Risk Assessment Template Used

Marian College Blank
Risk Assessment

1. Title					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

1. Fire					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Outbreak of fire on the school premises Staff, Students and visitors Burns, asphyxiation, Smoke inhalation, risk of multiple injuries/ fatalities, collapse of structure.	Unintentional outbreak of Fire	• The Board of Management is committed to the provision and upkeep of an effective fire safety infrastructure (detection systems, fire alarm systems, adequate escape routes, fire suppressants, safety notices, etc.) within the school • Rubbish will be removed regularly from corridors • Good housekeeping practices will be strictly adhered to, to minimise any buildup of materials throughout the school • In the event of alarm activation, fire procedures must be complied with immediately. • Assembly points are identified for individual classes/areas and are listed in the Emergency Procedure Plan • Staff must follow the manufacturer's instructions when using flammable liquids and ensure they are not used near naked flames or any source of ignition • All fire protection equipment and systems are serviced and maintained on a regular basis throughout the premises Emergency exit routes are clearly identified • No storage of combustible materials, school equipment or personal belongings allowed on exit routes or in stair areas • Fire drills are held at regular intervals to ensure that those involved are aware of and abide by emergency procedures. • Records are maintained of all drills • Exit doors and escape routes easily open and are not locked • Meet with secretary at office	4 X 3	Clear and precise emergency evacuation maps and plans to be posted in all areas used by staff, students and Visitors. All classrooms should be checked at the start of the school year to ensure that evacuation procedures are clearly visible and up to date. Equipment and other items will not be stored in stairwells or corridors.	Board of Management, Principal, staff and students
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

2. Chemicals and Hazardous Substances					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Staff, students, outside contractors using chemical substances Burns, spillages, poisons, fatalities, irritation of skin, fire and explosion	Cleaning staff, Maintenance personnel and any member of the staff using chemical substances (science teachers, art teacher, etc.	• Handling and storage arrangements must be in accordance with the manufacturers warning labels and instructions • Anyone handling hazardous substances must be made aware of the warning symbols and safety instructions on materials and obey these rules • Flammable liquids must be used and dispensed in a safe place with adequate natural or mechanical ventilation • Sources of ignition i.e. static electricity, unprotected electrical equipment, naked flames etc. are prohibited where highly flammable liquids are being used • All flammable materials must be stored separately from high-risk areas • Chemicals must be stored and segregated according to their properties and Safety Data Sheets (SDS) must be retained on file • Only small quantities of flammable liquids must be stored on their own in a fire resistant cupboard or stored in an appropriate safe area for immediate use at the workplace • Storage must be secure to prevent unauthorised access or use • A system of inspection of stock and disposal of deteriorated materials must be operated • Containers must be kept closed to stop vapour escaping. • Spillages must be contained; Spillages of flammable liquids must be dealt with immediately • Absorbent material must be readily available to soak up spillages • All containers of flammable substances whether full or empty should be treated as if they are full and as highly dangerous • Flammable substances should never be left close to heating appliances.	4 X 3	An SDS file will be compiled by all departments or personnel using hazardous chemicals and be available for emergencies. A Fire Safety notice will be displayed in the vicinity where the chemicals are used and consulted by staff as appropriate	Board of Management and school staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

3. Use of Electrical Equipment					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Any person using electrical equipment Electric shock, electric burn, fire and fatalities	Using electrical equipment to; carry out work activities, undertake teaching activities .	• All electrical equipment must be used in accordance with the manufacturer's instructions and should be appropriate for the task for which it was intended. All equipment must include protection from moving parts • All equipment should be kept in good working condition, any defective, broken or faulty equipment should be reported immediately and taken out of circulation and marked appropriately until repair or disposal • Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals for damage or signs of overheating • Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained • Multi plug extension leads must be disconnected when not in use • All portable electrical appliances/equipment will be maintained in a way that is safe for use.	4 X 3	Electrical cables will be inspected at regular intervals for damage or signs of overheating by the caretakers and replaced or repaired by a competent person. The use of adaptors/multi extension leads to be eliminated.	Principal, caretakers and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

4. Emergency Lighting					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Unable to vacate the premises safely Slips and trips	Power Outage	• Emergency Lights are installed in key areas throughout the school premises which automatically switch on in the event of a power cut • In the event of a power cut lasting more than 2 hours Board of Management policy is to vacate and close the school facilities until power is restored • Emergency lighting is subject to regular checks by caretakers and repaired and replaced as necessary	4 X 2	Active and regular monitoring required	Board, Principal and caretakers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

