



# **Scoil Cholmáin Naofa**

## **Bellview, Mullingar**

### **POLICY STATEMENT**

#### **SAFETY HEALTH AND WELFARE AT WORK**

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within this location.

In addition to all Safety and Health legislation the Board of Management will take heed of all Codes of Practice on Safety Health and Welfare that exist or may be introduced from time to time.

It is the intention of the Board of Management to comply with all other relevant legislation and to provide all employees with a safe working environment, and to protect those who may be affected by our activities, from harm.

All employees will be expected to comply with procedures as described in the relevant sections of this Safety Statement, in order to achieve our objectives.

**The policy is designed so that it caters for all people equally and does not discriminate on the grounds of their religious belief, political opinion, sex, disability, marital status or age.**

## STATEMENT OF POLICY

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work. This duty and duties outlined in preceding and subsequent legislation are understood as part of this duty. This duty extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

In addition to the legislative duties in safety, health and welfare, the normal duty of care is always a natural overriding duty.

To execute these duties, all responsibilities for health and safety matters are effectively assigned and fulfilled at all levels of the management and employees..

In its administration, the management will ensure adequate resources, both financial and otherwise are made available to provide for safety, health and welfare.

Through this statement, the undersigned will, themselves and with associates and others as outlined, ensure that

- a) Continuing risk assessments are carried out and reviewed.
- b) Systems of work are provided and maintained that are without risks to health.
- c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- d) Employees are provided with appropriate information, instruction, training and supervision as necessary to ensure their safety and safety of others who may be affected by their actions.
- e) In circumstances where it is not practicable to control or eliminate hazards, such protective clothing and equipment that is appropriate will be provided.
- f) The provision of maintenance for all plant, machinery and equipment.
- g) The working environment of all employees is safe and without risk to health.
- h) The place of work is safe and without risk to health and that there is safe access to and egress from the work place.
- i) Monitoring activities are undertaken to maintain standards.

**Notification:** This statement is available to all employees, parents, and any contractors employed by the School and to Statutory Inspectors.

**Implementation** This policy statement will be implemented by **Mrs. Mary Garvey, School Principal**, with the assistance of the pertinent staff as detailed in the statement.

Signed: Mary Garvey  
Mary Garvey, Principal

Date : 15<sup>th</sup> November 2012

I, the undersigned, endorse and take responsibility on behalf of the Board of Management, for the implementation of this policy statement.

Signed: Michael Donnellan  
Michael Donnellan, Chairperson, BOM

Date : 15<sup>th</sup> November 2012

## **SAFETY STAFF STRUCTURES**

**Mary Garvey, Principal, Safety**

**Manager**

**Willie Geraghty, Deputy**

**Principal**

**Teachers**

Bernice Blackwell

Annette Brennan

Deirdre Brennan

Jenny Connaughton

Catherine Costelloe

Josephine Deane

Noelle Fagan

Mary Farrell

Ann Fitsimmons

Katie Geraghty

Mary Granaghan

Amy Hamill

Margaret Healy

Noreen Murphy

Hazel O' Dowd

Mary Riordan

Nicola Shiel

Roisin Slevin

Kevin Smyth

Aisling Waters

**Jacqueline Skelly, Safety**

**Representative**

Louise Jones

Anne Marie Kelly

Clare Mc Cormack

Emer Morris

Mary Mulcair

**Special Needs Assistants**

Margaret Collins

Ann Fitzsimons

Catriona Milmoie

Patricia Murphy

Theresa Scally

June Shanley

**Secretary**

Bernie O' Brien

**Caretaker**

Kevin Mc Loughlin

**Attendants**

Dorota Skiba

Dorota Kotlowaska

Monica Cholewa

## **RESPONSIBILITIES OF EMPLOYEES**

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage students to report to them any items or situation which in the pupils opinion are hazards or potential hazards.

## **RESPONSIBILITIES TOWARDS THIRD PARTIES**

The Management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

- (1) All third party visitors including contractors, visitors and other members of the general public are made aware of all known hazards of the Management's concerns and also means of escape by means of notices.
- (2) Where contractors and sub-contractors are on the premises, the management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
- (3) There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractor where appropriate.
- (4) That the contractor or sub-contractors equipment is in good repair and in a safe condition.
- (5) All the contractors and sub-contractors have a Safety Policy Statement.

