape, fire-fighting equipment and fire detection systems.
- The person in charge shall communicate the location of these exits to all participants.
- A plan of the premises should be displayed; the location of escape routes and fire-fighting equipment should be indicated.
- Good housekeeping practices should be employed.
- Any fire/smoke doors shall be kept in the closed position

4.11 Children wishing to leave School early

- School must be notified on the school app by a Parent/Guardian if a student must leave School during the school day.

- Students will not be allowed to leave the school alone. They must be collected by a parent/guardian or designated responsible person.
- No student can leave the School under any circumstances unless permission is granted from the Principal or Deputy Principal.
- Student should sign out if leaving during the school day and sign in if late at the main office office.

4.12 Sick Children

- Sick pupils stay in a designated waiting area until they feel better; no medication is given to any student, and if a student needs to go home parents are contacted first so that they can collect the student.
- No student can leave the college under any circumstances unless permission is granted from the Principal or Deputy Principal.

4.13 School Trips/Tours

- All students wishing to go on a school trip/tour need to get a parent/guardian consent on a tour permission form on the school app. This notifies parents of all arrangements of the tour.
- Refer to the Overseas Tours and School Trips policies.

4.14 General Safety Precautions

- All rooms that are not in use are locked.
- The main fuse boards are to be locked at all times
- Access to and operation of plant equipment is restricted to qualified members of staff whose job function is that of running maintaining, cleaning and monitoring particular items of plant in the course of their normal duties
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations
- All machinery and electrical equipment are fitted with adequate safeguards
- Ladders must be used with due caution and with another person's assistance if possible. All materials, maintenance equipment of caretaker is stored securely. Refuse is stored safely outside the school.
- Floors: The washing of floors shall be conducted as far as is possible after school hours to eliminate as far as possible the danger of slipping. When floors are wet warning signs regarding wet floors shall be used.
- Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather and grit is spread at outside doors and pavements.

Visual Display units:

- It is the policy of the Board of Management that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up to date

information regarding hazards relating to the use of V.D.U's will be studied and recommendations and directives implemented.

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the School. Any contractor should make direct contact with the Principal before initiating any work on the premises and shall be shown the safety statement and shall agree to its provisions. A code is in operation at the main door for staff use only.

Work in progress

Any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or suitable protection

Collecting students

- All parents/ guardians/carers in the interest of safety must obey all signs on entering the school grounds. Cars are advised to drive slowly on entering the school ground when collecting students.
- No parking is permitted by parents/guardians in the staff parking lot.

4.15 Pregnant Employees;

Every necessary step is taken to comply with Pregnant Employees Regulations 2007, and related acts.

- Employees should inform management if they are pregnant as early as possible in the pregnancy.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to that risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate working mothers.

Stress at work.

Coláiste Cholmcille adheres to all aspects of the 2005 Safety, Health and Welfare at work Act that obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace staff. Workplace stress arises from when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace include;

- Faulty work organisation

- Poor working relationships,
- Poor communication at work.
- Poorly identified/defined work roles.
- Highly demanding tasks.

Coláiste Cholmcille will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately. Staff are encouraged to avail of the EAS service as an added support.

Anti – Bullying and Anti-Harassment Policy

Coláiste Cholmcille is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Behaviour that is offensive to the recipients includes;

- Physical threats and assault
- Non- violent threats or implied threats
- Verbal harassment/abuse of a person
- Unfair selection of tasks
- Sexist comments or unwanted conduct of a sexual nature

Coláiste Cholmcille will ensure that all complaints are properly and fairly investigated, that the harassment is dealt with in an appropriate and measured way under the disciplinary procedures and the person bringing the allegation can resume work without fear of recurrence of threat to their career. Staff members/parents are encouraged to bring such unwanted practices to the attention of the Principal/Deputy Principals or any other person to whom they have confidence in and who will act responsibility on their behalf to have the matter resolved. All complaints are made in confidence and progress about specific complaints can only be made with approval of the complaint. No victimisation of any individual shall take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought about maliciously, disciplinary proceedings against the complainant will be considered.

Section 5: Hazard Identification and Control Measures.

5.1 Hazard Identification:

It is the policy of Coláiste Cholmcille to identify hazards in the place of work, to assess the risk to the safety and health and to control the risks as far as practicable so they are reduced to an appropriate level.