5. Manual Handling					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
All personnel required to carry out manual handling tasks Musculoskeletal injury, lacerations, crushing of hands or feet, bruised or broken bones, lower back disorder	Lifting, putting down, holding, carrying, or pushing and pulling a load	• The Principal and Board of Management will eliminate as far as practicable the need for manual handling • Any person asked to carry out a 'manual handling task' will be encouraged to use mechanical aids where it is reasonably practicable (e.g. using a trolley or hand cart to move equipment) • The Board of Management will adhere to the principles of prevention as described in the 1st Schedule of the General Application Regulations 2007 • All members of staff are encouraged to seek help when manual • tasks are being undertaken and to follow manual handling guidance in Safety Statement • Do not lift any load in excess of your own lifting capacity –always use mechanical devices such as trolleys as an alternative. Avoid lifting when a mechanical aid can be used • Materials stored must be at a convenient height to prevent overstretching or stooping when moving them. • When accessing upper shelves or articles stored at height use steps. Do not use a chair or climb on furniture • Maintenance and other pertinent personnel must inform the Principal of any manual handling difficulties they encounter	3 X 3	Ensure that any employee who undertakes a 'manual handling' task is fully\ trained in the safe manual handling of loads This training should be arranged as soon as is reasonably practicable for the staff member Appropriate mechanical aids will be available for staff Students should not be requested to help with manual handling tasks.	Board of Management and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

6. Movement around school and social areas					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
All personnel, students, visitors and contractors Hazards: Clutter, school bags, blocked access and egress Risks: Slips, trips, fall, bruising, strains, broken bones, covid-19 etc	Moving around school	• Staff and students using passageways and corridors should do so in an orderly manner • All areas must be kept neat and tidy • Supervision and control of pupils at break times • Sufficient bins provided for waste • Clean as you go policy in place • Walkways must not be used as storage areas • Wet floors should be cleaned up immediately. The area should be highlighted and blocked off till dry • Bins emptied frequently • All access routes, walkways, emergency escapes and firefighting equipment must be kept free of materials, rubbish and obstructions of any type • Trailing cables are avoided, but if necessary they need to be ramped and protected to avoid possible tripping hazards • Hovering/cleaning mainly takes place outside of school hours • Report trailing cables, uneven surfaces and poor lighting for repairing • Floors should be maintained so as to avoid tripping hazards. If an employee notices flooring in a state of disrepair, this should be reported immediately for repair • Storage is provided for school bags • Staff, students and visitors using entrances should do so in single file • When unable to keep 2m apart mask / face coverings should be worn at all times	3 X 3	Emergency exits need to be accessible at all times so that exit from the building is not restricted Suitable mats to be placed at entrances to prevent wet floors	Principal, caretakers, cleaners and teachers.
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7. Trips, Slips and Falls					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Tripping, slipping or falling due to: Poor lighting, damaged/broken floor coverings, trailing cables, change in floor level, badly arranged furniture	Walking/working in an area with poor housekeeping practices	• All pedestrian routes and class rooms will be maintained in line with best design and improved as resources become available • Adequate storage is provided for school equipment and personal belongings of staff and students • Ceilings, floors, walls and the general décor will be maintained in line with best practice • Any damage to infrastructure or equipment must be reported immediately to the Principal or Deputy Principals • The Principal and Board of Management will ensure that repairs are carried out as quickly as possible • Lighting will be maintained to achieve suitable lighting levels	3 X 3	Regular and routine monitoring of building required to ensure high standards of housekeeping are maintained at all times	Board of Management, staff and students
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

8. Access/Egress					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Staff, students visitors Blocked or obstructed access route	Unable to safely access/egress building	• Pedestrian routes will be clearly marked, illuminated and inspected regularly. Students and visitors not to enter staff parking zones • All doors/gates, access routes will be maintained in good condition and will be kept clear from obstruction including bicycles • All floor surfaces will be (inside and outside) kept free from tripping or slipping hazards. Loose mats will not be used on corridors • Supervision appropriate to the size and volume of pedestrian traffic will be provided inside the main entrance and throughout school grounds when needed i.e. break times, change of classes, • Lighting will be adequate to ensure that people are not at risk of tripping and falling • Motor vehicles/personal or maintenance equipment may not be left in access/egress routes or along pedestrian routes	3 X 3	On-going monitoring of buildings and grounds	Board of Management, and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

9. Maintenance Work					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
All personnel required to carry out maintenance tasks, staff, students and members of the public Risk of injury from maintenance activities.	Any work activity requiring maintenance	• Prior to starting any maintenance work on building fabric, services, drainage, fixtures, fittings, plant or equipment the contractor's Safe System of Work Plan (SSWP) will be vetted by the Principal. The Board of Management must be informed of this and give special instructions concerning protective measures that all pertinent individuals must take while work is in progress • Maintenance personnel must: ◦ Report to the Principal to receive any such special instructions before commencing any work on the school premises ◦ Must institute any control measures deemed necessary by theSSWP and continually review your safety procedures. These should be amended where necessary ◦ Any tools or equipment used in the course of your work must be in good working order and removed or stored safely after work each day • All serviced equipment must be labelled to record that work has been carried out and to inform those concerned of any special precautions that need to be taken when being used • It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is complete • All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment • Only qualified and authorised personnel may work on critical services to the school i.e. electrical, plumbing, gas, heating, etc	3 X 3	Contractors to submit their SSWP for each task	Principal, all maintenance personnel, contractors and caretakers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