Note: The Management, in determining the regulations and activities governing the use for other purposes rather than educational classes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

### **CONSULTATION PROCESS.**

Management at all times wish to encourage co-operation in Safety, Health and Welfare matters with all parties who may be affected by their work practices.

- (1) The law requires that staff must report defects of which they become aware without delay so that remedial action can be taken.
- (2) The person to whom these defects are reported will record the information and if within their power rectify the defects. Should this not be practicable it should be reported to the next line of authority who will arrange to have the defect rectified.
- (3) Suggestions for improvements in Safety and Health matters should be conveyed to the management.

**Jacqueline Skelly as Safety Representative**, will be afforded under the legislation, the normal rights by the Board of Management.

These rights are as follows:

- (a) To make representations on Safety, Health and Welfare at the place of work.
- (b) To investigate accidents and dangerous occurrences provided he does not interfere or obstruct statutory performances.
- (c) To make oral or written representations to inspectors and to receive advice and information from an inspector of the National Authority.
- (d) To carry out inspections with prior agreement and notice to the school principal or the vice principal.
- (e) To investigate potential hazards (again with prior notice and approval) and complaints made by staff that she represents.
- (f) To accompany an Inspector from the National Authority on an inspection tour other than one which is a result of an accident.

### **TRAINING AND INFORMATION**

#### **Policy:**

It is our policy to ensure that all our employees are aware of policies and procedures. This includes the identification of the risks associated with hazardous situations or substances they may come in contact with.

Demonstrations are given in the risks associated with fire fighting, the use of fire fighting equipment and areas of evacuation of the premises.

Certain employees are trained for action in an accident situation and in first aid treatment.

**Information:**

It is also our policy to ensure that all relevant information is made available on aspects of health and safety to employees, visitors and contractors.

This will include:

- a) Contents of the Safety, Health and Welfare Policy.
- b) Safe Working Procedures.
- c) Safe Working Guidance Notes.
- d) Information on Training.

**Responsibility of Employees:**

All employees have a legal responsibility to co-operate with the management's training and information requirements. They must attend any training session requested and put into practice any new instruction or guidelines provided.

Employees must also follow any revised working procedure drawn up in the interest of safety, once they have received the appropriate information, instruction and training.

### **INDUCTION TRAINING**

A short period of induction will take place for new employees joining the staff.

This programme will include:-

1. A tour of the premises for familiarisation purposes.
2. Fire emergency procedures, location of exits, assembly points and training on fire fighting apparatus.
3. A discussion of the hazards in the work place and the preventative measures in force.
4. An explanation on the consultative processes in force.
5. A detail of the new employees' safety responsibilities.
6. Details of any further training required.

## HEALTH AND SAFETY RULE

Because of the constantly changing environment in the workplace it is not possible to write rules for all aspects of Safety, Health and Welfare at work, but by reading and understanding those listed here you will be helping to comply with your legal duty and contributing to the safe running of our operation.

If you do not understand what is expected of you or if you are not sure of our safety rules, consult the management.

### A) WORKPLACE

- a) Ensure that a clear means of access to and access from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- b) Do not leave cables or hoses trailing across floor unless absolutely necessary and then only if the appropriate warning is used.
- c) It is important that your work area is kept clear and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste.
- d) All spillage must be cleaned up as soon as possible.

### B) MACHINERY AND EQUIPMENT

- a) Do not operate any machinery or use equipment unless you have been authorised to.
- b) You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.
- c) Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- d) Report any defect in machinery, equipment guards or safety devices immediately.
- e) Never interfere or wilfully damage any guard or safety device.

### C) PROTECTIVE CLOTHING AND EQUIPMENT

- a) You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost item must be immediately reported.

### D) NOTICES

- a) You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

### E) FIRE

- a) Make sure you are familiar with the fire procedures for your workplace.
- b) For your own safety do not tamper with fire fighting equipment. Any damage to such equipment should be reported immediately.
- c) Be aware of the procedure if you discover an unplanned fire or a fire out of control. Raise the alarm immediately.
- d) Be aware of the position of the nearest fire fighting appliance and how to use it, provided you do not put yourself in danger.