Hazards refer to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health and Welfare of employees at work.

Risks refer to the potential of the hazard to cause harm in the actual circumstances of use.

Risk control measures are intended to reduce the risk to an acceptable level. Coláiste Cholmcille is committed to implementing control hierarchy so that, in the first instance and where practicable, hazards are eliminated. This approach takes into account normal good practice within this sector of industry and any standards and guidelines available.

5.2 Risk Assessment

Risk Assessment Scoring Methodology (BS 8800 Rating System)

(Likelihood (L) x (S) Severity) = Risk Rating (RR)

Priority Table

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

Very Likely	**3**	**6**	**9**

Severity Table

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

Action Priority Table

Risk Rating	Action Priority
High (9)	Immediate
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all 'higher risk ratings' are addressed
Low (1) or (2)	At management discretion
Ongoing Awareness	Maintain awareness of the risk management strategy

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

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

5.3 Risk Assessment

The following people are at risk to hazards:

Students
Staff
Visitors

Parents
People renting the facilities
Maintenance people
Contractors
An annual audit is carried out by the Health and Safety Representative, staff and school management of the School to identify and hazards that may arise and a report of recommendations are made to the Board of Management.

Staff have the facility to report faulty or defective equipment in writing via “the Maintenance Request Form”

Fire Drills are held each term organised by the Health and Safety Representative, these are timed and a report made up and all information is recorded in a fire register, which is left on the premises and is available for inspection.

5.4 Identified Hazards/Risk Action Assessment Forms

Specific Hazards, Risk Assessment & Risk Control Actions

	Coláiste Cholmcille, Ballyshannon 2023		
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
	Science Rooms		
1- Gas system use	Explosion or fire from gas leakage	Ensure gas system is checked on a regular basis by competent personnel (approved RGII contractor) and ensure isolation switches are accessible.	Medium
2- Chemical use (corrosives, irritants, etc.) (Chemical storage is generally good with approved cabinets used and extraction systems in store)	Respiratory sensitisation Corrosive burns Harmful vapour Explosion or fire	Keep all chemicals **locked away in approved chemical cabinets** when not in use. Adhere to information given on Material Safety Data Sheets (MSDS), including disposal guidance. Supply adequate first aid cover. Refer to Appendix 9 for guidance on chemical incompatibilities when storing **(do not store in alphabetical order).**	Low - Medium
3- Use of hot-plates	Burns, electrical fires	Ensure all hot-plates are powered off after use. Check plugs and cables on these items regularly for any wear and tear. Warn users of room that plates may still be hot from previous class.	Low - Medium

	Science Rooms continued…		
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
4- Hazardous biological substances (cultures, animal organs, etc.)	Infections, adverse reactions	Adhere to procedural recommendations, use required protective equipment and maintain adequate hygiene after handling.	Low
5- Awareness of isolation switches operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis.	Medium
6- Handling CO_2 cylinder (freestanding in central prep storage area)	Explosion or tank rupture from falling over or accidental impact	Store cylinders upright and secured in wall-mounted brackets. Adhere strictly to manufacturer's safety notices.	Medium
7- Eye wash expiry date awareness	Ineffectual use of solution when needed	Maintain and register of first aid supplies in all science rooms with periodic checks on expiry (use-by or best before) dates on all solutions and ointments.	Ongoing Awareness
8- Experimental science work	Explosions, poisoning, cuts, lacerations, fire, fumes, etc.	Ensure all experimental work is supervised, correct instruction given and safety measures followed (available first aid, fire control, protective equipment, etc.)	Medium - High

Science Rooms continued…			
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
9- No eye wash facilities in eye wash station in Physics Room	Failure to treat eye splashes immediately and effectively	Replenish stocks in eye wash stations and monitor levels on a periodic basis.	Low - Medium
10- Portable electric heater use in Prep Area	Fire Trips and falls (over cable)	Should not be left unattended for prolonged periods when powered on. Keep away from combustibles and keep all vents free from obstruction and cables away from access routes.	Medium
11- No 'break glass unit' for key to rear fire exit in Prep Area (D41)	Hindrance to effective emergency evacuation from this area	Install a break glass unit in this area to house the key for this fire exit. Inform staff of key location once break glass unit is installed.	Medium - High