10. Boiler House					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
All personnel required to carry out maintenance tasks in the boiler house Risk of burns, explosion, fire.	Any work activity which requires accessing the school heating system	• Gas detectors are in place with automatic shut off • Gas detectors are serviced annually • The fire detection system in the boiler house is linked to main alarm system and serviced annually • Only equipment necessary for the up-keep of the heating system may be stored in the boiler house. The storage of ancillary school materials, equipment or machinery in the boiler house is strictly forbidden • Boiler house not to be used as work area by staff • The fire protection system installed in the boiler house must be checked regularly and recorded in the school fire register • All firefighting equipment must be maintained as per fire regulations • All personnel working in the boiler house or carrying out essential repairs to the school heating system must institute any control measures deemed necessary by their own SSWP and continually review your safety procedures • Any tools or equipment used in the boiler house must be in good working order and removed after work each day • It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is completed • All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment • A hot work permit is operated for all work in the vicinity of the boiler room	3 X 4	On-going monitoring to ensure that only equipment necessary for the up-keep of the heating system is stored in the boiler house area. No machinery, tools or combustible materials to be stored in the boiler house. Boiler house should not be used as a work area by caretakers or other staff. If a smell of gas is detected Bord Gáis is notified.	Caretakers and maintenance staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

11. Storage Areas					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Teachers, administration staff, caretaker, cleaners, and students accessing and using storage facilities Cuts abrasions, Falls from height Materials falling from height,	Carrying out work duties	• Only authorised personnel are allowed access to the storage areas in the school which must be kept locked at all times when not in use. • Staff will ensure, as far as is reasonably practicable, that no dangerous substances can be removed from storage areas • High standards of housekeeping must be maintained allowing adequate room to move around safely in storage areas • Safety Data Sheets (SDS) for chemicals used to be retained on file • Keep the areas inside and outside free from hazardous objects and ensure that there are no combustible materials stored near any sources of ignition – refer to control measures for chemicals/hazardous substances • All cleaning equipment to be kept in designated storage areas only • Unwanted items e.g. old paint cans, empty boxes, broken furniture, off cuts of timber, etc. must not be allowed to build up. Apply the fire prevention measures • Storage of materials must be within easy reach and shelving must be sturdy enough to hold any heavy items • These control measures apply to all storage areas in the school	3 X 4	Ensure that everything in its place and a place for everything	All staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

12. Caretaking Activities					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Caretaking activities ,	Carrying out caretaker duties Using hand tools Using electrical tools Handling chemicals Ground maintenance Personal Protective Equipment (PPE) Hazard reporting	• Caretakers are trained in general safety procedures, including hygiene and safe use of chemicals. SDS retained on file in storage area • Any cuts or injuries received must be treated immediately by one of the trained First Aiders in the school • All hand tools provided by the school must only be used for the purpose in which they were intended. Any tools not fit for purpose must be removed from service and replaced • All electrical tools to be used as per manufacturer's instructions • Visual safety check to be carried out before every use • Defective equipment to be decommissioned or repaired • Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals • Caretakers when using chemicals must do so safely and in line with manufacturer's guidance • Handling and storage of chemicals are per manufacturer's instructions • Any tools or equipment used by the caretakers must be in good working order and stored safely after work each day • Adhere to the special precautions listed in the operator's manual when using power driven machinery, especially when re-fueling • Mowers to be maintained and serviced annually • Always wear the PPE provided for your protection and ensure that it • is properly worn as to manufacturer's instructions • PPE must only be used for personal use and disposed of • appropriately when perished • Cover cuts and grazes with waterproof dressings so that material you • are handling cannot get into them • Suitable mechanical aids to be used for moving items around school. • Caretakers will monitor hazard reporting to the Health & Safety Coordinator or management.	3 X 3	Identified health and safety training to be offered to caretakers Clean as you go policy for students Replace electrical with battery driven tools when practicable Replace existing chemicals (i.e. Round up) with safer ones where possible Ensure that operator's manuals are consulted when using equipment Active monitoring required Active monitoring	Principal, Caretakers & staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

13. Stairways					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Staff, students and visitors Missing a step Slipping, tripping or falling down the stairs ,	Accessing a classroom or other area in the school via the stairways	• The stairways and landings throughout the school are covered in non-slip material • The steps and nose runners are slip/trip resistant • Stair covering is maintained and replaced as necessary • All stairs are well lit complimented with a light switch on the top and bottom of the stairs • Lighting levels on stairwells will be similar to those in corridors, • All stairs are equipped with a handrail that extends the full length of each stairs • The handrails are securely fastened • The circumference of the handrail is no greater than 170mm allowing for easy grip • No doors open on to a step • All staff and students are encouraged to grip the handrail when using the stairs • Running or climbing more than one step at a time is strictly forbidden • Schoolbags, equipment, furniture, chairs, plastic bags, or any combustible material may not be left in corridors or under/near stairways	3 X 4	Safety signage to be displayed at each stair well cautioning of the potential risk of falling down the stairs Staff and students using stairways should do so in single file, going up on the wall side and down by the rail Nothing to be stored in stairway areas or under stairwells Overcrowding at top of stairways to be monitored	Board of Management Principal and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

