

THE (2021) SAFETY STATEMENT

of

Ardscoil Mhuire



In accordance with the requirements of

- The Safety, Health & Welfare at Work Act (2005)
- The General Application Regulations (2007)
- The Guidelines on Managing Safety, Health & Welfare in Post-Primary Schools (2018)
- The COVID-19 Work Safely Protocol for Employers and Workers (2020)

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This report is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of Ardscoil Mhuire.

Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection.

The report is advisory and management of Ardscoil Mhuire must make the final risk control decisions.

Document amendments and revisions are recorded below:

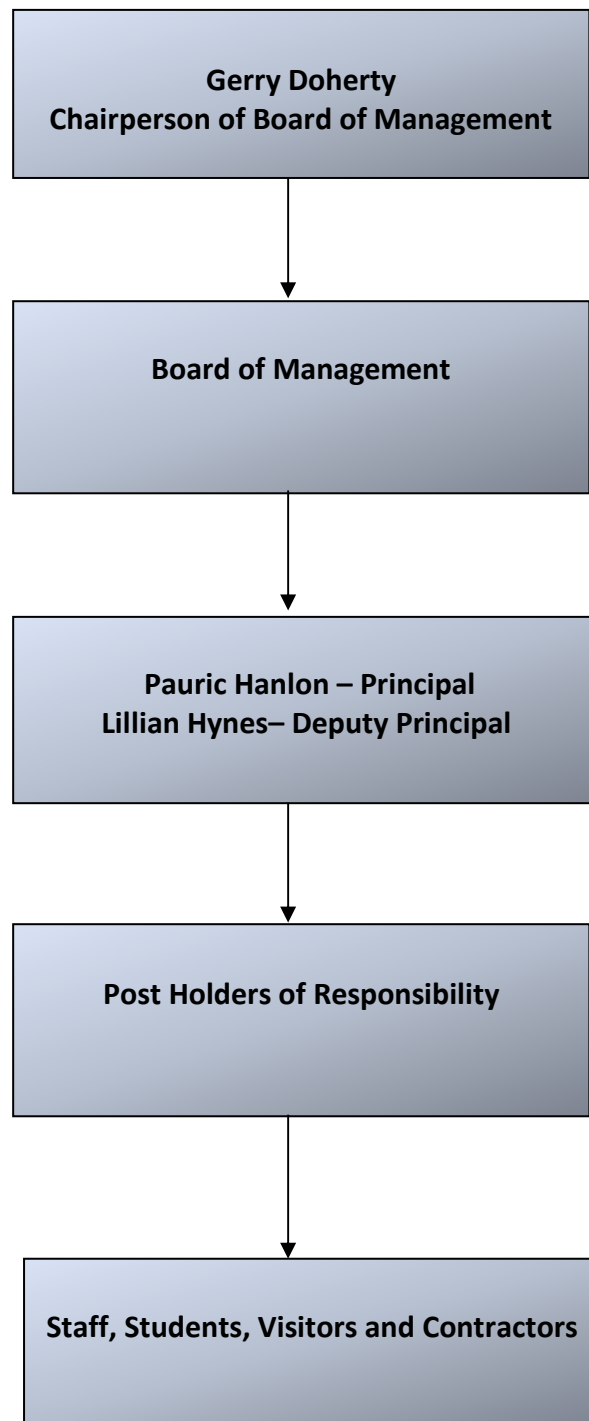
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The Safety Statement and Risk Assessments are for the exclusive use of Ardscoil Mhuire and are not to be circulated to third parties without the consent of Ardscoil Mhuire.

Safety Management Hierarchy Of
Ardscoil Mhuire (2021)

Safety is everyone's responsibility at Ardscoil Mhuire and all staff members have legal safety obligations under The Safety, Health & Welfare at Work Act (2005). Accordingly, school management recognise their own further obligations to promote and manage safety in the workplace. The hierarchy below constitutes the safety management responsibility structure pertaining to Ardscoil Mhuire.



Safety Statement of Ardscoil Mhuire (2021)

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

1.0 - General Policy Statement:

This document sets out the Safety Policy of Ardscoil Mhuire and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our daily operations.

School management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, and provision of safe systems of work and safety conscious (competent) staff.

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

It is our intention to review this Safety Statement in the light of experience and developments at Ardscoil Mhuire. Staff and other stakeholders are encouraged to put forward any suggestions for continual improvement of the safety management system documented in this Safety Statement.

Signed _____

Date _____ **2021**

Gerry Doherty
Chairperson of Board of Management
Ardscoil Mhuire

2.0 - Roles and Safety Responsibilities

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

2.1 - Responsibilities

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

Gerry Doherty and The Board of Management

The Board shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be reasonably implemented.
- Endeavour to provide a safe place of work and safe systems of work within the school.
- Take a direct interest in the health and safety policy and positively support any person whose function it is to carry it out.
- Monitor health and safety performance in Ardscoil Mhuire.
- Include health and safety issues on the Board's meeting agenda.
- Prioritise actions on health and safety issues where resources are required.
- Ensure appropriate actions are taken regarding health and safety obligations.
- Ratify this Safety Statement by signatory of the Chairperson.