Woodwork Rooms			
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Noise from machinery and powered equipment	Long term damage to hearing of staff	Staff in technology rooms should have periodic audiometry tests and always wear hearing protection during machine operations that are above 80dBA (decibels).	Medium - High
2- Use of power tools and hand tools (power drills, electric saws, hammers, chisels, etc.)	Impact injury, cuts, lacerations and entanglement	Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use. Power tools should operate at 110 volt if not on a power circuit controlled by RCD's.	Medium - High
3- Use of varnishes, flammable spirits, etc.	Fire, burns, inhalation of fume / vapour	Use the personal protective clothing (PPE) as directed in the Material Safety Data Sheets. Ensure fire extinguishing devices are convenient.	Medium
4- Wood lathes, rotating equipment & machinery	Cuts, impact lacerations, entanglement, etc.	Encourage vigilance among users. Use guards provided and advise users on operation of all machine safety devices. All machinery (purchased since 1993) must have a CE mark indicating the machine complies with the relevant directives.	Medium - High

	Woodwork Rooms continued…		
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
5- Manual handling of heavy items (large project work, raw materials, etc.)	Back injuries Foot crush Muscle strain Ligament damage Slips, trips and falls	Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible. Maintain and encourage use of handling aids (trolleys, castors). Advise on use of '2 person lift' technique where appropriate. Reduce carrying distances, particularly for heavier loads and keep such items stored within a zone of convenient reach (through ergonomic layout).	Medium
6- No exclusion zones marked out around some woodworking machinery	Operators workspace interfacing with third parties (non-operators) leading to entanglement, cuts, lacerations, etc.	Mark out exclusion zones on floor around each machine where a risk of accidental interface could occur.	Low - Medium
7- No 'break glass unit' for key to rear fire exits	Hindrance to effective emergency evacuation from this area	Install a break glass unit in this area to house the key for this fire exit. Inform staff of key location once break glass unit is installed.	Medium - High

	Woodwork Rooms continued…		
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
8- Use of woodworking machinery • Record Power Router Table • Bison Grinding Wheel • Charnwood Mortiser • Sedgwick Planer (guarded) • Sedgewick Mortiser • Makita Chop Saw (guarded) • Sedgwick Circular Saw (guarded) • Record Power Wood Spindles **(*unguarded)** • Record Power Band Saw **(*no kickstop)** • Warco Pillar Drills (guarded) • Morrisflex Sanders • DeWalt Chop Saws (guarded) • Hegner Scroll Saws **(*unguarded)**	Cuts, lacerations, abrasions, eye injuries, electric shock, entanglement, etc.	Encourage vigilance among users and ensure manufacturer's safety information is conveyed and understood by all machine users. Provide adequate supervision when machines are in use and ensure all guards and emergency stop buttons are operable. Isolation switches must be conveniently located (with signage) and appropriate protective clothing and equipment used. Never ever remove guards while a machine is operable. All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years. ***Install adjustable guards over chuck on Record Power lathe and on blade of Scroll Saws. Install foot activated emergency stop on Record Power Band Saw.**	*** High** Reduces to Medium if highlighted corrective action is completed

ENGINEERING ROOMS

Specific Hazard	Associated Injury/Damage Risk	Risk Control Action	Risk Rating
1- Use of metalwork machinery – specifically • Warco Pedestal Drills (guarded) • Vacuum Former (enclosed) • Makita Chop Saw (guarded) • Boxford Lathes (guarded and emergency stop) • Warco Turret Mill (guarded) • Warco Lathes (guarded) • KEF Grinder **(unguarded* in D5)** • Warco Metal Band Saw • Flamefast Gas Forge • Morrisflex Sanding Belt	Cuts, lacerations, abrasions, eye injuries, electric shock, entanglement, etc.	Encourage vigilance among users and ensure manufacturer's safety information is conveyed and understood by all machine users. Provide adequate supervision when machines are in use and ensure all guards and emergency stop buttons are operable. Isolation switches must be conveniently located (with signage) and appropriate protective clothing and equipment used. Never ever remove guards while a machine is operable. All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years. ***Install adjustable impact guarding over KEF Grinder**	*** High** Reduces to Medium if highlighted corrective action is completed