14. Gym/Sportshall.					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Staff and students The blocking of access ways with equipment, furniture etc. Poor housekeeping practices. Wet slippery or broken flooring along access route	Working/using gym facilities and the PE area	• Gym is locked at all times when not in use. • Safety policy and rules apply for participation in PE classes • Emergency Evacuation procedures clearly visible in gym • All storage areas, doors and access points into the gym must be kept clean and free of clutter at all times • All floor surfaces should be kept in a clean undamaged condition, free from tripping/slipping hazards • PE furniture and equipment should be sturdy and of good quality and any defective furniture to be removed from use • Safe manual handling techniques to be used when lifting moving or re-arranging equipment etc. • Ensure that there is safe access and egress for staff, students and members of the public at all times within the PE area. • Good housekeeping practices must be strictly adhered to • Appropriate signage must be in place to alert pedestrians of restricted access particularly when cleaning is in progress • The inspections and cleaning rota systems in place for the gym and equipment must be reviewed regularly • Appropriate PE gear must be worn when participating in PE classes • Students must not be left unsupervised when carrying out PE activities in gym, badminton or squash courts • Spectators and reserve players must be positioned at a safe distance from the area of play during game or activities • Safety information notices evident and clearly positioned in gym • First Aid box to be available and easily accessible • The Principal must ensure that all persons engaged in supervising • PE activities are competent in all safe systems of work referred to in this Safety Statement • Adequate controls and safeguards are in place for use of gym by other bodies	3 X 3	All furniture (tables, chairs, etc.) and unused equipment to be removed from gym and dressing rooms when in use All damaged/broken equipment to be removed from gym areas immediately Ongoing maintenance programme for gym area and grounds High standard of housekeeping to be maintained when gym is in use	PE staff, caretakers and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

15. Staffroom					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Slips and trips, Hot surfaces, Using electrical appliances,	Recreation in the staff room School policies not being adhered to	• Safe access and egress must be maintained throughout the room • Electrical appliances to be visually checked for safe use • Appliances to be used in line with manufacturer's instructions • Personal or other items are not to be stored along aisles or floors • The control measures listed for fire safety, maintenance, electricity and any other pertinent safety measures in this Safety Statement must be strictly adhered to at all times	3 X 3		Board of Management and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

16. Car Parking and Pedestrians Routes					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Unauthorised parking on school grounds Driving through and parking in pedestrian areas	Lack of supervision School policies not being adhered to	• Parking areas/pedestrian routes to be well marked and signposted at all times and housekeeping to be kept to a high standard in these areas. Students and visitors have restricted access to parking areas • Passageways to be kept in good condition and any defects found must be rectified as soon as is practicable • Ensure that motor vehicles, or other equipment do not block, pose a risk of contact or impede safe movement to staff, students and other persons particularly in yard areas • Emergency exits must be kept clear of obstructions and clearly displayed at all times. Emergency lighting and essential firefighting equipment must be maintained as per regulations	3 X 4	Active monitoring required Designated visitor parking area near main office	Board of Management, Principal and caretakers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

17. Visual Display Units (VDU's)					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Repetitive strain, injuries/work related upper limb disorders (WRULDS), eye strain, back pain	Working with VDU's	• Board works with staff to ensure compliance with necessary regulations taking account of: ◦ Position of the monitor with regards to lighting and distance ◦ Height of work desk ◦ Type of chairs provided for the task – adjustable and ergonomically where necessary ◦ Position of keyboard and mouse pad to allow for adequate support for the hands and arms. • Monitors with poor image quality or flickering screens will be repaired or replaced • Only software suitable for the requirements of the job will be used. • Staff who experience difficulties with strain or glare should report these to the Principal or the Board of Management	3 X 3	Active monitoring required	Board of Management and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

18. All classrooms					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Staff, students and visitors Tripping, slipping, injury, falling, poor lighting, damaged/broken chairs or desks, etc.	Classroom teaching	• Staff responsible for their immediate work environment • Staff to check and monitor that classrooms and work areas are safe and free from faults or defects • All classrooms will be maintained in line with best design and improved when resources become available • All classrooms will be locked when not in use • Staff ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others • Any damage to rooms or equipment to be reported immediately • Caretakers will ensure that repairs to floors, desks, walls, and chairs are carried out as quickly as possible • Rooms cleaned appropriately and rubbish removed daily • Staff and students advised to place bags in a safe area • Lighting will be maintained to achieve suitable lighting levels • All spillages to be cleaned up immediately • Staff ensure students follow and comply with safe procedures • All equipment is checked to ensure it is safe before use • Staff insist that all in their charge wear protective clothing and use protective equipment where necessary • Students are informed of the safety procedures for subjects • Staff encourage safe working practices in their own area at all times • Books and equipment are suitably stored in all rooms • Child Protection Guidelines will be followed by all staff • Portable electrical equipment that may be prone to wear, tear or damage should receive a Portable Appliance Testing (PAT) by a competent person and records maintained of same • Never use or stand on a chair or table to work at height (opening windows, putting up posters, starting data projector, etc.)	3 X 3	Notices used to highlight safety issues or safeguards Trolley available to staff for moving heavy loads Windows and electrical equipment to be inspected routinely by caretakers or suppliers Remote controls available for all data projectors Active and ongoing programme of maintenance – all broken or damaged equipment or furniture to be removed from rooms	Board of Management, teaching staff SNA's and caretakers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