**F) HAZARDOUS SUBSTANCES**

- a) Make sure you have sufficient information on any hazardous substances before use.
- b) Always read the instructions .Only use substances in accordance with their instructions.
- c) With substances in containers, only use substances in the original containers and do not transfer substances from one to another if it does not have the correct labelling on it.
- d) Make sure you return the substances to its designated safe storage area when finished.
- e) Only dispose of waste substances as instructed.

**EMPLOYER HAZARD REPORTING AND RECORDING****A) REPORTING**

The following circumstances must be reported verbally immediately.

- a) On discovery of a fire.
- b) If you have an accident, injury or illness which affects your ability to carry out your work.
- c) If you see an accident, or injury sustained by a non-employee.
- d) If you see any potential accident, incident or dangerous occurrence.
- e) If any guards or safety devices are ineffective, defective or have been removed.
- f) If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
- g) If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- h) If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
- i) If you are not provided with suitable hazard information for a substance.
- j) If you are not aware of the correct way of using and handling a substance.
- k) If there is a spillage of a hazardous substance.

**B) RECORDING**

As stated above all hazards will be reported verbally to the management without delay and the action and the priority it will receive will be decided.

This verbal report will be followed immediately with a written report on the school; special accident/incident report forms.

The report is then assessed and an investigation may be carried out if deemed necessary.

Records of these reports are retained in Part 2 of this statement

## **ACTION BY ENFORCING AUTHORITY**

Should a serious incident occur at work, an inspector from the Enforcing Authority will carry out his/her own investigation.

It should also be noted that enforcement officers may visit our premises for routine inspections and will not necessarily visit just because of an accident or complaint.

Following an investigation, they can take action against our organisation or an individual, either management or employee. This can lead to prosecution in the courts, which level of court depends on the seriousness of the offence.

The courts have the power to impose fines or custodial sentences in cases referred to higher courts.

## **ACCIDENT REPORTING.**

- (1) All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including "near misses" and property damage.
- (2) All accidents will be reported to the person in charge.
- (3) The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.
- (4) In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded and copies retained and files as Part 2 of this statement.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee which occurs sometime after a reportable injury which leads to that employee's death, but not more than one year afterwards.
- (c) A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days.
- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work.

In the event of the death of any employee or the death of if a person is not at work, as a result of a work activity or of a dangerous occurrence the responsible person must first of all notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone or fax.

## GENERAL RISK ASSESSMENTS

Health and safety can be successfully managed by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all exposed to the risk, implementing an action programme, monitoring and reviewing the performance and the control of risks.

Hazard is taken to mean any substance, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others effected by that work.

Risk is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

## Policy

We will carry out suitable assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the legislation as follows by: -

- 1) Identifying all hazards with a potential to cause harm to our employees and others affected by our work.
- 2) Evaluating the probability and severity of injury or damage.
- 3) Where we identify a risk or imminent danger: - (A) Establishing appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk. (B) By nominating sufficient competent persons to implement the procedure for evacuation of the premises. (C) By restricting access to the danger area for all who have not received adequate instruction.
- 4) Analysing the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- 5) Reviewing the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities or processes.
- 6) Keeping records in writing or electronic form of the significant findings of risk assessments and identifying employees who may be especially at risk.
- 7) Providing appropriate health surveillance and identifying employees who may be especially at risk.
- 8) Appointing competent persons to assist us in complying with our statutory duties for safety, health and welfare.
- 9) Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Risk Assessment forms are used to control this process and are included in **Part 2** of this policy statement.

## **MAIN GENERAL HAZARDS ASSOCIATED WITH CENTRE**

The Management carry out surveys of its premises and activities and submit a report on this survey. From the reports it is evident that the following general hazards are those where the risk to employees and third parties are most applicable.

### **Violence, Fire Hazards, Electrical Equipment, Handling Disciplines, Slips and Falls, Cuts/Bruises**

To reduce the risks the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases the resources required have already been made available as outlined in this safety policy statement.