ENGINEERING ROOMS CONTINUED

Specific Hazard	Associated Injury/Damage Risk	Risk Control Action	Risk Rating
2- Use of welding apparatus (including arc welding)	Burns, blinding, fume inhalation	Use approved quality face shield/goggles, non-synthetic overalls, fireproof gauntlets/trousers (no turn-ups) and protective footwear. Provide adequate ventilation and task breaks between welding. Oxy-acetylene cylinder should be upright and secure with a flashback device fitted and operable. Flashback arresters should be fitted on all gas cylinder pipework. Cylinder should be kept free from oil/grease. All joints should be regularly tested for leaks. Electric welding cables need to be regularly inspected for cuts or other damage to the insulation, as well as the normal earthing of the casing of the welding equipment. The work piece itself must be capable of carrying the full welding current.	Medium

Specific Hazard	Associated Injury/Damage Risk	Risk Control Action	Risk Rating
3- Blowtorch use and brazing hearth (hot work or forge work)	Fire/explosion	Use PPE and ensure regular servicing of the gas system. Instruct all users on operational safety procedures and locate extinguishers nearby.	Medium
4- Awareness of isolation switches operation (for electrical machinery and equipment)	Inability to terminate electrical arcing / sparking and power sources	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these isolation switches on a monthly basis.	Medium
5- No immediate isolation switches (proofing system) evident for gas equipment	Inability to immediately isolate supply to a gas fire/explosion	Install gas isolation switch (emergency stop switch and proofing system) and display signs highlighting switch location and operation.	Medium
6- No carbon monoxide alarm evident in forge/brazing hearth area	Carbon monoxide exposure	Install carbon monoxide alarm in this area.	Medium - High

Specific Hazard	Associated Injury/Damage Risk	Risk Control Action	Risk Rating
7- No 'break glass unit' for key to rear fire exits in D1 and D5	Hindrance to effective emergency evacuation from this area	Install a break glass unit in this area to house the key for this fire exit. Inform staff of key location once break glass unit is installed.	Medium - High
8- Handling sharp edges/corners on metal	Hand or finger lacerations (particularly where protective gloves are not worn)	All users must wear cut resistant gloves at all times. Some gloves provide the lowest protection (Rated 1) on the cut resistance scale (where 1 is lowest protection and 4 is highest protection). Record this hazard and controls required in a hazard awareness programme with all users. Monitor users operating procedure on a daily basis for hazard management behaviour.	Medium - High
9- No mechanical extraction ventilation in forge/brazing hearth area	Build-up of fume and carbon monoxide	Install a mechanically propelled extraction system.	Medium

	General Purpose Classrooms		
Specific Hazard	**Associated Injury/Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Electrical extensions (or double adapters) in use	Fire or electrocution from overload	Ensure power demand never exceeds supply. Check cable regularly for any damage and ensure all extensions / adaptors are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained.	Medium
2- Trailing electrical cables	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or use cable protection floor strips.	Medium
3- Portable electric heater use	Fire, trips and falls (over cable)	Should not be left unattended when powered on. Keep away from combustibles. Keep all vents free from obstruction and cables away from access routes.	Medium
4- Smoke/heat detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings).	Ongoing Awareness

	Corridors & Toilets		
Specific Hazard	**Associated Injury/Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Uncontrolled access to school building (at rear of school)	Unauthorised entry, theft and vandalism	Entry to school should be through a designated entrance with controlled access (intercom, CCTV, etc.). All personnel (other than staff and students) must be validated upon entry to school premises. Display appropriate signage directing personnel to the designated entrance for access validation.	Medium - High
2- Slippery floor when wet/damp	Slips and falls	Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary. Use warning sign when floors are slippery.	Medium

	Canteen & Kitchenette		
Specific Hazard	**Associated Injury/Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Cookers, ovens, microwaves, etc.	Burns, fire, electric shock	Ensure vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the power isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance testing (PAT).	Low - Medium
2- Slippery floor when wet/damp	Slips and falls	Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary. Use warning sign when floors are slippery.	Medium
3- Microwave use	Burns and scalds Fire (obstructed vents)	Avoid overheating ('superheating'). Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.	Low