19. Administration					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Shredder Lacerations to fingers Photocopier Storage of monies	Shredding paper Photocopying Burglary/theft	• Never put fingers or objects other than paper into the shredder feed opening unless the machine was designed for the material • Feed paper smoothly into the shredder. Never force paper into a shredder. • Shred paper in small quantities to avoid jamming • If the shredder motor overheats, turn the paper shredder off and allow the motor to cool for about 15 minutes before using again • Always turn off before removing and emptying the waste box or cleaning the paper shredder • Always turn off and unplug the power source before cleaning the paper shredder or removing jams. • The upkeep of the photocopier is maintained and regularly inspected • Working at the photocopier is for short duration only • Students are not allowed unauthorised access to photocopier machine • Only authorised and trained staff members are allowed maintain the machine • Electronic banking used for most payments and transfers of monies • Agreed procedures for collection of monies and provision of receipts • Procedures in place for daily storage and transfer to bank • An agreed maximum amount to be kept in school overnight is set by Board of Management (never over a weekend) • Procedures for refunds communicated in writing to parents/guardian • All monies to be lodged in school safe and not in filing cabinets • Clear instructions given to school staff in case of burglary • Door control mechanism to control the internal access doors of the entrance lobbies operated via the office	3 X 3	Active monitoring required	Board of Management, office staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

20. Science Laboratories and Storage Areas					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Security of the laboratories Staff and/or students injured while carrying out experiments Contact with chemicals Fire Electricity and Bunsen Burner Glass Ware	Students accessing rooms Carrying out experiments Using chemicals Working with flammable substances Working with laboratory equipment	• The laboratories are always locked when not in use and students are not allowed into the science rooms unsupervised • Ongoing maintenance to keep rooms at a high standard • Agreed and approved Health and Safety Rules apply when using the laboratories and the following would apply during experiments: ◦ Students work in small groups ◦ There is no unnecessary movement around the science labs ◦ Students are not allowed to use dangerous chemicals. Instead their use is demonstrated by the teacher ◦ Students are always well-supervised during experiments ◦ Students are well-instructed in the use of apparatus • Chemicals are stored in special areas which are locked. These areas are accessible to teachers only • Experiments involving dangerous chemicals are only carried out in the fume cupboard. The fume cupboard is serviced and maintained • Eye protection (e.g. goggles) are used during all chemistry experiments • Chemicals that are prohibited for use in a school setting will be removed • List of safety instructions displayed in prominent position in labs • Up to date Chemical inventory with Safety Data Sheets (SDS) for each chemical is maintained by staff • Staff are trained in how to use the fire extinguishers and fire blankets available in each laboratory • The school fire protection system is checked annually by the installer • Safety shutoff detectors/valves in each room tested regularly and serviced annually • Bunsen burner rubber tubing is checked for ‘cracks’ before each use • Glassware and storage vessels are checked for ‘star’ cracks before use • Waste chemicals, broken glassware, etc. are properly disposed of	4 X 2	Separate key to chemical storeroom Fume Cupboard to be serviced as required All unused and dangerous chemicals to be disposed of	Board of Management, Principal and teaching staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review		

21. Science Laboratories and Storage Areas continued*					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
General issues including hazardous substances, housekeeping and storage	Staff accessing and working labs and stores	• Items not being used will be placed into correct storage keeping walkways and doors free from clutter and potential hazards • Good housekeeping procedures will be implemented by staff • Fan in lab store is maintained in line with manufacturer's requirements • Obsolete items and unused equipment will be removed from the labs and storerooms • Storage and preparation surfaces are examined regularly to ensure that they are easy to clean, impervious, impermeable and in good condition • Storage shelves and units are checked regularly to ensure that they are kept in a safe working condition • Items are not stored above head height to allow for ease of handling by staff • Doorways are kept free of equipment and rubbish at all times • Regular laboratory inspections are conducted by staff along with an annual safety check – items of concern are reported to the Board of Management • The following principles must be followed in the safe use of chemicals: ◦ Use the safest chemical possible for the job to be done ◦ Read the label and safety sheet ◦ Take special measures prescribed and know emergency measures in case of accident ◦ Avoid inhalation of vapours and dusts ◦ Prevent contact with eyes ◦ After contact with chemicals, clean yourself and your working clothes ◦ Dispose of used chemicals as recommended by manufacturer ◦ Staff or students should not eat or drink when using chemicals. Hands and exposed skin must be thoroughly washed and dried following use of chemicals • First Aid boxes, spill kits to be available and easily accessible • Additional safety information is available to staff in the manual entitled "Aspects of • Safety in Science Laboratories in Second Level Schools"	4 X 3	Additional ventilation in the room for the chemicals. Broken stools and table tops to be removed	Board of Management , Principal and teaching staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

22. Information Technology Rooms					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**

Room
 	
Visual Display Units (VDU's) Repetitive strain, eye strain, back pain
 	
Tripping, slipping, falling Trailing cables, badly arranged furniture, bags, etc.
 	