### **SPECIFIC HAZARDS:**

#### **Violence and Harassment.**

Incidents where any employee is abused, threatened or assaulted by a fellow employee, pupil or other third party in circumstances arising out of the course of the employees employment are treated as major hazards by the management. Employees looking after premises, working alone, home visiting, dealing with pupils with

behavioural difficulties, looking after money or valuables, disciplining pupils, dealing with angry parents or relatives are recognised as being at risk. The management takes into account the guidelines M18/99 issued by the Department of Education and Science and will fully investigate by means of an incident report form, any violence or threat of aggression against staff. This is operated in conjunction with the schools own Anti Bullying Policy.

#### **Fire hazards.**

Formal evacuation procedures will be carried out at least twice yearly and evidence will be logged. These procedures are posted throughout the school.

Portable fire fighting equipment will be checked on a yearly basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted.

Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

#### **Electrical Equipment.**

The management have a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 - 1988.

The following precautions will apply:

All electrical equipment will be suitably identified and live parts will be covered.

Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.

Due practices will be complied with in choosing and using electrical portable tools.

Over-current protective devices will be fitted.

**Note:** Only appropriately qualified trained personnel will work on electrical equipment.

**Guarding of Moving Parts on Plant and Equipment.**

Unguarded drives, couplings, etc. may occur due to human factors. Strict attention will be given by means of communication, supervision and notices that all moving machine parts will have safety guards in place and that they will only be removed in authorised situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes.

A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Management.

**Manual Handling.**

The Management lay special emphasis on the manual handling of loads as follows; Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

**Services Isolation:**

Particular emphasis is placed on the dangers associated with services provided to particular locations. Where gas and electricity are supplied to a particular location, clear and understandable means of safe isolation and start up will be maintained. Where automatic systems are not provided clear notices and instructions will be provided. These will be continually checked by responsible personnel for safe operation.

**Floors.**

Floors will not be made slippy by polishing or otherwise. If necessary, a non-slip polish will be specified.

Washing of floors, as far as is possible, will be conducted outside school hours.

Warning signs of work in progress on floors will be displayed. Trailing leads will be avoided possible or be highlighted by notice.

**HAZARD ANALYSIS & RISK ASSESSMENT PROCEDURES**

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, pupils and other staff but also by third party visitors. These areas and some of the associated points of importance are listed hereunder. The comments listed hereunder are intended as guidance for safe operation in the particular areas, but may not be assumed to cover all eventualities. Please note that :

- (1) On going **risk assessment** will highlight new, unforeseen problems. These assessments are part of the schools safety policy.
- (2) The **suppliers' safety instructions** for all plant and equipment will be full heeded by all people operating or supervising the operation of that equipment. **Safe Work Practice Sheets** will be consulted regularly.
- (3) **Potentially harmful substances** used in all areas of the school will receive the due emphasis. In the event that they may be poisonous, corrosive, irritant, harmful, flammable or explosive the label should also be consulted. If there is no label or if the container is not properly labelled the suppliers **Material Safety Data Sheet** should be consulted.

The anchorage of the installation of permanent goal posts and frames will be included in the risk assessment process, in line with the advice from the State Claims Agency.

The hazard analysis for the risk assessment contained in this statement is based on initial audits carried out at the school under the direction of Mrs Mary Garvey, School Principal

Individual assessment methodology will be used by individuals, but essentially the assessment systems used in the school is based on five separate steps :

### **Step 1. Looking for the Hazards**

Walking around the classroom, looking afresh at what could reasonably be expected to cause harm concentrating on significant hazards and ignoring trivia. Colleagues, and in some cases pupils, can be consulted. Suppliers handbooks, if they exist, will be consulted.

### **Step 2. Identify who may be Harmed**

Decide if the particular hazard can apply to pupils, trainee teaching staff, visitors, contractors, caretakers, attendants, members of the public. This is most important where classrooms are used by different teachers or for different subjects.

### **Step 3. Evaluation of the Risk**

Consider the likelihood of each hazard to cause harm, in order to decide if you wish to take further action to reduce the risk, as some risk may remain after all precautions have been made. Classify the remaining risk, i.e. either high, medium or low.

Having completed this, even though you are satisfied with your action, the legal requirement must be checked, even though it may appear excessive.

### **Step 4. Recording of Findings**

You must show that :

A proper check was made

Affected people were consulted

The obvious significant hazards were dealt with

The precautions taken were reasonable, leaving no hazard, or only a low risk remains.