	Stage Area		
Specific Hazard	**Associated Injury/Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Manual handling of heavy stage props and school furniture	Back injuries, muscle strain, ligament damage, falls, abrasions, etc.	Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible. Maintain and encourage use of handling aids (trolleys, castors). Advise on use of '2 person lift' technique where appropriate. Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).	Medium
2- Use of 'fly' equipment (rigging) over the stage area for lifting stage props during musicals or shows	Load collapse	The support cables and counterweights should be subject to annual load testing checks before use.	Medium - High

	Caretakers Store		
Specific Hazard	**Associated Injury/Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Use of power tools and hand tools (power drills, screw gun, grinders, etc.)	Impact injury, cuts and lacerations, entanglement	Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use. Power tools should operate at 110 volt (through transformer) if not on a power circuit controlled by RCD's.	Medium - High
2- Manual handling of heavy items	Back injuries, muscle strain, ligament damage, falls, abrasions, etc.	Ensure all caretakers are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible. Maintain and encourage use of handling aids (trolleys, castors). Advise on use of '2 person lift' technique where appropriate. Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).	Medium
3- Storage and use of cleaning chemicals and detergents	Irritant, corrosive or toxic exposure	Adhere strictly to manufacturer's safety instructions and wear the required protective clothing & equipment. Refer to associated Material Safety Data Sheets for specific information on storage and handling.	Medium

	General Offices & Reception		
Specific Hazard	**Associated Injury/Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Prolonged Visual Display Unit (computer) use (only if exposure is sufficient - hours of continuous use on a daily basis)	Eye strain, repetitive strain injury, headaches, back and neck pain	All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5) 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up / layout. Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines.	Low - Medium
2- Portable electric heater use	Fire, trips and falls (over cable)	Should not be left unattended for prolonged periods when powered on. Keep away from combustibles and keep all vents free from obstruction and cables away from access routes.	Medium
3- Use of shredder	Entanglement	Ensure no loose clothing, hanging ties or loose sleeves when using shredder. Use warning sign.	Low

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

DCG and Computer Rooms

Specific Hazard	Associated Injury/Damage Risk	Risk Control Action	Risk Rating
1- Smoke/heat detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings).	Ongoing Awareness
2- No immediate isolation switches evident (for electrical and computer equipment)	Inability to terminate electrical fires, arcing or sparking from computer equipment	Install isolation switches linked to electrical mains supply and display signs highlighting switch location and operation.	Medium
3- Carbon dioxide fire extinguisher located inappropriately in some rooms (not on wall hook)	Awkward to access in event of emergency	All extinguishers should be wall mounted at a height of 1m (for larger units >4kg) – 1.5m (for smaller units <4kg) from floor in an easily accessible area.	Medium

Boiler Room

Specific Hazard	Associated Injury/Damage Risk	Risk Control Action	Risk Rating
1- Servicing of boiler	Explosion, fire	Only competent boiler maintenance personnel should be used for servicing boiler equipment. Seek contractor's Safety Statement and Method Statement prior to work commencing.	Ongoing (annually)
2- Gas sensor (operability)	Failure to operate in event of gas leak	Ensure gas sensors are checked and tested regularly (normally checked during servicing).	Medium
3- Propane gas cylinder storage in this area	Explosion (cylinder rupture during fire)	Highly flammable pressurised cylinders must be stored securely upright and away from all heat and ignition sources.	Medium - High

Staffroom

Specific Hazard	Associated Injury / Damage Risk	Risk Control Action	Risk Rating
1- Microwave use	Burns and scalds, fire (obstructed vents)	Avoid overheating ('superheating'). Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.	Low
2- Use of toaster (if timer is overset or contents get jammed) *Located under overhead shelving	Fire, or accidental activation of fire alarm system	Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby. Never overset the timer for the product to be toasted and monitor while using. Do not leave unattended. *Keep toasters out from under storage cupboards or shelves when using.	Low
3- Use of water boiler	Burns, scalds (from accidental impacts or congested nozzle)	Ensure nozzle does not become calcified and that it is de-scaled on a regular basis.	Low - Medium
4- Photocopier 'non-routine' use (changing toner, unblocking, etc.)	Carbon monoxide *(from toner)*, fire if heat accumulation is excessive, cuts/grazes or electric shock *(when clearing paper jams)*, ultraviolet light exposure	Use in well ventilated areas and avoid contact with toner and keep lid closed when in use. Isolate electricity before opening.	Low