The Principal – Pauric Hanlon

The typical safety responsibilities of the Principal are to:

- Take a direct interest in the health and safety policy of the school and positively support any person whose function it is to co-ordinate this policy.
- Demonstrate a safety commitment by taking active steps to be aware of the safety record of the school and issue any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Periodically appraise the effectiveness of the Safety Statement.

- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and action any valid health and safety matter highlighted by staff members.
- Ensure that all staff held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that up to date risk assessments have been completed for the school.

The Deputy Principal – Lillian Hynes

The typical safety responsibilities of the Deputy Principal are to:

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

The Safety Officer – Pauric Hanlon

The role of the Safety Officer for co-ordinating health and safety, extends to all areas of the premises at Ardscoil Mhuire. Typically, the role includes:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set forth in this Safety Statement.
- Reviewing the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establishing a consultative process with members of the workforce.
- Dealing directly with the safety representative and act upon any representations when reasonably practicable.
- Arranging a periodic review of the Safety Statement and risk assessments for the school.
- Ensuring that all staff members have appropriate safety training, instruction and information relative to their work.
- Ensuring that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Monitoring housekeeping standards and ensuring fire exit routes are kept clear and that fire points are not obstructed.
- Collation of safety information relating to any hazardous substances, hazardous materials or hazardous equipment being used in the school.

Posts of Responsibility (AP1 and AP2)

Their main functions are;

- Assisting with the day-to-day management of health and safety in accordance with this Safety Statement.
- Demonstrate an exemplary approach to health and safety in order to engender in their students a total commitment to health and safety in the classroom.
- Assisting in drawing up and reviewing departmental health and safety procedures.

- Assisting with regular health and safety inspections of their appointed department/area, making reports to the Principal or Safety Officer on issues identified and ensuring that required corrective action is identified.
- Conveying relevant health and safety information received to other staff and students.
- Ensuring all injuries are reported and recorded.

2.2 - Staff Member Responsibilities

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

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

Ardscoil Mhuire additionally requires each staff member to immediately report to the Safety Officer (**Pauric Hanlon**) any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

There is also a requirement for staff to be aware of the risks (including new risks) in their immediate working environment in accordance with the **Guidelines on Managing Safety, Health & Welfare in Post-Primary Schools (2018)**.

3.0 - Safety Co-operation

3.1 - Staff Members

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

The programme will not succeed unless each staff member co-operates fully by observing their legal safety obligations and by following safe work practices. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement.

Revised safety documentation will be produced periodically and made readily available to all personnel as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated therein.

Each staff member is expected to familiarise themselves with the Safety Statement of Ardscoil Mhuire. Failure to co-operate with the requirements of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

3.2 - Contractors

Contractors may be provided at pre-contract stage with a copy of this Safety Statement, if necessary. They will be required to sign the control of contractor's section of the document (see next page) to indicate that they understand their obligations to work in a non-negligent manner on our premises. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices.

Contractors may also be required to submit their own Safety Statement at the pre-contract stage for examination. It shall be reviewed by the designated "responsible person" in Ardscoil Mhuire. If it does not reflect safe working practices (applicable to the contract work intended) then Ardscoil Mhuire can direct the contractor to amend the Safety Statement before any contract work commences.

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

3.3 - Control of Contractors Form

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

Contractor Name	Nature of work	Signature

4.0 – Safety Consultation and Information

4.1 - Safety Representatives

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the “right” to elect a safety representative (however, it is not a mandatory requirement to have one).

Currently, there is no safety representative elected

Safety Representatives have the right to:

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

4.2 – Safety Information

Information in the format of emergency response procedures, evacuation plans, warning signs and safety notices are displayed in hard copy and distributed where applicable. Information relating to any hazardous substances, materials, or equipment being used in the workplace is available through the Safety Officer.

4.3 - Availability of the Safety Statement

Each staff member has access to this Safety Statement and is encouraged and obliged to maintain safe work practices. The Safety Statement of Ardscoil Mhuire is available for inspection by request, from the Safety Officer or Principal.

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

5.0 - Safety Resources and Policies

5.1 – Personnel Resources

Significant time and resources have been expended by Ardscoil Mhuire in implementing the health and safety policy documented in this Safety Statement. Use of the hazard identification and risk assessment process, along with safety management strategies highlighted in the appendices to this Safety Statement are further resources allocated towards successful management of this policy. Other resources include safety consultation with staff members and provision of First Aid training to relevant personnel, where appropriate.

Trained First Aiders
All of the Special Needs Assistants (SNA's) in the school have had First Aid training.
First Aid Equipment
First aid supplies are located in the Main Office, Staff Room and all Practical Rooms. There is also a defibrillator located at the Main Office.

5.2 Maintenance Resources

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

5.3 – Safety Training

Training is being provided at Ardscoil Mhuire on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (e.g., personnel time, materials, equipment). Any ongoing safety training needs identified will be resourced accordingly by school management.