### **Step 5. Review of Assessment**

If there is any new apparatus, substance or new procedures introduced, these may have created new hazards. The assessment will take these into account, and the frequency of assessments may require increasing for these.

### **Notes:**

(i) The following pages contain risk assessments of some machinery, equipment and work procedures used in the school.

**The file containing the on-going completed risk assessment sheets are kept with this statement and are part of the actual policy statement.**

(ii) Risks are assessed as to their severity rating, and are rated as low, medium or high

**Low (L)**                **Near miss or incident of negligible injuries. scratch bruise, scald.**

**Medium (M)**        **Minor to medium damage Bone break or fracture, minor illness**

**High (H)**            **Loss of limbs, eyes serious illness or fatality.**

## Physical Education and Sports Activities- Risk Assessment.... Medium

- **Hazards :** Falls, physical contact, skin abrasion, equipment collapse
- **Safety Precautions and Controls.**
  1. Floors will always be clear and dry.
  2. P.E. mats will be regularly inspected.
  3. Brackets, securing ropes, wall bars will be checked for security.
  4. Vaulting horses, beams and benches will constantly be monitored for tears, cracks, splinters and particularly for steadiness.
  5. Outdoor playing pitches:
  6. These will be maintained free of any stones or debris and will be maintained, as far as practicable, in a level state.
  7. Goalposts are recognised as a potential hazard and will be regularly monitored with regard to the following dangers :
  8. Frames rusty. Upright buried directly in concrete. Frames' elements not secured together Goal frames inadequately anchored. Use of inappropriate material - material being too heavy, material which wears or corrodes easily, has an inappropriate gauge [too small] or section [square instead of circular]. Not installed in ground sockets. Weld and bolts .rusty on the cross bars. Goal frames designed for indoor use being used outside. Dismantled goal frames improperly stored (left outside, not secured and prone to unauthorised use)
  9. Note :Goal frames which are damaged will be immediately taken out of use.

## Art Equipment - Risk Assessment ..... Low

- Hazards, Cuts and Bruises, Skin Irritation
- Safety precautions, controls
  - a. Guillotines / craft knives will have approved guards. All sharp instruments will have sheaths fitted and will be stored in a secure location
  - b. Only air dried clays will be used.
  - c. All paints, adhesives, glazes etc., will be labelled with appropriate hazard symbol, safety and risk phrases, if required. These will be safely locked away when not in use.

## GROUNDS CARE AND MAINTENANCE

- Car parking will be assisted if the employees take adequate care with the handling of their own vehicles.
- The staff should draw attention of the management to non-school personnel using this facility.
- A clear throughway will be left at all times for ambulance or the fire brigade.
- Continuous monitoring of the grounds for the following hazards will be carried out :
  1. Wearing of tarmac and ensuing "pot holes", missing drain covers, broken or protruding paving stones, leaves, litter or other debris, large stones or other impediments.
  2. Proper care and maintenance will at all times be given to tools and equipment used in this area.
  3. Faulty goods will not be used and will immediately be taken out of commission.

4. There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

(1) Tractors

- (a) No passengers will be carried
- (b) No young persons will operate them.
- (c) All moving parts, in particular the Power Take Off will be adequately guarded.
- (d) The tractor will not be operated with restrictive view without assistance.
- (e) The tractor will never be driven without a safety cab.
- (f) Ear defenders will be worn by the operator.
- (g) No speeding allowed
- (h) No overloading allowed
- (i) Tractor must be fully maintained.

(2) Field Machinery (driven by Tractor P.T.O.)

- (a) No passengers carried
- (b) No young persons will operate them
- (c) Proper guarding of moving parts must be maintained
- (d) Must be fully maintained
- (e) No bystanders in close proximity.

(3) Fixed Equipment

- (a) Fully repaired and maintained
- (b) Fully guarded and fenced.
- (c) No close bystanders.

(4) Hand operated grass mowers

- (a) Make sure area is clear of stones and other loose debris.
- (b) Do not mow with people in close proximity
- (c) Do not leave mower unattended with power on
- (d) Do not mow with light footwear.
- (e) Do not lift mower while powered.
- (f) Always keep mower flat on the grass.
- (g) Do not pull mower towards your feet.
- (h) Switch off mower before moving it across roads and pathways.
- (i) Mow across slopes, never up and down.