Home Economics & Sewing

Specific Hazard	Associated Injury / Damage Risk	Risk Control Action	Risk Rating
1- Using cookers and ovens	Burns, fire, electric shock	Ensure vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the power isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance testing (PAT).	Low - Medium
2- Microwave use	Burns and scalds, fire (obstructed vents)	Avoid overheating ('superheating'). Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.	Low
3- Knives, slicers, etc.	Cuts, lacerations	Encourage vigilance when using. Ensure all guards are in place on any electrical slicers when using.	Medium
4- Use of mixers, blenders, etc.	Entanglement	Ensure no loose clothing/jewellery is worn. Adhere to manufacturer's instructions and ensure all guards are in place.	Medium

Home Economics continued...

Specific Hazard	Associated Injury / Damage Risk	Risk Control Action	Risk Rating
5- Use of cleaning chemicals/detergents	Allergic reactions	Adhere strictly to manufacturer's safety instructions and wear the required protective equipment. Refer to associated Material Safety Data Sheet for further information on storage and handling.	Low - Medium
6- Awareness of isolation switches operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis.	Ongoing
7- Cooking hob countersunk into worktops (level with worktop) throughout each room	Burns	Place hot surface labels on the worktop around the hob, and ensure no articles/items are left on top of a hot hob surface. Ensure fire extinguishers are conveniently located.	Medium
8- Use of sewing machines / irons	Burns, puncture wounds	Always provide adequate instruction and supervision of students using such equipment. Check electrical integrity of plugs, insulation, etc., regularly.	Low - Medium

Home Economics continued...

Specific Hazard	Associated Injury / Damage Risk	Risk Control Action	Risk Rating
9- Portable electric heater use	Fire, trips and falls (over cable)	Should not be left unattended when powered on. Keep away from combustibles. Keep all vents free from obstruction and cables away from access routes.	Medium
10- Some cookers do not have extraction ventilation overhead	Build-up of steam and heat in rooms whilst cookers are used	Provide alternative ventilation in room (open door, windows) until adequate extract ventilation is fitted over each cooker.	Low

	Art Rooms		
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
1- Manual handling of heavy items (large projects, etc.)	Back injuries, cuts, abrasions	Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible. Reduce carrying distances, particularly for heavier items, and keep such items stored within a zone of convenient reach (through ergonomic layout).	Medium
2- Use of kiln (no heat extraction and no enclosure)	Fire, burns, carcinogen (from refractory ceramic lined kilns), ceramic fumes harmful by inhalation	Install adequate extract ventilation and separation enclosure around kiln. Use suitable heat resistant clothing when handling hot items. Ensure fire extinguishers are convenient and that ceramic lining of kiln is not damaged. Never leave combustible items on top of kiln.	Medium - High

	Art Rooms continued...		
Specific Hazard	**Associated Injury / Damage Risk**	**Risk Control Action**	**Risk Rating**
3- Use of paints and dyes	Vapours inhalation, dizziness, unconsciousness, irritant reactions	Adhere to information given on Material Safety Data Sheets (MSDS). Supply adequate first aid. Only use approved substances.	Low - Medium
4- Use of glues, glue guns and hot wax	Exposure to harmful vapours, burns	Adequate supervision must be in place when using any glues or hot wax. Appropriate protective gloves should be worn during use of these substances. First aid supplies should have burn relief ointment / spray.	Low
5- Use of blade cutters (craft knives)	Cuts, lacerations	Use spring retractable blade cutters and advise users to always cut away from themselves (not towards oneself). Always maintain a count of blades issued and returned.	Low - Medium

	Overall Fire Safety		
Hazard	**Associated Injury / Damage Risk**	**Improvement Option**	**Risk Rating**
1- Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills once per term.	Ongoing Awareness
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	Ensure that designated 'fire wardens' are trained in the use of such equipment on a 2 yearly basis. Contact fire maintenance contractor **prior to each annual service** to schedule a demonstration session as part of the service agreement. **The Fire Maintenance Contractor could provide this training when discharging 33% of the total extinguishers each year (extinguisher discharging is a legal requirement under the Fire Standard IS/EN3 once every 3 years).**	Medium - High
3- Smoke/heat detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings).	Ongoing Awareness