5.4 - Other Safety Resources

Other potential resources that may be committed to managing health and safety in the school are -

- Completing safety audits
- Hazard identification and assessment of risk
- Accident and incident investigation
- Monitoring workplace practices
- Safety consultation
- Provision of safety information and hazard warning signage
- Provision of personal protective equipment (PPE)
- Implementing the risk control recommendations in this Safety Statement (Section 6.2)

5.5 – Bullying and Harassment Policy

Ardscoil Mhuire is committed to a policy to treat all its employees equally in line with published Equal Opportunity Policies and **Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2007)**.

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

Bullying and harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

Definition of Harassment & Bullying:

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

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

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

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

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths, etc
- Non-verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse, violence and aggression
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague's personal belongings, etc.
- Improper use of social media against another individual

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with Ardscoil Mhuire activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, Ardscoil Mhuire reserves the right to suspend (or expel) anyone found to have been involved in cyber-bullying.

COMPLAINTS PROCEDURE:

Informal:

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

Formal:

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

RESPONSIBILITY

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

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity. **Please refer also to the "Dignity in the workplace" Code of Procedures (S.I. No. 208/2012) covering bullying and harassment.**

5.6 - Pregnant Staff Member Policy

Ardscoil Mhuire adheres to its obligations under The General Application (Pregnant Employee) Regulations (2007).

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

The following hazards must be considered:

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

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

Adequate control means:

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

These safeguards include:

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

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

5.7 - Stress Management Policy

Ardscoil Mhuire adheres to all aspects of the Safety, Health and Welfare at Work Act (2005) that obliges employers to identify and safeguard against all risks to health and safety, including stress.

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

Certain causes of stress in the workplace can include:

- Poorly organised work patterns
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence or aggression
- Bullying

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

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

Ardscoil Mhuire may utilise the following methods of Managing Stress:

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

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

5.8 - Accident/Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by Ardscoil Mhuire. (See Appendix 6 for sample form).

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

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

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

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

Management of Ardscoil Mhuire is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be submitted online through the Health & Safety Authority website.

H.S.A. contact details:

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

5.9 - Emergency Procedures Policy

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. **Records of all fire safety management procedures shall be included separately in the Fire and General Register.**

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

New staff will receive information on fire safety from the Safety Officer. This may include the following:

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

The emergency Assembly Points are designated at 3 prominent external locations in the Car Park, Front of School and Basketball Courts.

See evacuation notices on display around the school for specific details.

List of emergency phone numbers

Ambulance	999 or 112
Fire Brigade	999 or 112
Ballinasloe Gardai	090 – 963 1890
Portiuncla Hospital	090 – 964 8200
University Hospital Galway	091 – 524 222
ESB	1850-372 999
Gas (Leaks etc)	1850-20 50 50

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

5.10 - Lone Working Policy

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

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

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

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

The designated contact persons are Pauric Hanlon and Lillian Hynes

5.11 – COVID-19 Control Policy

Ardscoil Mhuire is committed to providing a safe and healthy workplace for all our staff and students. To ensure this, we have developed a COVID-19 Response Plan that is specific to our school. Management and staff are responsible for the success of (and co-operation with) this COVID-19 Response Plan and a combined effort will help contain the spread of the virus.

Ardscoil Mhuire will endeavour to:

- Monitor our Covid-19 response and amend this policy in consultation with our staff
- Provide up to date information to our workers on the Public Health advice issued by the H.S.E. and Gov.ie
- Display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- Facilitate Covid-19 Lead Worker Reps to carry out the role outlined in the Covid Response Plan
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- Adapt the school to facilitate physical distancing
- Keep a log of contact/group work to help with contact tracing
- Provide all staff and students with Covid-19 induction training/familiarisation briefing provided by the Department of Education and Skills
- Develop a procedure to be followed in the event of someone showing symptoms of Covid-19 while at work or in the workplace
- Provide instructions for staff and students to follow if they develop signs and symptoms of Covid-19 during work
- Provide a cleaning regime in line with Department of Education and Skills advice

All staff at Ardscoil Mhuire will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions regarding risk control measures. Feedback can be directed through the following personnel:

Covid-19 Coordinator	Pauric Hanlon
The Lead Worker Representative	Toni MacCharthaigh

6.0 - Hazard Identification, Risk Assessment and Risk Control Actions

6.1 - Risk Assessment Methodology

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

- Identifying the significant hazards present in the workplace
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 25 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e., the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

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

The Hierarchy of Controls

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

1. Elimination:

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

2. Substitution:

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

3. Engineering Solutions:

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

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

4. Administrative Solutions:

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

For example:

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

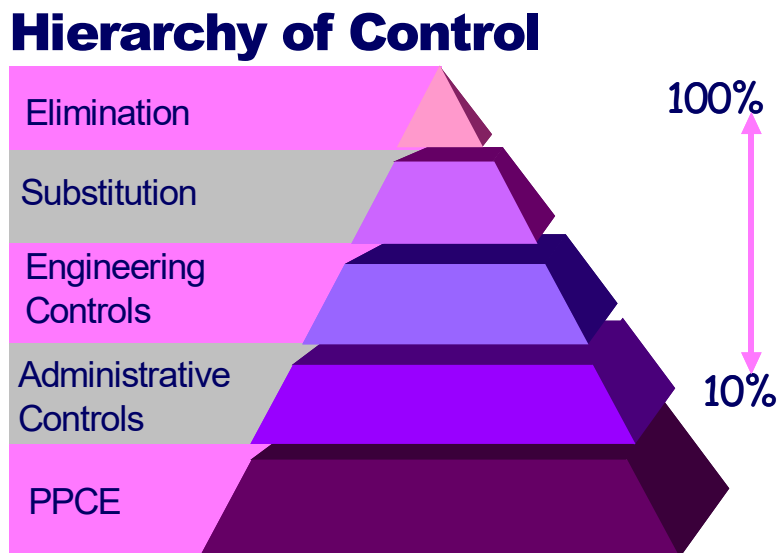
5. Personal Protective Equipment & Clothing:

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

Summary

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

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



Risk Assessment Scoring Methodology (HSG65/BS 8800 Risk Rating System)

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

Priority Table

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

Severity Table

Slightly Harmful	Harmful	Very Harmful
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures 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 (Colour Code)	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 recommended risk control actions

- 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.

6.2 - Specific Hazards, Risk Assessment & Risk Control Actions

Ardscoil Mhuire (January 2021)			
General Purpose Classrooms			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1- Trailing electrical cables	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips.	Medium
2- Slippery marmoleum floor surfaces (when wet or recently polished)	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.	Low - Medium
3- Use of electrical multi socket extensions and adapters	Fire or electrocution from overload and overheating	<p>Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead (causing power demand to exceed supply). An online 'socket overload calculator' can be used to check this.</p> <p>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.</p>	Ongoing Awareness

General Purpose Classrooms continued...			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
<p>4- Covid-19 exposure from</p> <ul style="list-style-type: none"> • occupant proximity • common touchpoints contact • use of shared equipment • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan and separate Covid-19 Risk Assessment must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • Sanitising shared equipment/desks • Hand sanitising (before and after class) • Physical distancing • Designated seating (physically distant) • Wearing face masks/shields • Regular ventilation of rooms • Student Pods (own classroom) 	Ongoing Awareness
5- Evidence of dampness and mould in some rooms	<p>Damage to walls and ceilings</p> <p>Slips and falls</p> <p>Exposure to harmful mould spores</p>	<p>Source of dampness should be detected and remedial work completed. Damp proof the affected areas.</p> <p>Any electrical systems contaminated need to be checked by competent electrician for damage and re-commissioning. Ensure adequate ventilation.</p>	Low - Medium

Corridors & Common Areas			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Slippery tiled and marmoleum floors when wet or damp	Slips and falls	Clean up any spillages/wet areas immediately, restrict access to slip zone and use hazard warning sign when floors are slippery. Monitor floor conditions regularly and use non-slip mats when necessary.	Medium
2- Schoolbags lying around common areas	Trips and falls	Provide designated storage areas for schoolbags and maintain adequate supervision of housekeeping in corridors and common areas.	Medium
3- Item storage on top of lockers (bags, coats, books, etc)	Items falling on students	Fit angled frame panelling to top of all lockers to prevent unauthorised storage or utilise overhead space to create storage cupboards with lockers recessed underneath	Low - Medium
4- Use of electrical floor polisher	Trips, falls, entanglement, electric shock, etc	Only use the polisher when floor area to be polished is vacant. Do not allow the electrical cord to become a trip hazard. Never place feet or hands near rotating parts, and follow manufacturers safety instructions at all times. Check electric cables for damage or fatigue before each use.	Low - Medium

Corridors & Common Areas continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
5- Freestanding lockers	Locker units toppling over	Secure all freestanding lockers to adjacent walls/lockers with a restraining device.	Medium
6- Leaking roof at corner of Lunch Area and Upper Corridor	Damage to electrical fuse box and fittings (light switch) causing Slips and falls Electric shock Fire	Source of leaks should be detected and remedial work completed. All electrical systems contaminated need to be checked by competent electrician for damage and re-commissioning.	Medium - High
7- Covid-19 exposure from <ul style="list-style-type: none"> • occupant proximity or congregation • common touchpoints contact • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • Hand sanitising • Occupancy limits in toilets • Designated walking routes/stairs • Wearing face masks/shields • Staggered breaks • Visible floor demarcations • No congregation allowed 	Ongoing Awareness

Home Economics Rooms			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	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 (gas and electrical) switches are located. Carry out visual checks regularly on all cooking equipment for potential damage or deterioration. Competent electrician should periodically complete portable appliance testing (PAT).	Low - Medium
2- Use of knives, slicers, etc.	Cuts and lacerations	Encourage vigilance when using by cutting away from holding hand. Ensure all guards are in place on any electrical slicers when using.	Medium
3- Use of mixers or blenders	Entanglement	Ensure no loose clothing/jewellery are worn. Adhere to manufacturer's instructions and ensure all cover guards are in place.	Low - Medium
4- Cooking hob countersunk into teacher's worktop (level with worktop)	Burns	Place hot surface labels on the worktop around the hob, and ensure no articles or items are left on top of a hot hob surface. Ensure fire extinguishers are conveniently located.	Low - Medium