(5) Hedge Cutting and strimming

- (a) Check safety switch off mechanism regularly.
- (b) Wear eye and face protection
- (c) Check guarding systems
- (d) Do not use in proximity of bystanders.

## **SERVICES**

Plant areas such as boiler house, oil tanks, gas tanks, workshops will always be kept in a tidy safe manner. No goods of any sort will be stored in a boiler house. Hazardous plant areas will be locked at all times. These areas, particularly, electrical switch gear areas, will have appropriate hazard signs posted.

## **FURNISHINGS AND FURNITURE**

Inspection of all furniture and furnishings will again be on going. Any defects noted may be reported directly to the caretaker, while also informing the management. Any broken windows will be treated with the due degree of urgency

## **NOISE HAZARDS RESULTING FROM PLANT AND EQUIPMENT**

### **Noise - Risk Assessment - High**

#### **Hazards**

Noise, Nuisance Noise

#### **Safety Precautions and Control**

- Every effort will be made to reduce workplace and environmental noise levels to a minimum, in so far as is reasonably practicable, so as to be safe and without risk to safety and health.
- In situations where noise levels are likely to exceed 85dBa suitable and adequate hearing protectors will be made available to all employees likely to be affected.
- In situations where noise levels are likely to exceed 90dBa, suitable and adequate hearing protectors will be provided and all employees likely to be affected will use the hearing protection, in accordance with manufacturer's instructions.
- In situations, where it is not practicable to reduce noise levels the school will ensure that a competent person carries out a noise assessment.
- A re-assessment will be carried out where noise levels are likely to have increased, either as a result of the introduction of new plant/machinery or work practices.
- Warning signs will be posted at all relevant work areas, indicating noise levels and the requirements regarding the use of hearing protectors.
- Every effort will be made, in so far as is reasonably practicable, to ensure that contractors/visitors adhere to the requirements of the school in relation to workplace and environmental noise levels.
- The school will exercise the right to reduce and/or eliminate noise levels, which are in excess of their workplace and/or environmental requirements.
- In compliance with the Protection of Workers (Exposure to Noise) Regulations, 1990,
- Audiometric testing will be made available to employees who are likely to be exposed to high levels of noise during their normal working day.
- Hearing protectors will be checked on a regular basis and replaced where necessary.

## MANUAL HANDLING ASSESSMENT

### Reducing the Risk of Injury

Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. The following aspects of the risk will be considered :

#### The Task

The task -is it possible to:

- Improve workplace layout to improve efficiency?
- Reduce the amount of twisting and stooping?
- Avoid lifting from floor level or above shoulder height?
- Avoid and / or minimise repetitive handling ?
- Cut carrying distance or provide mobile lifting equipment? '

#### The Load

- Can the load be made:
- Lighter or less bulky?
- Easier to grasp?
- More stable?
- Less damaging to hold? Have you asked your suppliers to help?

#### The Working Environment

The Working Environment -is it possible to:

- Remove obstructions to free movement?
- Provide better footing?
- Avoid steps and steep ramps?
- Prevent extremes of hot and cold ?
- Consider less restrictive clothing or personal protective equipment?

#### Manual Handling Training / Auditing

- Training will be provided as required and as appropriate for all personnel for whom manual handling represents a significant part of their work.
- Assessments and on-going reviews will be conducted for each area where manual handling represents a significant part of the work performed.

## HAZARDOUS SUBSTANCES ASSESSMENT

The safety requirements pertaining to individual chemicals and hazardous substances brought onto the complex will depend on the nature of the substance and how it is being used. The following general requirements apply to all substances used or stored on site:

## Information

Material Safety Data Sheets (MSDS) shall be provided for all chemicals or substances brought onto the site. These provide detailed information on each substance used. These should be reviewed by the school management to ensure that all necessary precautions are being taken. All employee, or third parties using the substance or those potentially affected by the use of the substance should be consulted in regard to proper handling techniques and emergency procedures.

## Training

Employees involved in the use of chemicals or hazardous substances shall be given specific instruction and training regarding chemical hazards, exposure controls, treatment and other emergency procedures i.e. spills etc.