Fire
	Carrying out IT activities
	
	Working for long periods at a poorly designed workstation
	
	Working in an area of poor housekeeping
	
	Using faulty electrical appliances
		• The information technology rooms are always locked when not in use and students are not allowed into the rooms unsupervised. All access points into the room must be kept clean and free of clutter at all times
		• All floor surfaces should be kept in a clean undamaged condition.
		• Furniture should be sturdy and of good quality
		• The teacher must ensure that all persons engaged in activities are supervised when using IT equipment
		• All IT equipment is maintained in line with manufacturer's requirements
		• Each workstation must take account of:
		  ◦ Position of the monitor with regards to lighting/ distance
		  ◦ Height of the work desk
		  ◦ Adjustable ergonomically designed chair
		  ◦ Position of mouse and adequate support for hands/ arms
		  ◦ Students who experience difficulties with glare, eye strain or poor workstation design should be allowed to take a short rest pause from class
		• All pedestrian routes will be maintained in line with best design
		• Storage is provided for facility equipment and personal belongings of staff
		• Ceilings, floors, walls and the general décor will be maintained in line
		• with best practice
		• Any damage to infrastructure must be reported immediately to the Principal
		• Repairs will be carried out as quickly as possible
		• Lighting will be maintained to achieve suitable lighting levels.
		• The school fire prevention, protection and evacuation policy must be strictly adhered to
		• Teachers are trained in how to use the CO2 fire extinguishers in the rooms
		• The school fire protection system is checked annually by the installer
			3 X 2	Ongoing maintenance and good housekeeping Acceptable Use Policy in place
				
				All broken or damaged equipment or furniture to be removed from rooms
				
				Good housekeeping
				
				All unused and obsolete equipment to be removed
					Teachers, cleaning staff, caretaker and IT providers

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

23. Office Spaces					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Staff, students, visitors Assault, tripping, falling, fire, etc..	Staff working in office spaces	• All offices will be locked at all times when not in use • Child Protection Guidelines will be followed by staff using offices • Data and confidential information will be stored securely and in line with relevant guidelines • Any damage to the room or equipment must be reported immediately • All equipment is checked to ensure it is safe before use • Office spaces should be kept clean and all unused equipment should be removed • Electric heaters in room will be maintained and used in line with manufacturer's guidelines • Lighting will be maintained to achieve suitable lighting levels • All spillages to be cleaned up immediately • Electrical sockets must not be overloaded and the use of extension leads should be avoided • Adequate care and appropriate precautions should be taken when meeting with students, parents and visitor • Exposure to chemical agents should be avoided • All office areas should have appropriate glass viewing panels • Staff are not permitted to use school furniture or equipment to stand, climb or work at height	3 X 3	Consideration should be given to having a fob system for access control and door entry to all offices where confidential data is stored	Board of Management and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

24. Practical Rooms					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
General Storage of hazardous materials Wire Work Cutting	Working in Practical room Handling/storing materials with a hazardous symbol Disposal of hazardous materials and substances Students carrying out wire work activities Students carrying out cutting activities	• The Practical rooms will be locked at all times when not in use • Safety procedures and rules apply for participation in art classes • Any damage to the room or equipment must be reported immediately to the teacher • Materials such as white spirit, varnish and paint brush cleaning solutions and any material carrying a hazardous symbol will be stored securely in a separate cupboard • There is restricted access to all hazardous materials • Used white spirits are collected in an appropriate vessel and are handed to the teacher for safe disposal. This requirement applies to any other liquid or substance that might cause harm to the environment • Demonstration of safe practice will be undertaken before work commences • Use of wire cutters will be restricted and safe use demonstrated beforehand • Appropriate instruction will be given by staff before students use any cutting device • Cutting work will be supervised as appropriate and protective equipment such as cutting mats will be used • Knives and other sharp implements will be stored in a secure area and all equipment lent out is accounted for at the end of a lesson • Students are not permitted to remove cutting instruments from room.	3 X 3 4 X 1 3 X 3	Class safety rules in place On the rare occasions that the most appropriate materials choices present potential hazards (for instance, the use of white spirit) students will be given guidance regarding safe handling and will be fully supervised by the teacher throughout usage	Teacher, caretakers and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