Home Economics Rooms continued...			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
5- Microwave use (one stacked on top of the other in Room 1)	Burns and scalds Fire (obstructed vents)	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Allow a cooling off period before using any consumables microwaved. Re-locate microwaves in Room 1 from a stacked storage system (to avoid burns/scalds)	Medium
6- Carrying hot foods and liquids	Burns and scalds	Advise staff and students not to carry too much at any one time. Use trays and ensure first aid box has supply of burn relief cream or spray. Use heat resistant gloves/cloths when handling all hot foods.	Low - Medium
7- Potential lack of awareness of mains isolation switch operation (for electrical or gas equipment)	Inability to immediately terminate supply to electrical arcing and sparking or gas leaks (leading to explosion)	Ensure all staff members 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 quarterly basis.	Ongoing Awareness

Home Economics Rooms continued...			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
8- Dust build up on filters in dryers	Fire	All dust filters need to be cleaned after each use of dryer. Highlight this requirement with equipment users and display warning signage accordingly.	Ongoing Awareness
9- Use of sewing machines and irons	Burns Puncture wounds (needles)	Always provide adequate instruction and supervision of students using such equipment. Check electrical integrity of plugs and cable insulation regularly. Ensure irons are <u>turned off after use</u> .	Low - Medium
10- Portable electric heater use	Fire Trips and falls (over cable)	Should not be left unattended for prolonged periods when powered on. Keep away from combustible materials. Keep all vents free from obstruction and cables away from access and egress routes.	Medium
11- Electrical extension cable running across sink on teacher's desk (for portable heater in in Room 1)	Electric shock (water contamination)	Extension cable should be routed away from sink and positioned along wall/furniture and away from access/egress routes.	Medium - High

Home Economics Rooms continued...			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
<p>12- Covid-19 exposure from</p> <ul style="list-style-type: none"> • occupant proximity • common touchpoints contact • use of shared cooking equipment • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • Sanitising shared cooking equipment • Hand sanitising (before and after class) • Physical distancing • No sharing of PPE • Designated seating (physically distant) • Wearing face masks/shields • Class Pods 	Ongoing Awareness

Staff Room			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>1- Use of toaster (if timer is overset or contents get jammed)</p> <p>*Located under cupboard/cabinet</p>	<p>Fire</p> <p>Accidental activation of fire alarm</p>	<p>Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby.</p> <p>Never overset the timer for the product to be toasted and monitor while using. Do not leave unattended.</p> <p><u>Keep toasters out from under storage cupboard or cabinet when using.</u></p>	Low
2- Use of water boiler	Burns and scalds (from accidental impact or congested nozzle)	<p>Use warning signs, provide adequate space around equipment, and advise vigilance among staff.</p> <p>Ensure boiler nozzle does not become calcified and that it is de-scaled on a regular basis.</p>	Low - Medium
3- Microwave use	<p>Burns and scalds</p> <p>Fire (obstructed vents)</p>	<p>Avoid overheating ('superheating'). Ensure first aid box has supply of burn relief cream or spray.</p> <p>Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.</p>	Low

Staff Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
4- Photocopier and printer “non-routine” use (changing toner, unblocking, etc)	Carbon monoxide (<i>from toner</i>) Fire if heat accumulation is excessive Cuts/grazes or electric shock (<i>when clearing paper jams</i>) Ultraviolet light exposure.	Use in well ventilated areas and avoid contact with toner. Keep top panel closed on photocopiers when in use. Isolate electricity before opening any panels to clear blockages.	Low
5- Covid-19 exposure from <ul style="list-style-type: none"> • occupant proximity • common touchpoints contact • use of shared equipment 	Virus transmission	All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily. Covid control measures to be monitored: <ul style="list-style-type: none"> • Sanitising shared equipment • Hand sanitising (upon entry and exit) • Use of own cups/cutlery • Designated seating (physically distant with occupancy limits) • Wearing face masks/shields • Staggered breaks • Staff Pods 	Ongoing Awareness

Staff Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
6- Manual handling of heavy items (water containers, boxes, etc.)	Back injuries, cuts, abrasions	Continue to 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 goods, and keep such items stored within a zone of convenient reach (through ergonomic layout)	Low - Medium
7- Cooker and oven use (kitchenette)	Burns, fire, electric shock	Encourage vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance (anything with a plug) testing (PAT).	Low
8- Dust build up on filters in dryer in kitchen area	Fire	All dust filters need to be cleaned after each use of dryer. Highlight this requirement with equipment users and display warning signage accordingly.	Medium