## Emergency Procedures

Damage to containers or spillage of chemicals must be reported immediately to the school management.

## Labelling

- Containers of dangerous substance must be correctly labelled at all times. This label should contain information on the precautions necessary as well as an orange label with the appropriate hazard symbol.
- Substances should not be transferred to an unlabelled container at any time.

## Transportation

Chemicals used on the job site should be transported in appropriate containers to prevent spills and combustion.

## OFFICE RISK ASSESSMENT

### (a) General Office Safety

**Hazards** Slips, trips, falls, struck by or against objects, equipment hazards, fire

**Safety Precautions and Controls.**

- All office equipment is positioned so as to avoid risks of falls or collisions.
- All power, telephone, computer or other equipment cables are positioned so as to avoid risks of falls. These will be taped or fastened under furniture or along base boards. A cable cover will be fitted if necessary.
- Adequate means of access and egress from the workplace is provided, including means of escape in the event of fire, which will have emergency exit signs.
- Emergency evacuation plans will be drawn up and posted throughout and the evacuations will be practiced.
- A sufficient number and type of portable fire extinguishers are available and properly mounted throughout.
- The removal of hazards to safety and health in the office depends greatly on the maintenance of appropriate standards of housekeeping.

**(b) Visual Display Units (VDU)**

**Hazards:** Back strain, Upper limb and neck pain and discomfort, Eye fatigue, Stress

**Safety Precautions and Controls**

- Employees who use display screen equipment as a significant part of general work will:
- Receive training on the general use and adjustment of their workstation if necessary.
- Have the right to opt for an eye exam at the schools expense, before commencing display screen work and at regular intervals thereafter, or if visual difficulties arise.
- Users should be aware of the following precautions to ensure risks are minimised:
- The area in front of the keyboard is sufficient to provide support for the hands of the operator. Document holders should be arranged to minimise frequent head and eye movement.
- If required, footrests will be provided.
- All operators are provided with adjustable height and back support chairs if necessary.
- Desks and screens are arranged so that any bright lights are not reflected in the screen.
- Curtains and blinds are provided to cut out all unwanted light.
- A vision test will be carried out in order to ensure the operator has adequate sight with or without optical aids.

**(c) Filing Cabinets Hazards**

**Hazards** Trapped beneath falling cabinet. Fingers trapped between a drawer and cabinet.

Tripping over or running into open drawers,

**Safety Precautions and Controls**

- Risks are minimised by staff observing the following safe practices:
- Store heavier items in the bottom drawer
- Start with the bottom drawer when setting up files or after moving cabinet .
- Never open more than one drawer at a time
- Use drawer handles when opening cabinets
- Always close file drawers after use

**GENERAL INSPECTION GUIDE CHECKLIST****Steps.**

- Is lighting adequate. Are all lights working.
- Are steps worn or broken. Are they slippery.

**Passages.**

- Are floor surfaces even and not slippery.
- Are all lights in working order.
- Is all litter removed.
- Are mats flat and not creating a tripping hazard.
- Are there damaged walls.

**Doors and Windows.**

- Are all doors unobstructed.
- Have doors loose or broken hinges.
- Have they damaged or sticking catches.
  
- Are there viewing panels in the doors. Are they kept uncovered.
- Is all glass complete and uncracked.
- Can windows open easily without undue force.
- Do windows jut out dangerously when open.
- Are windows clean.
- Have the windows broken fastenings or cords.
- Where necessary, is a window pole available.

**Lighting.**

- Visually check all light fittings are working and in a clean condition.
- Check light switches are not broken.

**Plugs/Sockets/leads.**

- Visually check that plugs and sockets have no cracks or pieces missing.
- Check that socket screws and mountings are secure.
- Check that indication lights are functioning.
- Check that insulation on leads is not cracked or frayed.
- Check that leads are without knots, joins and that they are free of 'kinks'.
- Check that there are no trailing leads.
- Try and obviate the need for multi-adaptors.

**General Purpose Classrooms.**

- Check that there are no hazards arising from overcrowding.
- Check that all cupboards, fixed blackboards, display units etc. are stable and secure and undamaged.
- Try and obviate sharp edges and corners on furniture.
- Check all furniture is positioned safely.