25. Practical Rooms continued					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Electrical Equipment Fire Mixed Media work Tidying up Off campus art activities Kiln Hazards: if applicable- Temperature of kiln, fire, electricity Risks: Burns Staff/students	Staff/students using electrical equipment e.g. Glue guns, laminators etc. Outbreak of Fire Using materials Using materials Art events away from the school	• Electrical equipment will only be used if it has been checked by the teacher • Students will only use electrical equipment if it is appropriate, if guidance has been given and if they are being supervised by a teacher • Trailing wires will be secured to prevent tripping • All portable devices must be PAT tested • The school fire prevention, protection and evacuation plan as outlined in this Safety Statement must be fully implemented by staff and students • Firefighting media must be readily available in the art room • Objects and materials used should be deemed safe by the teacher responsible for the lesson. First Aid kit available and maintained • Tidying up at the end of art lessons will be done in an orderly way and under instruction of the teacher responsible for the lesson • The production of dust will be avoided by wiping down surfaces with damp towels or sponges • An individual student assessment will be made for each trip • Approval sought for trip in line with agreed school policy • Teachers only operate the kiln according to manufacturer's instructions • Combustibles are not left around kiln while firing • Turn off all switches before loading/ unloading • Do not unload till fully cooled • When unloading be careful of stilt marks on glazed pieces • Where possible kiln should be fired when students are not present but if not possible control access to kiln area	3 X 3 4 X 2 3 X 4	Ensure that the area is maintained so that all items are stored safely On-going good housekeeping required Kiln and area surrounding the kiln needs to be cleaned of all waste materials . Kiln should be serviced regularly by a competent engineer	Teacher, caretakers and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students, visitors Tripping over and bumping into music equipment, manual handling injuries,	Teaching and moving around room	• The music room will be maintained in line with best design and improved as resources become available • Any damage to the room or equipment must be reported immediately to the class teacher • Lighting will be maintained to achieve suitable lighting levels • Teaching staff must ensure students follow and comply with safe procedures when using equipment • All equipment is checked to ensure it is safe before use • Teacher must ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others • Teacher must insist that all in their charge use required protective equipment (i.e. ear protection) where necessary • Teacher to encourage safe working practices in the music room at all times • The music room should be kept clean and all unused equipment should be removed out of the music room • Electrical sockets must not be overloaded and a safe method of providing electricity should be provided for all electrical equipment • All portable devices must be PAT tested • Noise assessment will be undertaken if noise exposure levels are deemed to be too high • Materials will be stored must be at a convenient height to prevent overstretching and staff are not permitted to use school furniture or equipment to stand, climb or work at height • Staff must inform the Principal of any manual handling difficulties they encounter	3 X 3	Good housekeeping practices will be observed at all times	Teacher, caretakers and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

27. External Areas					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Entrances, paths, yard areas, traffic, CCTV, pitch, playing courts, housekeeping key control and storage of equipment, Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Staff, students or visitors (including unauthorised) entering the school	• Door control mechanism to control the internal access doors of the entrance lobbies is operated via the office • All pathways, road surfaces and manhole covers will be maintained as part of an ongoing maintenance programme within the school • Appropriate signage will be displayed at entrances, yards and playing fields to discourage unauthorised use of facilities. It is important to state that any person accessing the grounds or using the facilities does so at their own risk • All staff and parents will be advised about the need to drive slowly in school grounds. Signage/warnings will be placed at entrances to alert drivers to slow down. Speed restriction signage in place • Signage will be displayed at the main entrance to make motorists aware of cyclists and pedestrians using and exiting the school grounds • Signage stating that CCTV cameras are in operation will be displayed prominently around the school grounds and within the main building. These signs will be in line with the requirements of the Data Protection Commissioner. CCTV policy in place • Electrical and gas service boxes will be maintained and monitored for damage • Students will dismount from their bicycles and walk to bicycle storage area on entry to the main school grounds • School gates will be tied back so that they cannot swing open during school hours • Signage will be placed at the school entrance highlighting the fact that all visitors must report to reception. These signs will be clearly visible and placed in prominent positions for all to see	4 X 3	Additional speed limit signage/warnings to be placed at entrance to alert drivers to slow down – speed limit should be set at 10klm per hour	Board of Management, staff, caretakers, students and visitors
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

28. External Areas continued					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Paths, roadways, traffic, speeding, CCTV, pitch, playing courts Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Staff, students or visitors (including unauthorised) entering the schoo	• All equipment (portable goalposts, etc.) will be removed from playing pitch after use • All foreign objects (rubbish, stones, glass, plastic bottles, etc.) will be removed from play areas prior to use. Areas subject to regular inspection and PPE must be worn when cleaning is in progress • All outside spaces will be cleaned and no inappropriate items will be stored in any spaces between buildings • Main goal posts must be inspected for signs of deterioration on a regular basis • All fencing around the pitch/grounds must be free from any gaps/holes, must stand upright and rigid. All damage should be reported to the Principal • All repairs to fencing must be carried out by a competent person • Lawnmower, if used, must have safeguarding in place to protect against blades or moving parts. Guards must not be removed unless maintenance is being carried out by a competent person. • Machine must be switched off and plug disconnected before any cleaning, maintenance or repair is being carried out. All maintenance/repair must be carried out by a competent person at regular intervals in accordance with the manufacturer's instructions. • PPE must be worn when using lawnmower and it must be operated by competent staff only	4 X 3	Active and constant housekeeping required around school grounds Portable goalposts and equipment to be removed and put in storage when not in use	Board of Management, staff, caretakers, students and visitors
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