Computer & Multi-media Room			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Use of electrical multi socket extensions and adapters	Fire or electrocution from overload and overheating	<p>Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead (causing power demand to exceed supply). An online 'socket overload calculator' can be used to check this.</p> <p>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.</p>	Ongoing Awareness
2- No immediate mains isolation switches evident (for computer equipment)	Inability to terminate electrical fires, arcing or sparking from computerised equipment	<p>Install isolation switches linked to electrical mains supply and display signs highlighting switch location and operation.</p> <p>Alternatively ensure residual current device (RCD) trip-switches on the electrical circuit are tested and operable on a quarterly basis.</p>	Medium

Science Rooms (x 3)			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Gas system use	Explosion or fire from gas leakage	Ensure gas system is checked on a regular basis by competent personnel (approved RGII contractor), and ensure isolation switches are accessible	Medium
2- Chemical use and storage (corrosives, irritants, flammables, oxidising agents, etc)	Respiratory sensitisation Corrosive burns Harmful vapour Explosion or fire	Keep all chemicals <u>locked away in approved chemical cabinets</u> when not in use. Adhere to information given on Material Safety Data Sheets (MSDS), including protective clothing needed. Refer to Appendix 9 for guidance on chemical incompatibilities when storing (do not store in alphabetical order).	Medium
3- Hazardous biological substances (cultures, animal organs, etc)	Infection Cross contamination	Adhere to procedural recommendations, use required protective equipment and maintain adequate hygiene after handling	Low
4- Eye wash out of date (since Feb 2017) in Physics Lab	Eye infection	Replace eye wash stocks with a fresh batch and maintain a regular check on all first aid supplies for items that have “best before” or “use by” dates	Medium

Science Rooms continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
5- Potential lack of awareness of mains isolation switch operation (for electrical or gas equipment)	Inability to immediately terminate supply to electrical arcing and sparking or gas leaks (leading to explosion)	<p>Ensure all staff members are familiar with the switch locations, switch use and reset procedures.</p> <p>Use signs highlighting each location and keep free from obstruction at all times.</p> <p>Check operability of these switches on a quarterly basis.</p>	Ongoing Awareness
6- Accessing high shelves in storage areas and Prep Room	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
7- Use of hot-plates	Burns Electrical fire	<p>Ensure all hot-plates are powered off after use. Check plugs and cables on these items regularly for any damage.</p> <p>Warn users that plates may still be hot from previous class. Keep cables off the hot element.</p>	Low - Medium

Science Rooms continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
8- Storage of some unlabelled chemicals in fume cupboard of Chemistry Lab	Exposure to harmful chemicals during non-experimental work or unauthorised interference	All chemicals with hazardous properties (see MSDS for exposure limits) should be stored in a controlled cupboard or approved bunded cabinet	Medium
9- Covid-19 exposure from <ul style="list-style-type: none"> • occupant proximity • common touchpoints contact • use of shared science equipment and PPE • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • Sanitising shared science equipment • Hand sanitising (before and after class) • Physical distancing • No sharing of PPE • Designated seating (physically distant) • Wearing face masks/shields • Class Pods • Reducing experimental work 	Ongoing Awareness

Meditation Room		Risk Control Actions	Risk Rating
Specific Hazard	Associated Damage or Injury Risk		
1- Use of candles	Fire Burns		
Meeting Rooms			Medium
1- Portable electric heater use	Fire Trips and falls (over cable)		
Science Demonstration Room			Medium
1- Gas system use	Explosion or fire from gas leakage		

Art Room			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Accessing high shelves in store room	Slips and falls, back or muscle strain	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels</p>	Medium
2- Hanging artwork at height	Slips and falls	Avoid hanging artwork above a zone inaccessible from a pedestal or other secure access platform. Never access height whilst working alone.	Medium - High
3- Use of glues, glue guns and hot wax	Exposure to harmful vapours Burns	<p>Adequate supervision and instruction must be provided when using any glues or glue guns.</p> <p>Appropriate protective gloves should be worn during use of these substances. First aid supplies should have burn relief ointment or spray.</p>	Low

Art Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
4- Use of blade cutters (craft knives)	Cuts and lacerations	<p>Use spring retractable blade cutters and advise users to always cut away from themselves (not towards oneself).</p> <p>Always maintain a count of blades issued and returned.</p>	Low - Medium
5- Covid-19 exposure from <ul style="list-style-type: none"> • occupant proximity • common touchpoints contact • use of shared Art equipment • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • Sanitising shared Art equipment • Hand sanitising (before/after class) • Physical distancing • Designated seating • Wearing face masks/shields • Class Pods • Issue of individual art packs (supplies) 	Ongoing Awareness

Art Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
6- Use of kiln (not enclosed, combustible materials on top)	Fire Burns Carcinogen (from refractory ceramic lined kilns) Ceramic fume harmful by inhalation	Provide 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
7- Papers and art work lying on floor	Slips and falls	Staff should monitor floor conditions continually to maintain safe access/egress	Ongoing Awareness

Sports Hall			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Changing high ceiling lights	Falls from a height	Utilise a mobile scaffold (or scissors lift) for safe access to heights. Complete a 'work at height' risk assessment) and preferably get competent contractors (with secure access to height) to complete this task.	Medium - High
2- No impact guarding on light switches and emergency break glass units	Electric shock Damage to electrical fittings	Provide impact guarding against forceful impact around all exposed electrical installations.	Medium
3- Support cables and bolts for basketball nets	Cable or bolt failure Equipment collapsing	Ensure support cables and bolts are load tested on an annual basis by a competent person. Check for any cable damage or bolt fatigue on a regular basis.	Low - Medium

Sports Hall continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>4- Covid-19 exposure from</p> <ul style="list-style-type: none"> • occupant proximity (contact sport) • common touchpoints contact • use of shared PE and gym equipment • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • No close contact sports • Sanitising shared PE and gym equipment • Hand sanitising (before and after class) • Restricted changing room use • Physical distancing • Wearing face masks/shields • Sports Hall and Gym ventilation • Class Pods 	Ongoing Awareness

Sports Hall continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
5- Manual handling of heavy items (sports equipment, etc.)	Back injuries Foot crush Muscle strain Ligament damage Slips, trips and falls	<p>Ensure all relevant personnel are trained in safe manual handling techniques (with periodic refresher training). Keep weights below 15kgs if possible.</p> <p>Maintain and encourage use of handling aids (trolleys, castors). Advise on use of 'multi person lift' technique where appropriate.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).</p>	Medium
6- Incorrect use of weights and other gym exercise equipment	Musculoskeletal injury	<p>Only allow use under adequate supervision and after proper training and instruction.</p> <p>Ensure gym equipment is serviced periodically with records kept of service intervals.</p>	Low - Medium

Music Room			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1- Use of floor sockets	Trips and falls, Electric shock	Keep all cables away from access routes. Ensure sockets are covered when not in use with cable slots closed (flush with floor surface). Any damaged/missing cable slot covers should be replaced.	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 combustible materials. Keep all vents free from obstruction and cables away from access and egress routes.	Medium
3- Trailing electrical cables to musical equipment	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips.	Medium

Music Room continued...			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
<p>4- Covid-19 exposure from</p> <ul style="list-style-type: none"> • occupant proximity • common touchpoints contact • use of shared equipment musical equipment • class changeover 	Virus transmission	<p>All Covid-19 control measures as highlighted in the Covid-19 Response Plan must be strictly implemented and monitored daily.</p> <p>Covid control measures to be monitored:</p> <ul style="list-style-type: none"> • Sanitising shared musical instruments and equipment • Hand sanitising (before/after class) • Physical distancing • Designated seating (physically distant) • Wearing face masks/shields • Room ventilation • Limited use of wind instruments 	Ongoing Awareness
5- Handling of heavy musical instruments (drums, cello, etc.)	<p>Back injuries</p> <p>Foot crush</p> <p>Muscle strain</p> <p>Ligament damage</p> <p>Slips, trips and falls</p>	<p>Maintain and encourage use of handling aids (trolleys, castors)</p> <p>Reduce carrying distances, particularly for heavier instruments, and keep such load items stored within a zone of convenient reach (through ergonomic layout)</p>	Low - Medium

General Offices & Reception			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
<p>1- Prolonged Visual Display Unit (computer) use</p> <p>(only if exposure is sufficient - hours of continuous use on a daily basis)</p>	<p>Eye strain</p> <p>Repetitive strain injury</p> <p>Headaches</p> <p>Back and neck pain</p>	<p>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.</p> <p>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.</p>	Low - Medium
2- Lone working individuals	Lack of awareness of possible physical health implications such as heart attack, seizure, accident occurrence or assault	<p>Maintain coverage by CCTV and controlled access to building.</p> <p>Maintain communication links with lone working staff (e.g.: mobile phone)</p> <p>Refer to Lone Working Policy in Section 5.10 of this document for further control requirements.</p>	Ongoing Awareness
3- Panic button (operability) at Main Office	Inability to activate when necessary	<p>Check/test panic buttons regularly.</p> <p>Panic buttons should be in an easily accessible location and all staff in this area should be aware of the relevant location.</p>	Low - Medium

General Offices & Reception continued...			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
4- Use of shredder	Entanglement	Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Display appropriate warning signage.	Low
5- Portable electric heater use	Fire Trips and falls (over cable)	Should not be left unattended for prolonged periods when powered on. Keep away from combustible materials. Keep all vents free from obstruction and cables away from access and egress routes.	Medium
6- Photocopier and printer “non-routine” use (changing toner, unblocking, etc)	Carbon monoxide (<i>from toner</i>) Fire if heat accumulation is excessive Cuts/grazes or electric shock (<i>when clearing paper jams</i>) Ultraviolet light exposure.	Use in well ventilated areas and avoid contact with toner. Keep top panel closed on photocopiers when in use. Isolate electricity before opening any panels to clear blockages.	Low
7- Use of Guillotine	Cuts Lacerations	Ensure guards are in place at all times and fingers are not near blade area when using. Store guillotine with blade closed.	Low