29. Other Relevant Issues					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Work at height Fall, serious injury, death Caretakers, contractors Pregnant employees Manual handling, chemical agents, working with VDUs, mental and physical fatigue Bullying/Dignity at Work Physiological, and behavioural Working Alone Attack. illness, injury, death Stress Child Protection	Working on school roof	• The door to the roof of the school building will be locked when not in use • Access to roof of school building is restricted to authorised personnel and only when weather permits • Caretaker(s) will inform reception when they are accessing roof • Safety harnesses must be worn by all personnel when accessing roof • The Fall Arrest System installed on the roof must be used when accessing the roof • Contractors must use their own safety harnesses when accessing the school roof • A detailed risk assessment checklist for pregnant employees has been devised – copy in the Principal's office. Suitable control measures and actions will be implemented on the basis of identified individual need following assessment. The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations SI 218 of 2000- Section 4 applies as does DES • Circular 22/97 on Maternity Leave, Health and Safety Leave. • Copy of Bullying Policy available to staff and students. All complaints of bullying by staff to be dealt with in line with an agreed policy and procedure for Dignity at Work. • A safe operating system has been devised and all staff should adhere to this policy particularly the communication and emergency procedures. Copy of policy in Safety Statement and staff manual. • Board of Management will: • provide reasonable systems of work; comply with legislation, • regulations and guidelines in order to protect employee's wellbeing • Consult with staff to identify problems and to develop support systems • Encourage positive working relationships and the reporting of issues causing stress at work • School complies fully with updated Child Protection Procedures (2017) and policies and training for all staff form the core of Child Protection risk management	3 X 3	Regular monitoring Access to lift restricted to authorised persons only (key operated) Appropriate and necessary guidelines on the personal use of school equipment to be put in place	Principal, staff and caretakers Board of Management Cleaning staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

30. Out of School Activities					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
Day Outings Inadequate preparation for school trips/outings Vehicle Failure	Accident or incidents, students being separated from the main group Transporting staff/students	• Approval sought for outings in line with agreed school policy • An adequate number of teachers/supervisors will travel with students • A list of all those travelling (including a head count) will be made before departure and before the return journey by the trip organiser • The contact details of the trip organiser along with supervisors' contact details will be provided to all those travelling • Safety instructions detailing emergency procedures (including emergency phone numbers) will be issued to all students • The Principal, and/or Deputy Principals will be informed with regards to safety of the type, location and duration of the trip • Adequate First Aid equipment will be brought on the trip • Transport companies engaged by the school will be expected to supply qualified drivers and vehicles fit for purpose • The driver will carry out a visual inspection of the vehicle prior to start up. This will include tyres, lights, wipers and other safety features for obvious defects • The Principal, will consider any extra staff training which might be necessary to improve safety precautions, e.g. Certificate of Professional Competence (CPC) training, training for special needs students, emergency evacuation of the vehicle, etc. • Students will be directed to enter and exit the bus in a single file. They will remain in their seats (with seat belts on) while in transit • Students will be requested to follow the instructions of the driver • Students must never be allowed to distract the driver	4 X 2	Regular monitoring Access to lift restricted to authorised persons only (key operated) Appropriate and necessary guidelines on the personal use of school equipment to be put in place	Board of Management, class teachers, Principal, Deputy Principals Transport provider and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

31. Out of School Activities continued					
Hazard, who may be affected and the health effect it may cause	**Activity likely to cause exposure to the hazard**	**Controls**	**Risk Rating Severity X Likelihood**	**Action Items (What further controls can be put in place)**	**Person(s) Responsible and action implementation**
School trips abroad Inadequate preparation for a tour to a foreign country	Accident or injury, students being separated from the main group, illness, theft, etc	• Prior approval of the Board of Management must be sought before the trip is undertaken. • All participants will be made aware of the potential hazards involved in tour by the tour organiser/tour committee • At all times teachers should be on constant alert to identify foreseeable hazards and safety issues • The wearing of appropriate clothing and footwear is essential • Water, drinks, food should be carried at all times in order to maintain energy/hydration levels • Throughout the duration of the tour, teachers should carry a First Aid kit as well as the medications required by students in the group • There should be a designated First Aid responder in the party; all teachers/leaders should be provided with a comprehensive and up-to-date list of students and their medical/dietary needs. This list should be compiled before departure. • A signed medical authorisation form/permission slip should be completed by all parents /guardians to deal with hospital emergencies • All participants should be encouraged to report any feelings of illness/anxiety at an early stage to their teachers (a “buddy system” amongst students might assist in this) • The concept of Health, Safety and Welfare should be widely discussed with teachers, students, parents/guardians before (e.g. at any Information Evening held) and during the tour itself to raise awareness and share responsibility • A school mobile phone should be carried by a teacher at all times. Both students and parents should know the number to contact this phone • Times for meeting up and the places to meet should be clearly stated and explained	4 X 2	Advice should be obtained from the tour company on the safety approval regimes governing any activity centres to be visited and the regulations governing safety of accommodation Participants should hold a current European Health Insurance Card	Board of Management, tour organisers and Tour Company
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		