Lunch Area & Tuck Shop			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>1- Slippery floor when wet or recently polished</p> <p>(potential slip zone where roof is leaking at the corner intersection of this area and the upper corridor)</p>	Slips and falls	<p>Clean up any spillages/wet areas immediately.</p> <p>Restrict access to slip zone and use hazard warning sign when floors are slippery.</p> <p>Monitor floor conditions regularly and use non-slip mats when necessary.</p>	Medium
2- Using shutter mechanism	Hands, fingers getting entangled	Ensure shutter track is free from obstruction and maintain shutter mechanism in a safe manner.	Low
3- Water boiler use	Scalds	Ensure nozzle does not become calcified and that it is de-scaled on a regular basis.	Low

Boiler Store			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Servicing of boiler	Explosion Fire	Only competent boiler maintenance personnel should be used for servicing boiler equipment. Seek contractor Safety Statement and Method Statement prior to work commencing.	Ongoing Awareness (annually)
2- 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
3- Carbon monoxide	Carbon monoxide poisoning	Install and maintain carbon monoxide alarm in this area. Test the batteries and operability of these alarms on a periodic basis (preferably monthly)	Ongoing Awareness

Outside Areas			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Ice in winter months (on sloped tarmac surfaces and pathways)	Slips and falls	Maintain supply of salt to be applied to external thoroughfares during such conditions.	Medium
2- Use of ladders (for painting, roof access, etc)	Falls, death	<p>Ladders used should comply with European Standard EN131 or British Standard 2037 for industrial or trade grade ladders.</p> <p>Check the ladder for any loose screws, hinges or rungs. Every ladder should be placed on a firm, level surface. Always reposition the ladder closer to the work when necessary (never overstretch) Always ask someone to hold the ladder while climbing (never work alone at height). Stay in the centre of the ladder, and always hold the side rails with both hands.</p> <p>Refer to Lone Working Policy in Section 5.10 of this document for further controls.</p>	Medium - High
3- Use of lawnmower and tractor mower	<p>Fire</p> <p>Cuts and lacerations</p> <p>Crush injury</p>	Clean up any spillage of petrol on mower before powering up. Keep grass box on mower, and always turn off mower before putting hands or feet near it. Avoid steep embankments on tractor mower	Medium

Outside Areas continued...			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
4- Un-highlighted drainage covers over gully traps	Slips and falls Twisted ankles	Paint the surround of each gully grid with fluorescent or high visibility paint	Low - Medium
5- Using motorised gardening equipment	Eye injury Lacerations Facial impact injury	In all cases, the operator must use full-face protection and monitor the working environment for any passers-by in close proximity. Always power off equipment before putting down or checking for obstructions or other maintenance related issues. In all cases refer to the manufacturer's safety guidelines for use.	Medium
6- Use of weed killer in spraying tank (e.g.; Roundup)	Respiratory tract and skin irritation Corrosive burns Carcinogenic and embryonic damage	Adhere strictly to manufacturer's safety instructions and wear the required protective clothing & equipment. Refer to associated Material Safety Data Sheets (or safety labels) for further information on storage and handling	Low - Medium

Overall Fire Safety			
Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1- Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills at least twice yearly	Ongoing Awareness
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	<p>Ensure that designated 'fire wardens' are trained in the use of such equipment. Contact fire maintenance contractor prior to each annual service to schedule a demonstration session.</p> <p>The Fire Maintenance Contractor (Swift Fire Prevention) could provide this training when discharging 33% of the total extinguishers each year (extinguisher discharging once every 3 years is a requirement under the fire standard IS/EN3)</p>	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

General Emergency Access & Egress Requirements

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low-risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape routes should be wide enough to permit all personnel to leave the buildings without hindrance (or a target time determined by repeated evacuation drills).
- All escape corridors and stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Any lift shafts in the building should be protected by fire resistance doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

6.3 - Risk Control Action Record

(Please photocopy this form for recording risk control actions undertaken as part of the risk assessment)

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

7.0 - Revision of Safety Statement

7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of Ardscoil Mhuire will be reviewed periodically by the responsible person (Safety Officer) in consultation with any required external expertise.
- 7.2 Representations made by staff members through the safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of the Health and Safety Authority, and such revisions will be arranged by the Safety Officer or competent external advisors.
- 7.4 The annual revision of this Safety Statement will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005).
- 7.5 The Safety Officer will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.

7.6 THIS SAFETY STATEMENT IS DUE FOR REVIEW AND UPDATE IN **FEBRUARY 2022**

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

The Safety Statement is a documentation of the commitment given by Ardscoil Mhuire towards health and safety in the school. It lays down the safety policy of Ardscoil Mhuire (including hazard identification, risk assessment and risk control actions).

Implementation of the recommended risk control actions may not completely prevent accidents occurring but it will reduce this likelihood of occurrence. To this nature, Nascon and Ardscoil Mhuire cannot accept responsibility for accidents that may occur due to unforeseeable circumstances.

Format - Nascon (2021)

8.0 – Staff Member Declaration

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

Name	Date	Name	Date